

Rubidoux Community Services District

Board of Directors

Bernard Murphy, President
John Skerbelis, Vice-President
Armando Muniz
F. Forest Trowbridge
Hank Trueba Jr.

General Manager

Brian R. Laddusaw



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

NOTICE AND AGENDA FOR THE RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD MEETING

Thursday, September 21, 2023, at 4:00 PM

During this regular meeting of the Rubidoux Community Services District Board of Directors, members of the public will have the choice to attend and address the Board in person or attend and address the Board via Zoom.

Members of the public wanting to attend and/or address the Board virtually may do so by using the Zoom App or website for free at: <https://zoom.us/>

- Meeting ID is **994 957 9980**
- Passcode is: rcsd
- Call into the meeting number 1-669-444-9171

Only one person at a time may speak by telephone or Zoom and only after being recognized by the President of the Board.

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).

ADDITIONS TO THE AGENDA

In accordance with Section 54954.2 of the Government Code (Brown Act), additions to the agenda require a two-thirds vote of the entire Board, or, if fewer than two-thirds of the members are present, a unanimous vote of those members present, making findings that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the posting of the agenda.

1. **CALL TO ORDER** – Bernard Murphy, President
2. **PLEDGE OF ALLEGIANCE** – General Manager
3. **ROLL CALL** – General Manager
4. **PUBLIC COMMENTS**

Members of the public are encouraged to address the Board of Directors. Anyone who wishes to speak on an item not on the published agenda must submit a comment request card to the General Manager or designee. Each speaker should begin by identifying themselves for the record and is allowed up to five minutes.

No one may give their time to a speaker during the public comment period of the meeting. It is requested that all present refrain from any action that might disrupt the orderly course of the meeting. Coarse, crude, profane, or vulgar language, or unsolicited comments from the audience, which disrupts or disturbs the Board meeting, may result in exclusion from the meeting.

The Ralph M. Brown Act, Government Code 54950, et. seq. prohibits members of the Board of Directors from taking formal action or discuss items not on the published agenda. As a result, immediate response to public comment may be limited.

5. **CLOSED SESSION** – Pursuant to Government Code Section 54957.6: Union Request to Reopen Negotiations to Adjust Healthcare Coverage Premiums
6. **REPORT** – Actions taken in Closed Session
7. **CONSENT CALENDAR**

Consent Calendar items are expected to be routine and non-controversial and are to be acted upon by the Board by one motion, without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar for further discussion, it will be moved to the first item on the Action Agenda.

- A. Approval of Minutes for September 7, 2023, Regular Meeting
 - B. Consideration to Approve September 22, 2023, Salaries, Expenses and Transfers
 - C. **DM 2023-88:** Consider Adoption of Resolution No. 2023-909 Authorizing and Approving District General Manager or Designee, as Representative for the California Governor's Office of Emergency Services ("CalOES") Hazard Mitigation Gant Program for the Purposes of Developing a Local Hazard Mitigation Plan ("LHMP")
8. **CORRESPONDENCE AND RELATED INFORMATION**

9. REPORTS

- A. Operations Report (Second Meeting Each Month)
- B. Emergency and Incident Report (Second Meeting Each Month)
- C. General Manager and Staff Reports / Updates
- D. Committee Reports

10. ACTION / DISCUSSION ITEMS

- A. **DM 2023-82:** Consider Purchase of Tablets and Support Services for the Board of Directors
- B. **DM 2023-89:** Distribution for Review and Discussion – Rubidoux Community Services District Strategic Communications Plan
- C. **DM 2023-90:** Consider Ratification of Task Order to Blais and Associates for Writing a Grant Application for Design Efforts on Rehabilitation and Retrofit of Rubidoux Community Services District Water Reservoirs

11. DIRECTORS COMMENTS AND REQUESTS

12. NEXT MEETING

Thursday, October 5, 2023, at 4:00 p.m.

13. ADJOURNMENT

Any person with a disability who requires a modification or accommodation in order to participate in this meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Rubidoux Community Services District Board of Directors during the meeting, should contact the Rubidoux Community Services District Administrative Department, at (951) 684-7580 or admin@rcsd.org, no fewer than two (2) business days prior to this meeting to enable the Rubidoux Community Services District to make reasonable arrangements to assure accessibility or language assistance for this meeting.

DECLARATION OF POSTING

I, Brian Laddusaw, General Manager and Board Secretary to the Rubidoux Community Services District, certify that a copy of this has been posted in the District's main office, 3590 Rubidoux Blvd., Jurupa Valley, and on its website no less than seventy-two (72) hours before the start of the meeting.



Brian Laddusaw
General Manager-Secretary

4. **PUBLIC COMMENTS**

5. **CLOSE SESSION** – Pursuant to Government Code Section 54957.6:
Union Request to Reopen Negotiations to Adjust Healthcare Coverage
Premiums

6. REPORT – Actions taken in Closed Session

7. **CONSENT CALENDAR**

A. Approval of Minutes for September 7, 2023, Regular Meeting

MINUTES OF REGULAR MEETING
September 7, 2023
RUBIDOUX COMMUNITY SERVICES DISTRICT

DIRECTORS PRESENT: Bernard Murphy
John Skerbelis
F. Forest Trowbridge
Armando Muniz

DIRECTORS ABSENT: Hank Trueba, Jr.

STAFF PRESENT: Brian Laddusaw, General Manager
Kirk Hamblin, Director of Finance and Administration
Ted Beckwith, Director of Engineering
Martha Perez, Customer Service/Accounts Payable Manager
Miguel Valdez, Director of Operations
Melissa Trujillo, HR Generalist/Safety and Facilities Coordinator

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Murphy, at 4:00 P.M., Thursday, September 7, 2023, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for August 17, 2023, Board Meeting.

Director Skerbelis moved, and Director Muniz seconded to approve the August 17, 2023, Regular Board Minutes as presented.

Roll call:

Ayes – 4 (Muniz, Murphy, Skerbelis, Trowbridge)
Noes – 0
Abstain – 0
Absent – 1 (Trueba)

The motion was carried 4-0-0-1.

ITEM 5. Consideration to Approve the September 8, 2023, Salaries, Expenses and Transfers.

Consideration to Approve the September 8, 2023, Salaries, Expenses and Transfers.

Director Trowbridge moved, and Director Skerbelis seconded to Approve the September 8, 2023, Salaries, Expenses and Transfers.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

The motion was carried 4-0-0-1.

ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

Customer Doug Herbert (3730 Pontiac Avenue) addressed the board with an issue of putting out his trash cans on Friday before he leaves for the weekend. His place of business is closed on the weekends; however, the scheduled trash pick up is for Monday morning before the business opens. Consequently, what happens is members of the public will throw things in the bin, which could make it overflow and so forth. Staff said they can add a lock to the bins, or they can look into having Burrtec changing the route pickup.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

There was an article from California Local titled: “Community Services Districts, Explained: When County Government Isn’t Enough”. Since RCSD is the first CSD in 1952, it is an interesting read.

ITEM 8. MANAGER’S REPORT

Operations Report:

Presented at the second board meeting of the month.

Emergency and Incident Report:

Presented at the second board meeting of the month.

Manager’s Report:

September 19, 2023 at 9:30 a.m. is the oral argument for the appeal against the City of Riverside. There is a stream link that is provided.

Ted Beckwith reported on Fire Station 38 follow up from the previous meeting. Melissa contacted several inspection agencies. Staff will be moving forward on this. Regarding 5473 Mission Blvd., he reported he has a few proposals to do Value Engineering to scale down the scope to bring it to a lower price for the new building.

ITEM 9. Consider Adjustments to Agenda Format. DM 2023-79.

BACKGROUND

Every meeting conducted by the Rubidoux Community Services District (“District”) Board of Directors (“Directors”) must have a written agenda. A public meeting agenda is a structured outline or list of items to be discussed and addressed during the meeting which is open to the public. It serves as a guide for participants, including Board Members, staff, and the public, outlining the topics that will be covered and the order in which they will be addressed. A well-constructed agenda helps ensure meetings are organized, focused, and productive, allowing for effective communication and decision-making.

The District has largely maintained a consistent agenda format from year to year, incorporating slight modifications over the past few years to accommodate:

- Remote/teleconferencing participation instructions.
- Disclosures related to Covid-19
- Disclosures related to public comment.
- Staff/Managers update to Board questions from previous meetings

District staff continuously strives to enhance the efficiency and effectiveness of the District’s board meetings, and additional, permanent modifications to the agenda structure can significantly contribute to achieving these goals. The District is dedicated to transparency, collaboration, and community-driven results. Keeping this in focus, staff reviewed the District’s current agenda format and highlighted areas where changes could enhance meeting dynamics, engagement, and decision-making efficiency.

The proposed, permanent adjustments are summarized as follows:

1. Condensed remote/teleconferencing instructions.
2. Additional disclosures:
 - a. Additions to the Agenda – Details the Board action required for late additions to the agenda.
 - b. Disability accommodations – Provides information to members of the public with a disability or with limited English proficiency who wish to participate in the public meeting on how to request accommodation leading up to the meeting.
3. Consent calendar – Aggregates routine matters into a single agenda item and enables the Board to address non-controversial items efficiently which allows more time for in-depth discussions on action items.
4. Declaration of posting – Demonstrates the District’s commitment to transparency.
5. Reorder public comment item to be considered after roll call, consistent with other public agencies, and allows members of the public to be heard prior to the Board working through consent calendar and action items.
6. Next meeting – Informs the Board and participating members of the public when the next regular Board meeting will be held.

Staff believes these proposed adjustments will contribute positively to the District’s Board meetings, fostering a more engaged and collaborative environment while maintaining a focus on the District’s mission and community needs.

Director Murphy had three (3) comments. In the board packet there's the last three pages that's attach and approve. On the third to the last page, it's the third paragraph (which he read). He wanted the word Secretary changed to President of the board. On the second to last the page he had two comments. For Item 7 Reports, he requested adding an Item B, Committee Reports. The third item is for Public Comments. It states someone from the public is given three (3) minutes for comments. He thinks that five (5) minutes should be given to the public to speak.

Director Murphy moved to approve the new agenda template as amended which included the following changes from the original staff recommendation:

- 1. On Page 1, under the Zoom info, change reference from "Secretary" to "President".**
- 2. Under Item 4 'Public Comments', change reference from "three" minutes to "five" minutes.**
- 3. Under Item 9 'Report', add subsection D. 'Committee Reports'.**

Director Skerbelis seconded the motion as amended beginning at the next regularly scheduled Board meeting on September 21, 2023.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

The motion was carried 4-0-0-1.

ITEM 10. Consider Purchase of Tablets and Support Services for the Board of Directors. DM 2023-82.

Director Murphy directed staff to re-schedule this memorandum for the next regularly scheduled Board meeting on September 21, 2023.

ITEM 11. Consider award of Professional Services Contract for Condition Assessment of the Ridgeline Hydropneumatic Storage Tank. DM 2023-87.

BACKGROUND

In 2019 under DM 2019-72 the Board of Directors ("Board") of the Rubidoux Community Services District ("District") authorized a condition assessment of its four potable water tank reservoirs by Harper and Associates. The condition assessment was completed in early 2020. This assessment did not include an assessment of the hydropneumatics storage vessel serving the Ridgeline Pressure Zone ("PZ") which is fed by the 1238' Hunter PZ and is a part of the 1238' PZ.

This PZ serves 36 homes which are at an elevation too high to have adequate pressure from the Hunter PZ which operates off the weight of water in the Hunter and Perrone storage tanks. In June 2023, the Division of Drinking Water ("DDW") requested the District provide a Corrective

Action Plan (“CAP”) to respond to the 2020 condition assessment prepared by Harper and Associates. In conjunction with providing the CAP, staff deemed it prudent to have Harper and Associates present to the board the findings of the 2020 condition assessment and the CAP as the Board had previously requested additional information about the status of the District’s storage reservoirs.

In this presentation, it was recognized that the hydropneumatic storage tank was not included in the original reservoir condition assessment. Staff received a proposal from Harper and Associates to perform this assessment which will necessitate draining the storage tank for a few hours during which 36 customers will be without water. The District will notify these customers of the outage in advance by mail and via door tags.

Harper’s proposal is for \$3,200. The District has in its FY 2023-24 Water Replacement Fund Budget \$100,000 for the 1238’ PZ Improvements. As the hydropneumatics reservoir is a part of the 1238’ PZ, staff will use this available funding to pay for this effort.

Director Trowbridge moved, and Director Skerbelis seconded the Board of Directors authorize the General Manager to sign a Task Order with Harper and Associates in the amount of \$3,200 to provide an inspection and report of the hydropneumatics storage tank serving the Ridgeline PZ.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

The motion was carried 4-0-0-1.

ITEM 12. Directors Comments

The were no Director comments during the meeting.

ITEM 13. Adjournment

Director Murphy adjourned the meeting at 4:31 PM.

7. **CONSENT CALENDAR** (continued)

B. Consideration to Approve September 22, 2023, Salaries, Expenses and Transfers

RUBIDOUX COMMUNITY SERVICES DISTRICT
SEPTEMBER 21, 2023 (BOARD MEETING)
FUND TRANSFER AUTHORIZATION

NET PAYROLL 9/29/23	80,000.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 10/2/23	30,000.00
WIRE TRANSFER: STATE PAYROLL TAXES 10/2/23	6,200.00
WIRE TRANSFER: TO CREDIT UNION	3,000.00
WIRE TRANSFER: PERS RETIREMENT	22,000.00
WIRE TRANSFER: SECTION 125	244.00
WIRE TRANSFER: SECTION 457 AND 401(A)	3,096.00

CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:

9/22/2023 WATER FUND TO GENERAL FUND-Payables	107,423.47
WATER FUND TO GENERAL FUND-Trash	199,012.23
WATER FUND TO SEWER FUND	114,904.10
SEWER FUND TO GENERAL FUND-Payables	168,897.79

INTERFUND TRANSFERS:

9/22/2023 SEWER FUND CHECKING TO LAIF SEWER OP	400.00
SEWER FUND CHECKING TO LAIF SEWER ML	15,600.00
LAIF SEWER OP TO LAIF PROPERTY TAX	55,000.00
GENERAL FUND CHECKING TO LAIF PROP TAX	555.00
GENERAL FUND CHECKING TO LAIF FIRE MITIGATION	2,445.00
LAIF PROPERTY TAX TO GENERAL FUND CHECKING	120,000.00
WATER FUND CHECKING TO LAIF WATER OP	156,600.00
WATER FUND CHECKING TO LAIF WATER ML	20,400.00

NOTES PAYABLE

<u>DESCRIPTION</u>	<u>BALANCE</u>	<u>PAYMENT</u>	<u>DUE DATE</u>
U.S. Bank Trust (1998 COP's Refunding)	1,345,000 Prin.	655,000	Dec-23
U.S. Bank Trust (1998 COP's Refunding)	69,488 Intr.	34,297	Dec-23
MN Plant-State Revolving Loan	3,332,801 Prin.	137,493	Jul-24
MN Plant-State Revolving Loan	491,257 Intr.	42,838	Jan-24
2022 Obligations	3,261,158 Prin.	320,355	Jul-24
2022 Obligations	517,224 Intr.	49,733	Jan-24

AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)
Batch: AAAAVI

9/19/2023 10:09:53 AM

Page 1

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number					Check #			Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #	Payment Date	Total Invoice
1	ACORN / ACORN TECHNOLOGY SERVICE							10560
SEPT IT SUPT	09/01/2023	N	N			09/21/2023	09/01/2023	\$0.00
09/21/2023					N			\$4,080.00
2	ACORN / ACORN TECHNOLOGY SERVICE							10597
COM MISC HDWARE	09/01/2023	N	N			09/21/2023	09/01/2023	\$0.00
09/21/2023					N			\$1,380.68
3	AIRGAS / AIRGAS USA, LLC							5502087581
TNK RNTL	08/31/2023	N	N			09/30/2023	08/31/2023	\$0.00
09/21/2023					N			\$114.76
4	AKELA / AKELA PEST CONTROL INC							160169
PEST CONTROL	08/30/2023	N	N			09/29/2023	08/30/2023	\$0.00
09/21/2023					N			\$174.00
5	ALADDIN / ALADDIN CLEANING SVC INC							RUBIDOUX 0923
SEPT.23" CLNG SVC	09/01/2023	N	N			10/01/2023	09/01/2023	\$0.00
09/21/2023					N			\$1,579.00
6	ARC / ARC DOCUMENT SOLUTIONS, LLC							12217591
SUB FEES	08/31/2023	N	N			09/30/2023	08/31/2023	\$0.00
09/21/2023					N			\$50.00
7	AT&T / AT&T							000020491361
PHN CHGS	09/07/2023	N	N			10/16/2023	09/07/2023	\$0.00
09/21/2023					N			\$509.40
8	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CH32078-0267
WTR ANALYSES	08/29/2023	N	N			09/28/2023	08/29/2023	\$0.00
09/21/2023					N			\$81.00
9	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CH32170-0267
WTR ANALYSES	08/29/2023	N	N			09/28/2023	08/29/2023	\$0.00
09/21/2023					N			\$500.00
10	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CH32171-0267
WTR ANALYSES	08/29/2023	N	N			09/28/2023	08/29/2023	\$0.00
09/21/2023					N			\$700.73
11	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30008-0267
WTR ANALYSES	09/01/2023	N	N			10/01/2023	09/01/2023	\$0.00
09/21/2023					N			\$36.00
12	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30009-0267
WTR ANALYSES	09/01/2023	N	N			10/01/2023	09/01/2023	\$0.00
09/21/2023					N			\$180.00
13	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30066-0267
WTR ANALYSES	09/04/2023	N	N			10/04/2023	09/04/2023	\$0.00
09/21/2023					N			\$2,250.00
14	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30067-0267
WTR ANALYSES	09/04/2023	N	N			10/04/2023	09/04/2023	\$0.00
09/21/2023					N			\$750.00
15	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30068-0267
LAB FEE	09/04/2023	N	N			10/04/2023	09/04/2023	\$0.00
09/21/2023					N			\$722.77
16	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30069-0267
WTR ANALYSES	09/04/2023	N	N			10/04/2023	09/04/2023	\$0.00
09/21/2023					N			\$54.00

AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)

Batch: AAAAVI

9/19/2023 10:09:53 AM

Page 2

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number					Check #			Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #	Payment Date	Total Invoice
17	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C130070-0267
WTR ANALYSES	09/04/2023	N	N			10/04/2023	09/04/2023	\$0.00
09/21/2023					N			\$140.39
18	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C130128-0267
WTR ANALYSES	09/05/2023	N	N			10/05/2023	09/05/2023	\$0.00
09/21/2023					N			\$54.00
19	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C130132-0267
WTR ANALYSES	09/05/2023	N	N			10/05/2023	09/05/2023	\$0.00
09/21/2023					N			\$160.00
20	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C130141-0267
WTR ANALYSES	09/05/2023	N	N			10/05/2023	09/05/2023	\$0.00
09/21/2023					N			\$78.00
21	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C130159-0267
WTR ANALYSES	09/05/2023	N	N			10/05/2023	09/05/2023	\$0.00
09/21/2023					N			\$78.00
22	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C130167-0267
WTR ANALYSES	09/05/2023	N	N			10/05/2023	09/05/2023	\$0.00
09/21/2023					N			\$135.00
23	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C130168-0267
WTR ANALYSES	09/05/2023	N	N			10/05/2023	09/05/2023	\$0.00
09/21/2023					N			\$250.00
24	BRINKS / BRINKS INC.							12390862
SEPT.23"ARMRD	09/01/2023	N	N			10/01/2023	09/01/2023	\$0.00
09/21/2023					N			\$1,321.27
25	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS							7456-525874
SUPPLIES	08/30/2023	N	N			09/29/2023	08/30/2023	\$0.00
09/21/2023					N			\$73.70
26	DIG SAFE / DIG SAFE C/O UNDERGROUND SVC ALEF							23-240734
DIG SAFE	09/01/2023	N	N			10/01/2023	09/01/2023	\$0.00
09/21/2023					N			\$35.38
27	FERGUSON / FERGUSON ENTERPRISE INC #1350							0835371
PARTS	08/31/2023	N	N			09/30/2023	08/31/2023	\$0.00
09/21/2023					N			\$703.62
28	GEOTAB / GEOTAB USA, INC							IN355169
AUG 23" TRK TRCKER	08/31/2023	N	N			09/30/2023	08/31/2023	\$0.00
09/21/2023					N			\$415.00
29	GIM CAROLINE / GIM CAROLINE							11524800-06
RFND OVRPYMT	09/07/2023	N	N			10/07/2023	09/07/2023	\$0.00
09/21/2023					N			\$104.44
30	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI							012M6530
PARTS	08/31/2023	N	N			09/30/2023	08/31/2023	\$0.00
09/21/2023					N			\$247.46
31	HARPER BURNS LLP / HARPER & BURNS LLP							20230901
AUG 23" LEGLG SVC	09/01/2023	N	N			10/01/2023	09/01/2023	\$0.00
09/21/2023					N			\$2,200.00
32	HOME DEPOT / HOME DEPOT CREDIT SERVICES							005939/4023850
SUPPLIES	09/05/2023	N	N			10/05/2023	09/05/2023	\$0.00
09/21/2023					N			\$266.33

AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)

Batch: AAAAVI

9/19/2023 10:09:53 AM

Page 3

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number					Check #			Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #	Payment Date	Total Invoice
33	IE ALARM SYSTEMS / IE ALARM SYSTEMS							234308
MONITORING SVC		09/01/2023	N	N			10/01/2023	\$0.00
09/21/2023					N			\$123.09
34	KH METALS / KH METALS & SUPPLY							0647078-IN
PARTS		08/31/2023	N	N			09/30/2023	\$0.00
09/21/2023					N			\$5.90
35	KH METALS / KH METALS & SUPPLY							0647081-IN
PARTS		08/31/2023	N	N			09/30/2023	\$0.00
09/21/2023					N			\$146.95
36	KVL TIRES / KVL TIRES							23-0033794-124
R&M TRUCK		08/29/2023	N	N			09/28/2023	\$0.00
09/21/2023					N			\$444.96
37	KONE / KONECRANES, INC							154888374
CRANE RPR		08/24/2023	N	N			09/23/2023	\$0.00
09/21/2023					N			\$1,491.88
38	MASTER'S / MASTER'S SERVICES (GLACIER)							000000830089
BTL WTR		08/30/2023	N	N			09/29/2023	\$0.00
09/21/2023					N			\$71.50
39	MCMASTER-CARR / McMASTER-CARR SUPPLY CO							13195810
PRESS GAUGE		08/24/2023	N	N			09/23/2023	\$0.00
09/21/2023					N			\$795.25
40	MERIT OIL / MERIT OIL COMPANY							796041
GASOLINE		08/24/2023	N	N			09/23/2023	\$0.00
09/21/2023					N			\$1,616.49
41	MV ENGINEERING SERVICES, INC / MV ENGINEERING							2023-21
DEV SERVICE		09/05/2023	N	N			10/05/2023	\$0.00
09/21/2023					N			\$350.00
42	MV ENGINEERING SERVICES, INC / MV ENGINEERING							2023-22
ADM.ASSISTANCE		09/05/2023	N	N			10/05/2023	\$0.00
09/21/2023					N			\$2,098.00
43	MV ENGINEERING SERVICES, INC / MV ENGINEERING							2023-23
GRNT CNSLT		09/05/2023	N	N			10/05/2023	\$0.00
09/21/2023					N			\$730.00
44	OSTS,INC / Osts, Inc.							60794
TRAFFIC CNTRL TRNG		09/01/2023	N	N			10/01/2023	\$0.00
09/21/2023					N			\$1,795.00
45	RING BENDER / RING BENDER LLP							11838
CITY RVSD APPEAL		09/05/2023	N	N			10/05/2023	\$0.00
09/21/2023					N			\$803.00
46	RIVERSIDE CITY / RIVERSIDE CITY							00272660.A
JULY 23" SURCHARGE		08/28/2023	N	N			09/28/2023	\$0.00
09/21/2023					N			\$17,103.79
47	RIVERSIDE CITY / RIVERSIDE CITY							00272660.B
JULY 23" TRTMNT		08/28/2023	N	N			09/28/2023	\$0.00
09/21/2023					N			\$128,308.40
48	AUTOMATED GATE SERVICES, INC. / AGS							0010761
GATE RPR.		08/31/2023	N	N			09/30/2023	\$0.00
09/21/2023					N			\$252.00

AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)

Batch: AAAAVI

9/19/2023 10:09:53 AM

Page 4

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number					Check #			Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #	Payment Date	Total Invoice
49	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30313-0267
WTR ANALYSES	09/07/2023	N	N			10/07/2023	09/07/2023	\$0.00
09/21/2023					N			\$80.00
50	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30314-0267
WTR ANALYSES	09/07/2023	N	N			10/07/2023	09/07/2023	\$0.00
09/21/2023					N			\$13.00
51	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30348-0267
WTR ANALYSES	09/07/2023	N	N			10/07/2023	09/07/2023	\$0.00
09/21/2023					N			\$80.00
52	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30350-0267
WTR ANALYSES	09/07/2023	N	N			10/07/2023	09/07/2023	\$0.00
09/21/2023					N			\$39.00
53	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30359-0267
WTR ANALYSES	09/07/2023	N	N			10/07/2023	09/07/2023	\$0.00
09/21/2023					N			\$1,250.00
54	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30360-0267
WTR ANALYSES	09/07/2023	N	N			10/07/2023	09/07/2023	\$0.00
09/21/2023					N			\$45.00
55	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30361-0267
WTR ANALYSES	09/07/2023	N	N			10/07/2023	09/07/2023	\$0.00
09/21/2023					N			\$159.39
56	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30362-0267
WTR ANALYSES	09/07/2023	N	N			10/07/2023	09/07/2023	\$0.00
09/21/2023					N			\$45.00
57	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30369-0267
WTR ANALYSES	09/07/2023	N	N			10/07/2023	09/07/2023	\$0.00
09/21/2023					N			\$2,260.28
58	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30370-0267
WTR ANALYSES	09/07/2023	N	N			10/07/2023	09/07/2023	\$0.00
09/21/2023					N			\$3,390.42
59	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30396-0267
WTR ANALYSES	09/08/2023	N	N			10/08/2023	09/08/2023	\$0.00
09/21/2023					N			\$144.00
60	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30495-0267
LAB FEES	09/10/2023	N	N			10/10/2023	09/10/2023	\$0.00
09/21/2023					N			\$1,690.00
61	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30501-0267
WTR ANALYSES	09/10/2023	N	N			10/10/2023	09/10/2023	\$0.00
09/21/2023					N			\$1,493.22
62	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30551-0267
WTR ANALYSES	09/11/2023	N	N			10/11/2023	09/11/2023	\$0.00
09/21/2023					N			\$180.00
63	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30552-0267
WTR ANALYSES	09/11/2023	N	N			10/11/2023	09/11/2023	\$0.00
09/21/2023					N			\$72.00
64	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30553-0267
WTR ANALYSES	09/11/2023	N	N			10/11/2023	09/11/2023	\$0.00
09/21/2023					N			\$36.00

AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)
Batch: AAAAVI

9/19/2023 10:09:53 AM

Page 5

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number					Check #			Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #	Payment Date	Total Invoice
65	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C130554-0267
WTR ANALYSES		09/11/2023	N	N			10/11/2023 09/11/2023	\$0.00
09/21/2023					N			\$72.00
66	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C130555-0267
WTR ANALYSES		09/11/2023	N	N			10/11/2023 09/11/2023	\$0.00
09/21/2023					N			\$90.00
67	BURRTEC / BURRTEC WASTE INDUSTRIES, INC.							N0820401690
AUG 23"WST HAUL		08/31/2023	N	N			09/30/2023 08/31/2023	\$0.00
09/21/2023					N			\$1,471.23
68	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS							7456-526530
BATTERY		09/07/2023	N	N			10/07/2023 09/07/2023	\$0.00
09/21/2023					N			\$182.52
69	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS							7456-526626
BATTERY CORE		09/08/2023	N	N			10/08/2023 09/08/2023	\$0.00
09/21/2023					N			(\$23.71)
70	KH METALS / KH METALS & SUPPLY							0647340-IN
PARTS		09/06/2023	N	N			10/06/2023 09/06/2023	\$0.00
09/21/2023					N			\$40.27
71	CORE & MAIN / CORE & MAIN							T302929
AIR VALVE		08/30/2023	N	N			10/29/2023 08/30/2023	\$0.00
09/21/2023					N			\$678.83
72	CORE & MAIN / CORE & MAIN							T477680
GSKT		08/30/2023	N	N			09/29/2023 08/30/2023	\$0.00
09/21/2023					N			\$456.36
73	FMB / FMB TRUCK OUTFITTERS, INC.							69730
R&M TRK F150		09/05/2023	N	N			10/05/2023 09/05/2023	\$0.00
09/21/2023					N			\$1,433.07
74	GRAINGER / GRAINGER							9827513525
SUPPLIES		09/05/2023	N	N			10/05/2023 09/05/2023	\$0.00
09/21/2023					N			\$709.66
75	HACH CO. / HACH COMPANY							13726422
CHEMICALS		09/05/2023	N	N			10/05/2023 09/05/2023	\$0.00
09/21/2023					N			\$592.72
76	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI							012M6590
PARTS		09/05/2023	N	N			10/05/2023 09/05/2023	\$0.00
09/21/2023					N			\$571.87
77	KONE / KONECRANES, INC							154895778
CRANE RPR		09/08/2023	N	N			10/08/2023 09/08/2023	\$0.00
09/21/2023					N			\$5,446.85
78	KVL TIRES / KVL TIRES							23-0034985-124
R&M TRUCK		09/05/2023	N	N			10/05/2023 09/05/2023	\$0.00
09/21/2023					N			\$587.61
79	MERIT OIL / MERIT OIL COMPANY							797305
GASOLINE		08/31/2023	N	N			09/15/2023 08/31/2023	\$0.00
09/21/2023					N			\$2,006.29
80	QUADIENT / QUADIENT LEASING USA, INC.							PPLN01001
POSTAGE MTR		09/03/2023	N	N			10/03/2023 09/03/2023	\$0.00
09/21/2023					N			\$155.45

AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)
Batch: AAAAVI

9/19/2023 10:09:53 AM

Page 6

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number					Check #			Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #	Payment Date	Total Invoice
81	SHRED-IT / SHRED-IT USA							8004579678
SHREDDING		08/31/2023	N	N			09/30/2023 08/31/2023	\$0.00
09/21/2023					N			\$131.66
82	SCE / SCE							23S700244764992
STRT LIGHTS		09/01/2023	N	N			09/21/2023 09/01/2023	\$0.00
09/21/2023					N			\$145.60
83	SCE / SCE							23S700617778997
FIRE STN UTLTY		09/05/2023	N	N			09/25/2023 09/05/2023	\$0.00
09/21/2023					N			\$4,284.34
84	SCE / SCE							23S700040982544
MAIN OFC UTLTY		09/05/2023	N	N			09/25/2023 09/05/2023	\$0.00
09/21/2023					N			\$2,880.60
85	SCE / SCE							23S600000522796
STRT LIGHTS		09/05/2023	N	N			09/25/2023 09/05/2023	\$0.00
09/21/2023					N			\$15,011.36
86	SCG / THE GAS COMPANY							23S12013321489
OFC UTLTY		09/01/2023	N	N			09/22/2023 09/01/2023	\$0.00
09/21/2023					N			\$14.30
87	SCG / THE GAS COMPANY							23S01302181001
FIELD OFC UTLTY		09/01/2023	N	N			09/22/2023 09/01/2023	\$0.00
09/21/2023					N			\$14.30
88	SCG / THE GAS COMPANY							23S17882256005
MAIN OFC UTLRY		09/01/2023	N	N			09/22/2023 09/01/2023	\$0.00
09/21/2023					N			\$46.61
89	SCG / THE GAS COMPANY							23S05925730565
FIRE DEPT UTLRY		09/01/2023	N	N			09/22/2023 09/01/2023	\$0.00
09/21/2023					N			\$125.64
90	SPECTRUM / SPECTRUM BUSINESS							0023130090623
SEPT 23"INT SVC		09/06/2023	N	N			09/23/2023 09/06/2023	\$0.00
09/21/2023					N			\$360.94
91	STREAMLINE_DIGITAL / STREAMLINE							B89E97D4-0034
SEPT-OCT 23"WEBSITE		09/01/2023	N	N			10/01/2023 09/01/2023	\$0.00
09/21/2023					N			\$497.00
92	UNDERGROUND SERVICE ALERT / UNDERGROUND :							820230566
DIG SAFE		09/01/2023	N	N			10/16/2023 09/01/2023	\$0.00
09/21/2023					N			\$172.75
93	VARNER / VARNER & BRANDT LLP							20230831
AUG 23"LGL CNSLT		08/31/2023	N	N			09/30/2023 08/31/2023	\$0.00
09/21/2023					N			\$2,647.68
94	VERIZON WIRELESS / VERIZON WIRELESS							9943307370
CEL PHN CHRGS		09/01/2023	N	N			09/23/2023 09/01/2023	\$0.00
09/21/2023					N			\$703.00
95	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA							RI4806
SEPT 23" BRINE FIXED		09/01/2023	N	N			10/01/2023 09/01/2023	\$0.00
09/21/2023					N			\$749.94
96	YO FIRE / YO FIRE							2025097
PARTS		08/31/2023	N	N			09/30/2023 08/31/2023	\$0.00
09/21/2023					N			\$2,489.03

AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)
Batch: AAAAVI

9/19/2023 10:09:53 AM

Page 7

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number					Check #			Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #	Payment Date	Total Invoice
97	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30587-0267
WTR ANALYSES	09/12/2023	N	N			10/12/2023	09/12/2023	\$0.00
09/21/2023					N			\$45.00
98	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30589-0267
WTR ANALYSES	09/12/2023	N	N			10/12/2023	09/12/2023	\$0.00
09/21/2023					N			\$59.00
99	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30592-0267
WTR ANALYSES	09/12/2023	N	N			10/12/2023	09/12/2023	\$0.00
09/21/2023					N			\$81.00
100	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30596-0267
WTR ANALYSES	09/12/2023	N	N			10/12/2023	09/12/2023	\$0.00
09/21/2023					N			\$78.00
101	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CI30639-0267
WTR ANALYSES	09/12/2023	N	N			10/12/2023	09/12/2023	\$0.00
09/21/2023					N			\$2,986.44
102	BOOT BARN / BOOT BARN							INV00293574
BOOTS/MARTINEZ	09/06/2023	N	N			10/06/2023	09/06/2023	\$0.00
09/21/2023					N			\$175.00
103	BPS B'S POOL SUPPLIES / B.P.S. B's POOL SUPPLIES							123015
SODIUM HYPO	09/06/2023	N	N			10/06/2023	09/06/2023	\$0.00
09/21/2023					N			\$1,224.48
104	CORODATA SHREDDING, INC / CORODATA SHREDDII							DN1429477
AUG 23" SHREDDING	08/31/2023	N	N			09/30/2023	08/31/2023	\$0.00
09/21/2023					N			\$34.00
105	DURNEY DON / DURNEY, DON							20230912
GRDNG/WEED ABATE	09/12/2023	N	N			10/12/2023	09/12/2023	\$0.00
09/21/2023					N			\$2,435.00
109	FERGUSON / FERGUSON ENTERPRISE INC #1350							0835900
PARTS	09/08/2023	N	N			10/08/2023	09/08/2023	\$0.00
09/21/2023					N			\$34.64
110	HARPER & ASSOC / HARPER & ASSOCIATES ENG, IN							ENG-8283
CORRECTIVE PLAN	09/07/2023	N	N			10/07/2023	09/07/2023	\$0.00
09/21/2023					N			\$7,290.00
111	INFOSEND / INFOSEND, INC							246459.A
AUG 23" BILL PRINT	08/31/2023	N	N			10/11/2023	08/31/2023	\$0.00
09/21/2023					N			\$773.37
112	INFOSEND / INFOSEND, INC							246459.B
AUG 23" POSTAGE	08/31/2023	N	N			10/11/2023	08/31/2023	\$0.00
09/21/2023					N			\$2,630.94
113	KRIEGER & STEWART / KRIEGER & STEWART, INC.							48664
WTR CNSLT	08/24/2023	N	N			09/23/2023	08/24/2023	\$0.00
09/21/2023					N			\$4,429.75
114	KRIEGER & STEWART / KRIEGER & STEWART, INC.							48665
WSTE WTR CNSLT	08/24/2023	N	N			09/23/2023	08/24/2023	\$0.00
09/21/2023					N			\$199.00
115	KRIEGER & STEWART / KRIEGER & STEWART, INC.							48666
PRETRTMNT	08/24/2023	N	N			09/23/2023	08/24/2023	\$0.00
09/21/2023					N			\$2,379.75

AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)
Batch: AAAAVI

9/19/2023 10:09:53 AM

Page 8

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number					Check #			Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #	Payment Date	Total Invoice
116	KRIEGER & STEWART / KRIEGER & STEWART, INC.							48667
AGUA/COMM PK 37528	08/24/2023	N	N			09/23/2023	08/24/2023	\$0.00
09/21/2023					N			\$4,732.19
117	KRIEGER & STEWART / KRIEGER & STEWART, INC.							48668
EMRLD RDGE 36947	08/24/2023	N	N			09/23/2023	08/24/2023	\$0.00
09/21/2023					N			\$255.00
118	KRIEGER & STEWART / KRIEGER & STEWART, INC.							48669
AVLN/WTR SWR 36649	08/24/2023	N	N			09/23/2023	08/24/2023	\$0.00
09/21/2023					N			\$2,410.14
119	KRIEGER & STEWART / KRIEGER & STEWART, INC.							48670
EMRLD RDGE 36947	08/24/2023	N	N			09/23/2023	08/24/2023	\$0.00
09/21/2023					N			\$1,753.25
120	KRIEGER & STEWART / KRIEGER & STEWART, INC.							48671
WTR CNSLT	08/24/2023	N	N			09/23/2023	08/24/2023	\$0.00
09/21/2023					N			\$9,777.55
121	KRIEGER & STEWART / KRIEGER & STEWART, INC.							48672
MARKET & 24TH PIPE	08/24/2023	N	N			09/23/2023	08/24/2023	\$0.00
09/21/2023					N			\$7,031.00
122	KRIEGER & STEWART / KRIEGER & STEWART, INC.							48673
WVWD INTERCT	08/24/2023	N	N			09/23/2023	08/24/2023	\$0.00
09/21/2023					N			\$4,460.05
123	KRIEGER & STEWART / KRIEGER & STEWART, INC.							48674
THOMPSON PLANT	08/24/2023	N	N			09/23/2023	08/24/2023	\$0.00
09/21/2023					N			\$11,145.75
124	MERIT OIL / MERIT OIL COMPANY							798488
DIESEL	09/05/2023	N	N			09/20/2023	09/05/2023	\$0.00
09/21/2023					N			\$490.21
125	MCVEIGH, PATRICIA / McVEIGH, PATRICIA C							68
MIN.MAY 23"-AUG 23"	09/07/2023	N	N			10/07/2023	09/07/2023	\$0.00
09/21/2023					N			\$3,025.00
126	OCCUPATIONAL HLTH CNTRS OF CA / OCCUPATIONA							80376919
PREHIRE-CARREON	08/28/2023	N	N			09/27/2023	08/28/2023	\$0.00
09/21/2023					N			\$156.00
127	OSTS,INC / Osts, Inc.							60897
HAZMAT	09/12/2023	N	N			10/12/2023	09/12/2023	\$0.00
09/21/2023					N			\$495.00
128	TRUSSELL TECHNOLOGIES / TRUSSELL TECHNOLO							000009308
SOP'S	09/12/2023	N	N			10/11/2023	09/12/2023	\$0.00
09/21/2023					N			\$3,060.00
129	UNIVAR SOLUTIONS / UNIVAR SOLUTIONS							51462093
SODIUP HYPO	09/08/2023	N	N			10/08/2023	09/08/2023	\$0.00
09/21/2023					N			\$5,164.25
130	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							083023/091323.A
COM TRSH	09/13/2023	N	N			10/13/2023	09/13/2023	\$0.00
09/21/2023					N			\$52,071.54
131	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							083023/091323.B
RES TRSH	09/13/2023	N	N			10/13/2023	09/13/2023	\$0.00
09/21/2023					N			\$146,940.69

AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)
Batch: AAAAVI

9/19/2023 10:09:53 AM

Page 9

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number					Check #			Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #	Payment Date	Total Invoice
132	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							083023/091323.C
RCSD SHR COMM		09/13/2023	N	N			10/13/2023	\$0.00
09/21/2023					N			(\$7,290.02)
133	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							083023/091323.D
RCSD SHR RES		09/13/2023	N	N			10/13/2023	\$0.00
09/21/2023					N			(\$4,361.74)
134	MASTER'S / MASTER'S SERVICES (GLACIER)							000000841003
BTL WTR		09/13/2023	N	N			10/13/2023	\$0.00
09/21/2023					N			\$94.00
135	RUHNAU / RUHNAU CLARKE ARCHITECTS							16183
5473 SVCS		08/01/2023	N	N			08/31/2023	\$0.00
09/21/2023					N			\$16,007.62
136	RUHNAU / RUHNAU CLARKE ARCHITECTS							16410
5473 SVCS		08/01/2023	N	N			08/31/2023	\$0.00
09/21/2023					N			\$8,537.40
137	RUHNAU / RUHNAU CLARKE ARCHITECTS							16560
5473 SVCS		08/01/2023	N	N			08/31/2023	\$0.00
09/21/2023					N			\$3,478.20
138	RUHNAU / RUHNAU CLARKE ARCHITECTS							16683
5473 SVCS		08/01/2023	N	N			08/31/2023	\$0.00
09/21/2023					N			\$3,478.20
139	RUHNAU / RUHNAU CLARKE ARCHITECTS							16977
5473 SVCS		08/01/2023	N	N			08/31/2023	\$0.00
09/21/2023					N			\$8,695.50
140	UPS / UNITED PARCEL SERVICE							0000F908W2353
POSTAGE		09/02/2023	N	N			10/02/2023	\$0.00
09/21/2023					N			\$24.54
141	EDGEWOOD PARTNERS INS / EDGEWOOD PARTNER							428335
COMM INS		09/01/2023	N	N			10/01/2023	\$0.00
09/21/2023					N			\$30,202.00
142	EDGEWOOD PARTNERS INS / EDGEWOOD PARTNER							428336
AUTO INS.		09/01/2023	N	N			10/01/2023	\$0.00
09/21/2023					N			\$5,053.00
143	EDGEWOOD PARTNERS INS / EDGEWOOD PARTNER							428337
EXCESS LIAB INS		09/01/2023	N	N			10/01/2023	\$0.00
09/21/2023					N			\$5,461.00

Grand Totals

Total Direct Expense: \$590,162.38
Total Direct Expense Adj: (\$11,675.47)
Total Non-Electronic Transactions: \$578,486.91

Report Summary

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

BAC
9/19/23

KH

7. **CONSENT CALENDAR** (continued)

- C. **DM 2023-88:** Consider Adoption of Resolution No. 2023-909 Authorizing and Approving District General Manager or Designee, as Representative for the California Governor's Office of Emergency Services ("CalOES") Hazard Mitigation Grant Program for the Purposes of Developing a Local Hazard Mitigation Plan ("LHMP")

Rubidoux Community Services District

Board of Directors

Bernard Murphy, President
John Skerbelis, Vice-President
Armando Muniz
F. Forest Trowbridge
Hank Trueba Jr.



General Manager

Brian R. Laddusaw

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

DIRECTORS MEMORANDUM 2023-88

September 21, 2023

To: Rubidoux Community Services District
Board of Directors

Subject: Consider Adoption of Resolution No. 2023-909 Authorizing and Approving District General Manager or Designee, as Representative for the California Governor's Office of Emergency Services ("CalOES") Hazard Mitigation Grant Program for the Purposes of Developing a Local Hazard Mitigation Plan ("LHMP")

BACKGROUND:

On October 30, 2000, President Bill Clinton signed U.S. House of Representatives Resolution ("H.R.") 707, known as the Disaster Mitigation and Cost Reduction Act ("Act") of 2000. The Act requires all jurisdictions to be covered by a LHMP to be eligible for Federal Emergency Management Agency ("FEMA") post-disaster funds. The Act provides the legal basis for FEMA mitigation planning for state, local, and tribal governments as a condition of mitigation grant assistance. The Act amended the Robert T. Stafford Disaster Relief and Emergency Act by repealing the previous mitigation planning provisions and replacing them with a new set of requirements that emphasize the need for state, local, and tribal entities to closely coordinate mitigation planning and implementation efforts.

A LHMP is a document that identifies, assesses, and reduces the long-term risk to life, property, and infrastructure from natural, human-caused, or technological disasters. It is prepared and adopted by state, tribal and local governments based on their common hazards and vulnerabilities. The plan typically includes a risk assessment, a capability assessment, a mitigation strategy, and plan maintenance procedures. The aim of the plan is to break the cycle of disaster damage, reconstruction, and repeated damage, and to build economic and cultural resilience.

In 2015, the Rubidoux Community Services District ("District") Board of Directors ("Board") adopted Resolution 2015-823 which was an annex of the Riverside County Operational Area Multi-Jurisdictional

LHMP, an alternative to the District developing and adopting its own plan. As the District does not routinely apply for FEMA assistance, this approach was allowable.

In 2021, the District was unsuccessful on a grant application to refurbish and retrofit its four reservoirs since it did not have its own LHMP and the annex adopted by the Board under Resolution 2015-819 was no longer sufficient. Subsequently, the District, with assistance of its grant writing consultant, Blais and Associates, applied for a grant through CalOES for money to prepare its own LHMP. Once developed, the District would be able to pursue grant opportunities which require a LHMP as a prerequisite, notably ones to help the District refurbish and retrofit its reservoirs.

On August 22, 2023, CalOES informed the District it had been awarded a grant to prepare its LHMP as a Subrecipient to CalOES under FEMA's Hazard Mitigation Grant Program ("HMGP"). This grant will pay 90% of the cost of preparing the LHMP and staff has sent out requests for qualifications and proposals to prepare the LHMP for the District. A Task Order to authorize this work will be agendized and acted upon by the Board at a future Board meeting. The grant application, as submitted to CalOES was based on an estimated project cost of \$177,645, thus the 90% federal share will pay a maximum of \$159,881 towards the project and an additional \$8,645 in federal monies are eligible for receipt to offset management costs associated with developing the LHMP. Project and staff costs in excess of these amounts will be the responsibility of the District. For perspective, the two U.S. Bureau of Reclamation grants the District also received notice of award recently require a 50% cost share.

CalOES requests as a part of the grant award a resolution adopted by the Board indicating authorization for the General Manager, or designee, to execute in the name of the District all grant documents, including but not limited to, applications, agreements, amendments, and requests for payment, necessary to secure grant funds and implement the approved grant project.

Additionally, CalOES requires its Form 130 be completed and returned to CalOES indicating the person(s) authorized by the resolution, then names of the board members and the signature of the Board President.

RECOMMENDATION:

Staff recommends the Board of Directors consider the following:

1. Approve Resolution 2023-909; A Resolution of the Board of Directors of The Rubidoux Community Services District Authorizing and Approving District General Manager or Designee, as Representative for the California Governor's Office of Emergency Services Hazard Mitigation Grant Program for the Purposes of Developing a Local Hazard Mitigation Plan
2. Authorize the Board President to sign CalOES Form 130 for submittal to CalOES as part of the grant requirement.

Respectfully,



BRIAN R. LADDUSAW, CPA
General Manager

Attachments:

1. HMGP Award Notification from FEMA
2. Resolution 2023-909
3. CalOES Form 130



FEMA

August 21, 2023

Nancy Ward, Director
California Governor's Authorized Representative
California Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655

Reference: Application Approval, HMGP DR-4619-455-004P
Rubidoux Community Services District
Rubidoux Community Services District Local Hazard Mitigation Plan
FIPS Code: 065-14C04, Supplement 7

Dear Nancy Ward:

We approve and issue Hazard Mitigation Grant Program (HMGP) funds for the Rubidoux Community Services District, HMGP DR-4619-455-004P, Rubidoux Community Services District Local Hazard Mitigation Plan.

The total project cost is \$177,645.00. As shown in the enclosed Obligation Report - Supplement 7, we are obligating \$159,880.50 for the 90 percent Federal share; the 10 percent non-Federal share is \$17,764.50. We are obligating \$8,645.00 for the 100% Federal share Subrecipient Management Costs. These funds are available in SmartLink for immediate and eligible disbursements. The following is a summary of the approved funding:

Approvals:	Federal Share:	Non-Federal Share:	Total Project Cost:
Supplement 7	\$159,880.50	\$17,764.50	\$177,645.00
Management Costs	\$8,645.00	\$0.00	\$8,645.00

This HMGP project approval and obligation of funds are subject to the following conditions:

- 1. Scope of Work (SOW)** – The Rubidoux Community Services District will develop and adopt a Rubidoux Community Services District Local Hazard Mitigation Plan to meet the requirements outlined in 44 CFR Part 201 and the most current FEMA hazard mitigation plan guidance.
- 2. Project Completion Date** – The work schedule included with the project application indicates that the project will take 36 months to complete; therefore, the project completion date is August 14, 2026. Please inform the sub-recipient that work completed after the disaster period of performance (POP) is not eligible for federal funding, and that federal funds may be de-obligated for work completed outside the POP when there is no approved time extension.

3. **Project Closeout** – Within 120 days of project completion, all project funds must be liquidated and final closeout documentation for the project must be submitted to FEMA. Please note the project must comply with Code of Federal Regulations Title 2, Part 200 reporting requirements at the time of closeout.
4. **Record of Environmental Consideration (REC)** – In compliance with the National Environmental Policy Act (NEPA), this undertaking is categorically excluded (CE) from the need to prepare either an environmental assessment or environmental impact statement.
5. **Standard Conditions** – This project approval is subject to the enclosed *Standard Mitigation Grant Program (HMGP) Conditions*, amended August 2018. Please note that federal funds may be de-obligated for work that does not comply with these conditions.

If you have any questions or need further assistance please contact Jocelyn Madison-Kelly, Hazard Mitigation Assistance Specialist, by email jocelyn.madisonkelly@fema.dhs.gov, or phone (202) 717-0135.

Sincerely,

KATHRYN J LIPIECKI

Digitally signed by KATHRYN J
LIPIECKI

Date: 2023.08.20 15:39:57 -07'00'

Kathryn Lipiecki
Director, Mitigation Division
FEMA Region 9

Enclosures (2):

Obligation Report - Supplement 7
Standard Mitigation Grant (HMGP) Conditions

cc:

Ron Miller, Acting State Hazard Mitigation Officer, California Governor's Office of Emergency Services
Robyn Fennig, Co-Acting State Hazard Mitigation Officer, California Governor's Office of Emergency Services
Robert McCord, Chief, Hazard Mitigation Assistance Branch, FEMA Region 9

7/25/2023
10:44 AM

FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM

HMGP-OB-01

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4619	4 -P	0	455	1	7	CA	Statewide

Subrecipient: RUBIDOUX COMMUNITY SERVICES DISTRICT Project Title : 7% Rubidoux Community Services District Local Hazard Mitigation Plan
Subrecipient FIPS Code: 065-14C04

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$159,880.50	\$159,880.50	\$0.00	\$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$159,880.50	\$8,645.00	\$168,525.50	07/22/2023	Accept	2023

Comments

Date: 07/21/2023 User Id: SSCOTT39

Comment: HMGP 4619-455-4P-Riverside County-7% Rubidoux Local Hazard Mitigation Plan-\$159,880.50 Fed Share & \$8,645.00 SRMC.

