

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson



Secretary-Manager

David D. Lopez

Water Resource Management

Refuse Collection

Street Lights

Fire / Emergency Services

Weed Abatement

NOTICE AND AGENDA FOR THE RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD MEETING 4:00 PM, April 20, 2017

1. Call to Order - Armando Muniz, President
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for April 6, 2017, Regular Board Meeting
5. Consider to Approve the April 21, 2017, Salaries, Expenses and Transfers
6. Acknowledgements - Members of the public may address the Board at this time on any non-agenda matter.
7. Correspondence and Related Information
8. Manager's Report:
 - A) Operations Report
 - B) Emergency Incident Report

ACTION ITEMS:

9. Review Incorporated Revisions and Corrections as Agreed to for Draft Board Policies and Procedures Manual: **DM 2017-21**
10. Receive and File Statement of Cash Asset Report for All District Fund Accounts Ending March 2017: **DM 2017-22**
11. Directors Comments - Non-action
12. Adjournment

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

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

4. APPROVAL OF MINUTES FOR APRIL 6, 2017, REGULAR
MEETING MINUTES

MINUTES OF REGULAR MEETING
April 6, 2017
RUBIDOUX COMMUNITY SERVICES DISTRICT

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

DIRECTORS ABSENT:

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

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by Director Muniz, at 4:00 P.M., Thursday, April 6, 2017, at the District Office, 3590 Rubidoux Boulevard, Rubidoux, California.

ITEM 4. APPROVAL OF MINUTES

Approval of the Regular Minutes for March 16, 2017, was unanimously approved.

The motion was carried unanimously.

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

ITEM 5. Consider to Approve the April 7, 2017, Salaries, Expenses and Transfers.

Approve April 7, 2017 Salaries, Expenses and Transfers.

Director Murphy moved and Director Trowbridge seconded to approve the April 7, 2017, Salaries, Expenses and Transfers.

The motion was carried unanimously.

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

ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

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

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

The first piece of correspondence was the Agenda for the Inter-Agency Legislative Group. The next correspondence was a letter to Kris Martinez, City of Riverside Public Works Director in answer to a RAC meeting in January. In their presentation they had told the District that we are in non-compliance in our nutrient loading. We wrote a letter, with signatures from Directors Muniz and Murphy, saying they had understated and miscalculated the loading factors. This letter supports our position and asserts the position that they misused the wrong loading factors to get to the mass loading.

ITEM 8. MANAGER'S REPORT

Operations Report:

Presented at the second meeting of the month.

Emergency and Fire Report:

Presented at the second meeting of the month.

ITEM 9. DM 2017-18. Accept "Letter of Resignation" from Director Wilson and Consider Appointment Process to Fill the Remainder of Term.

Attached for the Board of Directors' review is Government Code Section 1780. Chapter 4 Article 2, which addresses Board Vacancies. More specifically, the Board must now act to replace Director Wilson. The Rubidoux Community Services District Board of Directors has always opted to make an appointment to the Board. However, we will disclose all options for your consideration this afternoon.

As to the issue of a Board vacancy, the Rubidoux Community Services District Board of Directors options are more specifically summarized below:

1. From the effective date of Board notification, April 6, 2017, the Board of Directors may elect to make an appointment to fill the vacancy. Such appointment must be within the prescribed sixty (60) day time frame.

or

2. Within this same sixty (60) day period the Board may call an election on the next established election date. In the event there is not a general election scheduled within the sixty (60) days, a special election would be called. In either case the cost of such an election will be the responsibility of the District.

If the Board of Directors is unable or unwilling to fill the vacancy by appointment or calling an election, the County Board of Supervisors of Riverside County may fill the vacancy within ninety (90) days from the effective date of the vacancy.

In the unlikely event the County Board of Supervisors does not act, the District Board must call a special election (at its own cost estimated between \$25k to \$35k).

It was Director Wilson's strong desire to have her replacement seated and engaged prior to the District's Budget Process scheduled for May 2017. As such staff proposed the following schedule:

- April 6, 2017, the Board Acts to appoint for the unexpired term running thru December 2018.
- April 6, 2017, authorized the "Notice of Board Vacancy" for posting on April 7, 2017.
- Call a Special Meeting for April 27, 2017, for the interview and appointment thereof.

Director Barajas moved and Director Trowbridge seconded to Approve and Authorize the Board of Directors to make an appointment thru the unexpired term ending December 2018 and to post the attached "Notice of Board Vacancy" for an appointment with the following amendments:

- 1) **Change the Closing Date to from April Friday, April 21, 2017, to Monday April 24 and**
- 2) **Change the Special Board Meeting for April 27, 2017, from 4:00 PM to 5:00 PM.**

The motion was carried unanimously.

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

Noes – 0

Absent – 0

ITEM 10. DM 2017-19. Annual Review of District's Surplus Water Supply Policy.

At the February 17, 2011, regular meeting of the Rubidoux Community Services District the Board of Directors adopted the Attached Policy Principles on the Allocation of Surplus Groundwater. The policy stipulates an annual review. The purpose of tonight's circulation of the document is to review the principles in today's environment and water supply.

As background information, the District is presently, at their request, providing a range from 1,700 to a maximum of 4,000 gallons per minute (GPM) on a requested and interruptible basis to the Jurupa CSD. The cost is \$450 Acre Feet (325,851 gallons per AF) delivered up to 1,000 AF per year. Water delivered beyond the 1,000 AF marker is priced at \$400 AF. Further the marginal cost pass thru to Water Operations is \$60.00 an AF. Incidentally, for budget years 2017-2018 Staff is evaluating the marginal cost and

AF costs for possible adjustments. The only interruptions of water delivery to Jurupa CSD are at the request by either partly due primarily for maintenance and repair issues.

Director Barajas moved and Director Trowbridge seconded to readopt the Policy Principles document as presented for 2017.

The motion was carried unanimously.

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

Noes - 0

ITEM 11. DM 2017-20. Review and Comment of Rubidoux Community Services District Board of Directors Draft Board Policies and Procedures Manual.

Attached for the Board of Directors review and comment is a draft Board Policies and Procedures Manual. The purpose of the Board Manual is to help elected officials (newly and experienced Board Members) understand and navigate your complex role as elected officials of the Rubidoux Community Services District Board of Directors. Furthermore the manual includes Board behavior, communications, required training and institutional/structural governance of the District. The development of the Draft Policy manual was constructed with other source manuals to represent the District's current practices, policies and to support the Memorandum of Understanding (MOU), District Employee Hand Book, Resolutions and Ordinances.

District Staff has included copies of the comments provided by Board Members. The purpose is to discuss and engage the full Board and incorporate appropriate comments within the Draft Board Policies and Procedures Manual this afternoon.

Agreed upon revisions and corrections will be incorporated into the draft Board Policies and Procedures Manual which will be presented to the Board for review at the next regularly scheduled Board Meeting on April 20, 2017.

No action taken at this time.

ITEM 12. Directors Comments – Non action.

Director Muniz adjourned the April 6, 2017 Regular Board meeting.

5. CONSIDER TO APPROVE THE APRIL 21, 2017, SALARIES,
EXPENSES AND TRANSFERS

RUBIDOUX COMMUNITY SERVICES DISTRICT
 APRIL 20, 2017 (BOARD MEETING)
FUND TRANSFER AUTHORIZATION

NET PAYROLL 4/21/2017	58,400.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 4/24/17	28,700.00
WIRE TRANSFER: STATE PAYROLL TAXES 4/24/17	5,400.00
WIRE TRANSFER: TO CREDIT UNION	2,300.00
WIRE TRANSFER: PERS RETIREMENT	16,100.00
WIRE TRANSFER: PERS HEALTH PREMIUMS	-
WIRE TRANSFER: SECTION 125	424.61
WIRE TRANSFER: SECTION 457	2,860.00
4/21/2017 WATER FUND TO GENERAL FUND-Payables	39,414.00
WATER FUND TO GENERAL FUND-Trash	107,242.61
WATER FUND TO SEWER FUND	88,624.37
WATER FUND TO GENERAL - Q3 SAL/BENE ACTUAL	347,837.16
SEWER FUND TO GENERAL FUND-Payables	290,300.77
SEWER FUND TO GENERAL - Q3 SAL/BENE ACTUAL	20,956.34
4/21/2017 SEWER FUND CHECKING TO LAIF SEWER OP	-
LAIF SEWER OP TO SEWER FUND CHECKING	220,000.00
LAIF WASTEWATER RESERVE TO LAIF SEWER OP	-
LAIF SEWER ML TO LAIF SEWER OP	108,528.00
GENERAL FUND CHECKING TO LAIF SEWER ML	-
GENERAL FUND CHECKING TO LAIF PROP TAX	365,000.00
GENERAL FUND PROPERTY TAX TO GF CHECKING	190,000.00
GENERAL FUND CHECKING TO GENERAL FUND PROP TAX	-
LAIF GENERAL TO GENERAL FUND CHECKING	-
LAIF PROPERTY TAX TO GF CHECKING	-
COP PAYBACK TO LAIF-COP PAYBACK	37,868.75
WATER REPLACEMENT TO LAIF-W.R.	5,207.12
LAIF WATER ML TO LAIF WATER OP	-
LAIF WATER OP TO WATER FUND CHECKING	225,000.00
LAIF WATER RESERVE TO LAIF WATER OP	-
LAIF WATER REPLACE TO LAIF WATER OP	-
LAIF WATER OP TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER OP	-
LAIF WATER FIELD/ADMIN TO LAIF WATER OP	41,575.00
LAIF COP TO GENERAL FUND CHECKING	-

NOTES PAYABLE

<u>DESCRIPTION</u>	<u>BALANCE</u>	<u>PAYMENT</u>	<u>DUE DATE</u>
City of Riverside (Headworks Replacement)	27,128 Prin.	13,564	Oct-17
U.S. Bank Trust (1998 COP's Refunding)	4,655,000 Prin.	-	Jun-17
U.S. Bank Trust (1998 COP's Refunding)	1,272,114 Intr.	118,581	Jun-17
MN Plant-State Revolving Loan	4,990,243 Prin.	117,956	Jul-17
MN Plant-State Revolving Loan	1,201,087 Intr.	64,142	Jul-17

01 General Fund

Control	Vendor Obligat'n Description	Transaction Account	Amount
1118	ACORN TECHNOLOGY CORPORATION 67729 Mar '17 IT Supt	A01-5885-000	2,810.00
1875	AT&T 67755 Phone Charges	A01-5670-000	128.25
3749	CITY OF JURUPA VALLEY 67781 Field/Admin Plan Deposit	A01-7031-000	41,575.00
3846	COLONIAL LIFE & ACCIDENT INS CO 67730 Cancer/Life/Misc. Ins.	A01-2365-000	1,156.00
		A01-2375-000	1,893.50
		A01-2361-000	220.62
	67730 Cancer/Life/Misc. Ins.		3,270.12 **
3846	COLONIAL LIFE & ACCIDENT INS CO		3,270.12 **
3855	COMPUTER WORKS 67782 Fundware Support	A01-5885-000	147.50
4891	DUNBAR ARMORED INC. 67785 Apr '17 Armored Svc	A01-5650-000	766.72
8078	HARRIS COMPUTER SYSTEMS 67819 NS Travel - Dexter 3/20-3/24	A01-1835-000	4,699.27
9020	ICW - INSURANCE CO OF THE WEST 67789 Apr '17 Work Comp Ins.	A01-5720-000	2,474.09
12013	LABORER'S INTNL LOCAL #777 67739 Apr '17 Dues	A01-2335-000	480.00
12715	LUCE COMMUNICATIONS: dba ABG COMM. 67796 WA40 Inv 3-17	A01-5650-000	661.86
	67797 CCR Inserts	A01-5650-000	1,437.13
12715	LUCE COMMUNICATIONS: dba ABG COMM.		2,098.99 **
13200	MERIT OIL COMPANY 67741 Gasoline	A01-5700-000	118.72
	67798 Gasoline	A01-5700-000	114.69
13200	MERIT OIL COMPANY		233.41 **
16007	PUBLIC EMPLOYEES BENEFIT TRUST 67742 May '17 Med/Dental Ins.	A01-5030-000	13,278.50
16893	PRUDENTIAL OVERALL SUPPLY CO 67743 Floor Mats/Supplies	A01-5645-000	53.30
		A01-5650-000	70.79
	67743 Floor Mats/Supplies		124.09 **
	67744 Floor Mats	A01-5645-000	53.30
16893	PRUDENTIAL OVERALL SUPPLY CO		177.39 **

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 4/16/2017
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01 General Fund

Control	Vendor	Obligat'n Description	Transaction Account	Amount
18191	RCSD	67801 Petty Cash	A01-5690-000	156.16
18356	RELIABLE WORKPLACE SOLUTIONS	67746 Supplies	A01-5675-000	63.51
		67802 Supplies	A01-5675-000	80.76
18356	RELIABLE WORKPLACE SOLUTIONS			144.27 **
18415	RIVERSIDE CLEANING SYSTEMS, INC	67803 Apr'17 Janitorial Svc.	A01-5645-000	535.00
19130	SCE	67804 Main Ofc.Utlty	A01-5660-000	841.06
		67805 Fire Stn Utlty	A01-5660-020	1,048.34
		67806 Street Lights	A01-5102-010	9,526.07
19130	SCE			11,415.47 **
19138	SCG	67807 Main Ofc Utlty	A01-5660-000	46.36
		67808 fire Stn Utlty	A01-5660-020	100.08
19138	SCG			146.44 **
20318	TEK COLLECT	67810 Collection Fees	A01-5650-000	281.78
20845	TRI-CO DISPOSAL, INC	67822 Commercial Trash 3/30-4/12	A01-5410-010	30,588.95
		67823 Residential Trash 3/30-04/12	A01-5410-010	76,653.66
		67824 RCSD Share Commercial	A01-5410-010	-3,059.57
		67825 RCSD Share Residential	A01-5410-010	-716.05
20845	TRI-CO DISPOSAL, INC			103,466.99 **
21525	UNDERGROUND SERVICE ALERT OF SO CA	67748 Mar '17 Dig Alerts	A01-5685-000	88.50
01 General Fund				188,373.85 **

