

# Rubidoux Community Services District

## Board of Directors

Armando Muniz  
Hank Trueba Jr.  
Bernard Murphy  
John Skerbelis  
F. Forest Trowbridge

## General Manager

Steven W. Appel



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

## NOTICE AND AGENDA FOR THE RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD MEETING Thursday, May 7, 2020 at 4:00 PM

**Pursuant to Paragraph 3 of Executive Order N-29-20, executed by the Governor of California on March 17, 2020 as a response to mitigating the spread of corona virus known as COVID-19:**

During this regular meeting of the Rubidoux Community Services District Board of Directors, members of the public will not be allowed to attend and address the Board in person.

Members of the public wanting to listen to the meeting or address the Board may do so by:

- Using the Zoom App or website for free at: <https://zooms.us/>
  - o Once installed ahead of the meeting, you may choose your audio source as either computer speakers/microphone or telephone.
  - o If you wish to make public comments via the Zoom platform, the Board Secretary will identify you at your time to speak.
  - o Meeting ID is **433-532-2766**.
  
- Calling into the meeting at any one of the following numbers:  
  
+1 669 900 9128  
+1 346 248 7799  
+1 301 715 8592  
+1 312 626 6799  
+1 646 558 8656  
+1 253 215 8782

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

1. Call to Order – Armando Muniz, President
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for the April 16, 2020, Regular Meeting.
5. Consideration to Approve May 8, 2020, Salaries, Expenses and Transfers
6. Acknowledgements – This is the time for Members of the Public to address the Board on Any Non-agenda Matter.
7. Correspondence and Related Information
8. Manager's Report

**ACTION ITEMS:**

9. Consideration to Direct Staff to Prepare DRAFT Ordinance for Water and Wastewater Increases: **DM 2020-29**
10. Consider Budget Amendment to the Water Capital Improvement Project (CIP) Fund Budget: **DM 2020-30**
11. Consider Potential Lease Proposal From AT&T Wireless Communications on District Owned Land: **DM 2020-31**
12. Consider Adopting Resolution 2020-867, A Resolution of the Rubidoux Community Services District Offering To Purchase Tax Defaulted Property From the County of Riverside (APN 179-111-004): **DM 2020-32**
13. Directors Comments - Non-action
14. Adjournment

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

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

4. APPROVAL OF MINUTES FOR APRIL 16, 2020, REGULAR  
MEETING



**MINUTES OF REGULAR MEETING**  
**April 16, 2020**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

**DIRECTORS PRESENT:** John Skerbelis  
F. Forest Trowbridge  
Hank Trueba, Jr.  
Bernard Murphy

**DIRECTORS ABSENT:** Armando Muniz

**STAFF PRESENT:** Jeffrey Sims, Asst. General Manager/District Engineer  
Brian Laddusaw, Director of Finance  
Brian Jennings, Manager Budgeting & Accounting  
Miguel Valdez, Operations Manager

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by Director Murphy, at 4:00 P.M., Thursday, April 16, 2020, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for April 2, 2020, Special Board Meeting.

**Director Trueba moved and Director Skerbelis seconded to approve the April 2, 2020 Regular Meeting Minutes.**

**Roll call:**

**Ayes – 4 (Murphy, Skerbelis, Trowbridge, Trueba)**

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Muniz)**

**The motion was carried unanimously.**

**ITEM 5. Consideration to Approve the April 17, 2020 the Salaries, Expenses and Transfers.**

Consideration to Approve the April 17, 2020 the Salaries, Expenses and Transfers.

**Director Trowbridge moved and Director Skerbelis seconded to Ratify the March 24, 2020, Salaries, Expenses and Transfers; Approve the April 3, 2020 Salaries, Expenses and Transfers.**



**Roll call:**

**Ayes – 4 (Murphy, Skerbelis, Trowbridge, Trueba,)**

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Muniz)**

**The motion was carried unanimously.**

**ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS**

There was no one in the audience to address the board.

**ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

No items presented

**ITEM 8. MANAGER’S REPORT**

**Operations Report:**

**Emergency and Fire Report:**

Station 38 had a total of 257 calls. Of those 178 calls, 73% were medical aides. Additionally, there was a report for the City of Jurupa Valley. For the city, there was a total of 928 calls.

**ITEM 9. Consider Establishment of a District 401 (a) Plan. DM 2020-23.**

**BACKGROUND**

On April 7, 2020 the Personnel Committee met and considered the establishment of a District 401(a) Plan to supplement current deferred compensation opportunities for District staff. The Personnel Committee indicated its recommendation to establish a 401(a) Plan and to present this matter to the full Board of Directors. This Director’s Memorandum provides information about current and proposed District deferred compensation plans as presented to the Personnel Committee.

Rubidoux Community Services District (“District”) as a public agency provides its employees a variety of common benefits as part of an employee’s compensation package. Besides base salary, benefits include paid time off (vacation, sick leave, holiday), medical, vision and dental insurance, and payment of employer share of CalPERS contribution. Employees not part of the collective bargaining unit also receive administrative leave.

An ancillary benefit provided to all employees is the opportunity to participate in a 457(b) deferred compensation plan. Deferred compensation plans provide employees an opportunity to reduce their taxes will be paid in the future when deferred salary is withdrawn.

#### 457(b) Deferred Compensation Plan

Currently the District offers to its employees a 457(b) Deferred Compensation Plan. Generally speaking, 457(b) plans are tax-advantaged, deferred compensation supplemental retirement plans offered by state governments, local governments, and some nonprofit employers. Employees can elect to use the plan to make pre-tax salary deferral contributions to lower their current tax exposure and build up retirement funds. Deferred funds are not taxed on the principal or interest earned until it is withdrawn. Withdrawals can start on or after reaching age 59 ½ without an early withdrawal penalty. Minimum mandatory withdrawals start at age 72.

The District does not contribute funding to the 457(b) Plan on behalf of its employees. All funds contributed to the 457(b) Plan is made by each employee to their 457(b) Plan account. There is no cost to the District other than minor administrative expenses. Employees contributions to the plan have an annual deferral limit based on federally set rules. For employees less than 50 years of age, the deferral limit for calendar year 2020 is \$19,500. For employees 50 and older an additional \$6,500 can be deferred, bring the annual maximum deferral limit to \$26,000.

To summarize, the current District 457(b) Plan provides a way for employees to voluntarily save money for retirement while lowering their current tax obligation. The funds saved in the employee's 457(b) Plan are taxed when withdrawn at the employee's then current tax rate based on the employee's income at that time. Currently Lincoln Financial provides administrative duties for the District's 457(b). Approximately 50% of the District's staff voluntarily participate. The District has offered a 457(b) plan to employees since 1998.

#### 401(a) Deferred Compensation Plans

In addition to 457(b) Plans, public agencies can establish 401(a) and 457(b) plans. An article published by Best, Best & Krieger on February 4, 2020 entitled "taking Advantage of Governmental Retirement Plan Contribution Limits" explains Options public agencies can have offering both 401(a) and 457(b) plans: These include:

1. Making and/or matching employees' 457(b) pre-tax deferrals with employer contributions to a 401(a) for the benefit of the employee Because employees can save on taxes by making pre-tax deferrals to the 457(b), many employees prefer not having the overall annual deferral limit to the 457(b) Plan used up by employer matching contributions.
2. Using the 457(b) and 401(a) limits to benefit employees on a targeted basis. In a post-PEPRA world, there is more interest in providing "targeted" employee benefits to new hires, certain bargaining groups and mission-critical employees.



Public agencies have the freedom to design their 401(a) and 457(b) plans to make employer contributions for certain individuals or groups of individuals. Employer contributions can be set up as fixed dollar or formula amounts (e.g., dollars per pay period or percentage of pay per paycheck) or determined annually by the employer on a discretionary basis. If appropriate, the 401(a) Plan can use a vesting schedule to “encourage” longevity.

3. Using deferral limits to “convert” excess or unused paid time off. If done properly amounts of excess or unused paid time off can be “converted” by the employer (not at the election of the employee) on a mandatory basis into a 401(a) contribution. This tool may be particularly important to employees who have accumulated more paid time off than they can use and who are concerned about building their retirement savings. A mandatory conversion of paid time off if done properly, should not create tax burden associated with an elective cash-out.
4. Employer contributions to a 401(a) defined contribution plan are not subject to FICA taxes (Medicare and, if applicable, Social Security).

To summarize, a 401(a) Plan can be useful to public agencies to:

1) allow their employees to maximize deferral of compensation to their 457(b) Plan and minimize current tax liabilities, 2) provide compensation incentives other than increase in base pay, and 3) a place to convert excess or unused paid time off into savings rather than a cash out with current tax liability.

Currently there are two District employees receiving deferred compensation contributions from the District as part of their total compensation package. In the absence of establishment of a 401(a) Plan for the District, deferred compensation contribution by the District goes into these employee’s 457(b) Plan.

That contribution amount goes against the annual deferral limit for the 457(b) Plan of the employee resulting in less base salary deferral causing more tax liability for the employee. Creation of a 401(a) Plan allows the District deferred compensation contribution to go to the 401(a) Plan leaving the full annual deferral limit amount of the 457(b) Plan of the employee resulting in less base salary deferral causing more tax liability for the employee. Creation of a 401(a) Plan allows the District deferred compensation contribution to go to the 401(a) Plan leaving the full annual deferral limit amount of the 457(b) Plan available to the employee. Except for a one-time \$500 expenditure to Lincoln Financial to set up the 401(a) Plan, there is no added cost to the District.

In addition to addressing the situation as discussed above, a 401(a) Plan for the District could be created to reward outstanding performance on a discretionary basis, encourage longevity for employees hired under PEPRA, and potential compensation adjustment for employees at top of range, etc. Adding these expanded employer benefits to District employees would impact the District’s Annual Budget and would be vetted with the Board of Directors for approval prior to implementation.



## Request

Lincoln Financial has indicated there is a \$500 fee to set up a 401(a) Plan for the District. Staff requests authorization to proceed with paying Lincoln Financial to assist the District in setting up a 401(a) Plan for the District. Initially the plan would be set up for current employees receiving a deferred compensation contribution from the District but would be flexible to potentially include additional participants. This issue was presented to the District's Personnel Committee on April 7, 2020. The Personnel Committee concurred with establishment of a District 401(a) Plan and recommended approval by the Board of Directors.

**Director Trowbridge moved and Director Murphy seconded the Board of Directors authorize the Assistant General Manager to: 1) Authorize an expenditure of \$500 to have Lincoln Financial assist in establishing a 401(a) Plan for the District; 2) Authorize the Assistant General Manager and Director of Finance & Administration to work with Lincoln Financial on establishment of 401(a) Plan to accommodate initial participation for the Assistant General Manager Position, with flexibility to include additional participants upon approval by the Board of Directors.**

**Roll call:**

**Ayes – 4 (Murphy, Skerbelis, Trowbridge, Trueba)**

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Muniz)**

**The motion was carried unanimously.**

**ITEM 10. Consider Adopting Resolution 2020-863, a Resolution Recognizing Steve Appel for Service to Rubidoux Community Services District. DM 2020-24.**

### **BACKGROUND**

As the Board is aware, General Manager, Steve Appel is retiring after a distinguished 26-year career with the District. His last day with the District is May 17, 2020. In recognition of his leadership and commitment to the District Board of Directors, employees, and customers, Resolution No. 2020-863 was prepared for the Board to consider adopting.

**Director Trueba moved and Director Murphy seconded the Board of Directors adopt Resolution No. 2020-863 recognizing General Manager Steve Appel's 26-year distinguished and committed service to the District.**

**Roll call:**

**Ayes – 4 (Murphy, Skerbelis, Trowbridge, Trueba)**

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Muniz)**

**The motion was carried unanimously.**

**ITEM 11. Consider Purchase of Refurbished GAC Pressure Vessels. DM 2020-25.**

**BACKGROUND**

As the Board may recall on March 5, 2020 the Board was presented DM 2020-11 discussing mitigation efforts related to lowering of PFAS Compound limits by the State Water Resources Control Board. DM 2020-11 is attached for reference. Mitigation measures outlined effort to develop alternate water supplies by collaboration with other water suppliers such as Jurupa Community Services District (“JCSD”) and Western Municipal Water District (“Western”) and adding PFAS removal treatment on District wells. To date the Board has authorized staff to:

1. Prepare a Memorandum of Understanding (“MOU”) regarding collaboration with Jurupa Community Services District. This MOU has been approved by the Boards of JCSD and RCSD. Western’s Board is considering joining the MOU in May 2020. The MOU provides understandings on allocating costs and benefits of water supply projects the agencies collaborate on.
2. Hire Hazen & Sawyer to provide engineering expertise on PFAS treatment processes to guide successful implementation that is effective, efficient and able to be completed within a one-year period from receipt of new sampling standards from the Division of Drinking Water of the State Water Resources Control Board.
3. Hire Blais & Associates to provide professional services associated with identifying an applying for various grants and loans the District may be eligible for PFAS Treatment expenses.
4. Purchase two pressure vessels from Carbon Activated Corp. USA that will be refurbished and put into use for PFAS Treatment. These two pressure vessels come at significant savings when compared to costs for comparably outfitted new pressure vessels.

It is anticipated the District will have to purchase several more pressure vessels to mitigate PFAS concentrations in its drinking water wells to meet lowered PFAS limits established by the State Water Resources Control Board. All water suppliers in the state of California face this same requirement, thereby placing a high demand on pressure vessels.

Carbon Activated Corp. USA has contacted District staff indicating they have one more



used pressure vessel available that can be refurbished and used for PFAS treatment. The cost is \$50,000 plus tax. In addition, there will be costs for retrofitting the vessel for resin treatment, site setup, delivery and filling with resin (or GAC) media. Initial costs for purchase and retrofitting are estimated at \$65,000.

As a reminder in DM 2020-11 staff projected the District will incur an estimated \$2 to \$4 million in expenses addressing the lower PFAS limits. Once Hazen & Sawyer provides overall guidance on treatment sequencing and location of necessary pressure vessels, there will be additional costs for site preparation, foundation installation, piping and media purchases. The purchase of this pressure vessel is part of the overall expense. Total authorizations to date specific to PFAS compound treatment is \$587,650. This includes purchase of two pressure vessels, hiring of Hazen & Sawyer, and Blais & Associates. If the Board approves this purchase, total authorizations will be \$652,650.

It's anticipated several more pressure vessels will need to be purchased. Given the demand, the additional pressure vessels will be new and have an approximate six (6) month lead time. New pressure vessels are anticipated to cost approximate \$150,00 to \$200,000 each plus tax.

**Director Skerbelis moved and Director Trueba seconded the Rubidoux Community Services District Board of Directors authorize the Assistant General Manager:**

- 1. Purchase from Carbon Activated Corp. USA a refurbished pressure vessel per Quotation No. 4274 dated March 25, 2020 for \$50,000 plus tax.**
- 2. Approve up to \$10,000 to be paid to Carbon Activated Corp. USA for retrofitting expenses of the pressure vessel to utilize both GAC and resin for PFAS compound treatment.**
- 3. Amend the FY 2019-2020 to allocate \$65,000 of reserves from the Water Fund Budget to be allocated to the Water Capital Improvement Project (CIP) Budget.**

**Roll Call:**

**Ayes – 4 (Murphy, Skerbelis, Trowbridge, Trueba)**

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Muniz)**

**The motion was carried unanimously.**

**ITEM 12. Consider Adopting Resolution 2020-864, a Resolution Designating and Authorizing Certain Staff Members for Local Agency Investment Fund (LAIF) Banking Purposes. DM 2020-26.**



## **BACKGROUND**

As the Board is aware, the current General Manager, Steve Appel will be leaving District employment next month via retirement. The adoption of Resolution No. 2020-864 replaces Steve with Jeffrey Sims, current Assistant General Manager and District contracted General Manager effective May 18, 2020, for purposes of making electronic transfers between LAIF and District accounts. This authorization does not allow withdrawals from any District account, only transfers between accounts.

**Director Trueba moved and Director Skerbelis seconded the Rubidoux Community Services District Board of Directors adopt Resolution 2020-864, which supersedes and replaces Resolution No. 2019-849 in its entirety.**

### **Roll Call:**

**Ayes – 4 (Murphy, Skerbelis, Trowbridge, Trueba)**

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Muniz)**

**The motion was carried unanimously.**

**ITEM 13. Consider Adopting Resolution 2020-865, a Resolution Designating and Authorizing Certain Staff Members the Ability Conduct Electronic Transactions Between Banking Institutions. DM 2020-27.**

## **BACKGROUND**

As the Board is aware, the current General Manager, Steve Appel will be leaving next month via retirement. The adoption of Resolution No. 2020-864 replaces Steve with Jeffrey Sims, current Assistant General Manager and District contracted General Manager effective May 18, 2020, for purposes of making electronic transfers between LAIF and District accounts. This authorization does not allow withdrawals from any District account, only transfers between accounts.

