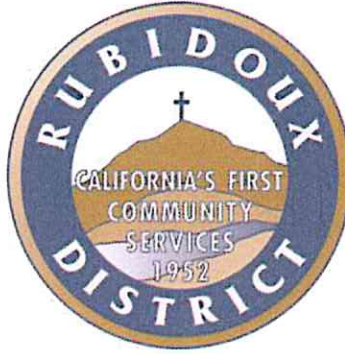


Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Hank Trueba Jr.



Secretary-Manager

David D. Lopez

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

NOTICE AND AGENDA FOR THE RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD MEETING 4:00 PM, February 1, 2018

1. Call to Order - Director Murphy, President
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for January 18, 2018, Regular Board Meeting
5. Consideration to Approve February 2, 2018, Salaries, Expenses and Transfers
6. Acknowledgements - Members of the public may address the Board at this time on any non-agenda matter.
7. Correspondence and Related Information
8. Manager's Report:

ACTION ITEMS:

9. Annual Review of Rubidoux Community Services District Surplus Potable Water Supply Policy: **DM 2018-03**
10. Consideration to Authorize Compensation Survey Pursuant to Memorandum of Understanding (MOU): **DM 2018-04**
11. Directors Comments - Non-action
12. 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 JANUARY 18, 2018,
REGULAR BOARD MEETING

MINUTES OF REGULAR MEETING
January 18, 2018
RUBIDOUX COMMUNITY SERVICES DISTRICT

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

DIRECTORS ABSENT:

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

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by Director Murphy, at 4:00 P.M., Thursday, January 18, 2018, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for Regular Board Meeting, December 21, 2017.

Director Trueba moved and Director Muniz seconded to approve the December 21, 2017 Minutes.

The motion was carried unanimously.

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

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

- a) Consideration to Ratify January 5, 2018, Salaries, Expenses and Transfers;
- b) Consideration to Approve January 19, 2018, Salaries, Expenses and Transfers.

Director Muniz moved and Director Trueba seconded to Ratify and Approve the January 5, and January 19, 2018, Salaries, Expenses and Transfers.

The motion was carried unanimously.

Ayes – 5 (Barajas, Trowbridge, Murphy, Trueba, Muniz)
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 first letter was to Steve Appel, from Craig Miller, General Manager, WMWD, regarding recognition for compliance, FY 2016-2017 to the SARI line. The next article was from the NY Times titled: *“Unfiltered Fervor: The Rush to Get off the Water Grid”* (Raw water). People believe that unfiltered, unchlorinated water has benefits to your health, better than processed municipal water. It has a shelf life of one month. It’s being sold in specialty stores. The next article is from the Press Enterprise regarding the City of Beaumont needing \$110 million wastewater plant project, but they are not sure how to pay for it. The treatment plant is designed for 4 mg, but they would like to increase it for future growth to 6 mg, as well as adding a desalination to recycle water and extend the brine line up to their area. The final article from the Press Enterprise was about a Riverside house that was evacuated, fourteen people were put into a shelter over a broken gas line and broken water lines.

ITEM 8. MANAGER’S REPORT

Operations Report:

We don’t have a lot to report. JCSD has discontinued purchasing water from us. They are taking water from the desalination plant that been recently completed.

Emergency and Fire Report:

The Incident Report for December 1 –December 31, 2017, there were a total of 258 calls, in comparison to the same period in 2016, there were a total of 292 calls. The year to date total is 3,068, compared to 3,154 in 2016.

ITEM 9. DM 2018-01. Receive and File Statement of Cash Asset Report for All District Funds Ending December 2017.

The year-to-date Interest ending December 31, 2017, is \$86,357.00 for District controlled accounts. With respect to District “Funds in Trust”, we show \$3,663.00 which has been earned and posted. The District has a combined YTD total of \$90,020.25 as of December 31, 2017.

With respect to the District’s Operating Funds (Excluding Operating Reserves), we show a balance of \$5,409,905.00 ending December 31, 2017. That is **\$438,832.00 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 \$330,000.00.

Submitted for the board of directors consideration is the *December 2017, Statement of Cash Asset Schedule Report* for your review and acceptance this evening.

Director Muniz moved and Director Trowbridge seconded to Receive and File the Statement of Cash for the Month of December 2017 for the Rubidoux Community Services District.

ITEM 10. DM 2018-02. Consideration to Authorize Engineering Design Services as Proposed by Krieger & Stewart Engineers, Inc. for Development of New Crestmore Well.

Attached for the Board's consideration is a proposal from Krieger & Stewart to provide engineering services for the drilling of a new Well for the District. The new Crestmore Well #1 will be drilled at the existing LaVerne Manhke Manganese removal facility on the corner of 34th Street and Crestmore Road. The existing Wells in the vicinity have proven to be good producers (low nitrates and excellent flow – 1,500 gpm) but have tended to have elevated levels of Manganese, which is not identified as a health hazard, but has a discoloration effect of the water. It's the expectation that this proposed Well will provide the District with more flexibility of operations. Finally, the development of this proposed Well is consistent with the adopted Master Plan.

Krieger & Stewart's proposal includes the preparation of the contract documents (specifications), bidding phase support, construction engineering support, and design of the pumping unit. At this time, Staff is recommending that the Board approve the preliminary work as well as the preparation of the contract documents (Items 1a-1c and 2a in the proposal). These items total \$27,139.00. If authorized, Krieger & Stewart will begin immediately, and would expect to have the specifications complete within three weeks. The drilling of this Well was included in the current Water Capital Improvement Fund with a budgeted amount of \$350,000.00. Further, the current Water Capital Improvement Fund has a balance of \$2,701,700.00 as of January 18, 2018.

Once Krieger & Stewart has completed the specifications, Staff would come back for Board authorization to advertise the project for construction bids.

Director Barajas moved and Director Trowbridge seconded to recommend Krieger & Stewart be authorized to provide engineering services for the construction of the District's new Crestmore Well #1, in accordance with their December 20, 2017 proposal (Items 1a-1c and 2a). The total authorized amount will not exceed \$27,139.00 without District approval for the Rubidoux Community Services District.

ITEM 10a. CLOSED EXECUTIVE SESSION.

There was action regarding lawsuit with City of Riverside to engage Ring Bender LLP to continue representing the District.

ITEM 11. Directors Comments – Non action.

Director Murphy adjourned the January 18, 2018, Regular Board meeting at 4:31 PM.