Authorization

Preparer Name: STEVEN SCOTT

Preparation Date: 07/21/2023

HMO Authorization Name: JOCELYN MADISON-KELLY

HMO Authorization Date: 07/21/2023

Standard Mitigation Grant Program (HMGP) Conditions

FEMA Region IX, August, 2018

The following list applies to Recipients and Subrecipients accepting HMGP funds from the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS):

1. **Applicable Federal, State, and Local Laws and Regulations.** The Recipient/Subrecipient must comply with all applicable Federal, State, and Local laws and regulations, regardless of whether they are on this list or other project documents. DHS financial assistance Recipients and Subrecipients are required to follow the provisions of the State HMGP Administrative Plan, applicable Hazard Mitigation Assistance Uniform Guidance, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2 of the Code of Federal Regulations (CFR) Part 200, adopted by DHS in 2 CFR 302.
2. **Financial Management Systems.** The Recipient and Subrecipient must maintain financial management systems to account for and track funds, as referenced in 2 CFR 200.302.
3. **Match or Cost Share.** Non-federal match or cost share must comply with 2 CFR 200.306, the scope of work (SOW), and any agreements among the Subrecipient, the Recipient, and FEMA.
4. **Budget Changes.** Unanticipated adjustments are permitted within the approved total cost. However, if costs exceed the federal share, the Subrecipient must notify the Governor's Authorized Representative (GAR) of overruns before implementation. The GAR shall submit a written request for approval to FEMA Region IX. The subaward must continue to meet HMGP requirements, including cost effectiveness and cost share. Refer to 2 CFR 200.308 for additional information.
5. **Real Property and Land.** The acquisition, use, and disposition must comply with 2 CFR 200.311.
6. **Equipment.** The acquisition, use, and disposition must comply with 2 CFR 200.313.
7. **Supplies.** Upon project completion, FEMA must be compensated for unused supplies, exceeding \$5,000 (fair market value), and not needed for other federal programs. Refer to 2 CFR 200.314.
8. **Procurement.** Procurement procedures must be in conformance with 2 CFR 200.318-320.
9. **Monitoring and Reporting Program Performance.** The Recipient and Subrecipient must submit quarterly progress reports, as referenced in the 2 CFR 200.328 and State HMGP Administrative Plan.
10. **Records Retention.** In accordance with 2 CFR 200.333, financial/ programmatic records related to expenditures must be maintained at least 3 years after the date of Recipient's final expenditure report.
11. **Enforcement and Termination.** If the Recipient or Subrecipient fails to comply with the award or subaward terms, whether stated in a Federal statute or regulation, the State HMGP Administrative Plan, subpplication, a notice of award, an assurance, or elsewhere, FEMA may take one or more of the actions outlined in 2 CFR 200.338, including termination or partial termination of the award or subaward outlined in 2 CFR 200.339.
12. **Allowable Costs.** Funds are to be used for allowable costs in compliance with 2 CFR 200.403, the approved SOW, and any agreements among the Subrecipient, Recipient, and FEMA.

13. **Non-Federal Audit.** The Recipient and Subrecipient are responsible for obtaining audits in accordance with the Single Audit Act of 1984, in compliance with 2 CFR 200.501.
14. **Debarred and Suspended Parties.** Recipients and Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 CFR 180. These regulations restrict federal financial assistance awards, subawards, and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in the federal assistance programs or activities.
15. **Equipment Rates.** Rates claimed for use of Subrecipient-owned equipment in excess of the FEMA-approved rates must be approved under State guidelines issued by the State Comptroller's Office or must be certified by the Recipient to include only those costs attributable to equipment usage less any fixed overhead and/or profit.
16. **Duplication of Funding between Public Assistance (PA) and HMGP.** Funding for PA Section 406 and HMGP Section 404 are permitted on the same facility/location, but the activities identified under each program must be distinct with separately accounted funds. At closeout, FEMA may adjust the funding to ensure the Subrecipient was reimbursed for eligible work from only one funding source.
17. **Historic Properties and Cultural Resources.** In compliance with 2 CFR 800, if a potential historic property or cultural resource is discovered during construction, the Subrecipient must cease work in the area and take all reasonable measures to avoid or minimize harm to the discovered property/resource. During construction, the Subrecipient will monitor ground disturbance activity, and if any potential archeological resources are discovered, will immediately cease work in that area, and notify the Recipient and FEMA. Construction in the area may resume with FEMA's written approval after FEMA's consultation, if applicable, with the State Historic Preservation Officer (SHPO).
18. **NEPA and Changes to the Scope of Work (SOW).** To comply with the National Environmental Policy Act (NEPA), and other Laws and Executive Orders, any change to the approved SOW shall be re-evaluated before implementation. Construction associated with a SOW change, prior to FEMA approval, may be ineligible for funding. Acceptance of federal funding requires environmental permits and clearances in compliance with all appropriate federal, state and local laws, and failure to comply may jeopardize funding.

Within their authority, the Recipient and Subrecipient must use of all practicable means, consistent with other essential policies, to create and maintain productive harmony for people and nature, and fulfill the social, economic, and other needs of present and future generations of Americans.

RESOLUTION NO. 2023-909

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUBIDOUX
COMMUNITY SERVICES DISTRICT AUTHORIZING AND APPROVING DISTRICT
GENERAL MANAGER, OR DESIGNEE, AS REPRESENTATIVE FOR THE
CALIFORNIA GOVERNOR’S OFFICE OF EMERGENCY SERVICES HAZARD
MITIGATION GRANT PROGRAM FOR THE PURPOSES OF DEVELOPING A
LOCAL HAZARD MITIGATION PLAN**

WHEREAS, the Rubidoux Community Services District (“District”) is organized pursuant to the Community Services District Act (Government Code Section 60,000, et seq.), for the purpose of providing municipal services to communities within Riverside and San Bernardino Counties in the State of California; and

WHEREAS, the Board of Directors of Rubidoux Community Services District are elected at large by qualified registered voters residing within the service area boundaries of the District; and

WHEREAS, the Board of Directors desire to develop and adopt a Rubidoux Community Services District Local Hazard Mitigation Plan (“LHMP”) to meet the requirements outlined in 44 CFR Part 201 and the most current FEMA hazard mitigation plan guidance; and

WHEREAS, the District applied for and received grants funds from the Hazard Mitigation Grant Program from the California Governor’s Office of Emergency Services for the purposes of hiring a consultant to assist the District in preparing a LHMP; and

WHEREAS, under the terms and conditions of the grant award, the Board of Directors must authorize a representative of the District to engage with the Federal Emergency Management Authority and the Governor’s Office of Emergency Services during the grant award period; and

WHEREAS, the District must complete and submit Cal OES Form 130 every three (3) years to be eligible to receive funding; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Rubidoux Community Services District authorizes the General Manager, or designee, to execute in the name of Rubidoux Community Services District all grant documents, including but not limited to, applications, agreements, amendments, and requests for payment, necessary to secure grant funds and implement the approved grant project.

PASSED AND ADOPTED, by the Rubidoux Community Services District Board of Directors at a regular meeting held on the 21st day of September 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Bernard Murphy, President
Rubidoux Community Service District

(SEAL)

ATTEST:

Brian R. Laddusaw, General Manager

APPROVED AS TO FORM AND CONTENT:

John R. Harper, General Counsel

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Directors OF THE Rubidoux Community Services District
(Governing Body) (Name of Applicant)

THAT General Manager, OR
(Title of Authorized Agent)

Director of Engineering, OR
(Title of Authorized Agent)

Director of Finance and Administration
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Rubidoux Community Services District, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Rubidoux Community Services District, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- ☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 21st day of September, 2023

Bernard Murphy: John Skerbelis:
(Name and Title of Governing Body Representative)

Armando Muniz: Hank Trueba Jr.:
(Name and Title of Governing Body Representative)

F. Forest Trowbridge:
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Bernard Murphy, duly appointed and President of
(Name) (Title)
Rubidoux Community Services District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Rubidoux Community Services District
(Governing Body) (Name of Applicant)

on the 21st day of September, 2023.

(Signature) President
(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

8. CORRESPONDENCE AND RELATED INFORMATION

9. REPORTS

A. Operations Report (Second Meeting Each Month)

Water and Wastewater Production Comparison

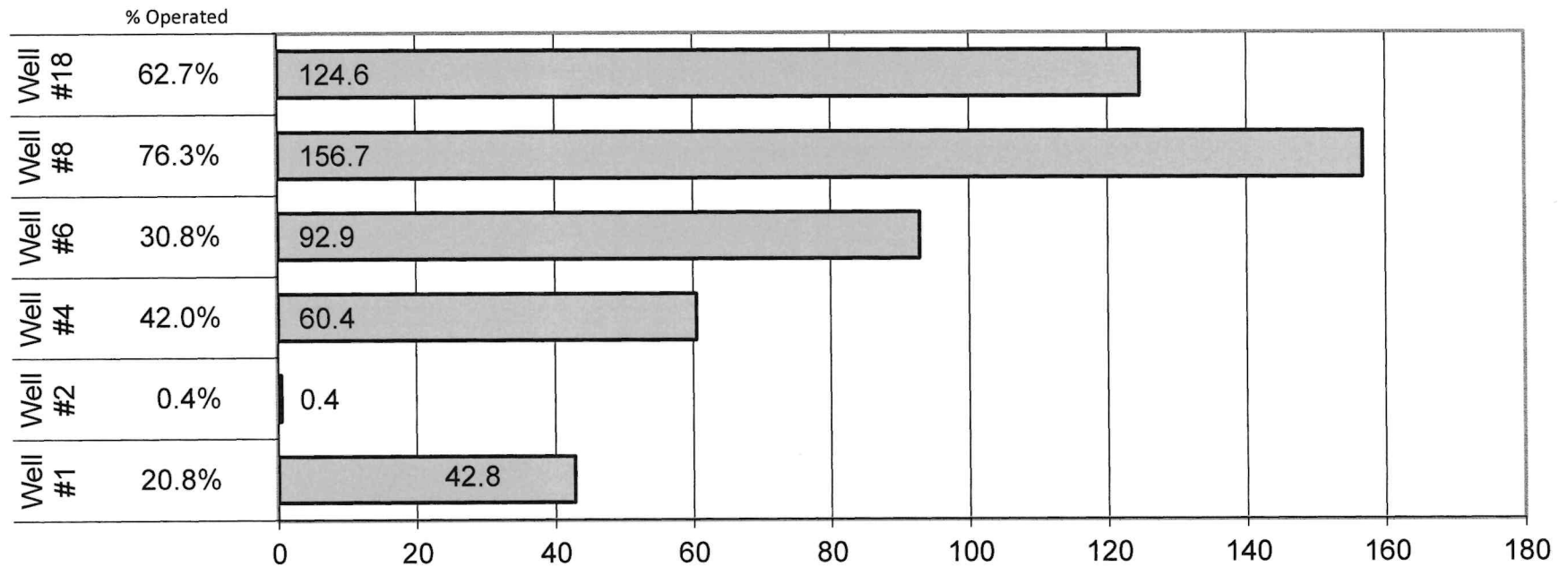
Date	TOTAL WELL PRODUCTION in Million Gallons					Consumption to JURUPA C.S.D.	WASTEWATER FLOW TO RIVERSIDE
	Purchased	Potable Wells	Potable Total	Non-Potable Wells	Total	(Million Gallons)	(Million Gallons)
8/1/2023	0.00	6.58	6.58	0.01	6.59	0.00	1.801
8/2/2023	0.00	4.28	4.28	0.02	4.30	0.00	1.835
8/3/2023	0.00	6.62	6.62	0.01	6.63	0.00	1.791
8/4/2023	0.00	5.87	5.87	0.01	5.88	0.00	1.692
8/5/2023	0.00	5.01	5.01	0.01	5.02	0.00	1.824
8/6/2023	0.00	6.33	6.33	0.03	6.36	0.00	1.685
8/7/2023	0.00	3.80	3.80	0.03	3.83	0.00	1.741
8/8/2023	0.00	5.27	5.27	0.01	5.28	0.00	1.763
8/9/2023	0.00	5.12	5.12	0.02	5.14	0.00	1.723
8/10/2023	0.00	5.07	5.07	0.01	5.08	0.00	1.688
8/11/2023	0.00	4.29	4.29	0.01	4.29	0.00	1.731
8/12/2023	0.00	5.94	5.94	0.01	5.94	0.00	1.681
8/13/2023	0.00	5.02	5.02	0.03	5.04	0.00	1.749
8/14/2023	0.00	5.45	5.45	0.03	5.48	0.00	1.782
8/15/2023	0.00	5.56	5.56	0.01	5.57	0.00	1.727
8/16/2023	0.00	5.42	5.42	0.03	5.45	0.00	1.783
8/17/2023	0.00	5.39	5.39	0.00	5.40	0.00	1.700
8/18/2023	0.00	5.69	5.69	0.01	5.70	0.00	1.732
8/19/2023	0.00	4.14	4.14	0.01	4.15	0.00	1.751
8/20/2023	0.00	3.21	3.21	0.03	3.24	0.00	2.356
8/21/2023	0.00	2.36	2.36	0.02	2.38	0.00	1.914
8/22/2023	0.00	4.27	4.27	0.00	4.27	0.00	1.799
8/23/2023	0.00	4.05	4.05	0.01	4.06	0.00	1.822
8/24/2023	0.00	4.63	4.63	0.01	4.64	0.00	1.718
8/25/2023	0.00	4.68	4.68	0.01	4.69	0.00	1.689
8/26/2023	0.00	4.62	4.62	0.02	4.64	0.00	1.790
8/27/2023	0.00	5.00	5.00	0.02	5.02	0.00	1.787
8/28/2023	0.00	5.18	5.18	0.01	5.18	0.00	1.757
8/29/2023	0.00	3.83	3.83	0.02	3.84	0.00	1.878
8/30/2023	0.00	6.93	6.93	0.02	6.94	0.00	1.741
8/31/2023	0.00	5.05	5.05	0.00	5.05	0.00	1.761
MINIMUM	0.00	2.36	2.36	0.00	2.38	0.00	1.68
AVERAGE	0.00	4.99	4.99	0.01	5.00	0.00	1.78
MAXIMUM	0.00	6.93	6.93	0.03	6.94	0.00	2.36
TOTAL	0.00	154.64	154.64	0.44	155.08	0.00	55.19

RUBIDOUX COMMUNITY SERVICES DISTRICT
MONTHLY WELL PRODUCTION
(Million Gallons)

DATE	POTABLE WATER							NONPOTABLE WATER					TOTALS		TOTAL PROD. (MG)
	JURUPA	GAC Plt	Nitrate Removal Plt		Thompson WTF			28th ST.	DALY	CLEMENT	46th ST.	Mission	POTABLE	NON POTABLE	
	TIE-IN (MG)	TROYER Well #2 (MG)	FLEETWOOD Well #4 (MG)	SKOTTY Well #6 (MG)	Well #1A (MG)	GOULD Well #8A (MG)	Well #18 (MG)	Well #3 (MG)	Well #7 (MG)	Well #11 (MG)	Well #14 (MG)	#19 & #20 (MG)			
8/1/2023	0.00	0.00	0.36	0.27	2.20	1.86	1.89	0.00	0.00	0.00	0.00	0.01	6.58	0.01	6.59
8/2/2023	0.00	0.00	1.49	0.12	0.75	1.17	0.74	0.00	0.00	0.00	0.00	0.02	4.28	0.02	4.30
8/3/2023	0.00	0.00	0.89	1.12	1.47	1.66	1.48	0.00	0.00	0.00	0.00	0.01	6.62	0.01	6.63
8/4/2023	0.00	0.00	0.47	0.50	1.87	1.48	1.56	0.00	0.00	0.00	0.00	0.01	5.87	0.01	5.88
8/5/2023	0.00	0.00	0.74	1.36	0.31	1.81	0.79	0.00	0.00	0.00	0.00	0.01	5.01	0.01	5.02
8/6/2023	0.00	0.00	1.71	3.05	0.00	1.57	0.00	0.00	0.00	0.00	0.00	0.03	6.33	0.03	6.36
8/7/2023	0.00	0.00	0.00	2.05	0.00	1.70	0.05	0.00	0.00	0.00	0.00	0.03	3.80	0.03	3.83
Subtotal	0.00	0.00	5.66	8.48	6.60	11.24	6.50	0.00	0.00	0.00	0.00	0.11	38.49	0.11	38.59
8/8/2023	0.00	0.00	1.36	1.85	0.00	2.07	0.00	0.00	0.00	0.00	0.00	0.01	5.27	0.01	5.28
8/9/2023	0.00	0.00	0.80	1.46	0.00	1.58	1.27	0.00	0.00	0.00	0.00	0.02	5.12	0.02	5.14
8/10/2023	0.00	0.00	1.00	1.83	0.00	1.53	0.72	0.00	0.00	0.00	0.00	0.01	5.07	0.01	5.08
8/11/2023	0.00	0.00	0.62	0.99	0.00	1.64	1.04	0.00	0.00	0.00	0.00	0.01	4.29	0.01	4.29
8/12/2023	0.00	0.00	0.76	1.39	0.00	1.91	1.88	0.00	0.00	0.00	0.00	0.01	5.94	0.01	5.94
8/13/2023	0.00	0.00	1.11	1.59	0.00	1.53	0.80	0.00	0.00	0.00	0.00	0.03	5.02	0.03	5.04
8/14/2023	0.00	0.00	0.90	1.65	0.00	1.59	1.32	0.00	0.00	0.00	0.00	0.03	5.45	0.03	5.48
Subtotal	0.00	0.00	6.55	10.74	0.00	11.83	7.03	0.00	0.00	0.00	0.00	0.11	36.15	0.11	36.26
8/15/2023	0.02	0.00	0.68	1.24	0.00	1.69	1.95	0.00	0.00	0.00	0.00	0.01	5.58	0.01	5.59
8/16/2023	0.00	0.00	0.73	1.33	0.00	1.50	1.85	0.00	0.00	0.00	0.00	0.03	5.42	0.03	5.45
8/17/2023	0.00	0.01	0.69	1.27	0.00	1.73	1.70	0.00	0.00	0.00	0.00	0.00	5.39	0.00	5.40
8/18/2023	0.00	0.04	0.46	0.31	1.28	1.69	1.91	0.00	0.00	0.00	0.00	0.01	5.69	0.01	5.70
8/19/2023	0.00	0.00	0.34	0.50	0.72	1.73	0.85	0.00	0.00	0.00	0.00	0.01	4.14	0.01	4.15
8/20/2023	0.00	0.00	0.04	0.08	0.73	1.49	0.87	0.00	0.00	0.00	0.00	0.03	3.21	0.03	3.24
8/21/2023	0.00	0.00	0.09	0.16	0.00	1.67	0.45	0.00	0.00	0.00	0.00	0.02	2.36	0.02	2.38
Subtotal	0.02	0.05	3.04	4.88	2.73	11.49	9.59	0.00	0.00	0.00	0.00	0.11	31.80	0.11	31.90
8/22/2023	0.00	0.00	0.23	0.41	0.60	1.21	1.81	0.00	0.00	0.00	0.00	0.00	4.27	0.00	4.27
8/23/2023	0.00	0.00	0.19	0.35	0.06	1.70	1.76	0.00	0.00	0.00	0.00	0.01	4.05	0.01	4.06
8/24/2023	0.00	0.00	0.37	0.68	0.00	1.75	1.83	0.00	0.00	0.00	0.00	0.01	4.63	0.01	4.64
8/25/2023	0.00	0.07	0.41	0.76	0.00	1.59	1.85	0.00	0.00	0.00	0.00	0.01	4.68	0.01	4.69
8/26/2023	0.00	0.00	0.29	0.52	0.00	1.83	1.99	0.00	0.00	0.00	0.00	0.02	4.62	0.02	4.64
8/27/2023	0.00	0.00	0.43	0.77	0.00	1.80	2.01	0.00	0.00	0.00	0.00	0.02	5.00	0.02	5.02
8/28/2023	0.00	0.00	0.84	1.53	0.08	1.65	1.08	0.00	0.00	0.00	0.00	0.01	5.18	0.01	5.18
8/29/2023	0.00	0.00	0.22	0.41	1.40	1.80	0.00	0.00	0.00	0.00	0.00	0.02	3.83	0.02	3.84
8/30/2023	0.00	0.00	0.29	0.57	1.13	1.57	3.37	0.00	0.00	0.00	0.00	0.02	6.93	0.02	6.94
8/31/2023	0.00	0.03	0.11	0.17	1.36	1.62	1.77	0.00	0.00	0.00	0.00	0.00	5.05	0.00	5.05
Subtotal	0.00	0.10	3.37	6.16	4.62	16.51	17.47	0.00	0.00	0.00	0.00	0.11	48.22	0.11	48.34
TOTAL	0.018	0.144	18.608	30.266	13.950	51.068	40.599	0.000	0.000	0.000	0.000	0.441	154.653	0.441	155.094

TOTAL WATER PRODUCED w/ % Operated

August 2023

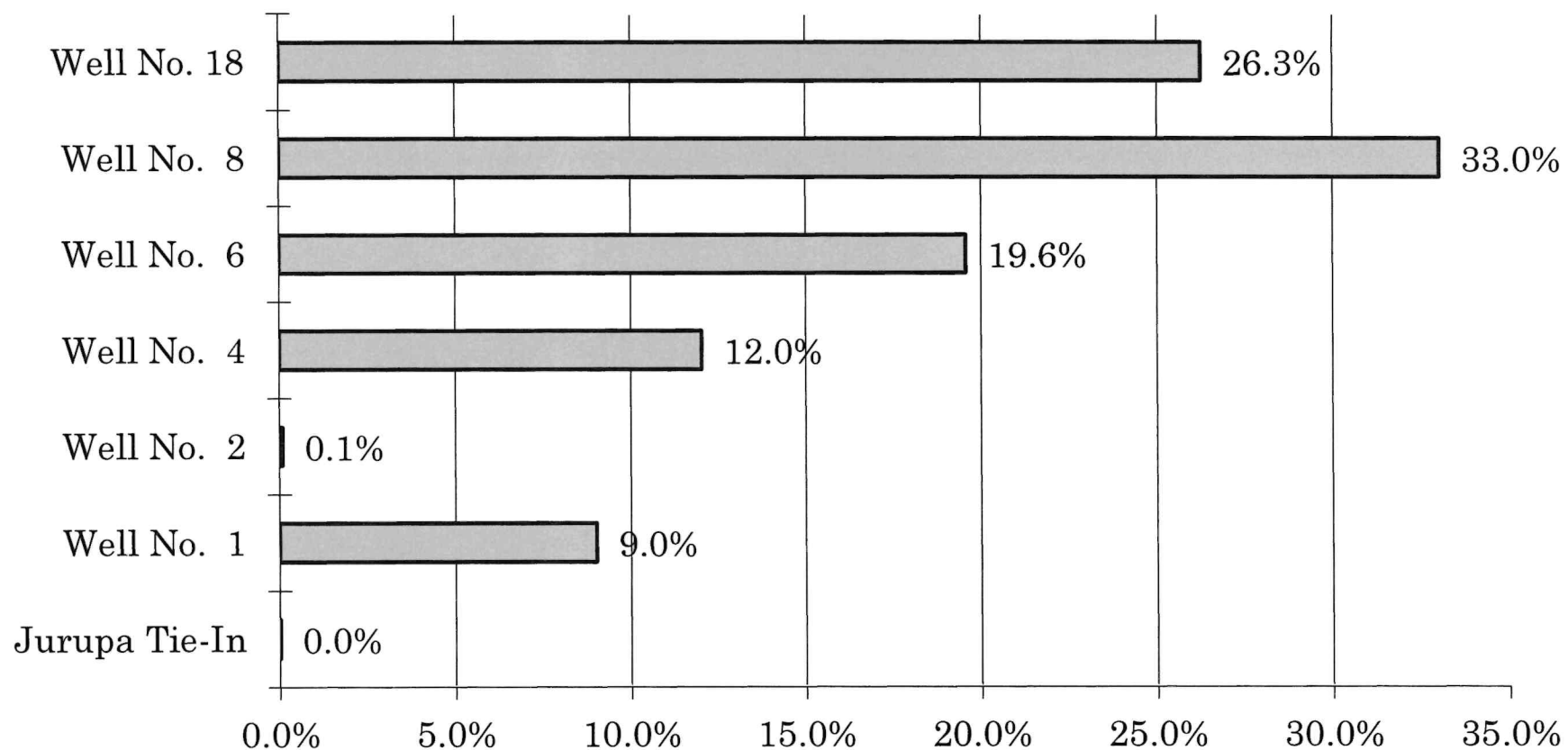


Max Production **1171.4 AF**
 Monthly Production **579.3 AF**
 Reserve Production **592.1 AF**

