

# Rubidoux Community Services District

## Board of Directors

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

## General Manager

Jeffrey D. Sims



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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, October 21, 2021 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 have the choice to attend and address the Board in person or attend and address the Board via Zoom.

Note the following:

All persons including members of the public, Board Members, and staff attending the Board Meeting in-person are required to wear a face covering while inside District Facilities if they are not vaccinated against COVID-19 consistent with approved Cal/OSHA emergency temporary standards on COVID-19 infection prevention. If you do not have a face covering, one will be provided upon request.

Members of the public wanting to attend and/or address the Board may do so by:

- Using the Zoom App or website for free at: <https://zoom.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 – John Skerbelis, President
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for the October 7, 2021 Regular Meeting
5. Consideration to Approve October 22, 2021, Salaries, Expenses and Transfers
6. Public Comment

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

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

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

7. Correspondence and Related Information
8. Manager's Report (Second Meeting each Month):
  - a) Operations Report
  - b) Emergency and Incident Report



**ACTION ITEMS:**

- 9    Receive and File Statement of Cash Asset Schedule Report Ending September 2021:  
**DM 2021-69**
  
10. Receive, File and Move to Issue Rubidoux Community Services District Draft Financial Statements for Fiscal Year Ending June 30, 2021: **DM 2021-70**
  
11. Consider Award of a Contract for Professional Services for Water Conservation Consulting Services: **DM 2021-71**
  
12. Consider Award of a Contract for Professional Services for the Preparation of Bid Documents for the Replacement of a Water Pipeline Crossing Market Street due to Construction of a New Bridge Approach: **DM 2021-72**
  
13. Consider Ratification of a Task Order for Grant Writing to Webb and Associates for AMI Meter Grant: **DM 2021-73**
  
14. Consider Award of a Contract for Professional Services for Water Efficiency Software: **DM 2021-74**
  
15. Consideration to Approve Updated 2021 RCSD SSMP: **DM 2021-75**
  
16. Consider Annual On-Call Professional Services Contract with Blais & Associates: **DM 2021-76**
  
17. Directors Comments - Non-action
  
18. 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 OCTOBER 7, 2021, REGULAR MEETING



**MINUTES OF REGULAR MEETING**  
**October 7, 2021**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

**DIRECTORS ABSENT:** Armando Muniz

**STAFF PRESENT:** Jeffrey Sims, General Manager  
Brian Laddusaw, Director of Finance  
Ted Beckwith, District Engineer  
Brian Jennings, Customer Service Manager

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Skerbelis, at 4:00 P.M., Thursday, October 7, 2021, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for September 16, 2021, Board Meeting.

**Director Trueba moved, and Director Murphy seconded to approve the September 16, 2021, Regular Board 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 October 8, 2021, Salaries, Expenses and Transfers.**

Consideration to Approve the October 8, 2021, Salaries, Expenses and Transfers.

**Director Trowbridge moved, and Director Trueba seconded to Approve the October 8, 2021, 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 were no members of the public to address the board.

**ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

Nothing to offer at this time.

**ITEM 8. MANAGER'S REPORT**

Brian Jennings reported to the board regarding Director Murphy's inquiry on how many people are owners, renters, or business owners. The billing software was looked at, and we were unable to do a query. We had application cards in boxes from A-Z. Staff randomly picked 600 cards which is a little less than 10% of the total district customers and with that, they were able to identify from the cards if they were owners, or tenants. We summed up the numbers. That was our estimate before we pulled the cards, so we were pleased with the preview. It was about 21% renters vs. 79% owners.

Director Murphy: I appreciate that effort, it's good information. My concern was the people that are behind. We have 300 people that are behind. If we can pull 30 of those and get a distribution on that. My concern is that there are two income streams with this assistance for COVID: 1) United Lift – for renters; and 2) Community Action Partnership – property owners. My understanding from the last meeting was that we had received five payments of assistance for people that were having trouble paying the bill due to COVID. I don't know if that came from United Lift or Community Action Partnership or a combination. What I did since the last meeting is go online to United Lift and they've got an application to download. I went to Community Action Partnership, but I couldn't find an application to download. Community Action Partnership says they assist people, but I don't know how they go about getting that assistance. What I'm concerned about is are the people that are behind in payment, are they all renters, I don't know. The question was for the people that are behind, are they renters or are they homeowners? I still have that concern, and I'd like to get a handle on that. I think 10% is a reasonable statistical approximation. Randomly select 10% of people that are behind; get their account number; find out when their application was received; go to the card file; pull out the application; find out if it's a business, a renter, or an owner. What I'm trying to get a handle on is how do we best get people that need assistance that assistance and it differs whether not they're renters or owners or businesses. My guess would be that it's probably 5 to 1, like we see here. I would like to find that information out if that's possible to do that before the next meeting.

Sims: We can certainly look into that. In the bills, there is a flier. At the top it says something to the effect - "If you're an owner disregard", or "If you're a renter disregard". It is in both English and Spanish to advise them that they have these opportunities.

Director Murphy: So, one says, "This is not a bill?"

Jennings: Yes

Director Murphy: So, I received that?

Jennings: Yes

Director Murphy: I don't know what it says, but I got it.

Jennings: Director Murphy, when I was inquiring with United Lift and had a contact, initially before United Lift, there was the CAP (Community Action Partnership) group. From what I understand, they're done with helping.

Director Murphy: So, there is a program that Community Action Partnership has that when you go to the website says we are no longer accepting applications?

Jennings: Right

Director Murphy: So, it could be they have expended all the money they had allocated for that. That could be the case. So, you can't download an application because there's no more money to award. What I'm interested to know is we have received payments from these assistance programs?

Jennings: We have 5.

Director Murphy: Who did we get the checks from?

Jennings: Unitedlift.org

Director Murphy: Not from the actual partnership?

Jennings: No

Director Murphy: There was another one. Not from somebody out there helping businesses.

Jennings: No

Director Murphy: So, United Lift just helps rental.

Jennings: They'll help renters with the rent, along with utilities.

Director Murphy: So, United Lift helps people that rent.

Jennings: Ok



Director Murphy: That answers my question as far as percentage of what we've received. What I'm interested in is there are people that are behind. Do they need assistance? Do they own? Do they rent? Or is it a business?

Sims: We'll check. We'll pull 30 out of these 600 and try to match them up with our arrearages and we'll determine if they are a business, a renter, or an owner. It's undetermined as to why some people are in arrearages. Some people may choose not to pay.

Director Murphy: If we pull 30 arrearages and we find that 10 are businesses and 20 are rentals, then the people we would contact would be United Lift to say we have people who are in arrears, but we're not getting it from you. United Lift says that they will process in 45 days.

Sims: We'll look and see if we can find 30 of these people. Maybe we will have our CSR's call them and ask, "this is what we're sending out in the billing and here is what you have to do". It's very clear.

Jennings: They've been going out in the mail, Mr. Murphy, every month.

Director Murphy: Alright, so renters may be eligible for assistance?

Sims: It's pretty straight forward. They either want to do it or they don't.

Director Murphy: Right, not everyone rents. So, when I get these talks on assistance that's out there, they list these different programs. Then I hear from the District that only 5 people have received assistance, maybe more. I'm interested to know is it because the program is not set up right or because people aren't asking? You cannot know here who has asked over there. You just wouldn't know. If I'm going to go talk to United Lift or Community Action Partnership, I'd like to be able to give them some number. If I go to Community Action Partnership and I say there's 325 people, that doesn't mean they're owners or renters. The number I was looking for was a statistical representation of the people that are behind. I understand that you pulled 600 random accounts. That's a lot of work. I was only interested in the people that are behind. I expect to be going and talking to these people about this need. What I need is information and the information is here. So, do we know who it is that's behind?

Laddusaw: We can get what you want.

Director Murphy: It sounds like it's laborious. I'm just looking for a statistical sample.

Sims: I think we've put in quite a bit of time and effort on this. I think we understand that there's statistically about 21% of the accounts of the district are renters. I personally wouldn't have a problem if I went to go talk to United Lift and said we have approximately 325 accounts that are 60+ days in arrearages, in an amount over \$89,000 – Total. This is the water bill only. Based on our statistical analysis, we have a reasonable suspicion that 21% are renters. We've only received 5 participants in the program.

Director Murphy: So, you think that failure to pay is randomly distributed?

Sims: I cannot pre-suppose that. I do not know people's intentions and why they don't pay their bills.



Director Murphy: What I'm interested in is there are people that haven't paid. Are they more likely to be renters or owners? So, I don't think that applying this statistical value to that population group is reasonable. I understand that polling 600 random cards just to find out if people were renters or not renters was a laborious task. I was only interested in a population group of 325 and 32 would have been plenty. I apologize for not being clear as to what information I was asking at the last meeting.

Laddusaw: If I know the account number, can't I just use that and go backwards?

Sims: Yes, it's going to be laborious because if we don't have it in the computer, they'll have to go back and pull them. We'll pull 30.

Director Murphy: Are these applications alphabetical?

Jennings: Yes

Director Murphy: Randomly select 10% of the people that are behind. Get the customer account number. Find out when their application was received, go to the card file, pull out the application, find out if this is a business, a renter, or an owner.

Jennings: Ok.

Director Murphy: I apologize for not being clearer.

Sims: We've been working on getting assistance from the State Water Resources Control Board. The state is going to allocate money and we will apply that to all accounts that are in arrearages for their water bill, whether or not they are a business, an owner or a renter. This assistance will not take effort on the customer's side. They will get the award if we get the award and then it will be allocated out in a proportionate manner. We will track on this. We will get 32 accounts.

Brian Laddusaw reported on recent vandalism and theft both at the admin building as well as at Station 38. There was graffiti on one of the walls, which was taken care of immediately. At the end of last month, one of the service vehicles was broken into and the utility boxes were stripped of tools. The vehicle was in the back on the property. A claim was filed, and the estimate is \$8,000 which is expected to be recovered, minus the deductible. Two weeks ago, overnight, there was a catalytic converter stolen out of one of the trucks that was sitting outside. The Ring camera did not catch anything. The repair was about \$2,500. A claim was filed, and the district should get it all back, less the \$500.00 deductible. These incidents all took place at the admin building. These were all recent events. At the fire station there were additional things that happened. In the summer of 2021, there was graffiti on the engine bay doors – the ones that face Mission Blvd. In the beginning of September there were two fire personnel's personal vehicles that were broken into behind the fire station. The storage shed (or gas house) was broken into, which stores chain saws, driving tools, pressure washer, etc. It's being targeted at night or when they are on calls. The estimate of things stolen is approximately \$3,600 and no insurance claims were filed. Shortly after these things happened, the fire station also had graffiti on the wall. We need to think of a long-term solution for both the Administrative Building as well as at Fire Station 38 to help deter this moving forward. Some of the things we are thinking are alarming it and enhancing the barbed wire on the perimeter.

Director Skerbelis suggested an alarm system that is monitored.

Laddusaw: We had security cameras at one time, but that is now old technology. We need cloud based.

Skerbelis: Yes, I'm talking about cloud based. You can add as many cameras as you need. The cameras have a magnetic base on them. Nobody will even know they're there. At night-time the night resolution is amazing. I've had this system over five years. It's worth looking into and the ratings are number one.

Laddusaw: It is something we can consider. We were informed by the captain of Fire Station 38 that when they investigated their MOU, there's only a specific outfit that will allow them to get security cameras. I don't know why that is, he didn't know why either. We are looking into this right now. The lot behind the fire station is bad. They suspect people are hopping the fence. They are talking about possibly adding the angled wrought iron across the top of the masonry fence that is already there. At the water treatment facility, we have talked about enhancing the perimeter walls with that same thing. The fire station not only has no cameras, but it also has no internal security system. Perimeter lighting might be an easy cost-effective way to deter people. Maybe investigate filling these holes so it's not easy for people to just hop the fence. The fire captain seems to think that people are getting over the fence through the holes and then escaping easily through these exterior doors. We wanted to update the board on some of the things that are stressing to the district currently.

Sims: We're going to start doing some problem solving.

Skerbelis: Viven is another system to look at. It detects glass break, motion, the whole gamut. This stuff is very reasonable.

Murphy: So, there are people that likely don't own that land behind the fire station that are residing there?

Laddusaw: Yes

Skerbelis: I don't know why the city can't go in there.

Sims: I think it's an issue. They go and then come back.

Laddusaw: After this month's recent break in the firemen talked to the sheriff's and I think they had them leave, but how long will that last until they come back?

Skerbelis: I noticed that the city has gone through and fenced by the freeway and kept them out.

Sims: People are trying to make a buck and they're trying anything. Today was to let you know there is an issue, and we need to look into the options.



## **Operations Report:**

Presented at the second board meeting of the month.

## **Emergency and Fire Report:**

Presented at the second board meeting of the month.

## **ITEM 9. Recognizing Steve Appel for Service to Rubidoux Community Services District. DM 2021-63.**

### **BACKGROUND**

Former General Manager Steve Appel retired from Rubidoux Community Services District (“District”) on May 17, 2020, after a distinguished 26-year career with the District. In recognition of his leadership and commitment to the District Board of Directors, employees, and customers, the Board of Directors at its April 16, 2020, Board Meeting adopted Resolution No. 2020-863.

Starting in March 2020 due to COVID-19 and in compliance with Governor Newsom’s Executive Order N-33-20 in-person Board Meetings were suspended and limited to remote meetings, which the District conducted via Zoom. In recent weeks the Board has resumed in-person attendance to Board Meetings.

The Board and staff at the District desire to celebrate Steve for the service he provided to the District and formally present adopted Resolution No. 2020-863.

**The Board of Directors presented adopted Resolution 2020-863 to Steve Appel recognizing his dedicated and faithful 26 years of service to the District.**

## **ITEM 10. Consider Professional Services Agreement with Water Resources Economics. DM 2021-64.**

### **BACKGROUND**

Periodically a comprehensive cost of service study is performed to confirm adequacy of revenues to operate, maintain, and replace system assets to meet current and long-term needs of Rubidoux Community Services District (“District”) customers. A Comprehensive Cost of Service Study (“COSS”) evaluates many variables on the expense side of the business and then establishes a rate and fee methodology to generate sufficient revenues to cover expenses as they are planned to incur. To understand variables impacting expenses related to the water and sewer enterprises staff has undertaken the following:

1. Updates to the District Water and Sewer Master Plans
2. Inspected all potable water tanks and have identified estimates for their refurbishment/replacement
3. Added PFAS treatment systems on all District potable wells

4. Initiated condition assessment evaluations on District lift stations, and water treatment plants (Anita B. Smith and Leland Thompson)
5. Developed a worst-case cost scenario for the City of Riverside lawsuit in the event the District's appeal being unsuccessful
6. Evaluating building options
7. Initiated a valve-turning program
8. Started evaluating ways to address discrepancies between water production and water sales
9. Negotiations with West Valley Water District to purchase water with low total dissolved solids (TDS) to address compliance issues with TDS in wastewater delivered to the City of Riverside for treatment and disposal

In addition, the District has also recently executed a five-year contract extension with the County of Riverside for fire services, and a three-year extension of the District's Memorandum of Understanding with staff.

Inflationary factors on energy and chemicals, and staff benefits will impact future expenses experienced by the District. These will be included in the COSS.

Staff has developed a draft COSS Request for Proposal (RFP). The RFP will be sent out to qualified consultants to assist the District with developing a financial model to project rates (fixed and variable), capacity fees, and reserve policies. The rates and fees will be developed so they are compliant with state legislative rules, which in part will include ability to meet various water conservation requirements.

Sanjay Gaur is the owner of Water Resources Economics. Prior to starting his own company, he spent many years in leadership with Raftelis, a premier consulting firm with specialty in rate and fee development. Staff has discussed with Mr. Gaur the District's efforts to seek out proposals for development of a COSS. Mr. Gaur would be a valuable resource for the District to review the draft COSS RFP, review submitted proposals, and act as an extension of staff in an advisory role to manage the COSS consultant and assist with development of rate and fee methodology. His expertise would greatly augment current staff capability in this type of work, which is foundational to successful long-term strategic planning for the District.

Included in the approved FY 2021-22 Budget specifically line 39 of the Water Fund Operating Budget and line of the Sewer Fund Operating Budget, a total of \$200,000 was budgeted for the COSS work. It is proposed of this total \$25,000 (not to exceed without prior written approval) be approved to utilize Water Resources Economics.

**Director Murphy moved, and Director Trowbridge seconded the Board of Directors authorize the General Manager to hire Water Resources Economics in the amount not-to-exceed of \$25,000 using approved Water and Sewer Operating Funds.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Muniz)**



**The motion was carried unanimously.**

**Director Murphy made a motion for a seven minute recess to resume at 5:35. Granted.**

**ITEM 11. Consider Adoption of Draft Water Supply Assessment for the Proposed Rio Vista Development. DM 2021-65.**

**BACKGROUND**

On April 6, 2021, Rubidoux Community Services District (“District”) received a request from the City of Jurupa Valley for the District to prepare a Water Supply Assessment for the Rio Vista Specific Project (City Case No. MA 16045). A copy of this request is attached. State Water Code Section 10910-10915, pursuant to State CEQA Guidelines Section 15155 (a) (1) (G) requires the City of Jurupa Valley to request the District to provide a Water Supply Assessment (“WSA”) due to the size and scale of the project to confirm the District’s long-term ability to meet the project’s water demand.

The Rio Vista Project has gone through several development proposals over the years and is included in the District water and sewer master plans. In mid-2018 this Board approved a WSA for the Rio Vista Project. At that time the project envisioned 1,674 residential dwelling units, 13.3 acres for school use, 18.6 acres for parks, and 608.6 acres of open space with an annual water demand of 2,000 acre-feet.

The current Rio Vista Project proposal envisions 1,641 residential dwelling units, 3,289,216 SF of light industrial and business park, 1.4 acres for water tanks, 13.4 acres for schools, 14.3 acres for parks, and 567.9 acres for open space, roads, and trails with an annual water demand of 963.86 acre-feet. The lower water demand is reflective of lower unit demands used with current District master planning efforts. Through analysis done in the draft WSA updated August 17, 2021, the District is determined to have access to surplus pumping rights with the Colton/Riverside Groundwater Basins and can assure a 20-year water supply for the Rio Vista Project. Page IV-2 of the draft WSA concludes:

**As a result of the 1969 Judgment, RCSD is guaranteed a sufficient water supply from the Riverside South Groundwater Basin to meet current and future water demands, including the demands of the proposed Project.**

The above conclusion from the draft WSA (Exhibit B) was prepared in compliance with SB 610 and SB 221. It determines the District has adequate local groundwater supplies to accommodate the proposed Rio Vista Specific Plan Development.

**Director Murphy moved, and Director Trowbridge seconded the Board of Directors approve the adoption of the draft Water Supply Assessment report as presented.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Muniz)**



**The motion was carried unanimously.**

**ITEM 12. Consider Funding for Replacement of Production (Wells) Meters. DM 2021-66.**

**BACKGROUND**

The Rubidoux Community Services District (District) is required by the state Department of Water Resources to report water production and sales data on an annual basis to evaluate water loss. The state uses this information to determine if agencies are effectively working to address water conservation. Water loss occurs in many ways – leaks, theft, and meter accuracy. Known leaks are tracked and water loss estimated for each event. Staff is aware to look for unmetered hydrant connections to reduce theft. Meter accuracy, or lack thereof, is generally the variable where most loss is realized.

On average, over the last 4 years, the District has reported unaccounted water loss of approximately 150MG (150,000,000 Gallons) each year. There is 748 Gallons of water in a Billing Unit. This loss represents approximately 200,000 Billing units each year. Since this quantity of water is most likely in the second and third tier of billing at an average of approximately \$2.00 per billing unit it has an annual value to the District of approximately \$400,000. This quantity of water loss needs to be addressed.

The District recently had the production flow meter of Well 2 calibrated and found it is reading 7% “slow”. When a water meter reads “slow” it is not accounting for all the water passing through the meter. This means in this test case the meter has  $[1/(100\%-7\%)]$  7.5% more water passing through it than being metered. In other words, the District is actually *producing* 107.5% more water at Well 2 than reported. If this same variance of 7.5% is applied to all six (6) of the District’s production wells the quantity of water loss increases to approximately 160MG of water which in turn equates to an additional \$30,000 of annual revenue. Water meters “slow down” (under report) as they age and the District’s production meters at all six wells are as old or older than the meter at Well 2 and expected to have similar variance.

This is not the whole picture. In addition to aged production meters most all customer meters in the District are more than 10 years old. It is reasonable to expect customer meters are also reading “slow” resulting in customers being underbilled for the actual amount of water used. The customer meters are the District’s “cash registers” so to speak and this is where the District’s provision of service is metered for generation of monthly bills. In the future, Staff will consider developing a meter replacement program to reduce this lost revenue. This will be done in a pilot program by replacing some customer meters to compare water use before and after the meters are replaced to garner a better understanding of the quantity, and more importantly, the value, of the water lost. The District has approximately 6,400 water accounts and using a very preliminary estimate of \$600 to replace each meter, the District is looking at approximately \$3.8M to replace all meters. To help mitigate this large expense, staff will attempt to secure grant funding.

Given the cost to replace all customer account meters, staff proposes first replacing all the District’s production meters. This will provide greater confidence in the actual amount of water being put into the potable system and that volume can be compared to the sum of the customer meters to determine the amount of underbilling. There are two main types of water meters used for production meters, Magnetic and Positive Displacement. Mag meters remain more accurate



over time as they read flow via magnetic pulse rather than via an impellor in positive displacement meters. Currently the District has positive displacement meters on its wells.

Staff has obtained a cost proposal from McCrometer to provide new Mag meters on all six of the District's wells. The cost for all six meters is \$36,083.29, including tax and shipping. The meters will be installed by District Staff. Additionally, the District needs to provide power to these meters as well as connect them to SCADA. Staff has also obtained quotes from Center Electric to provide power and connect them to SCADA, including all necessary programming changes. For all six wells this cost is \$23,530.62. This amounts to a total cost of \$59,613.91 for the new Mag meters and required electrical and programming changes.

**Director Murphy moved, and Director Trueba seconded the Board of Directors authorize the General Manager to:**

- 1. Utilize \$59,613.91 of approved funding under Water Fund Budget Line Item #19, Repair and Maintenance Water System for this portion of the overall effort.**
- 2. Authorize the General Manager to Issue Purchase Orders to McCrometer in the amount of \$36,083.29 to supply the meters and to Center Electric in the amount of \$23,083.29 to perform the associated electrical work.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Muniz)**

**The motion was carried unanimously.**

**ITEM 13. Consider Right of Entry Agreement with County of Riverside. DM 2021-67.**

### **BACKGROUND**

The County of Riverside ("County") owns a building located at 5473 Mission Blvd., Jurupa Valley they plan to surplus and sell. This 3,528 SF building was built in the early 2,000's and could potentially be used by Rubidoux Community Services District ("District") as a new location for its Administrative Functions. To evaluate the facility for District use, the District's Board authorized staff to hire Ruhnau Clarke Architects. Ruhnau Clarke has provided three preliminary space layouts. The next step is accessing the building for staff, the Board, and District consultants to perform additional due diligence.

The County has provided the Right of Entry Agreement to allow District staff entry to the building. This document has been reviewed by staff and District Counsel and it is recommended the Board consider authorizing the General Manager to sign and return it to the County.

**Director Trowbridge moved, and Director Trueba seconded the Board of Directors authorize the General Manager to sign the Right of Entry Agreement with the County for access to 5473 Mission Blvd., Jurupa Valley, CA.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Muniz)**

**The motion was carried unanimously.**

**ITEM 14. Distribution for Review and Discussion – Rubidoux Community Services District Draft Financial Statements for Fiscal Year Ending June 30, 2021. DM 2021-68.**

**BACKGROUND**

Attached for the Board of Director’s review and discussion is Rubidoux Community Services District’s draft financial statements for the fiscal year ending June 30, 2021. The financial statements were prepared by the CPA firm of Rogers, Anderson, Malody, and Scot (RAMS). The financial statements include RAMS independent auditor’s report and contains management’s discussion and analysis, government-wide financial statements, fund financial statements, notes to the financial statements, required supplementary information, other information, and the independent auditor’s report on internal control.

As has been the District’s practice, staff is presenting the Board with an advance copy to review at your leisure. Staff will go through the report and answer any questions from the Board at the next Board meeting (October 21, 2021).

If you have any comments, questions, or concerns about anything in the draft financial statements, please bring it to staff’s attention anytime between now and Monday, October 18, 2021, to present a final version of the draft financial statements for the Board’s acceptance and filing.

No action necessary.

**ITEM 15. Directors Comments**

Director Murphy commented on the interagency council meeting at Jurupa. There were three board members in attendance. He stated that he took the tour of the facility. At the end of the tour, they offered us water, bottled water – not water to bottle. We had a talk on emergency preparedness. The district’s longest serving employee was in charge of their emergency preparedness. He talked about responding to an emergency out by Salton Sea. When he went out there he asked, “Where is the district staff?” The district staff that was normally employed there were not all showing up for the emergency. This kind of struck me as a problem. There was a focus on earthquakes where they would discuss what they would do if there was an earthquake. Next he talked about what happened during COVID and about employees staying home. He mentioned that there were employees during COVID that would get in their car, drive to work, get masks, then turn around and go home. It’s my expectation that that’s probably not the best thing because those masks were probably kind of important, that’s why the district bought them.



They were giving them out to employees who were not showing up for work; probably not the best use of that resource.

Director Skerbelis added that the presenter brought up some good points about the first responder training. It prepared the people if something really bad happened, they knew what to do. The training has some value to it if we were looking at any kind of program at all.

Director Murphy: I am convinced that at some point in the future there's going to be a big earthquake in southern California. When that happens, I think there's going to be some problems with many water districts having busted pipelines. I don't know how we go impressing upon the employees of this district that there's some big regional emergency, like a big earthquake, we'd like them to show up to work. What happened during COVID is we went with an A, B survivor schedule. We were paying people to not work. If there's going to be a big earthquake, we're going to need people here, probably working overtime and probably not just field personnel. I don't know when it's going to be, but I'd hate to be this example where it's the Salton Sea and people from outside the area come in to help and none of the people that work there normally are not there. That was an observation I made.

Beckwith: I remember one of the things that Jurupa District did was they issued to all staff two-week survival packs so they would not be scrambling around trying to get their family organized, they would already be prepared for that.

Murphy: My concern is what we do, and I don't know what we do about communicating to the employees that if there's a big earthquake, we'd like you to show up. I have no idea what to do about that, but I'd like to just comment on it.

Director Skerbelis adjourned the meeting at 5:57 PM.

