

Rubidoux Community Services District

Board of Directors

John Skerbelis, President
Hank Trueba Jr., Vice-President
Bernard Murphy
Armando Muniz
F. Forest Trowbridge

General Manager

Brian R. Laddusaw



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

NOTICE AND AGENDA FOR THE RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD MEETING

Thursday, July 18, 2024, at 4:00 PM

During this regular meeting of the Rubidoux Community Services District Board of Directors, members of the public will have the choice to attend and address the Board in person or attend and address the Board via Zoom.

Members of the public wanting to attend and/or address the Board virtually may do so by using the Zoom App or website for free at: <https://zoom.us/>

- Meeting ID is **994 957 9980**
- Passcode is: rcsd
- Call into the meeting number 1-669-444-9171

Only one person at a time may speak by telephone or Zoom and only after being recognized by the President of the Board.

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).

ADDITIONS TO THE AGENDA

In accordance with Section 54954.2 of the Government Code (Brown Act), additions to the agenda require a two-thirds vote of the entire Board, or, if fewer than two-thirds of the members are present, a unanimous vote of those members present, making findings that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the posting of the agenda.

1. **CALL TO ORDER** – John Skerbelis, President
2. **PLEDGE OF ALLEGIANCE** – General Manager
3. **ROLL CALL** – General Manager
4. **PUBLIC COMMENTS**

Members of the public are encouraged to address the Board of Directors. Anyone who wishes to speak on an item not on the published agenda must submit a comment request card to the General Manager or designee. Each speaker should begin by identifying themselves for the record and is allowed up to five minutes.

No one may give their time to a speaker during the public comment period of the meeting. It is requested that all present refrain from any action that might disrupt the orderly course of the meeting. Coarse, crude, profane, or vulgar language, or unsolicited comments from the audience, which disrupts or disturbs the Board meeting, may result in exclusion from the meeting.

The Ralph M. Brown Act, Government Code 54950, et. seq. prohibits members of the Board of Directors from taking formal action or discuss items not on the published agenda. As a result, immediate response to public comment may be limited.

5. **CONSENT CALENDAR**

Consent Calendar items are expected to be routine and non-controversial and are to be acted upon by the Board by one motion, without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar for further discussion, it will be moved to the first item on the Action Agenda.

- A. Approval of Minutes for June 20, 2024, Regular Meeting
- B. Consideration to:
 - A) Ratify the July 5, 2024, Salaries, Expenses and Transfers
 - B) Approve the July 19, 2024, Salaries, Expenses and Transfers
- C. **DM 2024-58:** Consider Adoption of a Workplace Violence Prevention Plan
- D. **DM 2024-59:** Consideration to Approve and Authorize Retirement Payment for CalPERS Annual Unfunded Liability

6. **CORRESPONDENCE AND RELATED INFORMATION**

7. REPORTS

- A. Operations Report (Second Meeting Each Month)
- B. Emergency and Incident Report (Second Meeting Each Month)
- C. General Manager and Staff Reports / Updates
- D. Committee Reports

8. ACTION / DISCUSSION ITEMS

- A. **DM 2024-60:** Consider Adopting Resolution No. 2024-916, A Resolution Authorizing the Relocation of the Fallen Firefighter Monument from the District Administration Building to Fire Station 38
- B. **DM 2024-61: PUBLIC HEARING** – Second Reading of Ordinance No. 2024-138, An Ordinance of the Rubidoux Community Services District Authorizing the Adoption of Financial Policy Number 1040 'Procurement Policy'

9. DIRECTORS COMMENTS AND REQUESTS

10. NEXT MEETING

Thursday, August 1, 2024, at 4:00 p.m.

11. ADJOURNMENT

Any person with a disability who requires a modification or accommodation in order to participate in this meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Rubidoux Community Services District Board of Directors during the meeting, should contact the Rubidoux Community Services District Administrative Department, at (951) 684-7580 or admin@rcsd.org, no fewer than two (2) business days prior to this meeting to enable the Rubidoux Community Services District to make reasonable arrangements to assure accessibility or language assistance for this meeting.

DECLARATION OF POSTING

I, Brian Laddusaw, General Manager and Board Secretary to the Rubidoux Community Services District, certify that a copy of this has been posted in the District's main office, 3590

Rubidoux Blvd., Jurupa Valley, and on its website no less than seventy-two (72) hours before the start of the meeting.



Brian Laddusaw
General Manager-Secretary

4. **PUBLIC COMMENTS**

5. **CONSENT CALENDAR**

A. Approval of Minutes for June 20, 2024, Regular Meeting

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, June 20, 2024**

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

DIRECTORS ABSENT: Armando Muniz

STAFF PRESENT: Brian Laddusaw, General Manager
Ted Beckwith, Director of Engineering
Kirk Hamblin, Director of Finance and Administration
Miguel Valdez, Director of Operations
Martha Perez, Customer Service/Accounts Payable
Manager
Melissa Trujillo, HR Generalist/Safety and Facilities
Coordinator

VISITORS (SIGNED IN): Edward Flanagan, RCSD Customer
Nancy Acorn, RCSD Customer
Chief William Otterman, Fire Station 38

ITEM 1. CALL TO ORDER

The meeting of the Board of Directors of the Rubidoux Community Services District by President Skerbelis, at 4:00 P.M., Thursday, June 20, 2024, in-person and by teleconferencing at the District's Administrative Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 2. PLEDGE OF ALLEGIANCE – General Manager

ITEM 3. ROLL CALL – General Manager

ITEM 4. PUBLIC COMMENTS- *REOPEN at 5:05PM*** Motion by Director Murphy**

RCSD customer Edward Flanagan commented about the customer service received during the replacement of his trash barrel. He shared it took three weeks for the trash barrel to be replaced after he had reported the broken trash barrel. District staff had previously assisted him. Board President Skerbelis apologized for the inconvenience and confirmed the matter had been resolved.

ITEM 5. CONSENT CALENDAR

- A. Approval of Minutes for June 6, 2024, Regular Meeting
- B. Consideration to Approve June 21, 2024, Salaries, Expenses and Transfers
- C. **DM 2024-50:** Receive and File Statement of Cash Asset Schedule Report Ending May 2024
- D. **DM 2024-51:** Consider Adoption of Resolution No. 2024-915, A Resolution Authorizing the Use of PlanetBids for Procurement Advertising
- E. **DM 2024-52:** Consider Notice of Cancellation of the Rubidoux Community Services District July 4, 2024, Regular Board Meeting
- F. **DM 2024-53:** Correction to Grant Deed for Contributed Water and Sewer Assets for Agua Mansa Commerce Park - Parcel Map 37528

ACTION:

Director Murphy moved, and Director Trueba seconded to approve the Consent Calendar:

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

The motion was carried 4-0-0-1.

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION

ITEM 7. REPORTS

A. Operations Report (Second Meeting Each Month)

Director of Operations Miguel Valdez reported the Water and Wastewater production numbers. The average total well production in million gallons for potable water is 3.22. The total was 3.25. The Wastewater flow to Riverside average was 1.73. The consumption of JCSD was 0.0. Well No. 18 potable production was 27.1%. Well No. 8 was 32.0%. Well No. 6 produced 16.8%. Well No. 4 produced 24.0%. Well No. 2, Well No. 1 and the Jurupa Tie- In produced 0.0%.

B. Emergency and Incident Report (Second Meeting Each Month)

Fire station 38 Chief presented the incidents reported for the month of May 2024. The station had a total of 294 calls. It received 15 false alarm calls, 225 medical calls, 5 other fire calls, 1

other miscellaneous call, 14 public service assistant calls, 1 rescue fires, 2 standbys, 24 traffic collisions, 1 vehicle fires and 6 wildland fires.

C. General Manager and Staff Reports / Updates

GM Brian Laddusaw shared with the Board the pictures from the Riverside Youth visit to the Leland Thompson Plant. He also shared with them the National Night out Event with the Riverside County Sheriff's Department. Director of Engineering Ted Beckwith provided the Board with an update on the Fire Department monument located outside the office building. The monument included firefighters who died in the line of duty as well as those who retired then passed away. Director Murphy would like staff to agendaize the item and receive input from the Fire Station 38 personnel on how to proceed with the monument. Director of Engineering Ted Beckwith also provided the Board with an update on the Saddle Horn Ranch. The Board instructed staff to meet with all parties involved in the process and try to work out an agreement.

D. Committee Reports

GM Brian Laddusaw commented that the Solid Waste Committee met and more information will be provided during DM 2024-56 Public Hearing Related to Reso. No. 2024-911.

ITEM 8. ACTION/DISCUSSION ITEMS.

- A. DM 2024-54:** First Reading of Ordinance No. 2024-138, An Ordinance of the Rubidoux Community Services District Authorizing the Adoption of Financial Policy Number 1040 'Procurement Policy'

BACKGROUND:

The purpose of this memorandum is to seek the Rubidoux Community Services District ("District") Board of Directors' ("Board") approval for the adoption of Financial Policy Number 1040 'Procurement Policy' ("Policy"). This policy is designed to streamline the District's procurement processes and ensure compliance with legal and regulatory requirements. A duly adopted and effective Policy is a mandatory prerequisite for spending Federal grant awards. In 2023, the District was successful with two (2) United States Bureau of Reclamation ("USBR") grant awards totaling nearly \$3.0 million. Absent a Policy, the District would be precluded from seeking reimbursement of the \$3.0 million towards eligible projects costs and alternatively these crucial projects would require funding from current District's reserves or potentially debt based financing with a high interest rate market.

Further, effective procurement practices are essential for the efficient operation of the District. Currently, the District's procurement process lacks a standardized framework for handling repetitive and large-scale procurement needs, which can lead to inefficiencies and inconsistent practices.

The Policy will formalize the current District practice of utilizing Master Agreements and Task Orders. Master Agreements establish pre-negotiated terms and conditions with vendors, while Task Orders detail specific projects or tasks under these agreements. This approach allows for quicker response times, better vendor relationships, and improved budget management. Master

Agreements and Task Orders are mostly used with professional and consulting services vendors (i.e., accounting, architectural, engineering, etc.)

Key Features of the Policy

- Establishment of purchasing agent procurement limitations and contract authorization.
- Defined procurement processes with segregation by public works and non-public works projects.
- Master Agreements: Establish overarching terms and conditions for goods and services with selected vendors.
- Task Orders: Issue detailed, project-specific work orders under the Master Agreements, defining the scope, schedule, deliverables, and pricing for each task.
- Streamlined Process: Simplifies and speeds up procurement by clearly defining procurement requirements based on legal and monetary considerations.
- Compliance and Monitoring: Ensures adherence to legal requirements and includes provisions for performance monitoring and regular reporting.

Benefits

Adopting this Procurement Policy will offer several benefits:

- Efficiency: Reduces administrative workload and expedites the procurement process.
- Transparency: Ensures clear and consistent procurement practices.
- Compliance: Aligns with legal and regulatory requirements.
- Fulfills procurement policy required for federal funded projects. (Uniform Guidance)
- Required Policy by Independent Auditors.
- Increased documentation and support.

Timeline:

For an Ordinance to be properly adopted, the District must adhere to the following criteria:

1. First and Second Reading of Draft Ordinance – No less than 2 weeks apart.
2. Public Hearing (not a protest hearing) with a minimum 10-day notice period. Must notice public in Press Enterprise, on the District's website, and on the District's administrative office windows.
3. Requires a 30-day delayed effective date.

Based on the criteria above, staff is proposing the following Ordinance adoption timeline:

- Regular Board Meeting – June 20, 2024 (1st Reading of Ordinance)
- Regular Board Meeting – July 18, 2024 (2nd Reading of Ordinance and Public Hearing)
- Effective – August 18, 2024

ACTION:

Director Murphy moved, and Director Trueba seconded to authorize the General Manager to:

Schedule a Public Hearing and Final Reading of Ordinance No. 2024-138 for the July 18, 2024, regular meeting of the Board of Directors of the Rubidoux Community Services District. Director Murphy requested to be provided with security guidelines for the online services including the bid selection.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

The motion was carried 4-0-0-1.

B. DM 2024-55: Consider Submitting a Ballot for the California Special Districts Association Board of Directors Seat A, Southern Network

BACKGROUND:

Rubidoux Community Services District (“District”) is a member of the California Special Districts Association (“CSDA”). CSDA is a not-for-profit association that was formed in 1969 to promote good governance and improve core local services through professional development, advocacy, and other services for all types of independent special districts.

It has a membership of over 1,000 organizations throughout California representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare, and community services districts. CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special district's management and operational effectiveness.

On February 5, 2024, District staff received correspondence from CSDA indicating CSDA’s call for nominations for CSDA Board of Directors Seat A (Attachment 1).

CSDA governance involves a Board of Directors comprised of six networks with three seats for each network. The networks are geographic areas within the state of California. The District is in the Southern Network. The three representative Board of Director members for each network are on staggered three-year terms. Seat A for the Southern Network has an expiring term, thus

the call by CSDA for nominations to fill this position. The seat is currently filled by Jo MacKenzie – Director of Vista Irrigation District. Included in the correspondence received from CSDA was her intention of running for re-election for Seat A, Southern Section. The other two Southern Network Directors not currently up for re-election are Don Bartz – GM of Phelan Pinon Hills CSD, and Arlene Schafer – Board Vice-President of Costa Mesa Sanitary District.

For this election period, the Board of Directors (“Board”) ultimately decided not to submit a nomination form on behalf of any of the Directors.

On June 10, 2024, the District was informed the election period has commenced. Voting will be conducted electronically (web-based online voting system). The District has until July 26, 2024, to submit a ballot. The ballot includes three candidates (Attachment 2).

The candidates are:

- A) Jo MacKenzie – Director, Vista Irrigation District (Vista, CA)
- B) Jason Dafform – General Manager, Valley Sanitary District (Indio, CA)
- C) Rodd Leja – Director, Jurupa Area Recreation and Parks District (Jurupa Valley, CA)

All candidate information sheets, candidate statements, letters/emails of support for each candidate (if any) are included as Attachment 3.

Staff is making no recommendation to the Board with regards to the election but seeks direction as to the Board’s preferred candidate, if any. Unlike the Local Agency Formation Commission Election where the Board has an opportunity to vote for one (1) or all candidates via a ranking system, the CSDA election only allows for one vote. Staff recommends the Board deliberate and select one candidate and direct the General Manager to electronically vote for the one candidate via the CSDA web-based online voting system.

ACTION:

Director Murphy moved, and Director Trueba seconded to authorize the General Manager to:

Submit the ballot with the Board’s preferred candidate:

Ross Leja – Director, Jurupa Area Recreation and Parks District (Jurupa Valley, CA)

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

The motion was carried 4-0-0-1.

- C. **DM 2024-56: PUBLIC HEARING (CANCELLED)** – Consideration to Cancel the Public Protest Hearing Related to Resolution No. 2024-911, A Resolution Adjusting the Solid Waste Collection and Disposal Charges for Residential, Commercial, and Industrial Customers

BACKGROUND:

On April 18, 2024, the Rubidoux Community Services District (“District”) Board of Directors (“Board”) authorized staff to mail a Notice of Public Hearing and Protest Election (“Notice”) pursuant to Proposition 218 related to the District’s solid waste collection service charges for its residential, commercial, and industrial customers. The Notice was mailed on April 26, 2024, and included the following information:

1. The amount of the proposed fee or charge to be imposed.
2. The basis upon which it was calculated.
3. The reason for the fee or charge.
4. The date, time, and location of the public hearing.

Burrtec Waste Industries, Inc. (“Burrtec”) proposed rate increases across all service areas and customer classifications. For residential customers with a 90-gallon can, Burrtec was proposing a rate of \$40.14, a \$2.79/month increase, or 7.47%.

On June 10, 2024, the Solid Waste Committee met with Burrtec’s representatives to discuss two items: 1) the proposed FY 2024|2025 solid waste rates and 2) the parties long-term operational relationship.

1. Proposed FY 2024|2025 solid waste rates:

The Solid Waste Committee conveyed its concerns about the year-over-year increases realized by the District’s residential, commercial, and industrial solid waste customers and the jurisdictional differences in costs between the District and the City of Jurupa Valley. Burrtec agreed to review the proposed rate plan to determine if some of the proposed increase could be reduced. Understanding this effort would take some time to analyze, the District and Burrtec **mutually agreed to delay** the proposed rate adjustments for FY 2024|2025. Burrtec and staff anticipate this process will take 30-60 days to fully vet the FY 2024|2025 rate plan with a goal to minimize the impact to its customers, notably the District’s residential customers. On the advice of the District’s General Counsel, John Harper, once a new rate plan is established, the District would set and notice a new Proposition 218 Public Hearing and Protect Election.

