

MINUTES OF REGULAR MEETING
April 19, 2018
RUBIDOUX COMMUNITY SERVICES DISTRICT

DIRECTORS PRESENT: F. Forest Trowbridge
Christopher Barajas
Hank Trueba, Jr.
Bernard Murphy

DIRECTORS ABSENT: Armando Muniz

STAFF PRESENT: Steve Appel, Assistant General Manager
Brian Jennings, Budgeting/Accounting Manager
Krysta Krall, Manager, Fiscal Services

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by Director Murphy, at 4:00 P.M., Thursday, April 19, 2018, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for Regular Board Meeting, April 5, 2018.

Director Barajas moved and Director Trueba seconded to approve the April 5, 2018 Minutes.

The motion was carried unanimously.

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

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

Consideration to Approve April 20, 2018, Salaries, Expenses and Transfers.

Comments:

Director Murphy commented and recommended that County of Riverside Fire employees have a unique identification number for ease of tracking work hours. Mr. Appel pointed out that the employees are State of California employees and possibly nothing can be done, but they will look into it.

Director Trueba moved and Director Trowbridge seconded to approve the April 20, 2018, Salaries, Expenses and Transfers.

The motion was carried unanimously.

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

Noes - 0

ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

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

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

The only piece of information comes from the MWD News Release regarding the MWD Board approving additional funding for full-scale, two tunnel California Waterfix project, authorizing MWD \$10.8 billion for the project. That equates to \$4.80 per month per customer.

ITEM 8. MANAGER'S REPORT

Operations Report:

Everything is working as expected.

Emergency and Fire Report:

The Incident Report for March 1 – March 31, 2018 there were a total of 272 calls, in comparison to the same period in 2017, there were a total of 260 calls. The year to date total is 825, compared to 795 in 2017.

ITEM 9. DM 2018-26. Consideration to Approve a three (3) Year Agreement for Fire Protection and Emergency Services with the County of Riverside.

BACKGROUND

Attached for the board of Directors review and consideration is a draft Three (3) year Cooperative Fire Agreement with an effective date of July 1, 2018, and continues through June 30, 2021. This draft agreement was a product of partnering Cities, the County, and State input. Further, Exhibit "A" to the agreement details levels of service and associated costs for each of the three fiscal years covered. For fiscal year 2018-2019, it is estimated the cost to the Rubidoux Community Services District for our current level of service will be \$2,431,401.00. The District is billed on a quarterly basis, and final costs are trued up or down and reconciled at the end of the fiscal year.

District Counsel, Mr. John Harper has reviewed the draft agreement and did not have any concerns.

Director Trueba moved and Director Barajas seconded to postpone the item to a later date, per a letter request from the Fire Department.

The motion was carried unanimously.

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

Noes - 0

ITEM 10. DM 2018-27. Receive and File Statement of Cash Asset Report for All District Funds Ending March 2018.

BACKGROUND

The year-to-date Interest ending March 31, 2018 is \$135,656.00 for District controlled accounts. With respect to District “Funds in Trust”, we show \$5,947.00 which has been earned and posted. The District has a combined YTD total of \$141,603.07 as of March 31, 2018.

With respect to the District’s Operating Funds (Excluding Operating Reserves), we show a balance of \$6,407,151.00 ending March 31, 2018. That is **\$1,436,078.00 MORE** than July 1, 2017, beginning balance of \$4,971,073.00.

The District’s Field/admin Fund continues to grow and current fund balance nears \$335,000.00.

Submitted for the board of directors consideration is the *March 2018, Statement of Cash Asset Schedule Report* for your review and acceptance this evening.

Director Trowbridge moved and Director Trueba seconded to Receive and File the Statement of Cash for the Month of March 2018 for the Rubidoux Community Services District.

The motion was carried unanimously.

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

Noes - 0

ITEM 11. DM 2018-28. Consideration to Increase RCSD Board Meeting Stipend

BACKGROUND

At the request of Director Trowbridge this item is being reintroduced for Board consideration. At the August 3, 2017 meeting the Board considered DM 2017-41, an adjustment to the stipend that the Directors receive for attending regular and committee meetings. Currently, the Board of Directors receives \$121.55 for each Board meeting they attend and \$50.00 for each Committee meeting attended. These payments are subject to a maximum of \$600.00 per director per calendar month. If the Board is inclined to grant an increase, the maximum amount that can be considered is a 5% increase for each year since the last adjustment. The last adjustment was in July 2014. Keep in mind that all adjustments are still subject to the \$600.00 per month limit.

At the August 3, 2017 meeting there was a motion to increase the stipend, but there was no second to the motion (see Directors Memorandum and attached Minutes). With no second, the motion failed and no action was taken.

For information, this item was also considered by the Board at the February 2, 2017, regular Board meeting. The minutes from that meeting show that no action was taken by the Board. Procedurally, if the Board decides to approve an adjustment to the meeting stipend, the action must be enacted through Resolution and Public Hearing.

Director Trowbridge moved and Director Murphy seconded for the Rubidoux Community Services District Board consider the 5% per year increase adjustments from 2014, as well as an increase to the committee stipend:

Roll Call:

Murphy – No

Trueba – No

Trowbridge – Yes

Barajas - No

ITEM 12. DM 2018-29. Consideration to Purchase One New 2018 Crane Truck.

BACKGROUND

On Wednesday, April 11, 2018, the District received four (4) bids for the replacement of the district's heavy duty Crane Truck. A summary of the bids received is included in Brian Jennings memorandum, attached for your review. Although none of the bidders had a truck "on-the-lot", and none could meet our delivery date of 90 days from issuance of the Purchase Order, all did meet the minimum specifications.

The proposed Crane truck will replace the District's 2007 Chevrolet 4500 truck (VIN 1GBE4C1G37F416983). The 2007 Crane Truck has approximately 60,000 miles on the odometer.

The low bid was submitted by Sunrise Ford in Fontana for a total bid of \$80,075.70 (including taxes, extended warranty, and trade-in). A copy of Sunrise's bid is attached for your information.

The Crane truck was included in this year's Water and Sewer operating budgets, recognizing shared use of the truck (65% water and 35% sewer). The total budget for this vehicle is \$90,000.00. A copy of the Water and Sewer operating budgets is included for your information.

Director Barajas moved and Director Trowbridge seconded to:

- 1. Recognize the Bid for a 2018 Ford F550 Crane Body (with Scelzi utility bed) truck submitted by Sunrise Ford for a total amount of \$88,575.70 as the lowest responsive bid (with trade-in); and**
- 2. Surplus the 2007 Chevrolet 4500 truck, VIN 1GBE4C1G37F416983 and accept Sunrise Ford's trade-in offer \$8,500.00 for the truck.**

The motion was carried unanimously.

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

Noes - 0

ITEM 13. Directors Comments – Non action.

Director Barajas would like staff to look into purchasing equipment to attend city functions with salaried employees.

Director Murphy adjourned the April 19, 2018 Regular Board meeting at 4:40 pm.