**Director Trueba moved and Director Trowbridge seconded the Rubidoux Community Services District Board of Directors adoption of Resolution 2020-865, which supersedes and replaces Resolution No. 2019-850 in its entirety.**

### **Roll Call:**

**Ayes – 4 (Murphy, Skerbelis, Trowbridge, Trueba)**

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Muniz)**

**The motion was carried unanimously.**

**ITEM 14. Receive and File Statement of Cash Asset Report for all District Funds Ending March 2020. DM 2020-28.**

**BACKGROUND**

Attached for the Board of Directors' consideration is the March 2020 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$315,999.64 for District controlled accounts. With respect to District "Funds in Trust", we show \$13,870.62 which has been earned and posted. The District has a combined YTD interest earned total of \$329,870.26 as of March 31, 2020.

With respect to the District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$6,389,729.15 ending March 31, 2019. That's **\$250,728.85 MORE** than July 1, 2019, beginning balance of \$6,139,000.30.

Further, the District's Field/Admin Fund current fund balance is \$558,983.92.

Submitted for the Board of Directors consideration is the *March 2020, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

**Director Trowbridge moved and Director Skerbelis seconded to Receive and File the Statement of Cash for the Month of March 2020 for the Rubidoux Community Services District.**

**Ayes – 4 (Murphy, Skerbelis, Trowbridge, Trueba)**

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Muniz)**

**The motion was carried unanimously.**

**ITEM 15. Directors Comments.**

Director Murphy adjourned the meeting at 4:52 pm.

5. CONSIDERATION TO APPROVE MAY 8, 2020, SALARIES,  
EXPENSES AND TRANSFERS



RUBIDOUX COMMUNITY SERVICES DISTRICT  
MAY 7, 2020 (BOARD MEETING)  
FUND TRANSFER AUTHORIZATION

<b>NET PAYROLL 5/15/20</b>	56,600.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 5/18/20	24,400.00
WIRE TRANSFER: STATE PAYROLL TAXES 5/18/20	4,700.00
WIRE TRANSFER: TO CREDIT UNION	2,400.00
WIRE TRANSFER: PERS RETIREMENT	16,000.00
WIRE TRANSFER: PERS REPLACEMENT BENEFIT	-
WIRE TRANSFER: PERS HEALTH PREMIUMS	-
WIRE TRANSFER: PERS RETIRED HEALTH PREMIUMS AND FEES	-
WIRE TRANSFER: SECTION 125	-
WIRE TRANSFER: SECTION 457	3,169.00

<b>RETIREMENT 5/15/20</b>	139,000.00
WIRE TRANSFER: EMPLOYER PAYROLL TAXES 5/18/20	5,000.00
WIRE TRANSFER: CALPERS/457 RETIREMENT 5/15/20	3,000.00

**CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:**

5/8/2020 WATER FUND TO GENERAL FUND-Payables	100,616.77
WATER FUND TO GENERAL FUND-Trash	173,882.85
WATER FUND TO SEWER FUND	134,846.66
 SEWER FUND TO GENERAL FUND-Payables	 388,801.88

**INTERFUND TRANSFERS:**

5/8/2020 SEWER FUND CHECKING TO LAIF SEWER OP	-
SEWER FUND CHECKING TO LAIF SEWER ML	-
SEWER FUND CHECKING TO WATER FUND CHECKING	-
LAIF SEWER OP TO SEWER FUND CHECKING	255,000.00
LAIF WASTEWATER REPLACEMENT TO LAIF SEWER OP	-
LAIF SEWER ML TO LAIF SEWER OP	243,566.44
LAIF SEWER ML TO SEWER FUND CHECKING	-
GENERAL FUND CHECKING TO LAIF FIRE MITIGATION	-
GENERAL FUND PROP TAX TO GENERAL FUND CHECKING	217,000.00
GENERAL FUND CHECKING TO SEWER FUND CHECKING	-
GENERAL FUND CHECKING TO WATER FUND CHECKING	-
LAIF GENERAL TO GENERAL FUND CHECKING	-
LAIF PROPERTY TAX TO GENERAL FUND CHECKING	15,000.00
WATER FUND CHECKING TO LAIF-COP PAYBACK	90,400.00
WATER FUND CHECKING TO LAIF-W.R.	12,600.00
WATER FUND CHECKING TO GENERAL FUND CHECKING	-
LAIF WATER ML TO LAIF WATER REPLACEMENT	-
LAIF WATER ML TO LAIF WATER OPS	12,330.00
LAIF WATER OP TO WATER FUND CHECKING	-
WATER FUND CHECKING TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER OP	48,000.00
WATER FUND CHECKING TO LAIF WATER ML	-
LAIF PROPERTY TAX TO LAIF SEWER OP	-

**NOTES PAYABLE**

<u>DESCRIPTION</u>	<u>BALANCE</u>		<u>PAYMENT</u>	<u>DUE DATE</u>
U.S. Bank Trust (1998 COP's Refunding)	3,125,000	Prin.	-	Jun-20
U.S. Bank Trust (1998 COP's Refunding)	494,190	Intr.	79,688	Jun-20
MN Plant-State Revolving Loan	4,259,372	Prin.	127,350	Jul-20
MN Plant-State Revolving Loan	839,371	Intr.	54,748	Jul-20

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

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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account	Immediate GL Account		Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
1	AIRGAS / AIRGAS USA, LLC ✓							9969971588 ✓
TNK RNTL		3/31/2020 ✓	N	N		4/30/2020 ✓	3/31/2020	\$0.00
5/7/2020 ✓					N			\$158.54 ✓
2	ALEXANDERS / ALEXANDER'S METER READING SOL ✓							9759 ✓
VERSAPROBES		4/9/2020 ✓	N	N		5/9/2020 ✓	4/9/2020	\$0.00
5/7/2020 ✓					N			\$8,786.13 ✓
3	AT&T / AT&T ✓							000014572226 ✓
PHONE CHGS		4/7/2020 ✓	N	N		5/14/2020 ✓	4/7/2020	\$0.00
5/7/2020 ✓					N			\$501.23 ✓
4	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CC02803-0267 ✓
WTR ANALYSES		3/31/2020 ✓	N	N		4/30/2020 ✓	3/31/2020	\$0.00
5/7/2020 ✓					N			\$32.00 ✓
5	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CD00314-0267 ✓
WTR ANALYSES		4/3/2020 ✓	N	N		5/3/2020 ✓	4/3/2020	\$0.00
5/7/2020 ✓					N			\$420.00 ✓
6	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CD00672-0267 ✓
LAB FEES		4/8/2020 ✓	N	N		5/8/2020 ✓	4/8/2020	\$0.00
5/7/2020 ✓					N			\$254.00 ✓
7	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CD01150-0267 ✓
WTR ANALYSES		4/15/2020 ✓	N	N		5/15/2020 ✓	4/15/2020	\$0.00
5/7/2020 ✓					N			\$48.00 ✓
8	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CD01156-0267 ✓
WTR ANALYSES		4/15/2020 ✓	N	N		5/15/2020 ✓	4/15/2020	\$0.00
5/7/2020 ✓					N			\$64.00 ✓
9	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CD01158-0267 ✓
WTR ANALYSES		4/15/2020 ✓	N	N		5/15/2020 ✓	4/15/2020	\$0.00
5/7/2020 ✓					N			\$96.00 ✓
10	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CD01162-0267 ✓
WTR ANALYSES		4/15/2020 ✓	N	N		5/15/2020 ✓	4/15/2020	\$0.00
5/7/2020 ✓					N			\$232.00 ✓
11	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CD01163-0267 ✓
WTR ANALYSES		4/15/2020 ✓	N	N		5/15/2020 ✓	4/15/2020	\$0.00
5/7/2020 ✓					N			\$96.00 ✓
12	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CD01165-0267 ✓
WTR ANALYSES		4/15/2020 ✓	N	N		5/15/2020 ✓	4/15/2020	\$0.00
5/7/2020 ✓					N			\$64.00 ✓
13	BRINKS / BRINKS INC. ✓							11099429 ✓
APR '20 ARMR SVC		4/1/2020 ✓	N	N		5/1/2020 ✓	4/1/2020	\$0.00
5/7/2020 ✓					N			\$841.08 ✓
14	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD ✓							9401 ✓
SCADA HRDWR		3/30/2020 ✓	N	N		4/30/2020 ✓	3/30/2020	\$0.00
5/7/2020 ✓					N			\$293.64 ✓
15	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD ✓							9412 ✓
SCADA JH LIFT STN		3/30/2020 ✓	N	N		4/30/2020 ✓	3/30/2020	\$0.00
5/7/2020 ✓					N			\$19,750.00 ✓
16	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓							080368 ✓
R&M OFC		4/8/2020 ✓	N	N		5/8/2020 ✓	4/8/2020	\$0.00
5/7/2020 ✓					N			\$42.01 ✓
17	EDGEWOOD PARTNERS INS / EDGEWOOD PARTNER ✓							370608 ✓
COMM INS		4/6/2020 ✓	N	N		5/6/2020 ✓	4/6/2020	\$0.00
5/7/2020 ✓					N			\$15,223.00 ✓



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

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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account	Immediate GL Account		Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
18	EDGEWOOD PARTNERS INS / EDGEWOOD PARTNER ✓	4/6/2020 ✓	N	N				370616 ✓
AUTO INS						5/6/2020 ✓	4/6/2020	\$0.00
5/7/2020 ✓					N			\$5,956.00 ✓
19	EDGEWOOD PARTNERS INS / EDGEWOOD PARTNER ✓	4/6/2020 ✓	N	N				370619 ✓
EXCESS LIAB INS						5/6/2020 ✓	4/6/2020	\$0.00
5/7/2020 ✓					N			\$3,403.00 ✓
20	GRAINGER / GRAINGER ✓	4/7/2020 ✓	N	N				9497856402 ✓
FACE MASKS						5/7/2020 ✓	4/7/2020	\$0.00
5/7/2020 ✓					N			\$38.39 ✓
21	GRAINGER / GRAINGER ✓	4/7/2020 ✓	N	N				9497856410 ✓
FACE MASKS						5/7/2020 ✓	4/7/2020	\$0.00
5/7/2020 ✓					N			\$18.64 ✓
22	GRAINGER / GRAINGER ✓	4/7/2020 ✓	N	N				9497856428 ✓
FACE MASKS						5/7/2020 ✓	4/7/2020	\$0.00
5/7/2020 ✓					N			\$74.56 ✓
23	HOME DEPOT / HOME DEPOT CREDIT SERVICES ✓	4/15/2020 ✓	N	N				015061/2340965 ✓
R&M OFC/SUPPLIES						5/15/2020 ✓	4/15/2020	\$0.00
5/7/2020 ✓					N			\$141.61 ✓
24	INLAND DESERT SECURITY / INLAND DESERT SECUI ✓	4/15/2020 ✓	N	N				200300636101 ✓
MAY '20 ARMR SVC						5/15/2020 ✓	4/15/2020	\$0.00
5/7/2020 ✓					N			\$492.40 ✓
25	KH METALS / KH METALS & SUPPLY ✓	3/26/2020 ✓	N	N				0510592-IN ✓
STEEL PIPE						4/26/2020 ✓	3/26/2020	\$0.00
5/7/2020 ✓					N			\$162.15 ✓
26	MERIT OIL / MERIT OIL COMPANY ✓	4/15/2020 ✓	N	N				575353 ✓
GASOLINE						4/30/2020 ✓	4/15/2020	\$0.00
5/7/2020 ✓					N			\$420.83 ✓
27	PRECISION / PRECISION GLASS & MIRROR INC ✓	4/14/2020 ✓	N	N				12109 ✓
R&M FLD OFC						5/14/2020 ✓	4/14/2020	\$0.00
5/7/2020 ✓					N			\$271.31 ✓
28	PROVOAST / PROVOAST AUTOMATION CONTROLS ✓	4/13/2020 ✓	N	N				A027363 ✓
SOLENOIDS MN2						5/13/2020 ✓	4/13/2020	\$0.00
5/7/2020 ✓					N			\$558.38 ✓
29	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓	4/7/2020 ✓	N	N				11003443 ✓
RPR CLMPS						5/7/2020 ✓	4/7/2020	\$0.00
5/7/2020 ✓					N			\$632.98 ✓
30	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓	4/7/2020 ✓	N	N				11003444 ✓
RPR CLMPS						5/7/2020 ✓	4/7/2020	\$0.00
5/7/2020 ✓					N			\$224.03 ✓
31	RIVERSIDE CLEANING SYSTEMS / RIVERSIDE CLEAN ✓	4/3/2020 ✓	N	N				425 ✓
CLNG SVC						5/3/2020 ✓	4/3/2020	\$0.00
5/7/2020 ✓					N			\$643.80 ✓
32	SCAQMD / SCAQMD ✓	4/1/2020 ✓	N	N				3617146 ✓
FLAT FEE N03 PLT						6/1/2020 ✓	4/1/2020	\$0.00
5/7/2020 ✓					N			\$136.40 ✓
33	SCAQMD / SCAQMD ✓	4/1/2020 ✓	N	N				3614782 ✓
ICE/GEN N03 PLT						6/1/2020 ✓	4/1/2020	\$0.00
5/7/2020 ✓					N			\$1,928.97 ✓
34	SHRED-IT / SHRED-IT USA ✓	3/31/2020 ✓	N	N				8129499180 ✓
SHREDDING						4/30/2020 ✓	3/31/2020	\$0.00
5/7/2020 ✓					N			\$89.15 ✓



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GL Date									Total Invoice
35	TRAFFIC MANAGEMENT / TRAFFIC MANAGEMENT, IN								608412
SINAGE		3/12/2020	✓ N	N			4/12/2020	✓ 3/12/2020	\$0.00
5/7/2020					N				\$356.91
36	UPS / UNITED PARCEL SERVICE								0000F908W2140
POSTAGE		4/4/2020	✓ N	N			5/4/2020	✓ 4/4/2020	\$0.00
5/7/2020					N				\$67.60
37	UPS / UNITED PARCEL SERVICE								0000F908W2150
POSTAGE		4/11/2020	✓ N	N			5/11/2020	✓ 4/11/2020	\$0.00
5/7/2020					N				\$20.50
38	VERIZON WIRELESS / VERIZON WIRELESS								9851575832
CELL PHN CHGS		4/1/2020	✓ N	N			4/23/2020	✓ 4/1/2020	\$0.00
5/7/2020					N				\$324.97
39	WEKA INC / WEKA, INC.								205-002
JH LFT STN		4/7/2020	✓ N	N			5/7/2020	✓ 4/7/2020	\$0.00
5/7/2020					N				\$205,003.35
40	BPS B'S POOL SUPPLIES / B.P.S. B's POOL SUPPLIES								102513
SODIUM HYPO		4/16/2020	✓ N	N			5/16/2020	✓ 4/16/2020	\$0.00
5/7/2020					N				\$1,290.32
41	CALIFORNIA WATER EFF / CALIFORNIA WATER EFFI								MD-2020-192
2020 DUES		12/10/2019	✓ N	N			1/9/2020	✓ 12/10/2019	\$0.00
5/7/2020					N				\$1,634.13
42	GRAINGER / GRAINGER								9500981346
FACE MASKS		4/9/2020	✓ N	N			5/9/2020	✓ 4/9/2020	\$0.00
5/7/2020					N				\$43.01
43	GRAINGER / GRAINGER								9501648829
FACE MASKS		4/10/2020	✓ N	N			5/10/2020	✓ 4/10/2020	\$0.00
5/7/2020					N				\$15.36
44	GRAINGER / GRAINGER								9503698848
FACE MASKS		4/14/2020	✓ N	N			5/14/2020	✓ 4/14/2020	\$0.00
5/7/2020					N				\$86.62
45	HARPER & ASSOC / HARPER & ASSOCIATES ENG, IN								ENG-6956
RSVR TNK ASSMT		4/9/2020	✓ N	N			5/9/2020	✓ 4/9/2020	\$0.00
5/7/2020					N				\$5,920.00
46	J THAYER / J THAYER COMPANY, INC								1446885-0
SUPPLIES		4/8/2020	✓ N	N			5/8/2020	✓ 4/8/2020	\$0.00
5/7/2020					N				\$253.27
47	KRIEGER & STEWART / KRIEGER & STEWART, INC.								44276
WSTE WTR CNSLT		4/16/2020	✓ N	N			5/16/2020	✓ 4/16/2020	\$0.00
5/7/2020					N				\$175.00
48	KRIEGER & STEWART / KRIEGER & STEWART, INC.								44277
PRETRTMT		4/16/2020	✓ N	N			5/16/2020	✓ 4/16/2020	\$0.00
5/7/2020					N				\$1,105.50
49	KRIEGER & STEWART / KRIEGER & STEWART, INC.								44278
WTR CNSLT		4/16/2020	✓ N	N			5/16/2020	✓ 4/16/2020	\$0.00
5/7/2020					N				\$2,825.00
50	KRIEGER & STEWART / KRIEGER & STEWART, INC.								44279
CCR 2019		4/16/2020	✓ N	N			5/16/2020	✓ 4/16/2020	\$0.00
5/7/2020					N				\$6,459.15
51	MANRIQUE, BENNY / MANRIQUE, BENNY								20200420
CERT RNWL		4/15/2020	✓ N	N			5/15/2020	✓ 4/15/2020	\$0.00
5/7/2020					N				\$60.00