2. Burrtec contract:

The District’s current contract with Burrtec was originally set to expire on December 31, 2022, but included in the contract was “wind-down” language which essentially created a rolling four (4) year “wind-down” period. Simultaneous with the rate discussion highlighted above, the District and Burrtec will soon engage in a dialogue to secure a long-term extension to ensure the parties operational relationship is solidified for years to come. This is a much needed exercise as the District’s current Burrtec contract is 16 years old and relying on outdated terms may result in misunderstandings or misinterpretations of contractual obligations, potentially leading to dispute between parties. Further, the business landscape is constantly evolving, with market conditions, regulations, and technologies continually changing. Outdated contract terms may fail to address these shifts adequately, leaving parties vulnerable to unforeseen risks or missed opportunities.

The District was scheduled to conduct the Public Protest Hearing this evening after the mandatory 45-day notice period to hear input from the public with regards to the rate adjustments. After that input and a failed Public Protest Hearing, the Board was scheduled to deliberate on Resolution No. 2024-911 to consider the rate adjustments. Because Burrtec is taking a closer look at the rate plan for FY 2024|2025 and has opted to leave the rates the same until a new plan can be generated, there is no resolution for the Board to consider and therefore no Public Protect Hearing to conduct. Further, the draft Resolution has been removed from the District’s front counter and website to avoid confusion. Staff recommends the Board cancel the Public Protest Hearing, effectively leaving the existing rates in effect for now.

ACTION:

Director Trueba moved, and Director Trowbridge seconded to authorize the General Manager to:

Cancel the Public Hearing and Protest Election related to Resolution No. 2024-911.

Roll call:

Ayes – 3 (Skerbelis, Trueba, Trowbridge)

Noes – 1 (Murphy)

Abstain – 0

Absent – 1 (Muniz)

The motion was carried 3-1-0-1.

D. DM 2024-57: Consideration to Adopt Draft Rubidoux Community Services District Operations and Capital Improvement Budgets and Salary Schedule for Fiscal Year 2024|2025

BACKGROUND:

Attached for the Board of Directors’ (“Board”) consideration is the proposed Fiscal Year 2024|2025 (“FY 2025”) Budget for the Rubidoux Community Services District’s (“District”) Operating and Capital Funds. Additionally, attached to the Budget is the District’s FY 2024|2025 Salary Schedule.

The District’s budgeting cycle is a multi-month process beginning in March 2024. During this time, District management met on a weekly basis to discuss all facets of the District’s operations which ultimately become factors when setting budgetary figures. Items considered include but are not limited to the following:

- Current and forecasted operational challenges related to supply chain shortages, inflation, and new treatment processes.
- Critical capital infrastructure spending related to the water and sewer enterprise.
- Costs and debt service associated with the Field/Admin. Building project.
- Allocation of central services and discretionary property tax revenue.
- Preventative maintenance programs and other programmatic initiatives.
- Continued emphasis on reducing the District’s Unfunded Accrued Liability (“UAL”) through Additional Discretionary Payments (“ADPs”).

- Potential capital contributions to the City of Riverside for wastewater treatment plant upgrades.

Each week during the budgeting cycle, management would continuously assign costs to the District's operational and capital fund budgets. As costs were assigned, management simultaneously looked at anticipated revenues associated with each enterprise to determine if sufficient revenues could be generated at the District's current rates or if a rate adjustment was necessary. Due to significant challenges facing the District as noted above, rate adjustments across the water and wastewater enterprises were necessary for FY 2024\2025. Currently the solid waste enterprise is under evaluation for rate adjustments. Adjustments are estimated once service cost discussions are concluded with the District's current waste hauler. District staff conducted and the Board participated in various rate setting events beginning in March 2024. The timeline of events is highlighted below.

RATE ADJUSTMENT TIMELINES:

Solid Waste –

- Solid Waste Committee Meeting – March 19 and April 11, 2024
- Regular Board Meeting – April 18, 2024 (DM 2024-32 Approve Rate Increase and Set Proposition 218 Public Protest Hearing)
- Budget Workshops – May 2, May 16, June 6, 2024
- Regular Board Meeting – June 20, 2024 PUBLIC PROTEST HEARING (CANCELLED) – Consideration to Cancel the Public Protest Hearing Related to Resolution No. 2024-911, A Resolution Adjusting the Solid Waste Collection and Disposal Charges for Residential, Commercial, and Industrial Customers

Wastewater –

- Budget Workshops – May 2, May 16, June 6, 2024
- Regular Board Meeting – May 2, 2024 (Consideration to Prepare Draft Ordinance Adjusting Rate)
- Regular Board Meeting – May 16, 2024 (1st Reading of Ordinance)
- Regular Board Meeting – June 6, 2024 (2nd Reading of Ordinance and Public Hearing)
 - Adoption Approved, Effective July 6, 2024

Water –

- Budget Workshops – May 2, May 16, June 6, 2024
- Regular Board Meeting – May 2, 2024 (Consideration to Prepare Draft Ordinance Adjusting Rate)
- Regular Board Meeting – May 16, 2024 (1st Reading of Ordinance)
- Regular Board Meeting – June 6, 2024 (2nd Reading of Ordinance and Public Hearing)
 - Adoption Approved, Effective July 6, 2024

Since the District's 3rd and final budget workshop on June 6, 2024, staff reviewed the draft budget a final time to determine if all budgetary figures appeared appropriate for the Board's consideration and adoption this evening.

The budget presented for approval today includes only minor changes since budget workshop #3 which include the following:

- Updated estimate for Water CIP Budget line item #13 from \$800,000 reduced to \$300,000.
- Formatting
- Inclusion of Budget Amendment from June 6, 2024 Board Meeting. (DM 2024-43)
- Reduction of Solid Waste Revenues/Expenses and Change in Transfer Amount.

SALARY SCHEDULE:

The Board is currently involved in two employment contracts with District staff. The District’s bargaining unit employees are represented by the Laborer’s International Union of North America, Local 777 (“LIUNA”) and cost-of-living-adjustments (“COLA”) are based on language contained in Article XXIV in the current Memorandum of Understanding (“MOU”) (attached). The District’s General Manager has a separate employment contract and COLAs are based on language contained in Section 4(B). The COLA language in both contracts is consistent with each other. Additionally, all other District employees not included in the bargaining unit have received COLAs in a similar manner. The District is currently in the last year of a three-year MOU and for FY 2024\2025 will enter into a new three-year period agreement. The initial COLA adjustment entering into the newly established MOU has a stated rate of 3.00% with the subsequent year adjustments. Further, there were special salary considerations negotiated between the District and LIUNA. These special salary considerations were incorporated into the Salary Schedule before the application of the 3.0% COLA.

Attached to the FY 2024\2025 Operating and Capital Fund Budgets is the FY 2024\2025 Salary Schedule for all District staff and classifications. A draft of the FY 2024\2025 Salary Schedule was provided to the Finance and Budget Committee, a committee “of the whole” originally on May 29, 2024 when staff presented on the draft MOU. As of the writing of this DM, the board has not provided any comments on the Salary Schedule as first distributed on May 29, 2024.

On the advice of General Counsel, the FY 2024\2025 Salary Schedule will be considered as a separate action item, as noted below.

ACTION:

**First Motion: Fiscal Year 2024|2025 Operating and Capital Fund Budgets
Director Trowbridge moved, and Director Trueba seconded to authorize the General Manager to:**

Approve and adopt the Rubidoux Community Services District Fiscal Year 2024|2025 Operating and Capital Fund Budgets.

Roll call:

Ayes – 3 (Skerbelis, Trueba, Trowbridge)

Noes – 1 (Murphy)

Abstain – 0

Absent – 1 (Muniz)

The motion was carried 3-1-0-1.

Second Motion: Fiscal Year 2024|2025 Salary Schedule

Director Trowbridge moved, and Director Trueba seconded to authorize the General Manager to:

Approve and adopt the Rubidoux Community Services District Fiscal Year 2024|2025 Salary Schedule.

Roll call:

Ayes – 3 (Skerbelis, Trueba, Trowbridge)

Noes – 1 (Murphy)

Abstain – 0

Absent – 1 (Muniz)

The motion was carried 3-1-0-1.

- E. CLOSED SESSION Start Time 5:20 PM– Pursuant to Government Code 54957.6:
Agency Designated Representative: Brian Laddusaw – General Manager, Regarding Labor Negotiations with Employee Organization: Laborers International Union of North America, Local 777
End Closed Session 5:35 PM**

ACTION:

Director Trowbridge moved, and Director Trueba seconded to authorize the General Manager to:

Approve the ‘Memorandum of Understand Between Rubidoux Community Services District and Laborers’ International Union of North America, Local 777’ with a term of July 1, 2024, through June 30, 2027.

Roll call:

Ayes – 3 (Skerbelis, Trueba, Trowbridge)

Noes – 1 (Murphy)

Abstain – 0

Absent – 1 (Muniz)

The motion was carried 3-1-0-1.

ITEM 9. DIRECTOR’S COMMENTS AND REQUESTS

Director Murphy commented on what ‘neet’ means not in employment, education, or training. He also commented that the Budget meeting should begin earlier next year. No other Directors had comments.

ITEM 10. NEXT MEETING

Thursday, July 18, 2024, at 4:00 P.M.

ITEM 11. ADJOURNMENT

President Skerbelis adjourned the meeting at 5:37 P.M.

5. CONSENT CALENDAR (continued)

B. Consideration to:

- A) Ratify the July 5, 2024, Salaries, Expenses and Transfers**
- B) Approve the July 19, 2024, Salaries, Expenses and Transfers**

RUBIDOUX COMMUNITY SERVICES DISTRICT
 JULY 4, 2024 (BOARD MEETING) - CANCELLED
FUND TRANSFER AUTHORIZATION

CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:

7/5/2024 WATER FUND TO GENERAL FUND-Payables	151,201.85
WATER FUND TO GENERAL FUND-Trash	242,135.54
WATER FUND TO SEWER FUND	164,606.56
SEWER FUND TO GENERAL FUND-Payables	169,210.55

INTERFUND TRANSFERS:

7/5/2024 LAIF SEWER OP TO SEWER FUND CHECKING	5,000.00
LAIF WASTEWATER REPLACEMENT TO LAIF SEWER OP	10,027.40
WATER FUND CHECKING TO LAIF WATER OP	300,000.00
LAIF WATER ML TO LAIF WATER OPS	6,572.50
LAIF WATER REPLACE TO LAIF WATER OP	369.50

NOTES PAYABLE

<u>DESCRIPTION</u>	<u>BALANCE</u>	<u>PAYMENT</u>	<u>DUE DATE</u>
U.S. Bank Trust (1998 COP's Refunding)	690,000 Prin.	690,000	Dec-24
U.S. Bank Trust (1998 COP's Refunding)	17,595 Intr.	17,595	Dec-24
MN Plant-State Revolving Loan	3,193,541 Prin.	141,050	Jul-24
MN Plant-State Revolving Loan	448,418 Intr.	41,048	Jul-24
2022 Obligations	3,261,158 Prin.	320,355	Jul-24
2022 Obligations	467,492 Intr.	49,733	Jul-24

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

7/2/2024 9:40:49 AM

Page 1

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account	Immediate GL Account		Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
1	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40560-0267
LAB FEES		06/12/2024	N	N			07/12/2024 06/12/2024	\$0.00
06/30/2024					N			\$787.01
2	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40569-0267
WTR ANALYSES		06/12/2024	N	N			07/12/2024 06/12/2024	\$0.00
06/30/2024					N			\$550.00
3	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40574-0267
WTR ANALYSES		06/12/2024	N	N			07/12/2024 06/12/2024	\$0.00
06/30/2024					N			\$550.00
4	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40575-0267
LAB FEES		06/12/2024	N	N			07/12/2024 06/12/2024	\$0.00
06/30/2024					N			\$787.01
5	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40595-0267
WTR ANALYSES		06/13/2024	N	N			07/13/2024 06/13/2024	\$0.00
06/30/2024					N			\$20.00
6	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40598-0267
WTR ANALYSES		06/13/2024	N	N			07/13/2024 06/13/2024	\$0.00
06/30/2024					N			\$2.00
7	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40611-0267
WTR ANALYSES		06/13/2024	N	N			07/13/2024 06/13/2024	\$0.00
06/30/2024					N			\$40.00
8	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40720-0267
WTR ANALYSES		06/14/2024	N	N			07/14/2024 06/14/2024	\$0.00
06/30/2024					N			\$200.00
9	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40762-0267
WTR ANALYSES		06/14/2024	N	N			07/14/2024 06/14/2024	\$0.00
06/30/2024					N			\$126.00
10	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40764-0267
WTR ANALYSES		06/14/2024	N	N			07/14/2024 06/14/2024	\$0.00
06/30/2024					N			\$42.00
11	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40765-0267
WTR ANALYSES		06/14/2024	N	N			07/14/2024 06/14/2024	\$0.00
06/30/2024					N			\$252.00
12	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40766-0267
WTR ANALYSES		06/14/2024	N	N			07/14/2024 06/14/2024	\$0.00
06/30/2024					N			\$336.00
13	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40767-0267
WTR ANALYSES		06/14/2024	N	N			07/14/2024 06/14/2024	\$0.00
06/30/2024					N			\$90.00
14	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40807-0267
WTR ANALYSES		06/17/2024	N	N			07/17/2024 06/17/2024	\$0.00
06/30/2024					N			\$80.00
15	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40831-0267
WTR ANALYSES		06/17/2024	N	N			07/17/2024 06/17/2024	\$0.00
06/30/2024					N			\$14.00
16	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40836-0267
WTR ANALYSES		06/17/2024	N	N			07/17/2024 06/17/2024	\$0.00
06/30/2024					N			\$168.00

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

7/2/2024 9:40:49 AM

Page 2

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Inv Date			Check #			Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #	Payment Date	Total Invoice
17	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40958-0267
WTR ANALYSES		06/18/2024	N	N			07/18/2024 06/18/2024	\$0.00
06/30/2024					N			\$550.00
18	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40959-0267
WTR ANALYSES		06/18/2024	N	N			07/18/2024 06/18/2024	\$0.00
06/30/2024					N			\$550.00
19	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40960-0267
WTR ANALYSES		06/18/2024	N	N			07/18/2024 06/18/2024	\$0.00
06/30/2024					N			\$550.00
20	BLAIS / BLAIS & ASSOCIATES, LLC							BA-7549-2024
CNSLT		06/14/2024	N	N			07/14/2024 06/14/2024	\$0.00
06/30/2024					N			\$438.75
21	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS							7456-546023
SUPPLIES		06/18/2024	N	N			07/18/2024 06/18/2024	\$0.00
06/30/2024					N			\$31.69
22	C WELLS / C. WELLS PIPELINE MATLS, INC							SINV24-2571
PARTS		06/12/2024	N	N			07/12/2024 06/12/2024	\$0.00
06/30/2024					N			\$5,695.67
23	ELROD / ELROD FENCE CO. INC							20028
6131 LIMONITE RPRS		06/18/2024	N	N			07/18/2024 06/18/2024	\$0.00
06/30/2024					N			\$505.00
24	FERGUSON / FERGUSON ENTERPRISE INC #1350							0856557
PVC		06/12/2024	N	N			07/12/2024 06/12/2024	\$0.00
06/30/2024					N			\$930.47
25	GRAINGER / GRAINGER							9155206205
SUPPLIES		06/18/2024	N	N			07/18/2024 06/18/2024	\$0.00
06/30/2024					N			\$107.77
26	GRAINGER / GRAINGER							9095206737
SUPPLIES		04/23/2024	N	N			05/23/2024 04/23/2024	\$0.00
06/30/2024					N			(\$216.67)
27	GRAINGER / GRAINGER							9037512895CR
PARTS		02/29/2024	N	N			03/30/2024 02/29/2024	\$0.00
06/30/2024					N			(\$60.22)
28	GRAINGER / GRAINGER							9858352355
FACESHIELDS		10/03/2023	N	N			11/02/2023 10/03/2023	\$0.00
06/30/2024					N			\$37.55
29	KH METALS / KH METALS & SUPPLY							0672219-IN
PIPE		06/13/2024	N	N			07/13/2024 06/13/2024	\$0.00
06/30/2024					N			\$113.26
30	LAWNMOWER CENTER / LAWMOWER CENTER							22357
R&M EQUIP		06/13/2024	N	N			07/13/2024 06/13/2024	\$0.00
06/30/2024					N			\$191.51
31	MERIT OIL / MERIT OIL COMPANY							847872
GASOLINE		06/12/2024	N	N			07/12/2024 06/12/2024	\$0.00
06/30/2024					N			\$890.28
32	MINUTEMAN PRESS / MINUTEMAN PRESS							33060
MANRIQUE BUSINESS CA		06/13/2024	N	N			07/13/2024 06/13/2024	\$0.00
06/30/2024					N			\$49.66