30 Water Fund

Control	Vendor	Obligat'n Description	Transaction Account	Amount
	1450 AIRGAS USA, LLC			
		67754 CO2 Tank Rental	A30-5640-000	133.48
	1875 AT&T			
		67755 Phone Charges	A30-5650-000	20.28
		67755 Phone Charges	A30-5670-000	265.38
	1875 AT&T			285.66 **
				285.66 **
	2004 B.P.S. B's POOL SUPPLIES			
		67756 Sodium Hypo	A30-5652-000	1,027.66
		67756 Sodium Hypo	A30-5650-005	411.07
	2004 B.P.S. B's POOL SUPPLIES			1,438.73 **
				1,438.73 **
	2030 BABCOCK, E S & SONS, INC			
		67757 Water Analyses	A30-5340-000	45.00
		67758 Water Analyses	A30-5340-000	120.00
		67759 Water Analyses	A30-5650-005	30.00
		67760 Water Analyses	A30-5650-005	80.00
		67762 Water Analyses	A30-5650-005	110.00
		67763 Water Analyses	A30-5650-005	30.00
		67764 Water Analyses	A30-5340-000	45.00
		67765 Water Analyses	A30-5650-005	30.00
		67766 Water Analyses	A30-5340-000	490.00
		67767 Water Analyses	A30-5650-005	80.00
		67769 Water Analyses	A30-5340-000	35.00
		67770 Water Analyses	A30-5340-000	875.00
		67772 Water Analyses	A30-5650-005	110.00
		67773 Water Analyses	A30-5340-000	490.00
		67774 Water Analyses	A30-5340-000	75.00
		67775 Water Analyses	A30-5650-005	80.00
		67776 Water Analyses	A30-5650-005	65.00
		67777 Water Analyses	A30-5650-005	170.00
		67815 Water Analyses	A30-5650-005	30.00
	2030 BABCOCK, E S & SONS, INC			2,990.00 **
	3658 MUNKSGAARD, HENRY M DBA:CenterElec.			
		67780 No3 Plant	A30-5650-005	190.00
	3921 CROWN ACE HARDWARE			
		67783 Concrete	A30-5640-000	75.32
		67826 Key Blanks	A30-5620-000	7.52
	3921 CROWN ACE HARDWARE			82.84 **
	4002 D&H WATER SYSTEMS			
		67731 Check Valve	A30-5650-005	557.24
	8012 HACH COMPANY			

30 Water Fund

Control	Vendor	Obligat'n Description	Transaction Account	Amount
	8012 HACH COMPANY		** Continued **	
	67786	Chemicals	A30-5652-000	702.10
	8077 HARRINGTON INDUSTRIAL PLASTICS			
	67787	Solenoid	A30-5650-000	627.41
	67788	2" PVC Valve	A30-5650-000	293.37
	8077 HARRINGTON INDUSTRIAL PLASTICS			920.78 **
	9020 ICW - INSURANCE CO OF THE WEST			
	67789	Apr'17 Work Comp Ins.	A30-5720-000	102.17
	9505 CARQUEST AUTO PARTS			
	67732	Paint	A30-5620-000	7.52
	67733	Supplies	A30-5650-000	15.51
	67790	Parts	A30-5650-000	7.32
	9505 CARQUEST AUTO PARTS			30.35 **
	9510 SO CAL TRUCKWORKS			
	67734	R&M Truck	A30-5620-000	157.50
	67791	R&M Vehicle	A30-5620-000	57.21
	9510 SO CAL TRUCKWORKS			214.71 **
	9659 INLAND DESERT SECURITY & COMMUN			
	67792	Apr'17 Answering Svc	A30-5650-000	408.60
	10055 JADTEC SECURITY SVCS, INC.			
	67735	Monitoring Svc.	A30-5642-000	47.85
	67793	Monitoring	A30-5650-000	79.00
	10055 JADTEC SECURITY SVCS, INC.			126.85 **
	11452 KH METALS & SUPPLY			
	67736	Paint	A30-5650-000	14.70
	67737	Supplies	A30-5650-000	39.00
	67794	Gauge	A30-5650-000	27.92
	67795	Tool	A30-5650-000	12.76
	11452 KH METALS & SUPPLY			94.38 **
	13068 MANRIQUE, BENNY			
	67738	Dist. Cert	A30-5690-000	205.00
	13152 McMASTER-CARR SUPPLY CO			
	67740	Supplies	A30-5650-000	177.16
	13200 MERIT OIL COMPANY			
	67741	Gasoline	A30-5700-000	771.71
	67798	Gasoline	A30-5700-000	745.50
	13200 MERIT OIL COMPANY			1,517.21 **
	13678 MORTON SALT, INC.			

30 Water Fund

Control	Vendor	Obligat'n	Description	Transaction Account	Amount
	13678	MORTON SALT, INC.		** Continued **	
		67799	Salt	A30-5650-005	3,345.77
	16007	PUBLIC EMPLOYEES BENEFIT TRUST			
		67742	May '17 Med/Dental Ins.	A30-5030-000	22,137.00
	16893	PRUDENTIAL OVERALL SUPPLY CO			
		67743	Floor Mats/Supplies	A30-5642-000	55.38
				A30-5650-000	106.19
		67743	Floor Mats/Supplies		161.57 **
		67744	Floor Mats	A30-5642-000	55.38
	16893	PRUDENTIAL OVERALL SUPPLY CO			216.95 **
	18003	R&D MECHANICAL SUPPLY, INC			
		67745	Tools	A30-5650-000	177.79
		67800	Parts	A30-5650-000	318.94
	18003	R&D MECHANICAL SUPPLY, INC			496.73 **
	18262	RDO EQUIPMENT CO.			
		67827	R&M Equip	A30-5630-000	284.56
	19138	SCG			
		67809	Field Ofc Utlty	A30-5660-000	23.72
	19477	SITEONE LANDSCAPE SUPPLY, LLC			
		67747	Tools	A30-5650-000	85.18
	23568	WESTERN MUNICIPAL WATER DISTR			
		67749	Feb '17 Brine	A30-5650-005	1,472.00
		67750	April '17 Brine Fixed	A30-5650-005	634.53
	23568	WESTERN MUNICIPAL WATER DISTR			2,106.53 **
	23993	GRAINGER			
		67751	Supplies	A30-5650-000	77.68
		67752	Hose Clamps	A30-5650-005	151.47
		67812	Time Cards	A30-5650-000	41.55
		67813	Paint	A30-5640-000	54.87
		67814	Paint	A30-5640-000	109.73
	23993	GRAINGER			435.30 **
	25360	YOUNG, RONALD			
		67753	D5 Renewal	A30-5690-000	105.00
30	Water Fund				39,414.00 **

40 Sewer Fund

Control	Vendor	Obligat'n Description	Transaction Account	Amount
1577	ALMGREN, HOWARD	67816 City Rvsd Litgn	A40-5825-000	3,780.00
1875	AT&T	67755 Phone Charges	A40-5670-000	40.61
2030	BABCOCK, E S & SONS, INC	67761 Lab Fees	A40-5340-000	240.00
		67771 Lab Fees	A40-5340-000	240.00
2030	BABCOCK, E S & SONS, INC			480.00 **
3658	MUNKSGAARD, HENRY M DBA:CenterElec.	67778 Regional Lift	A40-5650-000	285.00
		67779 Juan Diaz	A40-5650-000	190.00
3658	MUNKSGAARD, HENRY M DBA:CenterElec.			475.00 **
5538	E.J. MEYER COMPANY	67817 Tilton Swr Imprvmt	A40-7030-001	108,528.00
9020	ICW - INSURANCE CO OF THE WEST	67789 Apr'17 Work Comp Ins.	A40-5720-000	2,503.52
13200	MERIT OIL COMPANY	67741 Gasoline	A40-5700-000	59.36
		67798 Gasoline	A40-5700-000	57.35
13200	MERIT OIL COMPANY			116.71 **
18409	RIVERSIDE CITY	67820 Feb '17 Treatment	A40-5320-000	118,212.71
		67821 Feb '17 Surcharge	A40-5320-000	37,495.95
18409	RIVERSIDE CITY			155,708.66 **
20879	TRUSSELL TECHNOLOGIES INC.	67811 Sewer Litgn	A40-5825-000	18,668.27
40 Sewer Fund				290,300.77 **

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

7. CORRESPONDENCE AND RELATED INFORMATION



Copy
Board Packet
*

State Releases Plan to Make Water Conservation a Way of Life

FOR IMMEDIATE RELEASE
April 7, 2017


Contacts:

Ted Thomas, DWR | (916) 653-9712

Ted.Thomas@water.ca.gov

George Kostyrko, SWRCB | (916) 341-7365

George.Kostyrko@waterboards.ca.gov

SACRAMENTO – As Governor Edmund G. Brown Jr. [ended the drought state of emergency](#) in most of California today, state agencies released a long-term plan to better prepare the state for future droughts and make conservation a California way of life. 

Building on the successes and lessons learned from California's five-year drought, the plan establishes a framework for long-term efficient water use that reflects the state's diverse climate, landscape and demographic conditions. Achieving the plan's goals will help all of California better prepare for longer and more severe droughts caused by climate change, as directed by the Governor's [May Executive Order](#).

"This framework is about converting Californians' response to the drought into an abiding ethic," said California Department of Water Resources Acting Director Bill Croyle. "Technically, the drought is over, but this framework extends and expands our dry-year habits. Careful, sparing use of water from backyards to businesses and farm fields will help us endure the next inevitable drought."

California's climate is the most variable in the nation and naturally swings between flood and drought. Climate change is increasing average temperatures, shrinking the Sierra Nevada snowpack, and creating more extreme droughts and storm events. California's recent historic drought included the driest four-year period, the warmest three years and the smallest Sierra snowpack in state history, while this winter's storms created one of the highest precipitation totals in the last 150 years.

Recognizing these long-term risks, the plan seeks to move the state from the temporary, emergency conservation measures in effect during the drought to a more durable approach that will ensure all communities are improving water use efficiency

and extending their supplies. These measures will help achieve a top priority in the Governor's [Water Action Plan](#) – to “make conservation a California way of life.”

“California’s farmers and ranchers practice conservation every day,” said California Department of Food and Agriculture Secretary Karen Ross. “They are prepared to continue in that spirit in adherence to groundwater regulations and the adoption of more efficient irrigation systems.”

After Governor Brown called for a 25 percent reduction in urban water use in 2015, Californians rose to the challenge and saved 24 percent during the 12 months the mandate was in place. Even after the strict standards were lifted last May, Californians continued to save water, with cumulative savings staying above 20 percent. This plan builds on that success to establish long-term conservation measures.

Central to the plan is a requirement that the state’s 410 urban water suppliers meet new water use targets. Suppliers would calculate their unique water efficiency targets based on a common methodology that takes into account the diverse climatic, demographic and land-use characteristics of each agency’s service area. Urban water suppliers would set new targets by 2021 with a full compliance deadline of 2025.

“Californians stepped up big time during the drought,” said Felicia Marcus, chair of the State Water Resources Control Board. “This plan allows us to build on that success and prepare for the longer and more frequent droughts we know are coming under climate change, in a way that is equitable and cost-effective. Efficiency is the cheapest and smartest way to extend our water resources.”

The plan involved extensive stakeholder outreach and engagement, with more than 20 public meetings held around the state. In order to implement the key actions of this plan, the agencies will continue to solicit stakeholder and public input.

Other key elements of the plan include:

- Bans on wasteful practices, such as hosing sidewalks and watering lawns after rain.
- Technical assistance, financial incentives and standards to guide water suppliers’ efforts to detect and repair leaks.
- Requiring urban water suppliers to prepare water shortage contingency plans, including a drought risk assessment every five years.
- Requiring more agricultural water suppliers to submit plans that quantify measures to increase water use efficiency and develop adequate drought plans.
- Monthly reporting by urban water suppliers on water usage, conservation achieved and enforcement efforts
- Improved drought planning for small water suppliers and rural communities.

Some of the actions described in the report will require new legislation and expanded state authority, while others can be implemented under existing authorities. All aim to achieve the four main objectives of the Governor's [Executive Order B-37-16](#): use water more wisely, eliminate water waste, strengthen local drought resilience, and improve agricultural water use efficiency and drought planning.

The plan, Making Water Conservation a California Way of Life, Implementing Executive Order B-37-16, was prepared by the Department of Water Resources, the State Water Resources Control Board, the Public Utilities Commission, Department of Food and Agriculture and the Energy Commission. For more information on the development of the plan visit www.water.ca.gov/wateruseefficiency/conservation/.

###

Executive Department

State of California

EXECUTIVE ORDER B-40-17

WHEREAS California has endured a severe multi-year drought that has threatened the water supplies of communities and residents, devastated agricultural production in many areas, and harmed fish, animals and their environmental habitats; and

WHEREAS Californians responded to the drought by conserving water at unprecedented levels, reducing water use in communities by more than 22% between June 2015 and January 2017; and

WHEREAS the State Water Resources Control Board, the Department of Water Resources, the Department of Fish and Wildlife, the Office of Emergency Services, and many other state agencies worked cooperatively to manage and mitigate the effects of the drought on our communities, businesses, and the environment; and

WHEREAS the State provided 66,344,584 gallons of water to fill water tanks for communities suffering through drought-related water shortages, outages, or contamination, and provided emergency assistance to drill wells and connect communities to more robust water systems; and

WHEREAS the State took a number of important actions to preserve and protect fish and wildlife resources, including stream and species population monitoring, fish rescues and relocations, infrastructure improvements at trout and salmon hatcheries, and infrastructure to provide critical habitat for waterfowl and terrestrial animals; and

WHEREAS the State established a Statewide Water Efficiency and Enhancement Program for agricultural operations that provides financial assistance for the implementation of irrigation systems that save water; and

WHEREAS water content in California's mountain snowpack is 164 percent of the season average; and

WHEREAS Lake Oroville, the State Water Project's principal reservoir, is 101 percent of average, Lake Shasta, the federal Central Valley Project's largest reservoir, is at 110 percent of average, and the great majority of California's other major reservoirs are above normal storage levels; and

WHEREAS despite winter precipitation, the effects of the drought persist in areas of the Central Valley, including groundwater depletion and subsidence; and

WHEREAS our changing climate requires California to continue to adopt and adhere to permanent changes to use water more wisely and to prepare for more frequent and persistent periods of limited water supply; and



6. The Department of Water Resources (Department) shall continue work with the Water Board to develop standards that urban water suppliers will use to set new urban water use efficiency targets as directed by Executive Order B-37-16. Upon enactment of legislation, the Water Board shall adopt urban water use efficiency standards that include indoor use, outdoor use, and leaks as well as performance measures for commercial, industrial, and institutional water use. The Department shall provide technical assistance and urban landscape area data to urban water suppliers for determining efficient outdoor use.
7. The Water Board and the Department shall continue to direct actions to minimize water system leaks that waste large amounts of water. The Water Board, after funding projects to address health and safety, shall use loans from the Drinking Water State Revolving Fund to prioritize local projects that reduce leaks and other water system losses.
8. The Water Board and the Department shall continue to take actions to direct urban and agricultural water suppliers to accelerate their data collection, improve water system management, and prioritize capital projects to reduce water waste. The California Public Utilities Commission is requested to work with investor-owned water utilities to accelerate work to minimize leaks.
9. The Water Board is further directed to work with state agencies and water suppliers to identify mechanisms that would encourage and facilitate the adoption of rate structures and other pricing mechanisms that promote water conservation.
10. All state agencies shall continue response activities that may be needed to manage the lingering drought impacts to people and wildlife. State agencies shall increase efforts at building drought resiliency for the future, including evaluating lessons learned from this current drought, completing efforts to modernize our infrastructure for drought and water supply reliability, and shall take actions to improve monitoring of native fish and wildlife populations using innovative science and technology.

