

MINUTES OF REGULAR MEETING
September 3, 2020
RUBIDOUX COMMUNITY SERVICES DISTRICT

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

DIRECTORS ABSENT:

STAFF PRESENT: Jeffrey Sims, General Manager
Ted Beckwith, Director of Engineering
Brian Laddusaw, Director of Finance
Brian Jennings, Manager Budgeting & Accounting
Miguel Valdez, Maintenance & Operations

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, September 3, 2020, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for August 20, 2020, Board Meeting.

Director Muniz moved and Director Trueba seconded to approve the August 20, 2020 Regular Meeting Minutes.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 5. Consideration to Approve the September 4, 2020 the Salaries, Expenses and Transfers.

Consideration to Approve the September 4, 2020 Salaries, Expenses and Transfers.

Director Muniz moved and Director Skerbelis seconded to Approve the September 4, 2020 Salaries, Expenses and Transfers.

Roll call:

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

Noes – 0

Abstain – 0

Away – 0

The motion was carried unanimously.

ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

There were no members of the public at this time.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

The only piece of information was from Cal Fire titled Fire Siege Talking Points, dated August 29, 2020. This was what the CDF put out for the statewide response to all the fires since August 15, 2020. Page 2 gave statistics and comparisons for 2020 to prior years. At the next board meeting, the new Fire Chief, for the area, Chief Bill Weiser, will be in attendance on the Zoom call and introduce himself.

ITEM 8. MANAGER’S REPORT

Operations Report:

There was an email from the City of Jurupa Valley and the Chamber of Commerce indicating they are putting on a State of the City address on September 22, 2020 from 7:00-8:00 pm. They invited the District to participate. General Manager, Jeff Sims reserved a camera person to record any staff/and or board members interested in attending on September 11, 2020 to take still photos and/or record a short video about Rubidoux Community Services District. The original email was forwarded to the Board members.

Emergency and Fire Report:

Presented at the second meeting of the month.

ITEM 9. Receive and File the Budget to Actual Report for the Year Ended June 30, 2020. DM 2020-64.

BACKGROUND

At the June 20, 2019 Board Meeting, the Board of Directors adopted a two (2) year budget for FY 2019-2020 and FY 2020-2021. Prior to this, it had been District practice to adopt single year budgets. A two (2) year budget was adopted for FY 2019-2020 and FY 2020-2021 to minimize the amount of staff time used year-over-year on the budget setting process. This decision is to improve efficiency of the overall budgeting process, as many times repetitive decisions are made

during an annual budgeting process, thus freeing up staff for other activities. Although staff does its best during the budgeting process to ensure the budget is as accurate as possible, certain unforeseen items, regulations, etc. affect the District during the course of a fiscal year. For example, DDW's lowering of PFAS contaminant levels created the need for significant unanticipated expenses. As the Directors are aware, when District funds need to be encumbered and spent outside of our approved budgeted amounts, staff seeks Board approval of budget amendments through Board letters.

Year one (1) of the biennial budget has been completed, and staff has actual revenue and expense information compared to budgeted amounts for the year ended June 30, 2020. Going forward, it will be District practice to update the Board with the same budget vs. actual analysis on a quarterly basis until the next budgeting cycle begins in early 2021. These updates will be important to keep the Board as informed as possible as to why revenues/expenses versus their budgeted amounts are either favorable/unfavorable. Also, this analysis is important from a staff level, as it helps identify which budgeted amounts, if any, need to be amended to incorporate adjusted costs.

Attached for the Board of Directors' consideration is the Budget vs. Actual Report for the Year Ended June 30, 2020. Please keep in mind when reviewing the budget, the information is unaudited. Although staff does not anticipate significant changes to these numbers by the auditors, historical journal entries made to District accounts include CalPERS pension liability and other post-employment benefit liability adjustments. Consistent with past years, the audit report is expected to be presented to the Board in draft form by the District's audit firm partner in-charge, Scott Manno, during the regularly scheduled Board Meeting on October 1, 2020.

Mr. Brian Laddusaw, RCSD Director of Finance, gave a detailed presentation of the Budget to Actual Report for the Year Ended June 30, 2020.

Director Muniz moved and Director Trowbridge seconded the motion to "Receive and File" the Budget vs. Actual Report for the Year Ending June 30, 2020.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 10. Closed Session (NONE)

ITEM 11. Directors Comments

Jeff Sims made the Board aware that the City of Jurupa Valley's City Council is in Closed Session/Executive Session will discuss the County Fleet building.

Director Murphy adjourned the meeting at 4:35 pm.