5. CONSIDERATION TO:

APPROVE OCTOBER 22, 2021, SALARIES, EXPENSES AND TRANSFERS



RUBIDOUX COMMUNITY SERVICES DISTRICT  
OCTOBER 21, 2021 (BOARD MEETING)  
FUND TRANSFER AUTHORIZATION

<b>NET PAYROLL 10/29/21</b>	68,370.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 11/1/21	27,400.00
WIRE TRANSFER: STATE PAYROLL TAXES 11/1/21	6,000.00
WIRE TRANSFER: TO CREDIT UNION	2,630.00
WIRE TRANSFER: PERS RETIREMENT	16,200.00
WIRE TRANSFER: SECTION 125	50.00
WIRE TRANSFER: SECTION 457 AND 401(A)	3,460.00

**CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:**

10/22/2021 WATER FUND TO GENERAL FUND-Payables	58,462.07
WATER FUND TO GENERAL FUND-Trash	187,358.29
WATER FUND TO SEWER FUND	131,287.09
 SEWER FUND TO GENERAL FUND-Payables	 8,277.71
 SALARIES/BENEFITS REIMB WTR FUND TO GENERAL FUND FYQ1	 587,933.12
SALARIES/BENEFITS REIMB SWR FUND TO GENERAL FUND FYQ1	16,853.48
 BUDGET ADMIN WATER FUND TO GENERAL FUND	 75,000.00
BUDGET ADMIN SEWER FUND TO GENERAL FUND	62,500.00
BUDGET ADMIN TRASH FUND	12,500.00

**INTERFUND TRANSFERS:**

10/22/2021 SEWER FUND CHECKING TO LAIF SEWER OP	43,600.00
SEWER FUND CHECKING TO LAIF SEWER ML	10,400.00
SEWER FUND CHECKING TO GENERAL FUND CHECKING	-
GENERAL FUND CHECKING TO LAIF PROP TAX	592,370.00
GENERAL FUND CHECKING TO LAIF FIRE MITIGATION	1,630.00
GENERAL FUND PROP TAX TO GENERAL FUND CHECKING	-
GENERAL FUND CHECKING TO SEWER FUND CHECKING	10,400.00
GENERAL FUND CHECKING TO WATER FUND CHECKING	12,356.00
LAIF GENERAL TO GENERAL FUND CHECKING	-
LAIF PROPERTY TAX TO GENERAL FUND CHECKING	-
WATER FUND CHECKING TO LAIF-COP PAYBACK	65,400.00
WATER FUND CHECKING TO LAIF-W.R.	10,600.00
WATER FUND CHECKING TO GENERAL FUND CHECKING	-
LAIF WATER ML TO LAIF WATER REPLACEMENT	-
LAIF WATER ML TO LAIF WATER OPS	5,107.35
LAIF WATER OP TO WATER FUND CHECKING	251,000.00
LAIF WATER OP TO LAIF WATER ML	-
WATER FUND CHECKING TO LAIF WATER OP	644.00
WATER FUND CHECKING TO LAIF WATER ML	11,356.00

**NOTES PAYABLE**

<u>DESCRIPTION</u>	<u>BALANCE</u>		<u>PAYMENT</u>	<u>DUE DATE</u>
U.S. Bank Trust (1998 COP's Refunding)	2,560,000	Prin.	590,000	Dec-21
U.S. Bank Trust (1998 COP's Refunding)	269,535	Intr.	65,280	Dec-21
MN Plant-State Revolving Loan	3,872,390	Prin.	132,324	Jan-22
MN Plant-State Revolving Loan	680,059	Intr.	49,774	Jan-22

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PO Number		Immediate	GL Account		Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
1	ACORN / ACORN TECHNOLOGY SERVICE ✓							95123.A ✓
OCT IT SUPT		10/1/2021 ✓	N	N			10/21/2021 ✓	\$0.00
10/21/2021 ✓					N			\$3,815.00 ✓
2	ACORN / ACORN TECHNOLOGY SERVICE ✓							95123.B ✓
BLUE BEAM SFTWR		10/1/2021 ✓	N	N			10/21/2021 ✓	\$0.00
10/21/2021 ✓					N			\$298.00 ✓
3	AIR CHIEF / AIR CHIEF, INC. ✓							57170 ✓
R&M EQUIP		9/16/2021 ✓	N	N			10/16/2021 ✓	\$0.00
10/21/2021 ✓					N			\$419.60 ✓
4	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							C111270-0267 ✓
WTR ANALYSES		9/16/2021 ✓	N	N			10/16/2021 ✓	\$0.00
10/21/2021 ✓					N			\$15.00 ✓
5	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							C111402-0267 ✓
WTR ANALYSES		9/17/2021 ✓	N	N			10/17/2021 ✓	\$0.00
10/21/2021 ✓					N			\$60.00 ✓
6	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							C111405-0267 ✓
WTR ANALYSES		9/17/2021 ✓	N	N			10/17/2021 ✓	\$0.00
10/21/2021 ✓					N			\$150.00 ✓
7	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							C111485-0267 ✓
WTR ANALYSES		9/20/2021 ✓	N	N			10/20/2021 ✓	\$0.00
10/21/2021 ✓					N			\$30.00 ✓
8	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							C112217-027 ✓
WTR ANALYSES		9/28/2021 ✓	N	N			10/28/2021 ✓	\$0.00
10/21/2021 ✓					N			\$1,400.00 ✓
9	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							C112218-0267 ✓
WTR ANALYSES		9/28/2021 ✓	N	N			10/28/2021 ✓	\$0.00
10/21/2021 ✓					N			\$1,150.00 ✓
10	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							C112219-0267 ✓
WTR ANALYSES		9/28/2021 ✓	N	N			10/28/2021 ✓	\$0.00
10/21/2021 ✓					N			\$86.00 ✓
11	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							C112220-0267 ✓
WTR ANALYSES		9/28/2021 ✓	N	N			10/28/2021 ✓	\$0.00
10/21/2021 ✓					N			\$900.00 ✓
12	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							C112221-0267 ✓
WTR ANALYSES		9/28/2021 ✓	N	N			10/28/2021 ✓	\$0.00
10/21/2021 ✓					N			\$75.00 ✓
13	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							C112227-0267 ✓
WTR ANALYSES		9/28/2021 ✓	N	N			10/28/2021 ✓	\$0.00
10/21/2021 ✓					N			\$86.00 ✓
14	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							C112358-0267 ✓
WTR ANALYSES		9/30/2021 ✓	N	N			10/30/2021 ✓	\$0.00
10/21/2021 ✓					N			\$198.45 ✓
15	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							C112451-0267 ✓
WTR ANALYSES		9/30/2021 ✓	N	N			10/30/2021 ✓	\$0.00
10/21/2021 ✓					N			\$36.00 ✓
16	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CJ10206-0267 ✓
WTR ANALYSES		10/4/2021 ✓	N	N			11/3/2021 ✓	\$0.00
10/21/2021 ✓					N			\$110.00 ✓
17	BPS B'S POOL SUPPLIES / B.P.S. B's POOL SUPPLIES ✓							111075 ✓
SODIUM HYPO		9/28/2021 ✓	N	N			10/28/2021 ✓	\$0.00
10/21/2021 ✓					N			\$1,042.14 ✓

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GL Date					Credit Card	CC Reference #		Total Invoice
18	BOOT BARN / BOOT BARN ✓	9/23/2021 ✓	N	N				INV00126409 ✓
	BOOTS - LCKWD					10/23/2021 ✓	9/23/2021	\$0.00
10/21/2021 ✓					N			\$157.68 ✓
19	C WELLS / C. WELLS PIPELINE MATLS, INC ✓	9/23/2021 ✓	N	N				SINV21-2776 ✓
	PARTS					10/23/2021 ✓	9/23/2021	\$0.00
10/21/2021 ✓					N			\$522.00 ✓
20	CLA-VAL / CLA-VAL ✓	9/24/2021 ✓	N	N				830009 ✓
	PARTS					10/24/2021 ✓	9/24/2021	\$0.00
10/21/2021 ✓					N			\$4,891.20 ✓
21	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓	9/27/2021 ✓	N	N				083772 ✓
	TOOLS					10/27/2021 ✓	9/27/2021	\$0.00
10/21/2021 ✓					N			\$51.69 ✓
22	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓	9/30/2021 ✓	N	N				083791 ✓
	CONCRETE					10/30/2021 ✓	9/30/2021	\$0.00
10/21/2021 ✓					N			\$51.59 ✓
23	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓	10/6/2021 ✓	N	N				083833 ✓
	R&M TRK					11/5/2021 ✓	10/6/2021	\$0.00
10/21/2021 ✓					N			\$8.18 ✓
24	EAGLE / EAGLE ROAD SVC & TIRE ✓	9/30/2021 ✓	N	N				1-182758 ✓
	R&M TRK					10/30/2021 ✓	9/30/2021	\$0.00
10/21/2021 ✓					N			\$253.04 ✓
25	EVOQUA / EVOQUA WATER TECH LLC ✓	9/30/2021 ✓	N	N				905089189 ✓
	RESIN - LABOR					10/30/2021 ✓	9/30/2021	\$0.00
10/21/2021 ✓					N			\$8,388.00 ✓
26	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓	10/1/2021 ✓	N	N				012L4021 ✓
	FILTERS					10/31/2021 ✓	10/1/2021	\$0.00
10/21/2021 ✓					N			\$205.71 ✓
27	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓	10/1/2021 ✓	N	N				012L4022 ✓
	PARTS IX PLNT					10/31/2021 ✓	10/1/2021	\$0.00
10/21/2021 ✓					N			\$323.11 ✓
28	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓	10/1/2021 ✓	N	N				012L4023 ✓
	PLSTIC PRTS					10/31/2021 ✓	10/1/2021	\$0.00
10/21/2021 ✓					N			\$759.76 ✓
29	HARRIS COMPUTER SYSTEMS / HARRIS COMPUTER ✓	9/30/2021 ✓	N	N				CT051783 ✓
	MAINT RELSE TSTNG					10/30/2021 ✓	9/30/2021	\$0.00
10/21/2021 ✓					N			\$5,325.00 ✓
30	HARRIS COMPUTER SYSTEMS / HARRIS COMPUTER ✓	9/30/2021 ✓	N	N				CT051774A ✓
	INV PYMT ARRG PGM					10/30/2021 ✓	9/30/2021	\$0.00
10/21/2021 ✓					N			\$2,953.00 ✓
31	J THAYER / J THAYER COMPANY, INC ✓	10/6/2021 ✓	N	N				1551871-0 ✓
	SUPPLIES					11/5/2021 ✓	10/6/2021	\$0.00
10/21/2021 ✓					N			\$524.25 ✓
32	J THAYER / J THAYER COMPANY, INC ✓	10/6/2021 ✓	N	N				1551984-0 ✓
	SUPPLIES					11/5/2021 ✓	10/6/2021	\$0.00
10/21/2021 ✓					N			\$51.14 ✓
33	MERIT OIL / MERIT OIL COMPANY ✓	9/29/2021 ✓	N	N				670019 ✓
	GASOLINE					10/14/2021 ✓	9/29/2021	\$0.00
10/21/2021 ✓					N			\$1,178.43 ✓
34	RELIABLE / RELIABLE WORKPLACE SOLUTIONS ✓	9/29/2021 ✓	N	N				AR103743 ✓
	COPIER USG					10/29/2021 ✓	9/29/2021	\$0.00
10/21/2021 ✓					N			\$348.60 ✓

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GL Date					Credit Card	CC Reference #		Total Invoice
35	RELIABLE / RELIABLE WORKPLACE SOLUTIONS ✓							AR103744 ✓
PRNTR USG		9/29/2021 ✓	N	N		10/29/2021 ✓	9/29/2021	\$0.00
10/21/2021 ✓					N			\$19.04 ✓
36	SCAQMD / SCAQMD ✓							3887442 ✓
FLT FEE - 5248 RVRVW		9/16/2021 ✓	N	N		10/16/2021 ✓	9/16/2021	\$0.00
10/21/2021 ✓					N			\$142.59 ✓
37	SCAQMD / SCAQMD ✓							3883793 ✓
ICE/GEN -5248 RVRVW		9/16/2021 ✓	N	N		10/16/2021 ✓	9/16/2021	\$0.00
10/21/2021 ✓					N			\$2,016.67 ✓
38	SCE / SCE ✓							210600000522796.A ✓
STREETLIGHTS		10/4/2021 ✓	N	N		10/25/2021 ✓	10/4/2021	\$0.00
10/21/2021 ✓					N			\$12,805.28 ✓
39	SCE / SCE ✓							210700244764992 ✓
STREETLIGHTS		10/2/2021 ✓	N	N		10/22/2021 ✓	10/2/2021	\$0.00
10/21/2021 ✓					N			\$122.60 ✓
40	SCG / SCG ✓							21O05925730565 ✓
FIRE DEPT UTLTY		10/1/2021 ✓	N	N		10/25/2021 ✓	10/1/2021	\$0.00
10/21/2021 ✓					N			\$84.97 ✓
41	SCG / SCG ✓							21O17882256005 ✓
MAIN OFC UTLTY		10/1/2021 ✓	N	N		10/25/2021 ✓	10/1/2021	\$0.00
10/21/2021 ✓					N			\$28.78 ✓
42	SCG / SCG ✓							21O01302181001 ✓
FLD OFC UTLTY		10/1/2021 ✓	N	N		10/25/2021 ✓	10/1/2021	\$0.00
10/21/2021 ✓					N			\$15.29 ✓
43	STREAMLINE_DIGITAL / STREAMLINE ✓							B89E97D4-0011 ✓
OCT '21 WEBSITE		10/1/2021 ✓	N	N		10/31/2021 ✓	10/1/2021	\$0.00
10/21/2021 ✓					N			\$400.00 ✓
44	TEKCOLLECT / TEK COLLECT ✓							496145 ✓
COLLECTION FEES		9/30/2021 ✓	N	N		10/30/2021 ✓	9/30/2021	\$0.00
10/21/2021 ✓					N			\$71.06 ✓
45	UPS / UNITED PARCEL SERVICE ✓							0000F908W2401 ✓
POSTAGE		10/2/2021 ✓	N	N		11/1/2021 ✓	10/2/2021	\$0.00
10/21/2021 ✓					N			\$6.34 ✓
46	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA ✓							RI4019 ✓
OCT '21 BRINE		10/1/2021 ✓	N	N		10/31/2021 ✓	10/1/2021	\$0.00
10/21/2021 ✓					N			\$749.94 ✓
47	AIRGAS / AIRGAS USA, LLC ✓							9983294043 ✓
C02 TNK RNTL		9/30/2021 ✓	N	N		10/30/2021 ✓	9/30/2021	\$0.00
10/21/2021 ✓					N			\$194.30 ✓
48	ALADDIN / ALADDIN CLEANING SVC INC ✓							1021 ✓
JANTRL SVC		10/1/2021 ✓	N	N		10/31/2021 ✓	10/1/2021	\$0.00
10/21/2021 ✓					N			\$1,487.00 ✓
49	AT&T / AT&T ✓							000017146299 ✓
PHN CHGS		10/7/2021 ✓	N	N		11/15/2021 ✓	10/7/2021	\$0.00
10/21/2021 ✓					N			\$418.55 ✓
50	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CJ10238-0267 ✓
WTR ANALYSES		10/5/2021 ✓	N	N		11/4/2021 ✓	10/5/2021	\$0.00
10/21/2021 ✓					N			\$75.00 ✓
51	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CJ10239-0267 ✓
WTR ANALYSES		10/5/2021 ✓	N	N		11/4/2021 ✓	10/5/2021	\$0.00
10/21/2021 ✓					N			\$198.45 ✓





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GL Date					Credit Card	CC Reference #		Total Invoice
69	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CJ10853-0267 ✓
WTR ANALYSES		10/11/2021 ✓	N	N		11/10/2021 ✓	10/11/2021	\$0.00
10/21/2021 ✓								\$225.00 ✓
70	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS ✓							7456-475915 ✓
TOOLS		9/9/2021 ✓	N	N		10/9/2021 ✓	9/9/2021	\$0.00
10/21/2021 ✓					N			\$27.47 ✓
71	CORELOGIC / CORELOGIC, INC. ✓							82102495 ✓
ON-LINE SVC		9/30/2021 ✓	N	N		10/30/2021 ✓	9/30/2021	\$0.00
10/21/2021 ✓					N			\$178.75 ✓
72	BRINKS / BRINKS INC. ✓							11709327 ✓
OCT '21 ARMR SVC		10/1/2021 ✓	N	N		10/31/2021 ✓	10/1/2021	\$0.00
10/21/2021 ✓					N			\$1,041.73 ✓
73	BUGBEE LELAND / BUGBEE, LELAND S II ✓							20210623.A ✓
DMV PHYSCL		7/1/2021 ✓	N	N		10/21/2021 ✓	7/1/2021	\$0.00
10/21/2021 ✓					N			\$115.00 ✓
74	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS ✓							7456-477804 ✓
DIESEL EXH FLD		10/4/2021 ✓	N	N		11/3/2021 ✓	10/4/2021	\$0.00
10/21/2021 ✓					N			\$36.18 ✓
75	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓							083841 ✓
SUPPLIES		10/7/2021 ✓	N	N		11/6/2021 ✓	10/7/2021	\$0.00
10/21/2021 ✓					N			\$61.40 ✓
76	DIG SAFE / DIG SAFE C/O UNDERGROUND SVC ALEF ✓							DSB20205020 ✓
DIG SAFE		10/1/2021 ✓	N	N		10/31/2021 ✓	10/1/2021	\$0.00
10/21/2021 ✓					N			\$51.43 ✓
77	EVERSOFT / EVERSOFT ✓							R2188131 ✓
SFTNR CELL RNTL		9/9/2021 ✓	N	N		10/9/2021 ✓	9/9/2021	\$0.00
10/21/2021 ✓					N			\$422.40 ✓
78	EVERSOFT / EVERSOFT ✓							R2191225 ✓
SFTNR CELL RNTL		10/1/2021 ✓	N	N		10/31/2021 ✓	10/1/2021	\$0.00
10/21/2021 ✓					N			\$1,014.40 ✓
79	FERGUSON / FERGUSON WTR WRKS #1083 ✓							0776044 ✓
COPPER TUBING		10/5/2021 ✓	N	N		11/4/2021 ✓	10/5/2021	\$0.00
10/21/2021 ✓					N			\$1,783.52 ✓
80	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓							012L4050 ✓
PVC PARTS		10/4/2021 ✓	N	N		11/3/2021 ✓	10/4/2021	\$0.00
10/21/2021 ✓					N			\$30.12 ✓
81	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓							012L4096 ✓
PVC PARTS		10/6/2021 ✓	N	N		11/5/2021 ✓	10/6/2021	\$0.00
10/21/2021 ✓					N			\$322.68 ✓
82	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓							012L4127 ✓
PVC PARTS		10/7/2021 ✓	N	N		11/6/2021 ✓	10/7/2021	\$0.00
10/21/2021 ✓					N			\$349.25 ✓
83	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓							012L4148 ✓
PVC PARTS		10/8/2021 ✓	N	N		11/7/2021 ✓	10/8/2021	\$0.00
10/21/2021 ✓					N			\$158.67 ✓
84	INLAND DESERT SECURITY / INLAND DESERT SECUI ✓							210900636101 ✓
CALL FWD		10/15/2021 ✓	N	N		10/15/2021 ✓	10/15/2021	\$0.00
10/21/2021 ✓					N			\$27.00 ✓
85	INLAND WATER WORKS / INLAND WATER WORKS SU ✓							S1048534.002 ✓
MTR ADPTRS		10/5/2021 ✓	N	N		11/4/2021 ✓	10/5/2021	\$0.00
10/21/2021 ✓					N			\$1,435.50 ✓



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GL Date					Credit Card	CC Reference #		Total Invoice
86	INLAND WATER WORKS / INLAND WATER WORKS SU	10/5/2021	N	N				S1049447.001
CLAMPS						11/4/2021	10/5/2021	\$0.00
10/21/2021					N			\$452.97
87	J THAYER / J THAYER COMPANY, INC	10/7/2021	N	N				1551984-1
SUPPLIES						11/6/2021	10/7/2021	\$0.00
10/21/2021					N			\$64.35
88	MERIT OIL / MERIT OIL COMPANY	10/6/2021	N	N				671359
GASOLINE						10/21/2021	10/6/2021	\$0.00
10/21/2021					N			\$1,885.13
89	MULTI W SYSTEMS / MULTI W. SYSTEMS, INC.	10/1/2021	N	N				32131194
TRNSDCRS						10/31/2021	10/1/2021	\$0.00
10/21/2021					N			\$1,271.45
90	RDO EQUIPMENT / RDO EQUIPMENT CO.	10/6/2021	N	N				P3739435
R&M EQUIP						11/5/2021	10/6/2021	\$0.00
10/21/2021					N			\$28.96
91	SALAS / SALAS, MARCOS	10/5/2021	N	N				20211005
EDUC REIMBURSE						11/4/2021	10/5/2021	\$0.00
10/21/2021					N			\$372.00
92	SCE / SCE	10/6/2021	N	N				210700617778997.A
FIRE STN UTLTY						10/26/2021	10/6/2021	\$0.00
10/21/2021					N			\$2,687.73
93	SCE / SCE	10/6/2021	N	N				210700040982544.A
MAIN OFC UTLTY						10/26/2021	10/6/2021	\$0.00
10/21/2021					N			\$2,052.01
94	SOCAL TRUCK / SOCAL TRUCKWORKS	10/4/2021	N	N				11143
R&M TRK						11/3/2021	10/4/2021	\$0.00
10/21/2021					N			\$55.00
95	SPECTRUM / SPECTRUM BUSINESS	10/6/2021	N	N				0023130100621
INTRNT SVC 10/6-11/5						10/23/2021	10/6/2021	\$0.00
10/21/2021					N			\$300.94
96	UNDERGROUND SERVICE ALERT / UNDERGROUND	10/1/2021	N	N				920210572
DIG ALERTS						10/31/2021	10/1/2021	\$0.00
10/21/2021					N			\$161.80
97	VERIZON WIRELESS / VERIZON WIRELESS	10/1/2021	N	N				9889603691
CELL PHN CHGS						10/24/2021	10/1/2021	\$0.00
10/21/2021					N			\$509.35
98	AIRGAS / AIRGAS USA, LLC	10/4/2021	N	N				9118255997
C02 TNKS						11/3/2021	10/4/2021	\$0.00
10/21/2021					N			\$294.44
99	AQUA METRIC SALES / AQUA METRIC SALES CO	10/11/2021	N	N				INV0084823
1" RGSTRS						11/10/2021	10/11/2021	\$0.00
10/21/2021					N			\$995.61
100	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	8/24/2021	N	N				CH12081-0267
WTR ANALYSES						9/23/2021	8/24/2021	\$0.00
10/21/2021					N			\$1,950.00
101	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	8/24/2021	N	N				CH12082-0267
WTR ANALYSES						9/23/2021	8/24/2021	\$0.00
10/21/2021					N			\$450.00
102	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	9/3/2021	N	N				CI10355-0267
WTR ANALYSES						10/3/2021	9/3/2021	\$0.00
10/21/2021					N			\$150.00





# AP Enter Bills Edit Report

Ruidoux Community Services District (RCSACT)  
Batch: AAAAOD

10/14/2021 12:50:04 PM

Page 8

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account			Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
120	BLAIS / BLAIS & ASSOCIATES, LLC ✓							092021RCS01 ✓
GRNT CNSLT		10/12/2021 ✓	N	N		11/11/2021 ✓	10/12/2021	\$0.00
10/21/2021 ✓					N			\$157.50 ✓
121	HARPER BURNS LLP / HARPER & BURNS LLP ✓							20211001.A ✓
SEPT LGL SVC		10/1/2021 ✓	N	N		10/31/2021 ✓	10/1/2021	\$0.00
10/21/2021 ✓					N			\$1,305.00 ✓
122	HARPER BURNS LLP / HARPER & BURNS LLP ✓							20211001.B ✓
CITY RVSD APPEAL		10/1/2021 ✓	N	N		10/31/2021 ✓	10/1/2021	\$0.00
10/21/2021 ✓					N			\$145.00 ✓
123	LILLESTRAND / LILLESTRAND LEADERSHIP CONSUL ✓							7515 ✓
MGMT CNSLT		9/30/2021 ✓	N	N		10/30/2021 ✓	9/30/2021	\$0.00
10/21/2021 ✓					N			\$905.00 ✓
124	RICHARDS, WATSON, GERSHON / RICHARDS, WATS ✓							233898 ✓
CITY RVSD APPEAL		10/8/2021 ✓	N	N		11/7/2021 ✓	10/8/2021	\$0.00
10/21/2021 ✓					N			\$3,530.00 ✓
125	RIVERSIDE CNTY DEPT ENVIRONMENTAL / RIVERSID ✓							IN0428017 ✓
PERMIT		10/8/2021 ✓	N	N		11/7/2021 ✓	10/8/2021	\$0.00
10/21/2021 ✓					N			\$1,171.00 ✓
126	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓							0929_101321.A ✓
COMM TRSH 9/29-10/13		10/14/2021 ✓	N	N		11/13/2021 ✓	10/14/2021	\$0.00
10/21/2021 ✓					N			\$43,063.08 ✓
127	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓							0929_101321.B ✓
RES TRSH 9/29-10/13		10/14/2021 ✓	N	N		11/13/2021 ✓	10/14/2021	\$0.00
10/21/2021 ✓					N			\$144,295.21 ✓
128	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓							0929_101321.C ✓
RCSD SHR COMM		10/14/2021 ✓	N	N		11/13/2021 ✓	10/14/2021	\$0.00
10/21/2021 ✓					N			(\$4,306.31) ✓
129	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓							0929_101321.D ✓
RCSD SHR RES		10/14/2021 ✓	N	N		11/13/2021 ✓	10/14/2021	\$0.00
10/21/2021 ✓					N			(\$1,031.83) ✓
130	VARNER / VARNER & BRANDT LLP ✓							21018872-0000M ✓
LABOR CNSLT		9/30/2021 ✓	N	N		10/30/2021 ✓	9/30/2021	\$0.00
10/21/2021 ✓					N			\$440.00 ✓
131	ZELDAS / ZELDA'S EMBROIDERY ✓							10923 ✓
UNIFORMS		10/12/2021 ✓	N	N		11/11/2021 ✓	10/12/2021	\$0.00
10/21/2021 ✓					N			\$630.34 ✓

Grand Totals

Total Direct Expense: \$291,247.05  
Total Direct Expense Adj: (\$5,338.14) ①  
Total Non-Electronic Transactions: \$285,908.91 ②

Report Summary

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

① 4 5,338.14      ② 4 285,908.91  
5,338.14 Tri-co      286,163.91  
0.00      255.00

*MMB*  
*10-19-21*

*PR*  
*10/15/21*

*255.00 Liuna 777*  
*0.00*

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 (Second Meeting each Month)

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



## Water and Wastewater Production Comparison

Date	TOTAL WELL PRODUCTION in Million Gallons					Consumption to JURUPA C.S.D.	WASTEWATER FLOW TO RIVERSIDE
	Purchased	Potable Wells	Potable Total	Non-Potable Wells	Total	(Million Gallons)	(Million Gallons)
9/1/2021	0.00	4.26	4.26	1.05	5.31	0.00	1.70
9/2/2021	0.00	5.61	5.61	0.62	6.22	0.00	1.67
9/3/2021	0.00	5.16	5.16	0.55	5.71	0.00	1.62
9/4/2021	0.00	5.39	5.39	0.49	5.88	0.00	1.64
9/5/2021	0.00	4.91	4.91	0.56	5.47	0.00	1.59
9/6/2021	0.00	5.65	5.65	0.66	6.31	0.00	1.78
9/7/2021	0.00	5.46	5.46	0.62	6.08	0.00	1.73
9/8/2021	0.00	4.82	4.82	0.57	5.40	0.00	1.76
9/9/2021	0.00	5.96	5.96	0.59	6.55	0.00	1.73
9/10/2021	0.00	4.66	4.66	0.67	5.33	0.00	1.64
9/11/2021	0.00	4.82	4.82	0.55	5.37	0.00	1.67
9/12/2021	0.00	5.52	5.52	0.54	6.06	0.00	1.71
9/13/2021	0.00	5.07	5.07	0.37	5.44	0.00	1.74
9/14/2021	0.00	4.20	4.20	0.57	4.77	0.00	1.74
9/15/2021	0.00	5.46	5.46	0.29	5.75	0.00	1.74
9/16/2021	0.00	4.26	4.26	0.29	4.55	0.00	1.78
9/17/2021	0.00	4.31	4.31	0.29	4.59	0.00	1.68
9/18/2021	0.00	5.65	5.65	0.33	5.98	0.00	1.68
9/19/2021	0.00	3.69	3.69	0.38	4.06	0.00	1.76
9/20/2021	0.00	5.36	5.36	0.37	5.73	0.00	1.76
9/21/2021	0.00	5.11	5.11	0.29	5.40	0.00	1.72
9/22/2021	0.00	4.61	4.61	0.36	4.97	0.00	1.74
9/23/2021	0.00	5.61	5.61	0.36	5.97	0.00	1.70
9/24/2021	0.00	4.40	4.40	0.32	4.73	0.00	1.63
9/25/2021	0.00	5.02	5.02	0.32	5.33	0.00	1.70
9/26/2021	0.00	4.30	4.30	0.35	4.65	0.00	1.76
9/27/2021	0.00	5.68	5.68	0.36	6.04	0.00	1.73
9/28/2021	0.00	3.53	3.53	0.35	3.88	0.00	1.73
9/29/2021	0.00	5.59	5.59	0.29	5.88	0.00	1.72
9/30/2021	0.00	4.51	4.51	0.01	4.52	-	1.72
MINIMUM	0.00	3.53	3.53	0.01	3.88	0.00	1.59
AVERAGE	0.00	4.95	4.95	0.45	5.40	0.00	1.71
MAXIMUM	0.00	5.96	5.96	1.05	6.55	0.00	1.78
TOTAL	0.00	148.57	148.57	13.35	161.92	0.00	51.26

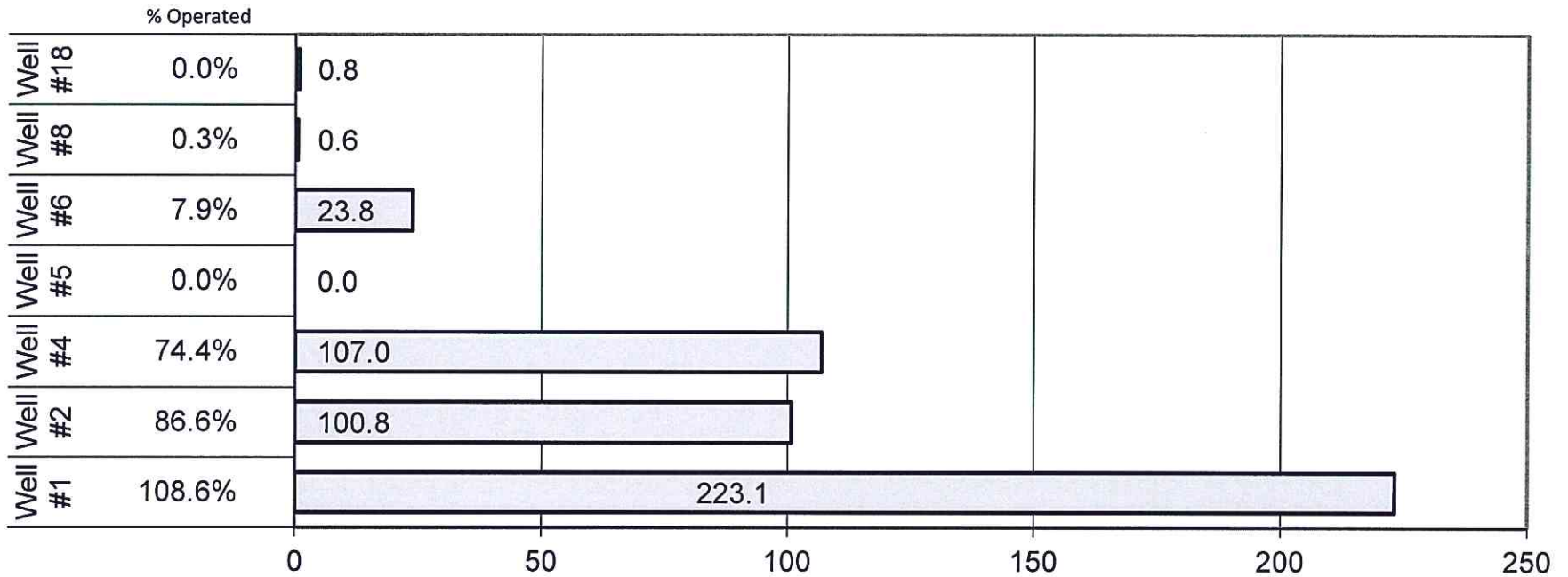
**RUBIDOUX COMMUNITY SERVICES DISTRICT**  
**MONTHLY WELL PRODUCTION**  
(Million Gallons)