CONTINUED DROUGHT RESPONSE IN FRESNO, KINGS, TULARE, AND TUOLUMNE COUNTIES

11. The Water Board will continue to prioritize new and amended safe drinking water permits that enhance water supply and reliability for community water systems facing water shortages or that expand service connections to include existing residences facing water shortages.
12. The Department and the Water Board will accelerate funding for local water supply enhancement projects and will continue to explore if any existing unspent funds can be repurposed to enable near-term water conservation projects.
13. The Water Board will continue to work with local agencies to identify communities that may run out of drinking water, and will provide technical and financial assistance to help these communities address drinking water

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HOME DROUGHT INFRASTRUCTURE CONSERVATION LEGISLATION

California Water News Daily

DON'T MISS Reclamation: South-of-Delta water contractors to receive 100 percent water supply

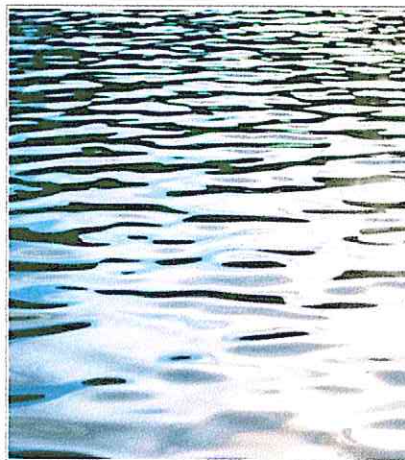
Home > Drought > California posts a record-breaking water year of 89.7 inches after five years of punishing drought

California posts a record-breaking water year of 89.7 inches after five years of punishing drought

By California Water News Daily on April 15, 2017

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It's official! The 2016-17 water year has now outpaced all other water years in the past 97 years of record keeping posting 89.7 inches of rain and snowmelt, as recorded by eight weather stations from Shasta Lake to the American River basin. Precipitation has been continuously monitored at the eight stations since 1920; this year's precipitation has now formally surpassed the previous record of 88.5 inches as recorded for the entire Water Year 1982-83. With five-and-a-half more months yet to go in Water Year 2016-17 – and more rain predicted in the coming days especially in Northern California – the final total for this year will continue to be referred to as one for the record books.



The state's Department of Water Resources (DWR) posted the new record on Thursday even as rain was falling in northern portions of the state. The snow water equivalent (SWE) of California's snowpack throughout the Sierra Nevada is significantly above average at 176 percent of the April 13 average. The Sierra Nevada's annual average is approximately 50 inches in contrast to the current almost 90 inches.

Doug Carlson, spokesman for the California Department of Water Resources, put the current precipitation totals into perspective saying, "When we receive a record amount of rainfall in the north, that translates to everybody who benefits from water down the state."

The abundant rain and snow statewide prompted Gov. Jerry Brown to declare the state's drought over last week for all but Fresno, Kings, Tulare and Tuolumne counties. Groundwater issues and contaminated wells will necessitate continued water deliveries for many residents in these four counties.

This year's increased precipitation is primarily attributed to an increase in atmospheric rivers (ARs), the long and relatively narrow "rivers in the sky" laden with moisture that blow in from the Pacific. Traditionally the state gets 30 to 50 percent of its precipitation each year from ARs. From October 1 to March 31, 46 ARs hit the West Coast – 13 of these ARs were classified as "strong" and three were categorized as "extreme."

Storm damage from these powerful ARs have accounted for millions of dollars of destruction up and down the state. President Donald Trump has approved four separate requests from Gov. Brown for federal emergency funding to deal with the devastating effects of this year's storms. As of March 16, Marin County had sustained approximately \$8.76 million for winter storm-related damages. On

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March 22 Los Angeles Mayor Eric Garcetti declared a preemptive state of emergency as the state's snowpack began melting threatening the Owens Valley as well as the aging infrastructure bringing the Sierra Nevada snowmelt to Southern California. Another testimony to the damage caused by this year's storms is the 34 northern and central coast California counties that will share a \$36 million National Dislocated Worker Grant (NDWG) from the U.S. Department of Labor to aid in the recovery and clean-up after this winter's heavy rain and snow. The department announced it would provide up to \$36 million to the California Economic Employment Development Department to help create temporary jobs for some 1,800 people to assist in the effort.

Speaking to the NDWG funds, Joe Versen, a U.S. Department of Labor spokesman said, "This is a disaster-related grant ... specifically to create jobs — the disaster-related ones to help with cleanup and recovery following the storm(s)."

Two other multi-station sites for precipitation record-keeping in the state have also announced their most recent statistics. The five-station San Joaquin index is inching toward Water Year 1983's record total of 77.4 inches; Thursday's total of 68.2 inches is still significantly outpacing the average of 40.8 inches.

The six-station Tulare Basin index has recorded 45 inches thus far this year versus the region's average annual precipitation of 29.3 inches or 178 percent of the normal amount. The Department of Water Resources will conduct its last SWE survey for the year on May 1 in the Sierra Nevada at Phillips Station.



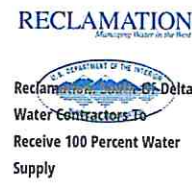
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drought featured

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8. MANAGER'S REPORT:

a) Operations Report

b) Emergency Incident Report

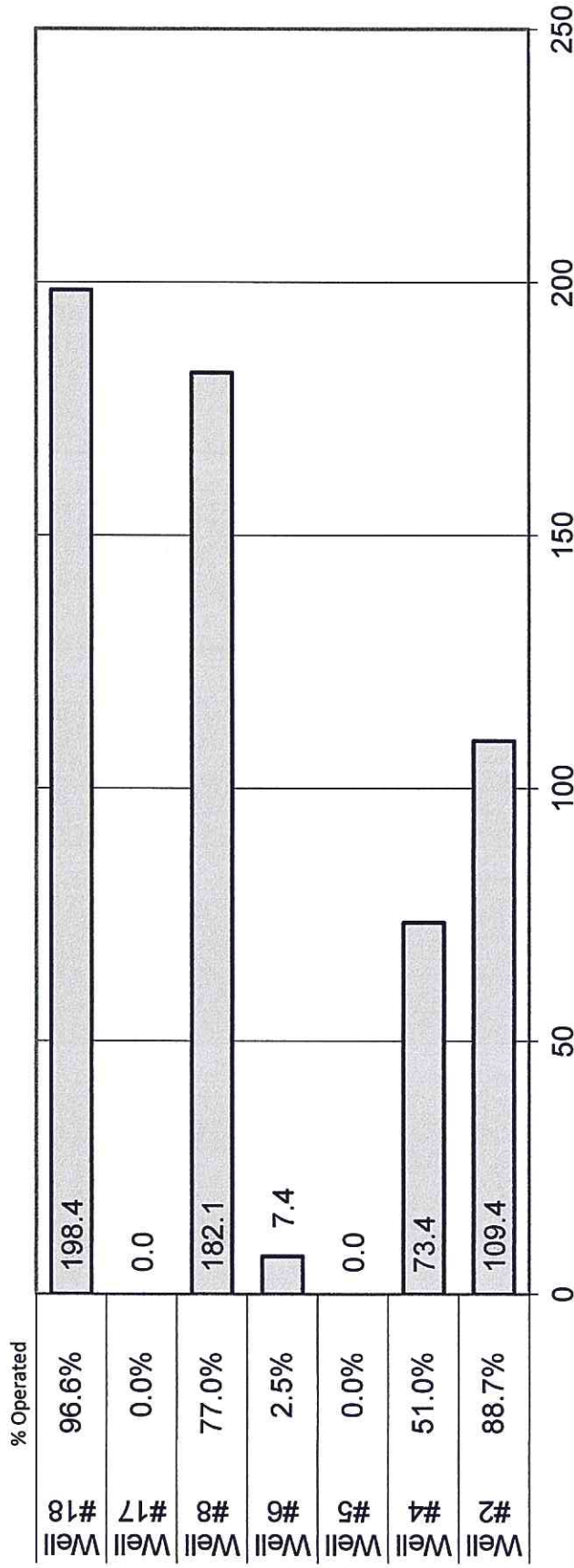
Water and Wastewater Production Comparison

Date	TOTAL WELL PRODUCTION in Million Gallons					Consumption to	WASTEWATER
	Purchased	Potable Wells	Potable Total	Non-Potable Wells	Total	JURUPA C.S.D. (Million Gallons)	FLOW TO RIVERSIDE (Million Gallons)
3/1/2017	0.00	1.66	1.66	0.01	1.66	2.71	2.03
3/2/2017	0.00	3.68	3.68	0.01	3.69	1.76	2.00
3/3/2017	0.00	3.60	3.60	0.01	3.61	1.83	1.93
3/4/2017	0.00	3.53	3.53	0.01	3.54	2.34	1.85
3/5/2017	0.00	3.89	3.89	0.01	3.90	2.04	1.80
3/6/2017	0.00	4.01	4.01	0.01	4.03	2.79	1.94
3/7/2017	0.00	5.43	5.43	0.01	5.44	2.30	2.06
3/8/2017	0.00	5.99	5.99	0.01	6.00	2.88	2.04
3/9/2017	0.00	5.24	5.24	1.10	6.33	2.62	2.02
3/10/2017	0.00	4.72	4.72	0.89	5.61	2.62	1.97
3/11/2017	0.00	4.88	4.88	0.01	4.89	2.62	1.88
3/12/2017	0.00	4.83	4.83	0.01	4.84	2.62	1.73
3/13/2017	0.00	6.70	6.70	0.63	7.33	2.57	2.05
3/14/2017	0.00	7.51	7.51	0.85	8.36	3.75	2.09
3/15/2017	0.00	6.59	6.59	0.83	7.41	2.30	2.05
3/16/2017	0.00	6.33	6.33	0.02	6.34	2.60	2.04
3/17/2017	0.00	6.43	6.43	0.83	7.26	2.60	1.96
3/18/2017	0.00	5.63	5.63	0.85	6.48	2.60	1.86
3/19/2017	0.00	6.37	6.37	0.02	6.38	2.60	1.82
3/20/2017	0.00	7.19	7.19	0.03	7.21	2.60	1.94
3/21/2017	0.00	5.66	5.66	0.21	5.87	2.54	2.06
3/22/2017	0.00	5.52	5.52	0.02	5.54	2.54	1.99
3/23/2017	0.00	5.85	5.85	1.00	6.84	2.54	2.05
3/24/2017	0.00	6.32	6.32	1.14	7.46	2.54	1.99
3/25/2017	0.00	5.94	5.94	0.77	6.71	2.54	1.82
3/26/2017	0.00	6.48	6.48	1.16	7.65	2.54	1.70
3/27/2017	0.00	5.78	5.78	1.07	6.85	2.54	1.95
3/28/2017	0.00	6.25	6.25	0.03	6.28	2.47	2.01
3/29/2017	0.00	6.63	6.63	0.02	6.65	2.47	1.99
3/30/2017	0.00	6.28	6.28	0.83	7.12	2.47	2.00
3/31/2017	0.00	6.59	6.59	0.15	6.74	2.47	1.97
MINIMUM	0.00	1.66	1.66	0.01	1.66	1.76	1.70
AVERAGE	0.00	5.53	5.53	0.40	5.94	2.53	1.95
MAXIMUM	0.00	7.51	7.51	1.16	8.36	3.75	2.09
TOTAL	0.00	171.50	171.50	12.51	184.01	78.41	60.57

RUBIDOUX COMMUNITY SERVICES DISTRICT
MONTHLY WELL PRODUCTION
(Million Gallons)