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

7/2/2024 9:40:49 AM

Page 3

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Inv Date	Immediate GL Account		Check #		Payment Date	Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #		Total Invoice
33	PIPE TEC, INC. / PIPE TEC, INC							12811
HYDROWASH		06/06/2024	N	N			07/06/2024 06/06/2024	\$0.00
06/30/2024					N			\$5,915.00
34	RELIABLE / RELIABLE WORKPLACE SOLUTIONS							RWS24060005
COPIER USG		06/15/2024	N	N			07/15/2024 06/15/2024	\$0.00
06/30/2024					N			\$66.01
35	RELIABLE / RELIABLE WORKPLACE SOLUTIONS							RWS24060029
COPIER USG		06/15/2024	N	N			07/15/2024 06/15/2024	\$0.00
06/30/2024					N			\$353.90
36	SITEONE / SITEONE LANDSCAPE SUPPLY, LLC							142449803-001
PARTS		06/05/2024	N	N			07/05/2024 06/05/2024	\$0.00
06/30/2024					N			\$243.86
37	SHRED-IT / SHRED-IT USA							8007313600
SHREDDING		05/31/2024	N	N			06/30/2024 05/31/2024	\$0.00
06/30/2024					N			\$80.02
38	SCE / SCE							24U700767086653
5473 UTILITY		06/17/2024	N	N			07/08/2024 06/17/2024	\$0.00
06/30/2024					N			\$231.78
39	SCE / SCE							24U700158802582
WTR PMP ENRGY		06/17/2024	N	N			07/08/2024 06/17/2024	\$0.00
06/30/2024					N			\$18,491.61
40	SCE / SCE							24U700044576190
SWR PMP ENRGY		06/17/2024	N	N			07/08/2024 06/17/2024	\$0.00
06/30/2024					N			\$1,290.59
41	SCE / SCE							24U700609292713
WTR PMP ENRGY		06/17/2024	N	N			07/08/2024 06/17/2024	\$0.00
06/30/2024					N			\$322.77
42	SCE / SCE							24U700136714571
WTR PMP ENRGY		06/18/2024	N	N			07/08/2024 06/18/2024	\$0.00
06/30/2024					N			\$3,510.59
43	SCE / SCE							24U700179651118
SWR PMP ENRGY		06/18/2024	N	N			07/08/2024 06/18/2024	\$0.00
06/30/2024					N			\$495.50
44	SOCAL TRUCK / SOCAL TRUCKWORKS							14050
R&M TRUCK		06/10/2024	N	N			07/10/2024 06/10/2024	\$0.00
06/30/2024					N			\$91.18
45	TRAFFIC MANAGEMENT / TRAFFIC MANAGEMENT, I							06-108149
TRAFFIC CONES		06/18/2024	N	N			07/18/2024 06/18/2024	\$0.00
06/30/2024					N			\$262.85
46	UPS / UNITED PARCEL SERVICE							0000F908W2194
POSTAGE		05/11/2024	N	N			06/10/2024 05/11/2024	\$0.00
06/30/2024					N			\$1.45
47	UPS / UNITED PARCEL SERVICE							0000F908W2204
POSTAGE		05/18/2024	N	N			06/17/2024 05/18/2024	\$0.00
06/30/2024					N			\$13.37
48	UPS / UNITED PARCEL SERVICE							0000F908W2224
POSTAGE		06/01/2024	N	N			07/01/2024 06/01/2024	\$0.00
06/30/2024					N			\$16.09

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

7/2/2024 9:40:49 AM

Page 4

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account			Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
49	UPS / UNITED PARCEL SERVICE							0000F908W2234
POSTAGE		06/08/2024	N	N			07/08/2024 06/08/2024	\$0.00
06/30/2024					N			\$1.07
50	YO FIRE / YO FIRE							2030298
PARTS		06/17/2024	N	N			07/17/2024 06/17/2024	\$0.00
06/30/2024					N			\$1,095.55
51	YO FIRE / YO FIRE							2030532
BALL VALVE		06/19/2024	N	N			07/19/2024 06/19/2024	\$0.00
06/30/2024					N			\$594.78
52	CHASE CARD SERVICES / CHASE CARD SERVICES							24U7704975.A
GENERAL OFFICE EXP.		06/17/2024	N	N			06/17/2024 06/17/2024	\$0.00
06/30/2024					N			\$702.84
53	CHASE CARD SERVICES / CHASE CARD SERVICES							24U7704975.B
UTILITIES		06/17/2024	N	N			07/11/2024 06/17/2024	\$0.00
06/30/2024					N			\$480.08
54	CHASE CARD SERVICES / CHASE CARD SERVICES							24U7704975.C
OFFICE SUPPLIES		07/16/2024	N	N			07/11/2024 07/16/2024	\$0.00
06/30/2024					N			\$916.88
55	CHASE CARD SERVICES / CHASE CARD SERVICES							24U7704975.D
DUES & SUBSCRIPTIONS		06/17/2024	N	N			07/11/2024 06/17/2024	\$0.00
06/30/2024					N			\$100.00
56	CHASE CARD SERVICES / CHASE CARD SERVICES							24U7704975.E
EMPL. EDU & TRAINING		06/17/2024	N	N			07/11/2024 06/17/2024	\$0.00
06/30/2024					N			\$396.88
57	CHASE CARD SERVICES / CHASE CARD SERVICES							24U7704975.F
R&M EQUIP		06/17/2024	N	N			07/11/2024 06/17/2024	\$0.00
06/30/2024					N			\$940.00
58	CHASE CARD SERVICES / CHASE CARD SERVICES							24U7704975.G
R&M WATER SYSTEM		06/17/2024	N	N			07/11/2024 06/17/2024	\$0.00
06/30/2024					N			\$900.52
59	CHASE CARD SERVICES / CHASE CARD SERVICES							24U7704975.H
CLOTHING/SHOES EXP.		06/17/2024	N	N			07/11/2024 06/17/2024	\$0.00
06/30/2024					N			\$238.34
60	CHASE CARD SERVICES / CHASE CARD SERVICES							24U7704975.I
GEN.SUPPLIES & EXPEN		06/17/2024	N	N			07/11/2024 06/17/2024	\$0.00
06/30/2024					N			\$171.91
61	CORE & MAIN / CORE & MAIN							U697539
PARTS		06/14/2024	N	N			07/14/2024 06/14/2024	\$0.00
06/30/2024					N			\$6,245.19
62	C WELLS / C. WELLS PIPELINE MATLS, INC							SINV24-2673
PARTS		06/21/2024	N	N			07/21/2024 06/21/2024	\$0.00
06/30/2024					N			\$681.87
63	C WELLS / C. WELLS PIPELINE MATLS, INC							SINV24-2686
PARTS		06/21/2024	N	N			07/21/2024 06/21/2024	\$0.00
06/30/2024					N			\$6,443.67
64	DEGRAVE / DEGRAVE COMMUNICATIONS							949
COMM PLAN		06/21/2024	N	N			07/21/2024 06/21/2024	\$0.00
06/30/2024					N			\$3,000.00

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

7/2/2024 9:40:49 AM

Page 5

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Inv Date			Check #			Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #	Payment Date	Total Invoice
65	DURNEY DON / DURNEY, DON							20240624
GRDNG WD ABATE		06/24/2024	N	N			07/24/2024 06/24/2024	\$0.00
06/30/2024					N			\$2,042.50
66	FERGUSON / FERGUSON ENTERPRISE INC #1350							0857092
PARTS		06/19/2024	N	N			07/19/2024 06/19/2024	\$0.00
06/30/2024					N			\$61.15
67	FERGUSON / FERGUSON ENTERPRISE INC #1350							0857093
PARTS		06/19/2024	N	N			07/19/2024 06/19/2024	\$0.00
06/30/2024					N			\$102.34
68	GRAINGER / GRAINGER							9158461989
SFTY GLASSES		06/20/2024	N	N			07/20/2024 06/20/2024	\$0.00
06/30/2024					N			\$85.87
69	GRAINGER / GRAINGER							9158461997
EAR PLUGS		06/20/2024	N	N			07/20/2024 06/20/2024	\$0.00
06/30/2024					N			\$22.33
70	GRAINGER / GRAINGER							9159608489
PARTS		06/21/2024	N	N			07/21/2024 06/21/2024	\$0.00
06/30/2024					N			\$189.64
71	GRAINGER / GRAINGER							9159608497
SEALANT		06/21/2024	N	N			07/21/2024 06/21/2024	\$0.00
06/30/2024					N			\$44.56
72	GRAINGER / GRAINGER							9159608505
WTR MIX		06/21/2024	N	N			07/21/2024 06/21/2024	\$0.00
06/30/2024					N			\$32.49
73	GRAINGER / GRAINGER							9159608513
BIN		06/21/2024	N	N			07/21/2024 06/21/2024	\$0.00
06/30/2024					N			\$14.83
74	JADTEC SECURITY / JADTEC SECURITY SVCS, INC.							2464712
MONT.AUG.24"-OCT.24"		07/01/2024	N	N			07/11/2024 07/01/2024	\$0.00
06/30/2024					N			\$53.85
75	LAWNMOWER CENTER / LAWMOWER CENTER							22902
R&M EQUIP		06/25/2024	N	N			07/25/2024 06/25/2024	\$0.00
06/30/2024					N			\$155.64
76	LILLESTRAND / LILLESTRAND LEADERSHIP CONSUL							8018
CNSLT.BECK/VALDEZ		06/15/2024	N	N			07/15/2024 06/15/2024	\$0.00
06/30/2024					N			\$1,000.00
77	MERIT OIL / MERIT OIL COMPANY							849136
GASOLINE		06/19/2024	N	N			07/04/2024 06/19/2024	\$0.00
06/30/2024					N			\$1,692.72
78	MINUTEMAN PRESS / MINUTEMAN PRESS							33167
CCR PRNT/MAIL		06/25/2024	N	N			07/25/2024 06/25/2024	\$0.00
06/30/2024					N			\$7,398.17
79	MINUTEMAN PRESS / MINUTEMAN PRESS							33168
SB 1383 FLYER		06/25/2024	N	N			07/25/2024 06/25/2024	\$0.00
06/30/2024					N			\$739.84
80	RIVERSIDE CITY / RIVERSIDE CITY							00277012.A
MAY.24" TRTMNT		06/18/2024	N	N			07/18/2024 06/18/2024	\$0.00
06/30/2024					N			\$130,220.20

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

7/2/2024 9:40:49 AM

Page 6

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Inv Date			Check #			Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #	Payment Date	Total Invoice
81	RIVERSIDE CITY / RIVERSIDE CITY							00277012.B
MAY.24"	SURCHARGE	06/18/2024	N	N			07/18/2024 06/18/2024	\$0.00
06/30/2024					N			\$19,279.39
82	SCE / SCE							24U700456862263.A
FIELD OFC	UTILITY	06/20/2024	N	N			07/10/2024 06/20/2024	\$0.00
06/30/2024					N			\$273.26
83	SCE / SCE							24U700456862263.B
WTR PMP	ENERGY	06/20/2024	N	N			07/10/2024 06/20/2024	\$0.00
06/30/2024					N			\$20,981.02
84	SCE / SCE							24U700456862263.C
NO.03 PLT	PMP ENERGY	06/20/2024	N	N			07/10/2024 06/20/2024	\$0.00
06/30/2024					N			\$43,135.62
85	STEPSAVER / STEP-SAVER CA.LLC							CT459854
SALT		06/18/2024	N	N			07/18/2024 06/18/2024	\$0.00
06/30/2024					N			\$5,156.50
86	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA							IN-15713
APRIL.24"	BRINE	06/24/2024	N	N			07/24/2024 06/24/2024	\$0.00
06/30/2024					N			\$185.50
87	BPS B'S POOL SUPPLIES / B.P.S. B's POOL SUPPLIES							126518
SODIUM	HYPO	06/20/2024	N	N			07/20/2024 06/20/2024	\$0.00
06/30/2024					N			\$1,379.67
88	COUGAR / COUGAR MTN SOFTWARE							7314
SFTWR	SUPPT RNWL	06/01/2024	N	N			07/31/2024 06/01/2024	\$0.00
06/30/2024					N			\$1,467.43
89	MASTER'S / MASTER'S SERVICES (GLACIER)							0000001047984
BTL	WTR	06/18/2024	N	N			07/18/2024 06/18/2024	\$0.00
06/30/2024					N			\$81.50
90	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0613-062624.A
COMM	TRSH	06/27/2024	N	N			07/27/2024 06/27/2024	\$0.00
06/30/2024					N			\$67,718.98
91	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0613-062624.B
RES	TRSH	06/27/2024	N	N			07/27/2024 06/27/2024	\$0.00
06/30/2024					N			\$174,416.56
92	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0613-062624.C
RCSD	SHR COMM	06/27/2024	N	N			07/27/2024 06/27/2024	\$0.00
06/30/2024					N			(\$9,480.66)
93	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0613-062624.D
RCSD	SHR RES	06/27/2024	N	N			07/27/2024 06/27/2024	\$0.00
06/30/2024					N			(\$5,837.20)
94	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0613-062624.E
BILLING	FEE	06/27/2024	N	N			07/27/2024 06/27/2024	\$0.00
06/30/2024					N			(\$3,000.00)
95	TRUJILLO MELISSA / TRUJILLO MELISSA							20240626
MILEAGE/	MTNG LUNCH	06/26/2024	N	N			07/26/2024 06/26/2024	\$0.00
06/30/2024					N			\$26.64
96	KRIEGER & STEWART / KRIEGER & STEWART, INC.							49250
WTR	CNSLT	01/26/2024	N	N			02/25/2024 01/26/2024	\$0.00
06/30/2024					N			\$8,692.25

AP Enter Bills Edit Report

Rubidoux Community Services District (RCSACT)

Batch: AAAAYC

7/2/2024 9:40:49 AM

Page 7

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number					Check #			Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #	Payment Date	Total Invoice
97	KRIEGER & STEWART / KRIEGER & STEWART, INC.							49358
WTR CNSLT		02/27/2024	N	N			03/28/2024 02/27/2024	\$0.00
06/30/2024					N			\$6,034.75
98	KRIEGER & STEWART / KRIEGER & STEWART, INC.							49593
WTR CNSLT		04/30/2024	N	N			05/30/2024 04/30/2024	\$0.00
06/30/2024					N			\$8,005.35
99	TKE ENGINEERING / TKE ENGINEERING, INC.							2024-301
PLN CHK SHDW PK HP		06/17/2024	N	N			07/17/2024 06/17/2024	\$0.00
06/30/2024					N			\$300.00
100	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0003938
RIO VISTA		05/25/2024	N	N			06/24/2024 05/25/2024	\$0.00
06/30/2024					N			\$408.00
101	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0003939
AVALON SEWER IMPR		05/25/2024	N	N			06/24/2024 05/25/2024	\$0.00
06/30/2024					N			\$453.00
102	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0003940
LORING RANCH HYDR		05/25/2024	N	N			06/24/2024 05/25/2024	\$0.00
06/30/2024					N			\$369.50
103	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0003941
WTR SUPPLY&DEMAND		05/25/2024	N	N			06/24/2024 05/25/2024	\$0.00
06/30/2024					N			\$3,558.50
104	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0003972
BELL LIFT STN T.O 31		05/25/2024	N	N			06/24/2024 05/25/2024	\$0.00
06/30/2024					N			\$10,027.40
105	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0004014
WELL 25		05/25/2024	N	N			06/24/2024 05/25/2024	\$0.00
06/30/2024					N			\$6,572.50
106	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0004178
FEE NEXUS		05/25/2024	N	N			06/24/2024 05/25/2024	\$0.00
06/30/2024					N			\$2,271.36
107	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0004249
AMI GRNT CNSLT T.O 3		05/25/2024	N	N			06/24/2024 05/25/2024	\$0.00
06/30/2024					N			\$1,050.00

Grand Totals

Total Direct Expense: \$594,682.59
Total Direct Expense Adj: (\$18,594.75)
Total Non-Electronic Transactions: \$576,087.84