DATE	POTABLE WATER								NONPOTABLE WATER					TOTALS		TOTAL PROD. (MG)
	JURUPA	MN Rmvl	GAC Plt	Nitrate Removal Plt			MN Rmvl	28th ST.	DALY	CLEMENT	46th ST.	Mission	POTABLE (MG)	NON POTABLE (MG)		
	TIE-IN (MG)	Plt #1 Well #1A (MG)	TROYER Well #2 (MG)	FLT Well #4 (MG)	SKOTTY Well #6 (MG)	DALY Well #5 (MG)	GOULD Well #8A (MG)	Plt #2 Well #18 (MG)	Well #3 (MG)	Well #7 (MG)	Well #11 (MG)	Well #14 (MG)			#19 & #20 (MG)	
9/1/2021	0.00	2.21	1.16	0.55	0.34	0.00	0.00	0.00	0.43	0.00	0.60	0.00	0.02	4.26	1.05	5.31
9/2/2021	0.00	2.54	1.16	1.73	0.17	0.00	0.00	0.00	0.00	0.00	0.60	0.00	0.02	5.61	0.62	6.22
9/3/2021	0.00	2.58	1.16	1.39	0.03	0.00	0.00	0.00	0.00	0.00	0.53	0.00	0.02	5.16	0.55	5.71
9/4/2021	0.00	2.59	1.16	1.55	0.09	0.00	0.00	0.00	0.00	0.00	0.47	0.00	0.02	5.39	0.49	5.88
9/5/2021	0.00	2.65	1.16	1.04	0.06	0.00	0.00	0.00	0.00	0.00	0.54	0.00	0.02	4.91	0.56	5.47
9/6/2021	0.00	2.62	1.16	1.80	0.08	0.00	0.00	0.00	0.00	0.00	0.64	0.00	0.02	5.65	0.66	6.31
9/7/2021	0.00	2.39	1.16	1.85	0.07	0.00	0.00	0.00	0.00	0.00	0.60	0.00	0.02	5.46	0.62	6.08
Subtotal	0.00	17.58	8.13	9.91	0.83	0.00	0.00	0.00	0.43	0.00	3.98	0.00	0.14	36.44	4.54	40.98
9/8/2021	0.00	2.58	1.24	0.88	0.12	0.00	0.00	0.00	0.00	0.00	0.56	0.00	0.02	4.82	0.57	5.40
9/9/2021	0.00	2.44	2.26	0.58	0.69	0.00	0.00	0.00	0.00	0.00	0.57	0.00	0.02	5.96	0.59	6.55
9/10/2021	0.00	2.69	0.16	1.46	0.35	0.00	0.00	0.00	0.00	0.00	0.66	0.00	0.02	4.66	0.67	5.33
9/11/2021	0.00	2.68	1.27	0.87	0.00	0.00	0.00	0.00	0.00	0.00	0.53	0.00	0.02	4.82	0.55	5.37
9/12/2021	0.00	2.40	1.23	1.89	0.00	0.00	0.00	0.00	0.00	0.00	0.52	0.00	0.01	5.52	0.54	6.06
9/13/2021	0.00	2.59	1.15	1.32	0.00	0.00	0.00	0.00	0.00	0.00	0.35	0.00	0.02	5.07	0.37	5.44
9/14/2021	0.00	2.33	1.13	0.60	0.14	0.00	0.00	0.00	0.00	0.00	0.55	0.00	0.02	4.20	0.57	4.77
Subtotal	0.00	17.71	8.45	7.60	1.29	0.00	0.00	0.00	0.00	0.00	3.74	0.00	0.12	35.05	3.86	38.92
9/15/2021	0.00	2.53	1.16	1.77	0.00	0.00	0.00	0.00	0.00	0.00	0.27	0.00	0.02	5.46	0.29	5.75
9/16/2021	0.00	1.95	0.94	0.62	0.74	0.00	0.00	0.00	0.00	0.00	0.27	0.00	0.02	4.26	0.29	4.55
9/17/2021	0.00	2.59	0.47	0.86	0.39	0.00	0.00	0.00	0.00	0.00	0.27	0.00	0.02	4.31	0.29	4.59
9/18/2021	0.00	2.80	1.27	1.18	0.39	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.02	5.65	0.33	5.98
9/19/2021	0.00	2.29	1.10	0.30	0.00	0.00	0.00	0.00	0.00	0.00	0.36	0.00	0.02	3.69	0.38	4.06
9/20/2021	0.00	2.53	1.13	1.24	0.47	0.00	0.00	0.00	0.00	0.00	0.35	0.00	0.02	5.36	0.37	5.73
9/21/2021	0.00	2.60	1.08	1.42	0.00	0.00	0.00	0.00	0.00	0.00	0.27	0.00	0.02	5.11	0.29	5.40
Subtotal	0.00	17.29	7.16	7.38	2.00	0.00	0.00	0.00	0.00	0.00	2.10	0.00	0.13	33.83	2.23	36.06
9/22/2021	0.00	2.63	1.19	0.66	0.13	0.00	0.00	0.00	0.00	0.00	0.34	0.00	0.02	4.61	0.36	4.97
9/23/2021	0.00	2.20	0.85	1.79	0.69	0.00	0.00	0.09	0.00	0.00	0.34	0.00	0.02	5.61	0.36	5.97
9/24/2021	0.00	2.33	1.13	0.49	0.45	0.00	0.00	0.00	0.00	0.00	0.31	0.00	0.02	4.40	0.32	4.73
9/25/2021	0.00	2.47	1.23	1.32	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.02	5.02	0.32	5.33
9/26/2021	0.00	2.41	1.25	0.65	0.00	0.00	0.00	0.00	0.00	0.00	0.33	0.00	0.01	4.30	0.35	4.65
9/27/2021	0.00	2.64	1.17	1.87	0.00	0.00	0.00	0.00	0.00	0.00	0.34	0.00	0.02	5.68	0.36	6.04
9/28/2021	0.00	2.12	0.77	0.01	0.30	0.00	0.18	0.15	0.00	0.00	0.34	0.00	0.01	3.53	0.35	3.88
9/29/2021	0.00	2.52	1.19	1.71	0.17	0.00	0.00	0.00	0.00	0.00	0.27	0.00	0.02	5.59	0.29	5.88
9/30/2021	0.00	0.82	0.33	1.46	1.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01	4.51	0.01	4.52
Subtotal	0.00	20.12	9.11	9.96	3.63	0.00	0.18	0.25	0.00	0.00	2.57	0.00	0.15	43.25	2.71	45.96
<b>TOTAL</b>	<b>0.000</b>	<b>72.699</b>	<b>32.846</b>	<b>34.850</b>	<b>7.752</b>	<b>0.000</b>	<b>0.181</b>	<b>0.245</b>	<b>0.432</b>	<b>0.000</b>	<b>12.383</b>	<b>0.000</b>	<b>0.536</b>	<b>148.573</b>	<b>13.351</b>	<b>161.924</b>



# TOTAL WATER PRODUCED w/ % Operated

## September 2021

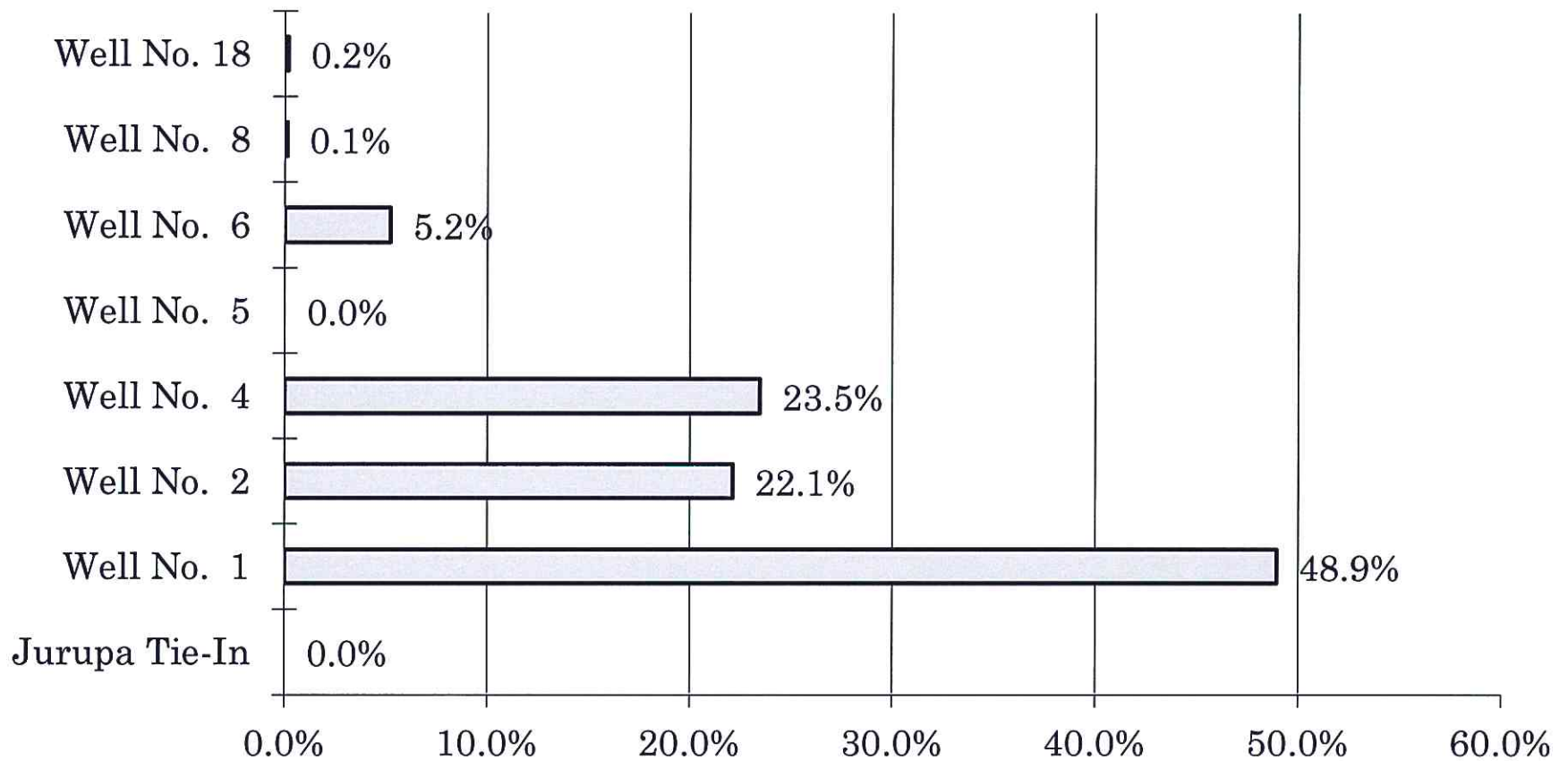


Max Production      **972.7 AF**  
 Monthly Production    **471.3 AF**  
 Reserve Production    **501.4 AF**

**ACRE FEET**

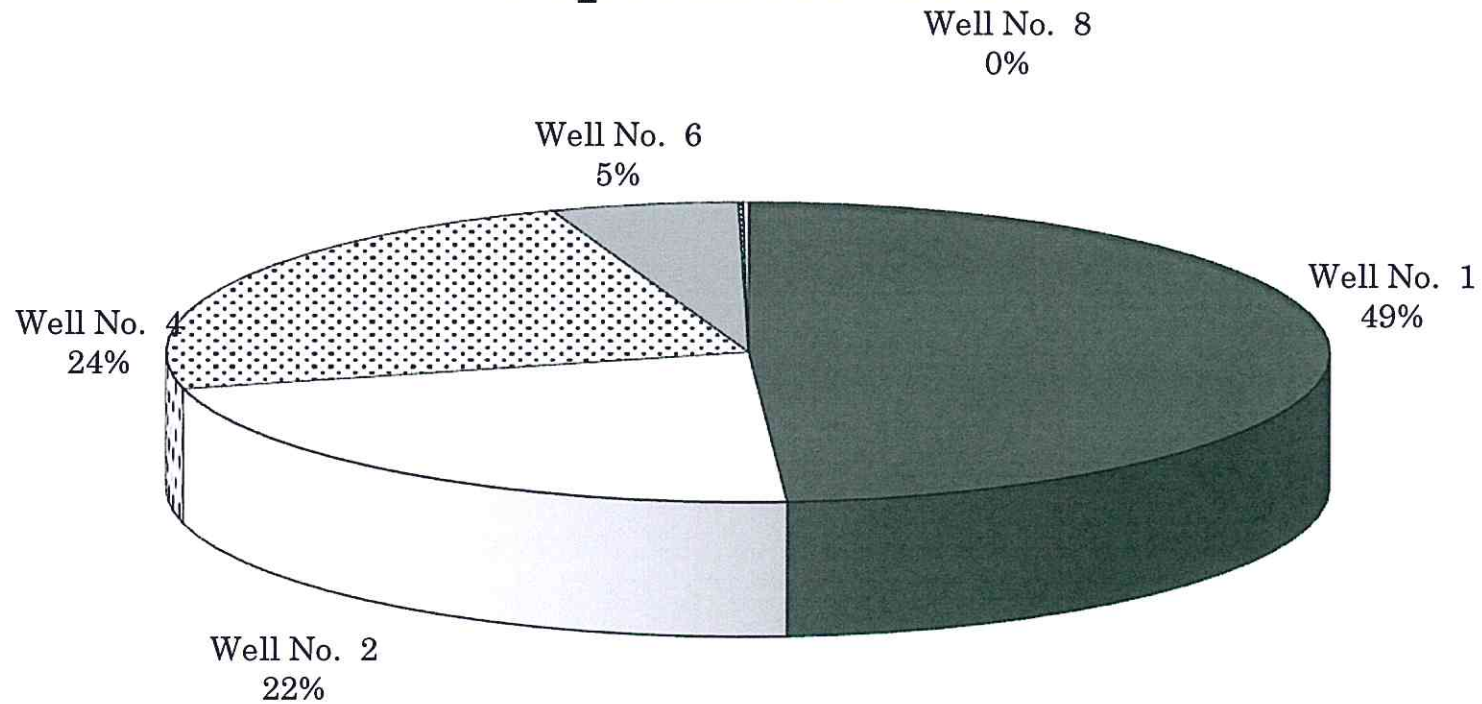
1 Acre Foot = 43,560 Cubic Feet = 325,829 Gallons

## Source Potable Production Comparison September 2021

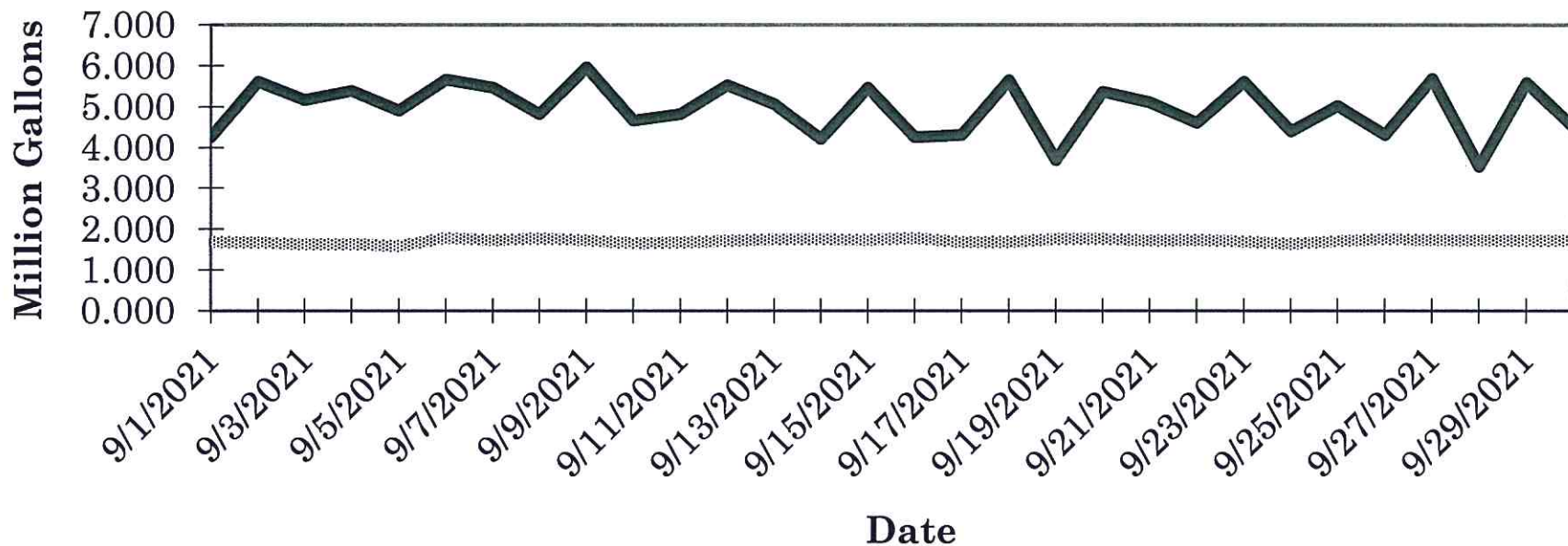




# Source Potable Production Comparison September 2021



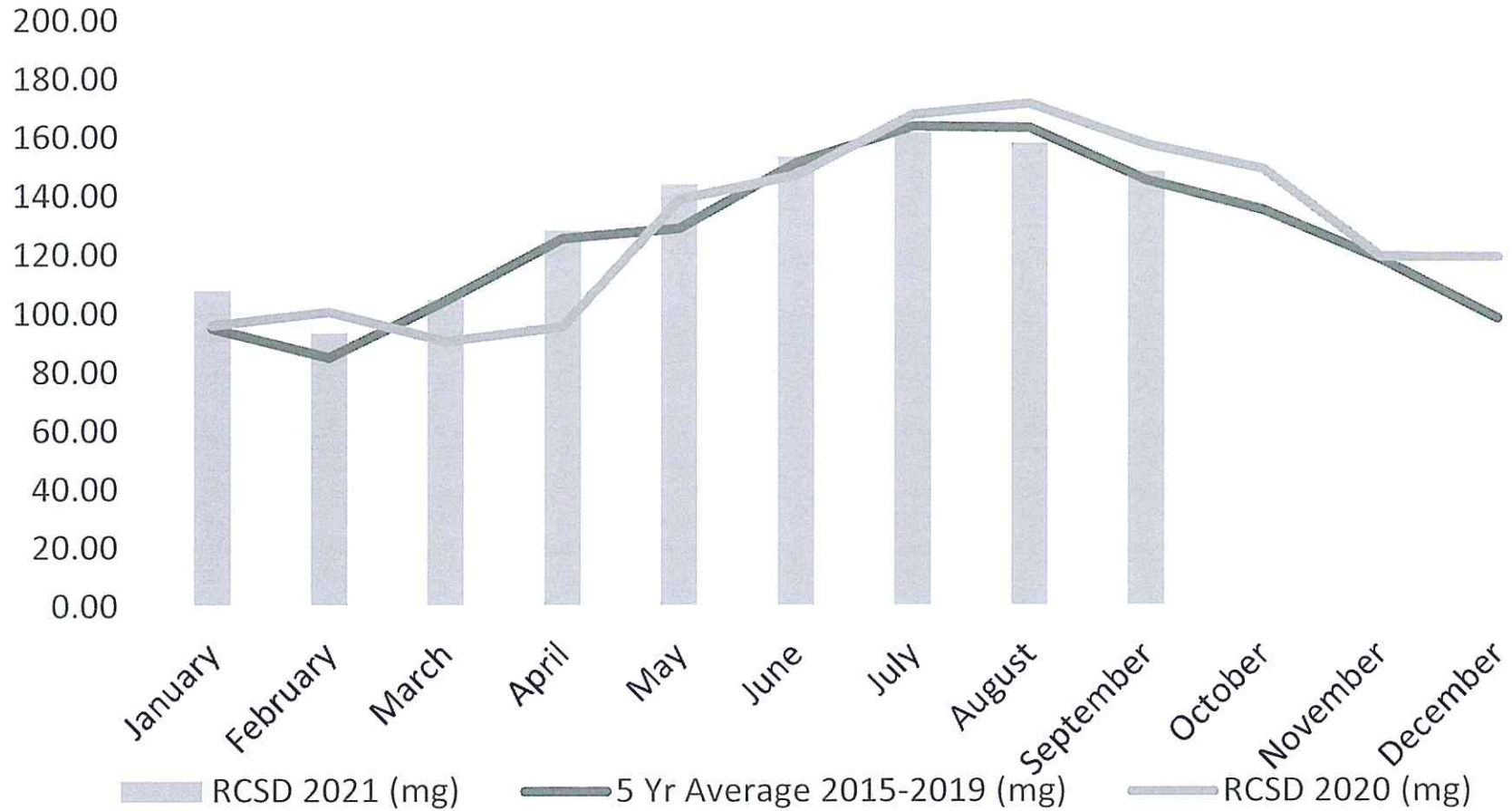
# Potable Water & Wastewater Comparison September 2021



— Potable Water Prod.      ..... Wastewater



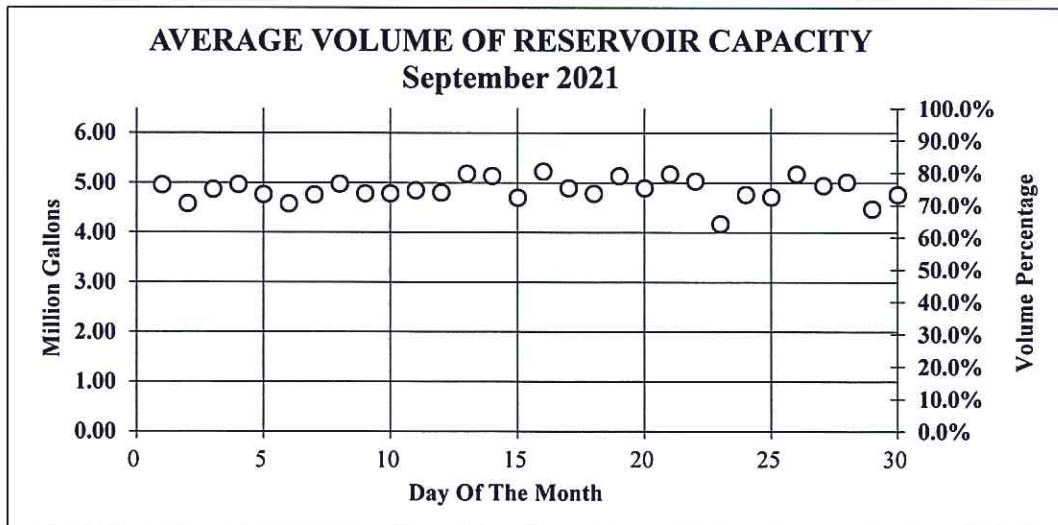
# Potable Water Production Year 2021



# RUBIDOUX COMMUNITY SERVICES DISTRICT

## Reservoir Capacity Report

CAPACITY	ATKINSON SYSTEM		HUNTER SYSTEM		WATER AVAILABLE (Gallons)*	PERCENTAGE OF TOTAL CAPACITY
	2,000,000	3,000,000	425,000	1,000,000		
DATE	ATKINSON	WATSON	HUNTER 1	PERRONE		
9/1/2021	81.2	76.6	72.4	72.9	4,956,850	77.1%
9/2/2021	73.7	70.5	68.0	70.1	4,579,573	71.3%
9/3/2021	80.0	76.0	69.4	69.8	4,871,469	75.8%
9/4/2021	82.8	77.9	68.4	68.5	4,966,616	77.3%
9/5/2021	77.5	73.5	70.7	71.2	4,766,344	74.2%
9/6/2021	72.4	70.4	70.9	71.6	4,576,622	71.2%
9/7/2021	76.6	73.4	71.2	72.1	4,758,082	74.1%
9/8/2021	82.1	77.1	71.3	72.3	4,979,447	77.5%
9/9/2021	75.7	74.7	72.3	72.3	4,785,136	74.5%
9/10/2021	77.9	74.1	70.6	70.8	4,787,675	74.5%
9/11/2021	80.6	75.4	68.0	68.6	4,847,159	75.4%
9/12/2021	78.1	74.7	70.3	70.2	4,805,181	74.8%
9/13/2021	84.8	79.6	77.8	76.9	5,183,038	80.7%
9/14/2021	84.5	78.8	73.9	76.9	5,135,873	79.9%
9/15/2021	73.3	70.3	78.9	79.2	4,701,598	73.2%
9/16/2021	84.4	80.4	78.4	79.5	5,226,616	81.3%
9/17/2021	78.8	74.4	75.2	77.2	4,897,534	76.2%
9/18/2021	76.5	73.4	73.3	74.3	4,785,918	74.5%
9/19/2021	84.8	78.5	76.2	76.4	5,139,985	80.0%
9/20/2021	78.2	74.3	76.5	77.7	4,894,567	76.2%
9/21/2021	84.4	79.0	77.6	79.1	5,179,623	80.6%
9/22/2021	83.5	77.8	70.0	73.5	5,038,416	78.4%
9/23/2021	62.6	63.5	71.3	71.6	4,176,681	65.0%
9/24/2021	77.1	73.6	72.2	71.3	4,767,927	74.2%
9/25/2021	74.4	71.3	76.4	76.1	4,712,056	73.3%
9/26/2021	88.1	77.6	77.7	76.0	5,178,540	80.6%
9/27/2021	83.7	75.6	70.9	70.3	4,944,272	77.0%
9/28/2021	83.3	77.8	70.6	71.6	5,018,591	78.1%
9/29/2021	70.8	68.3	70.9	71.2	4,478,392	69.7%
9/30/2021	76.0	74.3	70.9	71.8	4,767,981	74.2%



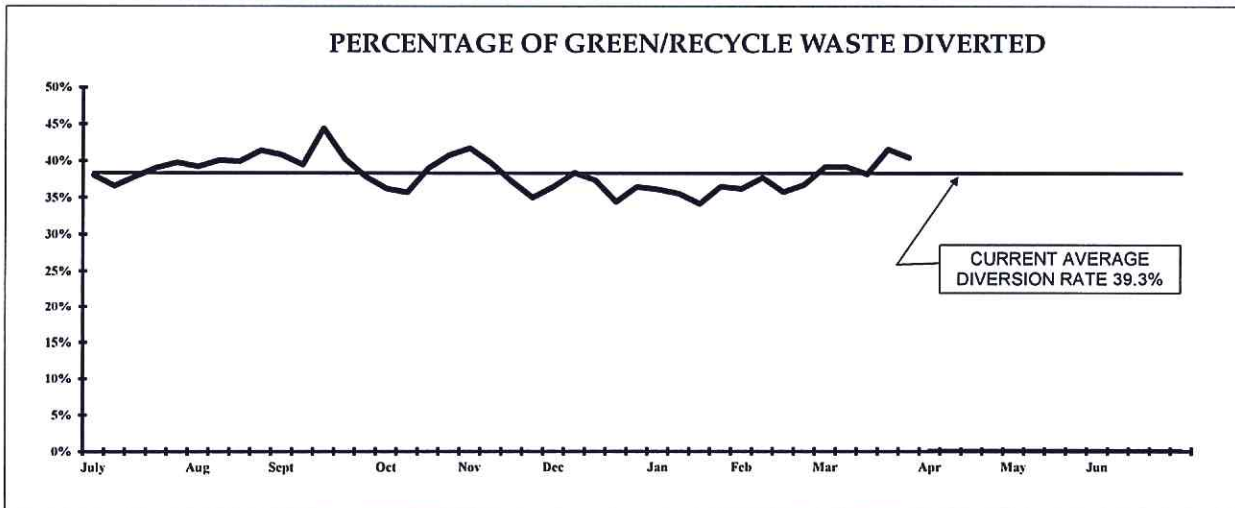
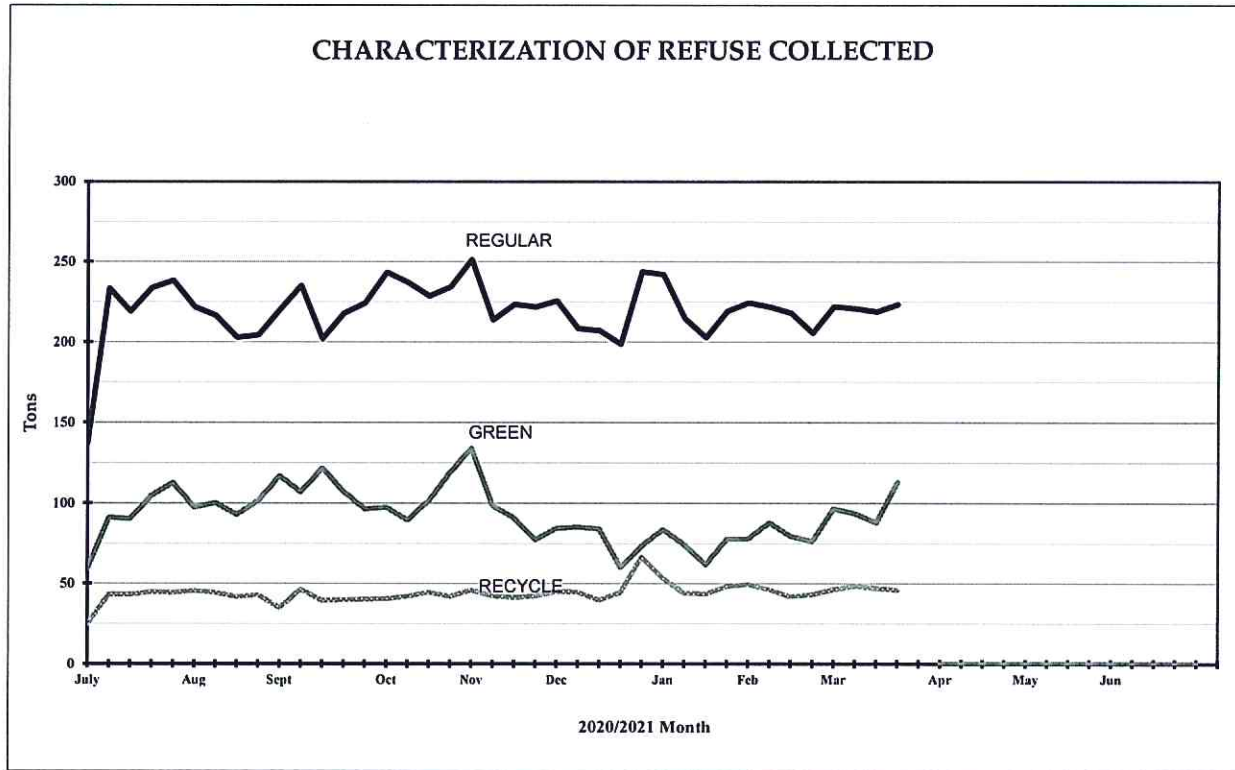
\* The total capacity of all District reservoirs is 6,425,000 gallons.