DATE	POTABLE WATER										NONPOTABLE WATER					TOTALS		
	JURUPA TIE-IN (MG)	TROYER Well #2 (MG)	Nitrate Removal Pit		DAILY Well #5 (MG)	GOULD Well #8 (MG)	Manganese Removal Plant #2		28th ST. Well #3 (MG)	DAILY Well #7 (MG)	CLEMMENT Well #11 (MG)	46th ST. Well #14 (MG)	MISSION #19 & #20 (MG)	POTABLE (MG)	NON POTABLE (MG)	TOTAL PROD. (MG)		
			FLEETWOOD Well #4 (MG)	SKOTTY Well #6 (MG)			Well #17 (MG)	Well #18 (MG)										
3/1/2017	0.00	0.11	0.00	0.00	0.00	1.55	0.00	0.00	0.00	0.00	0.00	0.01	1.66	0.01	1.66	1.66		
3/2/2017	0.00	0.13	0.00	0.00	0.00	1.48	0.00	0.00	2.07	0.00	0.00	0.01	3.68	0.01	3.69	3.69		
3/3/2017	0.00	0.10	0.00	0.00	0.00	1.21	0.00	0.00	2.30	0.00	0.00	0.01	3.60	0.01	3.61	3.61		
3/4/2017	0.00	0.12	0.00	0.00	0.00	1.63	0.00	0.00	1.78	0.00	0.00	0.01	3.53	0.01	3.54	3.54		
3/5/2017	0.00	0.12	0.00	0.00	0.00	1.64	0.00	0.00	2.13	0.00	0.00	0.01	3.89	0.01	3.90	3.90		
3/6/2017	0.00	0.12	0.00	0.00	0.00	1.92	0.00	0.00	1.97	0.00	0.00	0.01	4.01	0.01	4.03	4.03		
3/7/2017	0.00	0.10	0.00	0.00	0.00	2.16	0.00	0.00	2.29	0.00	0.00	0.01	5.43	0.01	5.44	5.44		
Subtotal	0.00	0.80	0.87	0.87	0.00	11.59	0.00	0.00	12.54	0.00	0.00	0.07	25.80	0.07	25.86	25.86		
3/8/2017	0.00	0.12	1.20	1.20	0.00	2.47	0.00	0.00	2.19	0.00	0.00	0.01	5.99	0.01	6.00	6.00		
3/9/2017	0.00	0.13	1.07	1.07	0.00	1.86	0.00	0.00	2.18	0.00	0.00	0.01	5.24	1.10	6.33	6.33		
3/10/2017	0.00	0.11	0.36	0.36	0.00	2.31	0.00	0.00	1.94	0.00	0.00	0.01	4.72	0.89	5.61	5.61		
3/11/2017	0.00	0.12	0.91	0.91	0.00	1.76	0.00	0.00	2.10	0.00	0.00	0.01	4.88	0.01	4.89	4.89		
3/12/2017	0.00	0.11	1.21	1.21	0.00	1.55	0.00	0.00	1.96	0.00	0.00	0.01	4.83	0.01	4.84	4.84		
3/13/2017	0.00	1.15	1.22	1.22	0.00	2.24	0.00	0.00	2.09	0.00	0.00	0.01	6.70	0.63	7.33	7.33		
3/14/2017	0.00	1.16	1.51	1.51	0.93	1.85	0.00	0.00	2.07	0.00	0.00	0.02	7.51	0.85	8.36	8.36		
Subtotal	0.00	2.89	7.47	7.47	0.93	14.05	0.00	0.00	14.53	0.00	0.00	0.08	39.86	3.49	43.35	43.35		
3/15/2017	0.00	1.15	1.37	1.37	0.54	1.43	0.00	0.00	2.09	0.00	0.00	0.02	6.59	0.83	7.41	7.41		
3/16/2017	0.00	1.30	1.59	1.59	0.00	1.07	0.00	0.00	2.37	0.00	0.00	0.02	6.33	0.02	6.34	6.34		
3/17/2017	0.00	0.99	1.68	1.68	0.00	1.96	0.00	0.00	1.81	0.00	0.00	0.02	6.43	0.83	7.26	7.26		
3/18/2017	0.00	1.11	0.39	0.39	0.00	2.16	0.00	0.00	1.98	0.00	0.00	0.02	5.63	0.85	6.48	6.48		
3/19/2017	0.00	1.20	1.36	1.36	0.00	1.59	0.00	0.00	2.21	0.00	0.00	0.02	6.37	0.02	6.38	6.38		
3/20/2017	0.00	1.14	1.34	1.34	0.00	2.33	0.00	0.00	2.38	0.00	0.00	0.03	7.19	0.03	7.21	7.21		
3/21/2017	0.00	1.22	0.42	0.42	0.00	2.00	0.00	0.00	2.03	0.00	0.00	0.02	5.66	0.21	5.87	5.87		
Subtotal	0.00	8.11	8.15	8.15	0.54	12.53	0.00	0.00	14.86	0.00	0.00	0.13	44.19	2.77	46.96	46.96		
3/22/2017	0.00	1.08	0.13	0.13	0.00	2.27	0.00	0.00	2.05	0.00	0.00	0.02	5.52	0.02	5.54	5.54		
3/23/2017	0.00	1.19	0.49	0.49	0.00	2.23	0.00	0.00	1.94	0.00	0.00	0.01	5.85	1.00	6.84	6.84		
3/24/2017	0.00	1.19	0.54	0.54	0.00	2.39	0.00	0.00	2.20	0.00	0.00	0.02	6.32	1.14	7.46	7.46		
3/25/2017	0.00	1.22	0.31	0.31	0.00	2.28	0.00	0.00	2.13	0.00	0.00	0.02	5.94	0.77	6.71	6.71		
3/26/2017	0.00	1.08	0.84	0.84	0.00	2.37	0.00	0.00	2.20	0.00	0.00	0.01	6.48	1.16	7.65	7.65		
3/27/2017	0.00	1.07	0.84	0.84	0.00	1.93	0.00	0.00	1.94	0.00	0.00	0.02	5.78	1.07	6.85	6.85		
3/28/2017	0.00	1.21	1.06	1.06	0.00	1.96	0.00	0.00	2.02	0.00	0.00	0.03	6.25	0.03	6.28	6.28		
3/29/2017	0.00	1.10	1.04	1.04	0.11	2.32	0.00	0.00	2.06	0.00	0.00	0.02	6.63	0.02	6.65	6.65		
3/30/2017	0.00	1.14	1.08	1.08	0.00	2.00	0.00	0.00	2.06	0.00	0.00	0.01	6.28	0.83	7.12	7.12		
3/31/2017	0.00	1.16	1.10	1.10	0.85	1.42	0.00	0.00	2.06	0.00	0.00	0.02	6.59	0.15	6.74	6.74		
Subtotal	0.00	11.44	7.43	7.43	0.96	21.17	0.00	0.00	20.66	0.00	0.00	0.17	61.65	6.18	67.83	67.83		
TOTAL	0.00	23.234	23.927	23.927	2.423	59.330	0.00	0.00	62.585	0.00	0.00	0.00	171.499	12.508	184.007	184.007		

TOTAL WATER PRODUCED w/ % Operated March 2017

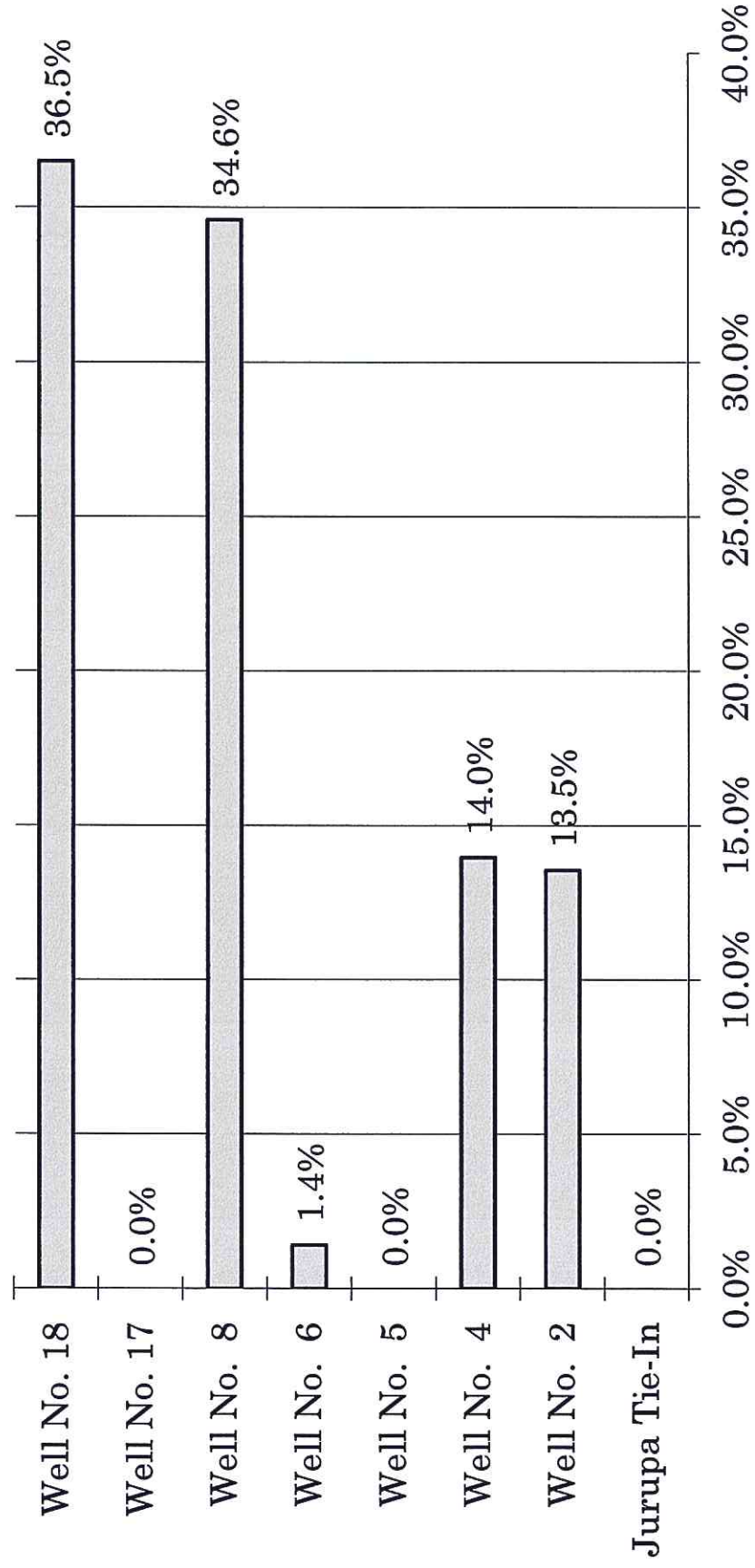


Max Production **1070.7 AF**
Monthly Production **570.8 AF**
Reserve Production **499.9 AF**

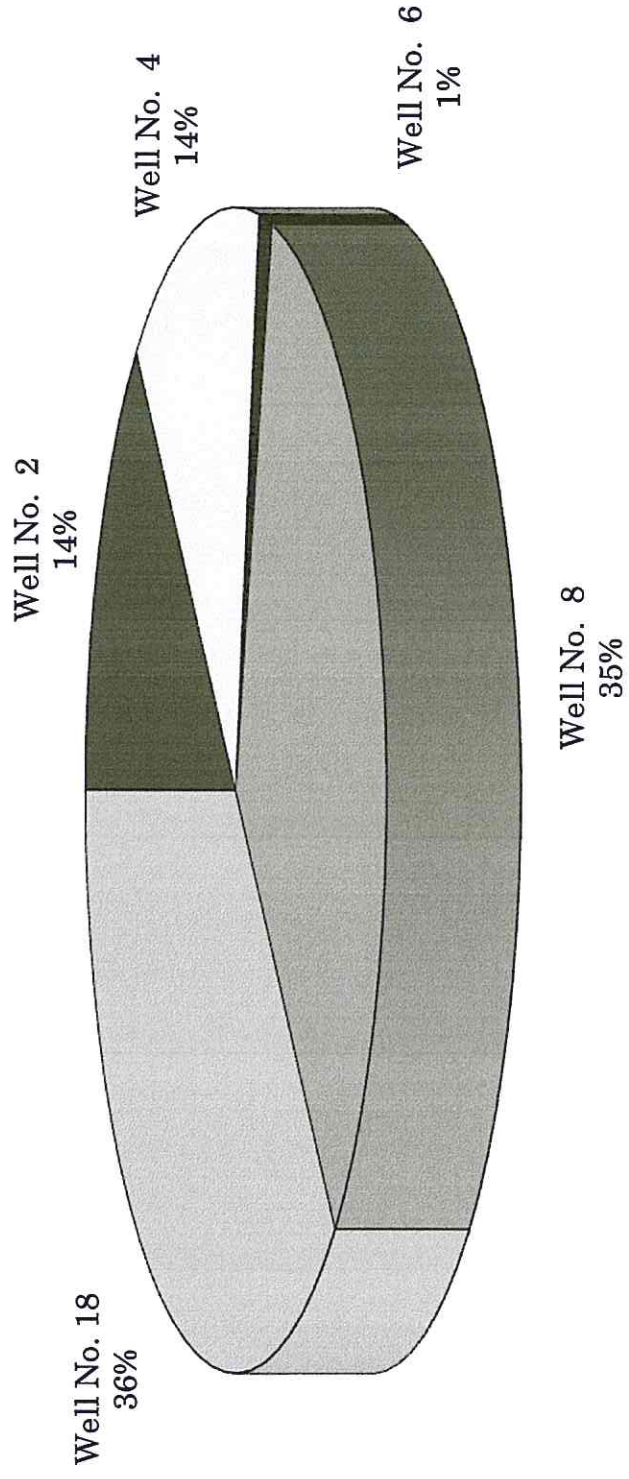
ACRE FEET

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

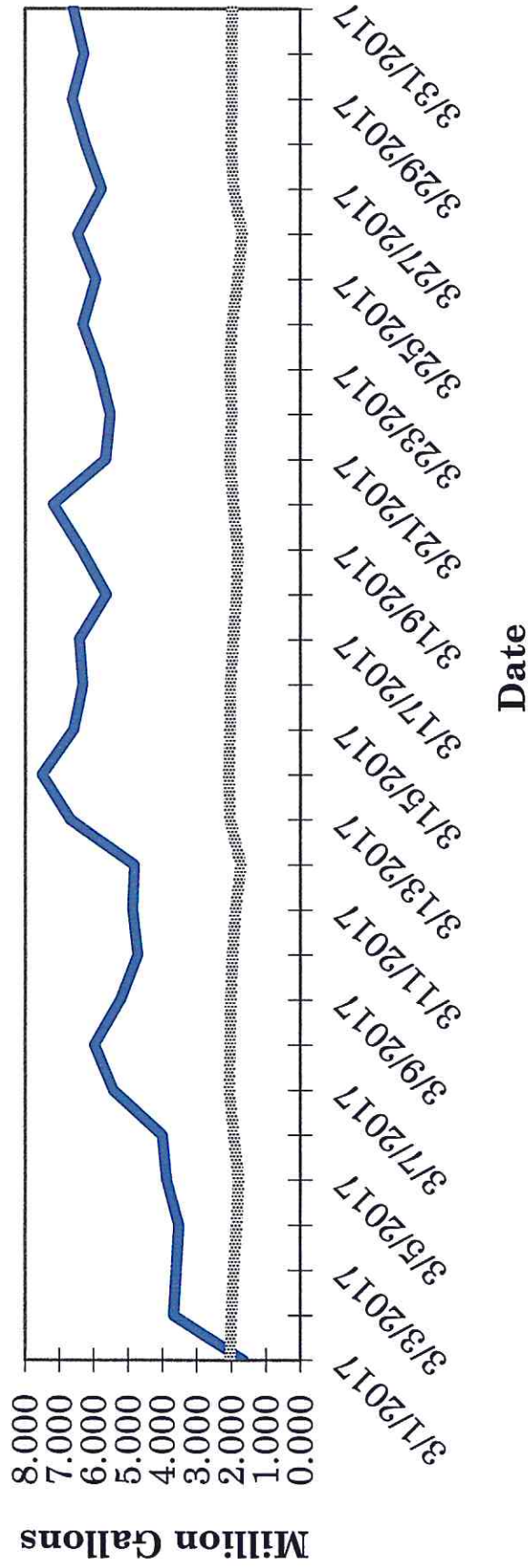
Source Potable Production Comparison March 2017