Report Summary

Report Selection Criteria

Report Type: Condensed

Start _____ End _____

Transaction Number: Start _____ End _____

BMC

7/2/24

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7/2/24

RUBIDOUX COMMUNITY SERVICES DISTRICT
 JULY 18, 2024 (BOARD MEETING)
FUND TRANSFER AUTHORIZATION

NET PAYROLL 7/19/24	93,500.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 7/22/24	35,000.00
WIRE TRANSFER: STATE PAYROLL TAXES 7/22/24	8,000.00
WIRE TRANSFER: TO CREDIT UNION	6,500.00
WIRE TRANSFER: PERS RETIREMENT	27,000.00
WIRE TRANSFER: SECTION 125	299.99
WIRE TRANSFER: SECTION 457 AND 401(A)	2,300.00

CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:

7/19/2024 WATER FUND TO GENERAL FUND-Payables	263,878.81
WATER FUND TO GENERAL FUND-Trash	184,185.29
WATER FUND TO SEWER FUND	108,280.68
SEWER FUND TO GENERAL FUND-Payables	16,788.61
CALPERS LUMP SUM PYMT WATER FUND TO GENERAL FUND	296,839.63
CALPERS LUMP SUM PYMT SEWER FUND TO GENERAL FUND	9,893.06
CALPERS SECTION 115 EXCESS UAL CONTRIBUTIONS - WATER	175,000.00
CALPERS SECTION 115 EXCESS UAL CONTRIBUTIONS - SEWER	7,000.00

INTERFUND TRANSFERS:

7/19/2024 SEWER FUND CHECKING TO LAIF SEWER OP	75,000.00
GENERAL FUND CHECKING TO US BANK (TVI)	5,000,000.00
LAIF PROPERTY TAX TO GENERAL FUND CHECKING	5,625,000.00
LAIF WATER OP TO WATER FUND CHECKING	605,000.00

NOTES PAYABLE

<u>DESCRIPTION</u>	<u>BALANCE</u>	<u>PAYMENT</u>	<u>DUE DATE</u>
U.S. Bank Trust (1998 COP's Refunding)	690,000 Prin.	690,000	Dec-24
U.S. Bank Trust (1998 COP's Refunding)	17,595 Intr.	17,595	Dec-24
MN Plant-State Revolving Loan	3052491.2331 Prin.	141,050	Jan-25
MN Plant-State Revolving Loan	407,370 Intr.	41,048	Jan-25
2022 Obligations	2,940,803 Prin.	330,126	Jul-25
2022 Obligations	417,759 Intr.	44,847	Jan-25

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

7/16/2024 1:08:50 PM

Page 1

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Inv Date			Check #			Discount
GL Date	Immediate GL Account				Credit Card		Payment Date	Total Invoice
					CC Reference #			
1	ACORN / ACORN TECHNOLOGY SERVICE							11484
JULY 24" IT SUPT		07/01/2024	N	N		07/21/2024	07/01/2024	\$0.00
07/18/2024					N			\$5,248.50
2	AUTOMATED GATE SERVICES, INC. / AGS							0034005
3590 GATE RPR		06/29/2024	N	N		07/29/2024	06/29/2024	\$0.00
06/30/2024					N			\$352.00
3	AIRGAS / AIRGAS USA, LLC							5509302485
TNK RNTL		06/30/2024	N	N		07/30/2024	06/30/2024	\$0.00
06/30/2024					N			\$111.84
4	AMERICAN RENTALS / AMERICAN RENTALS							558996
CONCRETE CUT		06/26/2024	N	N		07/26/2024	06/26/2024	\$0.00
06/30/2024					N			\$1,508.16
5	AMERICAN RENTALS / AMERICAN RENTALS							560626
SVCS		07/02/2024	N	N		08/01/2024	07/02/2024	\$0.00
07/18/2024					N			\$276.32
6	AMERICAN RENTALS / AMERICAN RENTALS							560258
JUMPING JACK RNTL		07/02/2024	N	N		08/01/2024	07/02/2024	\$0.00
07/18/2024					N			\$434.00
7	AQUA METRIC SALES / AQUA METRIC SALES CO							INV0102538
RADIOS		06/27/2024	N	N		07/27/2024	06/27/2024	\$0.00
06/30/2024					N			\$9,542.34
8	AQUA METRIC SALES / AQUA METRIC SALES CO							INV0102539
3/4" MTR 1" REG		06/27/2024	N	N		07/27/2024	06/27/2024	\$0.00
06/30/2024					N			\$9,233.19
9	AT&T / AT&T							000021963566
PHN CHRGS		07/07/2024	N	N		08/06/2024	07/07/2024	\$0.00
06/30/2024					N			\$520.86
10	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40996-0267
WTR ANALYSES		06/20/2024	N	N		07/20/2024	06/20/2024	\$0.00
06/30/2024					N			\$200.00
11	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF40997-0267
WTR ANALYSES		06/20/2024	N	N		07/20/2024	06/20/2024	\$0.00
06/30/2024					N			\$40.00
12	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41083-0267
WTR ANALYSES		06/21/2024	N	N		07/21/2024	06/21/2024	\$0.00
06/30/2024					N			\$391.42
13	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41084-0267
WTR ANALYSES		06/21/2024	N	N		07/21/2024	06/21/2024	\$0.00
06/30/2024					N			\$84.00
14	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41085-0267
WTR ANALYSES		06/21/2024	N	N		07/21/2024	06/21/2024	\$0.00
06/30/2024					N			\$84.00
15	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41141-0267
WTR ANALYSES		06/24/2024	N	N		07/24/2024	06/24/2024	\$0.00
06/30/2024					N			\$40.00
16	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41412-0267
WTR ANALYSES		06/26/2024	N	N		07/26/2024	06/26/2024	\$0.00
06/30/2024					N			\$21.00

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

7/16/2024 1:08:50 PM

Page 2

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #	
PO Number		Immediate GL Account			Check #		Payment Date	Discount	
GL Date					Credit Card	CC Reference #		Total Invoice	
17	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41413-0267	
WTR ANALYSES		06/26/2024	N	N			07/26/2024	06/26/2024	\$0.00
06/30/2024				N					\$2,200.00
18	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41414-0267	
WTR ANALYSES		06/26/2024	N	N			07/26/2024	06/26/2024	\$0.00
06/30/2024				N					\$1,650.00
19	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41417-0267	
WTR ANALYSES		06/26/2024	N	N			07/26/2024	06/26/2024	\$0.00
06/30/2024				N					\$63.00
20	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41420-0267	
WTR ANALYSES		06/26/2024	N	N			07/26/2024	06/26/2024	\$0.00
06/30/2024				N					\$468.21
21	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41422-0267	
WTR ANALYSES		06/26/2024	N	N			07/26/2024	06/26/2024	\$0.00
06/30/2024				N					\$90.00
22	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41461-0267	
WTR ANALYSES		06/27/2024	N	N			07/27/2024	06/27/2024	\$0.00
06/30/2024				N					\$782.84
23	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41463-0267	
WTR ANALYSES		06/27/2024	N	N			07/27/2024	06/27/2024	\$0.00
06/30/2024				N					\$624.28
24	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41473-0267	
WTR ANALYSES		06/27/2024	N	N			07/27/2024	06/27/2024	\$0.00
06/30/2024				N					\$124.00
25	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41477-0267	
WTR ANALYSES		06/27/2024	N	N			07/27/2024	06/27/2024	\$0.00
06/30/2024				N					\$1,100.00
26	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41514-0267	
WTR ANALYSES		06/27/2024	N	N			07/27/2024	06/27/2024	\$0.00
06/30/2024				N					\$40.00
27	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41516-0267	
WTR ANALYSES		06/27/2024	N	N			07/27/2024	06/27/2024	\$0.00
06/30/2024				N					\$200.00
28	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41739-0267	
WTR ANALYSES		06/30/2024	N	N			07/30/2024	06/30/2024	\$0.00
06/30/2024				N					\$144.00
29	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41741-0267	
WTR ANALYSES		06/30/2024	N	N			07/30/2024	06/30/2024	\$0.00
06/30/2024				N					\$2,200.00
30	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41755-0267	
WTR ANALYSES		06/30/2024	N	N			07/30/2024	06/30/2024	\$0.00
06/30/2024				N					\$600.97
31	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41760-0267	
WTR ANALYSES		06/30/2024	N	N			07/30/2024	06/30/2024	\$0.00
06/30/2024				N					\$48.00
32	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CF41761-0267	
WTR ANALYSES		06/30/2024	N	N			07/30/2024	06/30/2024	\$0.00
06/30/2024				N					\$62.00

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

7/16/2024 1:08:50 PM

Page 3

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account	GL Account		Check #			Discount
GL Date					Credit Card	CC Reference #	Payment Date	Total Invoice
33	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/01/2024	N	N			07/31/2024 07/01/2024	CG40032-0267
	LAB FEES							\$0.00
07/18/2024					N			\$787.01
34	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/02/2024	N	N			08/01/2024 07/02/2024	CG40118-0267
	WTR ANALYSES							\$0.00
07/18/2024					N			\$90.00
35	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/02/2024	N	N			08/01/2024 07/02/2024	CG40126-0267
	WTR ANALYSES							\$0.00
07/18/2024					N			\$42.00
36	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/02/2024	N	N			08/01/2024 07/02/2024	CG40122-0267
	WTR ANALYSES							\$0.00
07/18/2024					N			\$62.00
37	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/02/2024	N	N			08/01/2024 07/02/2024	CG40124-0267
	WTR ANALYSES							\$0.00
07/18/2024					N			\$48.00
38	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/03/2024	N	N			08/02/2024 07/03/2024	CG40221-0267
	WTR ANALYSES							\$0.00
07/18/2024					N			\$550.00
39	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/03/2024	N	N			08/02/2024 07/03/2024	CG40224-0267
	WTR ANALYSES							\$0.00
07/18/2024					N			\$550.00
40	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/03/2024	N	N			08/02/2024 07/03/2024	CG40251-0267
	LAB FEES							\$0.00
07/18/2024					N			\$121.24
41	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/05/2024	N	N			08/04/2024 07/05/2024	CG40306-0267
	WTR ANALYSES							\$0.00
07/18/2024					N			\$200.00
42	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/05/2024	N	N			08/04/2024 07/05/2024	CG40307-0267
	WTR ANALYSES							\$0.00
07/18/2024					N			\$40.00
43	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/05/2024	N	N			08/04/2024 07/05/2024	CG40308-0267
	WTR ANALYSES							\$0.00
07/18/2024					N			\$80.00
44	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/05/2024	N	N			08/04/2024 07/05/2024	CG40309-0267
	WTR ANALYSES							\$0.00
07/18/2024					N			\$80.00
45	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/05/2024	N	N			08/04/2024 07/05/2024	CG40310-0267
	WTR ANALYSES							\$0.00
07/18/2024					N			\$100.00
46	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/08/2024	N	N			08/07/2024 07/08/2024	CG40362-0267
	WTR ANALYSES							\$0.00
07/18/2024					N			\$40.00
47	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/08/2024	N	N			08/07/2024 07/08/2024	CG40368-0267
	WTR ANALYSES							\$0.00
07/18/2024					N			\$80.00
48	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	07/08/2024	N	N			08/07/2024 07/08/2024	CG40375-0267
	WTR ANALYSES							\$0.00
07/18/2024					N			\$20.00

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

7/16/2024 1:08:50 PM

Page 4

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number					Check #			Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #	Payment Date	Total Invoice
49	BRINKS / BRINKS INC.							12658619
JULY 24" ARMRD		07/01/2024	N	N			07/31/2024 07/01/2024	\$0.00
07/18/2024					N			\$1,467.47
50	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS							7456-546086
PARTS		06/19/2024	N	N			07/18/2024 06/19/2024	\$0.00
06/30/2024					N			\$7.11
51	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS							7456-546490
PARTS		06/27/2024	N	N			07/26/2024 06/27/2024	\$0.00
06/30/2024					N			\$31.71
52	CALIFORNIA UNDERGROUND / CALIF UNDERGROUN							23-246302
DIG SAFE		07/01/2024	N	N			07/31/2024 07/01/2024	\$0.00
07/18/2024					N			\$35.38
53	BUSINESS / BUSINESS TELECOMMUNICATION SYSTI							21433
TELEPHONE		07/03/2024	N	N			08/02/2024 07/03/2024	\$0.00
07/18/2024					N			\$579.51
54	CORE & MAIN / CORE & MAIN							V098745
PARTS		06/20/2024	N	N			07/20/2024 06/20/2024	\$0.00
06/30/2024					N			\$561.38
55	IB CONSULT / IB CONSULTING, LLC							19649
C.O.S.S		07/08/2024	N	N			08/07/2024 07/08/2024	\$0.00
06/30/2024					N			\$1,740.00
56	FERGUSON / FERGUSON ENTERPRISE INC #1350							0265401
PARTS		06/26/2024	N	N			07/26/2024 06/26/2024	\$0.00
06/30/2024					N			\$1,201.92
57	FERGUSON / FERGUSON ENTERPRISE INC #1350							0265401-1
TRUCK FLUSH		07/01/2024	N	N			07/31/2024 07/01/2024	\$0.00
07/18/2024					N			\$1,924.88
58	FILTRONICS / FILTRONICS, INC							420325
MEDIA REP. 50%		06/27/2024	N	N			07/27/2024 06/27/2024	\$0.00
06/30/2024					N			\$83,042.02
59	GRAINGER / GRAINGER							9167965129
TOOLS		06/28/2024	N	N			07/28/2024 06/28/2024	\$0.00
06/30/2024					N			\$118.47
60	GRAINGER / GRAINGER							9170745773
TOOLS		07/02/2024	N	N			08/01/2024 07/02/2024	\$0.00
07/18/2024					N			\$137.19
61	GRAINGER / GRAINGER							9172219363
SEALANT TAPE		07/03/2024	N	N			08/02/2024 07/03/2024	\$0.00
07/18/2024					N			\$31.42
62	GEOTAB / GEOTAB USA, INC							IN389971
JUNE 24" TRK TCKER		06/30/2024	N	N			07/30/2024 06/30/2024	\$0.00
06/30/2024					N			\$434.75
63	HACH CO. / HACH COMPANY							14078407
CHEMICALS		06/21/2024	N	N			07/21/2024 06/21/2024	\$0.00
06/30/2024					N			\$1,905.02
64	HACH CO. / HACH COMPANY							14080877
REAGENT SET		06/24/2024	N	N			07/24/2024 06/24/2024	\$0.00
06/30/2024					N			\$534.44

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

7/16/2024 1:08:50 PM

Page 5

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
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GL Date					Credit Card	CC Reference #		Total Invoice
65	HARPER BURNS LLP / HARPER & BURNS LLP							20240630.A
JUNE.24"LGL SVC		07/01/2024	N	N			07/31/2024 07/01/2024	\$0.00
06/30/2024					N			\$2,775.00
66	HARPER BURNS LLP / HARPER & BURNS LLP							20240630.B
CITY RVSD APPEAL		07/01/2024	N	N			07/31/2024 07/01/2024	\$0.00
06/30/2024					N			\$100.00
67	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI							012N1683
PVC		06/26/2024	N	N			07/26/2024 06/26/2024	\$0.00
06/30/2024					N			\$110.92
68	INFOSEND / INFOSEND, INC							265502.A
JUNE.24" POSTAGE		06/28/2024	N	N			07/28/2024 06/28/2024	\$0.00
06/30/2024					N			\$2,721.09
69	INFOSEND / INFOSEND, INC							265502.B
JUNE.24" BILL PRINT		06/28/2024	N	N			07/28/2024 06/28/2024	\$0.00
06/30/2024					N			\$802.19
70	LILLESTRAND / LILLESTRAND LEADERSHIP CONSUL'							8029
CNSLT LADD/BECKWITH		06/30/2024	N	N			07/30/2024 06/30/2024	\$0.00
06/30/2024					N			\$1,000.00
71	LILLESTRAND / LILLESTRAND LEADERSHIP CONSUL'							8030
CNSLT AGUIRRE		06/30/2024	N	N			07/30/2024 06/30/2024	\$0.00
06/30/2024					N			\$1,025.00
72	MASTER'S / MASTER'S SERVICES (GLACIER)							0000001057947
BTL WTR		07/01/2024	N	N			07/31/2024 07/01/2024	\$0.00
07/18/2024					N			\$66.00
73	MERIT OIL / MERIT OIL COMPANY							850311
GASOLINE		06/26/2024	N	N			07/26/2024 06/26/2024	\$0.00
06/30/2024					N			\$989.32
74	MERIT OIL / MERIT OIL COMPANY							851683
GASOLINE		07/02/2024	N	N			08/01/2024 07/02/2024	\$0.00
07/18/2024					N			\$418.93
75	MERIT OIL / MERIT OIL COMPANY							851565
GASOLINE		07/03/2024	N	N			08/02/2024 07/03/2024	\$0.00
07/18/2024					N			\$1,950.13
76	PIPE TEC, INC. / PIPE TEC, INC							12530
HYDROWASH		06/25/2024	N	N			07/25/2024 06/25/2024	\$0.00
06/30/2024					N			\$3,050.00
77	PIPE TEC, INC. / PIPE TEC, INC							12531
HYDROWASH		06/26/2024	N	N			07/26/2024 06/26/2024	\$0.00
06/30/2024					N			\$3,050.00
78	PIPE TEC, INC. / PIPE TEC, INC							12532
HYDROWASH		06/27/2024	N	N			07/27/2024 06/27/2024	\$0.00
06/30/2024					N			\$3,050.00
79	QUINN CAT / QUINN CAT / MACHINERY							WOA00056387
R&M TRUCK		06/22/2024	N	N			07/22/2024 06/22/2024	\$0.00
06/30/2024					N			\$2,381.58
80	RING BENDER / RING BENDER LLP							12186
CITY RVSD APPEAL		06/28/2024	N	N			07/28/2024 06/28/2024	\$0.00
06/30/2024					N			\$3,424.90