**RUBIDOUX COMMUNITY SERVICES DISTRICT**  
**Green Waste Program**  
**(July 2020 to June 2021)**

DATE	YEAR	GREEN WASTE					RECYCLE					REGULAR TRASH					WEEKLY TRASH TOTALS				
		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	GREEN	RECYCLE	REGULAR	TOTAL	% DIVERSION
5/93-5/94	Year 1	1,307	1,275								4,371	3,609				2,582		7,980	10,562	24.4%	
5/94-5/95	Year 2	1,260	1,183								4,914	3,999				2,444		8,913	11,357	21.5%	
5/95-5/96	Year 3	1,300	1,050								4,872	4,118				2,350		8,990	11,340	20.7%	
5/96-5/97	Year 4	1,207	1,013								4,802	4,182				2,220		8,984	11,204	19.8%	
5/97-5/98	Year 5	607	600	512	491	434					2,171	2,111	1,199	1,332	1,027	2,624		7,840	10,484	25.2%	
5/98-5/99	Year 6	503	508	656	608	533					1,781	1,920	1,558	1,802	1,314	2,808		8,375	11,183	25.1%	
5/99-5/00	Year 7	438	500	610	569	499					1,926	2,147	1,717	1,974	1,430	2,616		9,194	11,810	22.2%	
5/00-5/01	Year 8	460	568	674	630	500					2,071	2,478	1,788	2,094	1,499	2,832		9,930	12,762	22.2%	
5/01-5/02	Year 9	426	518	659	625	525					2,298	2,632	1,889	2,257	1,512	2,753		10,588	13,341	20.6%	
5/02-5/03	Year 10	468	583	726	699	583					2,514	3,039	2,083	2,367	1,581	3,059		11,584	14,643	20.9%	
5/03-5/04	Year 11	590	624	689	657	573					2,525	3,323	2,195	2,473	1,650	3,133		12,166	15,299	20.5%	
5/04-5/05	Year 12	577	603	702	681	613					2,615	3,385	2,253	2,484	1,629	3,206		12,366	15,572	20.6%	
5/05-5/06	Year 13	575	611	739	654	615					2,579	3,268	2,439	2,545	1,664	3,194		12,495	15,689	20.4%	
5/06-5/07	Year 14	487	572	633	626	547					2,451	3,267	2,286	2,432	1,698	2,865		12,134	14,999	19.1%	
5/07-5/08	Year 15	723	936	858	884	654	175	268	207	219	200	2,110	2,856	1,740	2,004	1,273	4,055	1,069	9,983	15,107	33.9%
5/08-5/09	Year 16	793	939	927	861	766	240	361	285	299	235	1,944	2,536	1,592	1,810	1,123	4,286	1,420	9,005	14,711	38.8%
5/09-5/10	Year 17	919	1,114	1,026	969	779	250	382	303	315	233	1,931	2,452	1,538	1,738	1,117	4,807	1,483	8,776	15,066	41.7%
5/10-5/11	Year 18	758	1,036	954	915	611	260	381	307	309	225	1,862	2,466	1,529	1,757	1,130	4,274	1,482	8,744	14,500	39.7%
5/10-5/12	Year 19	745	1,032	911	893	600	247	378	292	309	214	1,779	2,360	1,549	1,794	1,138	4,181	1,440	8,620	14,241	39.5%
5/12-5/13	Year 20	800	1,089	935	933	628	236	361	278	292	261	1,830	2,004	1,536	1,701	1,416	4,385	1,428	8,487	14,300	40.7%
5/13-5/14	Year 21	792	1,086	893	918	593	224	326	250	276	309	1,998	1,754	1,696	1,760	1,688	4,282	1,385	8,896	14,563	38.9%
5/14-5/15	Year 22	894	932	781	783	791	314	325	286	324	327	1,975	1,657	1,547	1,824	2,023	4,181	1,576	9,026	14,783	38.9%
5/15-5/16	Year 23	1,038	804	740	772	964	375	322	299	378	334	1,986	1,634	1,428	1,990	2,192	4,318	1,708	9,230	15,814	39.5%
5/16-5/17	Year 24	1,018	783	681	800	973	400	350	315	435	361	2,054	1,693	1,458	2,074	2,132	4,255	1,861	9,411	15,527	39.4%
5/17-5/18	Year 25	1,052	835	685	862	1,046	411	357	316	453	373	2,108	1,712	1,450	2,082	2,072	4,480	1,910	9,424	15,814	40.4%
5/18-5/19	Year 26	1,033	835	698	901	1,048	425	376	320	503	371	2,159	1,476	1,476	2,176	2,077	4,515	1,995	9,669	16,179	40.2%
5/19-6/20	Year 27	1,236	981	799	1,056	1,207	493	446	367	605	430	2,674	2,327	1,910	2,727	2,511	5,279	2,341	12,149	19,769	38.5%
6/29/2020	Yr 28	-	-	17.88	20.15	21.22	-	-	10.01	7.89	6.87	-	-	40.00	53.13	43.80	59.25	24.77	136.93	220.95	38.0%
7/6/2020	Yr 28	18.81	18.78	17.89	17.36	18.32	10.19	8.63	7.75	9.47	7.06	57.21	44.14	41.06	48.91	41.86	91.16	43.10	233.18	367.44	36.5%
7/13/2020	Yr 28	17.70	17.85	17.98	16.62	20.22	9.45	8.93	8.20	9.87	6.59	49.23	47.66	37.22	48.84	36.08	90.37	43.04	219.03	352.44	37.9%
7/20/2020	Yr 28	22.12	18.72	20.27	21.20	22.50	10.45	8.97	8.87	9.28	7.19	49.69	46.44	46.40	46.84	44.14	104.81	44.76	233.51	383.08	39.0%
7/27/2020	Yr 28	25.58	22.06	20.53	23.04	21.60	10.20	8.43	9.20	9.63	6.90	52.36	48.48	44.74	45.77	46.88	112.81	44.36	238.23	395.40	39.7%
8/3/2020	Yr 28	17.99	18.54	19.20	20.31	21.51	10.81	8.66	9.19	8.94	7.80	48.55	45.48	39.81	50.06	37.75	97.55	45.40	221.65	364.60	39.2%
8/10/2020	Yr 28	23.29	19.67	18.82	19.12	19.49	9.82	9.59	8.65	8.94	7.25	49.25	41.00	40.11	49.62	36.38	100.39	44.25	216.36	361.00	40.1%
8/17/2020	Yr 28	21.18	17.73	17.79	17.67	18.52	9.35	8.66	7.57	9.09	7.13	45.18	38.36	36.07	46.04	37.11	92.89	41.80	202.76	337.45	39.9%
8/24/2020	Yr 28	22.35	19.54	19.60	16.97	23.12	9.47	8.56	7.92	9.72	7.21	44.69	40.00	37.65	48.26	33.80	101.58	42.88	204.40	348.86	41.4%
8/31/2020	Yr 28	25.99	23.19	22.44	21.64	23.76	9.93	8.53	8.75	9.16	7.47	45.77	40.65	44.07	52.32	37.40	117.02	34.84	220.21	372.07	40.8%
9/7/2020	Yr 28	22.49	22.47	17.18	21.95	22.87	10.54	9.52	9.96	9.30	7.01	44.81	42.73	43.37	61.84	42.38	106.96	46.33	235.13	388.42	39.5%
9/14/2020	Yr 28	25.86	22.95	28.59	21.03	23.33	8.35	8.20	7.65	8.61	6.57	45.98	37.38	38.95	45.54	34.08	121.76	39.38	201.93	363.07	44.4%
9/21/2020	Yr 28	22.93	20.64	21.71	21.24	20.79	8.91	7.44	6.59	10.00	6.79	45.31	42.10	40.81	49.65	39.89	107.31	39.73	217.76	364.80	40.3%
9/28/2020	Yr 28	21.66	17.79	19.02	19.20	18.94	8.56	8.61	7.60	8.33	7.07	45.87	41.98	40.50	52.04	43.86	96.61	40.17	224.25	361.03	37.9%
10/5/2020	Yr 28	21.64	18.08	17.49	19.27	21.13	9.28	8.22	6.92	9.94	6.11	51.39	52.63	42.18	53.20	43.95	97.61	40.47	243.35	381.43	36.2%
10/12/2020	Yr 28	21.59	16.25	17.29	16.65	17.73	10.25	7.75	8.07	9.04	6.87	59.95	48.45	42.30	46.50	39.82	89.51	41.98	237.02	368.51	35.7%
10/19/2020	Yr 28	22.74	18.48	19.00	18.46	22.93	9.10	8.37	7.98	11.70	7.34	53.25	42.47	40.86	51.29	40.62	101.61	44.49	228.49	374.59	39.0%
10/26/2020	Yr 28	22.06	19.42	21.56	25.97	30.28	9.50	7.59	7.98	9.52	7.36	42.62	40.92	42.27	64.62	43.80	119.29	41.95	234.23	395.47	40.8%
11/2/2020	Yr 28	32.45	28.47	26.71	23.30	22.98	10.55	9.25	8.71	9.87	7.44	51.41	51.91	50.63	53.87	43.40	133.91	45.82	251.22	430.95	41.7%
11/9/2020	Yr 28	22.40	19.03	16.65	17.79	22.66	8.81	8.77	6.99	9.93	7.70	47.62	41.12	40.07	46.36	38.39	98.53	42.20	213.56	354.29	39.7%
11/16/2020	Yr 28	23.53	17.85	17.32	18.22	14.10	9.50	7.47	7.91	8.50	7.87	49.18	40.33	42.10	47.71	43.97	91.02	41.25	223.29	355.56	37.2%
11/23/2020	Yr 28	18.96	14.42	13.87	13.75	16.43	8.18	8.00	7.85	10.79	7.33	52.91	43.94	39.55	45.57	39.79	77.43	42.15	221.76	341.34	35.0%
11/30/2020	Yr 28	20.10	15.75	14.16	14.08	20.35	9.38	9.20	9.06	9.73	7.63	49.93	47.09	41.67	50.15	36.59	84.44	45.00	225.43	354.87	36.5%
12/7/2020	Yr 28	19.41	15.98	13.71	16.87	19.25	10.12	8.67	9.84	10.50	5.48	45.15	39.13	38.73	47.50	37.73	85.22	44.61	208.24	338.07	38.4%
12/14/2020	Yr 28	19.62	20.36	13.82	13.01	17.17	7.43	5.57	9.26	9.95	7.42	45.83	39.14	39.32	45.17	37.70	83.98	39.63	207.16	330.77	37.4%
12/21/2020	Yr 28	8.71	14.89	12.50	8.98	14.94	9.35	9.54	8.71	8.22	8.49	43.69	36.49	38.52	43.11	36.74	60.02	44.31	198.55	302.88	34.4%
12/28/2020	Yr 28	18.80	13.58	9.97	11.56	19.38	13.43	14.54	13.50	14.64	10.54	57.89	48.62	42.96	54.53	39.78	73.29	66.65	243.78	383.72	36.5%
1/4/2021	Yr 28	18.98	17.01	14.31	14.95	18.41	12.85	10.93	10.38	11.50	7.58	56.25	46.52	47.73	54.92	36.40	83.66	53.24	241.82	378.72	36.1%
1/11/2021	Yr 28	18.09	14.92	12.76	15.17	13.39	10.69	8.81	9.09	9.03	6.47	49.90	40.56	41.77	46.38	36.13	74.33	44.09	214.74	333.16	35.5%
1/18/2021	Yr 28	13.50	13.05	9.98	9.56	15.80	8.42	8.02	8.24	7.77	11.13	45.90	38.24	36.65	44.66	37.35	61.69	43.58	202.80	308.07	34.2%
1/25/2021	Yr 28	19.49	12.81	14.01	14.42	17.13	9.78	9.62	10.42	9.79											

**RUBIDOUX COMMUNITY SERVICES DISTRICT  
Green Waste Program  
(July 2020 to June 2021)**



**CAL FIRE/Riverside County Fire Department**

**Emergency Incident Statistics**



**Bill Weiser**

**Fire Chief**

10/6/2021

**Report Provided By: Riverside County Fire Department**

**Communications and Technology Division**

**GIS Section**

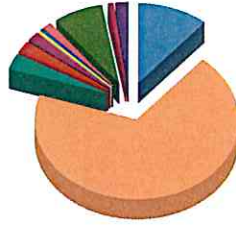
**Please refer to Map and Incident by Battalion, Station, Jurisdiction**

Incidents Reported for the month of September 2021 and Special District Rubidoux CSD And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)  
\*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.



## Response Activity

**Incidents Reported for the month of September 2021 and Special District Rubidoux CSD And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)**



False Alarm	32	11.0%
Medical	201	69.1%
Other Fire	9	3.1%
Other Misc	6	2.1%
Public Service Assist	6	2.1%
Res Fire	1	0.3%
Ringing Alarm	1	0.3%
Standby	4	1.4%
Traffic Collision	23	7.9%
Vehicle Fire	2	0.7%
Wildland Fire	6	2.1%
<b>Total:</b>	<b>291</b>	<b>100.0%</b>

False Alarm	32
Medical	201
Other Fire	9
Other Misc	6
Public Service Assist	6
Res Fire	1
Ringing Alarm	1
Standby	4
Traffic Collision	23
Vehicle Fire	2
Wildland Fire	6
<b>Incident Total:</b>	<b>290</b>

### Average Enroute to Onscene Time\*

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

<5 Minutes	+5 Minutes	+10 Minutes	+20 Minutes	Average	% 0 to 5 min
185	98	18	6	5.1	63.8%

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

**Incidents by Battalion, Station and Jurisdiction**

			False Alarm	Medical	Other Fire	Other Misc	Public Service	Res Fire	Ringin Alarm	Standby	Traffic Collisio	Vehicle Fire	Wildlan d Fire	Total
<b>Battalion 14</b>	Station 16 Pedley	City of Jurupa Valley	0	2	0	0	0	0	0	0	0	0	0	2
	<b>Station Total</b>		0	2	0	0	0	0	0	0	0	0	0	2
	Station 18 West Riverside	City of Jurupa Valley	2	15	0	0	1	0	0	0	2	0	0	20
	<b>Station Total</b>		2	15	0	0	1	0	0	0	2	0	0	20
	Station 38 Rubidoux	City of Jurupa Valley	30	184	9	6	5	1	1	4	21	2	6	269
<b>Station Total</b>		30	184	9	6	5	1	1	4	21	2	6	269	
<b>Battalion Total</b>			32	201	9	6	6	1	1	4	23	2	6	291
<b>Grand Total</b>			32	201	9	6	6	1	1	4	23	2	6	291

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

**Incidents by Jurisdiction**

	False Alarm	Medical	Other Fire	Other Misc	Public Service	Res Fire	Ringin Alarm	Standby	Traffic Collisio	Vehicle Fire	Wildlan d Fire	Total
City of Jurupa Valley	32	201	9	6	6	1	1	4	23	2	6	291
<b>Grand Total</b>	<b>32</b>	<b>201</b>	<b>9</b>	<b>6</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>23</b>	<b>2</b>	<b>6</b>	<b>291</b>

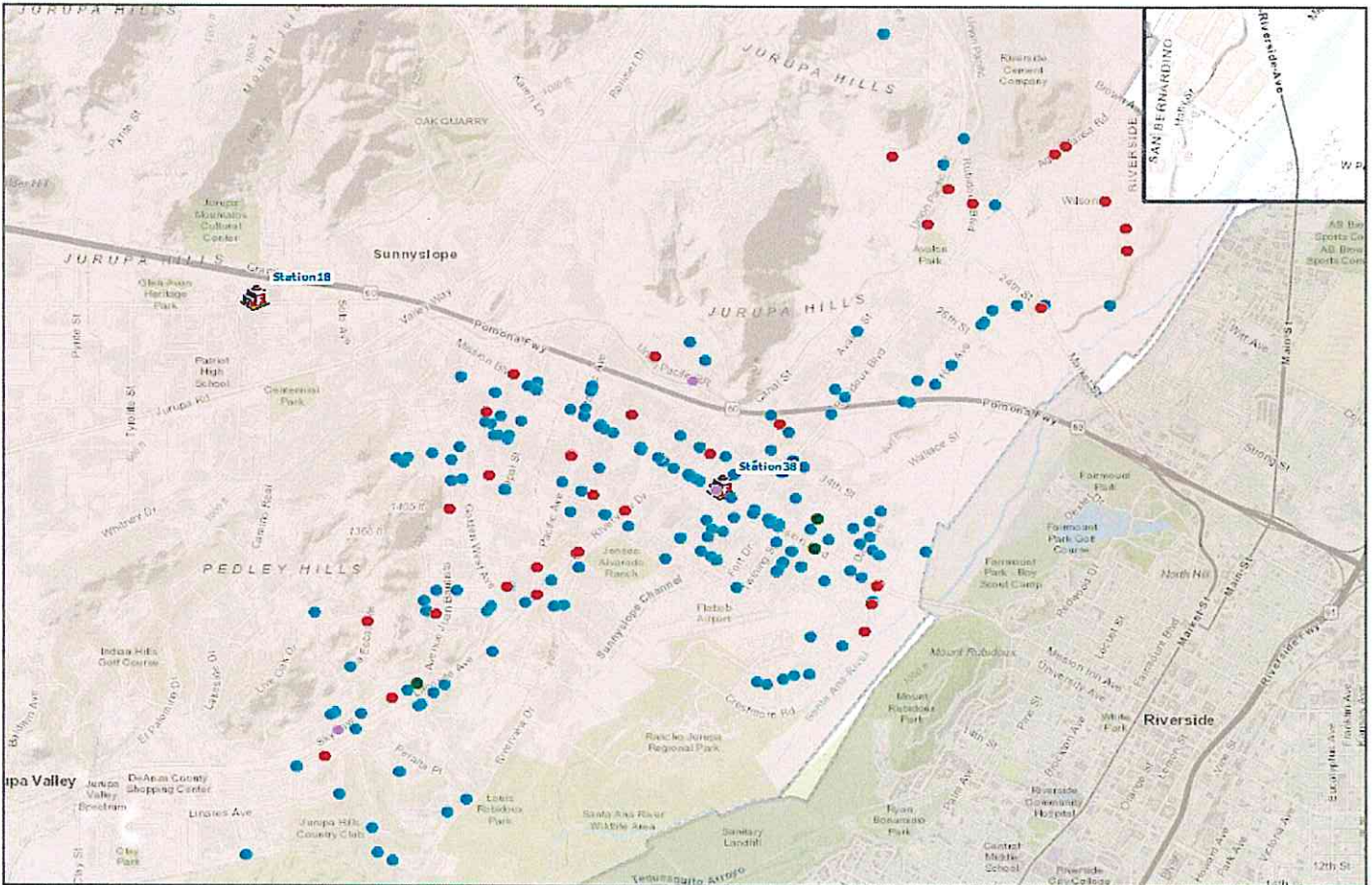
\*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.



**Incidents by Supervisorial District - Summary**

	<b>DISTRICT 2 KAREN SPIEGEL</b>	<b>Grand Total</b>
False Alarm	32	32
Medical	201	201
Other Fire	9	9
Other Misc	6	6
Public Service Assist	6	6
Res Fire	1	1
Ringing Alarm	1	1
Standby	4	4
Traffic Collision	23	23
Vehicle Fire	2	2
Wildland Fire	6	6
<b>Total</b>	<b>291</b>	<b>291</b>

MONTH = 9 and YEAR = 2021 and SPECIAL = 'Rubidoux CSD'



**Legend**

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



Last Updated 10/6/2021 3:

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

# **CAL FIRE/Riverside County Fire Department**

## **Emergency Incident Statistics**

**September 2011 - September 2021**



# **Rubidoux Community Service District**





## Total Calls for Rubidoux CSD September 2011-2021



<u>Month/Year</u>	<u>Total Calls for Station 38</u>	<u>Total Calls for District</u>
September 2011	169	181
September 2012	212	228
September 2013	194	205
September 2014	205	219
September 2015	200	212
September 2016	216	234
September 2017	218	234
September 2018	233	243
September 2019	212	231
September 2020	241	251
September 2021	269	291

**CAL FIRE/Riverside County Fire Department**

**Emergency Incident Statistics**



**Bill Weiser**

**Fire Chief**

10/5/2021

**Report Provided By: Riverside County Fire Department**

**Communications and Technology Division**

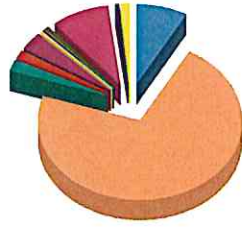
**GIS Section**

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

Incidents Reported for the month of September, 2021 and City of Jurupa Valley And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)  
\*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.

## Response Activity

**Incidents Reported for the month of September, 2021 and City of Jurupa Valley And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)**



False Alarm	74	8.0%
Medical	664	71.9%
Other Fire	23	2.5%
Other Misc	14	1.5%
Public Service Assist	33	3.6%
Res Fire	4	0.4%
Rescue	1	0.1%
Ringling Alarm	2	0.2%
Standby	7	0.8%
Traffic Collision	85	9.2%
Vehicle Fire	4	0.4%
Wildland Fire	13	1.4%
<b>Total:</b>	<b>924</b>	<b>100.0%</b>

False Alarm	74
Medical	664
Other Fire	23
Other Misc	14
Public Service Assist	33
Res Fire	4
Rescue	1
Ringling Alarm	2
Standby	7
Traffic Collision	85
Vehicle Fire	4
Wildland Fire	13

**Incident Total: 923**

### Average Enroute to Onscene Time\*

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

<5 Minutes	+5 Minutes	+10 Minutes	+20 Minutes	Average	% 0 to 5 min
564	346	59	14	5.4	61.1%

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

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



**Incidents by Battalion, Station and Jurisdiction**

			False Alarm	Medical	Other Fire	Other Misc	Public Service	Res Fire	Rescue	Ringin Alarm	Standby	Traffic Collisio	Vehicle Fire	Wildlan d Fire	Total
<b>Battalion 4</b>	Station 47 Norco	City of Jurupa Valley	0	0	0	0	0	0	0	0	0	1	0	0	1
		Station Total	0	0	0	0	0	0	0	0	0	1	0	0	1
		<b>Battalion Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Battalion 14</b>	Station 16 Pedley	City of Jurupa Valley	14	152	4	3	5	0	0	0	1	21	0	2	202
		Station Total	14	152	4	3	5	0	0	0	1	21	0	2	202
	Station 17 Glen Avon	City of Jurupa Valley	20	155	6	2	16	1	1	1	1	19	1	2	225
		Station Total	20	155	6	2	16	1	1	1	1	19	1	2	225
	Station 18 West Riverside	City of Jurupa Valley	9	146	4	3	5	2	0	0	1	19	0	3	192
		Station Total	9	146	4	3	5	2	0	0	1	19	0	3	192
	Station 27 Eastvale	City of Jurupa Valley	1	26	0	0	1	0	0	0	0	3	0	0	31
		Station Total	1	26	0	0	1	0	0	0	0	3	0	0	31
	Station 38 Rubidoux	City of Jurupa Valley	30	185	9	6	6	1	0	1	4	22	3	6	273
		Station Total	30	185	9	6	6	1	0	1	4	22	3	6	273
	<b>Battalion Total</b>	<b>74</b>	<b>664</b>	<b>23</b>	<b>14</b>	<b>33</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>7</b>	<b>84</b>	<b>4</b>	<b>13</b>	<b>923</b>	
<b>Grand Total</b>			<b>74</b>	<b>664</b>	<b>23</b>	<b>14</b>	<b>33</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>85</b>	<b>4</b>	<b>13</b>	<b>924</b>	

**Incidents by Jurisdiction**

	False Alarm	Medical	Other Fire	Other Misc	Public Service	Res Fire	Rescue	Ring Alarm	Standby	Traffic Collisio	Vehicle Fire	Wildlan d Fire	Total
City of Jurupa Valley	74	664	23	14	33	4	1	2	7	85	4	13	924
<b>Grand Total</b>	<b>74</b>	<b>664</b>	<b>23</b>	<b>14</b>	<b>33</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>7</b>	<b>85</b>	<b>4</b>	<b>13</b>	<b>924</b>

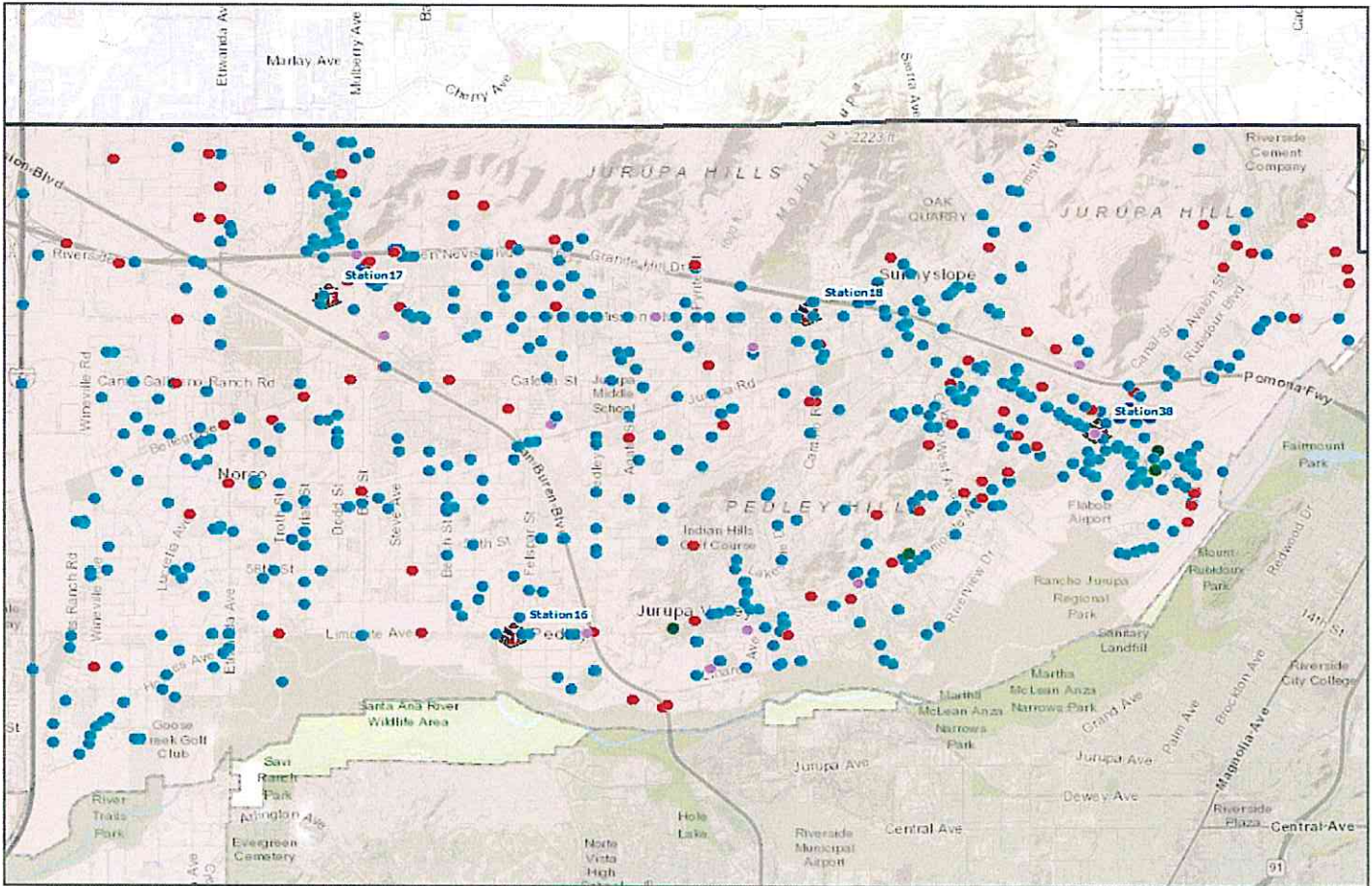
\*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.

**Incidents by Supervisorial District - Summary**

	<b>DISTRICT 2 KAREN SPIEGEL</b>	<b>Grand Total</b>
False Alarm	74	74
Medical	664	664
Other Fire	23	23
Other Misc	14	14
Public Service Assist	33	33
Res Fire	4	4
Rescue	1	1
Ringing Alarm	2	2
Standby	7	7
Traffic Collision	85	85
Vehicle Fire	4	4
Wildland Fire	13	13
<b>Total</b>	<b>924</b>	<b>924</b>



MONTH = 9 and YEAR = 2021 and CITYNAME = 'Jurupa Valley'



**Legend**

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



Riverside County Fire GIS

Last Updated 10/5/2021 3:

Page 6 of 6

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

9. RECEIVE AND FILE STATEMENT OF CASH ASSEST SCHEDULE REPORT  
ENDING SEPTEMBER 2021:

**DM 2021-69**

# Rubidoux Community Services District

## Board of Directors

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



## General Manager

Jeffrey D. Sims

---

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

**DIRECTORS MEMORANDUM 2021-69**

October 21, 2021

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

**Subject:** Receive and File the September 2021 Statement of Cash Assets Schedule

## **BACKGROUND:**

Attached for the Board of Directors' consideration is the September 2021 Statement of Cash Assets Schedule Report for all District Fund Accounts. Year to date ("YTD") interest is \$14,165.41 for District controlled accounts. With respect to District "Funds in Trust", \$597.52 has been earned and posted. The District has a combined YTD interest earned total of \$14,762.93 as of September 30, 2021.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves) show a balance of \$6,813,768.62 ending September 30, 2021. This is **\$1,304,278.35 LESS** than July 1, 2021, beginning balance of \$8,118,046.97.

Further, the District's Field/Admin Fund current fund balance is \$690,795.56.

Submitted for the Board of Directors consideration is the *September 2021, Statement of Cash Assets Schedule Report* for review and acceptance.



**RECOMMENDATION:**

Staff recommends the Board of Directors “**Receive and File**” the September 2021 Statement of Cash Assets Schedule Report.

