

**MINUTES OF REGULAR MEETING**  
**March 2, 2017**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

**DIRECTORS PRESENT:** Ruth Anderson Wilson  
Armando Muniz  
Bernard Murphy  
F. Forest Trowbridge  
Christopher Barajas

**DIRECTORS ABSENT:**

**STAFF PRESENT:** David Lopez, General Manager  
Steve Appel, Asst. General Manager  
Krysta Krall, Manager Fiscal Services

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by Director Muniz, at 4:00 P.M., Thursday, March 2, 2017, at the District Office, 3590 Rubidoux Boulevard, Rubidoux, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of the Regular Minutes for February 16, 2017, was unanimously approved.

**The motion was carried unanimously.**

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

**ITEM 5. Consider to Approve the March 3, 2017, Salaries, Expenses and Transfers.**

Approve March 3, 2017, Salaries, Expenses and Transfers.

**Director Wilson moved and Director Trowbridge seconded to approve the March 3, 2017, Salaries, Expenses and Transfers.**

**The motion was carried unanimously.**

**Ayes – 5 (Wilson, Trowbridge, Muniz, Murphy, Barajas)**  
**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 article explaining why Rancho California Water District is contemplating a water rate hike, even though water is overflowing from our lakes and dams. Rancho CWD takes most of their water from groundwater sources. The groundwater sources have been depleted over the years, causing them to import more expensive water. The aquifers are being over drafted. Consequently, they have to buy more expensive water. The other article is talking about more water, but still more control up at the state. Governor Brown still has our 25% reduction in place. We are still providing information to staff on a monthly basis on our production and consumption. They are going to take another look after the water season. The last article is EMWD has dropped their most restrictive charges for water and has gone to a stage 2.

## **ITEM 8. MANAGER'S REPORT**

### **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. DM 2017-08. Inspect New Type I Engine in Service at Rubidoux CSD Fire Station.**

In 2016, the Rubidoux Community Services District included (amended) in the Fire Services Agreement with the County of Riverside/Cal Fire a Fire Engine lease provision. Due to our annual incident calls (2,600+), a typical fire engine has a reliable service cycle of 10-15 years. At an annual lease cost of \$25,331.00, the decision to lease fire engines makes sound fiscal sense for our District.

This afternoon Chief Lanzas and Cal Firefighters will be present along with the new Type I Engine to review with the Board of Directors.

**No Recommendation.**

## **ITEM 10. DM 2017-09. Consideration to Award the Purchase of two (2) Utility Vehicles for Water Operations.**

On February 22, 2017, the District received three (3) sealed bids for two (2) Water Department vehicles; Crest Chevrolet, Raceway Ford and Sunrise Ford. Attached for the Board of Director's consideration are two (2) vehicle bid summaries for a Water Department Trucks w/utility beds.

The Water Department is cycling out of service a 2009 Ford F150 truck with 52,000+ miles. The above truck will be replaced by a submitted bid from Crest Chevrolet in San

Bernardino with a new 2017 ¾ ton utility bed truck. In review of the attached summary's, Crest Chevrolet submitted the lowest total bid amount of \$27,604.60 (includes taxes, extended warranty and trade-in value of \$8,700.00 for the 2009 F150 Ford).

The second bid summary identifies another 2017 ¾ truck w/utility bed to be replacing a 2011 Ford ¾ ton Utility bed Truck with 72,000± miles. Again, the lowest bid was submitted by Crest Chevrolet with a total bid amount of \$25,904.51 (includes taxes, extended warranty and trade-in value of \$10,400.00).

Both vehicles were scheduled for cycling out this year and are budgeted in the Water Department's line item No. 41 for a total amount of \$50,000.00.

**Director Wilson moved and Director Trowbridge seconded to approve the following:**

- 1) **Recognize the Bid for a 2017 ¾ ton utility bed truck submitted by Crest Chevrolet for a total amount of \$27,604.60 as the lowest responsive bid.**
- 2) **Surplus the 2009 F150 truck, VIN No. 1FTMF1CWOAKB37077 and accept Crest Chevrolet's trade-in offer of \$8,700.00 for subject vehicle.**
- 3) **Recognize Crest Chevrolet's total bid amount of \$25,904.59 for a 2017 ¾ ton utility bed truck as the lowest responsive bid submitted.**
- 4) **Surplus the 2011 Ford F250 truck, VIN No. 1FDBF21A63BEA85357 AND ACCEPT Crest Chevrolet's trade-in offer of \$10,400.00 for subject vehicle.**
- 5) **Adjust the Water Budget Line No. 41 from \$50,000.00 to \$53,600.00 for the purchase of the above utility trucks.**

**The motion was carried unanimously.**

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

**Noes - 0**

**ITEM 11. DM 2017-10. Consideration to Authorize the Application for District Credit Card for RCSD Purposes.**

On a limited basis the Rubidoux Community Services District has a need to purchase goods and services via a credit card when suppliers, vendors and seminars do not take a District issued purchase order (P.O.). Typical credit card purchases include Board Members seminar registrations, employee training and workshops, annual employee banquet and in-house working lunches to name a few. In all of the above purchases, District employees use personal credit cards for District related services and goods. Employees are then required to complete and submit a reimbursement request for the District related expenses and must now wait for Board approval. As a disclosure, the District does have a Home Depot credit card for materials and hand tools. The Home

Depot card is controlled by our Manager of Fiscal Services and requested by the District Field Manager when needed.

A District Credit card would eliminate the use of employee's personal credit card purchases. Further, a District Credit Card authorization provides a mechanism which improves the efficiency and convenience of conducting District business. Staff would recommend the issuance of two (2) Credit cards – one to the Manager of Fiscal Services and the other to our District Engineer/Assistant General Manager. For checks and balances purposes, the General Manager would not be a bearer to any proposed District credit card.

Staff has reviewed three (3) potential credit cards; Capital One, Chase and CSDA. It is our recommendation based upon the limited and selective use of a District issued credit card that Chase Credit Card offers the best benefits since it offers 5% cash back on the first \$25,000.00 on an annual basis.

**Director Murphy moved and Director Trowbridge seconded the authorization to apply for the Chase Credit Card for District use. Staff further request authorization to agendize Draft Resolution No. 2017-833 at the next regular Board Meeting of the Rubidoux Community Services District for Adoption to effectuate the application of District Credit Card(s).**

**The motion was carried with the following vote:**

**Ayes – 3 (Trowbridge, Muniz, Murphy,)**

**Noes – 2 (Wilson, Barajas)**

**ITEM 12. Directors Comments – Non action.**

Director Muniz adjourned the March 2, 2017, Regular Board meeting.