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

7/16/2024 1:08:50 PM

Page 6

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Inv Date	Immediate GL Account		Check #			Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #	Payment Date	Total Invoice
81	RIVERSIDE COUNTY AUDITOR GAD / RIVERSIDE COU							AC0000002112
FY25"LAFCO FEE		07/01/2024	N	N			07/31/2024 07/01/2024	\$0.00
07/18/2024					N			\$5,609.76
82	SITEONE / SITEONE LANDSCAPE SUPPLY, LLC							142986471-001
PARTS		06/18/2024	N	N			07/18/2024 06/18/2024	\$0.00
06/30/2024					N			\$40.30
83	SCE / SCE							24L700244764992
STRT LIGHTS		07/01/2024	N	N			07/22/2024 07/01/2024	\$0.00
06/30/2024					N			\$148.11
84	SCE / SCE							24L6000000522796
STRT LIGHTS		07/03/2024	N	N			07/23/2024 07/03/2024	\$0.00
06/30/2024					N			\$15,090.88
85	SCE / SCE							24L700617778997
FIRE STN UTLTY		07/08/2024	N	N			07/29/2024 07/08/2024	\$0.00
06/30/2024					N			\$3,809.80
86	SCE / SCE							24L700040982544
MAIN OFC UTLTY		07/08/2024	N	N			07/29/2024 07/08/2024	\$0.00
06/30/2024					N			\$2,735.41
87	SCG / THE GAS COMPANY							24L05925730565
FIRE STN UTLTY		07/02/2024	N	N			07/23/2024 07/02/2024	\$0.00
06/30/2024					N			\$79.55
88	SCG / THE GAS COMPANY							24L17882256005
MAIN OFC UTILITY		07/02/2024	N	N			07/23/2024 07/02/2024	\$0.00
06/30/2024					N			\$32.50
89	SCG / THE GAS COMPANY							24L01302181001
FLD OFC UTLTY		07/02/2024	N	N			07/23/2024 07/02/2024	\$0.00
06/30/2024					N			\$14.30
90	SCG / THE GAS COMPANY							24L12013321489
5473 UTILITY		07/02/2024	N	N			07/23/2024 07/02/2024	\$0.00
06/30/2024					N			\$14.30
91	SOCAL TRUCK / SOCAL TRUCKWORKS							14095
R&M TRUCK		06/25/2024	N	N			07/25/2024 06/25/2024	\$0.00
06/30/2024					N			\$209.41
92	SOCAL TRUCK / SOCAL TRUCKWORKS							14100
R&M TRUCK		06/26/2024	N	N			07/26/2024 06/26/2024	\$0.00
07/18/2024					N			\$996.48
93	SOCAL TRUCK / SOCAL TRUCKWORKS							14108
R&M TRUCK		06/28/2024	N	N			07/28/2024 06/28/2024	\$0.00
06/30/2024					N			\$89.84
94	SCAQMD / SCAQMD							4377912
REG FEE STATE		06/18/2024	N	N			07/18/2024 06/18/2024	\$0.00
06/30/2024					N			\$541.04
95	SCAQMD / SCAQMD							4380802
REG FEE STATE		06/18/2024	N	N			07/18/2024 06/18/2024	\$0.00
06/30/2024					N			\$165.96
96	SPECTRUM / SPECTRUM BUSINESS							0025456070624
JUNE.24" INT SVC		07/06/2024	N	N			07/23/2024 07/06/2024	\$0.00
06/30/2024					N			\$364.96

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

7/16/2024 1:08:50 PM

Page 7

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #	
PO Number		Inv Date	Immediate GL Account		Check #			Discount	
GL Date		Immediate GL Account			Credit Card	CC Reference #	Payment Date	Total Invoice	
97	STREAMLINE_DIGITAL / STREAMLINE							B89E97D4-0044	
JULY 24"-AUG24"WEB		07/01/2024	N	N			07/31/2024	07/01/2024	\$0.00
07/18/2024					N				\$497.00
98	ULLOA / ULLOA, JIM							20240703	
CONT.EDU		07/03/2024	N	N			07/31/2024	07/03/2024	\$0.00
06/30/2024					N				\$310.88
99	UPS / UNITED PARCEL SERVICE							0000F908W2244	
POSTAGE		06/15/2024	N	N			07/15/2024	06/15/2024	\$0.00
06/30/2024					N				\$11.46
100	US BANK / US BANK							7377661	
98 BOND		06/25/2024	N	N			07/25/2024	06/25/2024	\$0.00
06/30/2024					N				\$3,575.00
101	VARNER / VARNER & BRANDT LLP							20240630	
JUNE.24" LGL CNSLT		06/30/2024	N	N			07/30/2024	06/30/2024	\$0.00
06/30/2024					N				\$899.52
102	VERIZON WIRELESS / VERIZON WIRELESS							9967948564	
CEL PHN CHRGS		07/01/2024	N	N			07/24/2024	07/01/2024	\$0.00
06/30/2024					N				\$737.27
103	VULCAN MATERIALS / CALMAT Dba VULCAN MATERI							74042114	
CL2 BASE		06/24/2024	N	N			07/15/2024	06/24/2024	\$0.00
06/30/2024					N				\$432.66
104	VULCAN MATERIALS / CALMAT Dba VULCAN MATERI							74042115	
COLD MIX		06/24/2024	N	N			07/15/2024	06/24/2024	\$0.00
06/30/2024					N				\$2,187.11
105	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA							RI5330	
JULY 24" BRINE FIXED		07/01/2024	N	N			07/31/2024	07/01/2024	\$0.00
07/18/2024					N				\$749.94
106	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA							IN-15747	
MAY 24" BRINE		07/08/2024	N	N			08/07/2024	07/08/2024	\$0.00
06/30/2024					N				\$269.39
107	UNDERGROUND SERVICE ALERT / UNDERGROUND :							620240573	
DIG SAFE		07/01/2024	N	N			08/15/2024	07/01/2024	\$0.00
07/18/2024					N				\$248.00
108	YO FIRE / YO FIRE							2030702	
FIRE HOSE		06/26/2024	N	N			07/26/2024	06/26/2024	\$0.00
06/30/2024					N				\$2,181.94
109	CORODATA SHREDDING, INC / CORODATA SHREDDII							DN1478750	
SHREDDING		06/30/2024	N	N			07/30/2024	06/30/2024	\$0.00
06/30/2024					N				\$36.75
110	ERS INDUSTRIAL SERVICES, INC. / ERS INDUSTRIAL							101176	
MTRL/COATING		04/30/2024	N	N			05/30/2024	04/30/2024	\$0.00
06/30/2024					N				\$117,114.96
111	R-GOLDEN CONTRACTORS, INC / R-GOLDEN CONTR							R4354	
MATERIAL/RPRS		07/01/2024	N	N			07/31/2024	07/01/2024	\$0.00
07/18/2024					N				\$3,600.00
112	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0627-063024.A	
COMM TRSH		07/11/2024	N	N			08/10/2024	07/11/2024	\$0.00
06/30/2024					N				\$5,555.95

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

7/16/2024 1:08:50 PM

Page 8

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account			Check #			Discount
GL Date					Credit Card	CC Reference #	Payment Date	Total Invoice
113	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0627-063024.B
RES TRSH		07/11/2024	N	N			08/10/2024 07/11/2024	\$0.00
06/30/2024					N			\$34,434.20
114	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0627-063024.C
RCSD SHR COMM		07/11/2024	N	N			08/10/2024 07/11/2024	\$0.00
06/30/2024					N			(\$777.83)
115	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0627-063024.D
RCSD SHR RES		07/11/2024	N	N			08/10/2024 07/11/2024	\$0.00
06/30/2024					N			(\$596.49)
116	TRI COUNTY PUMP COMPANY / TRI COUNTY PUMP C							18534
WELL#11		06/27/2024	N	N			07/27/2024 06/27/2024	\$0.00
06/30/2024					N			\$3,360.00
117	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CG40448-0267
WTR ANALYSES		07/09/2024	N	N			08/08/2024 07/09/2024	\$0.00
07/18/2024					N			\$90.00
118	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CG40503-0267
WTR ANALYSES		07/10/2024	N	N			08/09/2024 07/10/2024	\$0.00
07/18/2024					N			\$62.00
119	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CG40504-0267
WTR ANALYSES		07/10/2024	N	N			08/09/2024 07/10/2024	\$0.00
07/18/2024					N			\$84.00
120	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CG40506-0267
WTR ANALYSES		07/10/2024	N	N			08/09/2024 07/10/2024	\$0.00
07/18/2024					N			\$84.00
121	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CG40507-0267
WTR ANALYSES		07/10/2024	N	N			08/09/2024 07/10/2024	\$0.00
07/18/2024					N			\$42.00
122	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CG40508-0267
WTR ANALYSES		07/10/2024	N	N			08/09/2024 07/10/2024	\$0.00
07/18/2024					N			\$48.00
123	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CG40518-0267
WTR ANALYSES		07/10/2024	N	N			08/09/2024 07/10/2024	\$0.00
07/18/2024					N			\$587.12
124	BPS B'S POOL SUPPLIES / B.P.S. B's POOL SUPPLIES							126842
SODIUM HYPO		07/05/2024	N	N			08/04/2024 07/05/2024	\$0.00
07/18/2024					N			\$1,185.68
125	BURRTEC / BURRTEC WASTE INDUSTRIES, INC.							N0820614068
SWR WASTE HAUL		06/30/2024	N	N			07/30/2024 06/30/2024	\$0.00
06/30/2024					N			\$1,870.91
126	DURNEY DON / DURNEY, DON							20240708.A
GRDNG/WD ABATE		06/30/2024	N	N			07/30/2024 06/30/2024	\$0.00
06/30/2024					N			\$965.00
127	DURNEY DON / DURNEY, DON							20240708.B
GRDNG /WD ABATE		07/08/2024	N	N			08/07/2024 07/08/2024	\$0.00
07/18/2024					N			\$820.00
128	FERGUSON / FERGUSON ENTERPRISE INC #1350							0858328
PARTS		07/09/2024	N	N			08/08/2024 07/09/2024	\$0.00
07/18/2024					N			\$119.30

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

7/16/2024 1:08:50 PM

Page 9

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Inv Date	Paid Out	Immediate	Check #	Due Date	Discount Date	Discount
GL Date	Immediate GL Account	Inv Date	Paid Out	Immediate	Credit Card	Due Date	Discount Date	Total Invoice
					CC Reference #		Payment Date	
129	ICW / ICW INSURANCE CO OF THE WEST							250000635831
SURCHGS		07/02/2024	N	N		08/01/2024	07/02/2024	\$0.00
07/18/2024					N			\$3,819.00
130	KH METALS / KH METALS & SUPPLY							0674325-IN
GAUGE		07/10/2024	N	N		08/09/2024	07/10/2024	\$0.00
07/18/2024					N			\$33.65
131	MERIT OIL / MERIT OIL COMPANY							851299
DIESEL		07/01/2024	N	N		07/16/2024	07/01/2024	\$0.00
07/18/2024					N			\$354.76
132	PIP PRINTING / PIP PRINTING							406188
MOU		07/10/2024	N	N		08/09/2024	07/10/2024	\$0.00
07/18/2024					N			\$518.81
133	ROYAL INDUSTRIAL / ROYAL INDUSTRIAL SOLUTIONS							6441-1126124
SUPPLIES		07/10/2024	N	N		08/09/2024	07/10/2024	\$0.00
07/18/2024					N			\$254.44
134	STEPSAVER / STEP-SAVER CA.LLC							CT492909
SALT		07/02/2024	N	N		08/01/2024	07/02/2024	\$0.00
07/18/2024					N			\$5,034.00
135	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0701-071024.A
COMM TRSH		07/11/2024	N	N		08/10/2024	07/11/2024	\$0.00
07/18/2024					N			\$42,555.62
136	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0701-071024.B
RES TRSH		07/11/2024	N	N		08/10/2024	07/11/2024	\$0.00
07/18/2024					N			\$101,639.52
137	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0701-071024.C
RCSD SHR COMM		07/11/2024	N	N		08/10/2024	07/11/2024	\$0.00
07/18/2024					N			(\$5,957.79)
138	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0701-071024.D
RCSD SHR RES		07/11/2024	N	N		08/10/2024	07/11/2024	\$0.00
07/18/2024					N			(\$2,845.65)

Grand Totals

Total Direct Expense: \$528,355.35
Total Direct Expense Adj: (\$10,177.76)
Total Non-Electronic Transactions: \$518,177.59

Report Summary

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

BAC
7/16/24

KAT
7/16/24

5. **CONSENT CALENDAR** (continued)

C. **DM 2024-58**: Consider Adoption of a Workplace Violence Prevention Plan

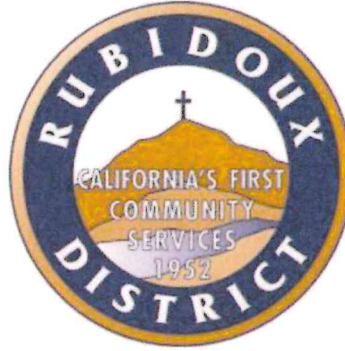
Rubidoux Community Services District

Board of Directors

John Skerbelis, President
Hank Trueba Jr., Vice-President
Armando Muniz
F. Forest Trowbridge
Bernard Murphy

General Manager

Brian R. Laddusaw



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

DIRECTORS MEMORANDUM 2024-58

July 18, 2024

To: Rubidoux Community Services District
Board of Directors

Subject: Consider Adoption of a Workplace Violence Prevention Plan

BACKGROUND:

Rubidoux Community Services District (“District”) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. The Workplace Violence Prevention Plan (“WVPP”) is to establish, implement, and maintain an effective plan as required by Senate Bill (“SB”) 553. The regulation requires the District to establish, implement, and maintain, at all times in all the facilities, a workplace violence prevention plan for the purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace. The WVPP is available upon request for examination and copying to employees, their representatives, and the Chief of Cal/OSHA and/or their designee.

The District’s WVPP will be reviewed annually by staff and the District’s legal counsel and updated as needed considering the following criteria: staffing, job, equipment, and facility design and risks, modifications or additions to tasks and procedures that affect WVPP implementation, newly identified hazards, prior year incidents, identified deficiencies, and feedback provided by employees.

The WVPP has been evaluated and approved by the District’s legal counsel and was also provided to the District’s Union representative on Monday, June 10, 2024. No response was received from the Union.

RECOMMENDATION:

It is recommended that the Board of Directors adopt the Workplace Violence Prevention Plan.

Respectfully,



BRIAN R. LADDUSAW, CPA
General Manager

Attachment(s): Draft Workplace Violence Prevention Plan



Workplace Violence Prevention Plan

Adopted July 18, 2024

TABLE OF CONTENTS

Policy	1
Prohibited Acts.....	1
Responsibility and Authority.....	2
Compliance.....	3
Communication and Training	3
Procedures	5
Hazard Assessment.....	5
Hazard Correction.....	6
Post Incident Response and Investigation	6
Recordkeeping.....	7
Annual Review.....	7
Appendices	
Appendix A. Workplace Violent Incident Log	
Appendix B. Workplace Violence Prevention Environmental Hazard & Control Checklist	
Appendix C. Violent Incident Investigation Form	

Policy

Rubidoux Community Services District ("District") is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. The policy is to establish, implement, and maintain an effective plan as required by Senate Bill ("SB") 553. The regulation requires the District to establish, implement, and maintain, at all times in all the facilities, a workplace violence prevention plan for the purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

The Workplace Violence Prevention Plan ("WVPP") is available upon request for examination and copying to employees, their representatives, and the Chief of Cal/OSHA and/or their designee.