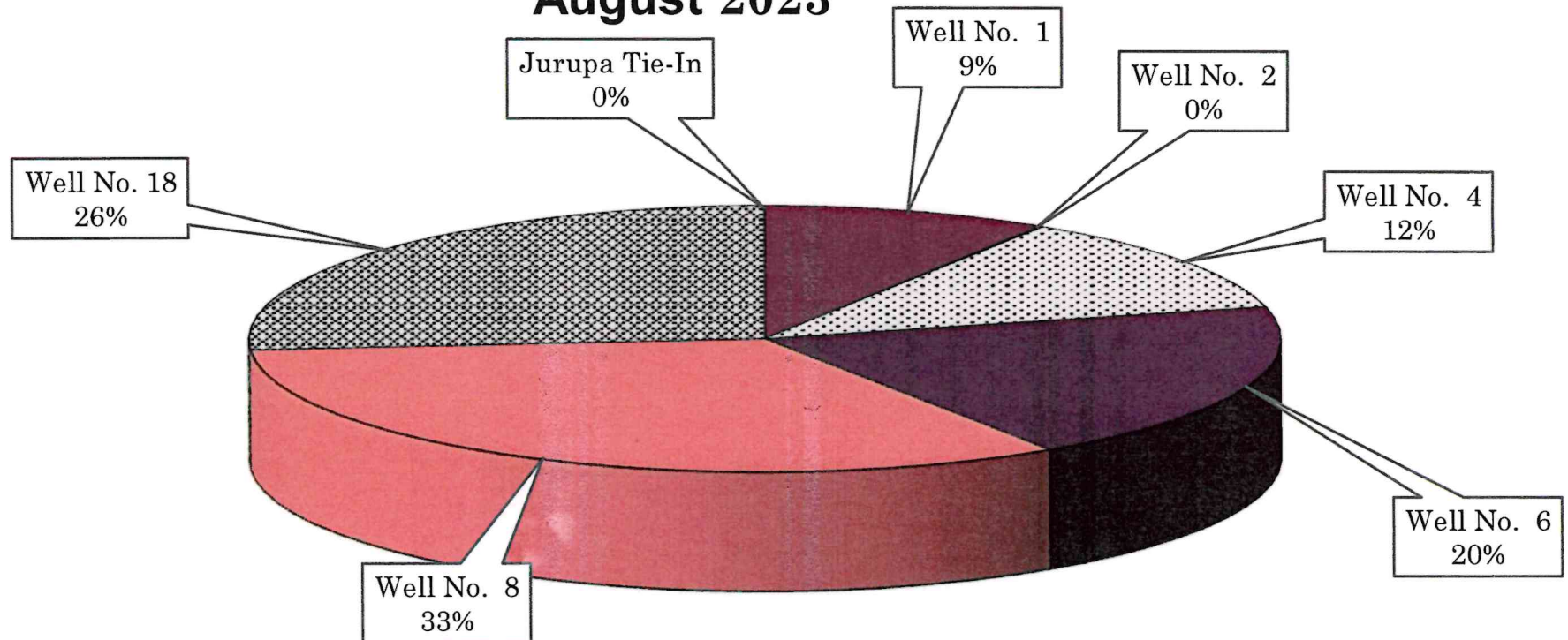
ACRE FEET

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

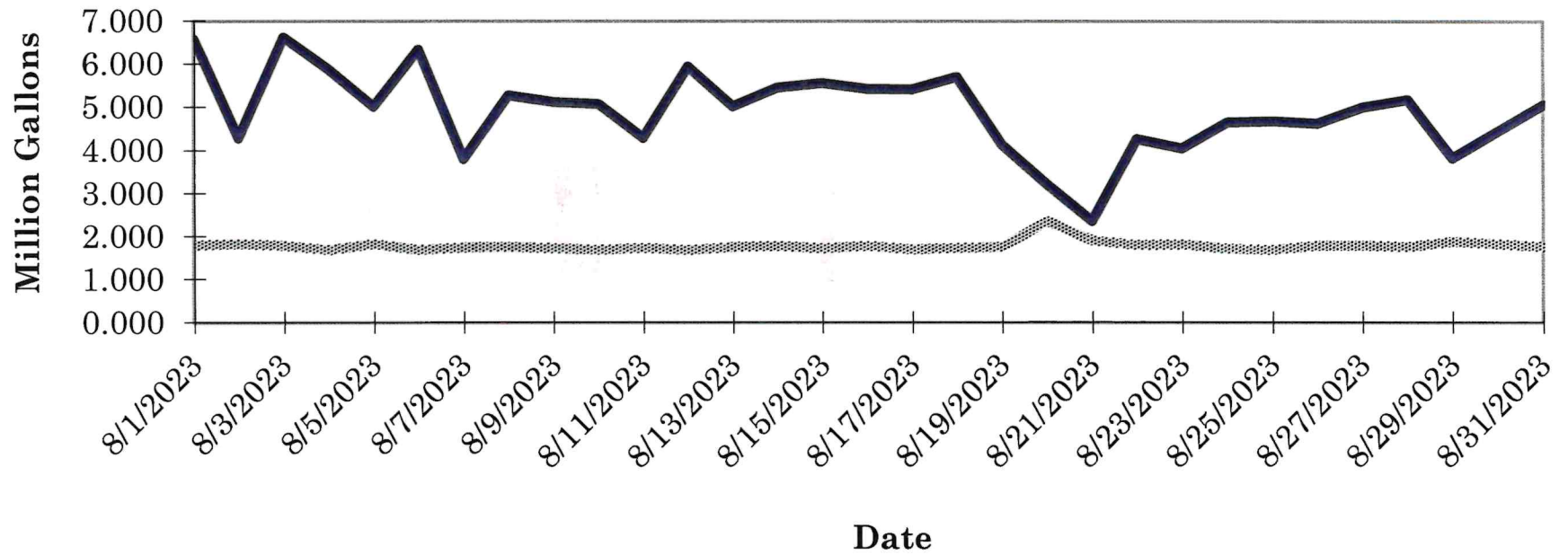
Source Potable Production Comparison August 2023



Source Potable Production Comparison August 2023



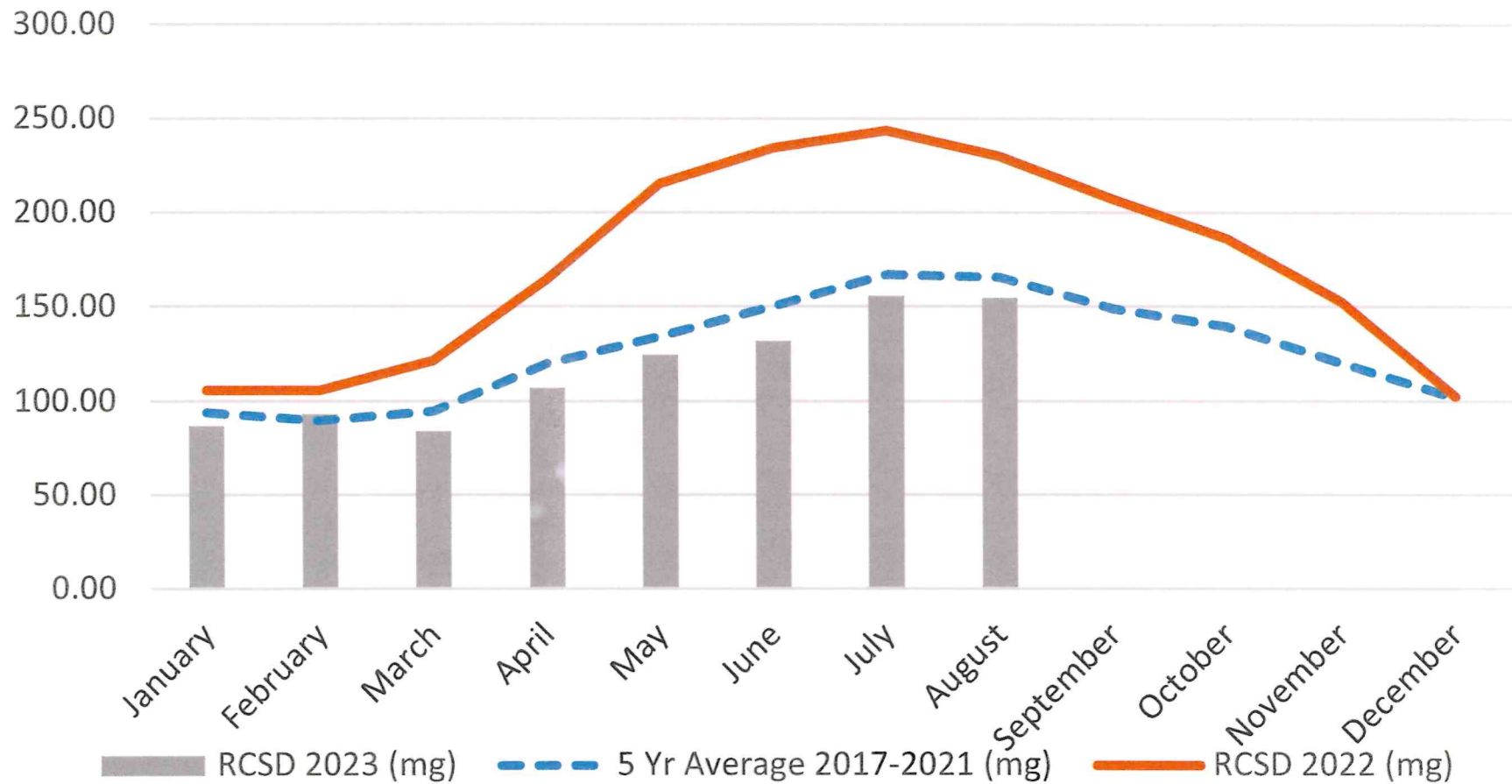
Potable Water & Wastewater Comparison August 2023



— Potable Water Prod.

..... Wastewater Prod

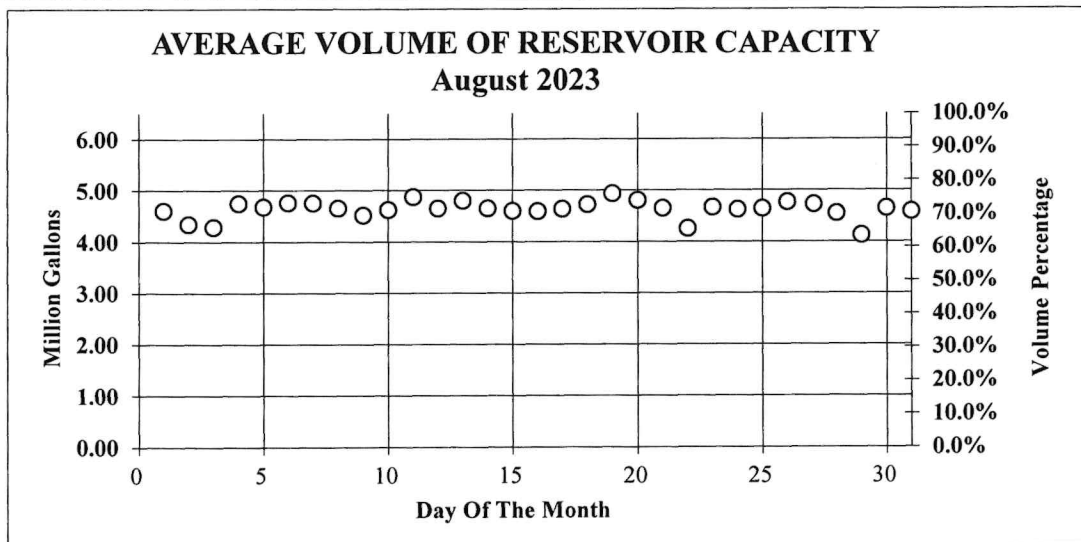
Potable Water Production Year 2023



RUBIDOUX COMMUNITY SERVICES DISTRICT

Reservior Capacity Report

	ATKINSON SYSTEM		HUNTER SYSTEM		WATER AVAILABLE (Gallons)*	PERCENTAGE OF TOTAL CAPACITY
CAPACITY	2,000,000	3,000,000	425,000	1,000,000		
DATE	ATKINSON	WATSON	HUNTER 1	PERRONE		
8/1/2023	74.5	69.9	71.8	71.3	4,605,276	71.7%
8/2/2023	71.6	68.0	71.9	56.7	4,343,694	67.6%
8/3/2023	67.0	65.7	72.2	67.0	4,286,565	66.7%
8/4/2023	80.8	75.0	69.1	58.6	4,746,349	73.9%
8/5/2023	75.4	71.8	71.8	71.1	4,679,306	72.8%
8/6/2023	74.7	75.0	71.8	71.2	4,760,745	74.1%
8/7/2023	74.3	75.2	70.9	71.4	4,755,570	74.0%
8/8/2023	72.6	72.9	71.6	71.1	4,655,193	72.5%
8/9/2023	69.8	70.6	70.8	70.5	4,517,741	70.3%
8/10/2023	73.9	70.7	72.4	71.9	4,624,544	72.0%
8/11/2023	77.5	75.8	73.7	73.5	4,873,402	75.9%
8/12/2023	74.1	71.3	70.7	72.5	4,646,929	72.3%
8/13/2023	77.6	74.8	69.9	70.7	4,799,169	74.7%
8/14/2023	72.3	73.1	70.9	70.9	4,649,015	72.4%
8/15/2023	73.3	70.1	72.4	72.4	4,598,892	71.6%
8/16/2023	73.1	70.4	71.3	71.6	4,592,132	71.5%
8/17/2023	73.3	70.5	74.5	73.9	4,634,089	72.1%
8/18/2023	75.9	71.5	75.0	74.2	4,723,740	73.5%
8/19/2023	80.2	74.1	77.4	78.0	4,935,963	76.8%
8/20/2023	77.3	72.2	78.2	76.0	4,805,701	74.8%
8/21/2023	73.4	69.0	80.3	76.9	4,647,765	72.3%
8/22/2023	65.0	63.1	76.6	73.5	4,253,323	66.2%
8/23/2023	73.0	69.1	81.1	79.0	4,666,358	72.6%
8/24/2023	74.6	70.3	73.0	71.0	4,620,274	71.9%
8/25/2023	72.7	69.4	77.9	77.6	4,642,747	72.3%
8/26/2023	74.4	70.6	81.4	81.6	4,767,895	74.2%
8/27/2023	76.3	72.3	74.0	71.6	4,724,703	73.5%
8/28/2023	73.0	69.3	71.1	71.0	4,548,866	70.8%
8/29/2023	61.5	62.3	72.5	71.8	4,125,279	64.2%
8/30/2023	74.2	70.2	74.4	73.9	4,645,963	72.3%
8/31/2023	73.8	69.4	70.7	72.7	4,584,856	71.4%



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

9. **REPORTS** (continued)

B. Emergency and Incident Report (Second Meeting Each Month)

CAL FIRE/Riverside County Fire Department

Emergency Incident Statistics

August 2014 - August 2023



Rubidoux Community Service District



Total Calls for Rubidoux CSD August 2014-2023



<u>Month/Year</u>	<u>Total Calls for Station 38</u>	<u>Total Calls for District</u>
August 2014	185	197
August 2015	228	249
August 2016	218	229
August 2017	273	287
August 2018	261	271
August 2019	288	295
August 2020	234	244
August 2021	307	327
August 2022	304	324
August 2023	240	251

CAL FIRE/Riverside County Fire Department

Emergency Incident Statistics



Bill Weiser

Fire Chief

9/14/2023

Report Provided By: Riverside County Fire Department

Communications and Technology Division

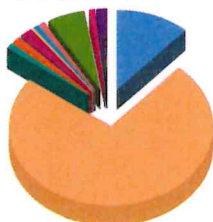
GIS Section

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

Incidents Reported for the month of August 2023 and Special District Rubidoux CSD And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)
*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.

Response Activity

Incidents Reported for the month of August 2023 and Special District Rubidoux CSD And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)



False Alarm	29	11.6%
Medical	185	73.7%
Other Fire	3	1.2%
Other Misc	3	1.2%
Public Service Assist	5	2.0%
Rescue	1	0.4%
Ringing Alarm	2	0.8%
Standby	2	0.8%
Traffic Collision	15	6.0%
Vehicle Fire	2	0.8%
Wildland Fire	4	1.6%
Total	251	100.0%

False Alarm	29
Medical	185
Other Fire	3
Other Misc	3
Public Service Assist	5
Rescue	1
Ringing Alarm	2
Standby	2
Traffic Collision	15
Vehicle Fire	2
Wildland Fire	4
Incident Total:	251

Average Enroute to Onscene Time*

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

<5 Minutes	+5 Minutes	+10 Minutes	+20 Minutes	Average	% 0 to 5 min
180	51	17	1	4.2	71.7%

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

Incidents by Battalion, Station and Jurisdiction

			False Alarm	Medical	Other Fire	Other Misc	Public Service Assist	Rescue	Ringling Alarm	Standby	Traffic Collision	Vehicle Fire	Wildland Fire	Total
Battalion 14	Station 16 Pedley	City of Jurupa Valley	0	1	0	0	0	0	0	0	0	0	0	1
	Station Total		0	1	0	0	0	0	0	0	0	0	0	1
	Station 18 West	City of Jurupa Valley	0	8	0	0	0	0	0	0	2	0	0	10
	Station Total		0	8	0	0	0	0	0	0	2	0	0	10
	Station 38 Rubidoux	City of Jurupa Valley	29	176	3	3	5	1	2	2	13	2	4	240
	Station Total		29	176	3	3	5	1	2	2	13	2	4	240
	Battalion Total		29	185	3	3	5	1	2	2	15	2	4	251
Grand Total			29	185	3	3	5	1	2	2	15	2	4	251

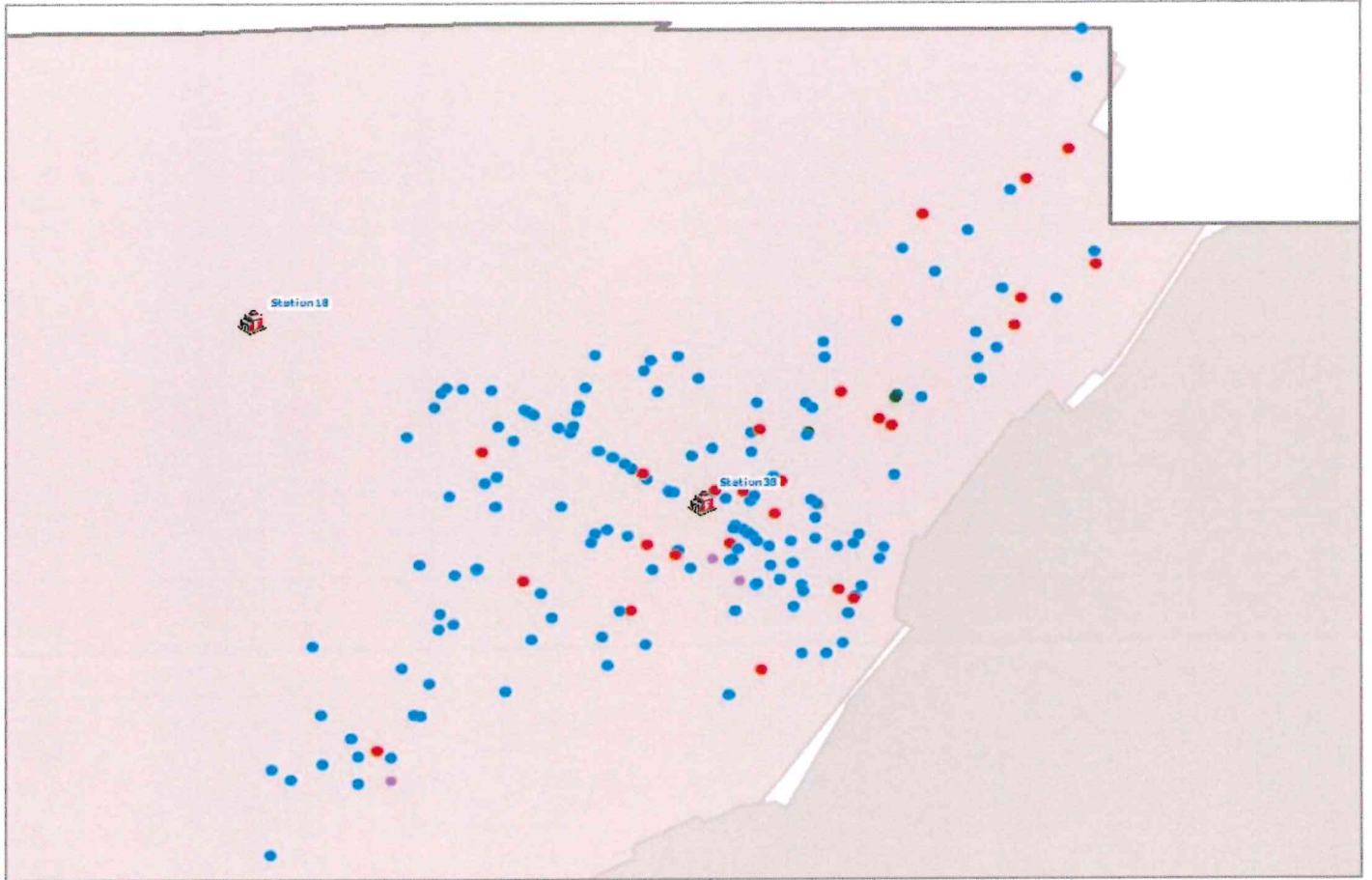
Incidents by Jurisdiction

	False Alarm	Medical	Other Fire	Other Misc	Public Service	Rescue	Ringling Alarm	Standby	Traffic Collision	Vehicle Fire	Wildland Fire	Total
City of Jurupa Valley	29	185	3	3	5	1	2	2	15	2	4	251
Grand Total	29	185	3	3	5	1	2	2	15	2	4	251

Incidents by Supervisorial District - Summary

	DISTRICT 2 KAREN SPIEGEL	Grand Total
False Alarm	29	29
Medical	185	185
Other Fire	3	3
Other Misc	3	3
Public Service Assist	5	5
Rescue	1	1
Ringin Alarm	2	2
Standby	2	2
Traffic Collision	15	15
Vehicle Fire	2	2
Wildland Fire	4	4
Total	251	251

MONTH = 8 and YEAR = 2023 and SPECIAL = 'Rubidoux CSD'



Legend

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



Last Updated 9/14/2023 2

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



Riverside County Fire Department
Office of the Fire Marshal
Rubidoux Community Services District
3590 Rubidoux Blvd
Rubidoux, CA 92509
Bus (951) 684-7580



Monthly Activity Report

August 2023

<i>Activity</i>	<i>Total</i>
Total Number of Plan Reviews Completed	0
Plan Review Turnaround Time <i>(Goal is 15 Days)</i>	0
Total Number of Construction Inspections Conducted	1
Inspection Turnaround Time <i>(Goal is within 3 Days of Contact)</i>	0
Total Number of Annual Fire Inspections Conducted <i>(Including Reinspections)</i>	7
Number of Weed Abatement Inspections Performed	0
Planning & Development Meetings Attended	0
Planning & Development Cases Reviewed	0
Special Event Meetings	0
Special Event Inspections	0
850 Inspections	0
Complaints	0

9. **REPORTS** (continued)

C. General Manager and Staff Reports / Updates

9. **REPORTS** (continued)

D. Committee Reports

10. ACTION / DISCUSSION ITEMS

- A. **DM 2023-82:** Consider Purchase of Tablets and Support Services for the Board of Directors

Rubidoux Community Services District

Board of Directors

Bernard Murphy, President
John Skerbelis, Vice-President
Armando Muniz
F. Forest Trowbridge
Hank Trueba Jr.



General Manager

Brian R. Laddusaw

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

DIRECTORS MEMORANDUM 2023-82

September 21, 2023

To: Rubidoux Community Services District
Board of Directors

Subject: Consider Purchase of Tablets and Support Services for the Board of Directors

BACKGROUND:

The Rubidoux Community Services District ("District") conducts regular Board of Director ("Board") meetings on the first and third Thursday of every month at 4:00 p.m. at the District's office. Occasionally the Board will call a Committee meeting throughout the month. The Board each receives a printed Board packet prior to the scheduled Board/Committee meeting. It has been District practice to print and gather all the information for the Board in a Board packet. The Board packets include but are not limited to the meeting agenda, Director's Memorandums, Resolutions, Ordinance, news articles, etc. The District's last ten (10) Board meetings have averaged 144 pages per packet, or 720 pages for all five (5) Board members for one meeting. The Board reviews all printed material prior to the Board/Committee meetings.

During the July 6, 2023, scheduled Board meeting the Board requested for staff to seek pricings and request quotes for the purchase of 5 tablets for the Board to use replacing the printed Board packets. The tablets provided to the Board will be primarily for District business related purposes, such as reviewing District Board/Committee agenda materials, packets, reading and responding to District emails, and obtaining useful information for District-related business.

The District received several quotes from Acorn Technology Services ("Acorn") to purchase tablets. Acorn is the District's Information Technology solution contractor. The quotes vary from pricing and size. The detailed quotes are attached to the DM for the Boards review and are based on the cost of each device. They are also summarized in Table 1 below. If the Board directs staff to proceed with the purchase, Acorn will need to set up each device and install the necessary cyber security safeguards. Also, at the Board's option, Acorn can provide monthly monitoring for any possible malware in the purchased devices, like what Acorn does for existing District computers. There will be a onetime set-up cost of \$200.00 per tablet purchased. The monthly monitoring

will cost \$75.00 per tablet. The annual cost to monitor the devices will be about \$4,500, this does not include the one-time set up cost. Table 1 highlights these costs below:

TABLE 1				
Option 1: Tablet Hardware				
Product Description	Screen Size	Price Per	Set-Up	Price Total (x 5)
Microsoft Surface Pro 7+	12.3"	\$ 1,300	\$ 200	\$ 7,500
Microsoft Surface Pro 8	12.3"	\$ 1,300	\$ 200	\$ 7,500
Apple iPad 9th Gen.	10.9"	\$ 400	\$ 200	\$ 3,000
Apple iPad 10th Gen.	10.9"	\$ 500	\$ 200	\$ 3,500
Samsung Galaxy Active 3	8"	\$ 500	\$ 200	\$ 3,500
Samsung Galaxy S6	10.4"	\$ 460	\$ 200	\$ 3,300
Option 2: Monitoring				
Description	Price Per Month	Annual (x 5 x 12 mo.)		
Monthly Monitoring	\$ 75.00	\$ 4,500.00		

BUDGET CONSIDERATIONS:

This was not included in the District's approved Fiscal Year 2023/2024 General Fund Budget and will require approval of a budget amendment from unrestricted reserves to proceed.

RECOMMENDATION:

This was a Board directive. No recommendation is made by staff.



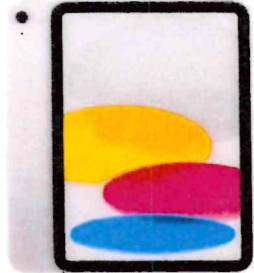
Respectfully,






BRIAN R. LADDUSAW, CPA
General Manager

Attachment:
Acorn Tablet Quotes


iPad and Tablet Quotes

<u>Product Description</u>	<u>Product Detail</u>	<u>Price</u>	<u>Image</u>
Microsoft Surface Pro 7+	12.3" Screen, Core i5, HD: 256 GB, RAM: 8GB	\$1,300	
Microsoft Surface Pro 8	12.3" Screen, Core i5, HD: 256 GB, RAM: 8GB	\$1,300	
Apple iPad - 10th Generation	10.9" Screen, A14 Bionic, 64 GB Flash Memory	\$500	

iPad and Tablet Quotes

<u>Product Description</u>	<u>Product Detail</u>	<u>Price</u>	<u>Image</u>
Samsung Galaxy Tab Active 3	8", Exynos 9810, RAM: 4 GB, 128 GB Flash Memory	\$500	
Samsung Galaxy Tab S6 Lite	10.4", RAM: 4 GB, 128 GB Flash Memory	\$460	
Apple iPad - 9th Generation	10.9" Screen, A14 Bionic, 64 GB Flash Memory	\$400	

iPad and Tablet Quotes

<u>Product Description</u>	<u>Product Detail</u>	<u>Price</u>	<u>Image</u>
Acer Enduro T1 Android	8", MT8385, RAM: 4 GB, 64 GB Flash Memory	\$400	

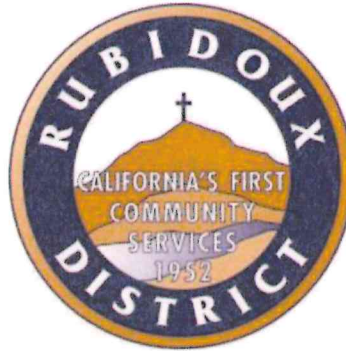
10. **ACTION / DISCUSSION ITEMS** (continued)

- B. **DM 2023-89:** Distribution for Review and Discussion – Rubidoux
Community Services District Strategic Communications Plan

Rubidoux Community Services District

Board of Directors

Bernard Murphy, President
John Skerbelis, Vice-President
Armando Muniz
F. Forest Trowbridge
Hank Trueba Jr.