5. CONSIDER TO APPROVE FEBRUARY 2, 2018 SALARIES,
EXPENSES AND TRANSFERS

RUBIDOUX COMMUNITY SERVICES DISTRICT
 FEBRUARY 2, 2018 (BOARD MEETING)
 FUND TRANSFER AUTHORIZATION

NET PAYROLL 2/9/2018	60,700.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 2/13/18	26,500.00
WIRE TRANSFER: STATE PAYROLL TAXES 2/13/18	6,300.00
WIRE TRANSFER: TO CREDIT UNION	2,450.00
WIRE TRANSFER: PERS RETIREMENT	15,200.00
WIRE TRANSFER: PERS HEALTH PREMIUMS	200.00
WIRE TRANSFER: SECTION 125	300.00
WIRE TRANSFER: SECTION 457	3,195.00

2/2/2018 WATER FUND TO GENERAL FUND-Payables	59,497.19
WATER FUND TO GENERAL FUND-Trash	81,095.77
WATER FUND TO SEWER FUND	70,476.86
SEWER FUND TO GENERAL FUND-Payables	19,103.76
SEWER FUND TO GENERAL FUND-Budgeted Sewer Admin Fee Q3	40,000.00

2/2/2018 SEWER FUND CHECKING TO LAIF SEWER OP	-
SEWER FUND CHECKING TO WATER FUND CHECKING	-
LAIF SEWER OP TO SEWER FUND CHECKING	-
LAIF WASTEWATER RESERVE TO LAIF SEWER OP	-
LAIF SEWER ML TO LAIF SEWER OP	-
LAIF WASTEWATER REPLACEMENT TO LAIF SWR OP	-
GENERAL FUND CHECKING TO LAIF SEWER ML	-
GENERAL FUND CHECKING TO LAIF PROP TAX	460,000.00
GENERAL FUND PROPERTY TAX TO GF CHECKING	475,000.00
GENERAL FUND CHECKING TO GENERAL FUND PROP TAX	-
LAIF GENERAL TO GENERAL FUND CHECKING	-
LAIF PROPERTY TAX TO GF CHECKING	-
WATER FUND CHECKING TO LAIF-COP PAYBACK	50,000.00
WATER FUND CHECKING TO LAIF-W.R.	8,000.00
LAIF WATER ML TO LAIF WATER REPLACEMENT	-
LAIF WATER ML TO WATER FUND CHECKING	-
LAIF WATER OP TO WATER FUND CHECKING	-
LAIF WATER RESERVE TO LAIF WATER OP	-
LAIF WATER REPLACE TO LAIF WATER OP	-
LAIF WATER OP TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER RESERVE	-
WATER FUND CHECKING TO LAIF WATER OP	30,000.00
LAIF WATER FIELD/ADMIN TO LAIF WATER OP	-
LAIF COP TO WATER FUND CHECKING	-
LAIF COP TO LAIF WATER OP	-

NOTES PAYABLE

<u>DESCRIPTION</u>	<u>BALANCE</u>		<u>PAYMENT</u>	<u>DUE DATE</u>
City of Riverside (Headworks Replacement)	27,128	Prin.	13,564	Oct-17
U.S. Bank Trust (1998 COP's Refunding)	4,170,000	Prin.	616,335	Dec-18
U.S. Bank Trust (1998 COP's Refunding)	1,012,101	Intr.	106,335	Jun-18
MN Plant-State Revolving Loan	4,752,815	Prin.	121,008	Jul-18
MN Plant-State Revolving Loan	1,074,319	Intr.	61,090	Jul-18

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PO Number		Immediate GL Account	GL Account		Check #			Payment Date	Discount
GL Date					Credit Card	CC Reference #			Total Invoice
1	1450 / AIRGAS USA, LLC								9071512473
C02 TANKS		1/9/2018	N	N			2/9/2018	1/9/2018	\$0.00
2/1/2018					N				\$170.17
2	2004 / B.P.S. B's POOL SUPPLIES								91136
SODIUM HYPO		1/9/2018	N	N			2/9/2018	1/9/2018	\$0.00
2/1/2018					N				\$378.67
3	2030 / BABCOCK, E S & SONS, INC								BA80026-0267
LAB FEES		1/2/2018	N	N			2/2/2018	1/2/2018	\$0.00
2/1/2018					N				\$180.00
4	2030 / BABCOCK, E S & SONS, INC								BA80092-0267
LAB FEES		1/2/2018	N	N			2/2/2018	1/2/2018	\$0.00
2/1/2018					N				\$180.00
5	2030 / BABCOCK, E S & SONS, INC								BA80222-0267
LAB FEES		1/4/2018	N	N			2/4/2018	1/4/2018	\$0.00
2/1/2018					N				\$240.00
6	2030 / BABCOCK, E S & SONS, INC								BA80221-0267
LAB FEES		1/4/2018	N	N			2/4/2018	1/4/2018	\$0.00
2/1/2018					N				\$210.00
7	2030 / BABCOCK, E S & SONS, INC								BA80365-0267
LAB FEES		1/5/2018	N	N			2/5/2018	1/5/2018	\$0.00
2/1/2018					N				\$180.00
8	2030 / BABCOCK, E S & SONS, INC								BA80366-0267
LAB FEES		1/5/2018	N	N			2/5/2018	1/5/2018	\$0.00
2/1/2018					N				\$180.00
9	2030 / BABCOCK, E S & SONS, INC								BA80549-0267
LAB FEES		1/8/2018	N	N			2/8/2018	1/8/2018	\$0.00
2/1/2018					N				\$180.00
10	2030 / BABCOCK, E S & SONS, INC								BA80585-0267
WTR ANALYSES		1/8/2018	N	N			2/8/2018	1/8/2018	\$0.00
2/1/2018					N				\$75.00
11	2030 / BABCOCK, E S & SONS, INC								BA80830-0267
LAB FEES		1/11/2018	N	N			2/11/2018	1/11/2018	\$0.00
2/1/2018					N				\$180.00
12	2030 / BABCOCK, E S & SONS, INC								BA80836-0267
LAB FEES		1/12/2018	N	N			2/12/2018	1/12/2018	\$0.00
2/1/2018					N				\$210.00
13	2030 / BABCOCK, E S & SONS, INC								BA80943-0267
WTR ANALYSES		1/12/2018	N	N			2/12/2018	1/12/2018	\$0.00
2/1/2018					N				\$490.00
14	2030 / BABCOCK, E S & SONS, INC								BA80944-0267
LAB FEES		1/12/2018	N	N			2/12/2018	1/12/2018	\$0.00
2/1/2018					N				\$180.00
15	2030 / BABCOCK, E S & SONS, INC								BA80967-0267
WTR ANALYSES		1/15/2018	N	N			2/15/2018	1/15/2018	\$0.00
2/1/2018					N				\$275.00
16	2030 / BABCOCK, E S & SONS, INC								BA80968-0267
WTR ANALYSES		1/15/2018	N	N			2/15/2018	1/15/2018	\$0.00
2/1/2018					N				\$45.00
17	2030 / BABCOCK, E S & SONS, INC								BA80969-0267
WTR ANALYSES		1/15/2018	N	N			2/15/2018	1/15/2018	\$0.00
2/1/2018					N				\$45.00

