

**MINUTES OF REGULAR MEETING  
November 15, 2018  
RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

**DIRECTORS ABSENT:**

**STAFF PRESENT:** Dave Lopez, General Manager  
Steve Appel, Assistant General Manager  
Brian Jennings, Manager Budgeting/Accounting

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, November 15, 2018, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Director Murphy requested the Minutes be changed on page three (3) to the following verbiage on the first polled item:

*Director Trowbridge and Director Barajas moved for the Rubidoux Community Services District to authorize staff submit a non-binding "Letter of Interest" requesting a 90 day due diligence period for County of Riverside Surplus Property. Director Murphy seconded the motion.*

Approval of Minutes for Regular Board Meeting, November 1, 2018.

**Director Barajas moved and Director Muniz seconded to approve the November 1, 2018 Minutes as amended.**

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

**Noes - 0**

**The motion was carried unanimously.**

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

Consideration to approve November 16, 2018, Salaries, Expenses and Transfers.

**Director Barajas moved and Director Trueba seconded to Approve the November 16, 2018, Salaries, Expenses and Transfers.**

**Ayes – 5 (Murphy, Trueba, Barajas, Muniz, Trowbridge)  
Noes - 0**

**The motion was carried unanimously.**

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

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

## **ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

The first piece of correspondence was from the San Francisco Chronicle regarding the Camp Fire: Oroville Dam officials keep close watch on approaching blaze. This article was put in the board packet before it became the Paradise Fire in Butte County. Additionally, Mr. Todd Corbin, General Manager of Jurupa Community Services District, has accepted a job as the new Public Utilities Manager for the City of Riverside. Effective date will be November 30, 2018.

## **ITEM 8. MANAGER’S REPORT**

### **Operations Report:**

During the colder months there is a lot of general maintenance done to the wells. Currently Well No. 8 is under repair and should be back in service by November 16, 2018.

### **Emergency and Fire Report:**

The Incident Report for October 1 – October 31, 2018 there were a total of 300 calls, in comparison to the same period in 2017, there were a total of 181 calls. The year to date total is 2,480, compared to 2,546 in 2017.

## **ITEM 9. Review Annual Board of Directors Reorganization Policy for the 2019 Year. DM 2018-71.**

### **BACKGROUND**

Since 1991, the Rubidoux Communities Services District Board of Directors has practiced the custom of yearly rotating the Vice President into the President’s position. Last December, Vice President Murphy was affirmed President for 2018 and Director Trueba was nominated and elected Vice President for 2018. In keeping with the Policy, Director Trueba will serve as President for 2019 and consequently the Board will need to

elect a Vice President for 2019. The Reorganization of the California Government Code requires elected public officials to reorganize themselves upon an election year.

At the next Board meeting, the Board will affirm Director Trueba's tenure as President for 2019. Once the Board has affirmed the President's position, you may then turn your attention to the nomination of a Vice President for calendar year 2019 and eventual rotating into the President of the Board in year 2020.

The reorganization of the Rubidoux Community Services District Board Members will take place at the December 6, 2019, regular meeting.

**Non-Action status report item.**

**ITEM 10. Receive and File Statement of Cash Asset Schedule Report Ending October 2018. DM 2018-72.**

**BACKGROUND**

The year-to-date Interest ending October 31, 2018 Statement of Cash Asset Schedule of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$166,126.00 for District controlled accounts. With respect to District "Funds in Trust", we show \$3,519.00 which has been earned and posted. The District has a combined YTD total of \$169,645.11 as of October 31, 2018.

With respect to the District's Operating Funds (Excluding Operating Reserves), we show a balance of \$5,324,664.00 ending October 31, 2018. That is **\$634,163.00 LESS** than July 1, 2018, beginning balance of \$5,958,827.00.

The District's Field/admin Fund continues to grow and current fund balance nears \$412,000.00.

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

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

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

**Noes – 0**

**The motion was carried unanimously.**

**ITEM 11. Annual Review of Rubidoux Community Services District Board of Directors Policy Manual. DM 2018-73.**

**BACKGROUND**

At the April 20, 2017, Regular Board Meeting the Rubidoux Community Services District, the Board of Directors approved the “Rubidoux Community Services District Board Policies and Procedures”. As stated in Section 1, it is the intent and purpose of the manual to serve as a resource, a “...*comprehensive listing of the Board’s current policies, being the rules and regulations enacted by the Board from time to time. The manual of Policies will serve as resource for Directors, staff and members of the public in determining the manner in which matters of the District business are to be conducted*”.

Further, it is also stipulated this manual of policies shall be reviewed annually for compliance, modifications or other additions the Board of Directors may consider.

Attached for the Board’s review and re-adoption this afternoon is the Board of Directors Policies and Procedures Manual with the new teleconferencing policy incorporated (highlighted beginning on pages 8 thru 9).

**Director Barajas moved and Director Muniz seconded the Rubidoux Community Services District approve the**

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

**The motion was carried unanimously.**

**ITEM 12. Directors Comments.**

Director Murphy adjourned the meeting at 4:33 pm.