Source Potable Production Comparison March 2017



Potable Water & Wastewater Comparison March 2017

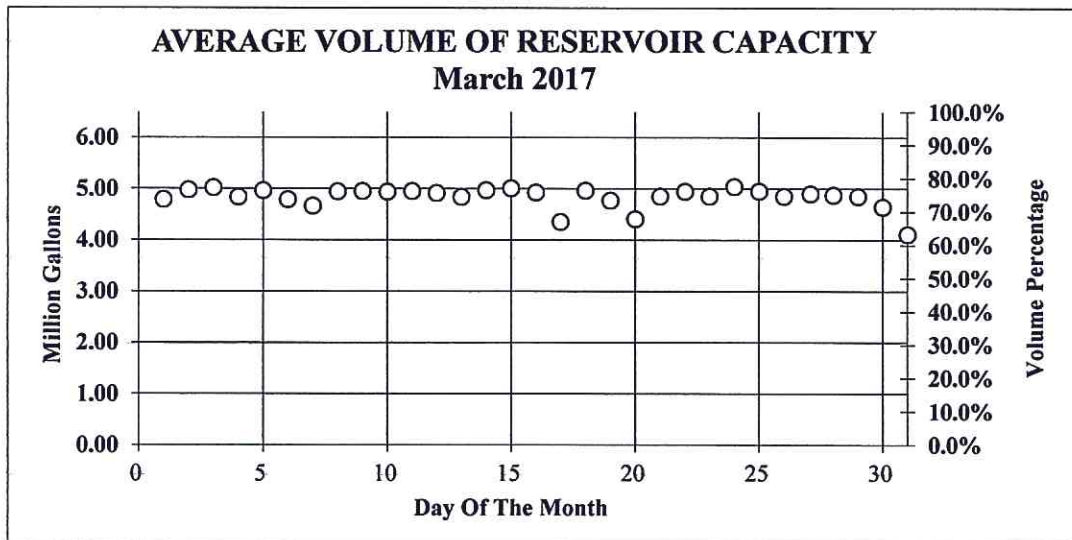


— Potable Water Prod. Wastewater Prod

RUBIDOUX COMMUNITY SERVICES DISTRICT

Reservoir Capacity Report

CAPACITY	ATKINSON SYSTEM		HUNTER SYSTEM		WATER AVAILABLE (Gallons)*	PERCENTAGE OF TOTAL CAPACITY
	2,000,000	3,000,000	425,000	1,000,000		
DATE	ATKINSON	WATSON	HUNTER I	PERRONE		
3/1/2017	76.4	71.7	82.5	77.1	4,789,916	74.6%
3/2/2017	80.4	75.0	81.7	76.9	4,978,904	77.5%
3/3/2017	81.0	75.2	83.2	78.9	5,024,396	78.2%
3/4/2017	77.8	72.8	81.4	76.7	4,842,780	75.4%
3/5/2017	80.2	74.7	81.6	77.5	4,965,222	77.3%
3/6/2017	76.3	71.5	82.9	78.4	4,792,221	74.6%
3/7/2017	72.9	69.8	80.8	76.4	4,663,009	72.6%
3/8/2017	79.0	74.5	81.2	78.7	4,948,648	77.0%
3/9/2017	79.4	75.0	80.3	77.3	4,950,996	77.1%
3/10/2017	79.6	74.6	80.0	77.3	4,939,758	76.9%
3/11/2017	79.2	74.6	80.1	78.6	4,951,297	77.1%
3/12/2017	79.2	74.9	77.0	77.7	4,914,352	76.5%
3/13/2017	77.1	73.0	78.9	78.7	4,839,518	75.3%
3/14/2017	78.0	76.6	76.9	77.6	4,970,116	77.4%
3/15/2017	80.3	77.0	77.6	77.0	5,012,067	78.0%
3/16/2017	79.1	75.1	76.3	76.9	4,925,579	76.7%
3/17/2017	65.3	64.8	77.3	77.8	4,356,345	67.8%
3/18/2017	79.5	75.1	77.5	77.9	4,966,140	77.3%
3/19/2017	75.5	72.2	75.2	77.6	4,773,362	74.3%
3/20/2017	66.3	65.3	78.4	79.4	4,408,807	68.6%
3/21/2017	77.6	73.4	77.5	76.6	4,854,313	75.6%
3/22/2017	80.0	74.7	79.4	77.1	4,947,336	77.0%
3/23/2017	77.2	72.6	80.4	79.0	4,850,724	75.5%
3/24/2017	81.6	76.3	80.4	77.0	5,040,117	78.4%
3/25/2017	79.9	74.7	79.8	77.4	4,950,455	77.0%
3/26/2017	77.2	73.1	77.6	78.3	4,852,659	75.5%
3/27/2017	78.3	74.1	78.4	78.3	4,902,960	76.3%
3/28/2017	78.5	73.9	77.0	76.6	4,874,811	75.9%
3/29/2017	76.7	73.0	79.1	78.4	4,854,380	75.6%
3/30/2017	72.5	69.7	79.3	77.3	4,646,972	72.3%
3/31/2017	58.6	60.5	78.3	77.9	4,107,282	63.9%



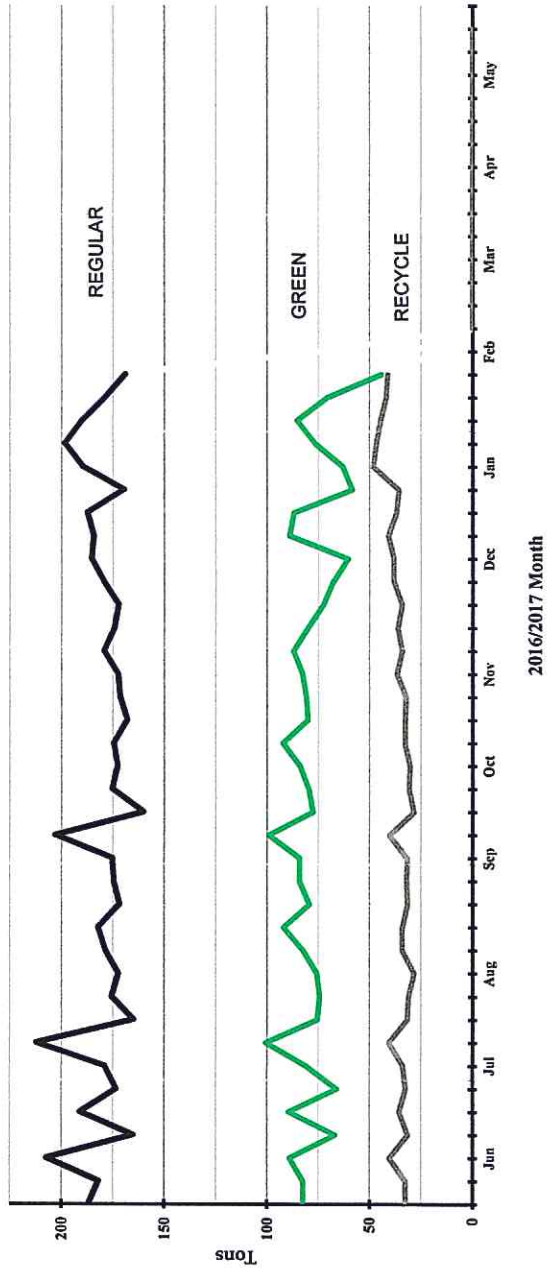
* The total capacity of all District reservoirs is 6,425,000 gallons.

RUBIDOUX COMMUNITY SERVICES DISTRICT
Green Waste Program
(May 16 to June 17)