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PO Number		Inv Date	Immediate GL Account		Check #				Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #	Payment Date		Total Invoice
18	2030 / BABCOCK, E S & SONS, INC								BA80970-0267
WTR ANALYSES		1/15/2018	N	N			2/15/2018	1/15/2018	\$0.00
2/1/2018					N				\$75.00 ✓
19	3749 / CITY OF JURUPA VALLEY								EP 18 -019 ✓
PERMIT		1/16/2018	N	N			2/16/2018	1/16/2018	\$0.00
2/1/2018					N				\$423.30 ✓
20	3921 / CROWN ACE HARDWARE								073888
CHAIN		1/10/2018	N	N			2/10/2018	1/10/2018	\$0.00
2/1/2018					N				\$9.89 ✓
21	3921 / CROWN ACE HARDWARE								V09380 ✓
CREDIT		1/16/2018	N	N			2/16/2018	1/16/2018	\$0.00
2/1/2018					N				(\$1.08) ✓
22	3921 / CROWN ACE HARDWARE								073945
R&M WTR		1/16/2018	N	N			2/16/2018	1/16/2018	\$0.00
2/1/2018					N				\$33.37 ✓
23	3921 / CROWN ACE HARDWARE								073946
R&M WTR		1/16/2018	N	N			2/16/2018	1/16/2018	\$0.00
2/1/2018					N				\$3.61 ✓
24	8077 / HARRINGTON INDUSTRIAL PLASTICS								01215659 ✓
PVC PARTS		1/11/2018	N	N			2/11/2018	1/11/2018	\$0.00
2/1/2018					N				\$61.48 ✓
25	9505 / CARQUEST AUTO PARTS								7456-370475 ✓
TOOL/GREASE		1/9/2018	N	N			2/9/2018	1/9/2018	\$0.00
2/1/2018					N				\$30.14 ✓
26	9505 / CARQUEST AUTO PARTS								7456-370738 ✓
TOOL		1/12/2018	N	N			2/12/2018	1/12/2018	\$0.00
2/1/2018					N				\$9.69 ✓
27	9505 / CARQUEST AUTO PARTS								7456-370983 ✓
R&M VEHICLE		1/16/2018	N	N			2/16/2018	1/16/2018	\$0.00
2/1/2018					N				\$217.64 ✓
28	9682 / INLAND WATER WORKS SUPPLY CO								S1007159.002 ✓
PARTS		1/9/2018	N	N			2/9/2018	1/9/2018	\$0.00
2/1/2018					N				\$332.78 ✓
29	11452 / KH METALS & SUPPLY								0419214 ✓
PARTS		1/12/2018	N	N			2/12/2018	1/12/2018	\$0.00
2/1/2018					N				\$7.51 ✓
30	13200 / MERIT OIL COMPANY								436992 ✓
GASOLINE		1/10/2018	N	N			1/25/2018	1/10/2018	\$0.00
2/1/2018					N				\$1,162.96 ✓
31	18385 / RIVCOMM, INC.								16234 ✓
R&M TRK		1/8/2018	N	N			2/8/2018	1/8/2018	\$0.00
2/1/2018					N				\$157.19 ✓
32	18723 / RUBIDOUX TIRE								2813775 ✓
R&M TRK		1/10/2018	N	N			2/10/2018	1/10/2018	\$0.00
2/1/2018					N				\$210.38 ✓
33	18723 / RUBIDOUX TIRE								2813791 ✓
R&M TRK		1/10/2018	N	N			2/10/2018	1/10/2018	\$0.00
2/1/2018					N				\$173.75 ✓
34	18723 / RUBIDOUX TIRE								2813825 ✓
R&M JEEP		1/12/2018	N	N			2/12/2018	1/12/2018	\$0.00
2/1/2018					N				\$17.00 ✓