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52	MERIT OIL / MERIT OIL COMPANY ✓							574348 ✓
GASOLINE		4/8/2020 ✓	N	N		4/23/2020 ✓	4/8/2020	\$0.00
5/7/2020 ✓								\$497.19 ✓
53	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓							11003453 ✓
PARTS		4/9/2020 ✓	N	N		5/9/2020 ✓	4/9/2020	\$0.00
5/7/2020 ✓								\$184.88 ✓
54	RICHARDS, WATSON, GERSHON / RICHARDS, WATSON ✓							226260 ✓
CITY RVSD LITGN		4/9/2020 ✓	N	N		5/9/2020 ✓	4/9/2020	\$0.00
5/7/2020 ✓								\$269.50 ✓
55	RING BENDER / RING BENDER LLP ✓							09650 ✓
CITY RVSD LITGN		4/14/2020 ✓	N	N		5/14/2020 ✓	4/14/2020	\$0.00
5/7/2020 ✓								\$31,068.99 ✓
56	RIVERSIDE CITY / RIVERSIDE CITY ✓							00254226.A ✓
FEB '20 TRTMT		4/8/2020 ✓	N	N		5/8/2020 ✓	4/8/2020	\$0.00
5/7/2020 ✓								\$87,060.31 ✓
57	RIVERSIDE CITY / RIVERSIDE CITY ✓							00254226.B ✓
FEB '20 SURCHG		4/8/2020 ✓	N	N		5/8/2020 ✓	4/8/2020	\$0.00
5/7/2020 ✓								\$17,095.65 ✓
58	SCE / SCE ✓							20Y2317748135 ✓
SWR PMP ENRGY		4/18/2020 ✓	N	N		5/7/2020 ✓	4/18/2020	\$0.00
5/7/2020 ✓								\$1,846.76 ✓
59	SCE / SCE ✓							20Y2323283572 ✓
SWR PMP ENRGY		4/18/2020 ✓	N	N		5/7/2020 ✓	4/18/2020	\$0.00
5/7/2020 ✓								\$259.40 ✓
60	SCE / SCE ✓							20Y2352968572 ✓
WTR PMP ENRGY		4/17/2020 ✓	N	N		5/6/2020 ✓	4/17/2020	\$0.00
5/7/2020 ✓								\$334.87 ✓
61	SCE / SCE ✓							2072271820763 ✓
WTR PMP ENRGY		4/17/2020 ✓	N	N		5/6/2020 ✓	4/17/2020	\$0.00
5/7/2020 ✓								\$117.10 ✓
62	SCE / SCE ✓							20Y2036525988 ✓
SWR PMP ENRGY		4/18/2020 ✓	N	N		5/7/2020 ✓	4/18/2020	\$0.00
5/7/2020 ✓								\$749.99 ✓
63	SOCAL TRUCK / SOCAL TRUCKWORKS ✓							9293 ✓
R&M TRK		4/20/2020 ✓	N	N		5/20/2020 ✓	4/20/2020	\$0.00
5/7/2020 ✓								\$69.13 ✓
64	STREAMLINE / STREAMLINE ✓							104644 ✓
WEBSITE		4/18/2020 ✓	N	N		5/18/2020 ✓	4/18/2020	\$0.00
5/7/2020 ✓								\$400.00 ✓
65	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-68 ✓
JH LIFT STN		4/15/2020 ✓	N	N		5/15/2020 ✓	4/15/2020	\$0.00
5/7/2020 ✓								\$9,543.09 ✓
66	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-69 ✓
AVALON SWR IMPRVMT		3/4/2020 ✓	N	N		4/3/2020 ✓	3/4/2020	\$0.00
5/7/2020 ✓								\$9,270.00 ✓
67	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-70 ✓
SKY/HIGHLND PARK		4/15/2020 ✓	N	N		5/15/2020 ✓	4/15/2020	\$0.00
5/7/2020 ✓								\$3,580.00 ✓
68	TKE ENGINEERING / TKE ENGINEERING, INC. ✓							2020-71 ✓
1360' PRESSURE ZN		3/17/2020 ✓	N	N		4/17/2020 ✓	3/17/2020	\$0.00
5/7/2020 ✓								\$500.00 ✓

*\$104,155.96*



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69	WATER SYSTEMS ENG / WATER SYSTEMS ENGINEE							28389
WTR ANALYSES 1A/18		4/16/2020	N	N		5/16/2020	4/16/2020	\$0.00
5/7/2020				N				\$1,200.00
70	CANAL FAUSTO / CANAL, FAUSTO							20200423
DOT RNWL		4/23/2020	N	N		5/23/2020	4/23/2020	\$0.00
5/7/2020				N				\$55.00
71	CITY OF JURUPA VALLEY / CITY OF JURUPA VALLEY							3334
PERMIT		4/23/2020	N	N		5/23/2020	4/23/2020	\$0.00
5/7/2020				N				\$424.70
72	CROWN ACE HARDWARE / CROWN ACE HARDWARE							080438
CEMENT		4/23/2020	N	N		5/23/2020	4/23/2020	\$0.00
5/7/2020				N				\$37.60
73	CROWN ACE HARDWARE / CROWN ACE HARDWARE							080442
KEYS		4/24/2020	N	N		5/24/2020	4/24/2020	\$0.00
5/7/2020				N				\$18.79
74	EAGLE / EAGLE ROAD SVC & TIRE							1-166980
R&M TRK		4/21/2020	N	N		5/21/2020	4/21/2020	\$0.00
5/7/2020				N				\$30.35
75	HOME DEPOT / HOME DEPOT CREDIT SERVICES							022813/5341247
SUPPLIES/TOOLS		4/22/2020	N	N		5/22/2020	4/22/2020	\$0.00
5/7/2020				N				\$221.61
76	INFOSEND / INFOSEND, INC							169900
MAR '20 BILLS/PSTG		3/31/2020	N	N		4/30/2020	3/31/2020	\$0.00
5/7/2020				N				\$3,804.44
77	KH METALS / KH METALS & SUPPLY							0513973-IN
BOLLARDS		4/22/2020	N	N		5/22/2020	4/22/2020	\$0.00
5/7/2020				N				\$174.00
78	KH METALS / KH METALS & SUPPLY							0514181-IN
SUPPLIES		4/23/2020	N	N		5/23/2020	4/23/2020	\$0.00
5/7/2020				N				\$32.88
79	MERIT OIL / MERIT OIL COMPANY							576458
GASOLINE		4/22/2020	N	N		5/7/2020	4/22/2020	\$0.00
5/7/2020				N				\$306.39
80	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC							11003472
PVC PARTS		4/17/2020	N	N		5/17/2020	4/17/2020	\$0.00
5/7/2020				N				\$14.79
81	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC							11003473
MTR LIDS		4/17/2020	N	N		5/17/2020	4/17/2020	\$0.00
5/7/2020				N				\$103.31
82	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC							11003474
HYDRNT		4/17/2020	N	N		5/17/2020	4/17/2020	\$0.00
5/7/2020				N				\$1,745.44
83	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC							11003475
PARTS/TOOL		4/17/2020	N	N		5/17/2020	4/17/2020	\$0.00
5/7/2020				N				\$609.00
84	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC							11003476
4" PIPE		4/17/2020	N	N		5/17/2020	4/17/2020	\$0.00
5/7/2020				N				\$463.34
85	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC							11003477
FLOWMTR PARTS		4/17/2020	N	N		5/17/2020	4/17/2020	\$0.00
5/7/2020				N				\$106.58

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86	R&D MECHANICAL / R&D MECHANICAL SUPPLY, INC ✓							I1003483 ✓
4" COUPLING		4/22/2020 ✓	N	N		5/22/2020 ✓	4/22/2020	\$0.00
5/7/2020 ✓					N			\$131.76 ✓
87	SCE / SCE ✓							20Y2024179475.A ✓
WTR PMP ENRGY		4/23/2020 ✓	N	N		5/12/2020 ✓	4/23/2020	\$0.00
5/7/2020 ✓					N			\$15,119.91 ✓
88	SCE / SCE ✓							20Y2024179475.B ✓
FLD OFC UTLTY		4/23/2020 ✓	N	N		5/12/2020 ✓	4/23/2020	\$0.00
5/7/2020 ✓					N			\$100.88 ✓
89	SCE / SCE ✓							20Y2024179475.C ✓
N03 PLT		4/23/2020 ✓	N	N		5/12/2020 ✓	4/23/2020	\$0.00
5/7/2020 ✓					N			\$857.93 ✓
90	UPS / UNITED PARCEL SERVICE ✓							000F908W2160 ✓
POSTAGE		4/18/2020 ✓	N	N		5/18/2020 ✓	4/18/2020	\$0.00
5/7/2020 ✓					N			\$25.48 ✓
91	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CC00314-0267 ✓
WTR ANALYSES		4/3/2020 ✓	N	N		5/3/2020 ✓	4/3/2020	\$0.00
5/7/2020 ✓					N			\$420.00 ✓
92	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CD00802-0267 ✓
WTR ANALYSES		4/10/2020 ✓	N	N		5/10/2020 ✓	4/10/2020	\$0.00
5/7/2020 ✓					N			\$420.00 ✓
93	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CD00808-0267 ✓
WTR ANALYSES		4/10/2020 ✓	N	N		5/10/2020 ✓	4/10/2020	\$0.00
5/7/2020 ✓					N			\$84.00 ✓
94	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CD00855-0267 ✓
WTR ANALYSES		4/13/2020 ✓	N	N		5/13/2020 ✓	4/13/2020	\$0.00
5/7/2020 ✓					N			\$168.00 ✓
95	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CD01556-0267 ✓
WTR ANALYSES		4/21/2020 ✓	N	N		5/21/2020 ✓	4/21/2020	\$0.00
5/7/2020 ✓					N			\$32.00 ✓
96	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CD01567-0267 ✓
WTR ANALYSES		4/21/2020 ✓	N	N		5/21/2020 ✓	4/21/2020	\$0.00
5/7/2020 ✓					N			\$96.00 ✓
97	AMERICAN SAFETY PRODUCTS / AMERICAN SAFETY ✓							2739 ✓
NITRILE GLVS		4/27/2020 ✓	N	N		5/27/2020 ✓	4/27/2020	\$0.00
5/7/2020 ✓					N			\$297.68 ✓
98	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS ✓							7456-435703 ✓
PARTS		4/24/2020 ✓	N	N		5/24/2020 ✓	4/24/2020	\$0.00
5/7/2020 ✓					N			\$5.33 ✓
99	CHASE CARD SERVICES / CHASE CARD SERVICES ✓							20Y315277049795 ✓
OFC SUPP/ZOOM		4/17/2020 ✓	N	N		5/11/2020 ✓	4/17/2020	\$0.00
5/7/2020 ✓					N			\$264.97 ✓
100	EAGLE / EAGLE ROAD SVC & TIRE ✓							1GS167077 ✓
R&M TRK		4/24/2020 ✓	N	N		5/24/2020 ✓	4/24/2020	\$0.00
5/7/2020 ✓					N			\$322.62 ✓
101	ELENES / ELENES TREE SERVICE, INC ✓							20200420 ✓
TREE/HAUL		4/24/2020 ✓	N	N		5/24/2020 ✓	4/24/2020	\$0.00
5/7/2020 ✓					N			\$350.00 ✓
102	HAZEN / HAZEN AND SAWYER ✓							0000001 ✓
PFAS/OA CNSLT		4/15/2020 ✓	N	N		5/15/2020 ✓	4/15/2020	\$0.00
5/7/2020 ✓					N			\$5,910.00 ✓

\$16,078.72



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103	INFOSEND / INFOSEND, INC ✓	4/27/2020 ✓	N	N				170819 ✓
PROP 218 SOLID WASTE						5/27/2020 ✓	4/27/2020	\$0.00
5/7/2020 ✓					N			\$7,785.01 ✓
104	KH METALS / KH METALS & SUPPLY ✓	4/24/2020 ✓	N	N				0514237-IN ✓
VALVE						5/24/2020 ✓	4/24/2020	\$0.00
5/7/2020 ✓					N			\$28.06 ✓
105	RELIABLE / RELIABLE WORKPLACE SOLUTIONS ✓	4/24/2020 ✓	N	N				AR92406 ✓
COPIER USG						5/24/2020 ✓	4/24/2020	\$0.00
5/7/2020 ✓					N			\$229.15 ✓
106	RELIABLE / RELIABLE WORKPLACE SOLUTIONS ✓	4/24/2020 ✓	N	N				AR92407 ✓
PRINTER USG						5/24/2020 ✓	4/24/2020	\$0.00
5/7/2020 ✓					N			\$22.66 ✓
107	RELIABLE / RELIABLE WORKPLACE SOLUTIONS ✓	4/24/2020 ✓	N	N				AR92408 ✓
COPIER USG						5/24/2020 ✓	4/24/2020	\$0.00
5/7/2020 ✓					N			\$2.30 ✓
108	SCAQMD / SCAQMD ✓	4/16/2020 ✓	N	N				3637048 ✓
3590 RUBDX HOT SPOTS						6/16/2020 ✓	4/16/2020	\$0.00
5/7/2020 ✓					N			\$137.63 ✓
109	SCAQMD / SCAQMD ✓	4/16/2020 ✓	N	N				3638183 ✓
4284 EXMR HOT SPOTS						6/16/2020 ✓	4/16/2020	\$0.00
5/7/2020 ✓					N			\$137.63 ✓
110	SCAQMD / SCAQMD ✓	4/16/2020 ✓	N	N				3638237 ✓
N03 PLT HOT SPOTS						6/16/2020 ✓	4/16/2020	\$0.00
5/7/2020 ✓					N			\$137.63 ✓
111	VWC / VWC BUILDERS, INC ✓	4/17/2020 ✓	N	N				1510000-00 ✓
RFND OVRPY/DEPOSIT						5/17/2020 ✓	4/17/2020	\$0.00
5/7/2020 ✓					N			\$5,470.20 ✓
112	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	4/17/2020 ✓	N	N				CD01304-0267 ✓
WTR ANALYSES						5/17/2020 ✓	4/17/2020	\$0.00
5/7/2020 ✓					N			\$420.00 ✓
113	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	4/28/2020 ✓	N	N				CD02157-0267 ✓
WTR ANALYSES						5/28/2020 ✓	4/28/2020	\$0.00
5/7/2020 ✓					N			\$96.00 ✓
114	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓	4/28/2020 ✓	N	N				CD02174-0267 ✓
WTR ANALYSES						5/28/2020 ✓	4/28/2020	\$0.00
5/7/2020 ✓					N			\$32.00 ✓
115	EVOQUA / EVOQUA WATER TECH LLC ✓	4/27/2020 ✓	N	N				904435797 ✓
WELL 2 VESSEL SCRUB						5/27/2020 ✓	4/27/2020	\$0.00
5/7/2020 ✓					N			\$5,588.00 ✓
116	JADTEC SECURITY / JADTEC SECURITY SVCS, INC. ✓	5/1/2020 ✓	N	N				2147020 ✓
MONITORING MAIN OFC						5/11/2020 ✓	5/1/2020	\$0.00
5/7/2020 ✓					N			\$53.85 ✓
117	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓	4/29/2020 ✓	N	N				0408_042820.A ✓
COMM TRSH 4/8-4/28						5/29/2020 ✓	4/29/2020	\$0.00
5/7/2020 ✓					N			\$48,049.16 ✓
118	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓	4/29/2020 ✓	N	N				0408_042820.B ✓
RES TRSH 4/8-4/28						5/29/2020 ✓	4/29/2020	\$0.00
5/7/2020 ✓					N			\$125,833.69 ✓
119	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓	4/29/2020 ✓	N	N				0408_042820.C ✓
RCSD SHR COMM						5/29/2020 ✓	4/29/2020	\$0.00
5/7/2020 ✓					N			(\$4,804.92) ✓

\$164,953.61

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

4/29/2020 3:45:41 PM

Page 8

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Inv Date	Immediate GL Account	Check #	CC Reference #	Discount Date	Payment Date	Discount
GL Date		Immediate GL Account		Credit Card				Total Invoice
120	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓	4/29/2020 ✓	N	N		5/29/2020 ✓	4/29/2020	0408_042820.D ✓
RCSD SHR RES								\$0.00
5/7/2020 ✓					N			(\$1,124.32) ✓
121	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓	4/29/2020 ✓	N	N		5/29/2020 ✓	4/29/2020	0408_042820.EV ✓
BILLING FEE								\$0.00
5/7/2020 ✓					N			(\$3,000.00) ✓
122	UPS / UNITED PARCEL SERVICE ✓	4/25/2020 ✓	N	N		5/25/2020 ✓	4/25/2020	0000F9085W2170 ✓
POSTAGE								\$0.00
5/7/2020 ✓					N			\$82.22 ✓
<b>Grand Totals</b>								
								<b>Total Direct Expense:</b> \$680,641.75
								<b>Total Direct Expense Adj:</b> (\$10,929.24) ①
								<b>Total Non-Electronic Transactions:</b> \$669,712.51 ②

Report Summary

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

① \$10,929.24  
 8,929.24 Tri-Co  
 2,000.00 Alexanders  
\$10,929.24  
.00

② \$ 669,712.51  
 678,053.94  
8,341.43

PR 5/1/20 {  
 2,477.25 Colonial  
 255.00 Union  
 2,256.23 SDRMA  
 2,360.55 Standard  
 992.40 VSP  
8,341.43  
.00

*Handwritten signature*  
 5/3/20



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

## 7. CORRESPONDENCE AND RELATED INFORMATION





Contacts: Rebecca Kimitch, Metropolitan, 202-821-5253, mobile  
Roxanne Rountree, Eastern MWD, 760-492-3060, mobile  
Sarah Macdonald, Western MWD, 951-234-7792, mobile  
Erin Mellon, California Department of Water Resources, 916-704-5529, mobile

April 30, 2020

### **CONSUMERS IN AREAS OF WESTERN RIVERSIDE COUNTY ASKED TO IMMEDIATELY STOP OUTDOOR WATERING DURING EMERGENCY PIPELINE REPAIR**

More than 250,000 consumers in Moreno Valley and nearby Riverside County communities are being called on to immediately stop outdoor water use – including landscape irrigation, washing cars and filling pools – while a state-operated pipeline undergoes emergency repairs. Essential indoor water service for drinking, bathing, and washing is not affected.