Prohibited Acts

The District will not ignore, condone, or tolerate threats of violence or workplace violence by any employee, appointed or elected official, volunteer, contractor, client, and/or visitor.

Threats of violence include both verbal and non-verbal conduct that causes a person to fear for their safety because there is a reasonable possibility they might be physically injured and that serves no legitimate work-related purpose.

Workplace violence means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury; and
- An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury.

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site includes violent acts by anyone who enters the workplace with the intent to commit a crime.

Type 2: Workplace violence directed at employees by customers, and/or visitors.

Type 3: Workplace violence against an employee by a present or former employee, Director/Manager or Supervisor.

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.

In addition, the District prohibits all dangerous weapons not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all District property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on District property is in violation of this policy and may be subject to disciplinary action up to and including termination. Any volunteer, contractor, or visitor in possession of prohibited dangerous weapons will be banned from the premises. Dangerous weapons include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The Human Resources Generalist/Safety and Facilities Coordinator (“HR”) under the direction of the Director of Finance and Administration (“DOF”), is the designated WVPP Administrator and has the authority and responsibility for developing, implementing, and maintaining the WVPP and conducting or overseeing any investigations of workplace violence reports. The DOF will also be able to answer employee questions concerning the WVPP.

HR and the DOF, shall solicit feedback and input from employees in developing and implementing the WVPP. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

Directors, Managers, and Supervisors

Responsibilities include:

- Implementing the WVPP in their work areas;
- Providing input to HR regarding the WVPP;
- Enforcing the rules fairly and uniformly;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this WVPP.

Employees

Responsibilities include:

- Complying with the WVPP;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

HR is responsible for ensuring the WVPP is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the WVPP:

- Informing all employees of the WVPP during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring all employees, including Directors/Managers, and Supervisors receive training on this WVPP;
- Providing comprehensive workplace violence prevention training to Directors/Managers and Supervisors concerning their roles and responsibilities for WVPP implementation;
- Directors/Managers and Supervisors will also be knowledgeable of the WVPP to ensure that the employees they supervise are taking the proper precautions for protections against any specific hazards they may incur at the workplace;
- Evaluating employees to ensure their compliance with the WVPP;
- Providing retraining to employees whose safety performance is deficient with the WVPP;
- Disciplining employees, appointed or elected officials, who engage in threats of violence behaviors or fail to comply with the WVPP, up to and including termination; and
- Ensuring training of the WVPP is conducted on an annual basis.

Communication and Training

Directors/Managers, and Supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

The District may also post or distribute workplace violence prevention information to employees.

Employees are encouraged to inform their Director/Manager or Supervisor about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their Director/Manager or Supervisor, they will report this information to HR who will investigate the incident. HR will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the District's responsibility in complying with hazard correction measures outlined in the WVPP.

Any employee who believes they are a potential victim of violent behavior is encouraged to use

the District's confidential Employee Assistance Program:

The Standard Employee Assistance Program

Main Phone Number: 800-293-6948

Email Address: answers@healthadvocate.com

Website Address: <http://healthadvocate.com/standard3>

Employee training on workplace violence will include:

- This WVPP;
- Workplace violence risks and hazards that employees may encounter in their jobs, the corrective measures the District has implemented, and how to seek assistance to prevent or respond to violence;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- How to obtain a copy of the District's WVPP at no cost, and how to participate in development and implementation of the District's WVPP;
- The Workplace Violent Incident Log (Appendix A) and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs;
- Opportunities the District has for interactive questions and answers with a person knowledgeable about the District's plan;
- How to report incidents to the District or law enforcement without the fear of reprisal; and
- The Standard Employee Assistance Program.

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior; and
- Strategies to prevent physical harm.

Training will occur:

- When the WVPP is first established;
- At time of hire or transfer;
- Annually for employees and their Supervisors;
- When new equipment or work practices are introduced; and

- When a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the WVPP.

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, HR, or other department Directors/Managers, will alert employees of the presence, location, and nature of the workplace violence through the following methods: text message or phone call.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify HR, their immediate Supervisor, and/or law enforcement.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Emergencies and Reporting a Crime

For immediate assistance in an emergency, contact emergency services or law enforcement by calling 911. Employees should also notify their Director/Manager/Supervisor, and HR as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience threats of violence or workplace violence can report the incident through their chain of command or directly to HR. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail. A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.

Restraining Orders

Employees or other personnel affiliated with the District who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their Director/Manager and HR. Directors/Managers who receive notification of a restraining order that includes the workplace will meet with HR to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments by HR and Directors/Managers to identify unsafe conditions and work practices and employee reports and concerns.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the WVPP is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated. Corrective measures for workplace violence hazards will be specific to a given work area.

Post Incident Response and Investigation

Directors/Managers, and Supervisors will use the Workplace Violent Incident Log (Appendix A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this WVPP were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

The Violent Incident Investigation Form (Appendix C) will be used to conduct incident analysis and document the post-incident response.

Recordkeeping

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for five years in accordance with the recordkeeping requirements. Training for each employee, including the employee's name, training dates, type of training, and training provider will be created and maintained for a minimum of one year. Records of violent incidents (Workplace Violent Incident Log) and workplace violence incident investigations will be maintained for a minimum of five years with HR. Records of workplace violence hazard identification, evaluation, and correction, training records, and violent incident logs shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**.

The District's Reporting Responsibilities

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, the District will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

Annual Review

The District's WVPP will be reviewed annually and updated as needed considering the following criteria: staffing, job, equipment, and facility design and risks, modifications or additions to tasks and procedures that affect WVPP implementation, newly identified hazards, prior year incidents, identified deficiencies, and feedback provided by employees.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID #*:	Date and Time of Incident:	Department:
------------------------	-----------------------------------	--------------------

Specific Location of Incident:

* Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)

Describe Incident (Include additional pages if needed):

Assailant information:

<input type="checkbox"/> Family or Friend of Victim	<input type="checkbox"/> Family or Friend of Contractor	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Customer	<input type="checkbox"/> Stranger
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Family or Friend of Customer	<input type="checkbox"/> Student
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Animal	
<input type="checkbox"/> Contractor	<input type="checkbox"/> Other:	

Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working Outdoors	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Location of Incident:

<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom
<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Hallway
<input type="checkbox"/> Parking Lot or Outside Building	<input type="checkbox"/> Other:

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? Yes No Law enforcement called? Yes No

Did anyone provide assistance to conclude the event? Yes No Days lost from work (if any) _____

Actions taken by employer to protect employees from a continuing threat? Yes No

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

Appendix B**WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase District's vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and customers)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

Appendix C

RCSD WORKPLACE VIOLENCE PREVENTION PLAN
VIOLENT INCIDENT INVESTIGATION FORM

The WVPP administrator or designee will complete the investigation into the violent incident. Further investigation and resolution of the Incident is expected within seven (7) days of the Violent Incident Report being submitted.

Incident Analysis To Be Completed by WVPP Administrator or Designee:

Has this type of incident occurred before at the workplace? Yes No

What were the main factors that contributed to the incident?

What could have prevented or at least minimized the damage caused by this incident?

Post-Incident Response

- Yes No Did the employee(s) require medical attention as a result of the incident?
- Yes No Did the employee(s) miss work as a result of the incident?
- Yes No Did the employee(s) apply for workers' compensation?
- Yes No Was security contacted?
- Yes No Was building facilities contacted?
- Yes No Was immediate counseling provided to affected workers and witnesses?
- Yes No Was critical incident debriefing provided to all affected staff who desired it?
- Yes No Was post-trauma counseling provided to affected staff who desired it?
- Yes No Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)? Yes No

Is this a recurring event? Yes No

Are there modifications to be made to WVPP to reflect updated practices? Yes No

Describe updates to WVPP: _____

Investigation completed by: _____

Department/Job Title: _____

Date: _____ Phone number: _____

5. **CONSENT CALENDAR** (continued)

D. **DM 2024-59**: Consideration to Approve and Authorize Retirement Payment for CalPERS Annual Unfunded Liability

Rubidoux Community Services District

Board of Directors

John Skerbelis, President
Hank Trueba Jr., Vice-President
Bernard Murphy
Armando Muniz
F. Forest Trowbridge



General Manager

Brian R. Laddusaw

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

DIRECTORS MEMORANDUM 2024-59

July 18, 2024

To: Rubidoux Community Services District
Board of Directors

Subject: Consideration to Approve and Authorize Retirement Payment for CalPERS Annual Unfunded Liability

BACKGROUND:

The District has received the Annual Unfunded Liability contribution schedule as of June 30, 2022, from CalPERS for the District's employer's contribution portion (See Attached CalPERS Invoices dated July 1, 2024). This unfunded liability is CalPERS trueing up of the District's annual contributions with investment returns against Actuarial Valuations and Projections for the Districts three (3) specific plans; Miscellaneous, Safety and PEPR. For planning and budgeting purposes, Staff has budgeted for this annual unfunded CalPERS cost and is included within the Health and Retirement Expenses among the General, Water and Sewer Fund Budget.

The District is presented with two options to pay CalPERS unfunded liability for FY 2024/2025:

- **Option 1:** Pay overtime the \$568,383.96 (Total Amount of the three (3) plans) including interest @ 3.40% in twelve monthly payments of \$47,365.33 per month in addition to our normal CalPERS bi-weekly contributions.
- **Option 2:** Pay annually Lump Sum without interest. The amount would be \$549,991.00 (for all three (3) plans) and due on or before July 31, 2024. Interest savings of \$18,392.96 would be realized as compared to **Option 1**.

The District's average rate of return on its investments portfolio is approximately 4.55%. Returns are expected to hold steady in FY 2024/2025. Although the District earns more interest than the cost of interest from CalPERS, the diminishing principal balance if the prepayment option is not selected will result in the funds not being capable of outperforming the \$18,392.96 in interest from CalPERS. The District estimates net savings from prepayment to be approximately \$6,500.

Staff believes it prudent to pay the unfunded actuarial liability as an annual payment and save on interest for FY 2024/2025. This CalPERS expense was anticipated and budgeted as part of the approved District 2024/2025 Budget. Selecting Option 2, making the lump sum payment, is consistent with past District practice.

RECOMMENDATION:

Staff recommends **Option 2** to the Rubidoux Community Services District Board of Directors: pay CalPERS annual unfunded actuarial liability as a lump sum payment of \$549,991.00 for FY 2024/2025.

Respectfully,



BRIAN R. LADDUSAW, CPA
General Manager

Attachments: CalPERS Unfunded Accrued Liability Invoices July 1, 2024



California Public Employees' Retirement System
P.O. Box 942715, Sacramento, CA 94229-2715

888 CalPERS (or 888-225-7377)
TTY: (877) 249-7442 Fax: (800) 959-6545
www.calpers.ca.gov

California Public Employees' Retirement System

July 01, 2024

Kirk Tyler Hamblin
Rubidoux Community Services District
3590 RUBIDOUX BLVD.
RIVERSIDE, CA 92509

Business Unit: 1900
CalPERS ID: 4070863161
Invoice Number: 100000017589635
Invoice Date: July 01, 2024
Payment Due Date: July 31, 2024

Description	Amount				
<p>Annual Unfunded Accrued Liability as of the June 30, 2022 Actuarial Valuation for Rate Plan Identifier 5100.</p> <p>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability Contribution Amount.</p> <p>Your agency's monthly amount due toward the Unfunded Accrued Liability is:</p> <table border="0"> <tr> <td>Amount</td> <td>Due Date</td> </tr> <tr> <td>\$32,112.75</td> <td>July 31, 2024</td> </tr> </table> <p>If you would like to prepay the entire Annual Payment toward your Plan's Unfunded Accrued Liability, you can submit the Annual Lump Sum Prepayment amount of \$372,883.00 to the invoice number above by July 31, 2024 instead of the monthly amount listed.</p> <p>Please refer to the June 30, 2022 Actuarial Valuation report for the details of this calculation. Reports are available at CalPERS On-Line or by visiting www.mycalpers.ca.gov</p> <p>Unfunded Accrued Liability contributions are to be paid in full by the payment due date each month. Payments that are not received in full on or before this date will be assessed interest on the total outstanding balance due (Public Employees' Retirement Law § 20572 (b)). Please note that this monthly statement is a demand for payment in accordance with Public Employees' Retirement Law § 20572 (a).</p> <p>For questions concerning your invoice, please call our CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) and ask to be referred to the Financial Office.</p>	Amount	Due Date	\$32,112.75	July 31, 2024	
Amount	Due Date				
\$32,112.75	July 31, 2024				
Total Due	\$32,112.75				



Please pay this statement using Electronic Funds Transfer (EFT) debit or Automated Clearing House (ACH) credit method. Please visit www.mycalpers.ca.gov to schedule a debit EFT payment or call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**) for information regarding EFT ACH credit payments. Please allow two banking days prior to the due date for payments to be received at CalPERS on time.

If you need to pay by check or money order, make sure it includes your agency's CalPERS ID, Invoice Number, and is payable to the California Public Employees' Retirement System. Please mail to the following address:

CalPERS
Financial Reporting & Accounting Services Division
Cash and Payment Processing Unit
P.O. Box 942703
Sacramento, CA 94229-2703

California Public Employees' Retirement System
www.calpers.ca.gov





California Public Employees' Retirement System
P.O. Box 942715, Sacramento, CA 94229-2715

888 CalPERS (or 888-225-7377)
TTY: (877) 249-7442 Fax: (800) 959-6545
www.calpers.ca.gov

California Public Employees' Retirement System

July 01, 2024

Kirk Tyler Hamblin
Rubidoux Community Services District
3590 RUBIDOUX BLVD.
RIVERSIDE, CA 92509

Business Unit: 1900
CalPERS ID: 4070863161
Invoice Number: 100000017589624
Invoice Date: July 01, 2024
Payment Due Date: July 31, 2024

Description	Amount				
<p>Annual Unfunded Accrued Liability as of the June 30, 2022 Actuarial Valuation for Rate Plan Identifier 626.</p> <p>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability Contribution Amount.</p> <p>Your agency's monthly amount due toward the Unfunded Accrued Liability is:</p> <table data-bbox="212 953 773 1020"> <tr> <td>Amount</td> <td>Due Date</td> </tr> <tr> <td>\$15,103.08</td> <td>July 31, 2024</td> </tr> </table> <p>If you would like to prepay the entire Annual Payment toward your Plan's Unfunded Accrued Liability, you can submit the Annual Lump Sum Prepayment amount of \$175,372.00 to the invoice number above by July 31, 2024 instead of the monthly amount listed.</p> <p>Please refer to the June 30, 2022 Actuarial Valuation report for the details of this calculation. Reports are available at CalPERS On-Line or by visiting www.mycalpers.ca.gov</p> <p>Unfunded Accrued Liability contributions are to be paid in full by the payment due date each month. Payments that are not received in full on or before this date will be assessed interest on the total outstanding balance due (Public Employees' Retirement Law § 20572 (b)). Please note that this monthly statement is a demand for payment in accordance with Public Employees' Retirement Law § 20572 (a).</p> <p>For questions concerning your invoice, please call our CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) and ask to be referred to the Financial Office.</p>	Amount	Due Date	\$15,103.08	July 31, 2024	
Amount	Due Date				
\$15,103.08	July 31, 2024				
Total Due	\$15,103.08				



Please pay this statement using Electronic Funds Transfer (EFT) debit or Automated Clearing House (ACH) credit method. Please visit www.mycalpers.ca.gov to schedule a debit EFT payment or call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**) for information regarding EFT ACH credit payments. Please allow two banking days prior to the due date for payments to be received at CalPERS on time.