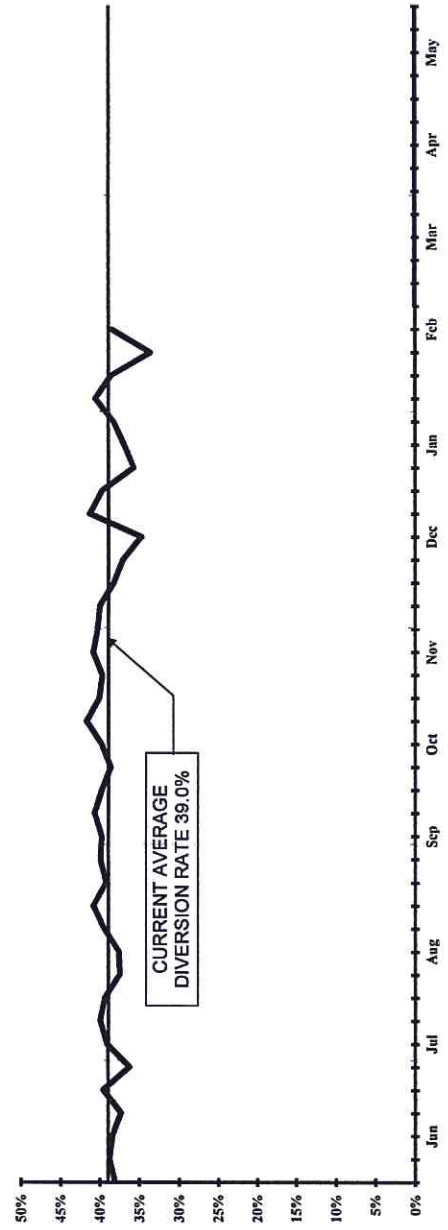
DATE	YEAR	GREEN WASTE					RECYCLE					REGULAR TRASH					WEEKLY TRASH TOTALS				
		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	GREEN	RECYCLE	REGULAR	TOTAL	% DIVERSION
5/93-5/94	Year 1	1,307	1,275								4,371	3,609				2,582		7,980	10,562	24.4%	
5/94-5/95	Year 2	1,260	1,183								4,914	3,999				2,444		8,913	11,357	21.5%	
5/95-5/96	Year 3	1,300	1,050								4,872	4,118				2,350		8,990	11,340	20.7%	
5/96-5/97	Year 4	1,207	1,013								4,802	4,182				2,220		8,984	11,204	19.8%	
5/97-5/98	Year 5	607	600	512	491	434					2,171	2,111	1,199	1,332	1,027	2,644		7,840	10,484	25.2%	
5/98-5/99	Year 6	503	508	656	608	533					1,781	1,920	1,558	1,802	1,314	2,808		8,375	11,183	25.1%	
5/99-5/00	Year 7	438	500	610	569	499					1,926	2,147	1,717	1,974	1,430	2,616		9,194	11,810	22.2%	
5/00-5/01	Year 8	460	568	674	630	500					2,071	2,478	1,788	2,094	1,499	2,832		9,930	12,762	22.2%	
5/01-5/02	Year 9	426	518	659	625	525					2,298	2,632	1,889	2,257	1,512	2,753		10,588	13,341	20.6%	
5/02-5/03	Year 10	468	583	726	699	583					2,514	3,039	2,083	2,367	1,581	3,059		11,584	14,643	20.9%	
5/03-5/04	Year 11	590	624	689	657	573					2,525	3,323	2,195	2,473	1,650	3,133		12,166	15,299	20.5%	
5/04-5/05	Year 12	577	633	702	681	613					2,615	3,385	2,253	2,484	1,629	3,206		12,366	15,572	20.6%	
5/05-5/06	Year 13	575	611	739	654	615					2,579	3,268	2,439	2,545	1,664	3,194		12,495	15,689	20.4%	
5/06-5/07	Year 14	487	572	633	626	547					2,451	3,267	2,286	2,432	1,698	2,865		12,134	14,999	19.1%	
5/07-5/08	Year 15	723	936	858	884	654	175	268	207	219	200	2,110	2,856	1,740	2,004	1,273	4,055	1,069	9,983	15,107	33.9%
5/08-5/09	Year 16	793	939	927	861	766	240	361	285	299	235	1,944	2,536	1,592	1,810	1,123	4,286	1,420	9,005	14,711	38.8%
5/09-5/10	Year 17	919	1,114	1,026	969	779	250	382	303	315	233	1,931	2,452	1,538	1,738	1,117	4,807	1,483	8,776	15,066	41.7%
5/10-5/11	Year 18	758	1,036	954	915	611	260	381	307	309	225	1,862	2,466	1,529	1,757	1,130	4,274	1,482	8,744	14,500	39.7%
5/10-5/12	Year 19	745	1,032	911	893	600	247	378	292	309	214	1,779	2,360	1,549	1,794	1,138	4,181	1,440	8,620	14,241	39.5%
5/12-5/13	Year 20	800	1,089	935	933	628	236	361	278	292	261	1,830	2,004	1,536	1,701	1,416	4,385	1,428	8,487	14,300	40.7%
5/13-5/14	Year 21	792	1,086	893	918	593	224	326	250	276	309	1,998	1,754	1,696	1,760	1,688	4,282	1,385	8,896	14,563	38.9%
5/14-5/15	Year 22	894	932	781	783	791	314	325	286	324	327	1,975	1,657	1,547	1,824	2,023	4,181	1,576	9,026	14,783	38.9%
5/15-5/16	Year 23	1,038	804	740	772	964	375	322	299	378	334	1,986	1,634	1,428	1,990	2,192	4,318	1,708	9,230	15,256	39.5%
5/16/2016	Yr 24	19.98	16.02	11.93	15.82	18.77	7.10	6.34	6.04	6.76	6.44	39.80	31.81	30.55	40.99	43.81	82.52	32.68	186.96	302.16	38.1%
5/23/2016	Yr 24	18.94	16.14	14.94	14.84	17.74	7.20	6.06	5.68	7.46	6.40	39.21	32.23	27.97	40.20	42.46	82.60	32.80	182.07	297.47	38.8%
5/30/2016	Yr 24	21.25	16.94	16.21	15.54	19.17	8.44	7.63	7.07	9.00	8.33	45.77	36.25	34.64	44.79	45.87	89.11	40.47	207.32	336.90	38.5%
6/6/2016	Yr 24	14.01	11.88	11.55	12.44	17.04	6.60	5.89	5.63	7.37	6.09	35.06	28.93	26.10	35.89	39.17	66.92	31.58	165.15	263.65	37.4%
6/13/2016	Yr 24	20.76	16.35	15.32	17.58	19.51	7.46	6.58	6.61	8.45	6.66	40.33	34.34	30.83	42.74	42.86	89.52	35.76	191.10	316.38	39.6%
6/20/2016	Yr 24	14.53	12.05	11.29	12.75	15.41	6.78	5.77	5.35	7.62	7.03	38.40	30.47	26.94	38.81	38.70	66.03	32.55	173.32	271.90	36.3%
6/27/2016	Yr 24	18.20	15.13	13.48	14.90	19.40	7.46	6.54	6.04	7.78	6.16	38.36	32.70	27.66	39.71	40.68	81.11	33.98	179.11	294.20	39.1%
7/4/2016	Yr 24	23.64	19.98	19.00	16.99	21.14	8.68	8.12	6.93	9.41	7.59	44.40	38.35	32.47	49.58	47.42	100.75	40.73	212.22	353.70	40.0%
7/11/2016	Yr 24	18.15	14.16	9.36	16.63	17.28	6.88	5.64	4.91	6.68	7.68	37.27	29.68	24.94	35.40	37.76	75.58	31.79	165.05	272.42	39.4%
7/18/2016	Yr 24	19.83	15.21	12.57	14.10	12.71	7.04	4.99	5.30	7.74	6.11	38.22	32.67	26.97	38.37	39.50	74.42	31.18	175.73	281.33	37.5%
7/25/2016	Yr 24	20.08	13.97	11.96	13.44	16.25	6.44	5.31	5.37	6.96	4.26	40.74	29.69	26.14	37.46	38.41	75.70	28.34	172.44	276.48	37.6%
8/1/2016	Yr 24	18.94	15.90	12.99	15.71	18.94	7.34	6.32	5.48	8.37	6.71	38.47	31.63	27.59	40.31	40.76	82.48	34.22	178.76	295.46	39.5%
8/8/2016	Yr 24	23.49	16.40	15.33	15.67	21.13	6.83	6.78	5.67	7.93	6.88	39.07	32.25	28.73	39.93	42.31	92.02	34.09	182.29	308.40	40.9%
8/15/2016	Yr 24	19.54	14.97	12.53	13.71	18.63	7.21	5.81	5.40	6.87	6.24	38.39	31.92	26.06	37.11	38.27	79.38	31.53	171.75	282.66	39.2%
8/22/2016	Yr 24	18.70	16.28	14.47	16.35	18.44	7.04	5.89	5.57	7.30	6.26	37.91	30.22	26.51	39.29	40.67	84.24	32.06	174.60	290.90	40.0%
8/29/2016	Yr 24	21.10	15.55	13.90	15.67	17.94	6.91	5.74	5.54	7.39	6.09	38.31	31.95	25.94	37.63	41.40	84.16	31.67	175.23	291.06	39.8%
9/5/2016	Yr 24	24.44	17.30	16.91	17.96	22.63	8.21	7.71	6.98	9.48	7.94	43.10	36.55	30.26	44.91	48.24	99.24	40.32	203.06	342.62	40.7%
9/12/2016	Yr 24	18.52	14.21	12.84	13.94	18.09	6.24	4.77	5.01	6.71	5.71	34.02	28.21	23.38	35.77	38.82	77.60	28.44	160.20	266.24	39.8%
9/19/2016	Yr 24	16.15	13.86	12.32	16.51	20.82	6.96	5.72	5.92	6.20	6.07	38.38	29.84	26.49	38.97	41.69	79.66	30.87	175.37	285.90	38.7%
9/26/2016	Yr 24	19.67	15.43	13.56	19.70	15.53	7.36	5.52	5.54	6.19	5.80	36.97	31.06	25.82	39.46	39.35	83.89	30.41	172.66	286.96	39.8%
10/3/2016	Yr 24	22.09	17.92	14.60	17.33	20.36	6.76	5.98	5.68	7.93	6.46	37.85	30.46	26.64	38.70	40.90	92.30	32.81	174.55	299.66	41.8%
10/10/2016	Yr 24	18.00	16.39	12.47	14.38	18.86	6.78	6.17	5.59	7.86	6.25	36.34	29.40	24.66	38.61	38.99	80.10	32.65	168.00	280.75	40.2%
10/17/2016	Yr 24	21.00	15.09	12.87	14.58	17.27	7.40	6.10	5.66	7.08	6.10	36.97	30.40	26.27	37.08	40.81	80.81	32.34	171.53	284.68	39.7%
10/24/2016	Yr 24	18.36	12.47	12.39	19.06	20.45	6.84	6.17	6.21	8.39	9.10	35.26	28.17	26.54	39.69	42.85	82.73	36.71	172.51	291.95	40.9%
10/31/2016	Yr 24	22.45	16.46	14.23	15.37	18.60	7.83	6.46	5.90	7.70	6.22	39.95	32.60	27.46	38.25	40.98	87.11	34.11	179.24	300.46	40.3%
11/7/2016	Yr 24	19.67	15.60	12.40	14.90	17.55	6.05	9.51	6.40	8.13	6.21	35.35	34.87	26.55	39.33	38.11	80.12	36.30	174.21	290.63	40.1%
11/14/2016	Yr 24	16.26	13.59	11.65	13.57	17.57	6.73	7.08	6.07	8.03	6.33	35.73	31.43	26.01	38.19	40.88	72.64	34.24	172.24	279.12	38.3%
11/21/2016	Yr 24	16.85	13.65	10.69	10.77	15.78	7.91	6.59	6.14	9.00	8.59	36.15	29.02	26.78	42.82	44.66	67.74	38.23	179.43	285.40	37.1%
11/28/2016	Yr 24	16.57	11.43	9.79	11.66	11.10	9.03	7.64	7.23	8.63	5.80	40.18	39.84	30.45	37.42	37.51	60.55	38.33	185.40	284.28	34.8%
12/5/2016	Yr 24	15.38	13.73	17.01	18.59	24.39	10.80	7.05	6.47	8.93	7.65	38.07	30.87	28.04	42.59	44.79	89.10	40.90	184.36	314.36	41.4%
12/12/2016	Yr 24	19.98	14.19	11.83	17.35	23.54	7.67	6.79	6.17	8.89	7.57	43.50	33.54	27.52	39.91	43.07	86.89	37.09	187.54	311.52	39.8%
12/19/2016	Yr 24	15.35	11.22	8.67	7.64	15.69	6.98	6.16	6.04	8.96	7.70	37.72	29.42	26.77	40.17	35.51	58.57	35.84	169.59	264.00	35.8%
12/26/2016	Yr 24	13.31	9.64	8.27	13.88	17.98	9.45	8.40	8.21	12.99	9.23	38.22	31.91	29.75	45.03	44.80	63.08	48.28	189.71	301.07	37.0%
1/2/2017	Yr 24	18.56	14.85	12.78	14.28	16.09	10.83	9.06	7.87	10.81	8.23	43.74	36.43	30.20	44.50	43.62	76.56	46.80	198.49	321.85	38.3%
1/9/2017	Yr 24	27.67	16.83	10.82	13.84	16															

RUBIDOUX COMMUNITY SERVICES DISTRICT
Green Waste Program
(May 16 to June 17)

CHARACTERIZATION OF REFUSE COLLECTED



PERCENTAGE OF GREEN/RECYCLE WASTE DIVERTED





**CAL
FIRE**



Resource Activity Report

3/1/2016

3/31/2016

3/1/2017

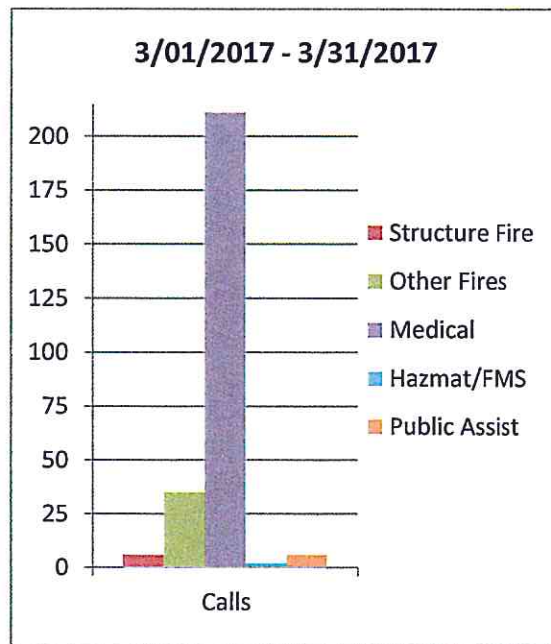
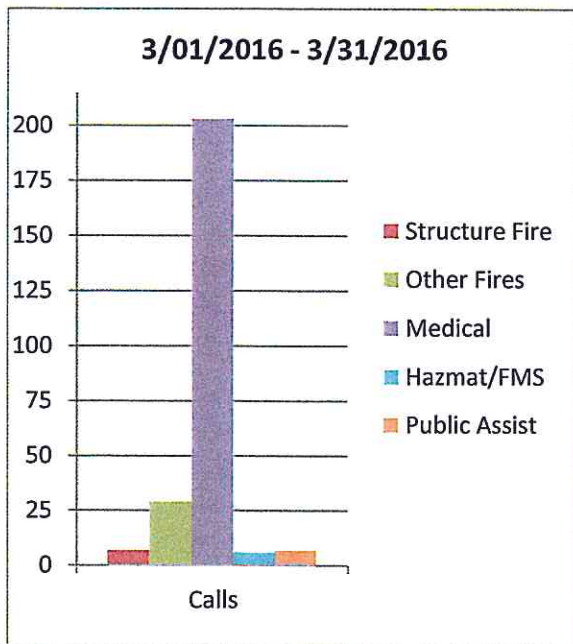
3/31/2017

Call Type	Station 38
Veg/Structure Fire	7
Other Fires	29
Medical	203
Hazmat/FMS	6
Public Assist	7
Period Total	252

Year to Date	783
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Call Type	Station 38
Veg/Structure Fire	6
Other Fires	35
Medical	211
Hazmat/FMS	2
Public Assist	6
Period Total	260

Year to Date	794
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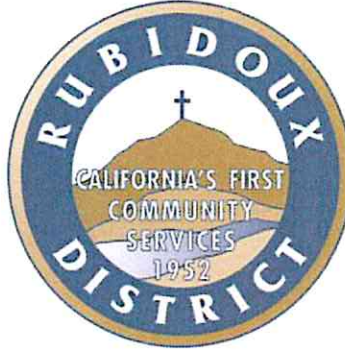


9. REVIEW INCORPORATED REVISIONS AND CORRECTIONS AS
AGREED TO FOR DRAFT BOARD POLICIES AND PROCEDURES
MANUAL: **DM 2017-21**

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson



Secretary-Manager

David D. Lopez

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

DIRECTORS MEMORANDUM 2017-21

April 20, 2017

To: Rubidoux Community Services District
Board of Directors

Subject: Review Draft Board Policies and Procedures Manual and Consideration to Adopt

BACKGROUND:

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

RECOMMENDATION:

At the conclusion of this afternoon's review of the Draft Policy Manual, Staff recommends adoption of the Board Policies and Procedures Manual to the Rubidoux Community Services District Board of Directors.

Respectfully,

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

David D. Lopez
Secretary-Manager

Enclosure: Revised Draft Board Manual w/comments

RUBIDOUX COMMUNITY SERVICES DISTRICT

BOARD POLICIES AND PROCEDURES

APPROVED BY THE BOARD OF DIRECTORS 4/20/17

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Section 1. Purpose of Board Policies

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

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

Section 2. Role of the Board of Directors

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

Section 3. Adoption/Amendment of Policies

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

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

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

Section 4. Conflict of Interest

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

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

Section 5. Public Complaints

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

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

The method of resolving complaints shall be as follows:

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

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

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

Section 6. Claims Against the District

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

Property (Land and Improvements) Damage Claims

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

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

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

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

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

Property (Vehicles and Unsecured Property) Damage Claims

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

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

Property Damage Claims on District Form

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

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

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

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

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

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

Section 7. Code of Ethics

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

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

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

Directors should practice the following procedures:

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

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

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

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

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

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

Section 8. Board Meetings

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

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

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

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

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

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

Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act shall be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible. No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 72-hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

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

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

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

Section 9. Use of Confidential Information and Closed Sessions

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

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

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

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

Section 10. Attendance at Meetings

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

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

Section 11. Board President

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

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

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

Section 12. Members of the Board of Directors

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

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

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

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

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

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

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

Section 13. Board Meeting Conduct

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

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

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

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

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

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

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

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

Section 14. Board Actions and Decisions

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

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

- Approval or rejection of expenses, transfers and salaries.
- Approval or rejection of any contract or expenditure.
- Approval or rejection of any proposal which commits District funds or facilities.
- ~~Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.~~

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

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

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

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

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

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

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

Section 15. Rules of Order for Board and Committee Meetings

General

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

If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order – not requiring a second – to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

Obtaining the Floor

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

Motions

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

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

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

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

Secondary Motions

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

Motion to Amend

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

Motion to Table

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

Motion to Postpone

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

Motion to Refer to Committee

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

Motion to Close Debate and Vote Immediately

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

Motion to Adjourn

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

Decorum

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

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

Amendment of Rules of Order

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

Section 16. Committees of the Board of Directors

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

The following shall be standing committees of the Board:

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 17. Board Meeting Agenda

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

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

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

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

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

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

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

Section 18. Minutes of the Board Meetings

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

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

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

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

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

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

Section 19. Basis of Authority

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

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

Section 20. Membership in Associations

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

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

Section 21. Incompatible Offices

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

Section 22. Board Stipend, Travel Expenses, Ethics Training

Purpose

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

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

Board and Committee Meetings

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

Expenses

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

Travel Expenses – Purpose

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

Conferences/Seminars/Workshops

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

Report to Board

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

Registration

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

Transportation

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

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

Lodging

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

Meals

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

Method of Payment for Travel Expenses

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

(a) Advance Payments

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

(b) Use of District Credit Cards

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

(c) Cash Reimbursement

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

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

Reports

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

Limitations

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

Ethics Training – Purpose

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

Designated Officials

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

Definition of Ethics Laws

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

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

Training Requirements

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

District Obligations

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

Section 23. Internet, Email and Electronics Communication Conduct

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

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

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

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

Section 24. *Violation of this Policy*

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

The Board is to review annually and approve this policy.