Officials from the Metropolitan Water District of Southern California, Eastern Municipal Water District and Western Municipal Water District made the water-saving plea tonight as officials from the California Department of Water Resources prepared to repair a leak in the Santa Ana Valley Pipeline, which delivers Northern California water from the State Water Project to the region.

While the leak's cause is being investigated and the timeline for repairs is not yet available, crews are working around the clock to complete the repair as quickly as possible, while following all regional health guidelines related to the COVID-19 pandemic. Updates will be made available on the water agencies' websites, [mwdh2o.com](http://mwdh2o.com), [wmwd.com](http://wmwd.com) and [emwd.org](http://emwd.org).

Along with Moreno Valley residents, consumers in the nearby Riverside communities of Lake Mathews, Orangecrest, Mission Grove, Woodcrest, March Air Reserve Base, Lake Hills, Air Force Village West, and Hillcrest are being asked to immediately stop outdoor water use to ensure the temporarily limited supply in storage will last through the emergency repair period. Conservation actions do not include bathing, washing and cleaning, which are essential to protect against COVID-19.

In addition, Eastern and Western are shutting off large landscape customers during the emergency repairs to save water. These include parks and schools in the affected areas as well as Sunnymead Ranch. However, with warm weather in the forecast, residential customers also need to take immediate action.

-more-

“It is critical that everyone does their part to ensure that maintenance and repairs to this critical pipeline from Northern California run smoothly,” said Western’s General Manager Craig Miller. “We need our customers’ cooperation to immediately stop outdoor water use so that our remaining water supplies can meet the essential indoor needs of all our customers.”

Paul Jones, Eastern General Manager, agreed that the immediate water-saving actions by consumers and businesses are essential to ensure that the stored local supplies are sufficient.

“We’re confident that these emergency repairs will be completed quickly, but our emergency storage reserves and other sources of supply are limited in this portion of our service area,” he said.

“This is a serious situation, but working together we can ensure that all consumers continue to have reliable supplies for indoor use,” added Deven Upadhyay, Metropolitan’s assistant general manager and chief operating officer.

For more information about the emergency work, visit [mwdh2o.com](http://mwdh2o.com), [wmwd.com](http://wmwd.com) or [emwd.org](http://emwd.org), or call Western at 951-571-7104, or Eastern at 951-928-3777.

###

*The Metropolitan Water District of Southern California is a state-established cooperative that, along with its 26 cities and retail suppliers, provide water for nearly 19 million people in six counties. The district imports water from the Colorado River and Northern California to supplement local supplies, and helps its members to develop increased water conservation, recycling, storage and other resource-management programs.*

*Western Municipal Water District is one of the largest public agencies in Riverside County providing water and wastewater services to nearly a million people who live, work and play across 527-square miles of California’s most populous regions. Learn more about Western at [wmwd.com](http://wmwd.com).*

*Eastern Municipal Water District is the water, wastewater service and recycled water provider to approximately 839,000 people living and working within a 555-square mile service area in western Riverside County. It is California’s sixth-largest retail water agency and its mission is “To deliver value to our diverse customers and the communities we serve by providing safe, reliable, economical and environmentally sustainable water, wastewater and recycled water services.”*



MORENO VALLEY

# A PIPELINE FAILS; WATER USE DROPS



PHOTOS BY TERRY PIERSON — STAFF PHOTOGRAPHER

More than 250,000 customers in Moreno Valley and other communities have been asked to halt outdoor watering until a pipeline is fixed.

## Residents, businesses asked to temporarily stop outdoor watering

**By Brian Rokos**  
*brokos@scng.com, @Brian\_Rokos on Twitter*

More than 250,000 customers in Moreno Valley and other communities have been asked to halt outdoor watering until a state-operated pipeline that was breached is fully repaired.

The flow of water has been stopped, and there is no danger from flooding, said Roxanne Rountree, a spokeswoman for the Eastern Municipal Water District.

But until work is completed, customers in Moreno Valley, Lake Mathews, Orangecrest, Mission Grove, Woodcrest, Air Force Village West, Hillcrest and Lake Hills and on the March Air Reserve Base were asked to help ensure reserves are not eaten up.

The request was made by the Met-

PIPELINE » PAGE 9



Crews from the Metropolitan Water District of Southern California and the Eastern, Western and Temescal Valley water districts use a large crane as they repair a state-operated pipeline that was leaking in Moreno Valley on Friday.



# Pipeline

FROM PAGE 3

ropolitan Water District of Southern California and the Eastern, Western and Temescal Valley water districts.

Customers were being asked via automated phone calls and social-media posts to refrain from watering plants and grass, washing vehicles and filling pools until the Santa Ana Valley Pipeline is fully functional. Some customers, such as parks and schools, use large amounts of water for outdoor landscaping.

Compliance is voluntary but strongly urged, Rountree said.

A timeline for fixing the pipeline was uncertain,

Rountree said: "It looks like the work will be complete by Monday if all goes well."

The California Department of Water Resources was to repair the breach, apparently caused by a contractor accidentally striking the 9-foot-in-diameter pipe north of the Mills Water Treatment Plant near the Box Springs Mountains on Thursday afternoon, Rountree said.

Repairs were taking place in the shopping center near the LA Fitness at 2600 Canyon Springs Parkway.

The pipe system brings water from Northern California. Water typically flows into the treatment plant, owned by the Metropolitan Water District, which then sends it to the Eastern, Western and Temescal

Valley districts.

The breach was initially discharging 15 cubic feet of water per second.

"That's like 15 basketballs coming at you every second," Rountree said.

The request for scaling back water use does not apply to drinking, bathing and washing clothes, Rountree said. There is no difference between indoor and outdoor water — the request to cut back on outdoor watering was made in part because officials don't want people to stop washing their hands and bathing during the coronavirus pandemic.

"We want to make sure that our reserves and our storage remain in place, so we're asking customers to conserve outdoors," Roun-

tree said.

There are other ways to get water into the region, backup pipelines that can be used in emergencies, but those sources are not nearly as efficient, Rountree said.

Updates will be made available on the water agencies' websites.

"It is critical that everyone does their part to ensure that maintenance and repairs to this critical pipeline from Northern California run smoothly," said Craig Miller, Western's general manager, in a statement.

"We need our customers' cooperation to immediately stop outdoor water use so that our remaining water supplies can meet the essential indoor needs of all our customers," he said.

## 8. MANAGER'S REPORT

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

9. CONSIDERATION TO DIRECT STAFF TO PREPARE DRAFT ORDINANCE  
FOR WATER AND WASTEWATER INCREASES: **DM 2020-29**



# Rubidoux Community Services District

## Board of Directors

Armando Muniz  
Hank Trueba Jr  
Bernard Murphy  
John Skerbelis  
F. Forest Trowbridge



## General Manager

Steven W. Appel

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

**DIRECTORS MEMORANDUM 2020-29**

May 7, 2020

**To:** Rubidoux Community Services District  
Board of Directors

**Subject:** Consideration to Direct Staff to Prepare DRAFT Ordinance for Water and Wastewater Rate Increases

## **BACKGROUND:**

In March 2019, the Rubidoux Community Services District (“District”) Board of Director’s (“Board”) voted unanimously to develop a fiscally sustainable water and wastewater rate plan (“Rate Plan”). The Rate Plan was developed based upon known water/wastewater quality challenges including the uncertainty of declining water sales due to water conservation efforts, emerging regulations, economic fluctuations, or excessively wet years. On the heels of this Rate Plan, in accordance with Proposition 218 and compliant with AB 3030, the District proposed yearly annual increases to its water and wastewater rates not to exceed 6.0% and 5.0% per annum, respectively, beginning FYE 2019|2020. For FYE 2019|2020 the District increased its wastewater rate by the allowable 5% effective July 1, 2019, but not a water rate increase.

Since Board approval of the Rate Plan, the District has seen significant changes impacting its operating environment and future economic stability. With regards to the water enterprise, the District, along with the entire water industry, is dealing with the emergence of a new threatening contaminant. The presence of perfluorooctane sulfonate (PFOS) and perfluorooctanoic acid (PFOA) in the groundwater pumped for the District potable supply was first brought to your attention at the August 1, 2019 regular Board Meeting. Since that time, District management has routinely updated the Board on the issue including sampling results, reduced detection limits established by the State Water Resources Control Board, Division of Drinking Water



(DDW), and the District response/mitigation plan. As highlighted in DM 2020-25 and noted below for reference, the District's plan to mitigate this new contaminant is:

1. Prepare a Memorandum of Understanding ("MOU") regarding collaboration with Jurupa Community Services District ("JCSD"). This MOU has been approved by the Boards of JCSD and RCSD. Western's Board is considering joining the MOU in May 2020. The MOU provides understandings on allocating costs and benefits of water supply projects the agencies may collaborate on.
2. Hire Hazen & Sawyer to provide engineering expertise on PFAS treatment processes to guide successful implementation that is effective, efficient and able to be completed within a one-year period from receipt of new sampling and reporting standards from the Division of Drinking Water of the State Water Resources Control Board.
3. Hire Blais & Associates to provide professional services associated with identifying and applying for various grants and loans the District may be eligible for PFAS Treatment expenses.
4. Purchase three refurbished pressure vessels from Carbon Activated Corp. USA that will be outfitted and put into use for PFAS Treatment. These three pressure vessels come at significant savings when compared to costs for comparably outfitted new pressure vessels.

It is currently estimated by District management the total cost for mitigating PFAS compounds is \$3 to \$4 million in capital improvement. Due to the strict compliance requirements of maintaining contaminant limits to an acceptable level, these funds are expected to be expended over the next 12 to 18 months. Along with these new capital improvements will come additional routine operating costs, most notably the periodic change out of media (GAC or resin) held in these pressure vessels to perform the treatment. Prior to these new emerging contaminants, the District was already dealing with 1,2,3-TCP and relatively high ambient TDS levels in the District's drinking water wells. Based on current planning efforts for PFAS Treatment combined with existing 1,2,3-TCP Treatment, the District will be using 13 pressure vessels. Excluding capital expenses, the media change out expenses is likely to add approximately \$1,000,000 to the annual water system operating expense.

With regards to the wastewater enterprise, the largest cost component is payment obligations to the City of Riverside for sewage treatment (RST). The City's treatment plant process is not designed to remove Total Dissolved Solids ("TDS"), thus TDS is considered a pass-through pollutant. TDS is regulated through source water control and the pretreatment program where water quality limits must be established for discharges into the wastewater collection system. The City's discharge permit has a basin objective of 650 mg/l or less. Although the District was able to successfully redirect a high TDS discharger, Aramark, from its wastewater collection system to the Inland Empire Brine Line, the reduction in TDS from approximately 900 mg/l to 750 mg/l still does not make the District compliant with the City limit of 650 mg/l TDS. The City is requiring the District develop a TDS Mitigation Plan, which will necessitate development of a lower TDS potable supply to blend with current District groundwater supply. This could come in the form of addition of treatment processes to remove salt such as reverse osmosis or buying imported low TDS water. These alternatives will increase monthly costs to the District and will impact both water and sewer rates.



Also, the Board is aware of the ongoing eight (8) plus year lawsuit with the City of Riverside regarding District capital participation in the City's wastewater treatment plant upgrade. After approximately seven (7) years of various legal proceedings between the two parties, in May 2019, the presiding judge in the matter issued a Tentative Statement of Decision finding the District is required to contribute in the capital costs. In April 2020, Phase 2 of the legal proceedings (to establish the actual contribution amount) were set to begin before the courts were closed indefinitely due to the current COVID-19 pandemic. In all, its inevitable that after all Phases of the proceedings come to a close, the District will be required to contribute for its' proportionate share of the plant upgrades and expansion. Although the exact number will be determined by the Court, based on prior mediation efforts, the District contribution may be between \$5 to \$15 million.

### **CURRENT RATES, IMPLEMENTATION TIMELINE AND ALTERNATIVES FOR RATE INCREASES:**

The increase in water and wastewater rates are ultimately at the discretion of the Board but as noted above, over the course of the next five (5) years, the District is facing significant increased expenses, regardless of rate increases, within the water and wastewater enterprises not only in expanded routine operating and maintenance costs but also in the form of capital improvement and infrastructure.

Prior to discussing the current implementation/timeline options at the discretion of the Board, for reference, staff has provided Exhibit A and B, which are the current District water and wastewater rates compared to surrounding agencies effective July 1, 2020 or the most currently available data provided by the comparison agency.

### **PRESENTATION BY STAFF**

#### **Option 1 – Management Preference:**

Water Rate Increase – 6% – Effective January 1, 2021  
Sewer (RST) Rate Increase – 5% – Effective July 1, 2020

#### **Explanation:**

Consistent with the Board's adoption of prior years' Rate Plan, District management proposes an increase of 5.0% on only the Riverside Sewage Treatment (RST) portion of the wastewater rate. If approved, the wastewater rate would increase \$1.03 per month for the typical residential customer effective July 1, 2020. Note that with the increase of \$1.03 per month to \$27.69, the typical District customer still pays far less than a typical customer of most surrounding agencies. (Exhibit A).

As mentioned above, the District did not increase water rates for FYE 2019|2020. Given the current pressing issues facing the District in the water enterprise, Management recommends the District increase the water rate by 6%. Management is aware of the current financial and socioeconomic landscape all Americans are dealing with given the current COVID-19 pandemic. With that being said, the pandemic will not alleviate the District's requirements to mitigate our PFOS, PFOA, 1,2,3-TCP and TDS issues and the fundamental obligation to provide clean and reliable drinking water to its customers. In recognition of our customers using



more water during the summer months, Management proposes the effective date of the water rate increase be effective January 1, 2021. By delaying the effective date of the increase, District staff estimates approx. \$100,000 in lost revenues, which is a conservative estimate given the typical residential usage from July to December. Coupled with not raising water rates for the current fiscal year, which estimates lost revenues of approx. \$200,000, total revenues lost by the District over this 18-month period is expected to be \$300,000. It is not sustainable for continued delaying of a water increase past January 1, 2021 given known cost expenses.

For reference, District staff prepared Exhibit C and D for Board review. Exhibit C shows the average water bill charge for a residential customer with a ¾" meter and 18 units of water usage. Exhibit D incorporates the sewer component of a typical District customer. In the aggregate, the typical District customer pays far less in water and sewer rates that most surrounding agencies charge their customers for same water consumption.

### **Option 2:**

Water Rate Increase – 6% – Effective July 1, 2020

Sewer (RST) Rate Increase – 5% – Effective July 1, 2020

#### **Explanation:**

When the water and wastewater Rate Plan was first adopted by the Board in 2019, it was established using the normal District practice of increasing customer rates in July of each year to cover anticipated budgeted O&M and capital improvement costs. Raising rates is something the District's attempts to minimize given the financial impact the increases has on District customer. However, responsible rates increases are a necessity in order to continually provide residents with the high-quality water compliant with Department of Drinking Water requirements imposed through operating permits. Consistent with Prop. 218, the Board is authorized to raise rates for both the water and wastewater enterprises effective July 1, 2020. As noted in Option 1, Management realizes raising both water and sewer rates with the same effective date, may be too burdensome on customers given the current pandemic and due to higher water usage in the summer months. Thus, Management believes staggering the increases not only helps alleviate the rate increase but also helps the District generate the revenues needed to sustain operations.

### **Option 3:**

Water Rate Increase – 0-6% – Effective July 1, 2020 or January 1, 2021

Sewer (RST) Rate Increase – 0-5% – Effective July 1, 2020

#### **Explanation:**

Under the 2019 Prop. 218 guidelines, the District is allowed to raise water rates no more than 6.0% and sewer rates no more than 5.0% per annum, respectively. The Board can choose to raise rates but are by no means obligated to raise rates to the maximum amounts noted above. Staff has provided the following analytical data from the water and wastewater enterprises to advise the Board on how rate increases effect future revenues. For simplicity, the inputs used below are based on a ¾" meter, residential property, and 18 units of water usage, which equates to a typical District customer.

Water Rate Increases:

1% - \$.57, ~\$42k revenues

2% - \$1.01, ~\$75k revenues  
3% - \$1.57, ~\$116k revenue  
4% - \$2.02, ~\$150k revenues  
5% - \$2.53, ~\$188k revenues  
6% - \$2.96, ~\$220k revenues

**Sewer Rate Increases:**

1% - \$.21, ~\$16k revenues  
2% - \$.42, ~\$31k revenues  
3% - \$.62, ~\$46k revenue  
4% - \$.83, ~\$61k revenues  
5% - \$1.03, ~\$77k revenues

**RECOMMENDATION:**

Management recommends the Board of Director's direct staff to prepare the following based on Option 1:

1. DRAFT Ordinance for increase to water rates by 6% with an effective date of January 1, 2021.
2. DRAFT Ordinance for increase to RST component of sewer rates by 5% with an effective date of July 1, 2020.
3. Schedule First Readings of Ordinances at the regular Board Meeting on May 21, 2020.