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GL Date		Immediate GL Account			Credit Card		Payment Date		Total Invoice
35	9510 / SO CAL TRUCKWORKS								6208 ✓
R&M TRK		1/5/2018	N	N		2/5/2018	1/5/2018		\$0.00
2/1/2018					N				\$77.84 ✓
36	19885 / STREAMLINE								96608 ✓
WEBSITE		1/18/2018	N	N		2/17/2018	1/18/2018		\$0.00
2/1/2018					N				\$400.00 ✓
37	1810 / AQUA METRIC SALES CO								0068248 ✓
3/4" METERS		1/19/2018	N	N		2/19/2018	1/19/2018		\$0.00
2/1/2018					N				\$11,475.38 ✓
38	2030 / BABCOCK, E S & SONS, INC								BL70655-0267 ✓
WTR ANALYSES		12/11/2017	N	N		2/11/2018	12/11/2017		\$0.00
2/1/2018					N				\$80.00 ✓
39	2030 / BABCOCK, E S & SONS, INC								BL70665-0267 ✓
WTR ANALYSES		12/11/2017	N	N		2/11/2018	12/11/2017		\$0.00
2/1/2018					N				\$80.00 ✓
40	2030 / BABCOCK, E S & SONS, INC								BL71110-0267 ✓
WTR ANALYSES		12/18/2017	N	N		2/18/2018	12/18/2017		\$0.00
2/1/2018					N				\$475.00 ✓
41	2030 / BABCOCK, E S & SONS, INC								BL70656-0267 ✓
WTR ANALYSES		12/11/2017	N	N		2/11/2018	12/11/2017		\$0.00
2/1/2018					N				\$120.00 ✓
42	2030 / BABCOCK, E S & SONS, INC								BA80982-0267 ✓
LAB FEES		1/15/2018	N	N		2/15/2018	1/15/2018		\$0.00
2/1/2018					N				\$180.00 ✓
43	2030 / BABCOCK, E S & SONS, INC								BA80984-0267 ✓
LAB FEES		1/15/2018	N	N		2/15/2018	1/15/2018		\$0.00
2/1/2018					N				\$240.00 ✓
44	2030 / BABCOCK, E S & SONS, INC								BA81145-0267 ✓
LAB FEES		1/16/2018	N	N		2/16/2018	1/16/2018		\$0.00
2/1/2018					N				\$180.00 ✓
45	2030 / BABCOCK, E S & SONS, INC								BA81195-0267 ✓
LAB FEES		1/17/2018	N	N		2/17/2018	1/17/2018		\$0.00
2/1/2018					N				\$210.00 ✓
46	2924 / BURNELL, ANNE								13025400-02 ✓
RFND OVRPYMT		1/19/2018	N	N		2/19/2018	1/19/2018		\$0.00
2/1/2018					N				\$102.01 ✓
47	3737 / CHASE CARD SERVICES								18J315228638795 ✓
SUPPLIES		1/17/2018	N	N		2/11/2018	1/17/2018		\$0.00
2/1/2018					N				\$589.36 ✓
48	4900 / DURNEY, DON								20180118 ✓
GRDNG SVC		1/18/2018	N	N		2/18/2018	1/18/2018		\$0.00
2/1/2018					N				\$135.00 ✓
49	6828 / CA NEWSPAPER PARTNER: DBA OC R								0011065657 ✓
PUB NOTICE		1/18/2018	N	N		2/18/2018	1/18/2018		\$0.00
2/1/2018					N				\$223.20 ✓
50	3735 / CHARTER SPECTRUM								18J100620914404 ✓
INTERNET SVC		1/24/2018	N	N		2/15/2018	1/24/2018		\$0.00
2/1/2018					N				\$250.00 ✓
51	7660 / GONZALEZ, SANDY								14017400-09 ✓
RFND OVRPYMT		1/19/2018	N	N		2/19/2018	1/19/2018		\$0.00
2/1/2018					N				\$58.02 ✓

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GL Date		Immediate GL Account			Credit Card		Payment Date		Total Invoice
52	9505 / CARQUEST AUTO PARTS								7456-371152 ✓
BATTERY		1/18/2018	N	N		2/18/2018	1/18/2018		\$0.00
2/1/2018					N				\$160.54 ✓
53	9505 / CARQUEST AUTO PARTS								7456-371153 ✓
BATTERY CORE		1/18/2018	N	N		2/18/2018	1/18/2018		\$0.00
2/1/2018					N				(\$23.71) ✓
54	11842 / KRIEGER & STEWART, INC.								41440 ✓
WSTE WTR CNSLT		1/11/2018	N	N		2/11/2018	1/11/2018		\$0.00
2/1/2018					N				\$170.00 ✓
55	11842 / KRIEGER & STEWART, INC.								41441 ✓
PRETRMNT		1/11/2018	N	N		2/11/2018	1/11/2018		\$0.00
2/1/2018					N				\$12,101.50 ✓
56	12613 / LOCKWOOD, KENNETH								20180119 ✓
PHYSICAL		1/19/2018	N	N		2/19/2018	1/19/2018		\$0.00
2/1/2018					N				\$115.00 ✓
57	12715 / LUCE COMMUNICATIONS: dba ABG C								115186210000090 ✓
POSTAGE FEB		1/15/2018	N	N		2/15/2018	1/15/2018		\$0.00
2/1/2018					N				\$3,000.00 ✓
58	13200 / MERIT OIL COMPANY								438030 ✓
GASOLINE		1/17/2018	N	N		2/11/2018	1/17/2018		\$0.00
2/1/2018					N				\$1,000.94 ✓
59	14201 / NELCO								5794230 RI ✓
1099 SUPPLIES		1/11/2018	N	N		2/11/2018	1/11/2018		\$0.00
2/1/2018					N				\$92.50 ✓
60	16893 / PRUDENTIAL OVERALL SUPPLY CO								22550581 ✓
FLOOR MATS		1/17/2018	N	N		2/17/2018	1/17/2018		\$0.00
2/1/2018					N				\$98.75 ✓
61	18003 / R&D MECHANICAL SUPPLY, INC								11001804 ✓
COUPLINGS		1/8/2018	N	N		2/8/2018	1/8/2018		\$0.00
2/1/2018					N				\$228.38 ✓
62	18008 / RW BURKETT TRUCKING								15003240-00 ✓
RFND OVRPYMT		1/19/2018	N	N		2/19/2018	1/19/2018		\$0.00
2/1/2018					N				\$87.22 ✓
63	18191 / RCSD								20180123 ✓
PETTY CASH		1/23/2018	N	N		2/23/2018	1/23/2018		\$0.00
2/1/2018					N				\$113.18 ✓
64	18356 / RELIABLE WORKPLACE SOLUTIONS								AR57834 ✓
COPIER USG		1/8/2018	N	N		2/8/2018	1/8/2018		\$0.00
2/1/2018					N				\$7.21 ✓
65	18385 / RIVCOMM, INC.								16258 ✓
R&M TRK		1/15/2018	N	N		2/15/2018	1/15/2018		\$0.00
2/1/2018					N				\$377.67 ✓
66	18003 / R&D MECHANICAL SUPPLY, INC								11001812 ✓
PARTS		1/11/2018	N	N		2/11/2018	1/11/2018		\$0.00
2/1/2018					N				\$206.63 ✓
67	19130 / SCE								18F2271820763 ✓
WTR PMP ENRGY		1/19/2018	N	N		2/7/2018	1/19/2018		\$0.00
2/1/2018					N				\$298.55 ✓
68	19130 / SCE								18F2323283572 ✓
SWR PMP ENRGY		1/20/2018	N	N		2/8/2018	1/20/2018		\$0.00
2/1/2018					N				\$282.29 ✓