Respectfully,

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

JEFFREY D. SIMS, P. E.  
General Manager

Attachment: September 2021, Cash Assets Schedule Report

RUBIDOUX COMMUNITY SERVICES DISTRICT  
 INVESTMENT SUMMARY - SEPTEMBER 30, 2021  
 CASH BASIS

	Beg. Balance 7/1/2021	YTD Int.	Other Activity YTD	Balance 9/30/2021	YTD Avg. Int. Rate
<b>Operating Accounts</b>	<b>\$ 8,118,046.97</b>	<b>\$ 5,050.73</b>	<b>\$ (1,309,329.08)</b>	<b>\$ 6,813,768.62</b>	<b>0.07%</b>
Water Operating Reserve	4,271,186.60	3,192.71	-	4,274,379.31	0.07%
Wastewater Operating Reserve	583,352.54	436.05	-	583,788.59	0.07%
Water Replacement Reserve	673,468.84	503.42	(21,337.95)	652,634.31	0.08%
Fire Mitigation Reserve	1,530,079.28	1,036.86	47,270.00	1,578,386.14	0.07%
Wastewater Reserve	437,451.36	282.05	5,200.00	442,933.41	0.06%
Wastewater Replacement Res.	323,788.05	248.83	27,371.50	351,408.38	0.07%
Water Reserve	999,348.94	79.35	1,567,716.63	2,567,144.92	0.00%
COP Restricted	3,488,589.05	2,607.72	(2,269,735.48)	1,221,461.29	0.21%
Field/Admin Reserve	665,152.12	503.44	25,140.00	690,795.56	0.07%
Cal OES Reserve	300,000.00	224.25	-	300,224.25	0.07%
Funds in Trust	786,686.45	597.52	364,000.00	1,151,283.97	0.05%
<b>Total Investments</b>	<b>\$ 22,177,150.20</b>	<b>\$ 14,762.93</b>	<b>\$ (1,563,704.38)</b>	<b>\$ 20,628,208.75</b>	<b>0.07%</b>

\$0.00

RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
 FOR PERIOD JULY 1, 2021 THRU SEPTEMBER 30, 2021  
 CASH BASIS  
**FIRE MITIGATION**

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INT. RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
9/1/2021	Premier Bank	CD		Beg. Bal.				170,424.60	
	Premier Bank			Interest	-	0.20	-	170,424.60	
	Premier Bank			Redeem	-			170,424.60	
9/30/2021	Premier Bank	CD	10/3/2021	Purchase	-			170,424.60	
9/1/2021	Premier Bank	Checking Fire Mitigation		Beg. Bal.				8,835.50	
	Premier Bank			Activity	-	0.00	-	8,835.50	
9/30/2021	Premier Bank			End Bal.	-			8,835.50	
9/1/2021	LAIF	Fire Mitigation		Beg. Bal.				1,361,593.42	
	LAIF			Interest		0.22	-	1,361,593.42	
9/30/2021	LAIF			Activity		16,300.00		1,377,893.42	
9/1/2021	Premier Bank	Safekeeping		Beg. Bal.				21,218.14	
	Premier Bank			Activity	-		-	21,232.62	
9/30/2021	Premier Bank			End Bal.				21,232.62	\$ 1,578,386.14



RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
 FOR PERIOD JULY 1, 2021 THRU SEPTEMBER 30, 2021  
 CASH BASIS  
**WASTEWATER CIP FUNDS**

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INT. RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
9/1/2021	LAIF	<b>Sewer Mainline</b>		Beg. Bal.				370,598.52	
	LAIF			Interest		0.22	-	370,598.52	
9/30/2021	LAIF			Activity	-			370,598.52	
9/1/2021	CBB	<b>Safekeeping</b>		Beg. Bal				72,325.77	
				Activity	-	0.05	9.12	72,334.89	
9/30/2021	CBB			End Bal.				72,334.89	\$ 442,933.41

RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
 FOR PERIOD JULY 1, 2021 THRU SEPTEMBER 30, 2021  
 CASH BASIS  
**WATER CIP FUNDS**

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
9/1/2021	LAIF	<b>Water Mainline</b>		Beg. Bal.				3,724.04	
	LAIF			Interest		0.22	-	3,724.04	
9/30/2021	LAIF			Activity	2,312,586.83			2,316,310.87	
9/1/2021	Citizens Bus	<b>CD</b>		Beg. Bal.				225,000.00	
	Citizens Bus			Activity	-	0.15	-	225,000.00	
	Citizens Bus			Redeem	-	n/a		225,000.00	
9/30/2021	Citizens Bus	<b>CD</b>	10/15/2021	Purchase	-			225,000.00	
9/1/2021	Premier Bank	<b>Safekeeping</b>		Beg. Bal.				41,670.97	
	Premier Bank			Activity	(40,000.00)		-	1,670.97	
9/30/2021	Premier Bank			End Bal.				1,670.97	
9/1/2021	CBB	<b>Safekeeping</b>		Beg. Bal.				24,160.04	
	CBB			Activity	-	0.05	3.04	24,163.08	
9/30/2021	CBB			End Bal.				24,163.08	\$ 2,567,144.92

RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
 FOR PERIOD JULY 1, 2021 THRU SEPTEMBER 30, 2021  
 CASH BASIS  
**OPERATING FUNDS**

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>DEPOSIT/ WITHDRAW</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
9/1/2021	Premier Bank	<b>Checking-Gen.</b>		Beg. Bal.				174,123.37	
	Premier Bank			Deposits	5,043,836.23	0.00	-	5,217,959.60	
9/30/2021	Premier Bank			Disbursements	(4,689,869.77)			528,089.83	
9/1/2021	Premier Bank	<b>Checking Property Tax</b>		Beg. Bal.				34,856.17	
	Premier Bank			Deposits	-	0.00	-	34,856.17	
9/30/2021	Premier Bank			Disbursements	(31,000.00)			3,856.17	
9/1/2021	Premier Bank	<b>Checking-Sewer</b>		Beg. Bal.				3,921.33	
	Premier Bank			Deposits	231,685.03	0.00	-	235,606.36	
9/30/2021	Premier Bank			Disbursements	(231,593.87)			4,012.49	
9/1/2021	Premier Bank	<b>Checking-Water</b>		Beg. Bal.				573,068.48	
	Premier Bank			Deposits	4,801,173.19	0.00	-	5,374,241.67	
9/30/2021	Premier Bank			Disbursements	(4,585,150.00)			789,091.67	



RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
FOR PERIOD JULY 1, 2021 THRU SEPTEMBER 30, 2021  
CASH BASIS  
**OPERATING FUNDS**

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>DEPOSIT/ WITHDRAW</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
9/1/2021	Premier Bank	<b>Operations</b>		Beg. Bal				276,342.99	
	Premier Bank	<b>Safekeeping</b>		Deposits	-	0.00	-	276,342.99	
9/30/2021	Premier Bank			Disbursements				276,342.99	
9/1/2021	LAIF	<b>Gen. Fund-Prop Tax</b>		Beg. Bal				4,342,746.14	
	LAIF	Qtrly. Interest		Deposits	700.00	0.22	-	4,343,446.14	
9/30/2021	LAIF			Disbursements	(1,410,000.00)			2,933,446.14	
9/1/2021	LAIF	<b>Water Op.</b>		Beg. Bal				942,927.22	
	LAIF	Qtrly. Interest		Deposits	870,413.17	0.22	-	1,813,340.39	
9/30/2021	LAIF			Disbursements	(19,429.00)			1,793,911.39	
9/1/2021	LAIF	<b>Sewer Op.</b>		Beg. Bal				341,176.44	
	LAIF	Qtrly. Interest		Deposits	153,000.00	0.22	-	494,176.44	
9/30/2021	LAIF			Disbursements	(9,158.50)			485,017.94	\$ 6,813,768.62

RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
 FOR PERIOD JULY 1, 2021 THRU SEPTEMBER 30, 2021  
 CASH BASIS  
**RESERVED FUNDS**

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>DEPOSIT/ WITHDRAW</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
9/1/2021	LAIF	<b>Water Op. Reserve</b>		Beg. Bal				4,274,379.31	
	LAIF	Qtrly. Interest		Deposits	-	0.22	-	4,274,379.31	
9/30/2021	LAIF			Disbursements	-			4,274,379.31	
9/1/2021	LAIF	<b>Water Replacement</b>		Beg. Bal				647,634.31	
	LAIF	Qtrly. Interest		Deposits	5,000.00	0.22	-	652,634.31	
9/30/2021	LAIF			Disbursements	-			652,634.31	
9/1/2021	LAIF	<b>Wastewater Replacement</b>		Beg. Bal.				342,249.88	
	LAIF			Interest		0.22	-	342,249.88	
9/30/2021	LAIF			Activity	9,158.50			351,408.38	
9/1/2021	LAIF	<b>COP-Payback</b>		Beg. Bal				3,688,461.29	
	LAIF	Qtrly. Interest		Deposits	33,000.00	0.22	-	3,721,461.29	
9/30/2021	LAIF			Disbursements	(2,500,000.00)			1,221,461.29	
9/1/2021	LAIF	<b>Cal OES</b>		Beg. Bal				300,224.25	
	LAIF	Qtrly Interest		Deposits	-	0.22	-	300,224.25	
9/30/2021	LAIF			Disbursements	-			300,224.25	
9/1/2021	LAIF	<b>Field/Admin Bldg.</b>		Beg. Bal				682,366.56	
	LAIF	Qtrly Interest		Deposits	8,429.00	0.22	-	690,795.56	
9/30/2021	LAIF			Disbursements	-			690,795.56	
9/1/2021	LAIF	<b>Wastewater Op. Reserve</b>		Beg. Bal				583,788.59	
	LAIF	Qtrly. Interest		Deposits	-	0.22	-	583,788.59	
9/30/2021	LAIF			Disbursements	-			583,788.59	\$ 8,074,691.69

RUBIDOUX COMMUNITY SERVICES DISTRICT  
**CASH ASSET SCHEDULE**  
**INVESTMENT ACTIVITY**  
 FOR PERIOD JULY 1, 2021 THRU SEPTEMBER 30, 2021  
 CASH BASIS  
**FUNDS IN TRUST**

<u>DATE</u>	<u>INSTITUTION</u>	<u>INSTRUMENT</u>	<u>MATURITY</u>	<u>STATUS</u>	<u>PURCHASE / REDEEM</u>	<u>INTEREST RATE</u>	<u>INTEREST</u>	<u>PAR/ BALANCE</u>	<u>TOTAL</u>
9/1/2021	U.S. Bank	<b>COP's Refunding-Series 1998</b>						784,747.53	
		Install Sale		57,331.51	-	0.17	0.29	784,747.82	
		Reserve-LAIF		727,416.31			0.65	-	784,747.82
9/30/2021								784,747.82	
9/1/2021	Premier Bank	<b>Fiscal Agent-SRL MN Plant</b>		Beg. Bal				2,533.10	
		Deposits			364,000.00	0.20	3.05	366,536.15	
9/30/2021		Disbursements			-			366,536.15	\$ 1,151,283.97
<b>TOTAL CASH FUNDS</b>									<b>\$ 20,628,208.75</b>





RCSD Investment Portfolio  
September 30, 2021

**Maturity**

30 days or less  
31-90 Days  
91 Day - 1 Year

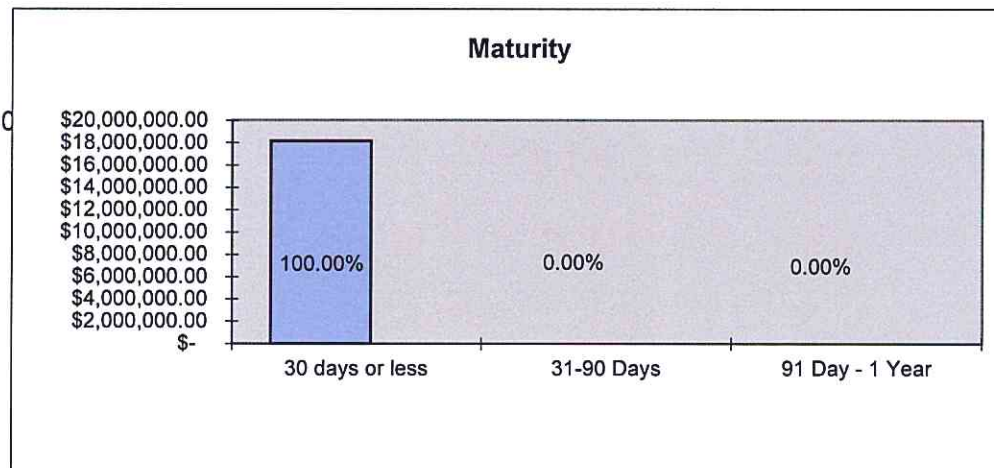
Total

**Assets**

\$ 18,155,731.20  
-  
-  

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\$ 18,155,731.20



**Sector**

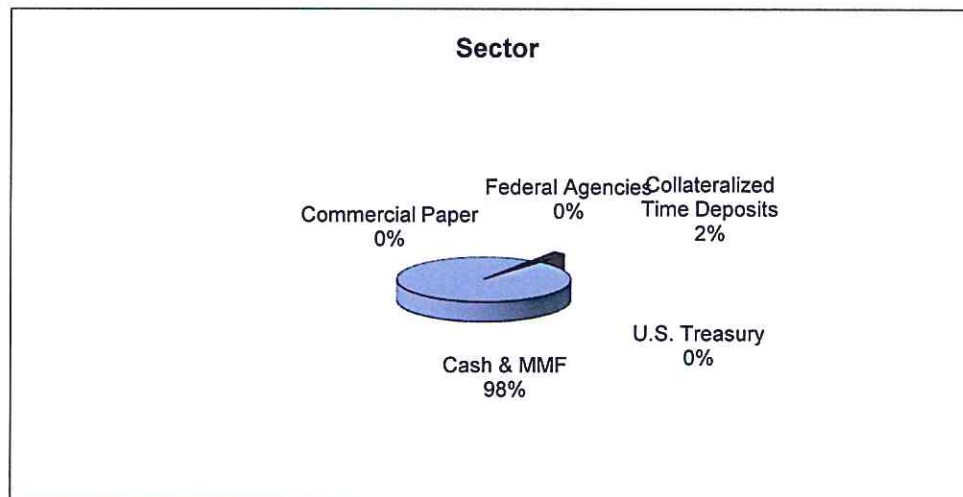
Cash & MMF  
U.S. Treasury  
Federal Agencies  
Commercial Paper  
Collateralized Time Deposits

Total

\$ 17,760,306.60  
-  
-  
-  
395,424.60  

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\$ 18,155,731.20



10. RECEIVE, FILE AND MOVE TO ISSUE RUBIDOUX COMMUNITY SERVICES  
DISTRICT DRAFT FINANCIAL STATEMENTS FOR FISCAL YEAR ENDING  
JUNE 30, 2021:

**DM 2021-70**



# Rubidoux Community Services District

## Board of Directors

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



## General Manager

Jeffrey D. Sims

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

**DIRECTORS MEMORANDUM 2021-70**

October 21, 2021

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

**Subject:** Receive, File and Move to Issue Rubidoux Community Services District Draft Financial Statements for Fiscal Year Ending June 30, 2021

## **BACKGROUND:**

On October 7, 2021, during the previously held Rubidoux Community Services District (District) Board of Directors meeting, the Board was presented with the District's draft financial statements for the fiscal year ending June 30, 2021. The financial statements were prepared by the CPA firm of Rogers, Anderson, Malody, and Scott (RAMS). The financial statements include RAMS independent auditor's report and contains management's discussion and analysis, government-wide financial statements, fund financial statements, notes to the financial statements, required supplementary information, other information, and the independent auditor's report on internal control.

The purpose of providing the draft financial statements during the first meeting of the month was to allow ample time for all Director's to review and provide comments back to staff. As of the writing of this memorandum, staff has not received comments from any of the Directors. Staff has not made any modifications to the original draft financial statements either. Therefore, the draft financial statements distributed with DM 2021-68 represents the final draft financial statements for the Directors to receive, file and move to issuance. Due to the length of the financial statements and the fact no modifications were made since first introduced; the final draft financial statements are not included again as an attachment to tonight's memorandum. One hard copy of the draft financial statements is available at the Administrative Building for

review or an electronic copy can be accessed on the District website in the 'Meetings' subsection of the 'About the District' drop down list for October 7, 2021.

**PRESENTATION BY STAFF**

**RECOMMENDATION:**

At the conclusion of the presentation, staff recommends acceptance of the work by RAMS and to receive, file and move to issue the Rubidoux Community Services District draft financial statements for fiscal year ending June 30, 2021.

Respectfully,

A handwritten signature in blue ink, appearing to read "JDS", with a stylized flourish extending to the right.

JEFFREY D. SIMS, P. E.  
General Manager

11. CONSIDER AWARD OF CONTRACT FOR PROFESSIONAL SERVICES FOR  
WATER CONSERVATION CONSULTING SERVICES:

**DM 2021-71**



# Rubidoux Community Services District

## Board of Directors

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

## General Manager

Jeffrey D. Sims



---

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

**DIRECTORS MEMORANDUM 2021-71**

October 21, 2021

To:        Rubidoux Community Services District  
              Board of Directors

Subject: Award Professional Services Contract for Water Conservation Consulting Services

## **BACKGROUND:**

California water retailers are facing arduous new requirements for water efficiency standards put forth in State Framework Legislation SB 606 and AB 1668.

SB 606 and AB 1668, passed in 2018, intends to “make water conservation a California way of life” by providing a framework for water conservation and efficiency. The bills direct state agencies Department of Water Resources and State Water Resources Control Board to develop overall water efficiency targets (also referred to as water use objectives) for each retail water agency based on the combination of indoor water use, outdoor water use, and water loss.

Using the adopted standards, each urban retail water agency will annually, beginning January 2024, calculate its own urban water use objective, based on the water needed in its service area for efficient indoor residential water use, outdoor residential water use, commercial, industrial and institutional irrigation with dedicated meters, and reasonable amounts of system water loss, along with considerations of other unique local uses (i.e. variances), and a “bonus incentive” or credit for potable water reuse. Retailer non-compliance with its water use objective may result in substantial monetary penalties of up to \$10,000 per day.

This legislation mandates agencies implement water use tracking and conservation strategies.

Rubidoux Community Services District (District) will be required to regularly track and report gallons per capita per day (GPCD) and most likely will need to implement additional conservation programs to meet state criteria outlined in the legislation.

The District obtained a proposal from Maureen Erbeznik and Associates, a water efficiency expert to provide expertise on water efficiency initiatives, determine State Framework Water Use Objective compliance, and development of a plan to ensure the District meets the legislative requirements. The cost of the professional services of Maureen Ebeznik and Associates is not to exceed \$10,000.00.

As the Board may be aware, the District is also in the process of doing a Request for Proposal for a Comprehensive Cost of Service Study (CCOSS), and as such will be evaluating potential methods for promoting efficient water use through the rate structure. Ms. Erbeznik will provide expert advice to the District on conservation concepts to embed in the rates as well as potential drought rates that will be required for the District to comply with the requirements of its Water Shortage Contingency Plan. Ms. Erbeznik's input on water shortage rate structure will be instrumental in creating drought rates that are defensible because of her vast knowledge and experience in water efficiency initiatives.

In the 2021/22 Fiscal Year Budget, the Board allocated \$120,000.00 in the Water Fund Budget, line item 39 for the CCOSS. The District proposes utilizing \$10,000.00 of this budget to pay for the services of Maureen Erbeznik and Associates.

**RECOMMENDATION**

Staff recommends the Board of Directors consider authorizing the General Manager to:

1. Utilize \$10,000.00 of the approved Water Fund Budget, line item 39 for this effort.
2. Authorize the General Manger issue a Task Order to Maureen Erbeznik and Associates in the amount of \$10,000 for this effort.

Respectfully,



JEFFREY D. SIMS. P.E.  
General Manager

Attach:

Maureen Erbeznik and Associates Proposal



October 14, 2021

Ted Beckwith  
Director of Engineering  
Rubidoux Community Services District  
3590 Rubidoux Blvd.  
Jurupa Valley, CA 92509

Re: Maureen Erbeznik & Associates  
**Proposal for Water Conservation Consulting Services**

**Introduction**

California water retailers are facing arduous new requirements for water efficiency standards as put forth in State Framework Legislation SB606 and AB1668.

SB606 and AB1668, passed in 2018, intended to “make water conservation a California way of life” by providing a framework for water conservation and efficiency. The bills direct state agencies Department of Water Resources and State Water Resources Control Board to develop overall water efficiency targets (also referred to as water use objectives) for each retail water agency based on the combination of indoor water use, outdoor water use, and water loss.

Using the adopted standards, each urban retail water agency will annually, beginning January 2024, calculate its own urban water use objective, based on the water needed in its service area for efficient indoor residential water use, outdoor residential water use (calculated water budget), commercial, industrial and institutional irrigation with dedicated meters (calculated water budget), and reasonable amounts of system water loss, along with considerations of other unique local uses (i.e. variances) and a “bonus incentive” or credit for potable water reuse.

Retailer non-compliance will result in substantial monetary penalties of up to \$10,000 per day.

The legislation makes clear that agencies will need to take action toward water use tracking and conservation moving forward.

Rubidoux Community Services District will be required to regularly track and report GPCD and most likely will need to implement additional conservation programs.





**Maureen Erbeznik  
& Associates**

**Scope of Work**

RCSD will utilize the services of consultant Maureen Erbeznik, to provide expertise on water efficiency initiatives, determine State Framework Water Use Objective compliance, and development of a plan to ensure RCSD meets the impending legislation.

RCSD is also in the process of conducting a comprehensive cost of service study, and as such will be evaluating potential methods for promoting efficient water use through the rate structure. Maureen will provide expert advice on conservation concepts to embed in the rates as well as potential drought rates.

**Maureen Erbeznik Bio**

Maureen Erbeznik has been a driving leader of water efficiency initiatives for over 30 years. Maureen developed and launched numerous efficiency programs while working in her early career for the City of Santa Monica and Honeywell.

Maureen Erbeznik and Associates, Inc. is a certified women-owned water efficiency consulting firm, specializing in strategic planning, program operational design and implementation as well as the development of innovative marketing campaigns and strategies. Throughout her career, Maureen has designed, implemented and/or assessed over 50 major residential and commercial water and energy efficiency programs. On behalf of her clients, Maureen identifies strategies for water use efficiency measures and diverse customer markets; secures political and community support; obtains required funding through grants and other sources; and directs the new initiatives. Maureen has specifically been a key player in developing 26 water conservation strategic and drought contingency plans.

Past and present clients include Metropolitan Water District, Western MWD, San Bernardino Valley MWD, Inland Empire Utilities Agency, and numerous others.

**Hourly Rate:** \$125.00 per hour

**Budget:** Not to exceed \$10,000

**Name:** Maureen Erbeznik

**Title:** Sole Proprietor

**Signature:**

12. CONSIDER AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES  
FOR THE PREPARATION OF BID DOCUMENTS FOR THE REPLACEMENT  
OF A WATER PIPELINE CROSSING MARKET STREET DUE TO  
CONSTRUCTION OF A NEW BRIDGE APPROACH:

**DM 2021-72**



# Rubidoux Community Services District

## Board of Directors

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

**General Manager**  
Jeffrey D. Sims



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

**DIRECTORS MEMORANDUM 2021-72**

October 21, 2021

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

**Subject:**     Consider Award of a Contract for Professional Services for the Preparation of Bid Documents for the Replacement of a Water Pipeline Crossing Market Street due to Construction of a New Bridge Approach

## **BACKGROUND:**

The County of Riverside, Transportation and Land Management Agency (TLMA) is in process of preparing bid documents for the Market Street Bridge Replacement Project. The Engineer for TLMA sent to Rubidoux Community Services District (District) plans depicting the location of the new bridge approach. Based on information shown in these plans an existing District owned Water Pipeline crossing Market Street near Via Cerro and 24<sup>th</sup> Street needs to be relocated. The relocation is necessary because the required depth of cover over the District owned Water Pipeline will not be sufficient during construction of the bridge and placement of new road base. There is no way to protect this shallow depth pipeline during placement and compaction of road base because any method of protection would obstruct and interfere with the installation of the road base.

The District needs to have a set of plans and specifications for relocation of the pipeline so this work can be included in the overall Bridge Project bidding package. Staff requested and received from Krieger and Stewart (K&S) a proposal for doing this engineering work. Their estimate is attached and includes optional bid assistance in the event this work is not included in the County's Bridge Project Bid Package and the District proceeds with bidding this work separately. Staff recommends approving the entire proposal including the optional bid assistance but not authorize them to proceed with the optional work until it is confirmed the District would need to bid this work separately. The total proposal is \$53,000 including the optional bid assistance work valued at \$3,400. If the Board authorizes staff to proceed with this effort, the task order issued to Krieger and Stewart would have a Phase 1 amount of \$49,600, and an optional Phase 2 amount of \$3,400.



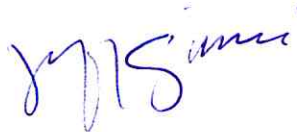
Since this water replacement effort was not anticipated during the FY 2022 Budget preparation effort, a budget amendment will be necessary. The amendment proposes moving \$53,000 from Water Fund reserves to the Water Replacement Fund – Operating Expenses with a new project expense referred to as Market Street Bridge Pipeline Relocation.

**RECOMMENDATION:**

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

1. Amend the FY 2022 Budget by moving \$53,000 from Water Fund reserves to the Water Replacement Fund – Operating Expenses with a new project expense referred to as the Market Street Bridge Pipeline Relocation.
2. Sign a phased Task Order to Webb and Associates to perform this work with Phase 1 in the amount of \$49,600 for design, and Phase 2 in the amount of \$3,400 for bidding assistance (which will be used only if the water pipeline relocation is bid separate from the overall County Market Street Bridge Project).

Respectfully,



JEFFREY D. SIMS, P. E.  
General Manager

Attach:

1. Krieger and Stewart Proposal
2. Email from County of Riverside for the Market Street Bridge Replacement Project

## Ted Beckwith

---

**From:** Garcia, Alexander <AleGarcia@Rivco.org>  
**Sent:** Thursday, July 1, 2021 9:13 AM  
**To:** Ted Beckwith; Yvonne Reyes  
**Cc:** Mendoza, Jesse; Nakhoul, Gus  
**Subject:** CO-0528 - Market Street Relocation Claim Letter Request - Letter No. 2  
**Attachments:** RelocationClaimLetterPackage\_RCSD - Letter No. 2.pdf

Good morning Yvonne, Ted,

Please review and sign the attached documents, provide the requested information as well as any comments regarding your facilities. We would appreciate that you scan and email back the filled out and signed letter and requested information as soon as possible, as your response is urgently needed.

Regards,

Regards,

**Alexander Garcia**

Utilities Coordinator  
County of Riverside - Transportation Department  
Utility Coordination Unit  
Phone: (951) 955-9718  
Email: [AleGarcia@Rivco.org](mailto:AleGarcia@Rivco.org)  
[www.rctlma.org/trans](http://www.rctlma.org/trans) [www.rctlma.org/](http://www.rctlma.org/)



**Work Schedule:**

Mondays-Thursdays: 7-4:30

Pay Week Fridays: 7-3:30

Off Non-Pay Week Fridays

**How are we doing?** Click the Link and tell us

*Public Service Hours are 8:00 a.m. to 5:00 p.m. - Monday through Friday*

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IN CONTEMPLATION OF LITIGATION**

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[County of Riverside California](#)

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October 1, 2021

000-161.44A

Ted Beckwith, Director of Engineering  
Rubidoux Community Services District  
3590 Rubidoux Boulevard  
Jurupa Valley, CA 92509

[Via Email to tbeckwith@rcsd.org](mailto:tbeckwith@rcsd.org)

Subject: Design Engineering Services Proposal for the  
Market Street and 24th Street Pipeline Relocation Project

Dear Mr. Beckwith:

We appreciate the opportunity to submit our proposal to provide engineering services for subject project. Our proposal is divided into the following sections:

Section 1	Scope of Services
Section 2	Fee Estimate

As shown therein, our estimated fee to provide the requested services is \$53,000 (excluding the optional bidding assistance services fee of \$3,400). As mentioned in our proposal, please note that a large portion of our fee is related to potholing, and specifically pavement grinding and overlay of all potholes as required by the City of Jurupa Valley. Our fee estimate is based on the rates in our **2021 Fee Schedule** in accordance with our Master Agreement dated February 9, 2021.

With respect to Krieger & Stewart's team, I will serve as Principal in Charge and Sinisa Saric will serve as Project Manager/Engineer. We will be assisted by our staff of registered and graduate engineers, surveyors, technicians, drafters, and administrative support personnel to ensure completion of project tasks in accordance with the project schedule. Our team members will be continuously available and responsive to Rubidoux Community Services District's staff and management during all phases of the project. Further, Krieger & Stewart's project team is ready to commence services immediately.

Again, we are pleased to be considered to provide consulting engineering services to the Rubidoux Community Services District, and are available to discuss our proposal with you at your convenience.

Sincerely,

KRIEGER & STEWART

A handwritten signature in black ink that reads 'Charles A. Krieger'.

Charles A. Krieger

SS/JBM/blt  
000-161P44-PRO

Attachment: Proposal





## SECTION 1 - SCOPE OF SERVICES

### GENERAL

Engineering services required by Rubidoux Community Services District (RCSD) consist of the preparation of one (1) set of construction drawings and specifications for relocation of the 16" water pipeline at the intersection of Market Street and 24th Street.

The project consists of replacing approximately 200 LF of 16" ductile iron pipe (DIP) water pipeline, valves, and appurtenances.

Based on the above, the scope of services we have provided to RCSD for similar projects, and the scope of services requested by RCSD for this project, we have organized our Scope of Services into the following tasks:

- Task 1 - Kick-Off Meeting with District
- Task 2 - Preliminary Construction Cost Estimate
- Task 3 - Records Search
- Task 4 - Right-of-Way Confirmation
- Task 5 - Utility Verification (Potholing)
- Task 6 - Base Construction Drawings
- Task 7 - Contract Documents Preparation (75% and 100% Levels)
- Task 8 - Review Meetings with District (75% and 100% Contract Documents)
- Task 9 - Bidding Assistance (Optional)

Engineering services proposed for completing the above tasks are described in the following subsections.

### TASK 1 – KICK-OFF MEETING WITH DISTRICT

We will attend a kick-off meeting with District staff to review the project in detail with District staff before Krieger & Stewart begins design. We will request that the District furnishes us with all applicable materials at this meeting, particularly District facility drawings and existing easement documents (if any).

### TASK 2 – PRELIMINARY CONSTRUCTION COST ESTIMATE

Prior to preparing the design drawings or relocation of the pipeline, we will provide the District with a

preliminary construction cost estimate for the District's response to the County of Riverside Transportation and Land Management Agency (TLMA) based on the following:

- Removing and replacing approximately 200 LF of 16" DIP in the same location in plan
- Using the same pipe size, class, and material
- Estimating a depth of approximately 3' to 5' deeper than the existing pipeline

It is our understanding that the District will coordinate with TLMA regarding relocation of the pipeline and that K&S will provide the cost estimate to the District.

### TASK 3 – RECORDS SEARCH

Our records search will consist of obtaining copies of all assessor's maps, records of survey, tract maps, parcel maps, monument ties, benchmark data, and available utility information which pertain to the project. Utility information will include information from RSCD (sewer and water), the Gas Company, Southern California Edison, telephone companies, cable television companies, and other affected utilities.

### TASK 4 – RIGHT-OF-WAY CONFIRMATION

Our public right-of-way confirmation will include researching and obtaining available right-of-way documents. We will provide recommendations to the District regarding the feasibility of using existing right-of-way or if District will need to obtain permanent easements for the work.

### TASK 5 – UTILITY VERIFICATION (POTHOLING)

Based on our review of utility records, and with the District's concurrence, we will request that Underground Service Alert (USA) locate and mark facilities along the proposed alignment at all areas to be potholed.

Our potholing subconsultant (Underground Solutions, Inc.) will obtain the encroachment permit for potholing work, including required traffic control plans. We will survey all exposed utilities during





potholing or survey potholing markers following the excavation of utilities. We will arrange with Underground Solutions, Inc. to excavate and expose utilities and we have assumed 10 potholes will be required.

## **TASK 6 – BASE CONSTRUCTION DRAWINGS**

Our construction drawings will be based on the existing Record Drawings for the 16" DIP (screened to clearly reflect proposed work versus existing improvements) in digital AutoCAD format. The drawings will be prepared at a horizontal scale of 1" = 40' and a vertical scale of 1" = 4'. The drawings will be capable of being reduced 50% without loss of clarity.

We will add the required signature blocks, and perform a field walk to verify the location and size of all aboveground and underground utilities (including water, meter boxes, manholes, septic tanks, valves, vaults, fire hydrants, sewer, storm drains, electrical, telephone, and cable television), location of improvements (including pavement limits, curbs, gutters, sidewalks, driveways, fences, landscaping, power poles, and mailboxes), property lines, public and private rights-of-way, and street centerlines in order to complete the base construction drawings.

The base construction drawings will be prepared using District Standards for symbols, line types, line styles, and line size.

## **TASK 7 – CONTRACT DOCUMENTS PREPARATION (75% AND 100% LEVELS)**

We will commence with preparation of the 75% Contract Documents after completing the base construction drawings. The 75% Construction Drawings will include plan and profile sheets and will incorporate all decisions reached during potholing and the field walk.

We anticipate that the Construction Drawings will consist of three (3) sheets as follows:

- Title Sheet (1 Sheet)
- Construction Notes Sheet (1 Sheet)
- Plan and Profile Sheet with Details (1 Sheet)

The Specifications will be prepared by Krieger & Stewart in District's latest standard format. The Specifications will include District front end documents (e.g. Notice Inviting Bids, Bid Forms, Contract, and General Conditions), Special Conditions, Technical Conditions, and Standard Drawings. Krieger & Stewart will prepare the bid sheets and special conditions.

Once the 75% Contract Documents are complete, we will submit an electronic copy (both pdf and CADD files) and revised preliminary construction cost estimate to District for review and comment.

Based upon comments from District staff regarding the 75% Contract Documents, we will prepare the 100% complete Contract Documents and final construction cost estimate for all proposed work.

Once the final Contract Documents are complete, we will provide District staff with a signed and stamped digital copy (pdf) of the final Contract Documents for District staff's signatures.

## **TASK 8 – REVIEW MEETINGS WITH DISTRICT (75% AND 100% CONTRACT DOCUMENTS)**

At the 75% and 100% design levels, we will submit an electronic copy to District for review two weeks prior to the applicable review meeting. Following each review period, we will attend a virtual review meeting with District staff to discuss the progress of the project and obtain District comments prior to proceeding to the next stage.

## **TASK 9 – BIDDING ASSISTANCE (OPTIONAL)**

If the District would like bidding assistance, during the bidding period, we will attend the pre-bid meeting, answer questions about or provide clarifications of the Contract Documents, and assist in the preparation of up to two (2) addenda, all as requested by District staff. It is our understanding that District staff will make copies of the Contract Documents available to Contractors, post the Notice Inviting Bids, conduct the bid opening, review bids, and prepare a recommendation of award.