Respectfully,



JEFFREY D. SIMS, P.E.  
Assistant General Manager

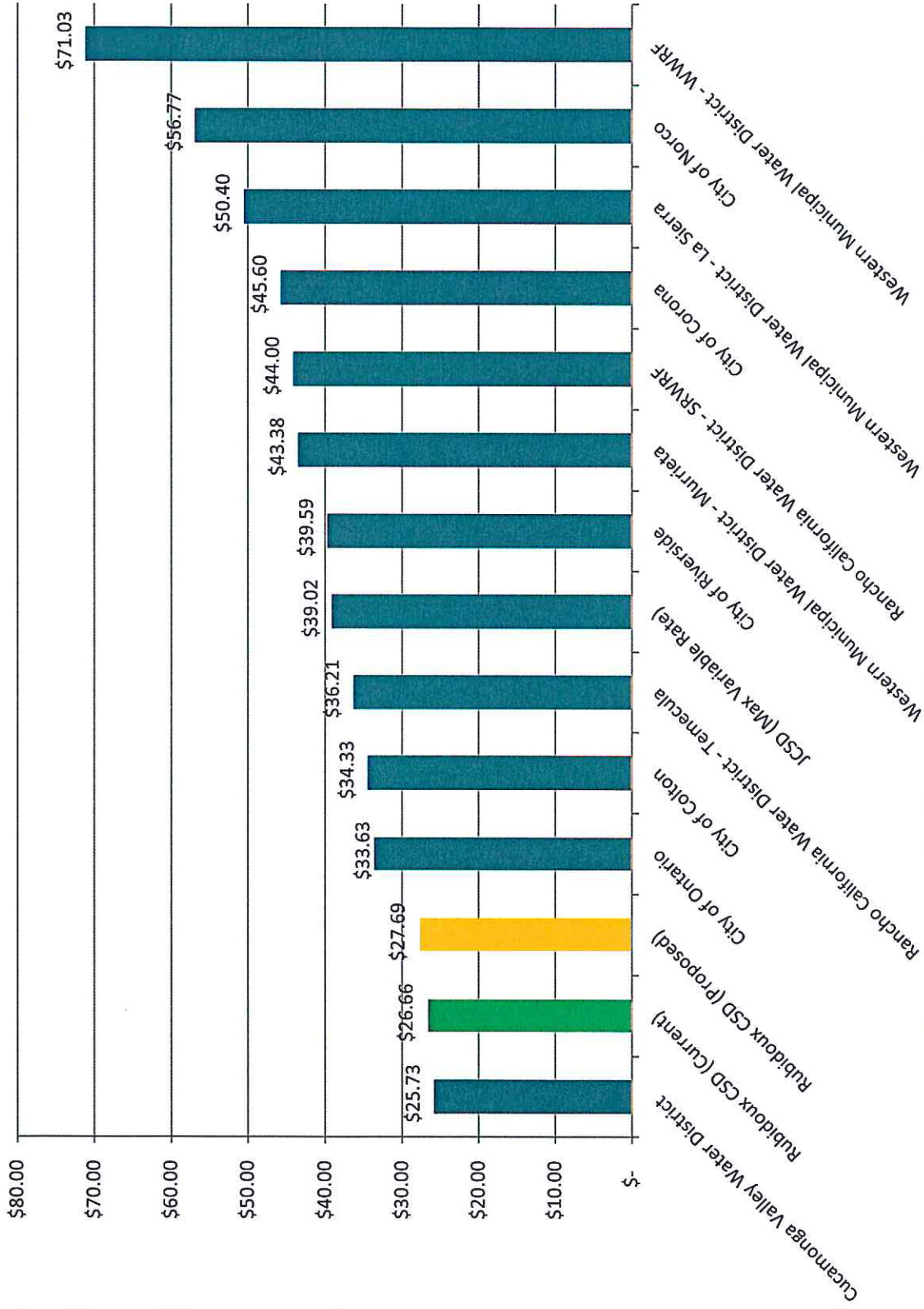
Attachment(s): Exhibit A – RCSD vs Other Agencies Wastewater Rates  
Exhibit B – RCSD vs Other Agencies Water Rates  
Exhibit C – RCSD vs Other Agencies Water Bill – Typical Residential Customer  
Exhibit D – RCSD vs Other Agencies Water/Wastewater Bill – Typical Residential Customer



# EXHIBIT A

## Wastewater Rate Comparison (Standard Residential Sewer Charge)

Data Provided by Web  
As of Apr 2020



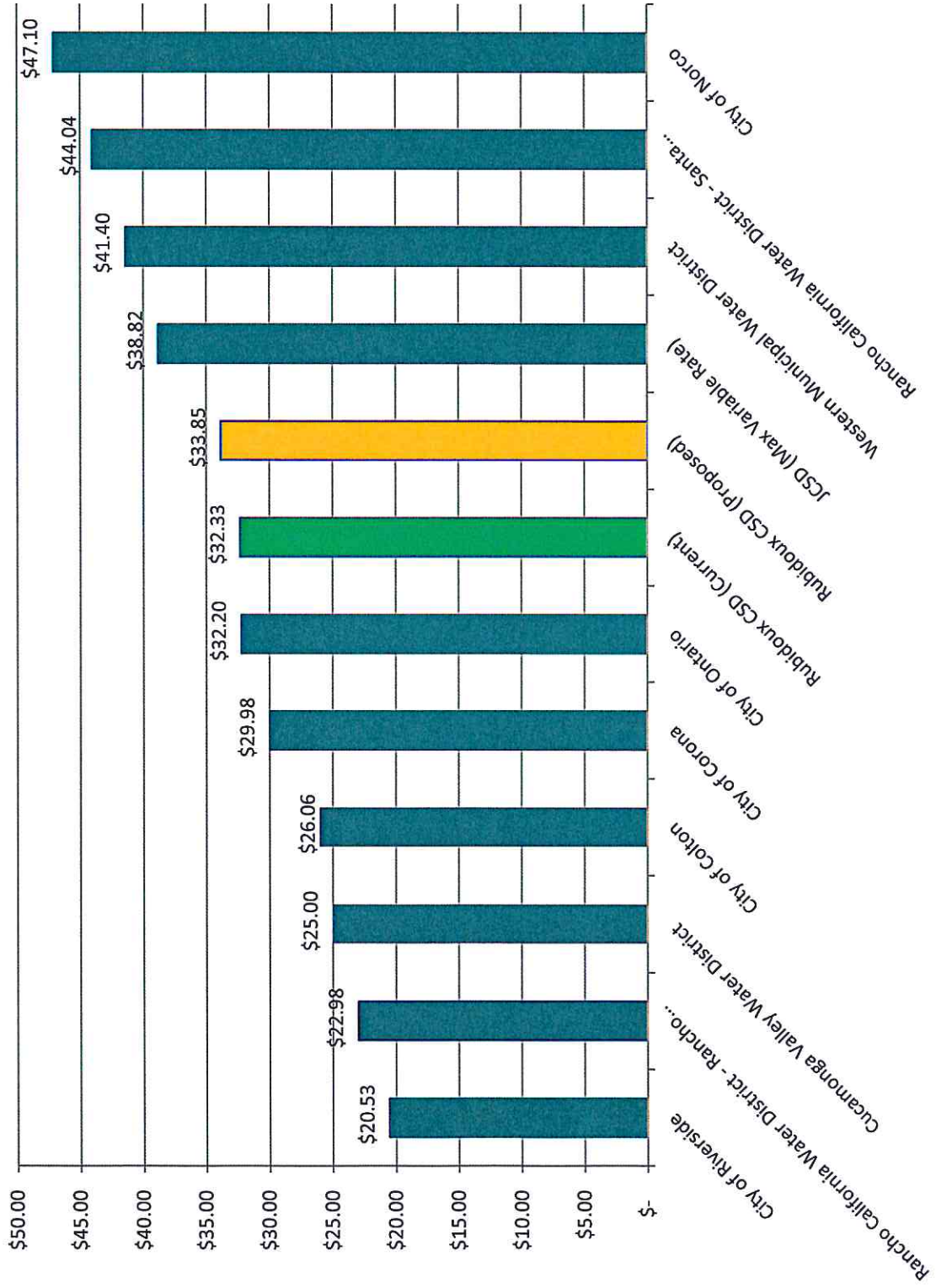


# EXHIBIT B

## Water Rate Comparison

(Standard Residential Charge Based on 3/4" Meter)

Data Provided by Web  
As of Apr 2020

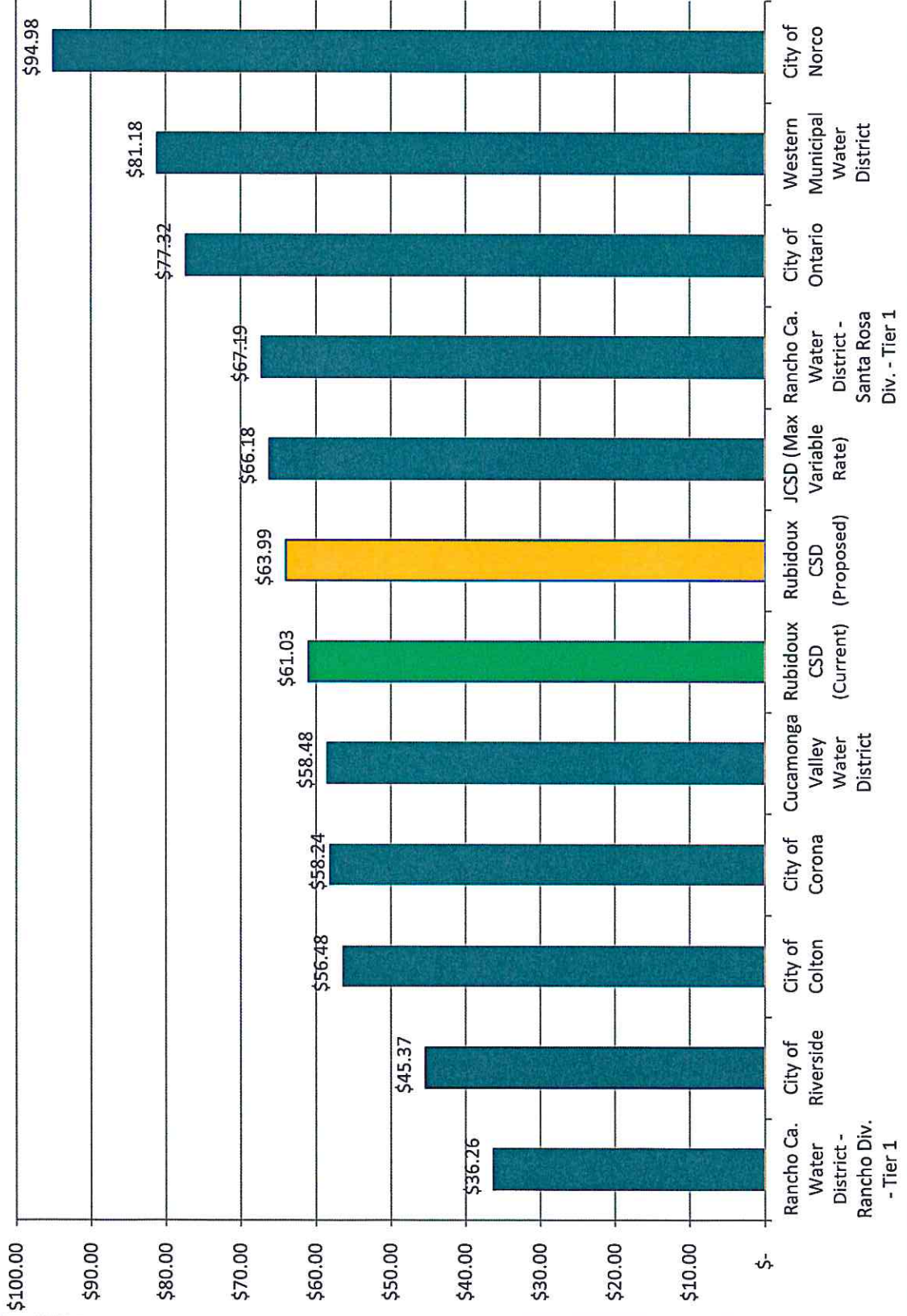


# EXHIBIT C

## Water Rate Comparison

(Sample Water Bill Charge - Residential, 3/4" Meter, 18 Units Usage)

Data Provided by Web  
As of Apr 2020

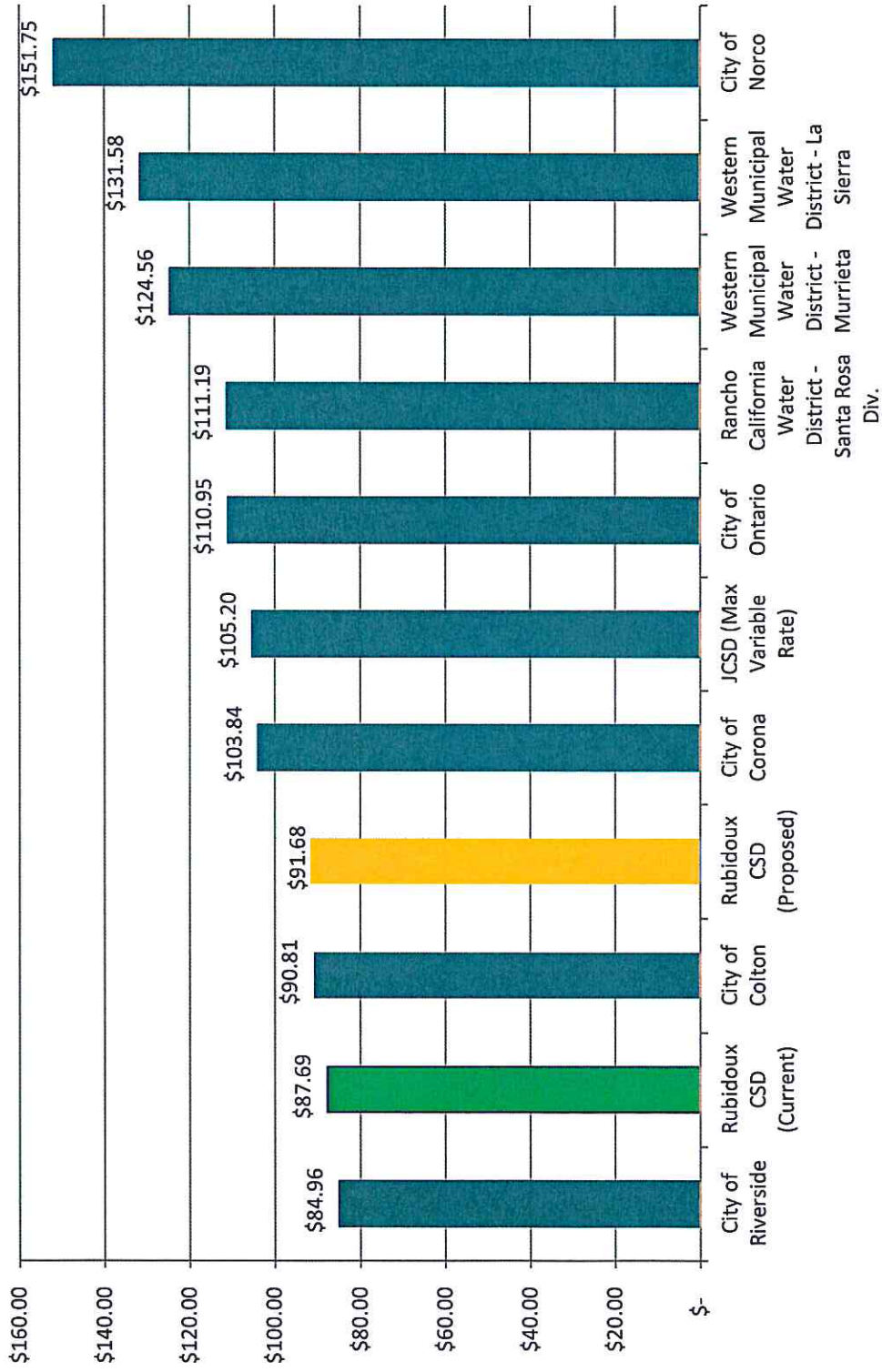




# EXHIBIT D

## Water and Wastewater Rate Comparison (Sample Water/Sewer Bill Charge - Residential, 3/4" Meter, 18 Units Usage)

Data Provided by Web  
As of Apr 2020



10. CONSIDER BUDGET AMENDMENT TO THE WATER CAPITAL  
IMPROVEMENT PROJECT (CIP) FUND BUDGET: **DM 2020-30**



# Rubidoux Community Services District

## Board of Directors

Armando Muniz  
Hank Trueba Jr  
Bernard Murphy  
John Skerbelis  
F. Forest Trowbridge



## General Manager

Steven W. Appel

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

## DIRECTORS MEMORANDUM 2020-30

May 7, 2020

**To:** Rubidoux Community Services District  
Board of Directors

**Subject:** Consider Budget Amendment to the Water Capital Improvement Project (CIP) Fund Budget

### BACKGROUND:

At the regularly scheduled April 2, 2020 Board Meeting, staff presented Director's Memorandum ("DM") 2020-20 requesting Board permission to hire Blais & Associates ("Blais") for grant support services. As the Board is aware, the District is addressing various water quality issues, 1,2,3-TCP, TDS, and more recently PFOS/PFOA compounds. These issues, although serious, can be mitigated through additional capital improvement and infrastructure but will require significant financial resources. The purpose of engaging Blais is to help staff seek and obtain approval for grants and low interest loans through local, state, and federal programs. Given the competition for grant funding is high, it was advisable to obtain professional support with expertise in research and preparation of grant/loan applications.