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

1/24/2018 3:58:11 PM

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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Bank Code	Invoice #
PO Number		Inv Date	Immediate GL Account		Check #				Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #	Payment Date		Total Invoice
69	19130 / SCE								18F2317748135 ✓
SWR PMP ENRGY		1/20/2018	N	N			2/8/2018	1/20/2018	\$0.00
2/1/2018					N				\$2,259.23 ✓
70	19130 / SCE								18F2036525988 ✓
SWR PMP ENRGY		1/19/2018	N	N			2/7/2018	1/19/2018	\$0.00
2/1/2018					N				\$842.29 ✓
71	19130 / SCE								18F2352968572 ✓
WTR PMP ENRGY		1/19/2018	N	N			2/7/2018	1/19/2018	\$0.00
2/1/2018					N				\$11,561.80 ✓
72	19420 / SHRED-IT USA								8123828244 ✓
SHREDDING		12/31/2017	N	N			2/15/2018	12/31/2017	\$0.00
2/1/2018					N				\$71.26 ✓
73	19982 / SWRCB - ACCOUNTING OFFICE								LW-1015389 ✓
WTR FEES		12/26/2017	N	N			2/26/2018	12/26/2017	\$0.00
2/1/2018					N				\$23,050.00 ✓
74	22020 / VERIZON WIRELESS								9799011489 ✓
CELL PHONE CHGS		1/24/2018	N	N			2/24/2018	1/24/2018	\$0.00
2/1/2018					N				\$354.37 ✓
75	23993 / GRAINGER								9666454062 ✓
PUMP		1/11/2018	N	N			2/10/2018	1/11/2018	\$0.00
2/1/2018					N				\$1,903.55 ✓
76	23993 / GRAINGER								9672811503 ✓
SUPPLIES		1/18/2018	N	N			2/17/2018	1/18/2018	\$0.00
2/1/2018					N				\$24.12 ✓
77	11842 / KRIEGER & STEWART, INC.								41442 ✓
WTR CONSULT		1/11/2018	N	N			2/11/2018	1/11/2018	\$0.00
2/1/2018					N				\$4,110.00 ✓
78	2030 / BABCOCK, E S & SONS, INC								BA81198-0267 ✓
LAB FEES		1/17/2018	N	N			2/17/2018	1/17/2018	\$0.00
2/1/2018					N				\$180.00 ✓
79	2030 / BABCOCK, E S & SONS, INC								BA81512-0267 ✓
LAB FEES		1/22/2018	N	N			2/22/2018	1/22/2018	\$0.00
2/1/2018					N				\$180.00 ✓
80	19984 / SWRCB DRINKING WATER CERT PGM								20180124 ✓
WTR CERT RNWL YOUNG		1/24/2018	N	N			2/24/2018	1/24/2018	\$0.00
2/1/2018					N				\$60.00 ✓
81	16893 / PRUDENTIAL OVERALL SUPPLY CO								22554152 ✓
FLOOR MATS		1/24/2018	N	N			2/24/2018	1/24/2018	\$0.00
2/1/2018					N				\$98.75 ✓
82	20845 / TRI-CO DISPOSAL, INC								0111_0123.A ✓
COMM TRSH 1/11-1/23		1/24/2018	N	N			2/24/2018	1/24/2018	\$0.00
2/1/2018					N				\$10,528.57 ✓
83	20845 / TRI-CO DISPOSAL, INC								0111_0123.B ✓
RES TRSH 1/11-1/23		1/24/2018	N	N			2/24/2018	1/24/2018	\$0.00
2/1/2018					N				\$70,567.20 ✓
84	20845 / TRI-CO DISPOSAL, INC								0111_0123.C ✓
RCSD SHR COMM		1/24/2018	N	N			2/24/2018	1/24/2018	\$0.00
2/1/2018					N				(\$1,052.99) ✓
85	20845 / TRI-CO DISPOSAL, INC								0111_0123.D ✓
RCSD SHR RES		1/24/2018	N	N			2/24/2018	1/24/2018	\$0.00
2/1/2018					N				(\$731.15) ✓

AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)
Batch: AAAABC

1/24/2018 3:58:11 PM

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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Bank Code	Invoice #
PO Number		Inv Date	GL Account		Check #				Discount
GL Date		Immediate	GL Account		Credit Card	CC Reference #	Payment Date		Total Invoice
86	20845 / TRI-CO DISPOSAL, INC								0111_0123.E
BILLING FEE		1/24/2018	N	N			2/24/2018	1/24/2018	\$0.00
2/1/2018					N				(\$3,000.00)

Grand Totals

Total Direct Expense: \$165,331.84
Total Direct Expense Adj: (\$4,808.93)
Total Non-Electronic Transactions: \$160,522.91

PR AP

240.00

Report Summary

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

160,762.91 ✓

PR AP Elec

51,424.78

212,187.69 Total AP

AP Cash Requirements Report

Rubidoux Community Services District (RCSACT)

1/24/2018 4:05:18 PM

Page 1

AP / Vendor	Date	Current	Debits	Discounts	Cash Amount
12013 / LABORER'S INTNL LOCAL #777	2/2/2018	240.00			240.00 <i>check</i>
12461 / LINCOLN FINANCIAL GROUP	2/2/2018	3,195.00			3,195.00 ✓
16095 / PAYPRO ADMINISTRATORS	2/2/2018	299.98			299.98 ✓
9980 / IRS - Federal Payroll - WH	2/2/2018	26,464.83			26,464.83 ✓
9985 / CalPERS (S)	2/2/2018	6,968.91			6,968.91
9986 / CalPERS (S) 30	2/2/2018	7,202.33			7,202.33
9987 / CalPERS PEPRA 01	2/2/2018	806.99			806.99
9988 / CalPERS PEPRA 30	2/2/2018	228.97			228.97
9992 / EMPLOYMENT DEVELOPMENT DEPT	2/2/2018	6,257.77			6,257.77 ✓
Grand Totals:		51,664.78	0.00	0.00	51,664.78

Report Summary		Report Selection Criteria	
Report Type:	Summary		
Transaction Date:	02/02/2018		
Use Discount Due Date:	No		
Sort by AP Code:	No		
	Start	End	
Date Range:	Custom		
Due Date:	7/1/2017	2/28/2018	
Vendor Number:	Start	End	
AP Code:	Start	End	

AP Enter Bills Edit Report
 Rubidoux Community Services District (RCSACT)

1/30/2018 7:59:30 AM

Batch: AAAABE

Page 1

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Bank Code	Invoice #
PO Number		Inv Date	Immediate GL Account	Check #		Due Date	Discount Date	Bank Code	Discount
GL Date		Immediate GL Account		Credit Card	CC Reference #		Payment Date		Total Invoice
1	13388 / MICHELE McMCKINNEY PR								001
STAFF BIOS		1/30/2018	N	N		1/31/2018	1/30/2018		\$0.00
2/1/2018				N					\$960.00