RCSD Board Policies and Procedures Acknowledgement of Receipt:

Armando Muniz, Board Member

Date

RCSD Board Policies and Procedures Acknowledgement of Receipt:

Bernard Murphy, Board Member

Date

RCSD Board Policies and Procedures Acknowledgement of Receipt:

F. Forest Trowbridge, Board Member

Date

RCSD Board Policies and Procedures Acknowledgement of Receipt:

Christopher Barajas, Board Member

Date

Section 13

n/c Majority Vote of Board to remove "boisterous" public

Section 17

✓ *Contact*

~~Call or email~~ GM for items to be placed on agenda

n/c GM and Board President judge of public requests to be added to agenda

Section 18

What type of media for recording of minutes? *Audio*

✓ California Public Records Act limitations on holding recordings? *30 days - add*

Section 23

Addon

strike ~~**GENERAL MANAGER'S CONTACT WITH THE BOARD PRESIDENT AND BOARD MEMBERS**~~

Board Members' contact with the General Manager shall be confined to group meetings to the greatest extent possible.

The General Manager must have a working relationship with all Board Members, especially the President, particularly in the fulfillment of special leadership responsibilities, including those of an intergovernmental nature.

Frequent recurring meetings by an individual member of the Board with the General Manager must not occur. Otherwise, the business of the General Manager will, by such action, become the business of that individual Board Member.

The General Manager shall provide the means for individual Board Members to report complaints that they receive in writing, copies of which shall be provided to all Board Members. Any action taken by the General Manager in response to such referred complaints should be consistent with existing District policy or be approved by the Board.

The Board and General Manager will generally confine business contacts with each other to those that occur at Board meetings or

committee meetings. When an individual Board Member requests a specific and appropriate action or a report on a problem, the General Manager will conscientiously address the situation and will inform the whole Board on any such matters that are of general interest. If a great deal of staff time is required to respond to a request, the Board as a whole shall determine whether staff should spend the time necessary to respond to the request. These requests will be sent via e-mail to the General Manager or his/her delegate. The Board Member making the request will copy the remaining Board Members on the e-mail. Any request made by a Board Member can also be made at a regular Board meeting. The General Manager shall determine the approximate amount of staff time/resources required for these requests.

Board Members shall be polite and behave professionally to the General Manager and District employees. Correspondingly, the General Manager and employees shall be polite to and behave professionally to Board Members.

ADDITIONAL

*add
modify
text* CONTINUING EDUCATION Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve CCSD operation. Subject to budgetary constraints, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the CCSD.

POLICY REVIEW

✓ **The board is to review annually and approve this policy**

Strike **BOARD MEMBER-GENERAL MANAGER RELATIONSHIP**

The Board of Directors, acting as a Board, is the governing body of the District and sets policy for the District. The Board shall act only at its regular, adjourned, special or emergency meetings. All powers of the District shall be exercised and performed by the Board as a body. Individual Board Members, except as otherwise authorized by the Board, shall have no power to act for the District, or the Board, or to direct the staff of the District.

Correspondence paid for with public funds or on District stationery must relate to bona fide District business and must not purport to advance or advocate a policy not previously approved by the Board of Directors. No individual Board Member, except as otherwise authorized by the Board, shall transmit any District correspondence without authorization from the Board to serve as spokesperson for this purpose. When otherwise signing correspondence using their title as a Board Member and presenting their individual opinions and positions, Board Members shall explicitly state they do not represent the District and will not allow the inference that they do.

The District's General Manager (a) has full charge and control of the construction, maintenance and operations of the water system and other facilities of the District, (b) has full power and authority to employ and discharge employees, consistent with District policy and other provisions of law, (c) prescribes the duties of employees, consistent with District policy, and (d) fixes and alters the compensation of employees, subject to approval by the Board (*Government Code Section 61051 and 61060*).

The Board will retain and periodically review the work of an auditor as an independent contractor of the District), who will report to the Board, to conduct an annual audit of the District's books, records and financial affairs (*Government Code Section 61118*).

The heads of all the District's administrative activities are appointed by, and are directly responsible to, the General Manager. These employees are not appointed by, disciplined by, or removed by the Board of Directors, either individually or collectively. Therefore, it is the General Manager's responsibility that appointment and employment decisions

are carried out. This is not the work of the Board Members, either individually or collectively. However, consultants, such as the District legal counsel and consulting engineers, shall be appointed by and serve at the pleasure of the Board (*Government Code Section 61051 and 61060*).

The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly-convened Board and Committee meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager, and not through other District employees. Members of the Board will refrain from making requests directly to District employees (rather than to the General Manager) to undertake analyses, perform other work assignments or change the priority of work assignments.

Any attempt by individual Board Members to short-circuit the General Manager's authority by issuing direct orders to officers or employees, or by requesting detailed reports from them, will not only cause friction in the administrative mechanism but also disrupts budgeted work. Therefore, it is the policy of Rubidoux Community Services District that such orders always go through the General Manager or his/her designee. Another phase of the problem occurs when departmental officers or employees seek to bypass proper administrative channels and develop a "friend" on the Board. By fostering such relations, the Board Member can make the General Manager's job impossible. Such channeling is discouraged by the District.

The responsibility of the General Manager as the chief executive is further reinforced by the Community Services District Law, at Government Code section 61002, subdivision (f), which defines the General Manager as "the highest level management appointee who is directly responsible to the Board of Directors for the implementation of the policies established by the Board of Directors."

Government Code section 61051 further provides that the General Manager "shall be responsible for all of the following:

12. (a) The implementation of the policies established by the Board of Directors for the operation of the District.
13. (b) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.
14. (c) The supervision of the District's facilities and services.
15. (d) The supervision of the District's finances.”

Finally, the Community Services District Law makes it clear that the roles of Board Members and General Manager must not be intermingled and provides that “A member of the Board of Directors shall not be the General Manager, the district treasurer, or any other compensated employee of the District, except for volunteer firefighters as provided by Section 53227” (*Gov. Code 61040(e)*).

The Board is responsible for selecting a capable General Manager.

The Board is responsible for evaluating administrative accomplishments and failures of the General Manager.

The Board expects the General Manager to:

1. *Be the chief administrative officer of the District, responsible to the Board of Directors;*
2. *Appoint, and when necessary for the good of the District, suspend or remove officers and employees of the District under his/her direction and to direct and supervise their work;*
3. *Prepare the budget annually, submit it to the Board, together with a message describing the important features and be responsible for its administration after adoption;*
4. *Prepare and submit to the Board at the end of the fiscal year a complete report on the preceding year's finances and administrative activities;*

5. *Keep the Board advised of the financial condition and future needs of the District, and make such recommendations as may be necessary;*
6. *Recommend to the Board a standard schedule of pay for each appointive office and position in the District service, including minimum, intermediate and maximum rates and appropriate action with respect to provisions of contracts negotiated with public employees organizations;*
7. *Recommend to the Board (from time to time) adoption of such policies as may be necessary or expedient for the health, safety or welfare of the community or for the improvement of administrative services;*
8. *Attend all meetings of the Board of Directors, unless excused therefrom, and take part in the discussion of all matters coming before the Board;*
9. *Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget;*
10. *See that all applicable laws and ordinance are full enforced;*
11. *Devote all working time to the discharge of official duties; and*
12. *Perform such other duties as may be required by the Board, not inconsistent with state law or ordinances (Government Code Section 61051).*

RUBIDOUX COMMUNITY SERVICES DISTRICT

Thursday, March 16, 2017 Agenda Item 13 Written comments on Draft Board Policies.

Section 5 Paragraph 6 on Page 3

- ✓ ... a written appeal may be filed with the Board of Directors within fifteen (15) calendar days of receiving ...

Section 7 Paragraph 4 on top of Page 6

- ✓ The Board of Directors priority is to economically provide products and services to our constituents and the general public that meet or exceed current health and safety standards.

✓ Section 12 Paragraph 1 on Page 9

Supplementary information may be requested from staff by directors before meetings

Section 12 Paragraph 2 on Page 9

- ✓ Supplementary information provided by staff shall be distributed through the general manager to all directors and added to the meeting packets provided the public.

to Brown Ac.

Section 13 Add Paragraph on Page 10

- ✓ The Board of Directors will not allow the posted Fire capacity of a meeting room to be exceeded. In the event that more persons wish to attend a Board meeting than the room has capacity the Board shall recess the meeting for no more than fifteen minutes. When the meeting reconvenes the board may select a different onsite space or table items to be considered during a regular meeting held at an alternate venue.

New Section 25.

Our Pledge.

strike

The Board of Directors for the Rubidoux Community Services District is responsible for both the services provided and the rate payers money collected to pay for them. This is a serious responsibility. We pledge to act like adults and not like members of congress.

*B. MURPHY
16 MAR 17*

Krysta Krall

From: David Lopez
Sent: Tuesday, April 04, 2017 8:18 AM
To: Krysta Krall
Subject: FW: Memorandum 2017-16

FYI

From: Forest Trowbridge [mailto:forest@foresttrowbridge.com]
Sent: Monday, April 03, 2017 5:21 PM
To: David Lopez
Subject: Memorandum 2017-16

Dave,

Re: Some observations on the draft of the Board Policies manual

Firstly, there are some picayune typos that might be addressed:

- ✓1) The Word 'follow'
on page 3, line 14
from bottom, should
be spelled with the 3rd
person singular 's'.
- ✓2) The Word 'regard' on page 4, 9th line from top should not be spelled with an 's'.
- ✓3) The Word 'them' on page 5, line 20 from the bottom, should be changed to 'him' for the sake of agreement.
- ✓4) The 6th paragraph's sentence on page 7 is a fragment; it needs a predicate.
- ✓5) On page 10, the 12th line contains the phrase, ' against any less of', which lacks meaning.
- 6) In the same paragraph on page 10, section 14, it would appear that items 6 and 7 concern matters of micro-management and infringe on managerial prerogative.

↓
modify ↓
 strike

Respefully, Director Trowbridge

Sent from my iPhone

10. RECEIVE AND FILE STATEMENT OF CASH ASSET REPORT
FOR ALL DISTRICT FUND ACCCOUNTS ENDING MARCH 2017:
DM 2017-22

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Ruth Anderson Wilson

Secretary-Manager

David D. Lopez



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

DIRECTORS MEMORANDUM 2017-22

April 20, 2017

To: Rubidoux Community Services District
 Board of Directors

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

BACKGROUND:

Attached for the Board of Directors' consideration is the March 2017, Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$81,246.00 for District controlled accounts. With respect to District "Funds in Trust", we show \$3,349.00 which has been earned and posted. The District has a combined YTD interest earned total of \$84,595.00 as of March 31, 2017.

With respect to the District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$3,820,015.00 ending March 31, 2017. That's **\$1,021,983.00 LESS** than July 1, 2016, beginning balance of \$4,841,998.00. The differential in Operations is attributed to the Wastewater Operating Fund accounts; Y-T-D litigation cost are \$695,155.00 and Regional Advisory Committee (RAC) adopted treatment costs are approximately \$537,347.00 higher over last year's costs.

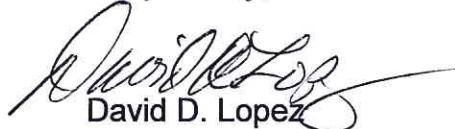
Further, the District's Field/Admin Fund continues to grow and current fund balance is \$300,957.00.

Submitted for the Board of Directors consideration is the **March 2017, Statement of Cash Asset Schedule Report** for your review and acceptance this afternoon.

RECOMMENDATION:

Staff recommends to “**Receive and File**” the March 2017 Statement of Cash Asset Schedule Report to the Rubidoux Community Services District Board of Directors.

Respectfully,



David D. Lopez
Secretary-Manager

Attachment: March 2017, Cash Asset Schedule Report

RUBIDOUX COMMUNITY SERVICES DISTRICT

INVESTMENT SUMMARY - MARCH 31, 2017
CASH BASIS

	Beg. Bal. 7/1/2016	YTD Int.	Other Activity YTD	Balance 3/31/2017	YTD Avg. Int. Rate
Fire Mitigation	\$1,273,969.66	\$5,751.74	\$27,600.20	\$1,307,321.60	0.44%
Wastewater CIP	3,417,090.15	11,478.09	87,114.17	3,515,682.41	0.33%
Water CIP	2,413,983.88	6,252.67	381,577.86	2,801,814.41	0.22%
Operating	4,841,998.01	23,261.00	(1,045,243.30)	3,820,015.71	0.61%
Water Operating Reserve	3,175,185.66	10,405.92	251,948.12	3,437,539.70	0.30%
Water Replacement Reserve	450,201.61	2,235.15	99,165.43	551,602.19	0.41%
COP Reserve	2,577,495.27	12,384.28	231,176.59	2,821,056.14	0.44%
Wastewater Reserve	2,513,447.46	8,288.61	(48,465.00)	2,473,271.07	0.34%
Field/admin Fund	232,377.31	1,188.01	67,394.50	300,959.82	0.39%
Funds in Trust	730,815.81	3,349.56	1,842.13	736,007.50	0.46%
Total Investments	\$21,626,564.82	\$84,595.03	\$54,110.70	\$21,765,270.55	0.39%

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD MARCH 1, 2017 THRU MARCH 31, 2017
 CASH BASIS
 FIRE MITIGATION

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INT. RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
3/1/2017	Premier Bank	CD		Beg. Bal.		1.00	-	170,000.20	
	Premier Bank			Interest			-	170,000.20	
	Premier Bank			Redeem			-	170,000.20	
3/31/2017	Premier Bank	CD	4/3/2018	Purchase			-	170,000.20	
3/1/2017	Premier Bank	Checking		Beg. Bal.		0.00	-	8,835.50	
	Premier Bank	Fire Mitig		Activity			-	8,835.50	
3/31/2017	Premier Bank			End Bal.			-	8,835.50	
3/1/2017	LAIF	Fire Mitigation		Beg. Bal.		0.78	-	1,116,685.28	
	LAIF			Interest			-	1,116,685.28	
3/31/2017	LAIF			Activity			-	1,116,685.28	
3/1/2017	Premier Bank	Safekeeping		Beg. Bal.		0.00	-	11,800.62	
	Premier Bank			Activity			-	-	
3/31/2017	Premier Bank			End Bal.			-	11,800.62	1,307,321.60

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD MARCH 1, 2017 THRU MARCH 31, 2017
 CASH BASIS
 WASTEWATER CIP FUNDS