If you need to pay by check or money order, make sure it includes your agency's CalPERS ID, Invoice Number, and is payable to the California Public Employees' Retirement System. Please mail to the following address:

CalPERS
Financial Reporting & Accounting Services Division
Cash and Payment Processing Unit
P.O. Box 942703
Sacramento, CA 94229-2703

California Public Employees' Retirement System
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California Public Employees' Retirement System

July 01, 2024

Kirk Tyler Hamblin
Rubidoux Community Services District
3590 RUBIDOUX BLVD.
RIVERSIDE, CA 92509

Business Unit: 1900
CalPERS ID: 4070863161
Invoice Number: 100000017589646
Invoice Date: July 01, 2024
Payment Due Date: July 31, 2024

Description	Amount				
<p>Annual Unfunded Accrued Liability as of the June 30, 2022 Actuarial Valuation for Rate Plan Identifier 26660.</p> <p>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability Contribution Amount.</p> <p>Your agency's monthly amount due toward the Unfunded Accrued Liability is:</p> <table data-bbox="212 951 771 1018"> <tr> <td>Amount</td> <td>Due Date</td> </tr> <tr> <td>\$149.50</td> <td>July 31, 2024</td> </tr> </table> <p>If you would like to prepay the entire Annual Payment toward your Plan's Unfunded Accrued Liability, you can submit the Annual Lump Sum Prepayment amount of \$1,736.00 to the invoice number above by July 31, 2024 instead of the monthly amount listed.</p> <p>Please refer to the June 30, 2022 Actuarial Valuation report for the details of this calculation. Reports are available at CalPERS On-Line or by visiting www.mycalpers.ca.gov</p> <p>Unfunded Accrued Liability contributions are to be paid in full by the payment due date each month. Payments that are not received in full on or before this date will be assessed interest on the total outstanding balance due (Public Employees' Retirement Law § 20572 (b)). Please note that this monthly statement is a demand for payment in accordance with Public Employees' Retirement Law § 20572 (a).</p> <p>For questions concerning your invoice, please call our CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377) and ask to be referred to the Financial Office.</p>	Amount	Due Date	\$149.50	July 31, 2024	
Amount	Due Date				
\$149.50	July 31, 2024				
Total Due	\$149.50				



Please pay this statement using Electronic Funds Transfer (EFT) debit or Automated Clearing House (ACH) credit method. Please visit www.mycalpers.ca.gov to schedule a debit EFT payment or call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**) for information regarding EFT ACH credit payments. Please allow two banking days prior to the due date for payments to be received at CalPERS on time.

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P.O. Box 942703
Sacramento, CA 94229-2703

California Public Employees' Retirement System
www.calpers.ca.gov



6. CORRESPONDENCE AND RELATED INFORMATION

7. REPORTS

A. Operations Report (Second Meeting Each Month)

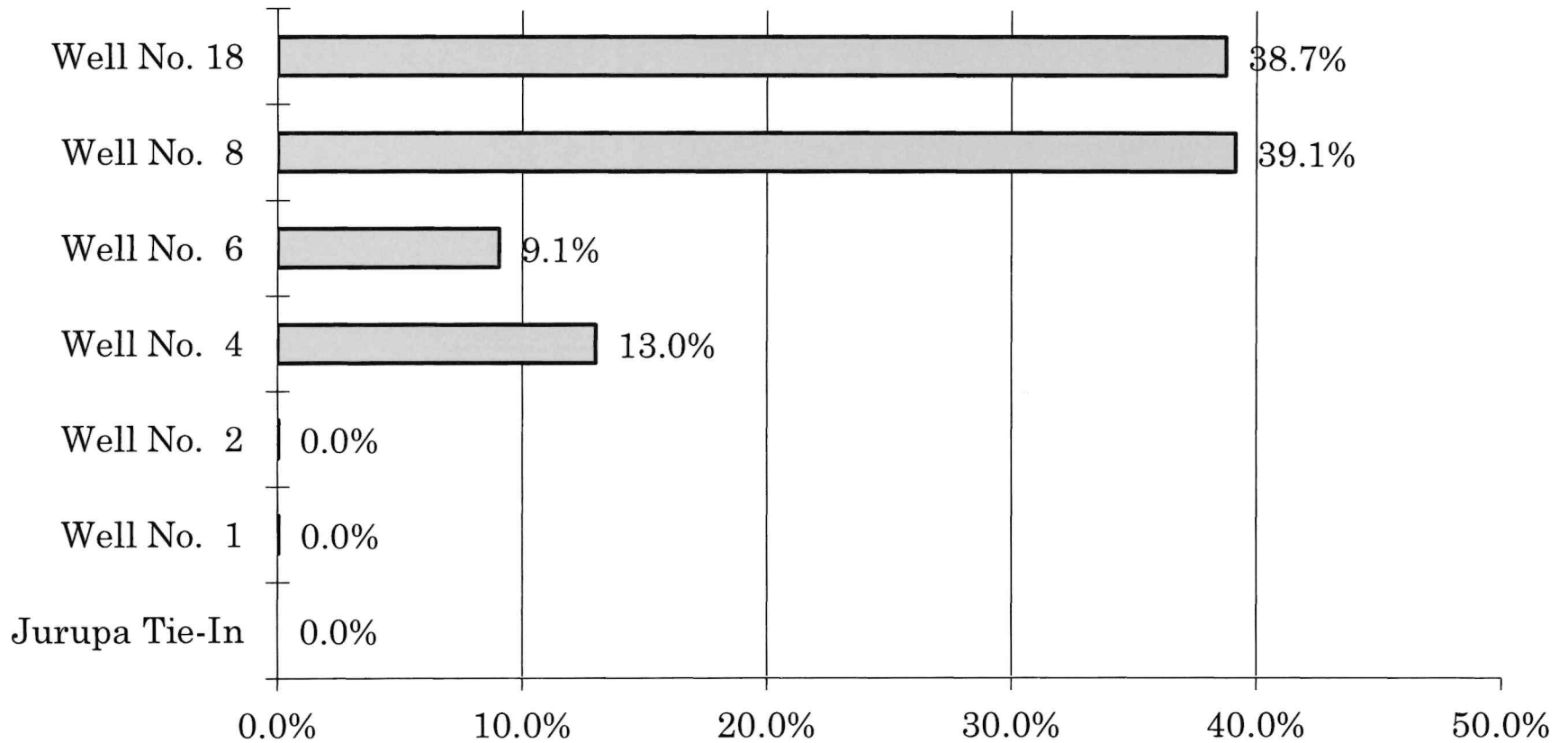
Water and Wastewater Production Comparison

Date	TOTAL WELL PRODUCTION in Million Gallons					Consumption to JURUPA C.S.D.	WASTEWATER FLOW TO RIVERSIDE
	Purchased	Potable Wells	Potable Total	Non-Potable Wells	Non-Potable Total	(Million Gallons)	(Million Gallons)
6/1/2024	0.00	4.28	4.28	0.00	4.28	0.00	1.79
6/2/2024	0.00	3.55	3.55	0.02	3.56	0.00	1.74
6/3/2024	0.00	3.85	3.85	0.01	3.86	0.00	1.80
6/4/2024	0.00	3.27	3.27	0.00	3.27	0.00	1.73
6/5/2024	0.00	3.49	3.49	0.00	3.50	0.00	1.79
6/6/2024	0.00	3.74	3.74	0.02	3.76	0.00	1.81
6/7/2024	0.00	4.30	4.30	0.01	4.30	0.00	1.81
6/8/2024	0.00	3.77	3.77	0.00	3.77	0.00	1.81
6/9/2024	0.00	4.63	4.63	0.01	4.64	0.00	1.79
6/10/2024	0.00	4.13	4.13	0.01	4.14	0.00	1.78
6/11/2024	0.00	4.34	4.34	0.01	4.34	0.00	1.81
6/12/2024	0.00	3.99	3.99	0.01	4.00	0.00	1.82
6/13/2024	0.00	4.86	4.86	0.01	4.88	0.00	1.71
6/14/2024	0.00	3.94	3.94	0.01	3.94	0.00	1.77
6/15/2024	0.00	4.08	4.08	0.00	4.09	0.00	1.71
6/16/2024	0.00	3.97	3.97	0.02	3.99	0.00	1.72
6/17/2024	0.00	4.65	4.65	0.02	4.66	0.00	1.79
6/18/2024	0.00	3.93	3.93	0.00	3.93	0.00	1.78
6/19/2024	0.00	4.67	4.67	0.00	4.68	0.00	1.81
6/20/2024	0.00	4.37	4.37	0.01	4.37	0.00	1.74
6/21/2024	0.00	4.13	4.13	0.00	4.14	0.00	1.71
6/22/2024	0.00	4.75	4.75	0.00	4.75	0.00	1.69
6/23/2024	0.00	4.33	4.33	0.01	4.34	0.00	1.71
6/24/2024	0.00	4.26	4.26	0.00	4.26	0.00	1.78
6/25/2024	0.00	5.35	5.35	0.00	5.35	0.00	1.75
6/26/2024	0.00	4.50	4.50	0.01	4.51	0.00	1.74
6/27/2024	0.00	4.41	4.41	0.01	4.41	0.00	1.75
6/28/2024	0.00	4.72	4.72	0.00	4.72	0.00	1.76
6/29/2024	0.00	4.57	4.57	0.01	4.57	0.00	1.69
6/30/2024	0.00	5.09	5.09	0.01	5.11	0.00	1.68
MINIMUM	0.00	3.27	3.27	0.00	3.27	0.00	1.68
AVERAGE	0.00	4.26	4.26	0.01	4.27	0.00	1.76
MAXIMUM	0.00	5.35	5.35	0.02	5.35	0.00	1.82
TOTAL	0.00	127.90	127.90	0.22	128.12	0.00	52.79

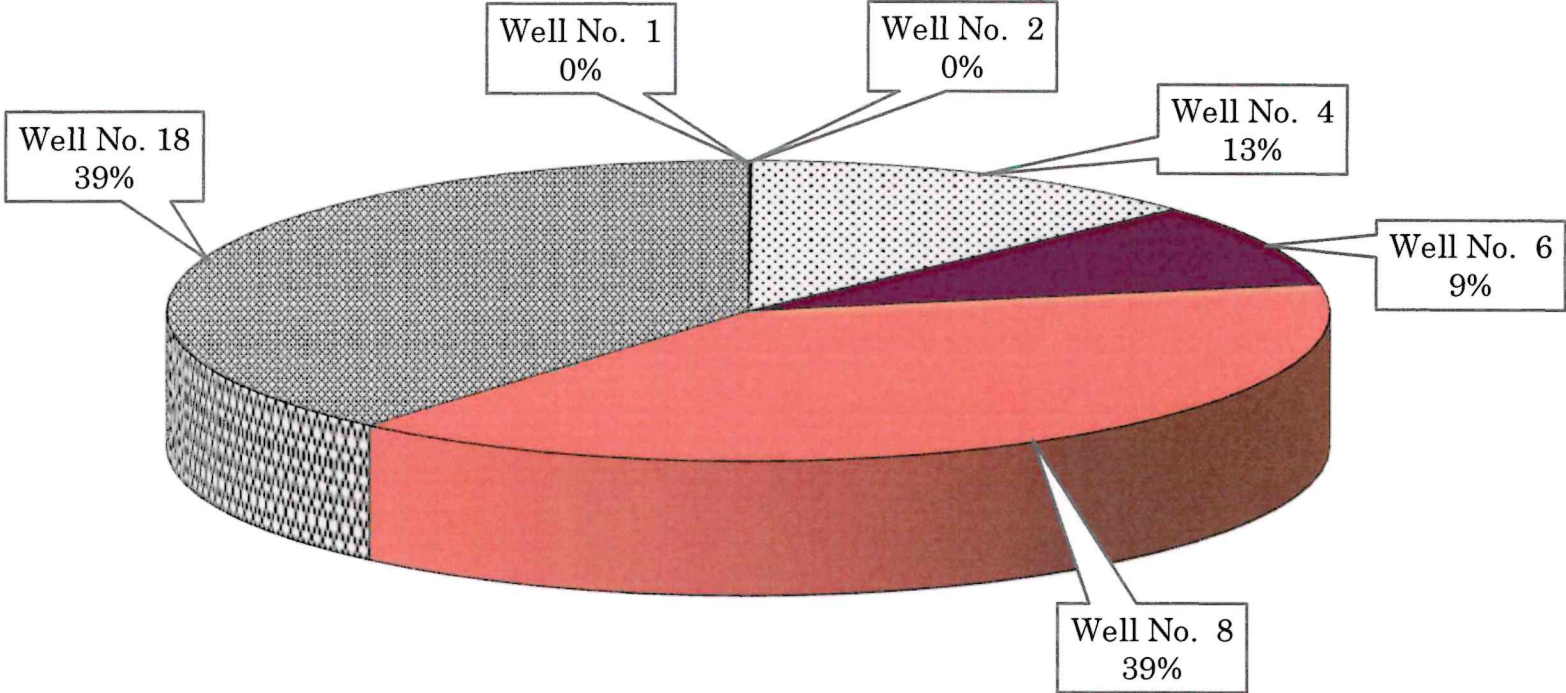
RUBIDOUX COMMUNITY SERVICES DISTRICT
MONTHLY WELL PRODUCTION
(Million Gallons)

DATE	POTABLE WATER							NONPOTABLE WATER					TOTALS		TOTAL PROD. (MG)
	JURUPA	GAC Plt	Nitrate Removal Plt		Thompson WTF			28th ST.	DALY	CLEMENT	46th ST.	Mission	POTABLE (MG)	NON POTABLE (MG)	
	TIE-IN (MG)	TROYER Well #2 (MG)	FLEETWOOD Well #4 (MG)	SKOTTY Well #6 (MG)	Well #1A (MG)	GOULD Well #8A (MG)	Well #18 (MG)	Well #3 (MG)	Well #7 (MG)	Well #11 (MG)	Well #14 (MG)	Wells #19 & #20 (MG)			
6/1/2024	0.00	0.00	0.21	0.14	0.00	1.71	2.22	0.00	0.00	0.00	0.00	0.00	4.28	0.00	4.28
6/2/2024	0.00	0.00	0.28	0.20	0.00	1.63	1.44	0.00	0.00	0.00	0.00	0.02	3.55	0.02	3.56
6/3/2024	0.00	0.00	0.49	0.33	0.00	1.59	1.45	0.00	0.00	0.00	0.00	0.01	3.85	0.01	3.86
6/4/2024	0.00	0.01	1.19	0.80	0.01	1.26	0.00	0.00	0.00	0.00	0.00	0.00	3.27	0.00	3.27
6/5/2024	0.00	0.01	1.36	0.75	0.00	1.38	0.00	0.00	0.00	0.00	0.00	0.00	3.49	0.00	3.50
6/6/2024	0.00	0.00	0.64	0.43	0.00	1.24	1.43	0.00	0.00	0.00	0.00	0.02	3.74	0.02	3.76
6/7/2024	0.00	0.00	0.40	0.28	0.00	1.67	1.94	0.00	0.00	0.00	0.00	0.01	4.30	0.01	4.30
Subtotal	0.00	0.01	4.58	2.92	0.01	10.47	8.48	0.00	0.00	0.00	0.00	0.06	26.48	0.06	26.53
6/8/2024	0.00	0.00	0.38	0.25	0.00	1.64	1.50	0.00	0.00	0.00	0.00	0.00	3.77	0.00	3.77
6/9/2024	0.00	0.00	0.47	0.32	0.00	1.91	1.93	0.00	0.00	0.00	0.00	0.01	4.63	0.01	4.64
6/10/2024	0.00	0.00	0.39	0.27	0.00	1.63	1.84	0.00	0.00	0.00	0.00	0.01	4.13	0.01	4.14
6/11/2024	0.00	0.02	0.43	0.29	0.00	1.73	1.87	0.00	0.00	0.00	0.00	0.01	4.34	0.01	4.34
6/12/2024	0.00	0.00	0.10	0.31	0.05	1.70	1.83	0.00	0.00	0.00	0.00	0.01	3.99	0.01	4.00
6/13/2024	0.00	0.00	0.84	0.33	0.00	1.92	1.78	0.00	0.00	0.00	0.00	0.01	4.86	0.01	4.88
6/14/2024	0.00	0.00	0.41	0.28	0.00	1.69	1.55	0.00	0.00	0.00	0.00	0.01	3.94	0.01	3.94
Subtotal	0.00	0.02	3.01	2.05	0.05	12.21	12.31	0.00	0.00	0.00	0.00	0.06	29.65	0.06	29.71
6/15/2024	0.00	0.00	0.41	0.28	0.00	1.71	1.68	0.00	0.00	0.00	0.00	0.00	4.08	0.00	4.09
6/16/2024	0.00	0.00	0.32	0.22	0.00	1.57	1.87	0.00	0.00	0.00	0.00	0.02	3.97	0.02	3.99
6/17/2024	0.00	0.00	0.75	0.52	0.00	1.78	1.60	0.00	0.00	0.00	0.00	0.02	4.65	0.02	4.66
6/18/2024	0.00	0.00	0.44	0.32	0.00	1.74	1.44	0.00	0.00	0.00	0.00	0.00	3.93	0.00	3.93
6/19/2024	0.00	0.00	0.21	0.52	0.00	1.72	2.22	0.00	0.00	0.00	0.00	0.00	4.67	0.00	4.68
6/20/2024	0.00	0.00	0.48	0.33	0.00	1.71	1.84	0.00	0.00	0.00	0.00	0.01	4.37	0.01	4.37
6/21/2024	0.00	0.00	0.53	0.36	0.00	1.72	1.52	0.00	0.00	0.00	0.00	0.00	4.13	0.00	4.14
Subtotal	0.00	0.00	3.13	2.55	0.00	11.94	12.18	0.00	0.00	0.00	0.00	0.05	29.80	0.05	29.85
6/22/2024	0.00	0.00	0.58	0.40	0.00	1.83	1.95	0.00	0.00	0.00	0.00	0.00	4.75	0.00	4.75
6/23/2024	0.00	0.00	0.50	0.34	0.00	1.62	1.87	0.00	0.00	0.00	0.00	0.01	4.33	0.01	4.34
6/24/2024	0.00	0.00	0.83	0.58	0.00	1.67	1.17	0.00	0.00	0.00	0.00	0.00	4.26	0.00	4.26
6/25/2024	0.00	0.00	0.82	0.55	0.00	1.70	2.28	0.00	0.00	0.00	0.00	0.00	5.35	0.00	5.35
6/26/2024	0.00	0.00	0.61	0.41	0.00	1.87	1.61	0.00	0.00	0.00	0.00	0.01	4.50	0.01	4.51
6/27/2024	0.00	0.00	0.68	0.46	0.00	1.52	1.75	0.00	0.00	0.00	0.00	0.01	4.41	0.01	4.41
6/28/2024	0.00	0.00	0.67	0.46	0.00	1.66	1.92	0.00	0.00	0.00	0.00	0.00	4.72	0.00	4.72
6/29/2024	0.00	0.00	0.61	0.42	0.00	1.81	1.73	0.00	0.00	0.00	0.00	0.01	4.57	0.01	4.57
6/30/2024	0.00	0.00	0.62	0.43	0.00	1.74	2.30	0.00	0.00	0.00	0.00	0.01	5.09	0.01	5.11
Subtotal	0.00	0.00	5.91	4.06	0.00	15.42	16.58	0.00	0.00	0.00	0.00	0.05	41.97	0.05	42.02
TOTAL	0.000	0.031	16.627	11.579	0.062	50.048	49.552	0.000	0.000	0.000	0.000	0.218	127.899	0.218	128.117