Line	Type	Desc/Inv Stock/Alloc	Quantity Bought	Cost Per Unit	Line Extension
Inv/Alloc Desc			Serial Number	Discount	Discount Amt
GL Expense Account			GL Prepaid Account		Exp Date
1099 Type					
1	Direct Expense	Staff Bios	1.0000	\$960.0000	\$960.0000
				Y	\$0.00

5650.000.01
 Non 1099 Payments

Grand Totals

Total Direct Expense: \$960.00
 Total Non-Electronic Transactions: \$960.00

Report Summary

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

[Handwritten Signature]
 1/30/2018

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

7. CORRESPONDENCE AND RELATED INFORMATION



*OK copy
to send packet*

WESTERN MUNICIPAL WATER DISTRICT'S 2018 BOARD OF DIRECTORS ANNOUNCED

BY RACHEL MCGUIRE JAN 22, 2018 MEMBER SUBMITTED NEWS

Board's 2018 goals focus on local water reliability projects and community engagement

Riverside, Calif. – Western Municipal Water District's (Western) elected 2018 Board of Directors were sworn in at the District's first Board meeting in January. The five-member Board serves all areas within the District, covering 527-square miles in western Riverside County.



Western Municipal Water District's 2018 Board of Directors

Brenda Dennstedt is the 2018 Board President. Serving on Western's Board for the past 11 years, Board President Dennstedt represents the areas of Lake Mathews, properties located south of Cajalco Road and west of the 215 Freeway, Lake Elsinore, Temecula, Canyon Lake, Wildomar and Murrieta.

"I am honored to represent Western's constituents as the 2018 Board President,"

shared Board President Dennstedt. "Together the Board continues to seek regional opportunities focused on water reliability for our customers in order to minimize our dependency on costly imported water, keep our customer's rates as low as possible and create opportunities for more independence as a water agency. We will also continue to engage with our customers to ensure they have the information they need on Western's customer programs, projects and initiatives."

Serving along with President Dennstedt on Western's 2018 Board of Directors are:

Vice President Bob Stockton, who has served on the Board since 2014 and represents Western's Riverside Division, north of the 91 freeway to the San Bernardino County line.
Board Secretary –Treasurer Donald Galleano, who has served on the Board since 2004, representing the cities of Eastvale, Jurupa Valley and Norco.

Director S.R. "Al" Lopez, who has served on Western's Board since 2001 and represents Corona, Home Gardens, El Cerrito and portions of Temescal Valley.

Director Thomas P. Evans, who has served the board since 2007 and represents the city of Riverside located south of the 91 freeway, March Air Reserve Base as well as portions of Lake Mathews, Woodcrest, Mission Grove and Orangecrest.

© 2018 Association of California Water Agencies

LOCAL NEWS

Riverside City Council votes for higher utility rates



Riverside Public Utilities workers repair a broken water main on Third Street between Chicago Avenue and then 215 Freeway on Friday, Dec. 8, 2017. The City Council voted Thursday, Jan. 18 in favor of rate increases that officials say are needed to avoid more infrastructure problems. (Photo by Watchara Phomicinda, The Press-Enterprise/SCNG)

By **RYAN HAGEN** | rhagen@scng.com | The Press-Enterprise



PUBLISHED: January 19, 2018 at 12:46 am | UPDATED: January 19, 2018 at 12:15 pm

Proposed increases to electricity and water rates in Riverside that the City Council refused to pass in November got a thumbs-up from the majority of council members Thursday, Jan. 18.

The 5-2 vote for “conceptual approval” instructs Riverside Public Utilities staff to move forward with hikes that average 3 percent for electricity and 4.5 percent for water beginning July 1.

For the average customer, that’s about \$3.10 more per month for electricity and \$3.50 per month for water. That’s an additional \$35 million per year for the utilities, which have a \$479.5 million budget this year.

ADVERTISING



Further increases are planned for each of the next five years, but will need City Council sign-off each year.

Another hearing before the board of Public Utilities and a final City Council vote are required before the increases kick in, but both groups indicated Thursday that they felt the increases were necessary.

“Nobody ever likes paying more, but... it is something I think we have to do,” said Councilman Mike Gardner. “I think we will regret it as a city and as individual ratepayers if we don’t.”

Broken water mains and longer, more frequent power outages are among the consequences of not spending more money on maintenance, said Girish Balachandran, the utilities' general manager until he [leaves Friday, Jan. 19](#), to lead an alternative energy start-up company.

"If we don't continue to invest, it is a guarantee that the frequency of outages will increase and the duration of outages will increase," Balachandran said.

Even these increases, which are about [35 percent less steep](#) than the originally proposed jumps, will mean putting off some maintenance in a way that will probably cost more down the line, Balachandran said.

The public and City Council [pushed back hard](#) against these same proposals in November, saying they were concerned the cost was too much. After refusing to sign off on the increases — necessary for the originally planned April implementation — council members submitted 40 questions, including many forwarded from the public, which staff members [answered](#) over a total of 50 pages.

Public speakers were split Thursday. Some said the increase was too much and officials should eliminate waste instead, and pointed in particular to the city's practice of [transferring 11.5 of utility revenue](#) to the city's general fund to pay for other city services such as police, parks and road repair.

Others, including the Greater Riverside Chambers of Commerce, said they were convinced the increases were necessary.

With the increased information, a majority of council members said they would reluctantly vote Thursday for the increases, which are the first to go into effect since 2010.

Councilmen Steve Adams and Chuck Conder opposed the increases, arguing that residents already had too much of a financial burden and that revenue could instead be raised by keeping rates low. Without the pressure of state-mandated reductions, they reasoned, people would then increase their use.

"Logically, the more you charge the less people will spend," Conder said.

The utilities' assistant general manager for water, Todd Jorgenson, said officials had looked into that. Water usage in the city dropped more than 20 percent after the government mandate of 2010. Based on the experience after droughts in other locations, they expect half of that decrease to be erased, but the rest of demand to remain because of new water-saving technology, landscaping and habits.

Jorgenson will be the utilities' interim general manager when Balachandran leaves.