General Manager

Brian R. Laddusaw

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

DIRECTORS MEMORANDUM 2023-89

September 21, 2023

To: Rubidoux Community Services District
Board of Directors

Subject: Distribution for Review and Discussion – Rubidoux Community Services District Strategic Communications Plan

BACKGROUND:

Historically Rubidoux Community Services District (“District”) has maintained a very modest approach towards communications with the public. Efforts include maintaining a District website, holding public meetings via zoom and in-person, and use of bill stuffers. Although this communication approach has and continues to suffice, this approach does not take advantage of current technology such as Facebook, Instagram, etc., which customers use routinely to obtain current information.

In October 2022, the District invited DeGraves Communications (“DeGraves”) to hold a workshop with the Board of Directors (“Board”) to discuss the value of communications and how the District may want to proceed with developing a strategic communications plan. Understanding deficiencies existed in the District’s communications procedures at the time, the Board authorized a proposal from DeGraves to develop a Strategic Communications Plan (“Plan”) that could serve as a blueprint for enhancing the District’s communications efforts, internally and externally, over approximately a three-year period.

Developing the plan included the following scope of work:

1. Kickoff meeting
2. Perform communication and media audit (determine the “as-is” condition)
3. Develop and deploy a stakeholder survey (find out what customers want)
4. Interview Board Members and District Leadership
5. Hold focus group meetings (staff, customers, partners)

6. Share findings and refine direction
7. Prepare the Strategic Communications Plan (develop the “to-be” condition)

Scope of work items 1-5 were completed over multiple months commencing at the end of last year and concluding May 2023. On May 30, 2023, DeGraves and District staff met to discuss item 6, the “topline findings” of the survey, interviews, and focus groups which became the basis for developing the Plan. On June 29, 2023, the District was provided with a draft version of the Plan. In the following months, District staff and DeGraves worked on refining the Plan suitable for the District’s needs and realistic in its implementation over a three-year period. Attached to Director’s Memorandum DM 2023-89 is the final draft version of the District’s Plan (Attachment 1). In addition to the plan itself, the results of the community online survey are attached as an appendix to the Plan.

Due to the length of the Plan, the Board is being provided with an advance copy to review at their leisure. Staff will agendize the Plan to be “received and filed” at the next regularly scheduled Board meeting on October 5, 2023. If the Board has any comments, questions, or concerns about anything in the draft Plan, please bring it to staff’s attention anytime between now and Monday October 2, 2023, to potentially incorporate into the final version of the draft Plan ahead of the October 5, 2023, meeting.

In the meantime, staff have already begun meeting internally on a biweekly basis to coordinate the District’s efforts and approach implementing aspects of the Plan based on the proposed timeline. In the near-term, the Board may notice changes to the District’s website and start seeing a bigger presence on Facebook, Instagram, LinkedIn, etc. all for the purposes of bringing awareness to the District and further solidifying its connections and partnerships with customers, employees, the community, service providers, and other agencies.

PRESENTATION BY STAFF

RECOMMENDATION:

At the October 5, 2023, regular Board meeting, staff will present the final draft to the Board of Directors. At the conclusion of the staff report and after any questions by the Board, staff will recommend the Board of Directors receive and file the Rubidoux Community Services District’s Strategic Communications Plan.

Respectfully,



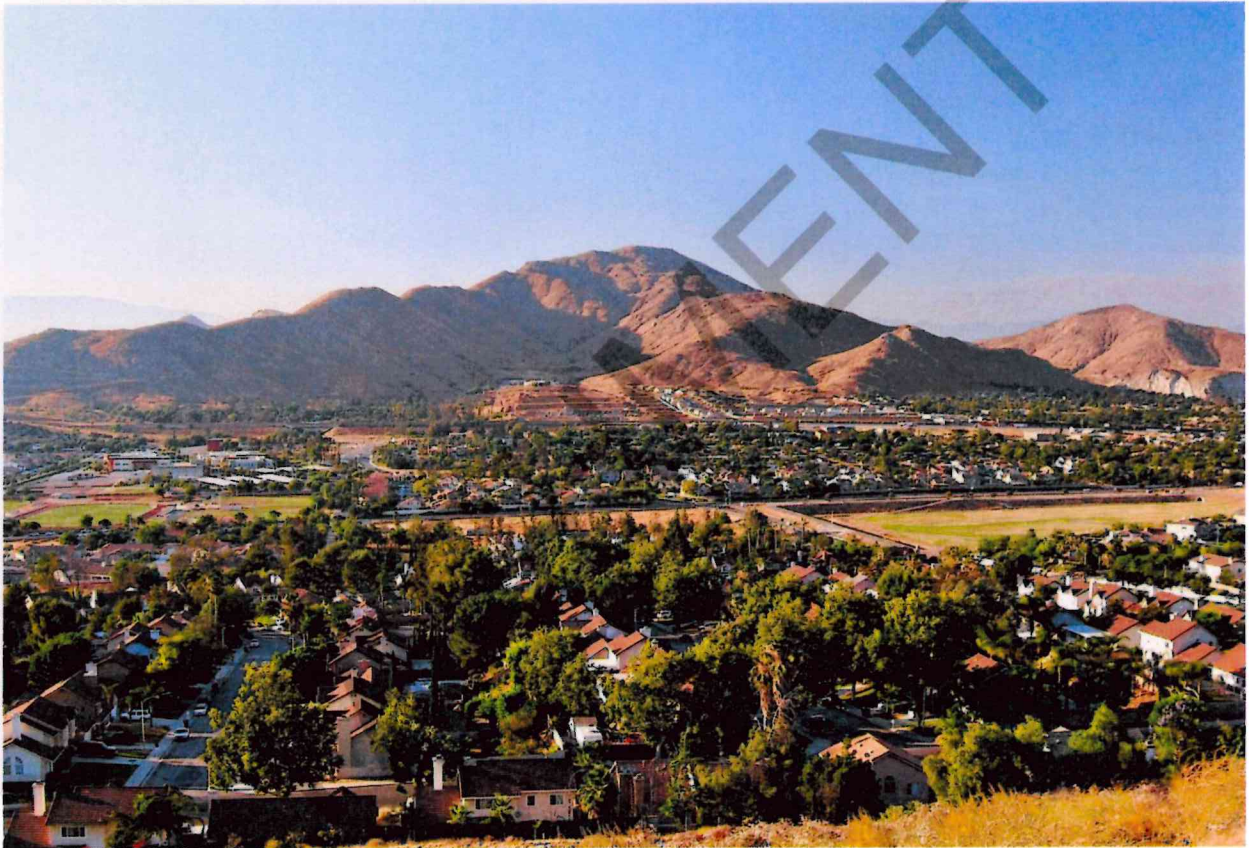
BRIAN R. LADDUSAW, CPA
General Manager

Attach:

1. Draft RCSD Strategic Communications Plan

RUBIDOUX COMMUNITY SERVICES DISTRICT

STRATEGIC COMMUNICATIONS PLAN



Prepared by

dc
DEGRAVE
COMMUNICATIONS
PUBLIC RELATIONS

TABLE OF CONTENTS

EXECUTIVE SUMMARY	03
PHASES	04
ABOUT THE COMMUNICATIONS PLAN	05
GUIDING PRINCIPLES	07
KEY AUDIENCES	08
GOALS	09
OBJECTIVES, STRATEGIES AND TACTICS	10
KEY MESSAGES	17
EVALUATION	19
TIMELINE	21
APPENDIX	23

EXECUTIVE SUMMARY

As California's first community services district, Rubidoux Community Services District (RCSD) provides water, wastewater, fire and solid waste services to roughly 38,000 residents. Founded in 1952, RCSD has served as a pillar in the community as a reliable service provider. As development in the region continues, RCSD is poised to expand its reach but maintain its reputation as a customer-focused utility agency with exceptional services at a valuable cost.

With recent changes to senior leadership at RCSD, the District recognized the need for a Districtwide Strategic Communications Plan. This plan aims to serve as a comprehensive framework for the District's communications and marketing efforts over the next three years and identify and address gaps in existing communications and marketing efforts. The plan outlines overall goals and objectives; implementation strategies and tactics; key audiences; messaging and timeline.

To communicate effectively and proactively with Rubidoux and Jurupa Valley residents and key stakeholders effectively and proactively, RCSD partnered with DeGrave Communications to develop the District's first-ever Communications Plan outlining goals and strategies to maximize the District's communications efforts through various channels.

The plan will serve as a roadmap for RCSD to share its story when communicating with customers and other key audiences – across all departments.

STRATEGIC COMMUNICATIONS PLAN PHASES

The Rubidoux Community Services District's Communications Plan serves as a guide to proactive, engaging communications success. The plan includes four phases: Research and Discovery, Planning and Analysis, Implementation and Evaluation.

PHASE 1: RESEARCH AND DISCOVERY

Effective Communications Plans are Made, Not Copied.

RCSD is unique and so was the research and discovery process for its first-ever Communications Plan. In-depth research during this phase identified RCSD's outreach needs, assessed opportunities, formulated strategies, crafted compelling messaging and developed a baseline measurement for this plan. This data provided a solid foundation for an effective communications strategy.

PHASE 2: PLANNING AND ANALYSIS

During this phase, a high-level communications strategy and findings report was developed and shared with the District. This meeting provided feedback and insight to ensure a mutually agreed-upon direction.

Next, the overall Communications Plan was developed using the data findings from Phase 1. In this phase the plan's goals, objectives, strategies and tactics were developed. In addition, key audiences were identified and key messages were created.

PHASE 3: IMPLEMENTATION OF COMMUNICATIONS PLAN

A schedule for year-one implementation was created as a roadmap to guide quarterly priorities to ensure measurable results.

PHASE 4: EVALUATION

This plan includes recommended data-driven evaluation measures for the RCSD team to use when evaluating the success of the plan's goals and objectives.

ABOUT THE DISTRICT'S COMMUNICATIONS PLAN

This plan has been prepared based on sound data collected during the Research and Discovery Phase, recognizes possible challenges in the implementation phases, identifies RCSD's communications needs, assesses opportunities, formulates strategies, crafts compelling messaging and develops a baseline measurement for the plan.

DeGrave Communications led the research and discovery process. The following qualitative and quantitative research occurred between January and May 2023:

- **8 In-Depth Interviews with key RCSD stakeholders, including staff and board members**
- **Focus Group (staff)**
- **Materials Audit**
- **Internal Strategic Planning Session**
- **Community Online Survey (English and Spanish)**

KEY TAKEAWAYS



Overall, staff approves of RCSD's communications efforts – there has been a noticeable improvement over recent years.



Internal RCSD team has strong synergy.



RCSD is focused on demonstrating a high level of customer service.



There is an opportunity to enhance communications with specific audiences, such as staff, customers, regional partners and organizations.



There are opportunities to connect with seniors, non-English speakers and customers who may not connect with RCSD through current communications tactics.



The District's leadership team is open to utilizing new communications tools and techniques to reach key audiences.



There is an opportunity to establish social media accounts to engage with stakeholders.



The RCSD teammembers are excellent ambassadors for RCSD and there is an opportunity to continue to keep them informed to amplify RCSD's reach within the community.

RUBIDOUX COMMUNITY SERVICES DISTRICT BY THE DEMOGRAPHICS



1952 FOUNDED



**38,000 POPULATION
FIRE SERVICE AREA**



**6,651 WATER
CONNECTION ACCOUNTS**



**6,155 WASTEWATER
CONNECTION ACCOUNTS**



6,563 SOLID WASTE ACCOUNTS



ETHNIC DIVERSITY

55% Spanish
31% White
2% Black
2% Asian/ Pacific Islander
10% Other

*Sources: Voter files, US Census data
and Sergei L2 consumer files.*

PRIMARY LANGUAGES SPOKEN

Spanish	60%
English	38%
Portuguese	2%
Chinese	<1%
Vietnamese	<1%
Italian	<1%
Other	<1%



AVERAGE HOUSEHOLD INCOME

Under \$35,000	23%
\$35,000-\$74,999	49%
\$75,000-\$99,999	17%
More than \$100,000	11%



MEDIAN AGE

18-29	7%
30-39	12%
40-49	14%
50-64	35%
65+	32%



EDUCATION

Less than high school	37%
High school	27%
Some college	26%
Bachelor's	6%
Postgraduate	4%

GUIDING PRINCIPLES

The following guiding principles were developed as part of this plan to guide RCSD's communications planning based on the research and discovery process of this plan.

- RCSD proactively and strategically communicates with its customers and key stakeholders to share how it's delivering high-quality services at an exceptional cost.
- RCSD's brand creates awareness of the District and its services.
- RCSD's internal team is committed to being resourceful, collaborative and efficient.
- RCSD inspires connections and partnerships with customers, the community and organizations.

"RCSD's mission is to provide high quality water service, sewer disposal, trash, and fire mitigation services at the best value for our customers."

KEY AUDIENCES

RCSD serves many audiences, and the following have been identified as part of the Strategic Communications Plan. Identifying each audience is key to successful communication. Each audience requires varying levels of involvement.

PRIMARY AUDIENCES

CUSTOMERS

- Single-family property owners
- Multi-tenant property owners
- Multi-family property owners
- Large-user, commercial
- Limited English speakers
- Low-income residents

EMPLOYEES

- RCSD Board of Directors
- Part-time employees
- Full-time employees

SERVICE PROVIDERS

- Cal Fire
- Burrtec Waste Industries

SECONDARY AUDIENCES

PARTNER AGENCIES

- Jurupa Community Services District
- Western Water (formerly Western Municipal Water District)
- Riverside County Flood Control and Water Conservation District
- Jurupa Valley City Council
- West Valley Water District
- Jurupa Area Recreation and Park District

REGIONAL GOVERNMENT AGENCIES

- County of Riverside
- Western Riverside Council of Governments
- Metropolitan Water District of Southern California
- Santa Ana Watershed Project Authority

LOCAL SCHOOL DISTRICTS

- Jurupa Unified School District

LOCAL CHAMBERS OF COMMERCE

- Jurupa Valley
- City of Riverside

TRADE ASSOCIATIONS*

- Association of California Water Agencies
- California Special Districts Association
- American Water Works Association
- California Association of Sanitation Agencies
- Southern California Water Committee
- Statewide advocacy groups

COMMUNITY-BASED ORGANIZATIONS (CBOS)

- Non-profits
- Service clubs
- Fraternal organizations
- HOAs/Community groups

** This is not an exhaustive list. Additional audiences under these groups may come up from time to time.*

RECOMMENDATIONS

Rubidoux Community Services District's initiative to expand its outreach effort is happening at an ideal time as the service area prepares for growth.

RCSD has established itself as a dependable and friendly resource provider in the community. The recommendations in this plan will build upon the District's foundation of a strong customer service reputation and optimize resources for future communications efforts.

The recommendations in this plan outline goals, objectives, strategies and tactics to guide RCSD's communications priorities and align the data collected in the research phase of the plan. DeGrave Communications has summarized the most important recommendations for the District to successfully implement this plan in the following section.

GOALS

- To communicate with customers and key stakeholders proactively and transparently through effective strategies that maintain RCSD's high satisfaction rating for customer service and continue its commitment to trust and satisfaction with the community and the services it provides.
- To enhance RCSD's communications and outreach efforts with customers and stakeholders.
- To optimize and leverage stakeholder partnerships to amplify RCSD's communications efforts.
- To position RCSD as a thought leader and influential voice in local government.

OBJECTIVES, STRATEGIES AND TACTICS



COMMUNITY RELATIONS AND PARTNERSHIPS

OBJECTIVE

While implementing the plan, increase awareness, two-way engagement and understanding of the District's projects, programs initiatives to build awareness of the District's role with residents and stakeholders.

STRATEGIES AND TACTICS

Evaluate existing partnerships and determine future partnerships: Evaluating existing community partnerships will help RCSD identify further opportunities for communications efforts and the ROI on partnerships. In addition, RCSD should also work to identify future opportunities for the District to engage with community groups and the public.

Strengthen partnerships between the District and key stakeholders, partners and community organizations: Identify opportunities to collaborate with regional and local organizations to help promote RCSD projects, programs and initiatives and identify cross-promotional efforts. Develop a list with input from other District departments.

Communicate through a mixture of communications platforms and languages: Although the recent survey showed that most customers surveyed found the information received from RCSD as timely, reliable and accurate, respondents noted wanting information from social media, electronically and also in Spanish. Research also showed that most customers prefer to receive information from the District via the website and bill stuffers. RCSD should consider expanding communications platforms to reach a larger audience.

Develop community events: Community events allow the District to engage directly with the community. Given that there are challenges for the community to understand the variety of services that RCSD offers. For instance, the upcoming grand opening of the new headquarters building would be the perfect time to launch a welcoming event. RCSD could also leverage invites to participate in local community events, such as the City of Jurupa Valley events, to increase its prominence in the community.



COMMUNITY RELATIONS AND PARTNERSHIPS

Determine communications access and functional needs: Establish a Districtwide process to disseminate information to customers with access and functional needs (such as the elderly, those with limited literacy, non-English speakers and the visually and hearing impaired).

Establish an issues management protocol: The established protocol would ensure that the District could proactively respond to emerging customer concerns and alert District leadership of issues that may arise.

Utilize public engagement tools, mass notifications and processes: The District should further explore using digital public engagement tools and processes to gather customer sentiments quickly and effectively on RCSD projects, programs and initiatives. Opt-in text notifications for projects and programs should also be considered. When appropriate, mass notifications should be regularly used and targeted to specific customer groups to inform customers of emergencies, service outages and other important messages.

Establish regular tours for schools, community members and key stakeholders to increase knowledge of RCSD services and facilities: RCSD offers numerous services to the community. It can be challenging for the community to understand what services the District provides (versus other agencies). To foster building relationships throughout the community and understanding of key services, RCSD should consider offering regular facility tours.



CONTENT CREATION

OBJECTIVE

Increase customer and stakeholder understanding of the District's priorities, programs and initiatives by developing dynamic and engaging creative content throughout the implementation of this plan.

STRATEGIES AND TACTICS

Branding and Design: Develop RCSD brand guidelines. All District communications collateral and outreach efforts should maintain RCSD's branding and messaging to ensure consistent, professional communications. Templates are recommended for commonly used collateral and may be used by staff to create professional, branded materials.

Develop District newsletter: A District newsletter would provide a unique opportunity to reach customers directly. As the flagship publication for the District, the newsletter should provide engaging information on programs and projects and include District branding and key messages.

Create engaging, easy-to-understand communication materials: Developed content should include the District's branding and use key messages set for this in the plan. Content should also adhere to the Federal Plain Language Standards and rely on visuals (such as infographics) to resonate with key audiences. Materials to be prepared in other languages, such as Spanish, as needed.

Develop content calendars: RCSD should create content calendars for all content the District provides to its customers (such as newsletters, the annual Water Quality Report and fact sheets). The calendar would keep the leadership team looking forward and planning for upcoming materials needed as well as provide an opportunity to leverage content on social media, etc.

Video: Ramp up the use of video to share the RCSD story. District-specific short videos and video series will allow RCSD to share information across multiple digital channels.

Photography: Develop an internal Districtwide photo library with high-quality images that convey the RCSD brand and are easy for internal team members to access and use in outreach efforts.



PAID, EARNED, SHARED AND OWNED MEDIA

OBJECTIVE

Throughout the plan roll-out, increase resident and stakeholder understanding of the District's projects, programs and initiatives through developing engaging paid, earned, shared and owned media.

STRATEGIES AND TACTICS



E-NEWSLETTER

Establish a customer e-newsletter and schedule. Regularly encourage customers to sign up for the e-newsletter to receive timely and up-to-date information from the RCSD. Residents and stakeholders should also be encouraged to sign up for the e-newsletter via the website, bill stuffers and social media. The e-newsletters should have a branded masthead and follow the RCSD brand guide.



MEDIA RELATIONS

Establish Relationships with Key Media: As needed, proactively work to provide timely information to local media and organically develop relationships.

Establish Media Relations Protocols: Protocols to outline how the RCSD internal team should handle media inquiries, interviews, news release distribution and regular engagement with the media.

Identify Key Messages: Before interviews, identify key messages and talking points that will be used.

Identify City Spokespersons: Identify internal RCSD team members who will serve as the face of the District. District spokespersons should attend media training to review best interviewing practices and better understand the media landscape. The District's leadership team should meet with any team members who will be interviewed to prepare for the interview. If a bilingual team member is available, it is recommended to have a bilingual spokesperson designated for non-English interviews.

Online Media Kit: Develop an online media kit for the District that includes key RCSD information, such as fact sheets, images, videos, and RCSD logos. This kit is available 24/7 to the media.

SOCIAL MEDIA

Establish Social Media Channels: Establish social media channels to share District-related information in real-time digitally.

Content Management Tools: Using an online content management tool such as Linktree or Campsite for the District's social media accounts is recommended to share this information and other important topics easily. RCSD should also rely on a social media management and marketing system (such as Hootsuite or Sprout Social) to manage multiple accounts and profiles and measure ROI on the District's social media accounts.

Content Types: Diversify content types across RCSD's social media accounts to provide an engaging experience for customers. Share posts, link to external content (such as partner agency stories and media stories from the service area), high-quality images, video stories and live videos. Develop RCSD-branded social media templates that can be readily available for the District's team to post information.

Social Media Calendar: Create a Districtwide content calendar annually. Calendar to include important themes, dates and observances. This calendar should be reviewed and updated monthly.

Social Media Policy: Establish an internal social media policy that provides guidelines for RCSD employees and establishes internal procedures for employees using social media accounts.

Social Media Terms of Use: The terms of use guidelines are for public use. They should be displayed on the District's website and outline how RCSD uses its social media channels to communicate information on services, issues, events and news. Terms of use should also consider discussion topics, ownership, endorsement, and public records.

Social Media Sharing: Encourage community partnerships by using shared hashtags and tagging community partners in posts.

Social Media Webpage: Create a page on RCSD's website that includes the District's social media policy, terms of use and links to each of the RCSDs social media pages.

SOCIAL MEDIA PLATFORMS:

There are many social media platforms that agencies used to communicate with their communities. The following are recommended for RCSD based on their community profile.

Facebook: Share District information and news for a broader audience.

Instagram: Use Instagram story highlights to include archived stories and reach a younger audience.

Linkedin: Establish RCSD as a thought leader by using Linkedin to share the RCSD's good news stories and employment opportunities.

WEBSITE

Federal Plain Language Standards: Regularly review information on the website to ensure that it follows federal plain language guidelines. Provide a link to plain language standards to all staff developing content for the website. Board packet information should be easy to navigate and accessible.

Website Organization: Regularly review the website analytics and website to update site map structure or information as needed. Information on the Board meeting live streaming should be easy to access.

ADA Compliance: Regularly review content on the website to make sure it is ADA compliant for items such as including alt tags with media and maps, descriptive hyperlink anchors for links, color contrast that adheres to WCAG, and subtitles for video. Consider hiring a web company with expertise in ADA compliance to review the site and provide recommendations and feedback on the District's site and how it meets compliance requirements.

Website Traffic: Increase visits to the RCSD website by driving traffic on social media, collateral and videos. Posts should include the District's landing page or content-specific page.

- CRISIS COMMUNICATIONS

OBJECTIVE

Develop a crisis communications plan for the District in the fiscal year 2023-2024 to ensure clear and consistent messaging and outreach during a crisis.

STRATEGY AND TACTICS

Develop a comprehensive Districtwide crisis communication plan: Plan would establish protocols for how the RCSD handles a crisis and how to communicate this information quickly, accurately and transparently to residents and key stakeholders.



LEGISLATIVE AFFAIRS

OBJECTIVE

Increase understanding and awareness of RCSD's stance on key water issues with local, regional and federal entities to shape or respond to policy development during this plan.

STRATEGY AND TACTICS

Position RCSD as a leader in local and regional legislative issues. Engage elected and staff representatives at the local, regional, state and federal level through monitoring state and federal bills that may affect water and RCSD; developing policy positions, when appropriate, for bills affecting RCSD; pursuing public funding; utilizing partnerships with other water agencies and regional entities to coordinate legislative efforts; and developing tailored information materials on key issues to share with an elected official and their staff.



INTERNAL COMMUNICATIONS

OBJECTIVE

Throughout the implementation of this plan, provide ongoing and engagement with internal team members on District projects, programs, initiatives and priorities to develop District ambassadors to tell RCSD's story.

STRATEGIES AND TACTICS

Create Ambassadors: All RCSD employees are brand ambassadors. Provide training for District staff to share the RCSD's story while interacting with community members, customers and key stakeholders. The leadership team should provide opportunities to build relationships with employees throughout the year through ongoing communications and engagement (employee newsletter, as-needed email updates, in-person meetings and more).

All-Hands Meetings: Establish regularly scheduled all-hands meetings to inform employees on key initiatives, news, updates and programs.

Employee Newsletter: Develop internal communication email or hard copy piece to communicate District highlights, key information and personal recognitions (birthdays, employment anniversaries, promotions).

Establish Internal Communications Committee: An internal communications committee comprised of RCSD employee ambassadors from each department would help the District amplify its outreach efforts. It would also lend to ensuring a well-coordinated and comprehensive districtwide communications effort.

KEY MESSAGES

Rubidoux Community Service's key messages are the foundation of all District communications and tie into the RCSD's vision, mission and goals and align with leadership priorities.

All internal staff and Board should use these messages when communicating about the District's services, programs, projects and initiatives.

From time to time, new program-specific messaging support may be required. The District's leadership team will work with staff and/or qualified consultants to craft new messaging reflective of those efforts.



KEY MESSAGE 1: As California's first Community Services District, Rubidoux Community Services District has been serving the community since 1952

SUPPORTING POINTS – CUSTOMERS

- Located in the heart of Southern California, the RCSD provides realizable water, wastewater, fire and solid waste services.
- Our customers appreciate the peace of mind of knowing that critical services are always available when needed, without concerns about dependability.
- RCSD's legacy in the community lives on through a committed staff, resources and future planning.

SUPPORTING POINTS – BUSINESSES

- As an established business, RCSD is a stable utility providing services businesses need to operate daily.



KEY MESSAGE 2: Rubidoux Community Services District provides clean, reliable drinking water 24/7 at some of the lowest rates in the region

SUPPORTING POINTS – RESIDENTS

- The RCSD service area is a diverse and established community that recognizes RCSD as a reliable provider of water services.
- RCSD is committed to investing in infrastructure and technology that supports our commitment to drinking water quality.
- Our District proudly supports local community organizations and causes throughout our service area.