At the conclusion of staff's presentation of DM 2020-20, staff recommended the Board of Director's approve amending the FY 2019/2020 District Budget by allocating the initial cost of hiring Blais (\$13,650) to the District's Water CIP Fund Budget. Upon further consideration regarding funding for this work, staff recommends the budget for this effort to come from the Water Fund Budget rather than the Water CIP Fund Budget. CIP Fund Budget is generally reserved for the actual construction of capital improvement and infrastructure projects, also referred to as long-lived assets (assets with a useful life in excess of one year). The Water Fund Budget is used for operating expenses and planning efforts, such as this work by Blais. Staff is recommending a budget amendment to realign the fees to be paid to Blais from the Water CIP Fund Budget to the Water Fund Budget.

**RECOMMENDATION:**

Staff recommends the Board of Directors authorize the Assistant General Manager to:

1. Amend the FY 2019/2020 District Budget by allocating \$13,650 from the Water Capital Improvement Project Fund Budget to the Water Fund Budget with a new line item under Operating Expenses entitled "Consulting Fees – Water Supply Projects".

Respectfully,

A handwritten signature in blue ink, appearing to read "Jeffrey D. Sims".

JEFFREY D. SIMS, P.E.  
Assistant General Manager



11. CONSIDER POTENTIAL LEASE PROPOSAL FROM AT&T WIRELESS  
COMMUNICATIONS ON DISTRICT OWNED LAND: **DM 2020-31**

# Rubidoux Community Services District

## Board of Directors

Hank Trueba Jr.  
Armando Muniz  
Bernard Murphy  
John Skerbelis  
F. Forest Trowbridge

## Secretary-Manager

Steven W. Appel



---

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

**DIRECTORS MEMORANDUM 2020-31**

May 7, 2020

**To:** Rubidoux Community Services District  
Board of Directors

**Subject:** Consider Potential Lease Proposal From AT&T  
Wireless Communication on District Owned Land

## **BACKGROUND:**

A site acquisition consultant for AT&T has indicated an interest in a potential lease proposal for a wireless communication facility on District owned land. Per a letter dated April 10, 2020, attached, AT&T is looking to improve its cellular service in the area by adding a cell tower and accompanying facilities. The space needed is approximately 960 square feet ("Lease Area"). In discussion with the consultant, Kris Sanders, the Lease Area is required to be a minimum of 140 feet from residential properties and a minimum of 70 feet from commercial/industrial properties. The attached Map Exhibit shows a possible Lease Area location on District Property (APN 179-160-004). This District Property is approximately 2.3 acres in area, currently vacant, and used for storage.

In the past there was some consideration of locating a new District Headquarters on this land, which after considerable architectural effort did not move forward. Some very preliminary thoughts for use of the District Property have been to evaluate the feasibility of building a large warehouse building to facilitate secure storage of the District Fleet and Operation Equipment and Materials. This would be done in coordination of rehabilitation of the existing District Administrative Office with a goal to consolidate Office and Field Personnel in one location.

The initial lease offer by AT&T is \$1,700 per month with five, five-year terms (25 years), and five optional renewal periods. Each five-year term would have a 15% lease rate escalator. This generates over \$500,000 of lease revenue not including escalation.

Staff is bringing this proposal forward to get some input on how to proceed. Potential options include:



1. District indicates no interest in the lease proposal. This would allow maximum flexibility in the District's use of the District Property for future endeavors at the expense of lease revenues.
2. District proceeds with entering lease agreement negotiations to locate the Lease Area near the location marked with a star on the Map Exhibit. This would generate over \$500,000 of lease revenue but encumber the District Property. The Lease Area and access to the Lease Area for AT&T would be parameters to consider when planning for future uses by the District of the District Property.
3. District indicate a preliminary interest in the lease proposal but ask for a 3-month period to allow District staff time to retain consultant support to do preliminary site planning on the District Property. The planning would be consistent with the concept of building a warehouse type building for use as a secure storage the District Fleet and Operations Warehouse. A budget for this preliminary site planning is estimated at \$15,000 - \$20,000. Staff would use this work to meet with City of Jurupa Valley staff to receive input and understand entitlement requirements.

Of these three Options, staff recommends Option 3. Regardless of the outcome of lease negotiations, the planning effort will provide the District with additional information to use in making decisions on improvements to District Administrative and Field Offices.

**RECOMMENDATION:**

Staff recommends the Board of Directors approve and authorize the General Manager to:

1. Indicate interest to AT&T in a potential lease on District Property (APN 179-160-004) with the understanding that the District would like to have 3-months (minimum) to do preliminary site planning to evaluate impacts of the Lease Area and access rights would have on the District's future use of the District Property.
2. Amend the FY 2020/2021 Budget to allocate \$20,000 of General Fund Budget Reserves to a new expense in the General Fund Budget - Asset Acquisitions (Office Improvements).
3. Retain a consultant to assist in preliminary planning efforts with a budget not to exceed \$20,000.

Respectfully,



JEFFREY D. SIMS, PE  
Assistant General Manager

Attach:

1. Letter dated April 10, 2020 from Kris Sanders
2. Map Exhibit



On Behalf of



Kris Sanders  
Site Acquisition Consultant  
760-218-4847 Mobile Ph  
kris.sanders@hannahconsulting.com

April 10, 2020

RUBIDOUX COMMUNITY SERVICES DISTRICT  
3590 RUBIDOUX BLVD  
RIVERSIDE CA 92509



Re: AT&T Proposal for Wireless Communication Facility CSL05467  
Located at: Two different locations  
APNs: 179-104-008 or 179-160-004

Dear RUBIDOUX COMMUNITY SERVICES DISTRICT

I am writing this letter in attempt to obtain your interest in leasing space on your property for a wireless communications facility. My client, AT&T is one of America's fastest growing wireless telecommunications companies and is in need of additional capacity in that area. They are interested in leasing a portion of your above-mentioned property for their wireless telecommunications facility.

**Facility Description** – AT&T is proposing to install a single faux tree (or other compatible design for the area), electronic equipment cabinets, and basic utilities to the facility.

- A new faux tree designed and constructed to blend with the surrounding community. Sample tree(s) are attached with this proposal.
- Lease area - approximately 960 square feet lease area to be placed in a convenient and non-obtrusive section of the property for support equipment

AT&T shall construct, zone, and permit the facility and will work with you and the community to ensure that site design is both functional and aesthetically pleasing, so as to not interfere with the primary use of the property. AT&T will identify telephone and service and provide the electricity needed for the facility. The site will be unmanned with a visit from network operations from time to time for routine maintenance and testing.

**Business Terms** – AT&T has authorized me to offer you a rental rate of \$1700 per month for the lease area and agrees to pay for all tenant improvements.

- (5) five-year terms, with (5) five optional renewal periods
- 15% escalation in rent per term
- Over \$500,000 dollars in rental income over life of the lease
- AT&T shall pay for all proposed improvements

Please see the possible design options attached to this letter. Please contact me as soon as possible to let me know if you are interested in entertaining this proposal

Best regards,  
Kris Sanders  
Consultant on behalf of AT&T Wireless  
Phone: 760-218-4847  
Email: [kris.sanders@hannahconsulting.com](mailto:kris.sanders@hannahconsulting.com)



SITE DESIGN SAMPLES/PHOTOS





Rubidoux Community Services District

This is a suggested, approximate location that meets the 70' setback requirement from property lines. The development can go anywhere inside the blue dotted line that works for you.

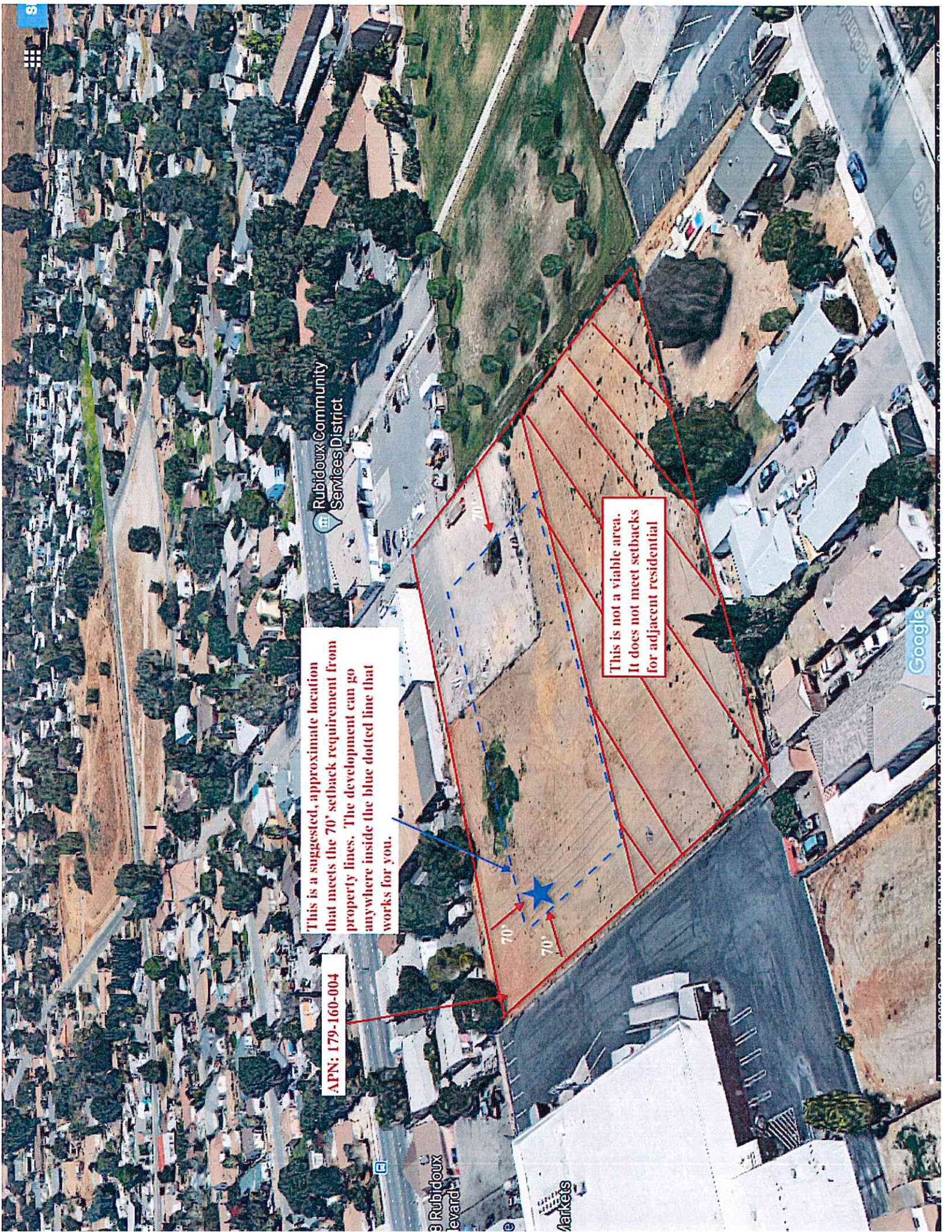
APN: 179-160-004

This is not a viable area. It does not meet setbacks for adjacent residential

Google

Rubidoux

Markets





12. CONSIDER ADOPTING RESOLUTION 2020-867, A RESOLUTION OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT OFFERING TO PURCHASE TAX DEFAULTED PROPERTY FROM THE COUNTY OF RIVERSIDE (APN 179-111-004): **DM 2020-32**

# Rubidoux Community Services District

## Board of Directors

Hank Trueba Jr.  
Armando Muniz  
Bernard Murphy  
John Skerbelis  
F. Forest Trowbridge

## Secretary-Manager

Steven W. Appel



---

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

## DIRECTORS MEMORANDUM 2020-32

May 7, 2020

**To:** Rubidoux Community Services District  
Board of Directors

**Subject:** Consider Adopting Resolution No. 2020-867; a Resolution of the Rubidoux Community Services District Offering To Purchase Tax Defaulted Property From the County of Riverside (APN 179-111-004)

### BACKGROUND:

From time to time the County of Riverside distributes a list of tax-defaulted properties that have become subject to the Treasurer-Tax Collector's Power of Sale. This list is made available to public agencies prior to making the properties available to private purchasers. Last fall the County sent the District the current list of tax-defaulted properties and on November 21, 2019 the Board was presented with Directors Memorandum 2019-64 (attached) recommending authorizing the General Manager to submit Applications to the County of Riverside for two properties; APN 179-111-004 and APN 179-260-044.

A letter dated April 23, 2020 was received by the District from the County offering to sell the District APN 179-111-004 for \$26,241.55. This letter is attached. The letter indicated the other parcel, APN 179-260-044, was redeemed and no longer available.

The available parcel, APN 179-111-004, is an approximate 0.5 acre parcel on Avalon Street, directly adjacent Fire Station No. 38. This parcel can be used for construction of water or sewer facilities, or for expansion of the Fire Station.

In DM 2019-64 the cost for APN 179-111-004 the Board approved a purchase price of \$10,886.90. The County has increased the purchase price to \$26,241.55. The County has an assessed value for the Property of \$138,520. The revised purchase price is approximately 19% of the current assessed value. In addition to the purchase price, staff anticipates approximately \$10,000 in costs for a Phase 1 Environmental Survey, at title search, and minor administrative and legal expenses to complete the acquisition.



To proceed, the County requires the Board adopt a Resolution indicating:

1. The District's offer to purchase APN 179-111-004 for \$26,241.55.
2. The District will use the Property for public purposes consistent with its Mission Statement.
3. The District will pay County costs to send Notice of Agreement to Purchase Tax-Defaulted Property to parties of interest in the Property via registered/certified mail, and to publish same in the Press Enterprise.

Staff has prepared attached Resolution No. 2020-867, a Resolution of the Rubidoux Community Services District Offering To Purchase Tax Defaulted Property From the County of Riverside (APN 179-111-004)

**RECOMMENDATION:**

Staff recommends the Board of Directors:

1. Adopt Resolution No. 2020-867
2. Authorize additional funding of \$25,354.65 to a total of \$36,241.55 to fund the total purchase price of \$26,241.55 and costs using funds from the Water Fund Budget – Asset Acquisition Fund.

Respectfully,



JEFFREY D. SIMS, PE  
Assistant General Manager

Attach:

- 1 RCSD Reso 2020-867
2. DM 2019-64 dated November 21, 2019
3. County Letter dated April 23, 2020

**RESOLUTION NO. 2020-867**

**A RESOLUTION OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT OFFERING TO PURCHASE  
TAX DEFAULTED PROPERTY FROM THE COUNTY OF RIVERSIDE (APN 179-111-004)**

**WHEREAS**, the Rubidoux Community Services District (“District”) was organized on November 24, 1952 in accordance with the State of California Community Services District Law pursuant to Government Code Section 60,000 et seq., for the purpose of providing certain public services, including, but not limited to, the purveying of water supplies to customers within its service area; and

**WHEREAS**, the District’s Mission Statement is – “To Provide High Quality Water Service, Sewer Disposal, Trash, and Fire Mitigation Services At the Best Value For Our Customer”; and

**WHEREAS**, through District planning efforts the District anticipates the need to have property to build new and replacement facilities to support ongoing and future water, sewer and fire mitigation needs; and

**WHEREAS**, the County of Riverside from time to time identifies properties in default of payment of property taxes and circulates the list of Tax Defaulted Properties to public agencies to determine if there is interest in purchasing Tax Defaulted Properties within the public agency’s service boundaries; and

**WHEREAS**, the County of Riverside provided the District with the list of Tax Defaulted Properties within its service area and the District has indicated an interest of purchasing a Tax Defaulted Property identified as Assessor Parcel Number (“APN”) 179-11-004, an approximate 0.5 acre vacant parcel of land located on Avalon Street, north of Mission Blvd. in the City of Jurupa Valley, California (“Property”) as further described in Exhibit A attached hereto and made part hereof; and

**WHEREAS**, the District submitted an Application to Purchase Tax-Defaulted Property from County for the Property and the County has provided the District a price to acquire the Property in an amount of \$26,241.55; and

**WHEREAS**, the District Board of Directors desire to purchase the Property for use as a public asset to further the District’s Mission Statement for the benefit of its customers within the District’s service area.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE THE FOLLOWING:**

A. The District offers to purchase the Property from the County of Riverside for a Purchase Price of twenty-six thousand, two-hundred forty-one dollars and fifty-five cents (\$26,241.55).