## SECTION 2 - FEE ESTIMATE

As shown on **Table 2-1** attached, our estimated fee to provide the services outlined in **Section 1, Scope of Services**, is \$53,000 (excluding \$3,400 for the optional bidding assistance task), based on the rates in our **2021 Fee Schedule** in accordance with our Master Agreement dated February 9, 2021. Our estimated fee is subject to negotiation based on clarification or revision of the Scope of Services.

Our fee estimate is based on the following understandings and assumptions:

1. Preparation of construction drawings is based on the following:
  - Design of approximately 200 LF of 16" diameter ductile iron pipe (DIP) and associated appurtenances
  - Connections to existing 16" DIP
  - Using the existing 16" pipeline drawings as a base
2. Our subconsultant fee for utility verification assumes that up to 10 utility potholes, to a depth of up to 6 feet, will be performed, and that grind and overlay will be required for all potholes (please note: \$11,500 of subconsultant cost is related to said pavement grinding and overlay required by the City of Jurupa Valley). Actual number of potholes will be determined in coordination with the District.
3. Because the pipeline is only 200 LF, it is exempt from CEQA, therefore, no CEQA documents will be prepared.
4. Review and acceptance of Contract Documents will be by District staff. Review and acceptance by another agency or jurisdictional authority will not be required.
5. Preparation of a Storm Water Pollution Prevention Plan (SWPPP) is not required for this project.
6. The Contractor will provide all required traffic control drawings prior to construction.
7. Construction phase engineering services are not included in this proposal, but can be provided in a separate proposal upon District's request.
8. Preparation of legal descriptions and plats is not included in our proposal, but can be provided in a separate proposal.
9. If Optional Bidding Assistance is awarded, District will advertise and distribute the bidding documents to prospective bidders. Krieger & Stewart will provide a signed and stamped digital copy (PDF) of the final Contract Documents with District staff's digital signatures. District will be responsible for providing hard copies and distributing the bidding documents (and addenda, if required).
10. District will apply and pay for all permits; however, we will provide all data, including construction drawings for said permits.
11. Reports, drawings, data, and information prepared by others, which will be utilized by Krieger & Stewart in performing design engineering services, will be complete and accurate. Independent verification of same by Krieger & Stewart will not be required.

**TABLE 2-1  
RUBIDOUX COMMUNITY SERVICES DISTRICT  
MARKET STREET AND 24TH STREET PIPELINE RELOCATION PROJECT  
ESTIMATED FEES FOR DESIGN ENGINEERING SERVICES**

COMPONENT	PRINCIPAL IN CHARGE <sup>(1)</sup>		PROJECT MANAGER/ PROJECT ENGINEER <sup>(2)</sup>		PROJECT SURVEYOR <sup>(3)</sup>		CADD SERVICES <sup>(4)</sup>		CLERICAL <sup>(5)</sup>		SURVEYING SERVICES <sup>(6)</sup>		OUTSIDE SERVICES	TOTAL			
	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	\$	\$			
1. KICK-OFF MEETING WITH RCSD	1	248	2	412					1	110				770			
2. PRELIMINARY CONSTRUCTION COST ESTIMATE	1	248	2	412					1	110				770			
3. RECORDS SEARCH			4	824					8	880				1,704			
4. RIGHT-OF-WAY CONFIRMATION			2	412	6	1,236								1,648			
5. UTILITY VERIFICATION (POTHOLING)			4	824							8	1,824	24,710 <sup>(7)</sup>	27,358			
6. BASE CONSTRUCTION DRAWINGS	1	248	12	2,472	2	412	8	1,264						4,396			
7. CONTRACT DOCUMENTS PREPARATION (75% AND 100% LEVELS)	4	992	32	6,592			24	3,792	28	3,080				14,456			
8. REVIEW MEETINGS WITH DISTRICT (75% AND 100% CONTRACT DOCUMENTS)			4	824					2	220				1,044			
9. BIDDING ASSISTANCE (OPTIONAL)	--- OPTIONAL TASK - SEE BELOW ---																
	SUBTOTAL:		7	1,736	82	12,772	8	1,648	32	5,056	40	4,400	8	1,824	24,710	52,146	
																REIMBURSABLES @ 3% *:	823
																<b>ENGINEERING SERVICES TOTAL:</b>	<b>\$52,969</b>
																<b>ENGINEERING SERVICES TOTAL (ROUNDED):</b>	<b>\$53,000</b>
<b>OPTIONAL TASK (TOTAL ROUNDED):</b>																	
9. BIDDING ASSISTANCE	2	496	12	2,472					4	440							3,400
<b>RATES PER KRIEGER &amp; STEWART 2021 FEE SCHEDULE</b>																	
<sup>(1)</sup> PRINCIPAL ENGINEER I	@	\$248 /Hr	<b>OUTSIDE SERVICES</b>														
<sup>(2)</sup> SENIOR ENGINEER I	@	\$206 /Hr	<sup>(7)</sup> UNDERGROUND SOLUTIONS, INC.														
<sup>(3)</sup> SENIOR SURVEYOR I	@	\$206 /Hr															
<sup>(4)</sup> CAD OPERATOR III	@	\$158 /Hr															
<sup>(5)</sup> SECRETARY IV	@	\$110 /Hr															
<sup>(6)</sup> 1-MAN SURVEY CREW	@	\$228 /Hr															
*REIMBURSABLES ARE 3% OF K&S FEES ONLY, EXCLUDE SUBCONSULTANT FEES																	

13. CONSIDER RATIFICATION OF A TASK ORDER FOR GRANT WRITING TO  
WEBB ASSOCIATES FOR AMI METER GRANT:

**DM 2021-73**



# Rubidoux Community Services District

## Board of Directors

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

**General Manager**  
Jeffrey D. Sims



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

**DIRECTORS MEMORANDUM 2021-73**

October 21, 2021

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

**Subject:** Consider Ratification of Task Order to Webb and Associates for Writing a Grant Application for AMI Meters

## **BACKGROUND:**

At its October 7, 2021 Board Meeting the Board of Directors approved the expenditure of funds to purchase and install new Mag Meters for all the District's production wells to accurately determine the amount of water pumped from the ground, treated, and then delivered to the District's Customers. This is the first step the District is taking to address an annual estimated 150 MG of unaccounted water. The annual value of unaccounted water is approximately \$400,000.

The well production meters measure the amount of water produced by the District. The customer meters are the District's cash registers as they measure the water passing from the District's system to the customer. Water measured by the customer meters is used to determine the customer's bill. Most of the meters in the District are aged Positive Displacement Meters. As this type of meter ages, they will read "Slow" meaning they register less water than the amount of water passing through the meter. It was also mentioned to the Board at the October 7 Board Meeting the District needs to embark on a meter replacement program to replace these older customer meters with new meters using Advanced Metering Infrastructure (AMI) Meters. AMI meters operate over cellular data and can be read remotely. Having this type of technology would enable the District to identify high water users and communicate with them so the District can comply with new State Regulations requiring the District to stay within water budgets provided by the State or pay fines of up to \$10,000 per day. These meters also will reduce staff time involved in reading meters, alleviating the potential need for additional staff to read meters as the number of connections grow over time. It is estimated that replacement of all meters in the District will exceed \$4,000,000.00.

On October 11, Webb and Associates brought to the attention of the District staff grant funding for replacement of existing meters with AMI meters is available from the United States Bureau of Resources (USBR) Water Smart Grant Program for AMI Meter Installations. This Grant would pay 40% of the cost of replacing the meters in the District, saving the District approximately \$1,600,000.00. The deadline for applying for the grant is November 3, 2021. District staff requested a proposal from Webb and Associates to assist the District in applying for this Grant opportunity. Webb and Associates provide a proposal in the amount of \$11,600 and the General Manager signed the proposal so the grant application preparation work could start immediately to meet the submittal deadline.

This work was not included in the FY 2021-22 District Budget. To proceed, a budget amendment will be needed by moving \$12,000 from Water Fund Reserves to the Water Replacement Project Budget – Operating Expense (new line item: Customer Meter Replacement).

**RECOMMENDATION:**

Staff recommends the Board of Directors consider approving the following actions:

1. A budget amendment of the FY 2021-22 District by moving \$12,000 from Water Fund Reserves to the Water Replacement Project Budget – Operating Expense (new line item: Customer Meter Replacement).
2. Ratify the General Manager's signing of a Task Order to Webb and Associates in the not to exceed amount of \$11,600 for this effort.

Respectfully,



JEFFREY D. SIMS, P. E.  
General Manager

Attach:

1. Webb and Associates Proposal for preparing the USBR Water Smart Grant Application





WEBB Proposal.: 015025

October 14, 2021

**Corporate Headquarters**  
3788 McCray Street  
Riverside, CA 92506  
951.686.1070

*Sent Via Email to [TBeckwith@rcsd.org](mailto:TBeckwith@rcsd.org)*

**Palm Desert Office**  
74967 Sheryl Avenue  
Palm Desert, CA 92260  
951.686.1070

Mr. Ted Beckwith, P.E.  
Director of Engineering  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**  
3590 Rubidoux Blvd.  
Jurupa Valley, CA 92509

**Murrieta Office**  
41870 Kalmia Street #160  
Murrieta, CA 92562  
T: 951.686.1070

RE: Proposal for Preparation and Submission of Grant Application  
AMI Meter Install Project

Dear Mr. Beckwith:

Enclosed is Albert A. Webb Associates' (Webb's) response to your request for a proposal for the project mentioned above.

### **PROJECT UNDERSTANDING**

Webb understands the Rubidoux Community Services District (District) intends to replace all existing customer meters which are potentially under reporting water consumption with remote reading capabilities to improve system efficiency and capability. Pursuant to your request on October 7, 2021, we are providing this proposal to assist the District in preparation and submission of an application for the United States Bureau of Reclamation (USBR) "WaterSMART Grant" for an Advanced Metering Infrastructure (AMI) Meter Install Project.

The scope of work including submission of the grant application to USBR will be completed by November 3, 2021.

### **SCOPE OF WORK**

#### **Task 1. Data gathering and analysis**

Webb will collect and evaluate meter data and compile and format Disadvantaged Community documentation for the grant application. Webb will also collect case studies and develop calculation methodology for water saving and project budget. This includes coordinating as-needed with the District's grant application consultant, Blais & Associates, to provide the boiler plate RCSD documentation.

#### **Task 2. Vendor quote for equipment and installation**

Webb will work with the District to solicit up to two (2) cost estimates from qualified AMI vendors as recommended by the District to develop an estimate of all necessary equipment and construction costs and an optional customer portal.



[www.webbassociates.com](http://www.webbassociates.com)



### **Task 3. Prepare and submit grant application**

Webb will complete the grant application and assemble the necessary attachments. This includes all figures, water use and savings tables, and budget descriptions and tables as required by the USBR's application.

Webb will obtain two (2) letters of support to include with the application; one from the City of Jurupa Valley and a second from the State Assemblyperson.

In addition, the application will require a resolution from the District Board of Directors that approves the application and commits to funding if the grant is received; therefore, a final draft of the application and a draft resolution will need to be on the October 21, 2021 Board of Director's agenda to meet the Nov. 3, 2021 deadline to USBR.

Upon approval by the District, Webb will submit the application and attachments to USBR on behalf of the District on or before Nov. 3, 2021. WEBB will act as the point of contact with the USBR as needed during the application review process.

### **Task 4. Project meetings**

Webb has budgeted for up to 2 hours of meeting time with the District to complete the application and to attend a Board of Directors meeting.

### **Deliverables**

- USBR WaterSmart grant application, two (2) letters of support, one (1) District resolution, and electronic submission.

### **Additional Services**

Services which are not specifically identified herein as services to be performed by Webb are considered Additional Services for the purposes of this Proposal. The District may request Webb to perform services which are additional services. Webb will perform such additional services upon execution of an amendment to the Original Agreement setting forth the scope, schedule, and fee for such additional services. Webb will also provide prior notice to the District, and obtain acceptance from same, before performing work outside the contract work scope and thereby contract budget amount.

## **PROJECT TEAM**

The Webb primary project team members are as follows:

Project Manager – Brad Sackett, PE, Senior Engineer

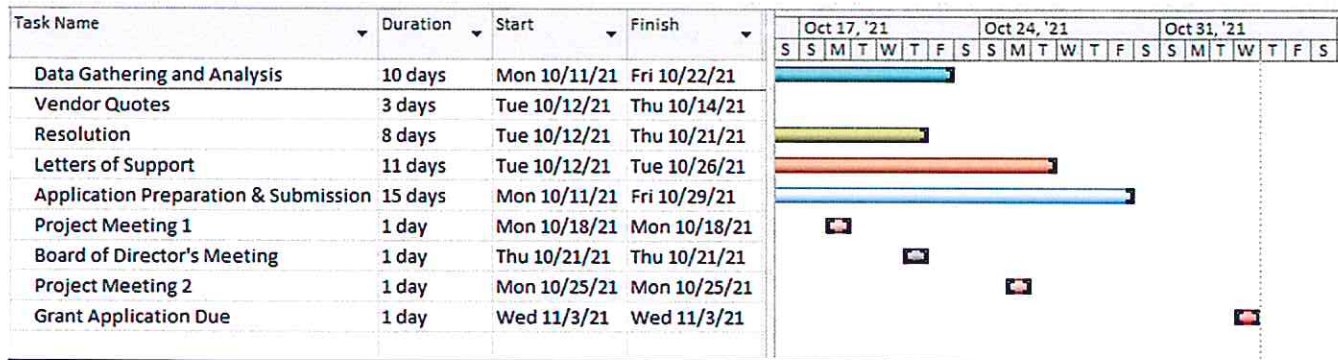
Lead Analyst – Melinda Weinrich, Senior Environmental Analyst

Supporting Analyst – Autumn DeWoody, Senior Environmental Analyst

GIS Support - Noemi Avila, Assistant Environmental Analyst

**PROJECT SCHEDULE**

The table below outlines the schedule for each of the project tasks to complete the application and submission by November 3, 2021.



**PROJECT FEE/FEE SUMMARY**

Webb is committed to providing the highest quality service to the District and to provide quality services for this project. After preparing a detailed scope of work for this project, we have included all the necessary items required to successfully complete it and believe our team experience will generate an efficient processing of the project deliverables. Based upon the project's scope of work, a summary of our services budget is as follows:

<u>TOTAL ESTIMATED</u> <u>ENGINEERING SERVICES TASK</u>	<u>SERVICES BUDGET</u>
I. Data gathering and analysis .....	\$ 3,100
II. Vendor quote for equipment and installation.....	\$ 1,300
III. Prepare and submit grant application .....	\$ 6,000
IV. Meetings .....	<u>\$ 1,200</u>
<b>Total Fee For Services = .....</b>	<b><u>\$ 11,600</u></b>

Mr. Ted Beckwith, P.E.  
Director of Engineering  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**  
October 14, 2021  
Page 4 of 3

Our fee is time and materials not to exceed. Webb will billed the District monthly. Unforeseen additional work activities may arise as the project progresses. As such, the District may wish to allocate an additional 10-15 percent of the total services budget for allocation purposes only. A detailed man-hour breakdown of the services budget is included.

	<b>Classification</b>	<b>Principal I</b>	<b>Associate II</b>	<b>Associate II</b>	<b>Assistant I</b>
Task 1	Data gathering and analysis	2	10	2	2
Task 2	Vendor quote for equipment and installation	2	4		
Task 3	Prepare and submit grant application including figures	2	24	2	4
Task 4	PM and Meetings	2	2	1	1
<b>Total</b>		<b>8</b>	<b>40</b>	<b>5</b>	<b>7</b>

We appreciate the opportunity to be of continued service and look forward to hearing from you. If you have any questions or concerns, do not hesitate to contact me at 951-686-1070.

Sincerely,

**ALBERT A. WEBB ASSOCIATES**



Bradley Sackett, P.E.  
Senior Engineer



14. CONSIDER AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES FOR  
WATER EFFICIENCY SOFTWARE:  
**DM 2021-74**

# Rubidoux Community Services District

## Board of Directors

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

## General Manager

Jeffrey D. Sims



---

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

**DIRECTORS MEMORANDUM 2021-74**

October 21, 2021

To:        Rubidoux Community Services District  
              Board of Directors

Subject: Award Professional Services Contract for Water Efficiency Software

## **BACKGROUND:**

In 2018, the State Water Resources Control Board and the Department of Water Resources (DWR) passed two water conservation bills, SB 606 and AB 1668. The two bills establish water use objectives and long-term standards for efficient water use that apply to urban retail water suppliers and is comprised of indoor residential water use, outdoor residential water use, commercial, industrial, and institutional (CII) irrigation, and water loss. The mandates fall on urban water suppliers not customers to set annual water budgets and prepare for drought. The DWR is responsible for implementing and enforcing water use efficiency programs required by SB 606 and AB 1668 which must be in place by 2024. Non-compliance will result in substantial monetary penalties of up to \$10,000 per day.

Eagle Aerial Solutions has developed WaterView, a web-based water efficiency software to assist districts in meeting the water efficiency goals that will be mandated by the new state legislation, and avoiding fines for exceeding annual water budgets. WaterView provides a Graphical Information System (GIS) based mapping solution that incorporates imagery data, demographic data to assess indoor water use, Evapro-Transportation (ET) data, district water use data, and Eagle Aerial generated irrigated vegetation data. The data can measure the efficiency of water conservation efforts and can be set up to communicate directly with customers in terms of their water efficiency trends. It is the only software solution designed specifically to integrate this data to attain efficiency objectives to achieve compliance with DWR requirements.

The annual subscription cost and one time set up fee for the WaterView software provided by Eagle Aerial is \$18,488 for the first year. Afterwards the annual subscription cost is \$15,988 for each of the following two years (3-year contract) which will be included in subsequent budgets.

The cost of the Eagle Aerial WaterView Software implementation is included in the current District Water Fund budget of \$80,000 for IT Upgrades in the Water Fund Budget under Line Item #62.

**RECOMMENDATION**

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

1. Utilize \$18,488.00 of the approved IT Upgrades as provided in the Water Fund Budget line item #62 to pay Eagle Aerial for the WaterView Software service.
2. Authorize the General Manger sign an agreement with Eagle Aerial for the WaterView software and three-year subscription agreement.

Respectfully,

A handwritten signature in blue ink, appearing to read "J. D. Sims", with a horizontal line above the name.

JEFFREY D. SIMS, P.E.  
General Manager

Attach:

Eagle Aerial Proposal  
WaterView Summary Document





Custom Designed Data Management Software for Water Mangers

**Contact Information:**

**Rubidoux Community Services District**

3590 Rubidoux Blvd.

Riverside, CA 92509

**Ted Beckwith**

tbeckwith@rcsd.org

(951)684-7580

**Eagle Aerial Solutions**

3333 Michelson Dr, Suite 300

Irvine, CA 92612

**Jazmine Molloy**

Jmolloy@eagleaerial.com

(714) 754-7670 x700

**WaterView™ Overview:**

Eagle Aerial Solutions together with CalWEP, has custom designed and developed WaterView™, to help water professionals meet the efficiency and allocation requirements established under the new long term California water conservation legislation, SB606 & AB1668. EAS proposes the implementation of WaterView™ as a critical SaaS tool that helps prepare and maintain regulatory compliance under the new state standards.

The following sections are meant to provide information specific to your district:

**Number of Total Connections:** 6900

	<u>3 Year Agreement</u>	<u>5 Year Agreement</u>
<b>Annual Subscription Cost</b>	\$17,765	\$17,765
<b>CalWEP Member Discount</b>	\$1,777	\$1,777
<b>Total Discounted Annual Cost</b>	\$15,988	\$15,988
<b>Set Up Fee [ONE TIME FEE]</b>	\$2,000 – 2,500 (TBD after data review)	\$2,000 – 2,500 (TBD after data review)

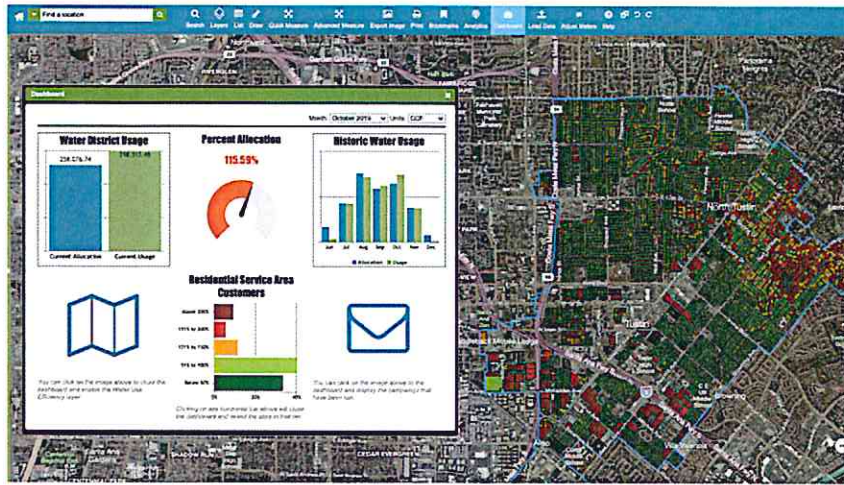
**Annual Subscription:**

WaterView™ is an annual subscription, Software as a Service (SaaS). All CalWEP members will receive the CalWEP discount for the lifetime of their WV subscription. The CalWEP discount will be applied to the subscription cost every year the water district is a member of CalWEP.

**WaterView™ will:**

- Analyze total water allocation for the water agencies’ entire residential service area and at an individual residential parcel level, in compliance with new DWR standards.
- Spot waters use trends, track and manage over allocation users within each district.
- Identify targeted land classification types, like high turf areas, for effective rebating.
- Aid in upcoming DWR data review and reporting requirements.
- Continually calculate water use efficiency (per the state standards) across the residential service area and at a customer/parcel level.
- Host high resolution aerial imagery and the ACTUAL imagery used in DWR’s study for the subscribers to access at any time.

- Import and calculate daily ET readings.
- Supply detailed demographic data for more accurate indoor water use efficiency measurements and water use analytics.
- Provide various GIS tools along with sophisticated data mining and multi-level querying functions.



**Security of the WaterView™ Platform:**

Eagle Aerial Solutions developed the WaterView™ portal in partnership with Digital Map Products now LightBox, using their existing stable and robust online mapping technology. DMP/LightBox has been providing mapping services for nearly 20 years to large enterprise and government customers including Zillow, Google, Apple, CBRE and the State of California. More than 350,000 users are accessing data from their platform daily to make informed decisions.

For more detailed information please refer to the full security statement:  
<https://www.eagleaerial.com/docs/waterview-security.pdf>

**Subscribing Agencies will:**

Be required to provide meter location and water use data to be imported into the WaterView™ portal. A Unique ID (UID) for the meter location must be used to tie the usage data to the meter address. Names do not need provided, unless your district would like to do direct mailings for outreach to target certain customers for incentives to become more efficient.

**Technical Support & Project Management**

Technical support will be provided through the duration of the contract. Software training will be done by a series of onboarding virtual meetings. The **Ruidoux Community Services District** will be assigned a Customer Success Advocate that will provide any additional training(s) or account customization via virtual meeting platforms and screensharing throughout the life of the WaterView™ subscription.

Thank you again for your interest in WaterView™! We look forward to working together on your agency’s water efficiency efforts.

-The Eagle Team





# WATERVIEW

Water Efficiency Software



**EAGLE AERIAL  
SOLUTIONS**



**CALIFORNIA  
WATER EFFICIENCY  
PARTNERSHIP**

A Chapter of the Alliance for Water Efficiency



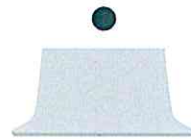
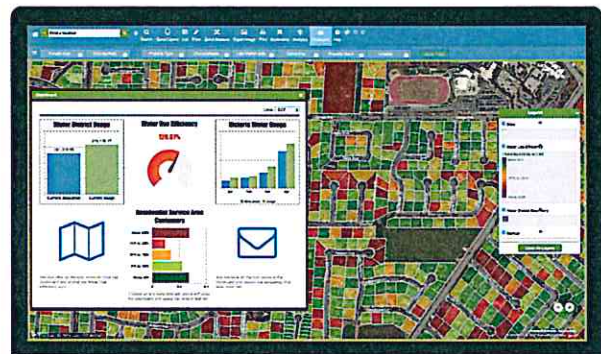


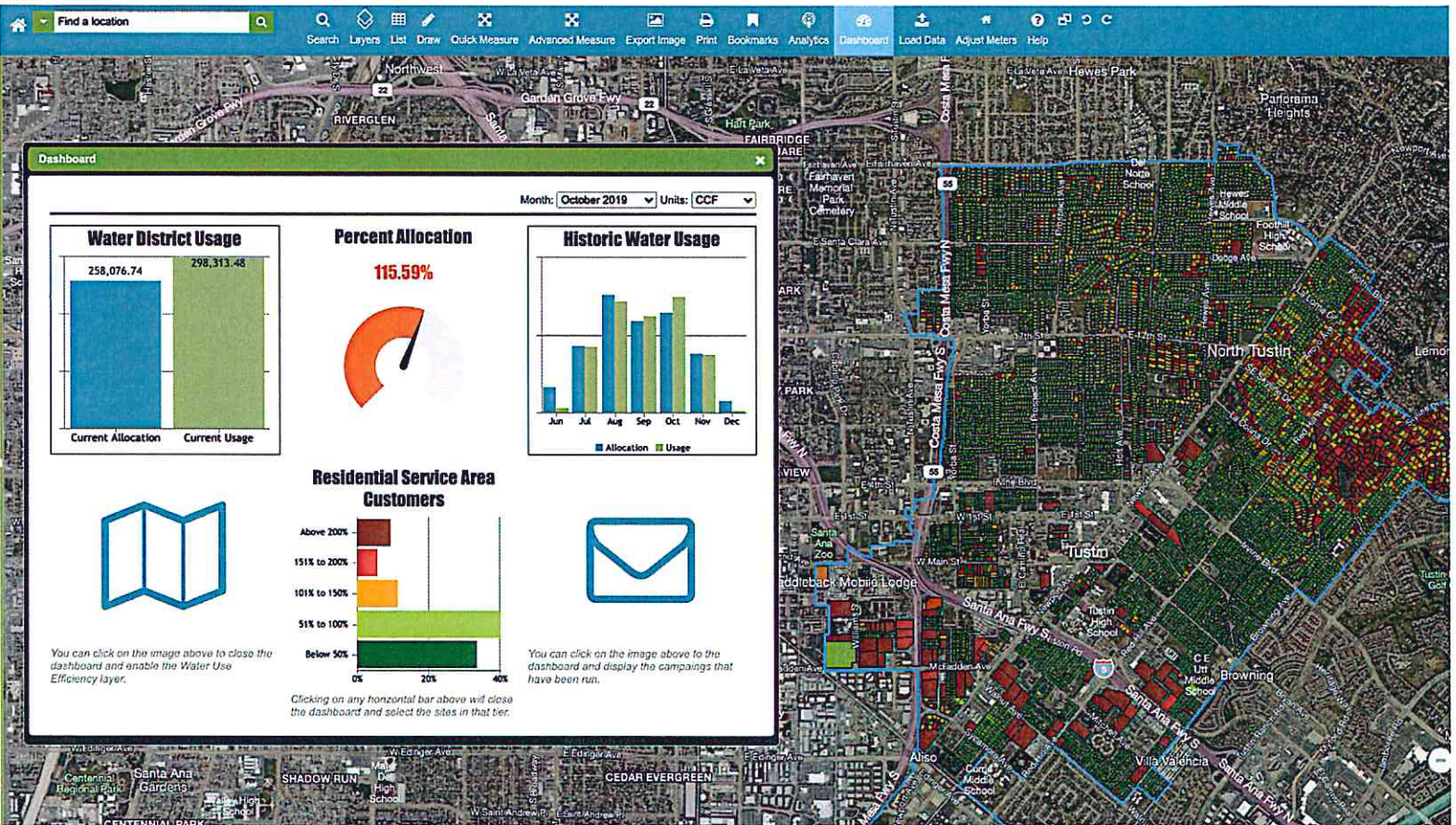
# WATERVIEW™

A data management tool, custom designed to help water professionals meet the efficiency and allocation requirements established under the new long term California water conservation legislation.

WaterView allows water agencies to analyze total water allocation at the parcel level, in compliance with new DWR standards; help spot water use trends, track and manage over allocation users within each district; and aid in upcoming DWR reporting requirements

WATERVIEW  
Water Conservation Software







## Total Service Area

### Projected Residential Indoor/Outdoor Allocation

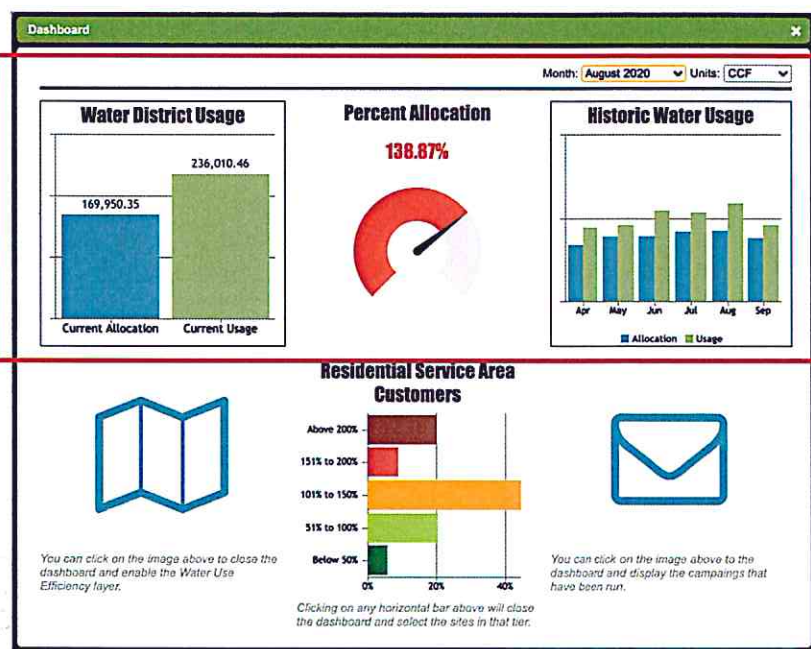
$$(OIA \times ET \times SC) + (Population \times IA) \times DF$$

*[Mirrors the formula used by the state]*

Cross referenced and tracked along with actual water use – provided by the water agency

Instant water use efficiency reading: What % of the total water allocation has been used?