SUPPORTING POINTS – BUSINESSES

- Businesses in the RCSD service area benefit from a diverse, experienced and educated workforce.



KEY MESSAGE 3: RCSD is committed to customer service and transparency.

- Our entire District team strives to provide exceptional customer service to everyone we serve.
- RCSD is committed to maintaining fiscal transparency and a balanced budget.
- We regularly provide opportunities for public engagement and participation.
- We regularly update our community on our District rates, programs and finances.
- As the service area grows, we will continue to provide the same high level of customer service to our customers.



KEY MESSAGE 4: The safety of our community is a top priority for Rubidoux Community Services District, and we have a dedicated team of fire personnel who work around the clock to keep our community safe.

SUPPORTING POINTS – CUSTOMERS

- Thanks to our commitment to public safety, Rubidoux Community Services District area is a safe place to live and work with access to emergency medical services.
- Our public safety professionals partner with the community to keep emergency preparedness a top focus in the RCSD service area.
- We are committed to communicating clearly and effectively with our community during public safety incidents.
- As the service area grows, we will continue to provide the same high level of customer service in emergency services within our service area.

SUPPORTING POINTS – BUSINESSES

- The Fire Department services work to educate the community on fire prevention and safety.
- RCSD provides fire services to businesses in the community, keeping local businesses, patrons and customers safe.

EVALUATION: MEASURING SUCCESS

It is important to regularly measure the success and progress of RCSD's communications efforts. This step will help the District see if communications goals and objectives are meeting the mark or if adjustments are needed. Also, measuring qualitative and quantitative data will help RCSD with resource planning (such as future communications positions, consultant assistance and annual budgeting).

It is recommended that RCSD's leadership team regularly share information on the success of the District's communications efforts with the Board of Directors, Committees and other internal team members to increase understanding of communication outreach's role in overall District strategies and priorities.

In addition to regular evaluation of key performance indicators (KPIs), the District continues to deploy communications questions as part of its regular customer satisfaction survey to gauge changes in attitudes and perceptions of RCSD.

No one tool can measure the effectiveness of RCSD's strategic communications efforts. Instead, measurement is based on if the communications effort helped achieve a program's goal and objectives.

Sound measurement of the District's communications should measure:

- **Output:** Work products produced (such as the number of news releases, videos, special events and social media posts).
- **Outtakes:** Reach of products produced (such as circulation of news releases, number of people who attended the event, how many people commented/liked the social media posts and how many people visited the District's website).
- **Outcomes:** Most effective measurements focused on achieving communications goals and measures a change in knowledge, attitude, opinion or behavior. Types of measurable communications outcomes may include reducing residential water use during a drought or residents opting to use rebate programs to reduce water use

The following communications-focused KPIs will help the District's leadership team measure success. The list is not exhaustive as each communications effort may have additional metrics developed as part of the overall program-specific strategy.

COMMUNICATIONS TACTIC	KPIS	TIPS FOR MEASURING
Community Relations		
EVENTS/TOURS/ SPEAKING ENGAGEMENTS	<ul style="list-style-type: none"> • Number of attendees • Social media mentions • Number of speaking engagements 	<ul style="list-style-type: none"> • Onsite event survey or live polls to learn if people enjoyed the event, where they heard about the event and what they liked most/least • Tracking of each event • Qualitative feedback
Paid, Earned, Shared and Owned Media		
EARNED MEDIA	<ul style="list-style-type: none"> • Amount and type of coverage secured • Traffic to website from an article • Sentiment of an article (positive, negative and neutral) • Reach • Number of media pitches • Number of news releases 	<ul style="list-style-type: none"> • Feature article, a byline or a mention • Review of website analytics to monitor users clicking on the article link to the District's website (before and after) • Media monitoring to track story placements
SHARED MEDIA (Content developed by the District and shared on social media)	<ul style="list-style-type: none"> • Partnering agency shares • General shares from followers • Engagement • Reach 	<ul style="list-style-type: none"> • Tracking shares of information and how it was shared
OWNED MEDIA (Content published by the District: website, social media, videos, printed collateral and e-newsletter)	<ul style="list-style-type: none"> • Traffic to website, page views • Followers and engagement on media channels • Number of people seeing District posts • Newsletter subscribers • Number of newsletters, social media, videos, etc. produced • The open rate for e-newsletters • Click-through rate • Bounce rates for website • Unique and repeat visitors to website • Search engine referral traffic for website • Frequently searched words/terms on website 	<ul style="list-style-type: none"> • Website analytics • Tracking social media metrics, including shares, posts, engagement and sentiment) • Tracking popular social media posts (what topics are these and why)? • Tracking referral traffic • Tracking subscribers/unsubscribed • Review what people are searching for (lots of searches for the same item on the website may mean the info isn't easy to find) • Review top pages and info on the pages. These pages may contain information that needs to be reviewed and updated regularly

Paid, Earned, Shared and Owned Media

OWNED MEDIA

(Content published by the District: website, social media, videos, printed collateral and e-newsletter)

- Top pages on website
- Number of materials printed and distributed

- Track the amount of time people are on a page. People who find the information they need quickly and spend more time equals a lower bounce rate

CRISIS COMMUNICATIONS

- Social media engagement during crisis
- Number of phone calls received
- Number of news stories posted/published run
- Traffic to website
- Partnering agency engagement

- Social media engagement during crisis
- Number of phone calls received
- Number of news stories posted/published run
- Traffic to website
- Partnering agency engagement

LEGISLATIVE AFFAIRS

- Meetings with elected secured
- Appropriations funding secured
- Collateral developed

- Keep a current list of electeds
- Frequent follow-up can be tracked for relationship building
- Seek opportunities for engagement

INTERNAL COMMUNICATIONS

- Number of all-hands meeting attendees
- Number of District Ambassadors

- Measure attendance of meetings over time to gauge if attendance numbers differ
- Keep detailed logs of all opportunities when staff have served as ambassadors

TIMELINE

SEPTEMBER TO NOVEMBER

- Develop brand guide
- Create social media channels (FB, Insta, Youtube, LinkedIn)
- Determine social media calendaring platform
- Update website content
- Develop content calendars
- Develop Districtwide process for access and functional needs customers' communications dissemination
- Establish Districtwide issues management protocol
- Develop Districtwide media relations protocol
 - Develop Districtwide social media policy

- Develop social media terms of use policy
- Media relations (on-going)
- Draft/ send letters to the editor (on-going)
- Review website content
- All hands meeting (on-going)

DECEMBER TO FEBRUARY

- Establish and build text messaging capabilities
- Launch social media channels
- Develop newsletter
- Develop e-newsletter
- Begin creating RCSD communications collateral (Q&As, flyers etc.)

TIMELINE

OCTOBER TO DECEMBER (CONT.)

- Develop list of annual community events
- Draft social media content calendar (on-going)
- Develop media editorial calendar
- Develop crisis communications plan
- Schedule meetings to meet with local media
- Media relations (on-going)
- Draft/ send letters to the editor (on-going)
- All hands meeting (on-going)
- Update website content (on-going)
- Update content calendars (on-going)

JANUARY TO MARCH

- Develop list of existing and future partnerships
- Identify list of opportunities to collaborate with regional and local organizations
- Attend community events (on-going)
- Shoot Districtwide stock photos
- Media relations (on-going)
- Develop online media toolkit
- Draft/ send letters to the editor (on-going)
- Develop employee newsletter
- All hands meeting (on-going)
- Update website content (on-going)
- Update content calendar (on-going)
- Draft social media content calendar (on-going)

APRIL TO JUNE

- Establish District Speaker's Bureau
- Develop tour program
- Attend community events (on-going)
- Create District videos
- Media relations (on-going)
- Draft/ send letters to the editor (on-going)
- Establish communications officer position
- Establish communications committee
- All hands meeting (on-going)
- Identify District ambassadors
- Update website content (on-going)
- Update content calendars (on-going)
- Draft social media content calendar (on-going)

Appendix

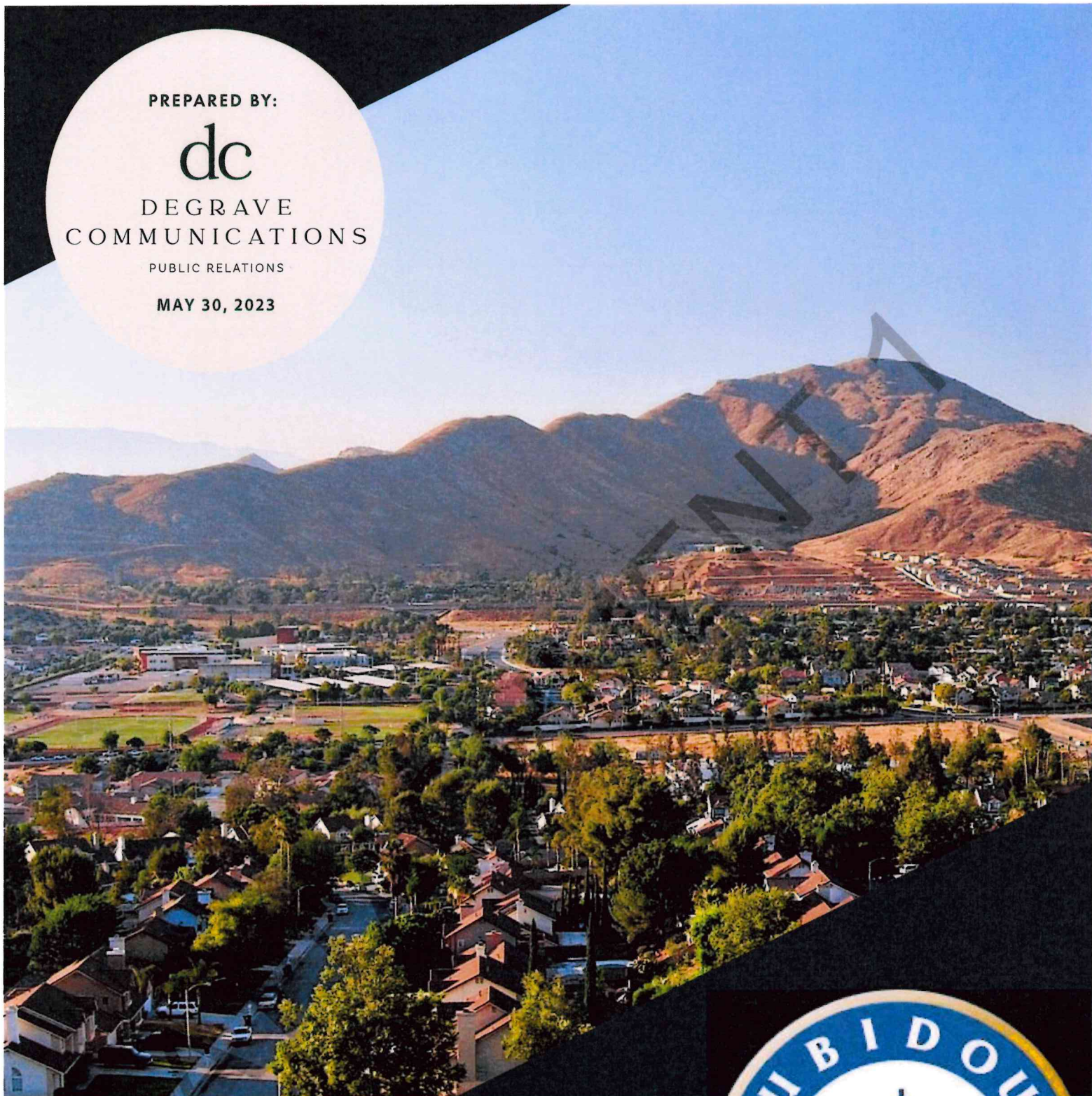
PREPARED BY:



DEGRAVE
COMMUNICATIONS

PUBLIC RELATIONS

MAY 30, 2023



RUBIDOUX COMMUNITY
SERVICES DISTRICT
STRATEGIC COMMUNICATIONS PLAN
DATA ANALYSIS FINDINGS

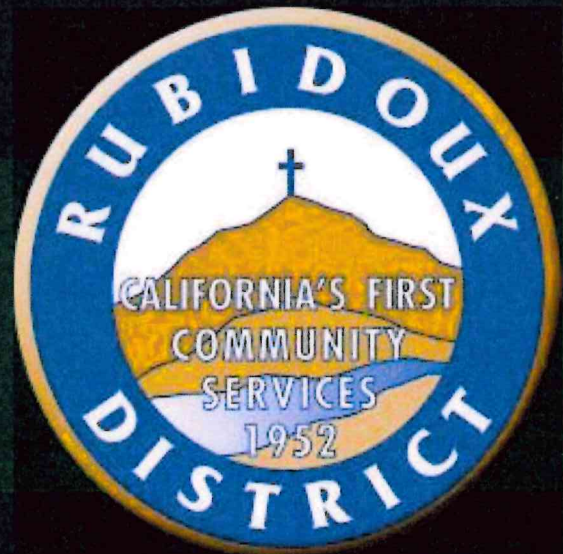


TABLE OF CONTENTS

INTRODUCTION AND METHODOLOGY.....	3
IN-DEPTH INTERVIEWS.....	4
FOCUS GROUPS.....	8
MATERIALS AUDIT.....	10
COMMUNITY ONLINE SURVEY.....	14

INTRODUCTION AND METHODOLOGY

INTRODUCTION

Now more than ever, it's essential that public agencies, like Rubidoux Community Services District (RCSD), keep the lines of communication open with customers, community members, partnering agencies, leaders and other key stakeholders to ensure trust, confidence and satisfaction for the important services you provide.

With a small but mighty internal team and limited communications assistance, Rubidoux Community Services District is ready to take its communication efforts to the next level. As the District service area will continue to grow, right now is the perfect opportunity to build on your current efforts and create communications, media and public relations strategies that will amplify your message and increase community awareness, responsiveness and engagement.

To get there, DeGrave Communications is working with RCSD to develop an effective communications plan that is tailored to RCSD as well as encompasses RCSD's mission, values and culture. The foundation of this strategy is based on a four-phased approach that includes research, planning, implementation and evaluation.

This report summarizes DeGrave Communications' findings of RCSD's overall communications and outreach efforts and will set the groundwork for RCSD's Strategic Communications Plan.

Following the presentation of these findings to RCSD's team, DeGrave's team will begin to develop a comprehensive communications strategy.

METHODOLOGY

To solidify the foundation of the communications plan, DeGrave Communications embarked upon an in-depth research and discovery process to identify RCSD's communications needs, assess opportunities, formulate strategies, craft compelling messaging and develop a baseline measurement for the plan.

The following quantitative and qualitative research took place between January and May 2023, and included:

- o 8 In-Depth Interviews with key RCSD stakeholders, including staff and board members
- o Focus Group (staff)
- o Materials Audit
- o Internal Strategic Planning Session
- o Community Online Survey (English and Spanish)

IN-DEPTH INTERVIEWS

BACKGROUND

On behalf of RCSD, DeGrave Communications conducted in-depth interviews with 8 internal stakeholders, including staff and board members.

Interviews included:

- Johanna Garcia, Accounting Clerk
- Brian Laddusaw, RCSD General Manager
- Bernard Murphy, RCSD Board of Director
- Martha Navarro Perez, Customer Service Manager
- Yvonne Reyes, Assistant Engineer
- Claudia Rodriguez, Customer Service
- Marcos Salas, Lead Crew Distribution
- Jeff Sims, Former RCSD General Manager
- Miguel Valdez, Director of Operations

GOALS

- Gain insight into how the RCSD internal stakeholders view the District, opportunities and challenges in communications and outreach.
- Identify opportunities to advance and/or strengthen RCSD's communications and outreach efforts.

METHODOLOGY

DeGrave Communications and RCSD developed a list of key stakeholders, including staff and board members.

Interviews were conducted virtually in April-May 2023.

These meetings were facilitated via Zoom. A total of 9 interviews were facilitated and completed.

IN-DEPTH INTERVIEWS

KEY FINDINGS

AUDIENCES

During the discussions, the following audiences emerged:

PRIMARY AUDIENCES

- Customers
 - Single-family property owners
 - Multi-tenant property owners
 - Multi-family property owners
 - Large-user, commercial
 - Limited English speakers
 - Low-income residents
- Associations and Groups
- Employees
- RCSD Board of Directors
- Cal Fire
- Burrtec

SECONDARY AUDIENCES

- Partnering agencies
 - o Jurupa Community Services District
 - o Western Municipal Water District
 - o Jurupa Unified School District
 - o Riverside County Flood Control and Water Conservation District
- Government Agencies
 - Trade associations, including the Association of California Water Agencies; Southern California Water Committee; National Water Resources Association; Association of Water; California Parks and Recreation
- Society; National Recreation and Park Association
 - Statewide advocacy groups
- Community-based organizations (CBOs): Non-profits, service clubs and fraternal organizations
- HOAs/Community groups
- Environmental groups and agencies: Sierra Club; state and federal Fish and Wildlife
- Watershed interests
- Jurupa Valley residents
- City Council (Jurupa Valley)
- Businesses
 - o Potential new businesses
 - o Existing businesses
 - o Chamber of Commerce

IN-DEPTH INTERVIEWS

STRENGTHS

COMMUNICATION (INTERNAL)

- Synergistic internal relationships
- Improved relationships with WMWD and JCSD
- Independent District

STRENGTHS

COMMUNICATION (EXTERNAL)

- Excellent customer service
- Established communication through bill stuffers

OPPORTUNITIES

ENHANCED COMMUNICATION (INTERNAL)

- Ensure that staff know about information on projects/programs before deployment, so they have the info they need to serve as knowledgeable ambassadors

IN-DEPTH INTERVIEWS

OPPORTUNITIES

ENHANCED COMMUNICATION (EXTERNAL)

- Share the RCSD story from the District point of view
- Explore opportunities to provide RCSD collateral in various formats – such as print, online, text and social media
- Establish social media channels
- Increase community relations engagement at local events with RCSD materials and branded items
- Look for opportunities to have ongoing community engagement at Board meetings and at events (in addition to virtual options)
- Deploy consistent key messages on key District topics, such as historical significance, expansion, operating costs, good will and services
- Increase the use of video as a communications tool
- Leverage media to reach additional key audiences
- Continue to identify opportunities to engage with those who prefer Spanish as a primary language
- Explore text messaging for emergency outreach
- Update website for resource accessibility
- Develop customer newsletter
- Develop internal newsletter
- Create District brand guide to elevate internal and external preference
- Prepare crisis communication plan
- Team meetings at the executive and team levels

FOCUS GROUPS

BACKGROUND

On behalf of Rubidoux Community Services District, DeGrave Communications conducted a focus group with the following key audience:

- Internal staff

Interviews included:

- Ted Beckwith- Director of Engineering
- Tony Strey- Administrative Assistant
- Benny Manrique- Backflow/Cross Connect Inspector

GOALS

- Gain insight into attitudes, feelings, beliefs and experiences of how a key RCSD internal audience viewed the District as well as opportunities and challenges in communications and outreach.
- Identify opportunities to advance and/or strengthen RCSD's communications and outreach efforts.

METHODOLOGY

- DeGrave Communications and RCSD developed focus group audience
- Interview was conducted virtually in May 2023.
- Meeting held via Zoom
- A total of one focus groups was facilitated and completed

FOCUS GROUPS

KEY FINDINGS

AUDIENCES

During the discussion, the following themes emerged:

STRENGTHS

- 1-on-1 communications within departments
- Positive employee moral
- Prioritization of customer service
- Opportunities for in-house career advancement

OPPORTUNITIES

- Regularly schedule all hands meetings for departments to know what other departments are working on, news, updates and key information.
- Focus resources, such as software and technology to make Board packets and District documents ADA compliant and easy to access on website.
- Develop internal communication email or hard copy piece to communicate District highlights, key information and personal recognitions (birthdays, employment anniversaries, promotions).

MATERIALS AUDIT

BACKGROUND

On behalf of Rubidoux Community Services District, DeGrave Communications, Inc. conducted a materials audit of hard copy and digital assets. Audited materials included:

DIGITAL ASSETS

- Website: RCSD.org
- Social media: None available
- LinkedIn: Rubidoux Community Svc Dist (unclaimed page)
- Yelp: <https://www.yelp.com/biz/rubidoux-community-services-dist-riverside>
- Google Reviews

HARD COPY ASSETS

- Job posting announcements
- Memorandum
- Application for employment
- Employee handbook
- Performance appraisal
- Board agenda

MEDIA AUDIT

Media coverage from online and traditional media over the past year was reviewed. Audit showcased media mentions, type and time; publicity by sentiment (positive, negative and neutral).

GOALS

- Identify inconsistencies in branding, messaging and clarity.
- Gain insight into how Rubidoux Community Services District is communicating with internal and external stakeholders.
- Identify opportunities to advance and/or strengthen Rubidoux Community Services District communications and marketing efforts.

MATERIALS AUDIT

METHODOLOGY

- DeGrave Communications reviewed Rubidoux Community Services District's digital and hard copy communication assets observing branding, best practices, messaging, tone and language.
- Communications and outreach efforts were reviewed using the 7 Cs of Communication: Clarity, Concise, Concrete, Correct, Coherent, Complete and Courteous.
- Media placements, website and collateral materials were included in audit.

KEY FINDINGS

The Rubidoux Community Services District uses limited tools to communicate information on services, events, programs and initiatives to its customers, community members and key stakeholders.

STRENGTHS

COLLATERAL

- Standardized human resources materials in use: job postings, forms
- Standardized memos and agenda templates in use

WEBSITE

- Site is secure
- Easy to find contact information and hours on homepage
- Online bill pay, rebate and conservation sections have ease of finding information
- Services section has ease of finding information
- Contact us is clear, ease to get in touch with RCSD

MEDIA

- Seven media placements were secured in the past year; no negative news coverage was reported.

ONLINE REVIEWS

- Yelp - three reviews were posted; overall rating of 3 stars
- Yelp – positive reviews focused on excellent customer service
- Google Reviews – seven reviews were posted; overall rating of 2.5 stars
- Google Reviews - positive review focused on excellent customer service

MATERIALS AUDIT

OPPORTUNITIES

BRANDING

- Consider creating a standardized brand guide to streamline all communication platforms and resources both internally and externally.

COLLATERAL

- Increase consistent communication
- Employee communication
- Customer communications
- Develop consistent branding colors, style and font types
- Lack of diversity in tactical tools being regularly utilized
- Digital tactics and resources
- Traditional hard copy tactics and resources

SOCIAL MEDIA

- Establish RCSD Facebook and Instagram accounts
- Establish RCSD LinkedIn account (current account is unclaimed)
- Utilize LinkedIn to promote hiring opportunities

WEBSITE

- Information on website should follow the plain language standards
- Update Board photos and include term limits
- Include photos and contact info for general manager and key staff
- Add socials to Contact section (once socials are established)
- Create dynamic, visually pleasing, branded website elements
- Various opportunities for encouraged customer engagement
- Add featured photos that are current, fresh and include RCSD staff
- Increase images and/or design in all sections
- Add more informational copy and photos to fire page
- Add photos to waste page
- Employment application can be digitized to offer online submission
- Include information relating to construction – new meter costs
- Include information relating to construction – new meter process

MATERIALS AUDIT

MEDIA RELATIONS

- Begin to foster relationships with media and leverage opportunities to pitch positive news stories

ONLINE REVIEWS

- Encourage positive reviews on Yelp
- Encourage positive reviews on Google Reviews

ATTACHMENT 1

COMMUNITY ONLINE SURVEY

BACKGROUND

On behalf of RCSD, DeGrave Communications developed a 15-question survey.

The survey was deployed in April 2023 and was available in English and Spanish.

GOALS

- Gain insight into how community members view RCSD, its key insights and opportunities and challenges in communications and outreach.
- Identify opportunities to advance and/or strengthen RCSD's communications and outreach efforts.

METHODOLOGY

- DeGrave Communications developed an online survey available to community leaders. The survey was available via a QR code at the headquarters building and via bill stuffer.
- 7 respondents took the survey in English
- 6 respondents took the survey in Spanish

KEY FINDINGS

SEE FOLLOWING PAGE.

COMMUNITY ONLINE SURVEY

What type of customer are you?

7 responses



¿Qué tipo de cliente es usted?

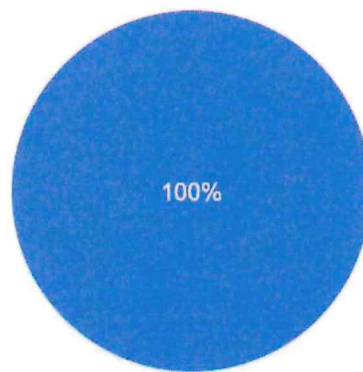
6 responses



COMMUNITY ONLINE SURVEY

What type of home do you live in?

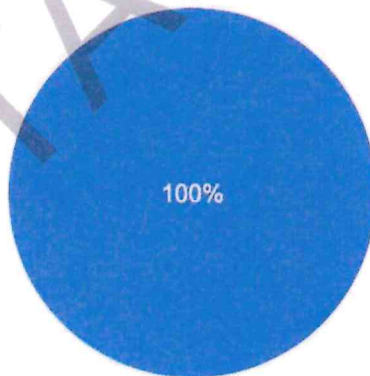
7 responses



- Single Family Residence
- Apartment
- Mobile Home
- Condominium/town Home
- Not sure

¿En qué tipo de vivienda vive usted?