B. The District intends to use the Property for public purposes to build new and replacement facilities to support ongoing and future water, sewer and fire mitigation needs of the District's customers within its service area.

C. The District agrees to pay costs incurred by the County of Riverside for: 1) the County's reasonable effort to identify interested parties in the Property by registered/certified mail of the Notice of the Agreement to Purchase Tax-Defaulted Property, and 2) publish the Notice of the Agreement to Purchase Tax-Defaulted Property in the Press Enterprise newspaper, all pursuant to requirements of Section 3799 of the California Revenue and Taxation Code. District agrees to be responsible for the publication costs incurred should Agreement to Purchase is nullified after the first publication.

**BE IF FURTHER RESOLVED**, that this Resolution shall be effective immediately.

**PASSED AND ADOPTED** by the Rubidoux Community Services District Board of Directors at a regular meeting held this 7<sup>th</sup> day of May 2020, by the following vote:

**AYES:**

**NOES**

**ABSENT:**

**ABSENTATIONS:**

**ATTEST:**

---

Armando Muniz, President  
Rubidoux Community Services District

---

Jeffrey D. Sims  
Assistant General Manager

**APPROVED AS TO FORM AND CONTENT:**

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John R. Harper, General Counsel

# COUNTY OF RIVERSIDE

JON CHRISTENSEN  
TREASURER  
TAX COLLECTOR



MATTHEW JENNINGS  
ASSISTANT TREASURER-TAX COLLECTOR  
GIOVANE PIZANO  
CHIEF INVESTMENT MANAGER

April 23, 2020

Rubidoux Community Services District,  
a California Services District  
Attn: Jeff Sims  
P.O. Box 3098  
Jurupa Valley, CA 92519

**Re: Tax Defaulted Properties**

Dear Mr. Sims

We are in receipt of your inquiry regarding acquiring tax-defaulted property.

The below referenced tax-defaulted parcels may be acquired by Rubidoux Community Services District, a California Services District under a Chapter 8 Agreement to Purchase Tax-Defaulted Property for the minimum purchase price as follows:

Assessment No.	Purchase Price
179111004	\$28,241.55
179260044	REDEEMED
<b>Total</b>	<b>\$28,241.55</b>

This purchase price was determined in keeping with Section 3793.1 of the California Revenue and Taxation Code and the Riverside County Office of the Treasurer-Tax Collector policy number 98-1. You may also purchase this parcel through the Chapter 7 Auction.

Property taxes may be applied to parcels that are outside Rubidoux Community Services District, a California Services District purchasing boundaries. Please verify with your legal council that these parcels are within your purchasing boundaries.

In order for Rubidoux Community Services District, a California Services District to enter into an Agreement to Purchase this parcel, we would need a Resolution from your Board of Directors. The Resolution should show an offer to purchase the property, including the purchase price, legal description, Assessor's 9 digit parcel numbers, and the specific public purpose for which the parcel is to be devoted. It should also include a statement that the costs of giving notice shall be paid by Rubidoux Community Services District, a California Services District. In addition to the Resolution, the State now requires a separate Mission Statement to be submitted as part of the Agreement. This must be on official letterhead.

Notice of the Agreement to Purchase Tax-Defaulted Property must be given. Pursuant to Section 3799 of the California Revenue and Taxation Code, the Tax Collector shall make reasonable efforts to ascertain the identity and address of parties of interest. Notifications of the pending sale to the parties of interest must be sent by registered mail and/or certified mail. Also, in compliance with the California Revenue and Taxation Code 3800, the cost of giving notice shall be paid by Rubidoux Community Services District, a California Services District.

Notice of the Agreement to Purchase Tax-Defaulted Property will also be published in The Press Enterprise newspaper in accordance with Section 3798 of the California Revenue and Taxation Code. Should the Agreement to Purchase be nullified after the first publication, the Rubidoux Community Services District, a California Services District would still be responsible for the publication costs incurred.

We would appreciate receiving the Resolution to purchase these properties from your Board of Directors by June 25, 2020 to ensure that we have time to review the Resolution for any changes required and to pull the property from the tax sale, if needed. It would be advisable to contact our office and confirm that the Resolution has been received. Properties scheduled to be sold at public auction will not be removed from the public auction tax sale unless your Resolution has been received in our office no later than June 25, 2020.

County of Riverside, Treasurer-Tax Collector

4050 LEMON STREET, 4TH FLOOR \* P.O. BOX 12005 \* RIVERSIDE, CALIFORNIA 92502  
WWW.COUNTYTREASURER.ORG \* (951) 955-3900 \* (951) 955-2689 \* FAX (951) 955-3923



Rubidoux Community Services District,  
a California Services District  
Page Two  
April 23, 2020

Once the Resolution has been received by our office, an Agreement to Purchase Tax-Defaulted Property will be prepared and sent to you for signing. Once you have signed and returned the Agreement to us, we will obtain authorization from our Board of Supervisors and from the State Controller. Upon authorization by the State Controller's Office, we will proceed by setting the effective date of the Agreement, ordering title reports, preparing the certified mailing to all parties of interest and the 3 week published notification in the newspaper. Once these steps have been completed and if the property has not been redeemed or removed for legal reasons, correspondence will be sent to you requesting that payment be sent within 14 days of the effective date of the Agreement. Should payment not be received within the time allowed the Agreement would be void.

If your Board of Directors decides against offering to purchase this parcel, we would appreciate a letter stating that fact in order to close our file on the matter. Should you elect not to purchase by Chapter 8 Agreement, the law does not restrict you from bidding on the property at public auction.

If you have any further questions regarding this matter, please feel free to contact me.

Sincerely,  
Marissa Mendoza  
Tax Sale Operations  
951-955-0237

# Rubidoux Community Services District

## Board of Directors

Hank Trueba Jr  
Armando Muniz  
Bernard Murphy  
John Skerbellis  
F. Forest Trowbridge

## General Manager

Steven W. Appel



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

**DIRECTORS MEMORANDUM 2019- 64**

November 21, 2019

To:      Rubidoux Community Services District  
            Board of Directors

Subject: Available Tax-Defaulted Properties for Purchase from County of Riverside

## **BACKGROUND:**

The County of Riverside Treasurer-Tax Collector periodically distributes a list of tax-defaulted properties that have become subject to the Treasurer-Tax Collector's Power of Sale. This list is made available to public agencies prior to making the properties available to private purchasers. Public agencies can submit an "Application to Purchase Tax-Defaulted Property from County" ("Application") for available properties located within its service boundaries. If the tax-defaulted property is not brought current by the current owner, and the County finds the Application acceptable, the County can then enter negotiations with the Public Agency to enter into an agreement on the property purchase. The purchase price should be approximately the "redemption amount" due for the property, which is the owed taxes and fees due the County.

Staff has reviewed the list of assessor parcel numbers identifying properties within Jurupa Valley, and more specifically within Rubidoux Community Services District's ("District") service boundary. Two properties may be beneficial to the District to consider submitting Applications to purchase:

1.      APN: 179-111-004; a 0.54 acre vacant property on Avalon Street adjacent to the District Fire Station fronting Mission Blvd. This property could be used to locate District treatment facilities as it close to major water transmission piping in Mission Blvd. The County values the property at \$138,520. The redemption amount is \$10,886.90, or 7.9% of the current property value.
2.      APN: 179-260-044; a 0.12 acre vacant property fronting Mission Blvd. Although this property is small, it is surrounded by other vacant properties between Mission Blvd. and 37<sup>th</sup> Street. This property could potentially be combined with other vacant properties to locate a new District



Administrative building. The County values the property \$40,360. The redemption amount is \$6,374.93, or 15.8% of the current property value.

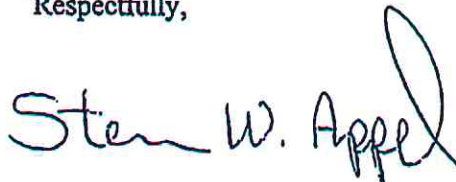
The District has acquired tax-default property from the County in the past. Specifically, the property where the Leland Thompson Water Treatment Facility is located. The District acquired the property in 1999 and eventually developed it with manganese treatment works in 2011.

Since the redemption value of these tax-defaulted properties is low in comparison to the current property value, acquiring and holding on to them presents little risk to the District. Acquisition also provides an easier path forward when implementing future projects.

**RECOMMENDATION**

Staff recommends the Board of Directors authorize the General Manager to submit Applications to the County for APN 179-111-004 and APN 179-260-044 to acquire the properties at the redemption amount of \$17,241.83 plus associated staff and legal time to complete the transaction, estimated not to exceed a total of \$25,000. Funding of this is proposed from the Water Fund Budget – Asset Acquisitions Fund.

Respectfully,



STEVEN W. APPEL, DPA, PE  
General Manager

**Attachment:**

1. Application to Purchase: APN 179-111-004
2. Application to Purchase: APN 179-260-044

# Application to Purchase Tax-Defaulted Property from County

This application must be completed by eligible purchasing entity to commence purchase of tax-defaulted property by Agreement sale from the county under applicable provisions of the California Revenue and Taxation Code. Complete the following sections and supply supporting documentation accordingly. Completion of this application does not guarantee purchase approval.

## A. Purchaser Information

1. Name of Organization: RUBIDOUX COMMUNITY SERVICES DISTRICT
2. Mailing Address: P.O. Box 3098 Jurupa Valley, CA 92519-3098
3. Contact Person: Jeff Sims, Assistant GM Phone: 951.684.7580
4. Email: jsims@rcsd.org
5. Corporate Structure – check the appropriate box below and provide the corresponding information:
- Nonprofit Organization– provide Articles of Incorporation (If more than ten years old an update is required)
  - Public Agency– provide *Mission Statement on Letterhead* and if Redevelopment Agency or Special District, also provide Jurisdiction Map
5. Agency is to acquire title "As" and the taxing status: Rubidoux Community Services District, a  
california services district

(Taxing status example: City of Watsonville, a municipal corporation, as a Taxing Agency or Sacramento County Flood Control District, as a Revenue District)

## B. Purchasing Information

Check the appropriate box as it relates to the purchasing Entity's Corporate Structure and the intended use of the parcel:

1. Is the parcel currently approved for a Chapter 7 Tax Sale?  Yes  No
2. The purchase is by (choose only 1 of the 3): (Attach a separate letter objecting to a Chapter 7 tax sale of the parcel)
- Purchase by Taxing Agency, Revenue District or Special District (circle only one)
  - Purchase by State or County (circle only one)
  - Purchase by Nonprofit
3. The purpose of the purchase is: (check only one box) If additional space is needed attach separate sheet as an exhibit.
- To preserve a lien
  - For low income housing (sell or rent) circle one
  - For public purpose to District Facilities
  - To preserve open space for \_\_\_\_\_
- Describe public purpose

## C. Property Information


Provide the following information. If there is more than one parcel or you need more space for any of the criteria, consolidate the information into a separate "Exhibit" document and attach it to this application:

1. County where the Parcel is located: Riverside
2. Assessor's Parcel Number (if only one, list here more than one list on separate sheet): 179-111-004
3. State the purpose and intended use for the Parcel: see attached

## D. Acknowledgement

Provide the signature of the purchasing entity's authorized officer

Jeff Sims 951.684.7580  
Print Name Contact Number

 Assistant General Manager 11.6.19  
Authorizing Signature Title Date



## APN 179-111-004

### C.3 – State the purpose and intended use for the property

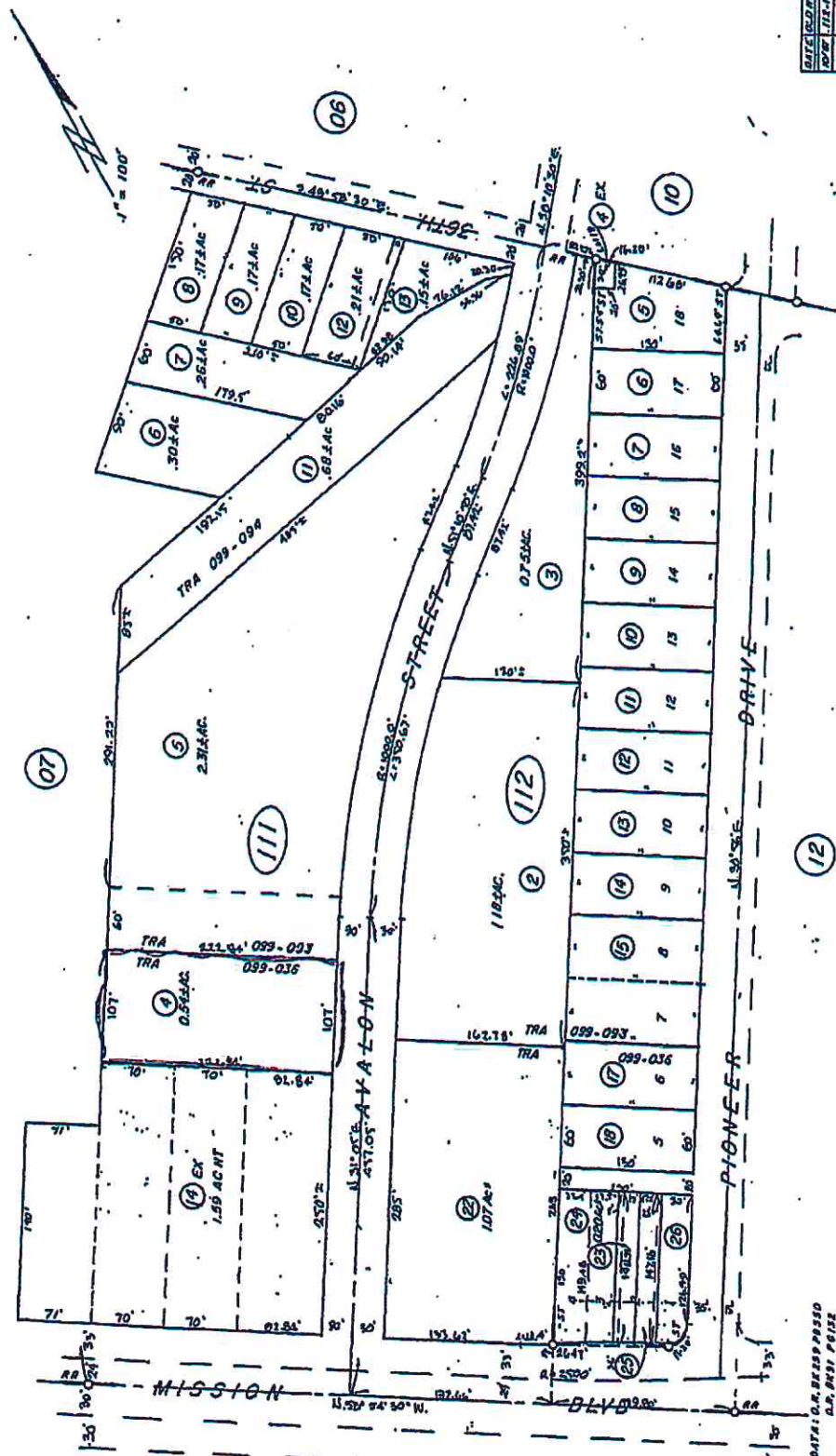
Rubidoux Community Services District would utilize the property as a potential site to implement water treatment facilities or new administrative offices for customer interface.

THIS MAP IS FOR  
ASSESSMENT PURPOSES ONLY

JAN 10 2006

POR. RUBIDOUX RANCHO

T.R.A. 099-036  
099-093  
099-094



DATE	OLD NO.	NEW NO.
1/12/01	179-11	179-11
1/12/01	179-11	179-11
1/12/01	179-11	179-11
1/12/01	179-11	179-11
1/12/01	179-11	179-11
1/12/01	179-11	179-11
1/12/01	179-11	179-11
1/12/01	179-11	179-11
1/12/01	179-11	179-11

M.B. 22/49 Sycamore Tract  
M.B. 4/103 Rubidoux Rancho

JAN 31 2006

ASSESSOR'S MAP BK 179 PG 11  
RIVERSIDE COUNTY, CALIF.



# Application to Purchase Tax-Defaulted Property from County

This application must be completed by eligible purchasing entity to commence purchase of tax-defaulted property by Agreement sale from the county under applicable provisions of the California Revenue and Taxation Code. Complete the following sections and supply supporting documentation accordingly. Completion of this application does not guarantee purchase approval.