Identification of water use trends across the service area:  
*Historic Allocation Vs. Usage*



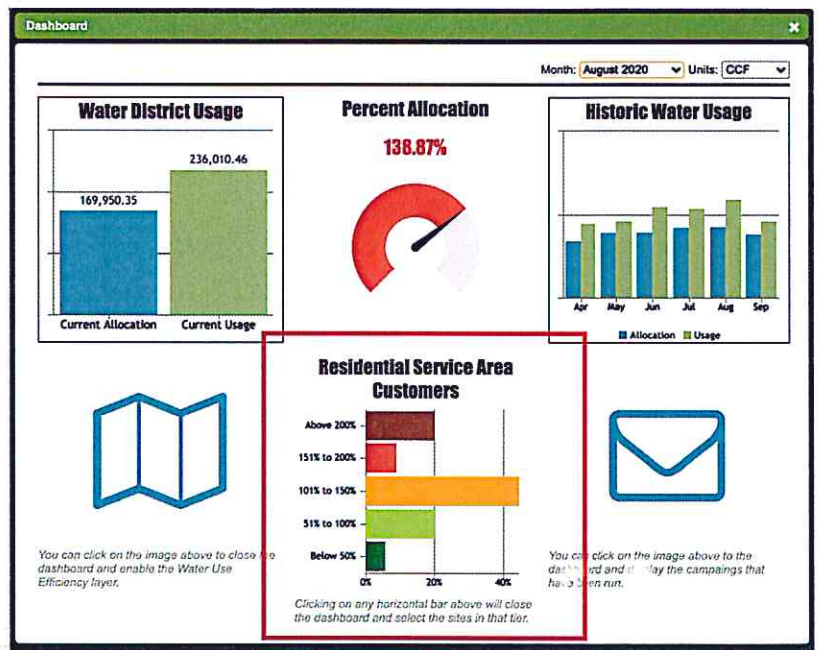


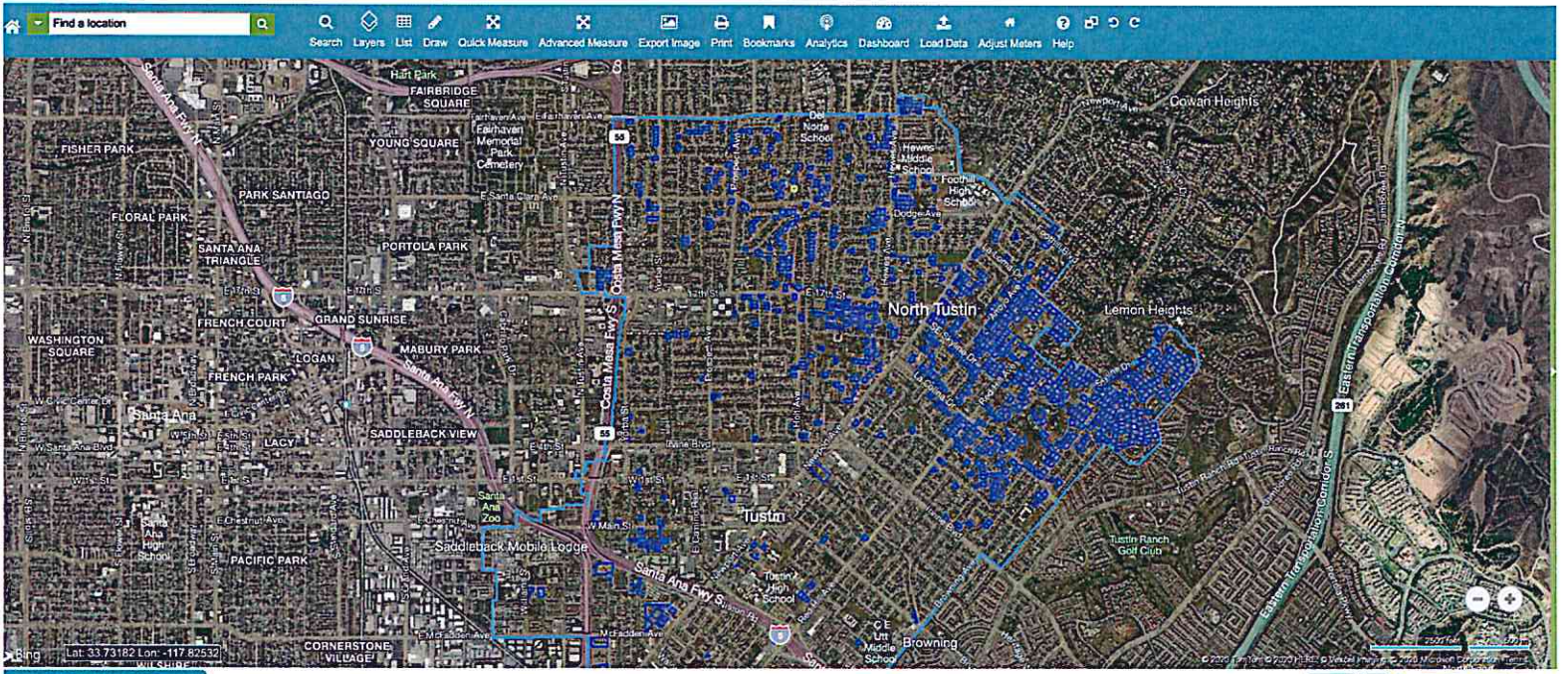
## Parcel Level Calculations

Projected Residential Indoor/Outdoor Allocation calculated at the parcel level

Cross referenced and tracked along with actual water use – provided by the water agency

Broken down into interactive water use efficiency tiers based on the % of allocation used by the residential customer

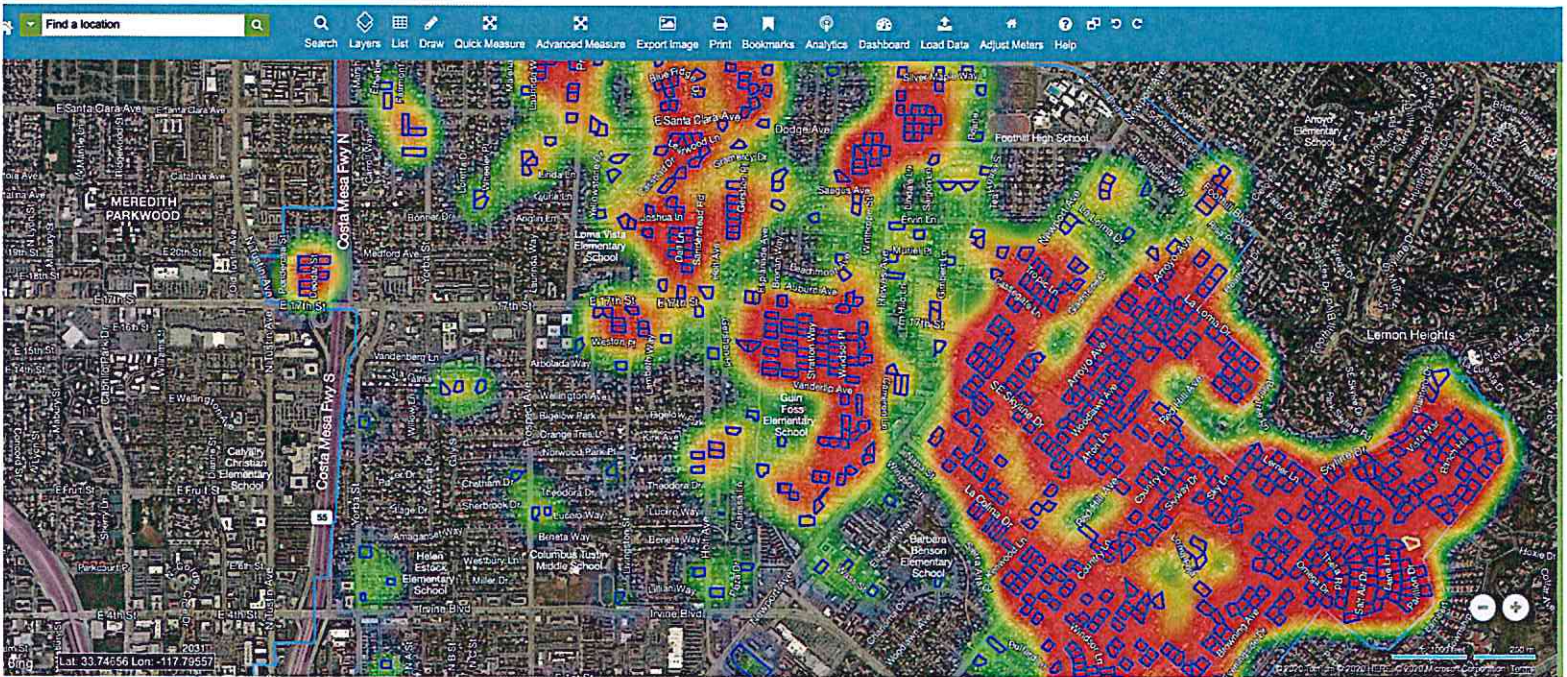




Current % of Allocation (855 Records)

Options	#	Site Dmp Id	Parcel	ENTRY DATE	USAGE	ALLOCATION	CONSERVATION SCORE	Draw Type
-E	1	662088623_101	100660192_215616795	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	32.51612	23.1517432686667	1.40447825559672	
-E	2	662088623_110	100660192_215624813	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	18.999993	23.491397678	0.808806409070914	
-E	3	662088623_112	100660192_215624816	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	17.999995	22.707189678	0.792700252882434	
-E	4	662088623_114	100660192_215624826	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	29.47542	23.1795550113333	1.27161284958181	
-E	5	662088623_117	100660192_215624839	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	39.163003	23.591749678	1.66002960927144	
-E	6	662088623_119	100660192_215624855	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	28.54839	23.4162210113333	1.21917205077212	
-E	7	662088623_12	100660192_215617344	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	17.2131	22.5721432686667	0.762581549971563	
-E	8	662088623_120	100660192_215624856	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	35	22.5758270113333	1.55033080216417	





Current % of Allocation (855 Records)

Options	#	Site Dmp Id	Parcel	ENTRY DATE	USAGE	ALLOCATION	CONSERVATION SCORE	Draw Type
	792	662114882_949	511099208_101136	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	25.918046	22.2517673716667	1.16476348000122	
	793	662114882_95	100660192_215616812	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	21.103554	19.453876602	1.0847994171933	
	794	662114882_950	511099208_101137	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	27.500007	21.8652904383333	1.25770142763748	
	795	662114882_952	511099208_101139	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	25.500011	20.965575505	1.21628003933966	
	796	662114882_955	511099208_101141	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	25.258072	21.6705185716667	1.16554995749035	
	797	662114882_956	511099208_101143	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	64.385964	22.613529505	2.84723196287266	
	798	662114882_959	511099208_101147	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	47.571435	20.919212705	2.27405474913641	
	799	662114882_96	100660192_215617224	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	20.999989	19.1263299353334	1.09796228921082	



**Current % of Allocation**

Parcel No (APN) 401-061-07  
 Land Use Descrip SFR  
 No of Units  
 Owner Name Alex James  
 Owner Address 14092 BRENAN WAY SANTA ANA, 92705  
 Lot Area (sqft) 16,644  
 Building Area (sqft) 3,035

HH Median Size 2.7 | Map  
 HH Median Income \$119,915 | Map

Irigable Area (sqft) 4,117.68  
 Not Irrigated Area (sqft) 12,304.44  
 Water Allocation 18.01 CCF  
 Water Usage 40.66 CCF  
 Current % of Allocation 225.79%  
 Usage History Show Chart

Add to List Search Area More



Options	#	Site Dmp Id	Parcel	ENTRY DATE	USAGE	ALLOCATION	CONSERVATION SCORE	Draw Type
-E	387	662114882_301	511099208_97020	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	20.836061	18.00617316	1.15716209184784	
-E	388	662114882_303	511099208_97024	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	21.999987	19.9506558266666	1.10271999031702	
-E	389	662114882_306	511099208_97028	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	46.5	20.31464516	2.28898903395859	
-E	390	662114882_310	511099208_97032	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	20.909085	19.68623716	1.06211689060034	
-E	391	662114882_311	511099208_97045	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	28.340917	19.04811716	1.48785923364197	
-E	392	662114882_313	511099208_97049	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	25.045738	19.8778664933333	1.25998119609063	
-E	393	662114882_314	511099208_97051	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	28.903224	19.0545118266667	1.51687034876171	
-E	394	662114882_315	511099208_97047	Tue Oct 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	19.870956	19.0545118266667	1.04284781372308	





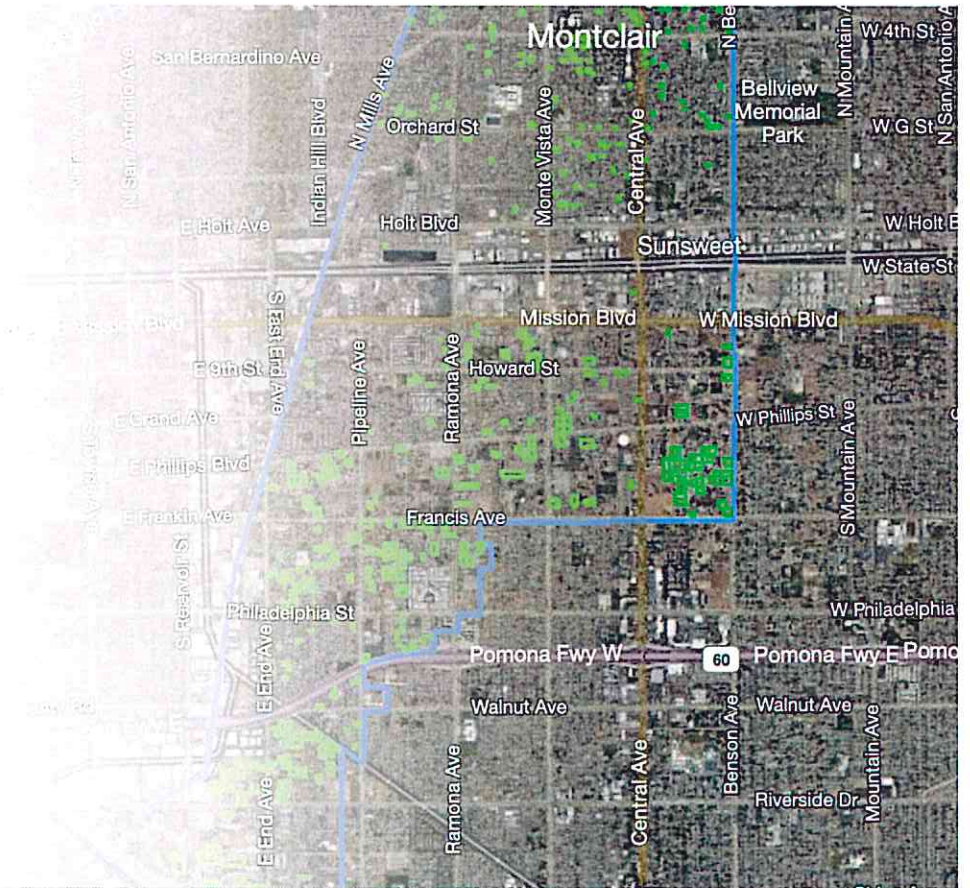
**WATERVIEW**  
Water Efficiency Software

Multi-level queries  
and data mining  
capabilities



Locate all parcels  
using **OVER 200%**  
**Allocation**

Result: **448** residential  
parcels





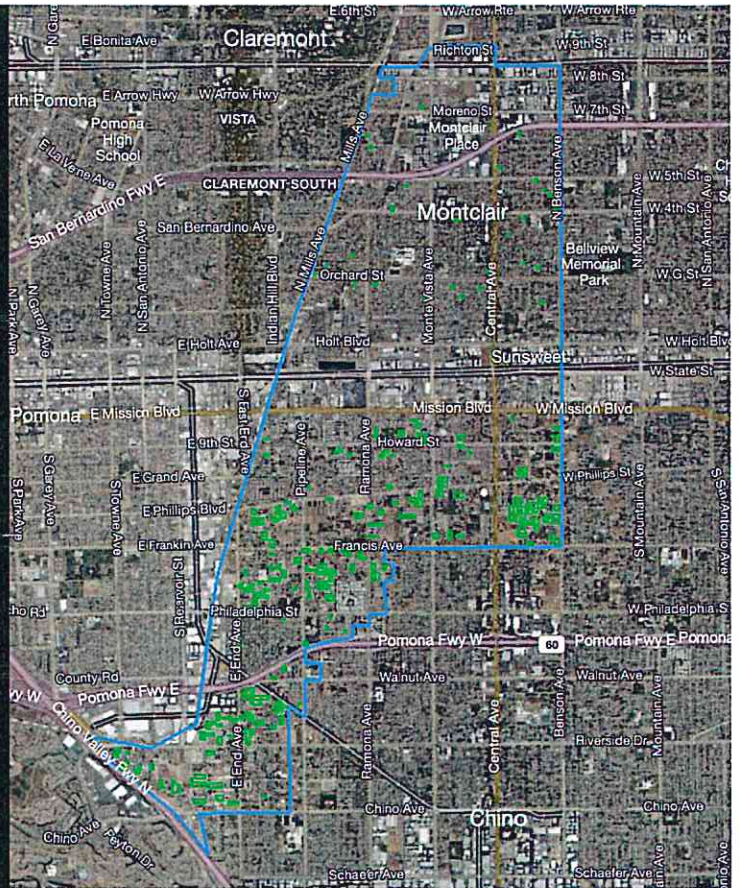
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NEXT: Take the result of all parcels using **OVER 200% Allocation**

And cross query who of them are using **OVER 55 CCF's** p/month

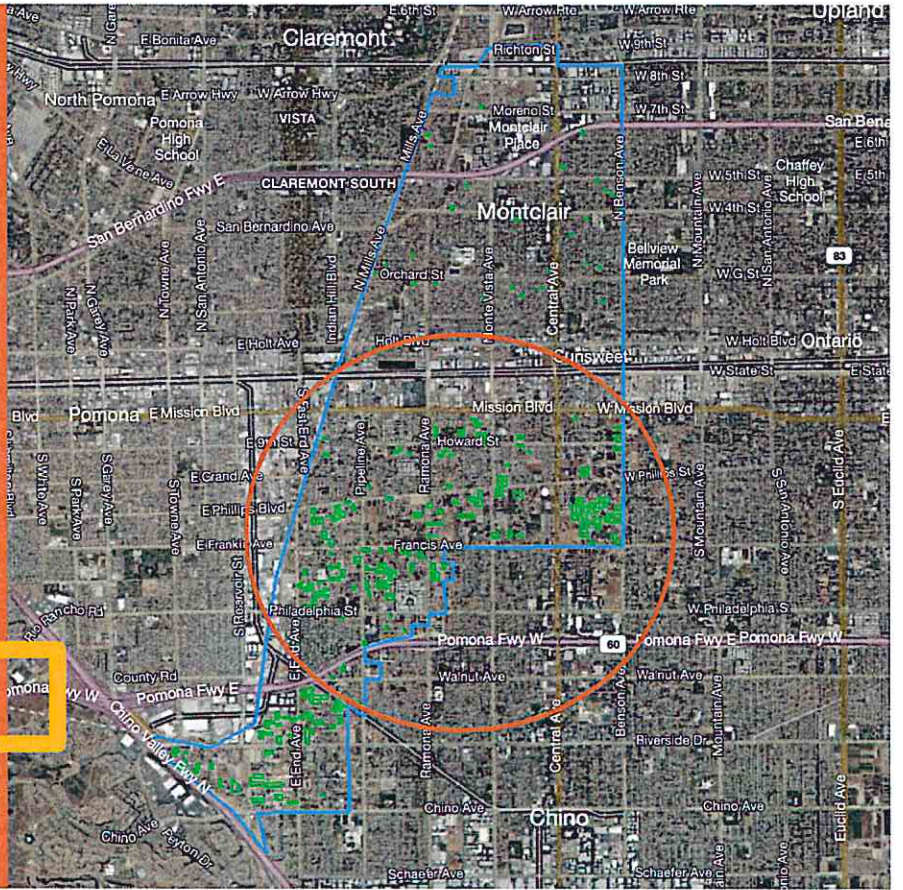
NEW Result: **252** residential parcels

---





Now,  
drill down  
even further



## NEXT

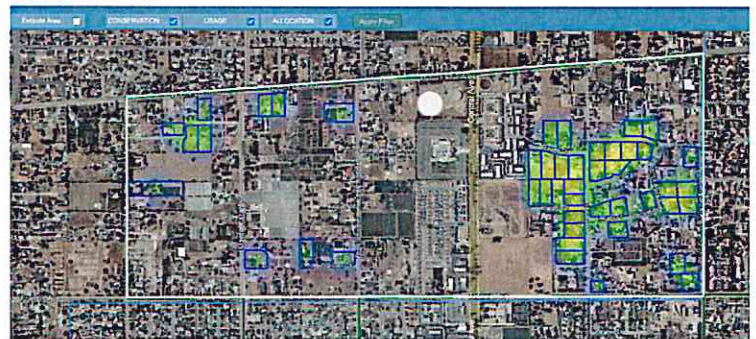
Cross query demographics:  
who has **LESS** than **3 people** in their household

## GOAL

Identify the residential parcels  
that have the **LEAST** amount of people  
in their household  
**BUT** are using the **MOST WATER**

## RESULT

Targeted list of **45 Residential Parcels**





Now, with a **TARGETED** list of customers  
create an outreach campaign and track the water use behavior change over time



**Create Campaign** ✕

Title

Category

Subcategory

Action Date

Notes

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



# WV - Outreach Module

Monitor the group included in the outreach effort

**Filter Editor**

**Change over Time**

Field: CONSERVATION SCORE

Start of Range: 0


End of Range: 0

Criteria

Field: ENTRY DATE

Starting Date: 08/01/2019

Ending Date: 10/31/2019



Add Search Criteria Add Group

Folder: USER

Name: Change Over Time

OK Cancel

Watch water use behavior changes over time

**Conservation Score**

Parcel No (APN): 8229-018-018

Land Use Descr: MFR

No of Units: 1

Owner Name: 188 GARDENWAY AVE ROWLAND HEIGHTS, CA 91746

Owner Address: 188 GARDENWAY AVE ROWLAND HEIGHTS, CA 91746

Lot Area (sqft): 8,719

Building Area (sqft): 2,887

191 Median Size: 3.2 | Max

191 Median Income: 59,278 | Max

191 Median Age: 1,968.48

191 Highest Area (sqft): 4,743.12


Water Allocation: 18.41 CDF

Water Usage: 3.44 CDF

Current % of Allocation: 33.84%

Usage History: Show Chart

Add to List Search Area



Options	#	Site Desc Id	Parcel	ENTRY DATE	USAGE	ALLOCATION
-1	5	625967029_1321	32066182_132698477	Sun Dec 01 2019 00:00:00 GMT-0800 (Pacific Standard Time)	3	8.80614121133131
-1	8	625967029_1324	32066182_132698490	Sun Dec 01 2019 00:00:00 GMT-0800 (Pacific Standard Time)	4	13.4917242113233
-1	7	625967029_1342	32066182_132698893	Fri Nov 01 2019 00:00:00 GMT-0700 (Pacific Daylight Time)	6	13.0257026066647
-1	8	625967029_1352	32066182_132699004	Sun Dec 01 2019 00:00:00 GMT-0800 (Pacific Standard Time)	3	9.11574046466668
-1	8	625967029_1357	32066182_132699153	Sun Dec 01 2019 00:00:00 GMT-0800 (Pacific Standard Time)	3	8.1442099800201
-1	10	625967029_1368	32066182_132699410	Fri Nov 01 2019 00:00:00 GMT-0800 (Pacific Daylight Time)	5	9.94428213
-1	11	625967029_1372	32066182_132699693	Fri Nov 01 2019 00:00:00 GMT-0800 (Pacific Daylight Time)	2.44322981	10.422401022333
-1	12	625967029_1387	32066182_132699733	Sun Dec 01 2019 00:00:00 GMT-0800 (Pacific Standard Time)	4.06537377	10.78110626

Export the new results



Report change



# WATERVIEW

Water Efficiency Software



**EAGLE AERIAL  
SOLUTIONS**



**CALIFORNIA  
WATER EFFICIENCY  
PARTNERSHIP**

A Chapter of the Alliance for Water Efficiency





15. CONSIDERATION TO APPROVE UPDATED 2021 RCSD SSMP:  
**DM 2021-75**

# Rubidoux Community Services District

## Board of Directors

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

## General Manager

Jeffrey D. Sims



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

**DIRECTORS MEMORANDUM 2021-75**

October 21, 2021

To:        Rubidoux Community Services District  
              Board of Directors

Subject: Consideration to Approve the Updated Rubidoux Community Services District  
              Sewer System Management Plan (SSMP)

## **BACKGROUND:**

In May 2006, the State Water Resources Control Board (SWRQB) adopted Order No. 2006-003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems prescribing the minimum requirements to prevent sanitary sewer overflows (SSO) from publicly owned or operated sewer systems. As a sewer system operator, the Rubidoux Community Services District ("District") is subject to and must comply with the requirements of the SSO Permit. In April 2015, the RCSD Board of Director's approved the latest adoption of the District's SSMP through DM 2015-15 (copy of the DM attached).

In accordance with SWRCB requirements, the SSMP must be periodically reviewed and updated to keep information current. In January 2021, through DM 2021-06 (copy of the DM attached) the District employed the services of Krieger & Stewart (K&S) to conduct the review and update of the SSMP.

The 2021 revision of the SSMP includes previously noted changes that were administrative in nature and minor changes throughout the entire document.

Due to the sheer volume of the document (over 500 pages), only the title page and table of contents sections are attached to this Directors Memorandum (attachment 3). An electronic version of the entire draft document has been uploaded to the District's website. It can be found at the following web address:  
<https://www.rcsd.org/sewer-system-management-plan-september-2021>

**RECOMMENDATION:**

Staff recommends the RCSD Board approve and adopt the 2021 update of the Sewer System Management Plan (SSMP).

Respectfully,



JEFFREY D. SIMS. P. E.  
General Manager

Attachments: 1 - DM 2015-15  
2 - DM 2021-06  
3 - 2021 SSMP Excerpt (Title Page & Table of Contents)



# Rubidoux Community Services District

**Board of Directors**  
Theodore Melms  
Armando Muniz  
John Skerbelis  
F. Forest Trowbridge  
Ruth Anderson Wilson



**Secretary-Manager**  
David D. Lopez

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

**DIRECTORS MEMORANDUM 2015-15**

April 2, 2015

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

**Subject:** Consideration to Approve the Updated Rubidoux Community Services District  
Sewer System Management Plan (SSMP)

**BACKGROUND:**

In May 2006, the State Water Resources Control Board (SWRQB) adopted Order No. 2006-003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, which prescribes the minimum requirements to prevent sanitary sewer overflows (SSO) from publicly owned or operated sewer systems. As a sewer system operator, the District is subject to and must comply with the requirements of the SSO Permit. In August 2009, the RCSD Board of Director's approved the adoption of the District's SSMP through DM 2009-38 (copy of the DM attached as Exhibit "A").

In accordance with SWRCB requirements, the SSMP must be periodically reviewed and updated to keep information current. The District employed the services of Krieger & Stewart (K&S) to conduct the review and update of the SSMP.

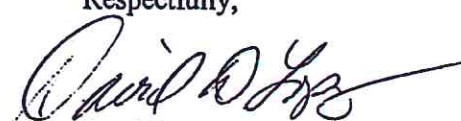
The 2015 revision of the SSMP includes previously noted changes that were administrative in nature and minor changes throughout the entire document.

Due to the sheer volume of the document (over 600 pages), only the title page and table of contents sections are attached to this Directors Memorandum (attached as Exhibit "B"). An electronic version of the entire draft document has been uploaded to the District's website. It can be found at the following web address: <http://www.rcsd.org/plans-documents.asp>

**RECOMMENDATION:**

Staff recommends the RCSD Board approve and adopt the 2015 update of the Sewer System Management Plan (SSMP).

Respectfully,



David D. Lopez  
Secretary-Manager

Attachment: Exhibit "A" - DM 2009-38 (DM Only)  
Exhibit "B" - SSMP Excerpt (Title Page & Table of Contents)

# Rubidoux Community Services District

## Board of Directors

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

General Manager  
Jeffrey D. Sims



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

**DIRECTORS MEMORANDUM 2021-06**

January 21, 2021

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

**Subject:** Consider Award of Professional Services Agreement to Krieger & Stewart for Updating the RCSD 2015 Sanitary Sewer Management Plan

## BACKGROUND:

The State Water Resources Control Board ("SWRCB") requires agencies to have a current Sanitary Sewer Management Plan ("SSMP") per Order No. 2006-0003-DWQ. Each Enrollee under SWRCB Order No. 2006-0003-DWQ ("Order") is required to have a SSMP demonstrating through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, it has the necessary legal authority to:

- A. Prevent illicit discharges into its sanitary sewer system.
- B. Require sewers and connections be properly designed and constructed.
- C. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency.
- D. Limit the discharge of fats, oils, and grease and other debris causing blockages.
- E. Enforce any violation of its sewer ordinances.

Rubidoux Community Services District ("District") as an Enrollee under the Order prepared an SSMP, which was last updated in January 2015. Section D.14 of the Order states, in part, "the SSMP must be updated every five (5) years and must include any significant program changes." The District needs to comply with this and requested Krieger and Stewart Engineering Consultants to provide a proposal to update RCSD's 2015 SSMP. Krieger and Stewart prepared the 2015 SSMP and their proposal to do the update is not-to-exceed \$10,000.

This is a programmatic operational expense. In the District's Approved FY 2020/21 Budget – Sewer Fund, \$50,000 was budgeted for Feasibility Studies related to the District's sewer enterprise. This funding is available for this necessary effort.



**RECOMMENDATION:**

The General Manager recommends the District Board of Directors authorize the General Manager to:

1. Utilize \$10,000 from the Approved FY 2020/21 Budget – Sewer Fund, Feasibility Studies.
2. Issue a Professional Services Agreement to Krieger and Stewart Engineering Consultants in the amount of not-to-exceed \$10,000 for updating of the District's 2015 SSMP.

Respectfully,



JEFFREY D. SIMS, P. E.  
General Manager

Attach:

1. Krieger and Stewart Proposal dated 12/31/20 – Update District 2015 SSMP



RUBIDOUX COMMUNITY SERVICES DISTRICT  
3590 RUBIDOUX BOULEVARD  
JURUPA VALLEY, CA 92509-4525  
(915) 684-7580

**RUBIDOUX COMMUNITY SERVICES DISTRICT  
SEWER SYSTEM MANAGEMENT PLAN**

**SEPTEMBER 2021**

Prepared by



**KRIEGER & STEWART**  
Engineering Consultants

(951) 684-6900

Office: 3602 University Ave, Riverside, CA 92501  
Mail/Ship: 3890 Orange St #1509, Riverside, CA 92502

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16. CONSIDER ANNUAL ON-CALL PROFESSIONAL SERVICES CONTRACT WITH  
BLAIS AND ASSOCIATES:  
**DM 2021-76**



# Rubidoux Community Services District

## Board of Directors

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

**General Manager**  
Jeffrey D. Sims



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

**DIRECTORS MEMORANDUM 2021-76**

October 21, 2021

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

**Subject:**     Consider Annual On-Call Professional Services Contract with Blais & Associates

## **BACKGROUND:**

Blais & Associates (“B&A”) provides grant research, writing, and management services and has over the past couple of years prepared various applications on behalf of Rubidoux Community Services District (“District”) for grant funding opportunities. Through one of those efforts, the District received \$300,000 from the state of California to mitigate power shut offs during planned outages.