6 responses

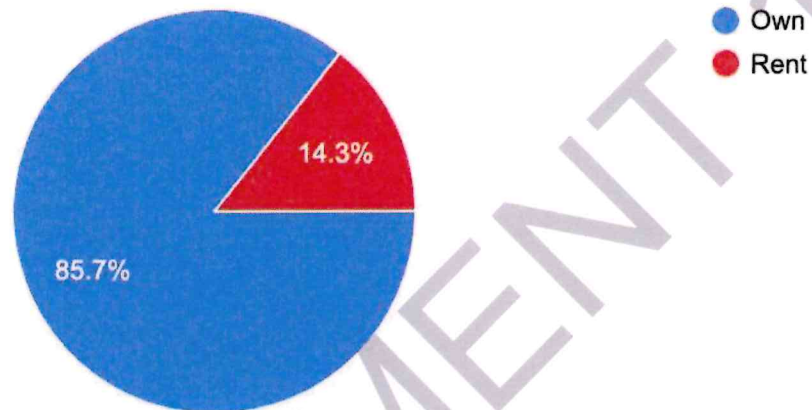


- Residencia Unifamiliar
- Apartamento
- Casa Móvil
- Condominio/Town Home
- No sé
- Otro

COMMUNITY ONLINE SURVEY

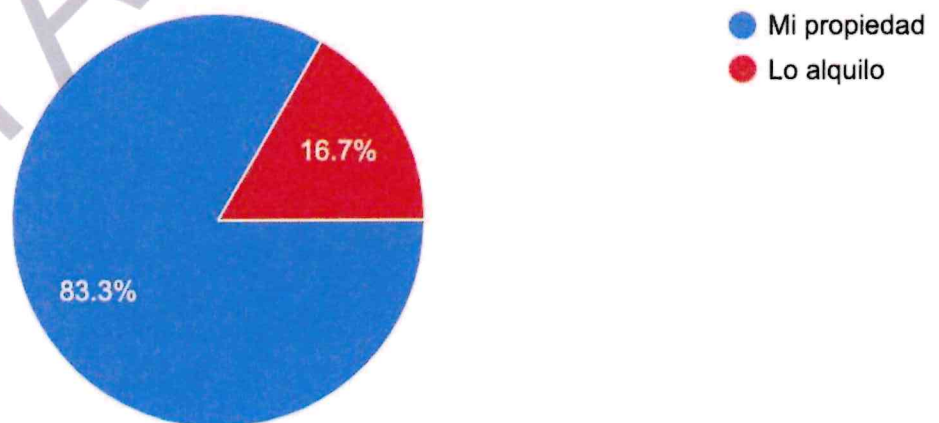
Do you own or rent your home?

7 responses



¿Su hogar, es su propiedad o lo alquila?

6 responses

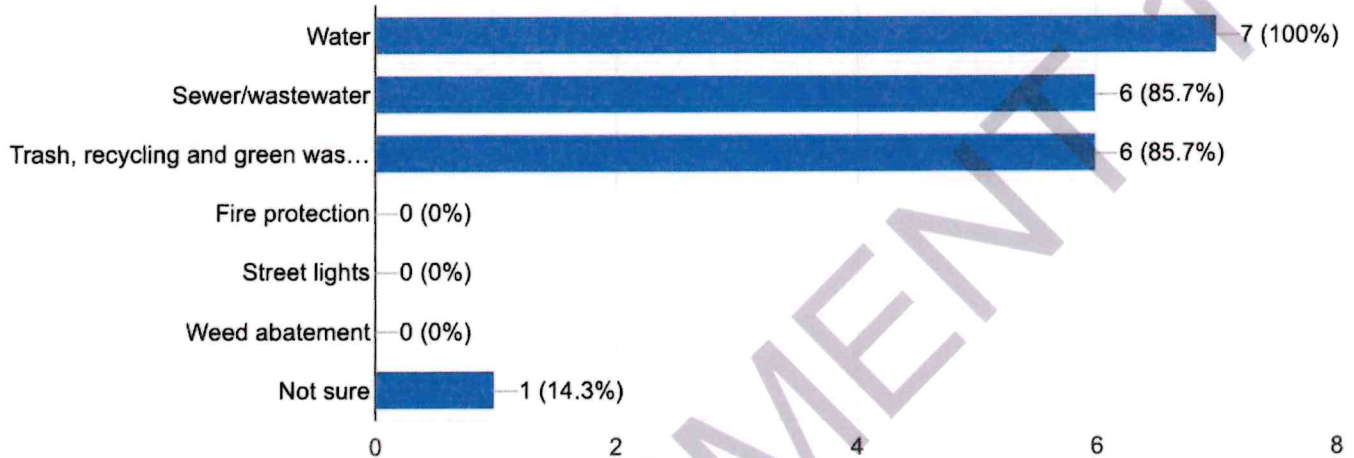


COMMUNITY ONLINE SURVEY

What types of community services does RCSD provide [Check all that apply]:



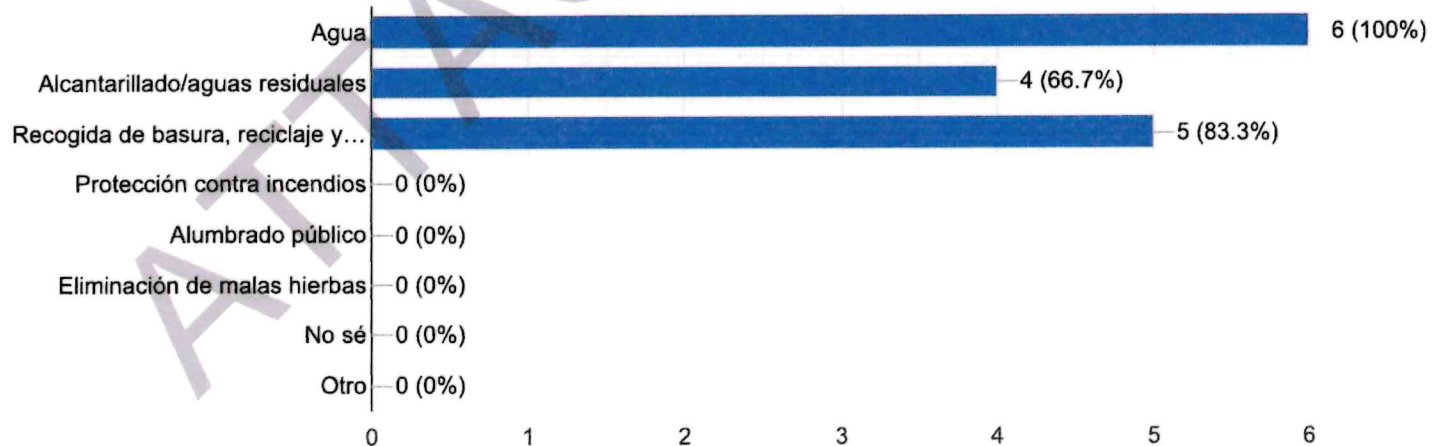
7 responses



¿Qué tipos de servicios comunitarios proporciona RCSD [Marque todos los que aplican]:



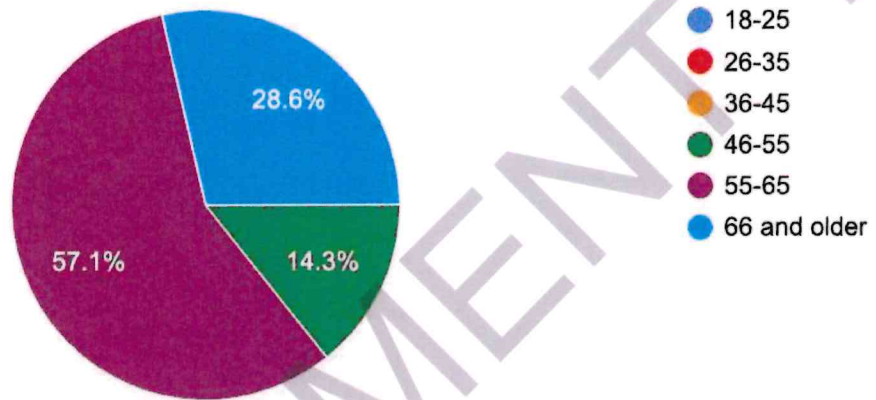
6 responses



COMMUNITY ONLINE SURVEY

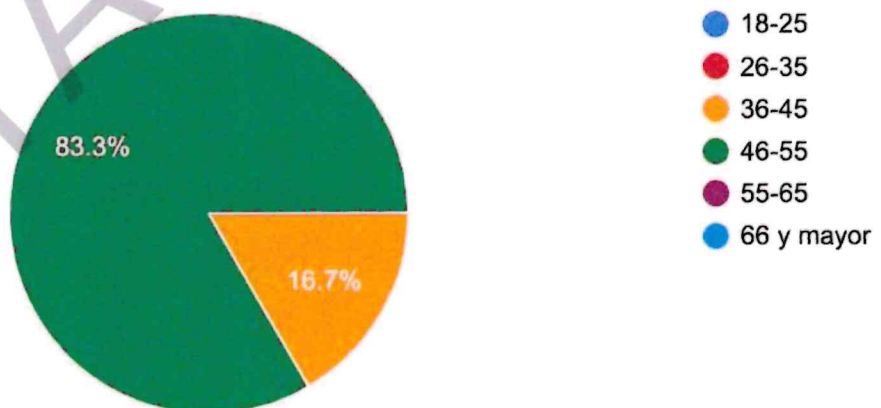
What is your age?

7 responses



¿Cuál es su edad?

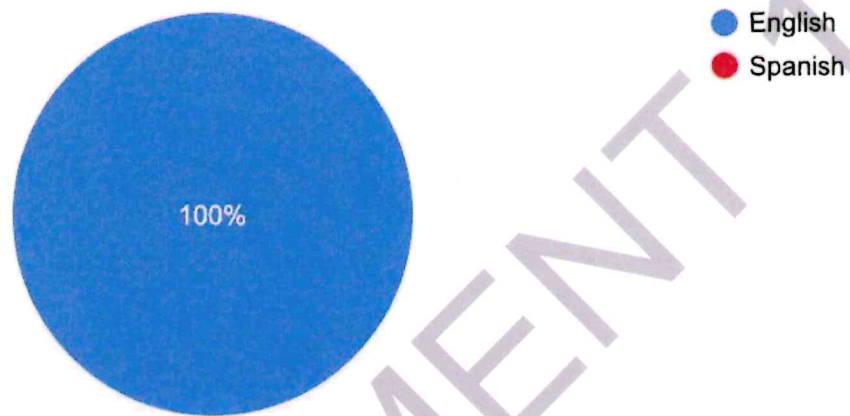
6 responses



COMMUNITY ONLINE SURVEY

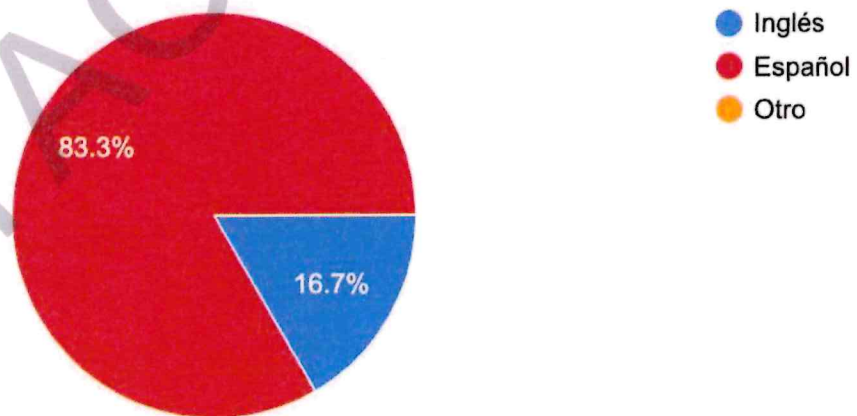
What language would you prefer to receive information from RCSD?

7 responses



¿En qué idioma prefiere usted recibir la información de RCSD?

6 responses

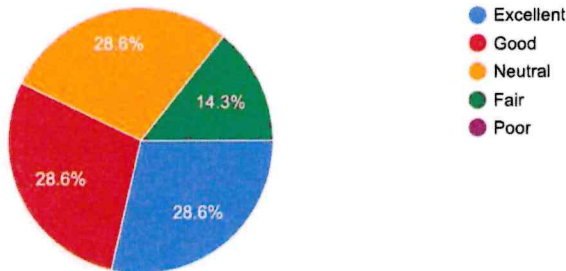


COMMUNITY ONLINE SURVEY

What is your overall impression of RCSD?

 Copy

7 responses



Why?

6 responses

Sweep cleaners never come to our street. Stop at the corner and turns around

Have no problem so far

I don't think about it

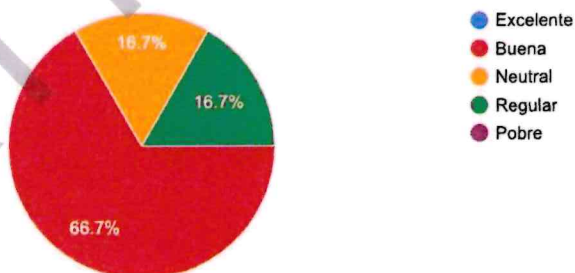
The staff go above and beyond providing excellent customer service and working with customers.

Due to my broken water shut off valve at the meter has been denied repair repeatedly and low pressure as well.

¿Cuál es su impresión en general sobre RCSD?

 Copy

6 responses



¿Por qué?

0 responses

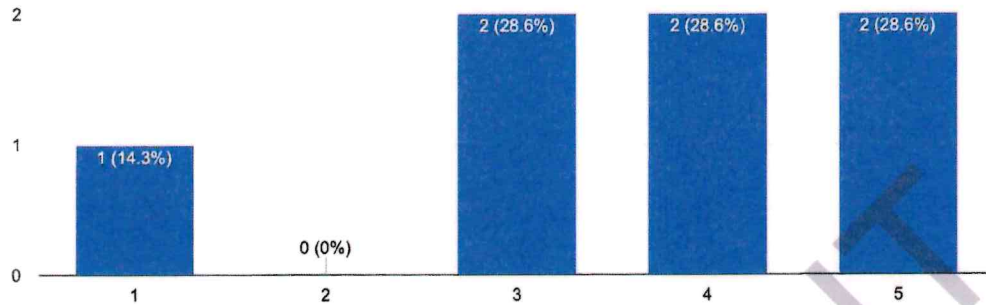
No responses yet for this question.

COMMUNITY ONLINE SURVEY

How satisfied are you with RCSD's communication efforts?

 Copy

7 responses



What would make RCSD communications better?

2 responses

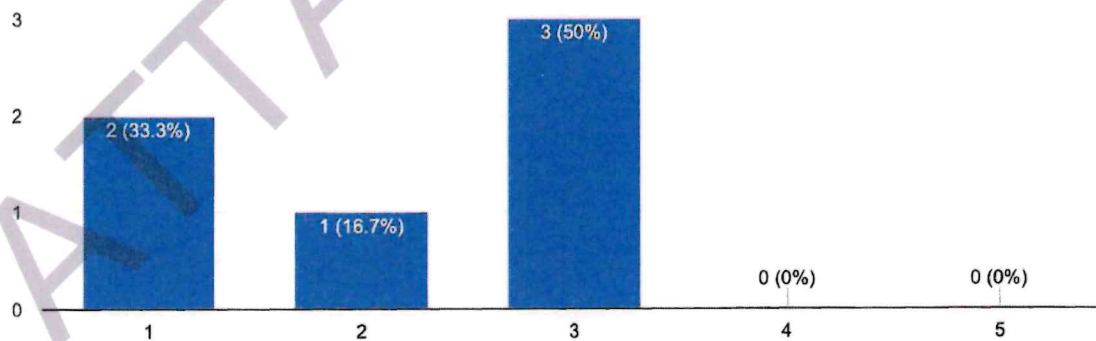
Nothing at this time.

To receive a reply Either by phone or written response.

¿Cuánta satisfacción tiene usted con los esfuerzos de comunicación de RCSD?

 Copy

6 responses



¿Qué podría mejorar la comunicación de RCSD?

0 responses

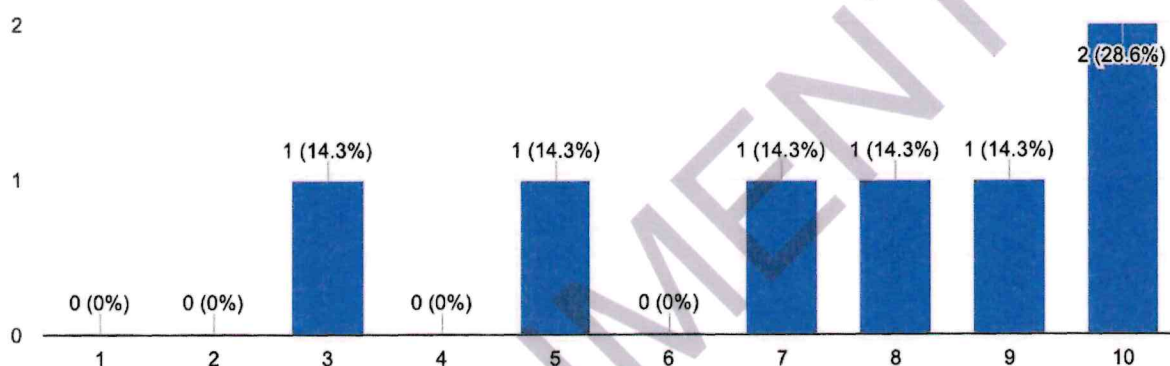
No responses yet for this question.

COMMUNITY ONLINE SURVEY

How much do you agree with the statement: "information I receive from RCSD on water, sewer, and other topics is accurate, timely and reliable?"

 Copy

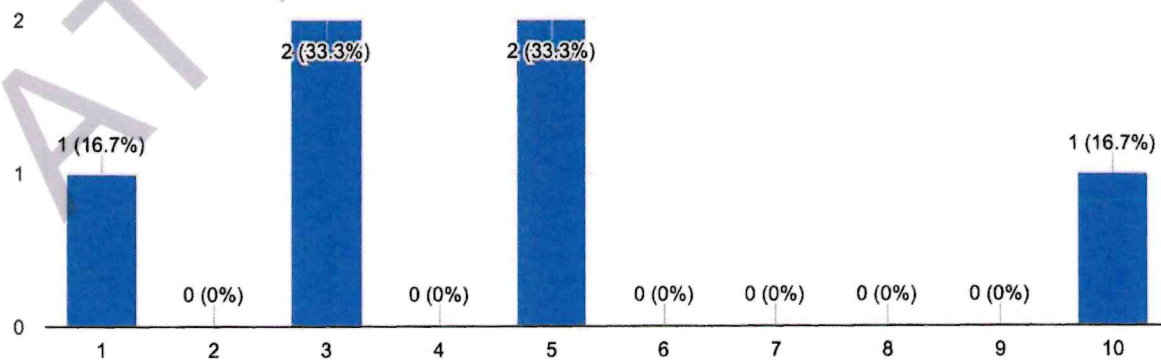
7 responses



¿En qué medida está de acuerdo con la siguiente afirmación? "la información que recibo de RCSD sobre agua, alcantarillado y otros temas es precisa, oportuna y fiable?"

 Copy

6 responses

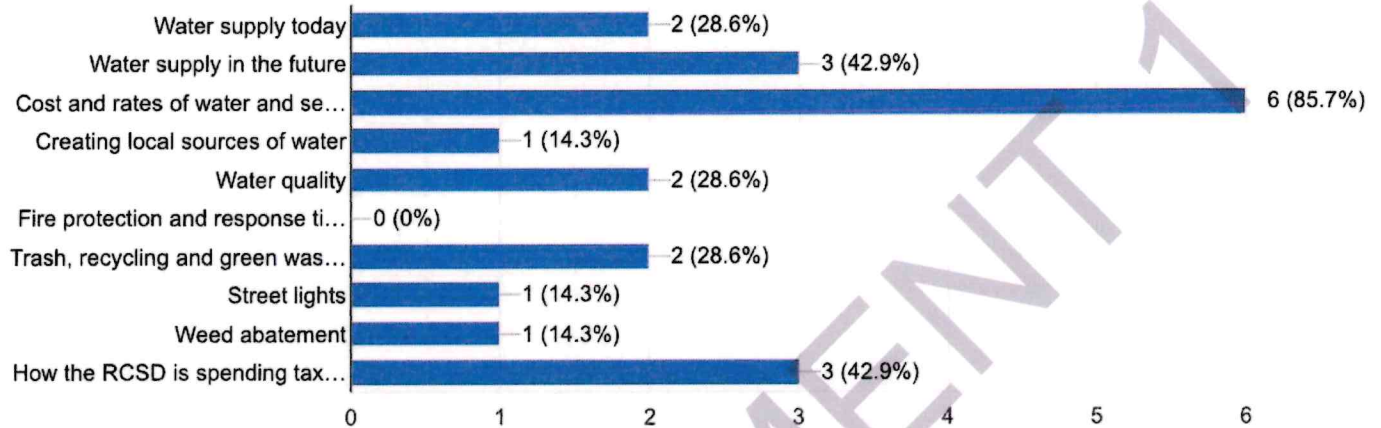


COMMUNITY ONLINE SURVEY

What issues related to RCSD's services most concern you? Select all that apply.

 Copy

7 responses



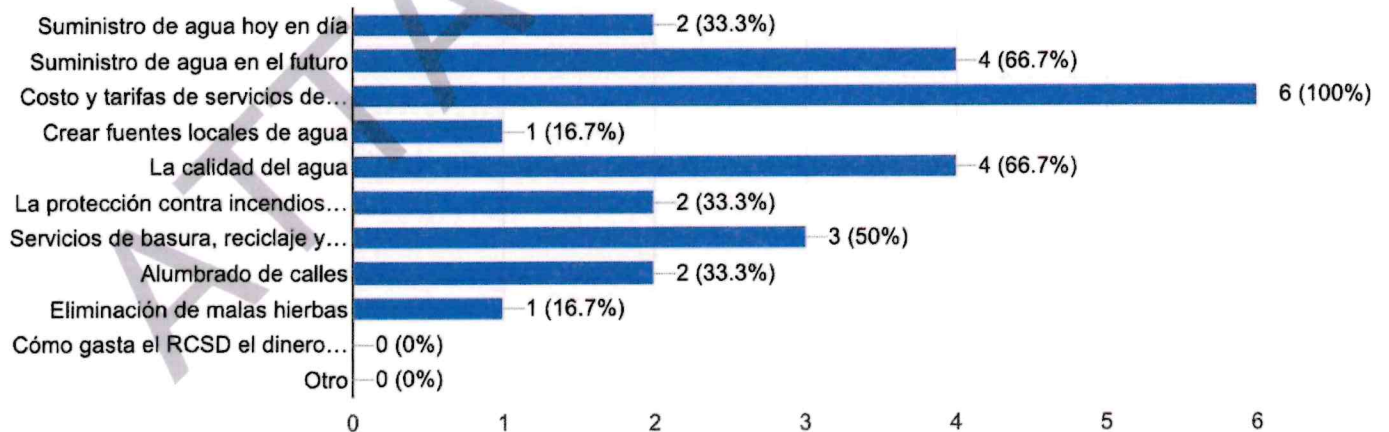
¿Qué cuestiones relacionadas con los servicios de RCSD le preocupan más?

 Copy

Seleccione

todas las que correspondan.

6 responses

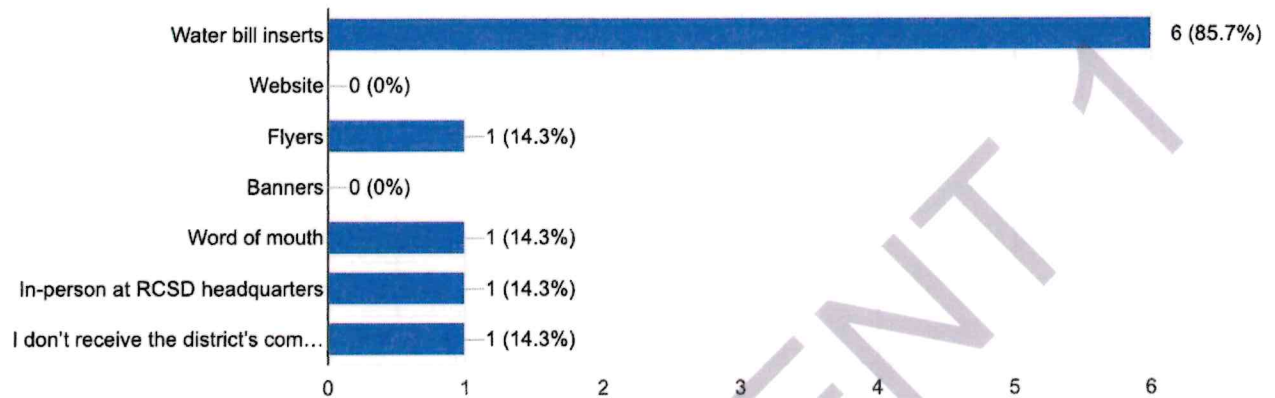


COMMUNITY ONLINE SURVEY

Where do you get information on RCSD's programs and projects (check all that apply)?

[Copy](#)

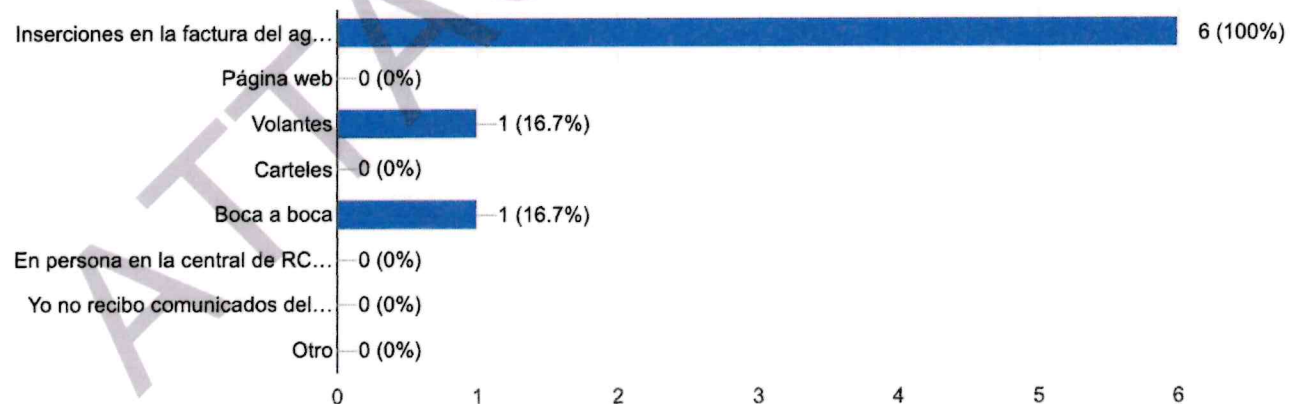
7 responses



¿Dónde consigue usted información de los programas y proyectos de RCSD (marque todas las que aplican)?