## A. Purchaser Information

1. Name of Organization: RUBIDOUX COMMUNITY SERVICES DISTRICT
2. Mailing Address: P.O. Box 3098 Jurupa Valley, CA 92519-3098
3. Contact Person: Jeff Sims Phone: 951.684.7580
4. Email: jsims@rcsd.org
5. Corporate Structure – check the appropriate box below and provide the corresponding information:
- Nonprofit Organization– provide Articles of Incorporation (if more than ten years old an update is required)
  - Public Agency– provide *Mission Statement on Letterhead* and if Redevelopment Agency or Special District, also provide *Jurisdiction Map*
5. Agency is to acquire title "As" and the taxing status: RUBIDOUX COMMUNITY SERVICES DISTRICT, a  
california services district

(Taxing status example: City of Watsonville, a municipal corporation, as a Taxing Agency or Sacramento County Flood Control District, as a Revenue District)

## B. Purchasing Information

Check the appropriate box as it relates to the purchasing Entity's Corporate Structure and the intended use of the parcel:

1. Is the parcel currently approved for a Chapter 7 Tax Sale?  Yes  No
2. The purchase is by (choose only 1 of the 3): (Attach a separate letter objecting to a Chapter 7 tax sale of the parcel)
- Purchase by Taxing Agency, Revenue District or Special District (circle only one)
  - Purchase by State or County (circle only one)
  - Purchase by Nonprofit
3. The purpose of the purchase is: (check only one box) If additional space is needed attach separate sheet as an exhibit.
- To preserve a lien
  - For low income housing (sell or rent) circle one
  - For public purpose to District Facilities
  - To preserve open space for \_\_\_\_\_
- Describe public purpose

## C. Property Information

Provide the following information. If there is more than one parcel or you need more space for any of the criteria, consolidate the information into a separate "Exhibit" document and attach it to this application:

1. County where the Parcel is located: Riverside
2. Assessor's Parcel Number (if only one, list here more than one list on separate sheet): 179-260-044
3. State the purpose and intended use for the Parcel: see attached

## D. Acknowledgement

Provide the signature of the purchasing entity's authorized officer

Jeff Sims 951.684.7580  
Print Name Contact Number

[Signature] Assistant General Manager 11.6.19  
Authorizing Signature Title Date

## APN 179-260-044

### C.3 – State the purpose and intended use for the property

Rubidoux Community Services District would utilize the property as a potential site to construct new administrative facilities for customer interface.

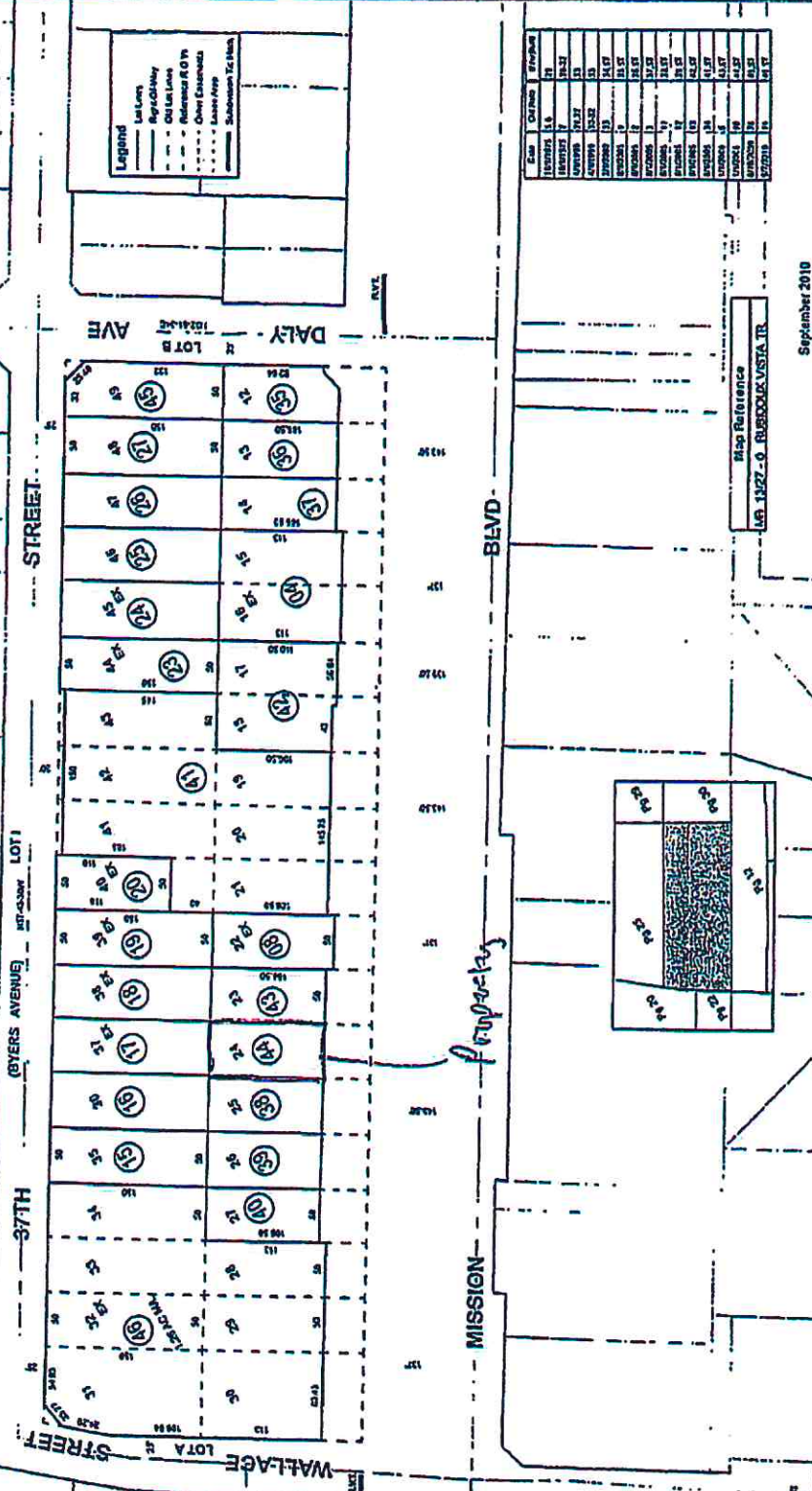


THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN ON THIS MAP. THE USER MAY NOT COPY, REPRODUCE, OR TRANSMIT THIS MAP OR ANY PART THEREOF WITHOUT THE WRITTEN PERMISSION OF THE ASSessor.

POR. RUBIDOUX RANCHO  
T.2S., R.5W.

TRA 055-037

179-26  
7-8



**Legend**

- Lot Lines
- Right-of-Way
- Other Lot Lines
- Reference R.O.W.
- Other Encumbrances
- Survey Area
- Subdivision To Be Made

Map Reference	Section	Subsection	Block	Lot
181000	15		15	1
181000	15		15	2
181000	15		15	3
181000	15		15	4
181000	15		15	5
181000	15		15	6
181000	15		15	7
181000	15		15	8
181000	15		15	9
181000	15		15	10
181000	15		15	11
181000	15		15	12
181000	15		15	13
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181000	15		15	16
181000	15		15	17
181000	15		15	18
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181000	15		15	28
181000	15		15	29
181000	15		15	30
181000	15		15	31
181000	15		15	32
181000	15		15	33
181000	15		15	34
181000	15		15	35
181000	15		15	36

Map Reference  
181-1527-0 RUBIDOUX VISTA TR

September 2010



ASSESSOR'S MAP BK179 PG 35  
Riverside County, Calif.

C. Nguyen

**MINUTES OF REGULAR MEETING  
November 21, 2019  
RUBIDOUX COMMUNITY SERVICES DISTRICT**

**DIRECTORS PRESENT:** John Skerbelis  
F. Forest Trowbridge  
Hank Trueba, Jr.  
Bernard Murphy  
Armando Muniz

**DIRECTORS ABSENT:**

**STAFF PRESENT:** Steve Appel, General Manager  
Jeff Sims, Assistant General Manager/District Engineer  
Brian Laddusaw, Director of Finance  
Brian Jennings, Manager Budgeting & Accounting

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Trueba, at 4:00 P.M., Thursday, November 21, 2019, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for November 7, 2019, Regular Board Meeting.

Director Muniz moved and Director Skerbelis seconded to approve November 7, 2019 Minutes.

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

The motion was carried unanimously.

**ITEM 5. Consideration to Approve the November 22, 2019 the Salaries, Expenses and Transfers.**

Consideration to approve November 22, 2019, Salaries, Expenses and Transfers.

Director Trowbridge moved and Director Muniz seconded to Approve the November 22, 2019 Salaries, Expenses and Transfers.

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



**The motion was carried unanimously.**

**ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS**

There were no members of the public to address the Board at this time.

**ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

The first article piece of information was a packet from the American Water Works Association. It gave a briefing on PFAS. It gave a basic overview of what PFAS and what the contaminants are.

**ITEM 8. MANAGER'S REPORT**

**Operations Report:**

The water demands are down due to the cooler weather. Everything is operating as it should be.

**Emergency and Fire Report:**

There was no report for the month.

**ITEM 9. Receive and File the October Statement of Cash Assets Schedule.  
DM 2019-60.**

**BACKGROUND**

Attached for the Board of Directors' consideration is the October 2019 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$217,711.07 for District controlled accounts. With respect to District "Funds in Trust", we show \$9,379.80 which has been earned and posted. The District has a combined YTD interest earned total of \$227,090,871 as of October 31, 2019.

With respect to the District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$5,527,233.11 ending September 30, 2019. That's \$600,767.19 LESS than July 1, 2018, beginning balance of \$6,139,000.30.

Further, the District's Field/Admin Fund current fund balance is \$515,323.93.

Submitted for the Board of Directors consideration is the *October 2019, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

**Director Muniz moved and Director Trowbridge seconded to Receive and File the Statement of Cash for the Month of October 2019 for the Rubidoux Community Services District.**

**Ayes – 5 (Muniz, Murphy, Skerbelis, Trowbridge, Trueba)**

**Noes – 0**

**Abstain – 0**

**The motion was carried unanimously.**

**ITEM 10. Review Annual Board of Directors Reorganization Policy for Calendar Year 2020. DM 2019-61.**

### **BACKGROUND**

Since 1991, the Rubidoux Community Services District Board of Directors have practiced the custom of the yearly rotation of the vice president position. Last December, Vice President Trueba was affirmed president for 2019 and Director Muniz was elected vice president. In keeping with the practice, Director Muniz will serve as president for 2020 and consequently the Board will need to elect a vice president.

At the December 19, 2019 Board meeting, the Board will affirm Director Muniz as president for 2020. Once Director Muniz assumes the presidency, the Board will then consider the nomination and election of a vice president for 2020, and eventual rotation to Board president in 2021.

**Information item only.**

**ITEM 11. Receive the Draft Employee Handbook for Review. DM 2019-61.**

### **BACKGROUND**

At the last Board meeting, Staff distributed the Draft Employee Handbook for your review and comments (DM 2019-58). Subject handbook supersedes and replaces the current handbook which has been in effect since September 2006. The handbook was developed, in part, using templates and models from other public associations and agencies. Further, there are specific policies and procedures that only apply to the District, which were authored by Staff.

The purpose of any employee handbook is to provide the employee with a useful document on benefits, policies, procedures, and legislated workplace requirements.

**Director Skerbelis moved and Director Muniz seconded the Board of Directors pull this item from the agenda and bring it back at a future meeting, due to request from the union representative.**



## ROLL CALL

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

Noes – 1 (Murphy)

Abstain – 0

The motion was carried with a vote of 4 Ayes to 1 No.

## **ITEM 12. Approve Sewer Main Construction Contract. DM 2019-63.**

### BACKGROUND

In August 2017 the Board authorized Staff to hire TKE Engineering, Inc. to proceed with design services for the Avalon Street Sewer Improvements. These sewer improvements are required for the District to service the proposed Emerald Ridge development, a 400-home subdivision. The project consists of approximately 700 LF of sewer pipeline, manholes, laterals, connections, and pavement repairs within Avalon Street and Raye Street. Recently, the City of Jurupa Valley informed Staff they intend to re-surface the streets in the area of the planned sewer project in February 2020. Once the streets are re-surfaced, the City typically imposes a 2-year moratorium on street cuts. The only street being re-surfaced within the sewer project area is Raye Street.

The ultimate construction of the Avalon Street Sewer Improvement Project will facilitate the sewer improvements necessary for the proposed Emerald Ridge Development. The developer anticipates the development moving forward within 2 years. Typically, Staff recommends not proceeding until the developer begins to move forward. However, to avoid the 2-year moratorium, Staff recommends the Raye Street portion of the sewer project be constructed by a contractor prior to the February 2020 City street re-surfacing project. The Raye Street portion consists of approximately 70 LF of sewer, one manhole and the reconnection of a mobile home park lateral.

For the Raye Street portion of the Avalon Street Sewer Improvement Project will facilitate the sewer improvements necessary for the proposed Emerald Ridge Development. The developer anticipates the development moving forward within 2 years. Typically, Staff recommends not proceeding until the developer begins to move forward. However, to avoid the 2-year moratorium, Staff recommends the Raye Street portion of the sewer project be constructed by a contractor prior to the February 2020 City street re-surfacing project. The Raye Street portion consists of approximately 70 LF of sewer, one manhole and the reconnection of a mobile home park lateral.

For the Raye Street portion of the sewer, Staff received cost estimates from three contractors; Genesis Construction, SRD Engineering, and Trautwein Construction. The cost estimates are: \$78,465.00, \$67,205.00, and \$58,000.00 respectively. No irregularities were noted, and Staff's recommendation is to enter into a construction contract with Trautwein Construction.

To facilitate this project, Staff requested an engineering services proposal from TKE Engineering to prepare the City encroachment permit application, traffic control plans,

construction staking, and geotechnical services. TKE has done numerous engineering services for the District and is well qualified. TKE's \$9,270.00 proposal was reviewed and evaluated, and it is Staff's recommendation to authorize these services to TKE.

**Director Skerberlis moved and Director Trowbridge seconded the Rubidoux Community Services District Board of Directors approve using approved FY 2019-2020 Budget, under the Sewer Capital Improvement Project (CIP) Budget the following:**

- 1. Authorize Staff to enter into a construction contract with Trautwein Construction in the amount of \$58,000;**
- 2. Approve the engineering services proposal from TKE Engineering in the amount of \$9,270.00;**
- 3. Establish a project contingency in the amount of 15% of the construction cost, or \$7,500.00 (rounded).**

### **ROLL CALL**

**Ayes – 5 (Muniz, Murphy, Skerbelis, Trowbridge, Trueba)**

**Noes – 0**

**Abstain – 0**

**The motion was carried unanimously.**

**ITEM 13. Purchase Tax-Defaulted Properties from the County of Riverside. DM 2019-64.**

### **BACKGROUND**

The County of Riverside Treasurer-Tax Collector periodically distributes a list of tax-defaulted properties that have become subject to the Treasurer-Tax Collector's Power of Sale. This list is made available to public agencies prior to making the properties available to private purchasers. Public agencies can submit an "Application to Purchase Tax-Defaulted Property from County" ("Application") for available properties located within its service boundaries. If the tax-defaulted property is not brought current by the current owner, and the County finds the Application acceptable, the County can then enter negotiations with the Public Agency to enter into an agreement on the property purchase. The purchase price should be approximately the "redemption amount" due for the property, which is the owed taxes and fees due the County.

Staff has reviewed the list of assessor parcel numbers identifying properties within Jurupa Valley, and more specifically within the Rubidoux Community Services District's ("District") service boundary. Two properties may be beneficia to the District to consider submitting Applications to purchase.



1. APN: 179-111-004; a 0.54-acre vacant property on Avalon Street adjacent to the District Fire Station fronting Mission Blvd. This property could be used to locate District treatment facilities as it is close to major water transmission piping in Mission Blvd. The County values the property at \$138,520. The redemption amount is \$10,886.90, or 7.9% of the current property value.
2. APN: 179-260-044; a 0.12-acre vacant property fronting Mission Blvd. Although this property is small, it is surrounded by other vacant properties between Mission Blvd. and 37<sup>th</sup> Street. This property could potentially be combined with other vacant properties to locate a new District Administrative building. The County values the property at \$40,360. The redemption amount is \$6,374.93, or 15.8% of the current property value.

The District has acquired tax-default property from the County in the past. Specifically, the property where the Leland Thompson Water Treatment Facility is located. The District acquired the property in 1999 and eventually developed it with manganese treatment works in 2011.

Since the redemption value of these tax-defaulted properties is low in comparison to the current property value, acquiring and holding on to them presents little risk to the District. Acquisition also provides an easier path forward when implementing future projects.

**Director Trowbridge moved and Director Skerbelis seconded the Board of Directors authorize the General Manager to submit Applications to the County for APN 179-111-004 and APN 179-260-044 to acquire the properties at the redemption amount of \$17,241.83 plus associated staff and legal time to complete the transaction, estimated not exceed a total of \$25,000. Funding of this to come from the Water Fund Budget – Asset Acquisitions Fund.**

**Ayes – 5 (Muniz, Murphy, Skerbelis, Trowbridge, Trueba)  
Noes – 0  
Abstain – 0**

**The motion was carried unanimously.**

**ITEM 14. CLOSED EXECUTIVE SESSION – Pursuant to Government Code Section 54957.6:**

**Labor Negotiations (MOU Re-Opener). Healthcare Allowance Adjustment.  
Agency Negotiator: Steven Appel, General Manager**

The Board voted to approve the union's request to increase the District's healthcare coverage allowance from \$1,818.00 per month, per employee to \$1,858.00 per month, per employee. This will be an increase of \$40 per month, per employee – beginning January 1, 2020.

**The motion was carried unanimously.**

**ITEM 15. CLOSED EXECUTIVE SESSION – Pursuant to Government Code  
Section 54957: Public Employment  
Title: General Manager**

The Board accepted General Manager Appels retirement letter and agreed to his extended use of accrued vacation prior to his retirement.

**ITEM 16. Directors Comments.**

Director Trueba adjourned the meeting at 5:08 pm.



13. DIRECTORS COMMENTS – NON-ACTION

14. ADJOURNMENT