B&A stays current on available grant funding opportunities and can make themselves available to District staff to answer questions about eligibility of funding for various projects, and programs the District may want to undertake. Staff requested B&A to provide the District with a proposal for on-call grant research and support for this fiscal year. Their proposal is for \$2,760 which would be charged on a time and material basis and assume 24 hours per year of time. If there is a project and funding programming that match up well, B&A would then provide us with a separate cost proposal to assist the District with preparation of the actual funding application.

Attached is comprehensive proposal from B&A describing various services it can provide. These include:

- Base on-call research and support (this requested authorization for (\$2,760)
- Grant application development (quoted as requested)
- Post-award grant reporting and management (quoted as requested)
- Post award grant management software (quoted as requested)

The attached proposal also provides additional information about B&A and their approach to successful grant programs. Given current staffing constraints, the District uses current staff to meet day-to-day core functions. Having B&A work for the District is an efficient way to identify, research, and apply for funding while retaining staff time for core business functions.

Funding for this effort is proposed to come from Line 38 of the Water Fund Budget – Consulting Fees: Water Supply Projects.

**RECOMMENDATION:**

Staff recommends the Board of Directors consider authorizing the General Manager to issue a contract to B&A in the amount of \$2,760 for on-call research and support during FY 2022.

Respectfully,



JEFFREY D. SIMS, P. E.  
General Manager

Attach:

1. B&A Proposal for Provision of Grant Services for RCSD dated September 1, 2021

September 1, 2021

Mr. Jeff Sims  
General Manager  
Rubidoux Community Services District  
3590 Rubidoux Blvd.  
Jurupa Valley, CA 92509

Subject: B&A Proposal for Provision of Grant Services for Rubidoux Community Services District

Dear Mr. Sims:

Blais & Associates (B&A) is honored to learn that Rubidoux Community Services District is seeking to continue to engage professional grant services. It is our privilege to serve and support you and the District. Attached is a summary letter proposal for the provision of grant services for twelve (12) months, from July 1, 2021 – June 30, 2022. B&A provides services on a customized basis, tailored to specifically meet the needs of our clients. This means the Rubidoux Community Services District will only pay for desired services as requested and as work is performed.

B&A proposes to provide the following services to the Rubidoux Community Services District:

- Base On-Call Grant Research and Support Services (Ongoing);
- Grant Application Development (Quoted as Requested);
- Post-Award Grant Reporting and Management (Quoted as Requested); and
- Post-Award Grant Management Software (Quoted as Requested)

For budgeting purposes, this proposal reflects our baseline estimate of on-call grant research and consultation support for a 12-month period. We recommend that the District approve development of grant applications (grant writing) and administration of awarded grants (grant management) on a project-by-project basis – for each of which B&A will provide a not-to-exceed quote.



Mr. Jeff Sims  
Rubidoux Community Services District



We look forward to the opportunity to continue to serve and support the Rubidoux Community Services District. Our goal is to assist you to bring funding to key projects – to be the most efficient and effective option to pursue a successful and comprehensive grant program. Should you have any questions about this proposal, please contact me at (949) 589-6338. We look forward to working together with you.

Respectfully yours,

A handwritten signature in blue ink, appearing to read 'Jordan P. Carter'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Jordan P. Carter  
Chief Executive Officer

## Proposal for Professional Grant Services – 12-Month Program

- **Base Grant Research and Support Services: On-Call Grant Research Requests (Ongoing).** B&A will provide key decision-making guidance regarding the “go” or “no-go” determinations on specific grant programs, as well as respond to various questions from staff. Historically the District has utilized approximately two (2) hours per month (annualized at 24 hours per year), comprised of on-call consultation, coordination, and staff support activities. Direct consultation time with the B&A supports your ability to achieve a high return on investment for grant program efforts. **B&A recommends an annual budget for monthly on-call grant research and support activities of \$2,760.**
- **Grant Application Development (Quoted as Requested).** Grant application development activity levels are based on the availability of applicable grant programs, status, and availability of competitive projects for those programs, and independent determination of the grant agencies. The following budget estimate is based on our overall experience and understanding of your needs. B&A will provide “not-to-exceed” quotes for each grant application you would like to pursue. Once the quote has been approved, the B&A team will follow our proven standard process. B&A will submit grant applications, on-time and in accordance with all program guidelines. **B&A recommends an annual budget for the development of one (1) mid-complexity grant application of \$10,350.** *As always, B&A will only charge as grant applications are approved to proceed.*
- **Grant Reporting and Management (Quoted as Requested).** B&A has a dedicated and experienced grant management team standing ready to administer all the requirements and deadlines for any grants that you have been awarded. Grant management project engagement requests are processed similarly to grant application development project requests – a scope of work is defined, and an estimate is provided and reviewed before receiving authorization to proceed. As part of the quote process, B&A reviews the draft grant contract/agreement to ensure it aligns with the grant application (no major deviations in scope of work, schedule, and budget) and helps identify rules and regulations that may warrant increased attention and focus. B&A will work with your staff and others to liaison with the funding agency (if desired) to negotiate or clarify any ambiguities. B&A team members have a deep background of experience drafting resolutions that may be required as a condition of receiving an award and can also assist to develop the accompanying staff reports or Board Agenda document. The overall objective of our B&A grant management team is to ensure that a grant agreement is successfully executed on-time, that you can successfully administer and utilize a grant (given the conditions and requirements of the award), and the agreement correctly articulates the

scope of work, budget, and schedule. A mid-complexity grant is estimated to take a level of effort of approximately 10-15 hours per month on average. *As always, B&A will only charge as grant management projects are requested and approved to proceed.*

- ***BGAPS Grant and Project Management Software (Quoted as Requested).*** B&A developed a proprietary grant and project management software system to significantly improve and make more efficient the entire project management, coordination, reporting, and administration process from beginning-to-closeout of managing the full life of a grant award. Please see [www.bgapstech.com](http://www.bgapstech.com) or **request a demo to discuss how BGAPS can help you.**



**Professional Grant Services – Budget Estimate Summary**

**Base Grant Research and Support Services – Annual Budget Estimate**

<b>Activity</b>	<b>Estimated Hours</b>	<b>Estimated Expenses</b>	<b>Estimated Budget</b>
Monthly On-Call Grant Research	2 hours/month	Included	\$2,760
<b>Total Annual Costs – Base Grant Research and Support (24 hours)</b>			<b>\$2,760</b>

**Grant Writing Services – Annual Budget Estimate (Quoted as Requested)**

<b>Activity</b>	<b>Estimated Hours</b>	<b>Estimated Expenses</b>	<b>Estimated Budget</b>
Grant Application Development	Est. of 90 hours for one (1) mid-complexity application	Minimal	\$10,350
<b>Total Annual Costs – Grant Writing (90 hours)</b>			<b>\$10,350</b>

**Grant Management Services – Annual Budget Estimate (Quoted as Requested)**

<b>Activity</b>	<b>Estimated Hours</b>	<b>Estimated Expenses</b>	<b>Estimated Budget</b>
Grant Reporting, Compliance, and Management (Post-Award)	Quoted on review of actual grant agreement; Estimate of 10-15 hours per month	BGAPS Platform View Access (based on project)	\$115 per hour
<b>Total Annual Costs – Grant Management</b>			<b>To Be Quoted</b>

### Standard Fee Schedule – Calendar Year 2021

Description	Fee
All Staffing (15-minute increments)	\$115/hour
Mileage (prevailing IRS rate)	\$0.56/mile
Travel (tolls, airfare, hotel, cab)	Cost – no markup
Copies/Reprographics	Cost – no markup
Courier, Postage, or Express Mail	Cost – no markup
Conference calls and MS Teams	Included

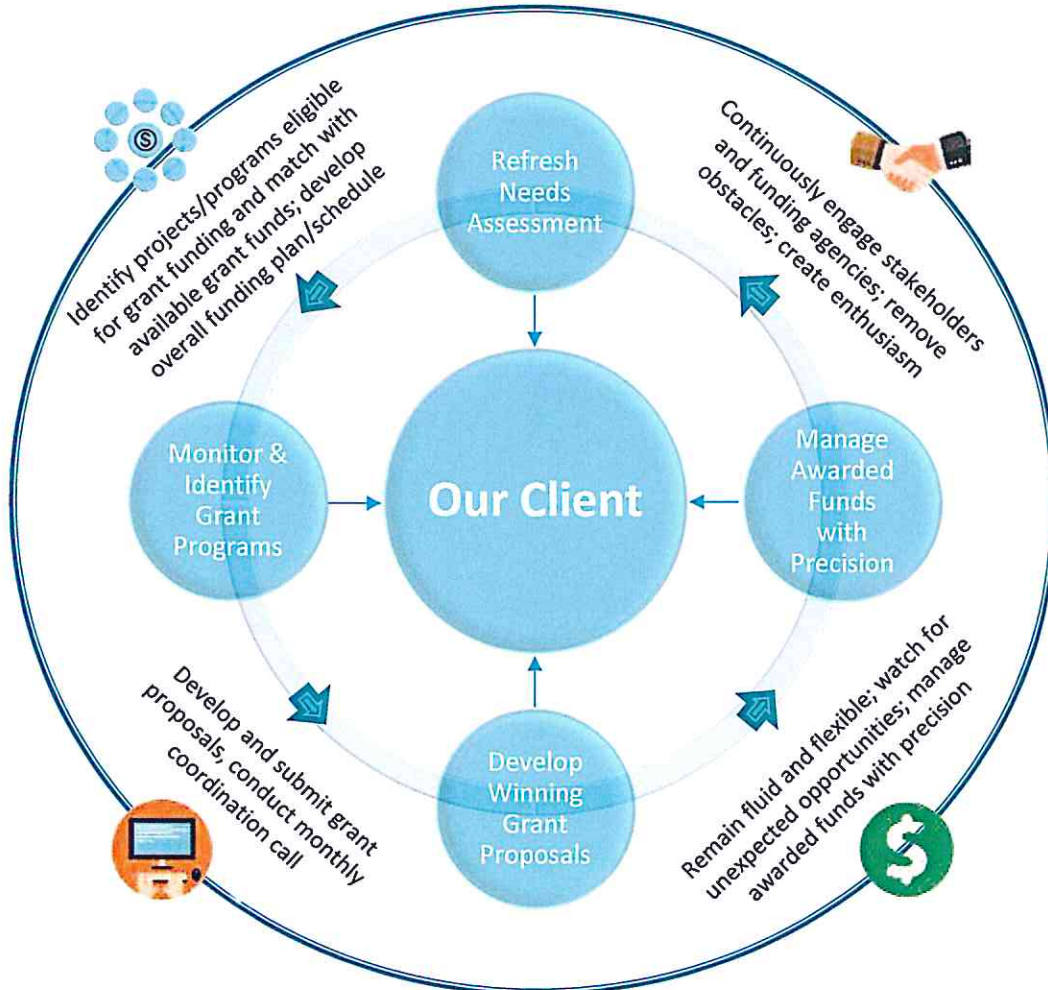
B&A reserves the right to adjust rates annually to align with the cost of doing business, typically on the anniversary of contract extensions or renewals. All out-of-pocket direct expenses are billed exclusively at cost (no markup). B&A provides monthly itemized invoices and can provide, upon request, receipts for all out-of-pocket expenses.

B&A works on a time and materials basis, providing services as-needed, billing in 15-minute increments, and providing detailed itemized monthly invoices. B&A contracts using a single blended rate of \$115 per hour. This streamlined rate approach empowers clients with 100 percent availability to all B&A resources. Our proposed rates shall remain firm for a period of 180 calendar days from the date of submission of this proposal. Invoices are provided monthly, payable 30 days after receipt.

B&A actively and consistently implements “cost saving” best practices, including the following procedures:

- B&A carefully tracks, monitors, and only bills for actual time and materials expended on the project.
- All out-of-pocket expenses are billed at cost, without markup.
- For bulk printing, B&A utilizes commercially available services for printing and copying (typically Staples) and is a member of their company discount programs, which significantly reduces the cost for reproduction.
- B&A utilizes commercially available delivery services (FedEx, UPS, or the USPS), as needed, for delivery of hard copy materials.
- B&A provides monthly itemized invoices and can, at your request, provide receipts for reimbursable expenses.

## B&A – PROVEN APPROACH TO A SUCCESSFUL GRANT PROGRAM



**Figure 1: B&A Complete Grant Program Lifecycle**

Figure 1 represents the B&A Complete Grant Program Lifecycle, specifically identifying the phases, specific needs, and how B&A’s services enable our Clients to optimize and maximize their grant program success over the long term. B&A’s capabilities grew organically from the natural needs of our select clients. Since our founding in 2000, we have maintained steadfast commitment to transparent operations as a time and materials basis firm – invoicing only for actual hours as approved and expended on each individual project.



## GRANT FUNDING NEEDS ASSESSMENT

B&A recommends the one-time (non-recurring) development of a Grant Needs Assessment/Grant Strategy master document, which will guide all future grant research and development activities. Typically, B&A conducts the grant needs assessment/grant strategy on site. However, due to COVID-19 restrictions, B&A proposes to conduct the Needs Assessment virtually. Prior to meetings (or calls) with staff, B&A will review key documents including the Client's Capital Improvement Program (CIP), strategic plans, current fiscal year budget, and other relevant items. The purpose of the meeting(s) will be to learn about key needs from staff, gain insight into new programmatic needs, and tour project site areas, if applicable. B&A will develop a comprehensive document/report that highlights the projects, goals, and objectives aligned with cyclical and other known grant programs. Included in the Needs Assessment will be a grants forecast/schedule noting general time frames in which key granting agencies issue solicitations. The Needs Assessment will enable the Client to budget potential match funding with the schedule of grant programs. This Needs Assessment document provides critical context in support of on-call grant research requests, which enables effective and targeted grant applications for Clients.

## GRANT RESEARCH – GRANT MONITORING/INTELLIGENCE

***Actively Identify Grant Resources.*** B&A researches, tracks, and identifies grant opportunities utilizing a systematic, daily process to find grant solicitations at the federal, state, regional, and local level. The research team in turn develops a **Fact Sheet** and attends workshops or webinars. The Fact Sheet routinely provides the name of the funding agency, level of funding available, historic average awards for the program, due dates, eligible and ineligible projects or activities, program summary, and other critical details. In addition, our membership in the League of California Cities provides us with up-to-date knowledge regarding issues facing local and regional government agencies. B&A monitors propositions and legislative activities to understand the potential impact on our clients and grant programs. Our two primary research team members have each been with B&A for over 12 years and have honed the research Client's system to be efficient and thorough. B&A uses the following methods to keep informed on current opportunities and to search for specific grants: ***Grant Calendar.*** One of B&A's strengths is our understanding of federal, state, and regional grant programs and their funding cycles. Most grant programs are cyclical. At a glance, we can match your needs with the grant calendar to ensure we take advantage of the more common annual programs. ***Federal Funding.*** B&A monitors the federal government's web portal daily for grant announcements. The portal lists every grant announcement issued by federal agencies. ***State Funding.*** B&A maintains a comprehensive list of all state agencies and their grant portals. Daily, the sites are monitored for new grant notices. B&A also stays current on bond measures or propositions that are passed through the general election process. The funding



provided by bond measures are summarized and will be communicated so projects can be identified and positioned as early as possible. **Foundation Funding.** B&A receives the “RFP Bulletin” weekly via electronic mail from the Foundation Center, which is the recognized portal for all foundation and not-for-profit funding nationwide. **Local Funding.** There are several regional agencies and planning organizations that have funding programs. These opportunities are tracked as well.

**Pro-Rata Share for Grant Research, Monitoring, and Intelligence.** B&A provides proactive grant notifications as part of our pro-rata Grant Research, Monitoring, and Intelligence service. Should the Client utilize our grant research services, the Client will receive the benefit of early notification of open solicitations that meet the Client’s needs. This is a tangible advantage compared to agencies that are doing the research on their own. Another key benefit of B&A’s approach is that the Client will share the cost of research with all other full-service B&A clients. This means that the Client will only pay for a small percentage of total research time.

## GRANT RESEARCH – MONTHLY GRANT ACTIVITY REPORT (GAR)

B&A recommends a regular (typically monthly) Grant Activity Report (GAR) conference call with key Client staff. This standing conference call (no more than 30 minutes) allows your Lead Associate to discuss open and active grant opportunities and potential projects. The GAR will identify all grants in the development process, those that have been submitted, grant awards, denied grants, and any special services provided.

**Annual Roll-up Report with Return on Investment (ROI):** B&A provides an executive level annual Grant Roll-up Report designed to give Client staff updates about the grant program accomplishments and Return on Investment (ROI).

## GRANT RESEARCH – ON-CALL GRANT RESEARCH

At any time during our contract, the Client can request the Grant Research team to perform on-call research to investigate a specific grant program by contacting the Lead Associate and submitting a request. Internally, we coordinate to ensure that the research is conducted in a responsive, thorough, and timely fashion. This research may include contact with the funding agency to develop intelligence on the goals and objectives of the program or measure the agency’s interest in funding the project as contemplated or proposed by the Client. This is particularly valuable to the Client to evaluate a proposed project that does not initially appear to be eligible or competitive for the program. Our extensive list of contacts within grant funding agencies enables the B&A research team to gather useful information and actionable guidance for the team.

## GRANT APPLICATION DEVELOPMENT

Our track record of clients winning between 60 to 80 percent of grant applications submitted in any given year proves our uniqueness within the field of professional grant writing over the long term. Our knowledge and experience with grant programs, daily research activities, and assistance with the “go” or “no go” decision-making process ensures that we are aware and knowledgeable of the programs and projects that granting agencies seek to fund. Our services are designed to ensure the Client maintains situational awareness of potential grants that support their specific needs, provide programs and services that utilize grant funds, and ensure proper grant administration, reporting and close-out administration for awarded grants. All B&A-written applications are custom developed, with detailed and tailored narrative sections, graphics, photos, and artwork. Unlike competitors’ processes, we do not employ cut-and-paste procedures, look-alike templates, or factory-style application approaches. The following summarizes B&A’s systematic grant writing process:

- Once the client has decided to pursue a grant, B&A carefully reviews the guidelines and develops a not-to-exceed (NTE) quote proposal outlining the estimated costs for B&A to assist the Client. This activity typically takes between one and three days to provide the Client with a detailed quote. Upon Client approval, B&A schedules all meetings, assembles stakeholders, and obtains relevant information from multiple stakeholders (via emails, phone calls, or virtual meetings) to develop targeted, effective grant proposal submissions. Throughout the grant proposal development process, B&A ensures that all required components of a proposal are included in the application for submission, ensuring adherence to grant evaluation criteria.
- Based on the due date and proposal requirements, B&A develops an overall grant outline, called a Timeline and Checklist (T&C), which identifies a list of tasks to be accomplished, milestone dates to be met, and who will be responsible. B&A works with Client staff and team to determine writing assignments, including an estimate of how much Client staff time will be needed at the beginning of each project. This includes identifying who is responsible for completing the tasks and the dates tasks are to be completed. B&A strives to complete as much of the application independently as possible. B&A provides the leadership for the coordination of any necessary meetings, conference calls, or discussions.
- B&A develops an application outline that includes the narrative questions from the grant that need answering. B&A’s associates are skilled in developing narrative with compelling arguments, in active voice, and within any character limitations. Using this outline, B&A conducts a kick-off conference call discussing the grant program, the T&C, and application.



- Beginning with long-lead tasks, the B&A team researches necessary information, meets with appropriate staff, stakeholders, and consultants, and develops proposal language, including the scope of work, budget, timeline, justification, cost-benefit analysis, transmittal cover letter, and completes all necessary federal, state, and local forms, certifications, and assurances. B&A interviews key staff and/or other consultants to capture as much information about the project as possible. As needed, B&A can also develop Staff Reports and Resolutions for Board or Council authorization regarding the submission of the grant proposal and/or local match funding commitment, etc.
- B&A provides budget guidance and justifications in alignment with Client policies and personnel guidelines and in conformance with grant solicitation requirements.
- Concurrently, B&A determines the role of any stakeholders and identifies those stakeholders in coordination with staff and consultants. B&A will work with staff to identify stakeholders for Letters of Support (LOS) and will develop the LOS for distribution. Except for elected officials, B&A will distribute the LOS for signature and will track letters to ensure they are returned. Due to the sensitivity of the political environment, it is best that LOS for elected officials be distributed by Client staff. B&A will assist to the maximum extent practical.
- B&A attends any pre-proposal conferences, etc. hosted by the grant making agency. B&A collects data and photographs as independently as possible from existing resources such as General Plans, California Communities Environmental Health Screening Tool (CalEnviroScreen), Google Earth, and Virtual Earth. All B&A team members are trained in the use of these tools; no outside consultants are required.
- B&A determines if any special graphics, artwork, maps, etc. are needed and incorporates those figures into the proposal as soon as possible. B&A generally develops the graphics, maps, and artwork in-house. If specialized GIS maps are required, B&A has a standing relationship with GIS specialists to perform these tasks; however, most grant applications do not require highly detailed graphics and we have been very successful with our internal map development.
- B&A conducts any greenhouse gas reduction, water savings, energy savings and other calculations, as necessary. B&A staff are trained in the calculation tools accepted by most grant funding agencies including the California Air Resources Board emission reduction and greenhouse gas reduction tools. B&A maintains relationships with specific technical or engineering firms that can provide access to other modeling tools.
- B&A manages and incorporates all edits to grant proposals to ensure consistency of messaging, integration of grant requirements and succinctness prior to final Client review and submittal to

the funding authority. B&A provides draft copies of grant proposals (80 percent and 100 percent) to the Client with an adequate amount of time to allow for feedback and final editing. The policy is to provide at least 72 hours for review time (longer if possible). B&A then reviews and incorporates the edits or discusses any edits that might impact the scoring of the project or exceed proposal limitations. The 80 percent draft is intended to ensure the technical aspects of the proposal are accurate and consistent with the goals of the Client, including the budget. The final (100 percent) draft ensures the Client and B&A are comfortable with the final application and there is an opportunity to interject any of the Client's final adjustments, signatures, and approval to submit.

- If hard copy applications are required for submission, B&A makes all required copies and ensures proper delivery by the due date. Associates have full authority to ensure delivery through any means necessary. If submitting electronic applications via the internet, B&A coordinates any password or authorization requirements as early as necessary to ensure the timely submission of e-grants. **B&A has never missed a grant deadline.**
- B&A maintains a comprehensive project file – containing all facts, data, statistics, and narrative collected and written as part of assigned projects – throughout the development process, which is provided to Client staff for future use once the grant application is submitted and/or approved. Documents are provided to the client, complete with all research materials and work products. NOTE: B&A does not retain any ownership rights for any work products developed under a contract with a government agency. All original work products are provided to the client via link to our B&A system, Egnyte. All electronic files are in Microsoft Word, Excel, PowerPoint, or other appropriate software.
- In the case that a grant proposal is denied, B&A will coordinate with staff and the granting agency to request a debriefing. Debriefings are extremely valuable because the team can determine why the grant was denied and receive recommendations to strengthen the proposal for the next grant cycle.

While the application is undergoing development, B&A will continually assess and score the project and application against the program requirements to ensure that it remains highly competitive. As a project, grant writing is unique because there is a hard deadline that must be met. B&A controls the schedule because it is crucial that the application be submitted on time. Our staff is cognizant of the need to deliver the 80 and 100 percent complete drafts on schedule and are given full latitude to ensure delivery of the application. We have had occasions where extreme measures were taken due to failures with FedEx – and the application was still delivered on time.



## GRANT REPORTING AND MANAGEMENT SERVICES

B&A stands ready to successfully secure and manage grant funding for the Client. Grant management requests are processed identically to grant writing requests – a scope of work is defined, and an estimate is provided and reviewed before receiving authorization to proceed. The following examples are typical grant reporting and management services for B&A clients:

*Grant Compliance and Administration Services.* B&A has provided post-award grant management assistance for approximately 80 funding agreements dating back to 2007. These funding agreements range in size from \$40,000 to plant trees along a trail to over \$72 million to construct a wastewater facility. Our experience with compliance and reporting requirements is also significantly varied and includes a myriad of topics including environmental law (including NEPA), human subject protection, prevailing wage, Buy America, American Iron and Steel, and many others. Each assignment is approached with the same level of enthusiasm and attention because we know your ability to receive future grant awards is dependent on successfully managing and closing out current grant awards with no audit findings.

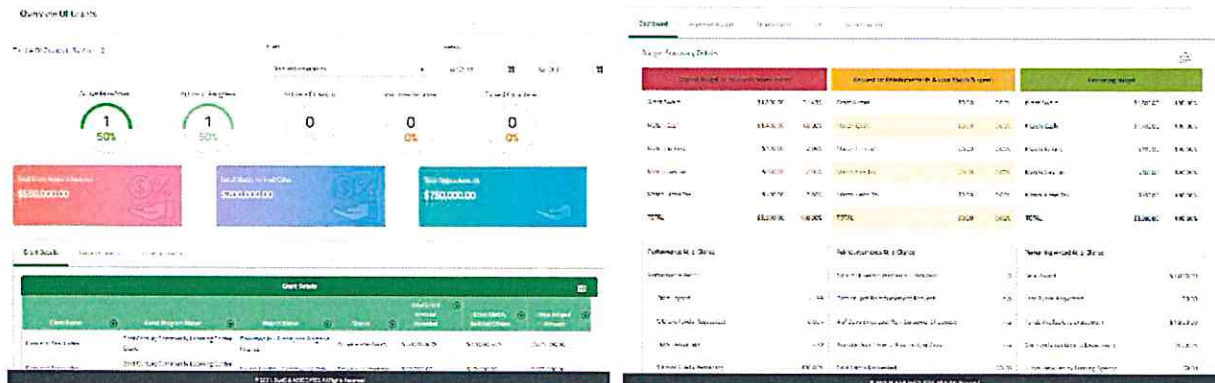
For new grant awards, B&A reviews the draft grant contract/agreement to ensure it aligns with the grant application (no major deviations in scope of work, schedule, and budget) and helps identify rules and regulations that may be of concern. B&A will work with Client staff and others to liaison with the funding agency (if desired) to negotiate or clarify any ambiguities. B&A staff are experienced in drafting Resolutions that may be required as a condition of receiving an award and can also assist in developing the accompanying staff reports or Board agenda document. The objective is to ensure that a grant agreement is successfully executed on time, that the Client can successfully administer the grant given the conditions of award, and the agreement articulates the scope of work, budget, and schedule correctly.



## GRANT REPORTING AND MANAGEMENT SOFTWARE

*Blais Grant and Project Management Solutions™ (BGAPS).*

B&A developed a proprietary and patent-pending grant and project management software system called BGAPS which improves the crucial link between a Program Manager’s efforts and the regulatory requirements, reporting, metrics tracking, document control, reimbursement process, and auditing. The software system streamlines the entire grant management and project/program management process. It was developed specifically to meet the needs of program managers, finance, auditing, compliance, and executives. Auditors can also be provided temporary and limited access to all documents needed and available for their review. B&A’s proposed team uses BGAPS extensively to develop and manage the program’s schedule, compliance requirements, metrics, budget, requests for reimbursements, and document storage/retention, and other items as identified throughout the performance period of the assignment. The BGAPS software-as-a-service (SaaS) system is Cloud-based and built on .Net MVC technology with Azure SQL as the backend and hosted on Microsoft Azure – some of the most trusted tools and names in the software development industry. Documents are protected and stored using Microsoft Azure blob storage. The entire system is built with three levels of redundancy and meets HIPAA security standards.



**Figure 2: BGAPS Platform Screenshots**

## B&A BEST PRACTICES – QUALITY ASSURANCE STANDARDS

B&A takes pride in being able to say that **we have never missed a deadline** across all grant writing and grant management assignments for over 20 years. We are often asked to provide 3–4-week quick turnarounds on grant writing applications, and we do so by employing our B&A best practices. Our internal tools are required to be used by all associates regardless of how small or large an assignment. In addition, associates are required to host internal check-in meetings with the team leader and identify obstacles that could impact a schedule or budget. If needed, we will augment the team with additional B&A staff to successfully complete an assignment; however, most of the time, that is unnecessary, as we adhere to our B&A quality control policies as follows:

***Completion of Projects On-Time and On-Budget.*** Because B&A is a time and materials company and provides not-to-exceed quotes for all assignments, staying within the allocated budget is rarely cause for concern for a client. To remain on time and on budget, B&A uses an internal system called Replicon that allows associates to input their time (in 15-minute increments) by client and by project. When a new project is assigned to B&A, the project and time allocated is entered into Replicon. As associates work and bill their time as expended toward the project's budget, reports are generated at certain intervals that allow team leaders to view the time remaining on a project. B&A also mandates the use of a Cloud-based file sharing system (Egnyte) to maintain client documents. This creates significant synergy and efficiency internally between B&A associates and externally with our clients. Egnyte can also serve as an FTP site allowing files to be uploaded or downloaded and used as a central filing system during an active assignment.

***Managing Schedules, Milestones, and Timelines.*** All assignments use the B&A Timeline and Checklist (Grant Writing) or BGAPS Project Schedule (Grant Management) structured templates to manage an assigned project. These templates are presented at kick-off meetings and are a standing agenda item for check-in calls. These tools include a schedule of milestones and items required from the client to be successful. All assignments include interim check-in calls (both internal and external) as needed from project inception through to final due date or close-out date.

***Internal Review Procedures to Ensure Quality.*** All written materials undergo at least one level of internal/peer review by a senior associate or higher -- ideally with expertise in the subject matter. This includes a thorough review of 80 percent draft and 100 percent final documents using B&A's check-off list.

- Drafts shall be provided to client allowing at least 48-hours for review (longer if possible). All reviews must be performed with hard copies and math computations must be double-checked using a calculator (not Excel). On-screen reviews are not allowed.



- All information obtained from a third party must be sourced as a footnote within any document prepared by B&A. Sources may be removed at the discretion of the client; however, during the 80 percent and 100 percent review process, sources must remain.
- Long lead items should receive priority to ensure smooth delivery of documents, requests for reimbursement, quarterly reports, etc. This includes any document that requires Client Council approval, such as Resolutions.
- All online submissions must have portal logins and registrations confirmed at least three weeks prior to due dates, if possible.
- All files should be maintained in Egnyte (no off-line file saving) and follow regimented naming and filing protocols established within the B&A architecture.
- Conference calls, including MS Teams meetings, shall be initiated 5-10 minutes prior to the start time to ensure B&A associate(s) are waiting and ready for the call and to attend to any technical difficulties. MS Outlook invitations must be sent to all attendees with clear instructions on how to participate.
- Agendas and meeting notes are required for all formal conference calls. Meeting notes must follow the established B&A format and action items must be communicated to applicable team members (both internal and external) within 24 hours of said call/meeting.
- The quality of the final product (including the use of professional graphic artists) must be balanced with the project type, funding agency perception, and available budget.
- B&A staff are authorized to go to any length within the client's authorization to ensure on-time delivery, to include reprints, using third-party sources at the location of the funding agency, and courier by air travel.



17. DIRECTORS COMMENTS – NON-ACTION

18. ADJOURNMENT