[Copy](#)

6 responses

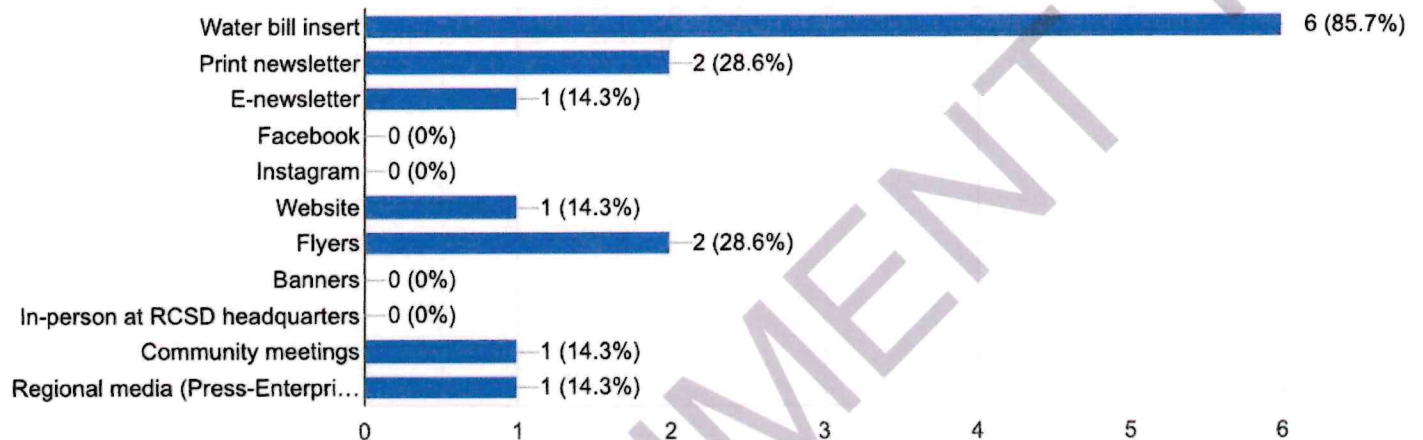


COMMUNITY ONLINE SURVEY

How would you prefer to receive information on RCSD's programs and projects (check all that apply)?

[Copy](#)

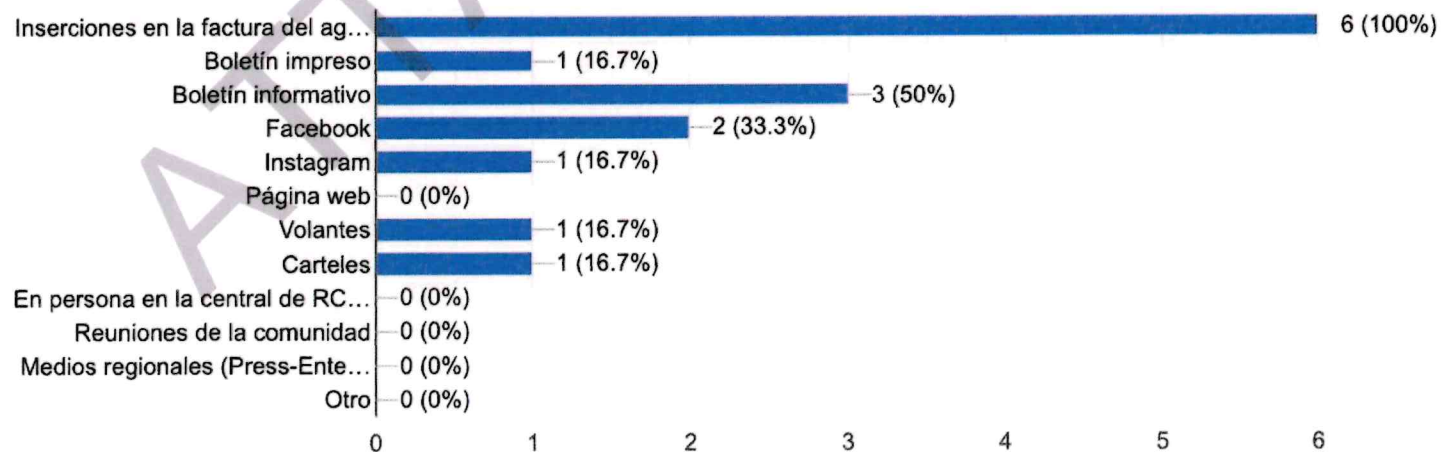
7 responses



¿Cómo prefiere recibir información sobre los programas y proyectos de RCSD (marque todas las opciones que correspondan)?

[Copy](#)

6 responses



COMMUNITY ONLINE SURVEY

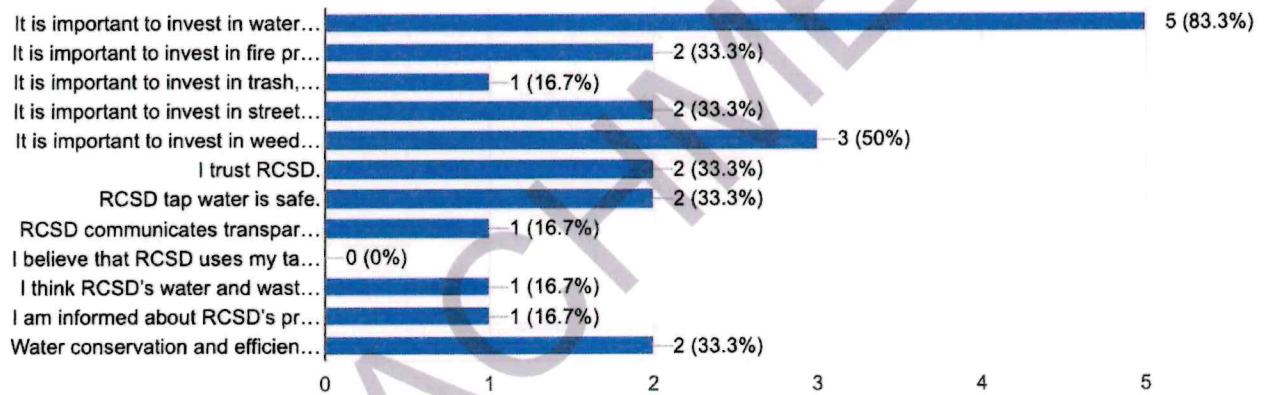
Do you agree with the following statements?

- ☐ It is important to invest in water and sewer projects and programs.
- ☐ It is important to invest in fire protection services.
- ☐ It is important to invest in trash, recycling and green waste services.
- ☐ It is important to invest in street lights.
- ☐ It is important to invest in weed abatement services.
- ☐ I trust RCSD.
- ☐ RCSD tap water is safe.
- ☐ RCSD communicates transparently with its customers.
- ☐ I believe that RCSD uses my taxpayer revenues responsibly.
- ☐ I think RCSD's water and wastewater prices are fair.
- ☐ I am informed about RCSD's projects and programs.
- ☐ Water conservation and efficiency are priorities.

Do you agree with the following statements?

 Copy

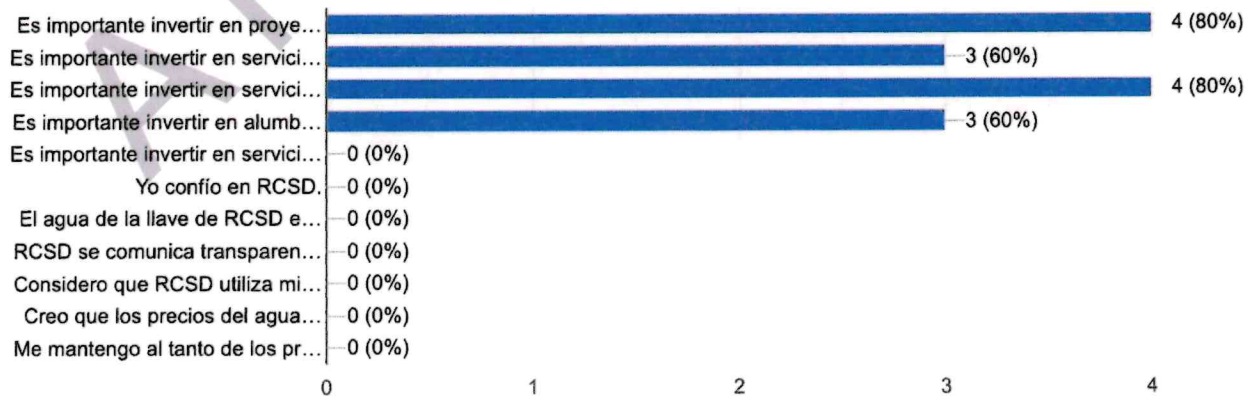
6 responses



¿Está usted de acuerdo con las siguientes afirmaciones?

 Copy

5 responses



COMMUNITY ONLINE SURVEY

DESCRIBE RCSD

CUSTOMER
ORIENTED

GOOD SERVICE **RELIABLE**
WATER
COMPANY **FRIENDLY**

10. **ACTION / DISCUSSION ITEMS** (continued)

- C. **DM 2023-90:** Consider Ratification of Task Order to Blais and Associates for Writing a Grant Application for Design Efforts on Rehabilitation and Retrofit of Rubidoux Community Services District Water Reservoirs

Rubidoux Community Services District

Board of Directors

Bernard Murphy, President
John Skerbelis, Vice-President
Armando Muniz
F. Forest Trowbridge
Hank Trueba Jr.



General Manager

Brian R. Laddusaw

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

DIRECTORS MEMORANDUM 2023-90

September 21, 2023

To: Rubidoux Community Services District
Board of Directors

Subject: Consider Ratification of Task Order to Blais and Associates for Writing a Grant Application for Design Efforts on Rehabilitation and Retrofit of Rubidoux Community Services District Water Reservoirs

BACKGROUND:

In April 2020, the Rubidoux Community Services District ("District") Board of Directors ("Board") first entered into a professional services agreement with Blais and Associates ("Blais") to assist District staff in writing grant applications. Blais is a full-service grant management firm specializing in local municipal governments, special districts, and council of governments. Further, the District has since utilized the services of other grant writing consultants through Webb and Associates ("Webb") and Western Water ("Western") which have proven successful in acquiring various grant funding over the last few years.

Grant writing is a unique skillset and with the District only having 26 full-time equivalent employees, District staff does not possess the time nor expertise to write successful grant applications at the same level as Blais, Webb, and Western Water. Some of the advantages with leveraging the use of a professional grant writer include but are not limited to:

1. **Expertise and Experience:** Professional grant writers have specialized training and experience in researching, writing, and submitting grant proposals. They understand the nuances of grant applications, including specific requirements and formatting guidelines. This expertise can increase the chances of success in securing grant funding.
2. **Time Efficiency:** Preparing a grant proposal can be a time-consuming process. Professional grant writers can streamline the process, allowing the District's staff to focus on their core responsibilities, which is particularly important for a small District like Rubidoux.

3. Access to Funding Opportunities: Professional grant writers often have access to databases and resources that provide information about various grant opportunities. They can help identify grants that are a good fit for the District's mission and programs, increasing the likelihood of securing funding.
4. Competitive Advantage: Many grant opportunities are highly competitive, with numerous organizations vying for limited funds. Professional grant writers can help organizations craft compelling proposals that stand out from the competition.

Since 2020, the District has been successful on numerous grant application efforts, most of which have utilized the services of grant writing professionals. A summary of those awards is highlighted below:

TABLE 1	
Grant Program	Maximum District Award
CalOES FY 2020-21 Community Power Resiliency Program	\$ 300,000.00
SB 1383 Local Assistance Grant Program	\$ 53,174.00
SWRCB Water Arrearages Program	\$ 86,281.13
SWRCB Wastewater Arrearages Program	\$ 40,406.76
2023 U.S.B.R. WaterSmart Grant - AMI Meters	\$ 1,500,000.00
2023 U.S.B.R. WaterSmart Grant - Well 25 and Treatment	\$ 1,457,500.00
CalOES Hazard Mitigation Grant Program	\$ 168,525.50
Total	\$ 3,605,887.39

The District's four (4) potable water tanks (Hunter 1, Atkinson, Watson, and Perone) are 20+ years old. In December 2019, the District's Board authorized a professional services contract with Harper & Associates ("Harper") to inspect the tanks with specific emphasis on: 1) corrosion evaluation; 2) structural/seismic; and 3) safety evaluation. The results of the assessment were not good, but otherwise not unexpected given the age and usage of the tanks over the years. Shortly after the District received those assessments, the District was forced to shift its focus towards an order received by the Department of Drinking Water ("DDW") to mitigate the emergence of PFOS and PFOA contaminants. In 2020 and 2021, the District spent significant time and resources to design and install appropriate treatment facilities to comply with the DDW's order. The District successfully achieved non-detect results with regards to its PFOS and PFOA contaminants in September 2021.

In April 2023, the DDW conducted a sanitary survey of the District's water facilities and highlighted the work performed by Harper in a June 2023 report. The report required the District to develop a Corrective Action Plan ("CAP") to address the reservoirs' deficiencies. In August 2023, the District received the reservoirs' CAP as prepared by Harper and intend on utilizing the report to address the various deficiencies in a phased approach over multiple fiscal years. At a minimum, structural repairs, coating, and rehabilitation will cost the District over an estimated \$3,000,000 in today's dollars. With ever persistent inflation and supply chain issues affecting the industry, the estimated \$3,000,000 may end up being 10-20% more when all the work is completed. Further, factoring in the potential replacement or upsizing of Hunter 1 and optional exterior work associated with the reservoirs, the District could realistically incur \$5,000,000 or more in costs to address its reservoir issues as the failure of these reservoirs are not an option for the District.

To mitigate the financial impact of these critical projects, the District must pursue grant funding to help offset these costs. Currently, the District has a funding opportunity with the U.S. Bureau of Reclamation (“USBR”) under their WaterSmart Planning and Project Design Grant Program. As the District is in the planning and design phase of the reservoir CAP, this grant opportunity appears to best align with the District’s needs currently. If successful, the District could see a maximum grant award of up to \$400,000.

This USBR grant program has two funding cycles, and thus two application deadlines, the first one being October 17, 2023, and the second being April 2, 2024. Its worth noting the October 17, 2023, application deadline has an anticipated award date of July 1, 2024, and the April 2, 2024, application deadline has an anticipated award date of January 2, 2025. It is estimated that only 60-70 projects will be awarded grant funding. On the advice of Blais, they recommend submitting the application under the first application period, October 17, 2023. They speculate the first application deadline may be less competitive and thus give the District a better chance of receiving grant funds for its reservoir CAP project. If the District chooses to wait and apply under deadline two (2), the USBR may be more selective of applications since a large portion of the approximate \$35,000,000 in available funds from this program may already be committed to agencies under the first funding cycle.

Based on this, the District prefers to submit its grant application by October 17, 2023. The District received a proposal from Blais to prepare the grant application and submit it on behalf of the District in the amount of \$22,848.00 (Attachment 1). Due to the expedited timeline of this application, staff authorized work on this application already via Task Order (Attachment 2). With this Director’s Memorandum, staff is seeking ratification from the Board for this work.

Annually, the District budgets for “on-call” grant support services which is mostly utilized for grant research and feasibility discussions between staff and Blais. Thus, the amount shown for ‘Grant Support Services’, Line 39 on the FY 2023|2024 Water Fund Budget, is not sufficient to cover this work. To pay for this effort, staff recommends the Board amend the FY 2023|2024 Water Fund Budget, adjusting Line 39 ‘Grant Support Services’ by \$25,000 from \$15,000 to \$40,000 with the additional funds being allocated from the District’s unrestricted Water Fund Operating Reserves, which as of September 8, 2023, has a balance of \$5.884 million.

RECOMMENDATION:

Staff recommends the Board of Directors consider the following:

1. Amend the FY 2023|2024 Water Fund Budget by adjusting Line 39 'Grant Support Service' from \$15,000 to \$40,000 with funding from the District's unrestricted Water Fund Operating Reserves.
2. Ratify a Task Order with Blais and Associates in the amount of \$22,848.00 to prepare a grant application under the U.S. Bureau of Reclamation WaterSmart Planning and Project Design Grant Program.

Respectfully,



BRIAN R. LADDUSAW, CPA
General Manager

Attach:

1. Blais and Associates – Project Quote
2. Task Order – Blais and Associates
3. FY 2023|2024 Water Fund Budget

Quote Prepared By:
 Kami Cotner
 949-589-6338
 operations@blaisassoc.com



www.blaisassoc.com

Project Quote

Client Name	Rubidoux Community Services District
Client Contact(s)	Brian Laddusaw, <i>General Manager</i>
Grant Program	Bureau of Reclamation WaterSMART Planning and Project Design Grant Program
Project Due	October 17, 2023
Project Name	Reservoir Rehabilitation/Replacement (Design Only)
Date Prepared	September 14, 2023
Project Cost	\$22,848

Activity	
Preparatory work including reviewing guidelines and application materials; developing timeline & checklist; hosting a kick-off conference call with client; attending to follow-up action items from kick-off call; preparing internal e-file system.	
Draft resolution.	
Complete forms (SF-424, SF-424A, SF-424B, SF-LLL)	
Develop technical proposal.	
Develop budget and budget narrative.	
Develop four letters of support.	
Develop environmental and cultural resources compliance.	
Complete required permits and approvals.	
Develop overlap or duplication of effort statement.	
Develop conflict of interest disclosure statement.	
Develop uniform audit reporting statement.	
Conference calls and client coordination. Provide 80% draft and 100% final to client for review. Incorporate up to two sets of written client feedback and comments. Prepare final files for Client's permanent record keeping. Submit application via Grants.gov	
SUBTOTAL	\$22,848

Direct Costs	
Final Files (link)	\$0
Reproduction for hard copy (not applicable)	\$0
Express Delivery mail or courier services (not applicable)	\$0
SUBTOTAL	\$0

GRAND TOTAL	\$22,848
--------------------	-----------------

Quote Prepared By:
Kami Cotner
949-589-6338
operations@blaisassoc.com

Notes and Assumptions

- 1) To best serve you, B&A has reserved staff time for this project until the response date requested in the transmittal e-mail.
- 2) Available funding: Approximately \$35 million. 60-70 awards are expected. Maximum funding: \$25,000 to \$400,000 for drought contingency planning, and \$100,000 to \$400,000 for water strategy and project design.
- 3) Match: Varies based on the project type. Review pages 12-14 of the NOFO.
- 4) Resolution: Required if selected for funding.

By signing this quote, the Client agrees to:

- Provide requested information prior to stipulated deadline, dates to be jointly agreed upon and incorporated into the Timeline and Checklist.
- Attend all scheduled calls and be available for ad-hoc calls, as needed.
- Respond to inquiries from the B&A team within one business day.
- Assign a person to be B&A's main point of contact throughout the duration of the project.

Please note that this quote is fixed fee for service based on current conditions and understandings. Many factors may change during the development of a project, including Client requests, that may increase the amount of work required to successfully perform services. During the course of work, if there is a material change in scope, B&A will notify the point of contact and mutually agree to a change order or discuss alternatives.

Signature Approving Costs and Authorizing Notice to Proceed

Date

Printed Name

Rubidoux Community Services District
3590 Rubidoux Blvd.
P. O. Box 3098
Jurupa Valley, CA 92519-3098

ORIGINATION DATE 9/18/2023
CONSULTANT TASK ORDER NO. 7
CONTRACT NO. RCSD 2021-03
PROJECT MANAGER Brian Laddusaw

Consultant's Name: Blais & Associates, LLC
Address: 2807 Allen Street, Ste. 2050
City, Zip: Dallas, TX 75204
Office Phone: 949-589-6338

■ This Job: \$22,848.00
Liaison's Name: Whitten Guajardo
Liaison's Phone: 949-589-6338
Email: clientservices@blaisassoc.com

Project Name: U.S. Bureau of Reclamation WaterSmart Planning and Project Design Grant App.

Description: Assist District staff in preparing a grant application under the USBR WaterSmart Planning and Project Design Grant funding program. A complete detail of the scope of work is included in the 'Project Quote' attached to the T.O.

The Task(s) to be performed, time of performance and not to exceed compensation shall be as described in Exhibit "A" attached hereto and made a part hereof and shall be performed in accordance with the "Master Agreement" dated September 1, 2021. Consultant certifies that as of the date of execution of this Task Order all insurance is as stated in the Master Agreement and will be maintained in good standing for the term of this Task Order. ***If the offer described by this Task Order has not been signed and returned within 30 days, the offer may be withdrawn by Rubidoux without notification and the Task Order document shall be voided.***

Rubidoux Community
Services District:

Consultant: Blais & Associates, LLC

By: [Signature]
NAME TYPED: Brian Laddusaw
TITLE: General Manager
DATE: September 18, 2023

By: _____
NAME TYPED: _____
TITLE: _____
DATE: _____

REVIEWED:
By: [Signature]
NAME TYPED: Kirk Hamblin
TITLE: Director of Finance and Admin.
DATE: September 18, 2023

EXHIBIT A
TASK ORDER NO. 7
CONTRACT NO. RCSD 2021-03
Consultant: Blais & Associates, LLC

TASK(S) TO BE PERFORMED:

See attached proposal which details the activity and scope of work to be performed under this T.O.

TIME OF PERFORMANCE:

The assigned tasks shall be completed by: October 17, 2023

COMPENSATION:

Compensation shall not exceed \$22,848.00 without prior authorization and shall be invoiced for actual hours worked.

Rubidoux Community Services District

Water Fund Budget

	Actual YTD March 2023	Annual Budget 2022/2023 ⁽¹⁾	Projected Year End 2022/2023	Favorable (Unfavorable) Variance	Audited 2021/2022	Adopted Budget 2023/2024
Operating Income						
1 Sales - Residential	3,085,010	4,641,100	4,509,421	(131,679)	4,337,224	6,109,000
2 Sales - Commercial	1,241,398	1,918,800	1,868,904	(49,896)	1,740,615	2,037,000
3 Sales - Late Charges	56,811	55,716	75,748	20,032	23,463	76,000
4 Sales - Service Charges	4,274	7,000	5,699	(1,301)	6,601	6,000
5 Sales - Reconnect Charge	21,550	5,000	28,733	23,733	8,950	29,000
6 Sales - Meters	69,260	73,000	74,260	1,260	130,250	95,000
7 Sales - Jumper Income	27,200	50,000	27,200	(22,800)	-	34,000
8 Sales - JCSD	538,118	1,200,000	538,118	(661,882)	350,950	-
Total Operating Income	\$5,043,621	\$7,950,616	7,128,083	(\$822,533)	\$6,598,053	\$8,386,000
Other Income						
9 Interest Income	85,181	18,000	255,461	237,461	32,978	293,000
10 Miscellaneous Revenue	2,872	10,000	3,829	(6,171)	18,857	10,000
11 Interest Income: Non-Operational	18,970	4,000	68,970	64,970	4,123	54,000
12 Grant Income: Cal OES	-	-	-	-	-	160,000
13 Loan Proceeds - Bldg.	1,995,741	2,007,096	1,995,741	(11,355)	-	-
14 Non-Operating Commercial Revenue	428,993	-	428,993	428,993	-	-
Total Other Income	\$2,531,757	\$2,039,096	2,752,994	\$713,898	\$55,958	\$517,000
TOTAL WATER REVENUE	\$7,575,378	\$9,989,712	\$9,881,077	(\$108,635)	\$6,654,011	\$8,903,000
Operating Expense						
15 Pump Energy Costs	395,980	559,600	527,973	31,627	512,616	536,000
16 Water Analyses	159,435	243,000	212,580	30,420	222,035	243,000
17 Bad Debt Expense: Wtr	(2,614)	22,000	22,000	-	73,924	22,000
18 R & M Vehicle	16,467	19,400	21,956	(2,556)	31,817	23,000
19 R & M Equipment, Heavy	33,828	23,600	45,104	(21,504)	18,399	46,000
20 R & M Water System	235,758	279,800	295,048	(15,248)	324,695	304,000
21 R & M Office	7,926	6,000	10,568	(4,568)	6,025	11,000
22 Operating Expense	104,368	281,300	239,157	42,143	318,141	516,000
23 Op/Maint Wellhd Treat Facility (N03 PIt)	199,237	279,600	265,649	13,951	296,046	324,000
24 Operating Expense: Treatment Media	108,968	1,250,000	148,968	1,101,032	1,060,753	1,250,000
25 General Supplies & Expenses	6,508	3,300	8,677	(5,377)	8,563	24,000
26 Bank Service Charges	88,622	100,100	118,163	(18,063)	99,717	122,000
27 Chemical/Mineral Supplies	26,320	48,300	35,093	13,207	38,997	36,000
28 Regulatory Fee/State	24,598	38,000	39,123	(1,123)	38,733	40,000
29 Clothing/Shoe Expense	8,315	9,500	11,087	(1,587)	11,131	12,000
30 Employee Education and Training	6,536	28,100	8,715	19,385	16,111	25,000
31 Utilities	2,010	1,600	2,680	(1,080)	2,003	3,000
32 Telephone	2,320	3,300	3,093	207	3,417	4,000
33 Dues & Subscriptions	1,141	1,700	1,521	179	1,366	2,000
34 Licenses & Permits	6,456	37,700	8,608	29,092	20,093	38,000
35 Mileage & Conference Expense	1,345	2,500	1,793	707	-	5,000
36 Gasoline Expense	51,378	73,900	68,504	5,396	78,715	71,000
37 Liability Insurance	43,785	96,400	99,485	(3,085)	96,293	127,000
38 Attorney Fees	-	5,000	-	5,000	-	5,000
39 Consulting Fees: Grant Support Services	7,547	15,000	10,063	4,937	18,687	15,000
40 Consulting Fees: Cost of Svc Study(60%WF/40%SF)	30,815	46,000	45,815	185	79,960	-
41 Consulting Fees: Utility/Rate	-	-	-	-	-	15,000
42 Consulting Fees: Safety (50%WF/50%SF)	-	15,000	-	15,000	-	15,000
43 Consulting Fees: LHMP (50%WF/50%SF)	-	12,500	-	12,500	-	178,000
44 Consulting Fees: Valve Turning Program	5,814	15,000	5,814	9,186	22,681	15,000
45 Consulting Fees: SCADA Eval. & Impl.	-	50,000	-	50,000	-	-
46 Consulting Fees: Operator Training/SOPs	84,615	250,000	151,250	98,750	-	150,000
47 Consulting Fees: LTWTP Pressure Surge Inv.	-	-	-	-	21,862	-
48 Consulting Fees: Leppa	-	7,000	7,000	-	-	7,000
49 Consulting Fees: Drought, Cons., Water Loss/Eff.	-	15,000	15,000	-	-	45,000
50 Engineering Fees: WTR	100,395	115,000	133,860	(18,860)	281,949	150,000
51 Engineering Fees: Master Plans	12,400	-	12,400	(12,400)	136,585	-

11. DIRECTORS COMMENTS AND REQUEST

12. NEXT MEETING

Thursday, October 5, 2023, at 4:00 p.m.

13. ADJOURNMENT