On average, rates will increase about 3 percent every year:

Electric

July 2018: 2.95%

July 2019: 3%

July 2020: 3%

July 2021: 3%

July 2022: 3%

Water

July 2018: 4.50%

July 2019: 5.75%

July 2020: 5.75%

July 2021: 5.75%

July 2022: 6.50%

Source: Riverside Public Utilities

Tags: **Top Stories PE**

Ryan Hagen

Ryan Hagen covers the city of Riverside for the Southern California Newspaper Group. Since he began covering Inland Empire governments in 2010, he's written about a city entering bankruptcy and exiting bankruptcy; politicians being elected, recalled and arrested; crime; a terrorist attack; fires; ICE; fights to end homelessness; fights over the location of speed bumps; and people's best and worst moments. His greatest

8. MANAGER'S REPORT

9. ANNUAL REVIEW OF RUBIDOUX COMMUNITY SERVICES
DISTRICT SURPLUS POTABLE WATER SUPPLY POLICY:
DM 2018-03

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Hank Trueba Jr.



Secretary-Manager

David D. Lopez

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

DIRECTORS MEMORANDUM 2018-03

February 1, 2018

To: Rubidoux Community Services District
Board of Directors

Subject: Annual Review of Adopted Policy Principals on Allocation of Surplus Groundwater Supplies Document for Calendar Year 2018

BACKGROUND:

At the February 17, 2011, regular meeting of the Rubidoux Community Services District the Board of Directors adopted the Policy Principals on the Allocation of Surplus Groundwater (attached). The policy stipulates an annual review by the Board of Directors at a Public Meeting. The purpose of tonight's circulation of the document is to review the principals in today's environment and water supply.

As background information, recently Jurupa CSD has discontinued importation of Potable Water from Rubidoux CSD (See JCSD Letter dated December 1, 2017, attached hereto). Presently, the cost is \$470 Acre Feet (325,851 gallons per AF) delivered in FY 2017/2018. Further, as stated in the policy on page 3, section b, the **marginal cost** pass thru shall be inclusive into the cost of water assessed. For FY 2017/2018 the Marginal Cost retained and transferred into the Water Fund Operations was \$60.00 an AF. Incidentally, for budget years 2018/2019 Staff is evaluating all costs for AF of Potable Water delivered (marginal cost included) for possible adjustments.

RECOMMENDATION:

Staff does not recommend any substantive changes to the attached ***Policy Principals on Allocation of Surplus Groundwater Supplies Document*** at this time. Consequently, we ask the Board to readopt the Policy Principals document as presented for 2018.

Respectfully,



David D. Lopez
Secretary-Manager

Attachments: 2018 Surplus Water Policy Principals
JCSD Letter Dated, December 1, 2017

Kenneth J. McLaughlin, President
Betty A. Anderson, Vice President
Jane F. Anderson, Director
Richard "Dickie" Simmons, Director
Betty Folsom, Director



December 1, 2017

Mr. Steve Appel, Assistant General Manager
Rubidoux Community Services District
3590 Rubidoux Blvd
Rubidoux, CA 92509

Re: Inter-agency Operating Agreement for Use of the JCSD-RCSD Jewel Street
Booster Station

Dear Mr. Appel:

Pursuant to Section 3 of the "Inter-Agency Operating Agreement for Use of the JCSD-RCSD Jewel Street Booster Station and Pipeline Interconnection Agreement", JCSD has been receiving potable water deliveries. We thank RCSD, our neighbor and partner, for supplementing the District's supplies while construction continued for the expansion of the Chino Basin Desalter treatment facility. Now that the project is completed and water demands of JCSD can be met by existing JCSD supplies, we write to inform you of our intention to close the interconnection during the month of December. We will coordinate with you and your staff to ensure a safe disconnection for both of our systems.

If you have any questions, please give me a call.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian K. Thomas".

Brian K. Thomas
Engineering Manager

c.c. Todd Corbin, JCSD
Dave Lopez, RCSD
Moustafa Aly, JCSD

Policy Principles on Allocation of Surplus Groundwater Supplies for the Rubidoux Community Services District

Preamble

As the State of California faces the challenges of providing a growing population with high quality potable water supply amid drought conditions, environmental uncertainties and seasonal variations in snow pack, the reliability of our state's water supplies are taxed with doubt. On a regional and local basis, the Santa Ana River Watershed has groundwater sources that are presently underutilized due to institutional constraints, quality concerns and/or infrastructure limitations. It is the desire, hope and intent that local and regional water producers cooperate, collaborate and develop strategies that sustain and protect local water supplies that benefit all.

I. Policy Goals and Objectives

The purpose and intent of these Policy Principles regarding Surplus Groundwater Supplies is to concisely state the Rubidoux Community Services District (District) Goals, and Objectives more specifically outlined below:

- a. Maximize beneficial use and reuse of water resources within the Santa Ana Watershed including but not limited to potable water supplies, non-potable groundwater, wastewater recycling and reuse in a cost effective and efficient manner.

- b. Enhance regional and local sustainability efforts by fostering local planning strategies utilizing Best Management Practices.
- c. Reduce local and regional reliance of Imported Water. Through local and regional collaboration among local water purveyors with surplus water can reallocate these sources to those water purveyors in need due to demand, supply or disaster issues.
- d. Develop and strengthen transfer/interconnection abilities. Utilize when possible, existing infrastructure to transfer water among and between local and regional water purveyors. When necessary, plan, coordinate and construct infrastructure conveyance and interconnections as collaboration among and between local and regional agencies.
- e. By Implementation of the above Policy Principles, our Regions Carbon Foot Print can be reduced.

II. Must Not Impact District Customers.

The transfer of surplus potable water to outside water purveyors must not impact customers adversely. District residential, commercial and industrial water customers, operationally speaking, will not experience a supply reduction, infrastructure problems, hydraulic or storage shortage in capacity.

- a. Quality and Quantity Impacts. Transfer of surplus groundwater will meet or exceed all current and future federal, state and local water quality standards.
- b. Fiscal Impacts. The operational costs to pump, treat and deliver surplus groundwater must be fully accounted for and captured in the sale amount. **Such operational costs are commonly referred to as "Marginal Costs of Production"**. An enterprise/fund accounting will be established to ensure all costs associated will be recovered from proceeds. Such expenses and revenues will be reviewed annually. This operation must be revenue neutral to all District water rate payers.
- c. Prohibit surplus water pass-thru to third parties for profit or resale.

III. Allocation of Surplus Groundwater Supplies

- a. Non-Vesting of Water Rights or Water Production Facilities. Water purveyors seeking allocation of District Surplus water supplies will not have vested rights or ownership in District pumping facilities, treatment processes, District conveyance facilities or storage capacity.
- b. Interruptible Supply. Surplus Transfer of water supplies shall be discontinued/interrupted upon appropriate notification in the event of an unplanned water production system failure/disaster (natural or manmade).