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INT. RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
3/1/2017	LAIF	Sewer Mainline		Beg. Bal.				2,351,447.88	
3/31/2017	LAIF			Interest		0.78	-	2,351,447.88	
3/31/2017	LAIF			Activity	(183,684.21)			2,167,763.67	
3/1/2017	LAIF	Sewer WWR		Beg. Bal.				61,392.84	
3/31/2017	LAIF			Interest		0.78	-	61,392.84	
3/31/2017	LAIF			Activity	17,546.00			78,938.84	
3/1/2017	CBB-CDARS	CD		Beg. Bal.				600,000.00	
3/31/2017	CBB-CDARS			Interest	25.47	0.05	-	600,000.00	
3/31/2017	CBB-CDARS			Redeem	600,000.00			1,200,000.00	
3/31/2017	CBB-CDARS		5/25/2017	Purchase	(600,000.00)			600,000.00	
3/1/2017	CBB-CDARS	CD		Beg. Bal.				600,000.00	
3/31/2017	CBB-CDARS			Interest	25.49	0.05	-	600,000.00	
3/31/2017	CBB-CDARS			Redeem	-			600,000.00	
3/31/2017	CBB-CDARS		6/1/2017	Purchase	-			600,000.00	
3/1/2017	CBB	Safekeeping		Beg. Bal.				68,911.77	
3/31/2017	CBB			Activity	17.17	0.10	50.96	-	
3/31/2017	CBB			End Bal.				68,979.90	3,515,682.41

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD MARCH 1, 2017 THRU MARCH 31, 2017
 CASH BASIS
 WATER CIP FUNDS

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
3/1/2017	LAIF	Water Mainline		Beg. Bal.		0.78	-	814,992.15	
3/31/2017	LAIF			Interest Activity	-		-	814,992.15	
3/31/2017	LAIF			Activity	-		-	814,992.15	
3/1/2017	Premier Bank	CD		Beg. Bal.		1.00	-	575,000.00	
3/31/2017	Premier Bank			Activity	-		-	575,000.00	
3/31/2017	Premier Bank			Redeem	-		-	575,000.00	
3/31/2017	Premier Bank	CD	4/3/2018	Purchase	-		-	575,000.00	
3/1/2017	Citizens Bus	CD		Beg. Bal.		0.25	-	225,000.00	
3/31/2017	Citizens Bus			Activity	-		-	225,000.00	
3/31/2017	Citizens Bus			Redeem	-	n/a	-	225,000.00	
3/31/2017	Citizens Bus	CD	5/9/2017	Purchase	-		-	225,000.00	
3/1/2017	CBB-CDARS	CD		Beg. Bal.		0.05	-	500,000.00	
3/31/2017	CBB-CDARS			Activity	-		-	500,000.00	
3/31/2017	CBB-CDARS			Redeem	-	n/a	-	500,000.00	
3/31/2017	CBB-CDARS	CD	4/27/2017	Purchase	-		-	500,000.00	
3/1/2017	CBB-CDARS	CD		Beg. Bal.		0.05	-	630,000.00	
3/31/2017	CBB-CDARS			Activity	-		-	630,000.00	
3/31/2017	CBB-CDARS			Redeem	-	n/a	-	630,000.00	
3/31/2017	CBB-CDARS	CD	4/27/2017	Purchase	-		-	630,000.00	

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD MARCH 1, 2017 THRU MARCH 31, 2017
 CASH BASIS

3/1/2017	Premier Bank	Safekeeping	Beg. Bal.		40,010.23
	Premier Bank		Activity	0.00	40,010.23
3/31/2017	Premier Bank		End Bal.		40,010.23
3/1/2017	CBB	Safekeeping	Beg. Bal.		16,807.85
	CBB		Activity	4.18	
	CBB		End Bal.	0.10	
3/31/2017					16,812.03
					2,801,814.41

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD MARCH 1, 2017 THRU MARCH 31, 2017
 CASH BASIS
 OPERATING FUNDS

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>DEPOSIT/ WITHDRAW</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
3/1/2017	Premier Bank	Checking-Gen.		Beg. Bal.			-	117,570.58	
3/31/2017	Premier Bank			Deposits	1,936,905.25	0.00	-	2,054,475.83	
3/31/2017	Premier Bank			Disbursements	(1,943,330.53)			111,145.30	
3/1/2017	Premier Bank	Checking		Beg. Bal.			-	31,062.15	
3/31/2017	Premier Bank	Property Tax		Deposits	6,229.80	0.00	-	37,291.95	
3/31/2017	Premier Bank			Disbursements	(25,000.00)			12,291.95	
3/1/2017	Premier Bank	Checking-Sewer		Beg. Bal.			-	3,692.16	
3/31/2017	Premier Bank			Deposits	218,487.58	0.00	-	222,179.74	
3/31/2017	Premier Bank			Disbursements	(217,502.63)			4,677.11	
3/1/2017	Premier Bank	Checking-Water		Beg. Bal.			-	516,579.95	
3/31/2017	Premier Bank			Deposits	1,092,636.60	0.00	-	1,609,216.55	
3/31/2017	Premier Bank			Disbursements	(1,010,178.12)			599,038.43	
3/1/2017	Premier Bank	Checking-W.R.		Beg. Bal.			-	7,893.74	
3/31/2017	Premier Bank			Deposits	715.21	0.00	-	8,608.95	
3/31/2017	Premier Bank			Disbursements	-			8,608.95	

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD MARCH 1, 2017 THRU MARCH 31, 2017
 CASH BASIS
 OPERATING FUNDS

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>DEPOSIT/ WITHDRAW</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
3/1/2017	Premier Bank	Checking-COP		Beg. Bal				56,554.37	
3/31/2017	Premier Bank			Deposits	5,596.00	0.00	-	62,150.37	
3/31/2017	Premier Bank			Disbursements	-			62,150.37	
3/1/2017	Premier Bank	CD		Beg. Bal.				255,000.00	
3/31/2017	Premier Bank			Activity		1.00	-	255,000.00	
3/31/2017	Premier Bank			Redeem				255,000.00	
3/31/2017	Premier Bank	CD	5/3/2017	Purchase				255,000.00	
3/1/2017	Premier Bank	Operations		Beg. Bal				17,743.64	
3/31/2017	Premier Bank	Safekeeping		Deposits		0.00		17,743.64	
3/31/2017	Premier Bank			Disbursements				17,743.64	
3/1/2017	LAIF	Gen. Fund-Prop Tax		Beg. Bal				3,233,025.51	
3/31/2017	LAIF	Qtrly. Interest		Deposits		0.78		3,233,025.51	
3/31/2017	LAIF			Disbursements	(735,000.00)			2,498,025.51	
3/1/2017	LAIF	Water Op.		Beg. Bal				51,086.29	
3/31/2017	LAIF	Qtrly. Interest		Deposits	305,000.00	0.78		356,086.29	
3/31/2017	LAIF			Disbursements	(118,187.45)			237,898.84	
3/1/2017	LAIF	Sewer Op.		Beg. Bal				402,297.40	
3/31/2017	LAIF	Qtrly. Interest		Deposits	233,684.21	0.78		635,981.61	
3/31/2017	LAIF			Disbursements	(622,546.00)			13,435.61	3,820,015.71

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD MARCH 1, 2017 THRU MARCH 31, 2017
 CASH BASIS
 RESERVED FUNDS

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>DEPOSIT/ WITHDRAW</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
3/1/2017	LAIF	Water Op. Reserve		Beg. Bal				3,373,557.82	
3/31/2017	LAIF	Qtrly. Interest		Deposits	63,981.88	0.78	-	3,437,539.70	
3/31/2017	LAIF			Disbursements	-		-	3,437,539.70	
3/1/2017	LAIF	W.R.		Beg. Bal				539,574.25	
3/31/2017	LAIF	Qtrly. Interest		Deposits	12,027.94	0.78	-	551,602.19	
3/31/2017	LAIF			Disbursements	-		-	551,602.19	
3/1/2017	LAIF	COP-Payback		Beg. Bal				2,733,890.51	
3/31/2017	LAIF	Qtrly. Interest		Deposits	87,165.63	0.78	-	2,821,056.14	
3/31/2017	LAIF			Disbursements	-		-	2,821,056.14	
3/1/2017	LAIF	Field/Admin Bldg.		Beg. Bal				285,947.82	
3/31/2017	LAIF	Qtrly Interest		Deposits	15,012.00	0.78	-	300,959.82	
3/31/2017	LAIF			Disbursements	-		-	300,959.82	
3/1/2017	LAIF	Wastewater Reserve		Beg. Bal				2,523,271.07	
3/31/2017	LAIF	Qtrly. Interest		Deposits	-	0.78	-	2,523,271.07	
3/31/2017	LAIF			Disbursements	(50,000.00)		-	2,473,271.07	9,584,428.92

RUBIDOUX COMMUNITY SERVICES DISTRICT
 CASH ASSET SCHEDULE
 INVESTMENT ACTIVITY
 FOR PERIOD MARCH 1, 2017 THRU MARCH 31, 2017
 CASH BASIS
 FUNDS IN TRUST

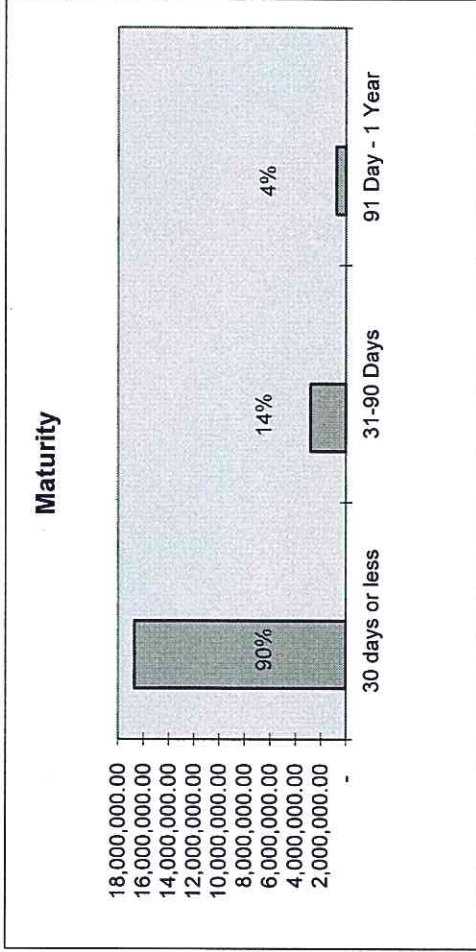
<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
3/1/2017	U.S. Bank	COP's Refunding-Series 1998 Install Sale			-	0.17	-	733,387.05	
3/31/2017		Reserve-LAIF		727,205.88	-	0.78		733,387.05	
3/1/2017	Premier Bank	Fiscal Agent-SRL MN Plant		Beg. Bal				2,620.13	
3/31/2017		Deposits			-	0.20	0.32	2,620.45	
		Disbursements			-			2,620.45	736,007.50
TOTAL CASH FUNDS									21,765,270.55

RCSD PORTFOLIO HOLDINGS REPORT
MARCH 31, 2017

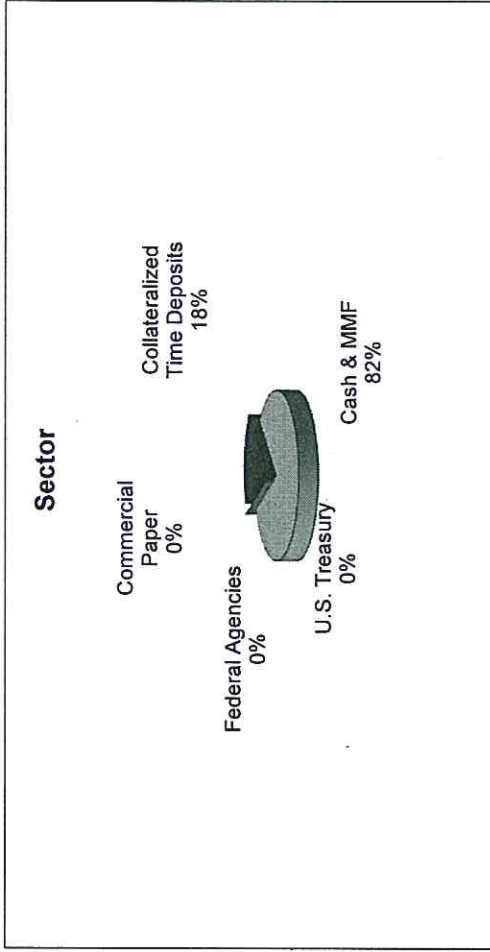
<u>Par \$</u>	<u>Issuer</u>	<u>Maturity</u>	<u>Acquisition Cost</u>	<u>Current Market</u>	<u>Gain/Loss</u>	<u>Yld Mat</u>
AGENCY						
	Subtotals		-	-	-	
U.S. TREASURIES						
COMMERCIAL PAPER						
	Subtotals		-	-	-	
COLLATERALIZED TIME DEPOSITS						
170,000.00	Premier	4/3/2018	170,000.20	170,000.20		0.60
500,000.00	Citizens CDARS	4/27/2017	500,000.00	500,000.00		0.05
630,000.00	Citizens CDARS	4/27/2017	630,000.00	630,000.00		0.05
575,000.00	Premier	4/3/2018	575,000.00	575,000.00		0.60
255,000.00	Premier	5/3/2017	255,000.00	255,000.00		0.60
600,000.00	Citizens CDARS	5/25/2017	600,000.00	600,000.00		0.05
600,000.00	Citizens CDARS	6/1/2017	600,000.00	600,000.00		0.05
225,000.00	Citizens Business Bank	5/9/2017	225,000.00	225,000.00		0.25
	Subtotals		3,555,000.20	3,555,000.20	-	
CASH EQUIVALENT & MONEY MARKET						
16,512,169.12	LAIF	-	16,512,169.12	16,512,169.12		0.77
21,127.45	CHECK-PPBI-Fire- Prop tax		21,127.45	21,127.45		-
155,346.42	SAFEKEEPING		155,346.42	155,346.42		-
	Subtotals		16,688,642.99	16,688,642.99	-	
GRAND TOTALS			20,243,643.19	20,243,643.19	-	

RCSD Investment Portfolio
March 31, 2017

<u>Maturity</u>	<u>Assets</u>
30 days or less	16,688,642.99
31-90 Days	2,810,000.00
91 Day - 1 Year	745,000.20
Total	20,243,643.19



<u>Sector</u>	
Cash & MMF	16,688,642.99
U.S. Treasury	-
Federal Agencies	-
Commercial Paper	-
Collateralized Time Deposits	3,555,000.20
Total	20,243,643.19



11. DIRECTORS COMMENTS – NON-ACTION

12. ADJOURNMENT