

MINUTES OF REGULAR MEETING
August 15, 2019
RUBIDOUX COMMUNITY SERVICES DISTRICT

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

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, August 15, 2019, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for August 1, 2019, Regular Board Meeting.

Director Muniz moved and Director Skerbelis seconded to approve August 1, 2019 Minutes.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

***Director Murphy arrived.**

ITEM 5. Consideration to Approve the August 16, 2019 the Salaries, Expenses and Transfers.

Consideration to approve August 16, 2019, Salaries, Expenses and Transfers.

Director Skerbelis moved and Director Trowbridge seconded to Approve the August 16, 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

Mr. Rudy Rodriquez, a project manager from Fullmer Construction addressed the board regarding a project on Caterpillar Ct. in Jurupa Valley. He was addressing the board on the 1991 ordinance pertaining to non-potable water being used for construction/grading usage. He requested usage of water from any of the three hydrants available on the jobsite. The nearest well is Well No. 3, 1.5 miles away. The owner will charge fees of \$20,000/mo. Mr. Appel explained the origin of the policy dating back due to infrastructures at the time. It has worked well for other contractors in the past. Mr. Rodriquez is concerned about the distance of the well to the construction site. Mr. Steve Appel stated he did not see a reason to grant a waiver for the water. These wells are identified for construction purposes. This is a matter which needs to be met with staff. Business cards were exchanged to set up a meeting.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

The first article was from the San Gabriel Valley Tribune, regarding rePlanet closing all recycling centers, prompting a call for bottle, can redemption at stores. The next article dealt with PFAS and CA checking on “Forever Chemicals’ in drinking water. The next article from the California Water News Daily was regarding 5 Southern CA partners working to reopen the Louis Rubidoux Nature Center Consortium and Sunnyslope Creek, a degraded tributary to the Santa Ana River. The final article deals with a portion of the Santa Ana River closure due to bacteria.

ITEM 8. MANAGER’S REPORT

Operations Report:

Everything is operating normally.

Emergency and Fire Report:

The Incident Report for July 1 – July 31, 2019 there were a total of calls for Station 38. There was a total of 250 for the District, with 65% of the calls were medical aid. 216 of the 230 were from our engine for the month.

ITEM 9. Receive and File Statement of Cash Asset Schedule Report Ending July 2019. DM 2019-45.

BACKGROUND

Attached for the Board of Directors' consideration is the June 2019 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$102,793.75 for District controlled accounts. With respect to District "Funds in Trust", we show \$4,737.15 which has been earned and posted. The District has a combined YTD interest earned total of \$107,530.90 as of July 31, 2019.

With respect to the District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$6,189,0147.25 ending July 31, 2019. That's **\$50,146.95 MORE** than July 1, 2018, beginning balance of \$6,139,000.30.

Further, the District's Field/Admin Fund current fund balance is just over \$496,047.28.

Submitted for the Board of Directors consideration is the *July 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 July 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. Annual Review of the District's Investment Policy and Designated Investment Institutions. DM 2019-46.

BACKGROUND

It's been over twenty (22) years since the Board of Directors adopted a "Statement of Investment Policy" for the Rubidoux Community Services District. *As required by California Government Code Section 5334(a), the legislative body shall annually review the policy and change(s) at a public meeting.* The purpose of such annual review during a public meeting is to ensure that all investments practices meet Federal, State, and local criteria for prudent management of said local public agency assets. This annual investment policy review is a result of Orange County's Bankruptcy in December 1994.

The attached investment policy sets strategies and guidelines which diversifies assets and maximizes rates while reducing risks. The District continues to exercise most investment instruments, seeking the best yields for our monies. Conservative investment coupled with diversification in this economic environment is a prudent investment management strategy to follow when public monies are at stake. Staff does recommend adjustments,

modifications or changes to the “Statement of Investment Policy”. Those changes are summarized on Brian Laddusaw’s Memo authored on August 7, 2019.

Further, the above recommendations have been incorporated and highlighted into the Rubidoux Community Services District Investment Policy for your review. If acceptable, Resolution No. 2019-855 is presented for the Board of Directors adoption this afternoon. With respect to our banking and investment institutions, Staff is requesting to keep active, for investment purposes, those banking institutions listed on attached Resolution No. 660 and 799. Consequently, no changes are recommended this year.

Page number 3, paragraph “D”, Time Deposits: the first of a few changes. We have stricken “non-negotiable” time deposits, and “negotiable” time deposits. This was a specification that did not need to be in there. The general time deposits are adequate enough for the policy. The next change is on page 6, Roman numeral IX, Delegation of Authority; these changes recognize resolutions the board adopted earlier this year when Mr. Appel took the General Manager Role and Brian took the Director of Finance role when Krysta and Dave left the District. With Brian’s change, the change in title has been noted as well, in the same section.

Director Skerbelis moved and Director Muniz seconded Adoption of Resolution No. 2019-855, which modifies and updates the Rubidoux Community Services District Investment Policy.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 11. CLOSED EXECUTIVE SESSION Pursuant to Government Code Section 54956.8:

Real Property Negotiations.

Property: 5293 Mission Blvd., Jurupa Valley, CA

Agency negotiator: Steven Appel

Under negotiations: Purchase/No purchase, price, and terms

No report at this time.

ITEM 12. Directors Comments.

Director Trueba adjourned the meeting at 4:48 pm.