- c. Temporary Water Supply. Such surplus water transfers will be temporary while providing “**A Bridge**” water supply until the receiving water purveyor(s) can develop, secure and/or acquire replacement water supplies.
- d. Must be Statutorily Compliant. Temporary transfer of water must comply with environmental and legal statutes recognizing current and future local, state and federal laws and regulations.
- e. District is Retail Water Purveyor. District acknowledges and recognizes Western Municipal Water District (Western) as a regional wholesale water purveyor for western Riverside County. It is the District’s intent not to compete with Western but rather temporarily augment local water supplies in times of emergency and/or need.

IV. This Policy shall be annually reviewed by the Rubidoux Community Services District Board Members at a regularly scheduled Public Board Meeting.

Review and re-adopted:

Date: _____

10. CONSIDERATION TO AUTHORIZE COMPENSATION SURVEY
PURSUANT TO MEMORANDUM OF UNDERSTANDING
(MOU): **DM 2018-04**

Rubidoux Community Services District

Board of Directors

Christopher Barajas
Armando Muniz
Bernard Murphy
F. Forest Trowbridge
Hank Trueba Jr.



Secretary-Manager

David D. Lopez

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

DIRECTORS MEMORANDUM 2018-04

February 1, 2018

To: Rubidoux Community Services District
Board of Directors

Subject: Consideration to Retain Professional Services to Conduct Compensation Survey Pursuant to Memorandum of Understanding (MOU)

BACKGROUND:

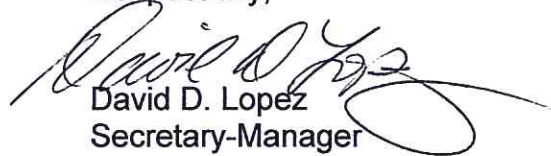
The Rubidoux Community Services District agreed to retain an outside party to conduct a Compensation survey in advance of renegotiations of the 2018 thru 2021 Memorandum of Understanding. The scope of the compensation survey is to evaluate and justify the market for a new 7th step to the District's salary ranges (See attached MOU excerpt on Page 27).

Attached for the Board of Directors review and consideration is an engagement letter submitted by Public Sector Personnel Consultants for the above scope of work. Staff has reviewed the engagement letter and scope of work and finds it complete and reasonable. Further, Public Sector has agreed to present its findings to the Board of Directors at a regular meeting at no cost.

RECOMMENDATION:

Staff recommends to the Board of Directors Acceptance of the engagement letter submitted by Public Sector Personnel Consultants for the total fixed cost not to exceed \$5,000.00.

Respectfully,



David D. Lopez
Secretary-Manager

Attachments: Engagement Letter from Public Sector
RCSD's MOU

January 25, 2018

Ms. Krysta Krall, CPA
Manager of Fiscal Services
Rubidoux Community Services District
3590 Rubidoux Boulevard
Rubidoux, CA 92509

Dear Ms. Krall:

Pursuant to your request, we are pleased to provide you with a cost quote and brief summary of services describing our approach to assist the District with a total compensation survey. We specialize in compensation consulting for public employers, and have had the opportunity to work with more than 1,000 public employers nationwide including nearly 100 public employers in California.

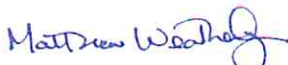
The steps and cost estimates below can be further detailed as needed, and our work plan and project cost remains flexible and negotiable. Steps we propose include:

1. Telephone project planning meeting with General Manager, Board, or designees
2. Familiarization with District by review of current job descriptions, benefits plans offerings and related documents
3. Confirmation of the benefits offerings and practices to be included in the survey comparison
 - o (such as health premiums, pension contributions, leave benefits, take-home vehicles, etc and any other requested items)
4. Suggestions for comparator agencies and area employers to include in survey, for approval
5. Solicitation of survey participation from each of the agencies to be included in the survey
6. Tabulation of comparator salary and benefits offerings for comparison to CSD offerings
7. Calculation of extent the District's offerings vary, if any, from prevailing market practices
8. Telephone / email review of findings and recommendations with the District's designee(s)
9. Summary memo detailing methodology and findings from external benefits survey

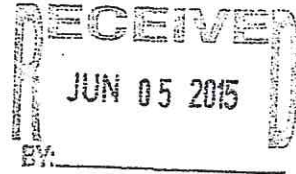
We estimate that the project can be completed within 45 days of authorization to proceed and finalization of survey comparators, and that the project's **total fixed cost will not exceed \$5,000**. Onsite meetings or presentations to interested parties or stakeholders can be completed for an additional \$175 per hour plus expenses.

We appreciate the District's interest in our firm's services. Please contact me if we can provide further information.

Sincerely,



Matthew Weatherly
President



MEMORANDUM OF UNDERSTANDING

BETWEEN

RUBIDOUX COMMUNITY SERVICES DISTRICT

AND

LABORERS' INTERNATIONAL UNION OF NORTH AMERICA, LOCAL 777

Affiliated with SOUTHERN CALIFORNIA DISTRICT COUNCIL OF LABORERS and the

LABORERS' INTERNATIONAL UNION OF NORTH AMERICA

AFL-CIO

JULY 1, 2015 -JUNE 30, 2018

6. Sister
7. Brother
8. Grandchild
9. Grandparent
10. Guardian
11. Or, comparable relationships

Exceptions to the above will be at the discretion of the Board of Directors.

ARTICLE XXIV

WAGES & REOPENING

- A. It is agreed that the base rates of pay for the respective job classifications shall remain as those set forth in Appendix A of this Memorandum. The District shall retain an outside party to study the comparable labor market and other salary compensation factors to determine the feasibility of establishing a Step 7 on existing APPENDIX A for possible implementation in Fiscal Year 2017-18. The study's results shall be made available to the union for consultation.
- B. Notwithstanding the above, eligible employees may sell back accumulated vacation and/or earned holiday time per fiscal year pursuant to a schedule as provided on Attachment "A", not less than forty (40) hours and not to exceed 104 hours, provided that the net effect shall leave the employee with no less than forty (40) accumulated hours of vacation on the books.
- C. Classification Equity. The District shall, on a fiscal year basis, consider a recommendation from the Union to study a single job class. Upon timely receipt of the Union's said request, the District shall, within ten (10) working days, endeavor to hire an outside professional who shall review the classification itself, the competitive

11. DIRECTORS COMMENTS – NON-ACTION

12. ADJOURNMENT