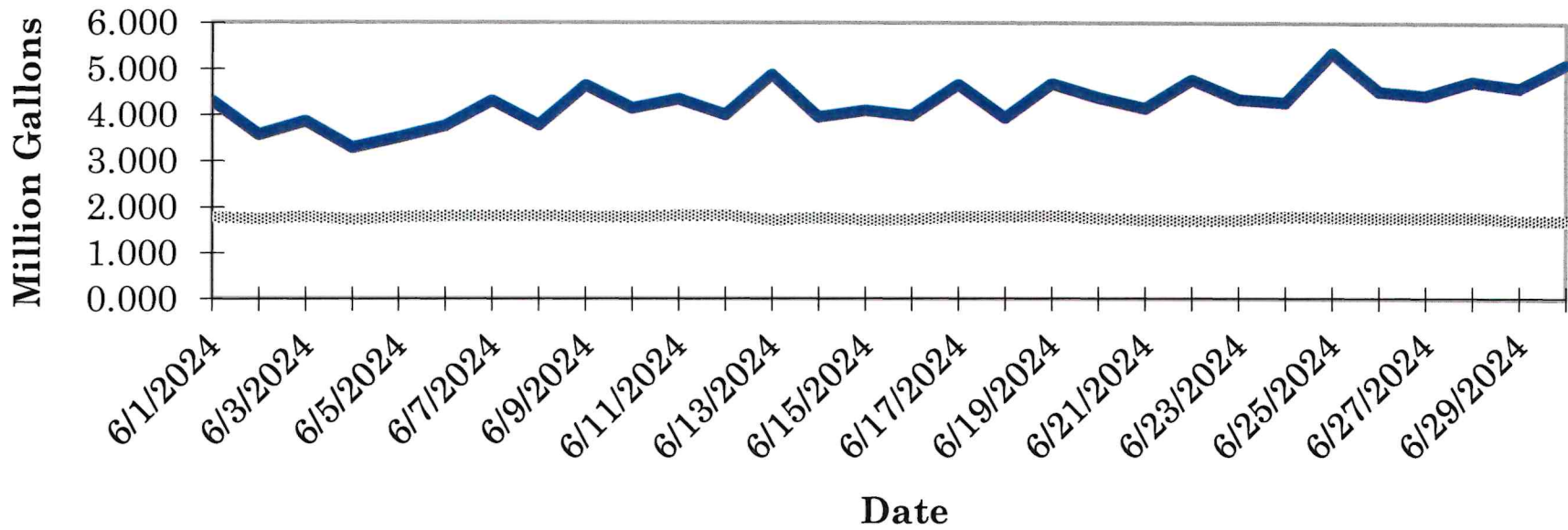
Source Potable Production Comparison June 2024



Source Potable Production Comparison June 2024

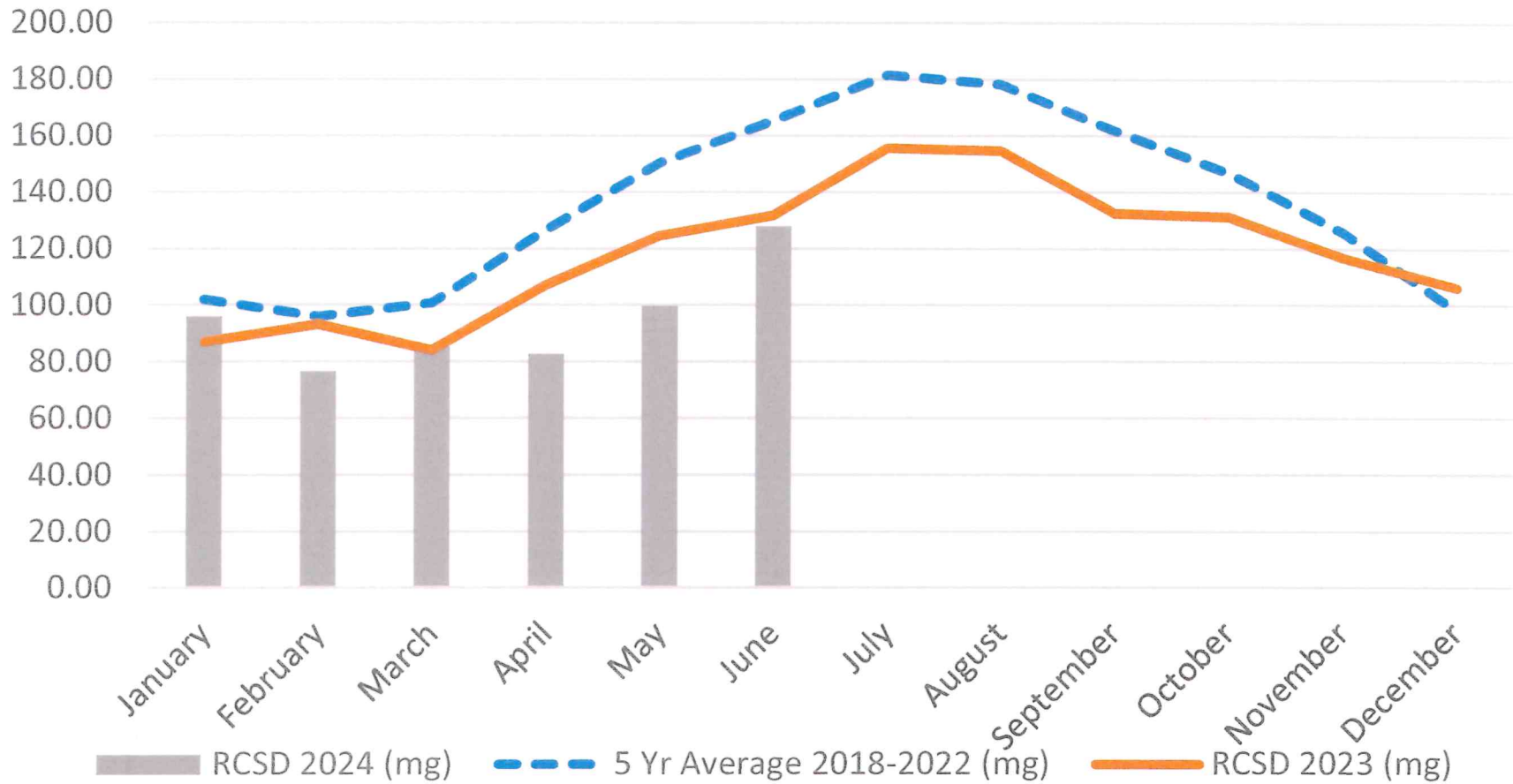


Potable Water & Wastewater Comparison June 2024



— Potable Water Prod. Wastewater Prod

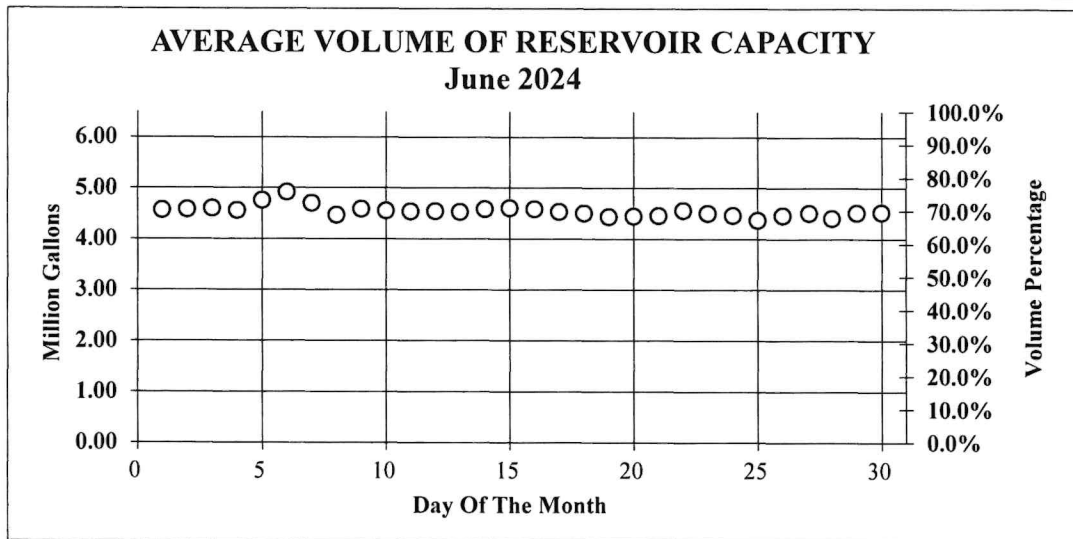
Potable Water Production Year 2024



RUBIDOUX COMMUNITY SERVICES DISTRICT

Reservoir Capacity Report

CAPACITY	ATKINSON SYSTEM		HUNTER SYSTEM		WATER AVAILABLE (Gallons)*	PERCENTAGE OF TOTAL CAPACITY
	2,000,000	3,000,000	425,000	1,000,000		
DATE	ATKINSON	WATSON	HUNTER I	PERRONE		
6/1/2024	75.2	68.7	70.4	69.7	4,560,885	71.0%
6/2/2024	75.0	68.3	72.5	72.1	4,578,534	71.3%
6/3/2024	76.1	69.1	71.6	69.6	4,597,246	71.6%
6/4/2024	75.0	68.3	70.5	70.2	4,548,364	70.8%
6/5/2024	76.4	73.3	71.9	72.0	4,753,015	74.0%
6/6/2024	80.8	75.7	72.9	71.7	4,915,476	76.5%
6/7/2024	76.4	73.0	69.7	68.1	4,694,461	73.1%
6/8/2024	72.5	66.4	72.5	71.0	4,461,338	69.4%
6/9/2024	74.3	68.0	74.1	73.9	4,579,884	71.3%
6/10/2024	75.2	68.7	70.5	68.4	4,549,276	70.8%
6/11/2024	75.2	68.5	68.7	68.2	4,534,389	70.6%
6/12/2024	75.0	68.6	68.8	68.5	4,536,681	70.6%
6/13/2024	74.8	68.3	69.1	68.5	4,523,684	70.4%
6/14/2024	75.8	69.2	70.4	69.2	4,582,404	71.3%
6/15/2024	74.9	68.8	73.5	72.7	4,600,668	71.6%
6/16/2024	74.3	68.1	74.2	73.7	4,581,143	71.3%
6/17/2024	75.2	68.6	69.7	67.4	4,529,900	70.5%
6/18/2024	75.1	69.2	64.7	64.4	4,497,492	70.0%
6/19/2024	74.5	67.9	64.3	62.7	4,428,349	68.9%
6/20/2024	74.3	68.1	65.7	63.8	4,446,701	69.2%
6/21/2024	74.3	68.3	66.0	64.3	4,458,252	69.4%
6/22/2024	76.3	69.5	67.7	65.9	4,558,019	70.9%
6/23/2024	74.8	69.0	66.4	65.0	4,498,328	70.0%
6/24/2024	74.7	68.8	64.6	63.1	4,463,300	69.5%
6/25/2024	74.1	68.4	59.8	58.2	4,370,230	68.0%
6/26/2024	75.4	69.8	62.4	59.0	4,455,918	69.4%
6/27/2024	75.0	69.2	66.7	64.8	4,505,011	70.1%
6/28/2024	73.2	67.5	66.0	63.9	4,408,473	68.6%
6/29/2024	74.1	68.4	70.1	68.1	4,512,337	70.2%
6/30/2024	74.5	68.6	69.0	68.0	4,519,776	70.3%



* The total capacity of all District reservoirs is 6,425,000 gallons.

7. **REPORTS** (continued)

B. Emergency and Incident Report (Second Meeting Each Month)



Riverside County Fire Department
 Office of the Fire Marshal
 Rubidoux Community Services District
 3590 Rubidoux Blvd
 Rubidoux, CA 92509
 Bus (951) 684-7580



Monthly Activity Report

JUNE 2024

Activity	Total
Total Number of Plan Reviews Completed	0
Plan Review Turnaround Time <i>(Goal is 15 Days)</i>	0
Total Number of Construction Inspections Conducted	0
Inspection Turnaround Time <i>(Goal is within 3 Days of Contact)</i>	0
Total Number of Annual Fire Inspections Conducted <i>(Including Reinspections)</i>	11
Number of Weed Abatement Inspections Performed	0
Planning & Development Meetings Attended	0
Planning & Development Cases Reviewed	0
Special Event Meetings	1
Special Event Inspections	2
Complaints	0
850 Inspections	1
School Inspections	0

CAL FIRE/Riverside County Fire Department
Emergency Incident Statistics



Bill Weiser

Fire Chief

7/1/2024

Report Provided By: Riverside County Fire Department

Communications and Technology Division

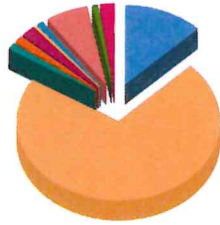
GIS Section

Please refer to Map and Incident by Battalion, Station, Jurisdiction

Incidents Reported for the month of June2024 and Special District Rubidoux CSD And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)
*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.

Response Activity

Incidents Reported for the month of June 2024 and Special District Rubidoux CSD And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)



False Alarm	36	12.5%
Medical	205	71.4%
Other Fire	4	1.4%
Other Misc	4	1.4%
Public Service Assist	6	2.1%
Ringing Alarm	1	0.3%
Standby	3	1.0%
Traffic Collision	19	6.6%
Vehicle Fire	3	1.0%
Wildland Fire	6	2.1%
Total:	287	100.0%

False Alarm	36
Medical	205
Other Fire	4
Other Misc	4
Public Service Assist	6
Ringing Alarm	1
Standby	3
Traffic Collision	19
Vehicle Fire	3
Wildland Fire	6
Incident Total:	287

Average Enroute to Onscene Time*

Enroute Time = When a unit has been acknowledged as responding. Onscene Time = When a unit has been acknowledge as being on scene. For any other statistic outside Enroute to Onscene please contact the IT Help Desk at 951-940-6900

<5 Minutes	+5 Minutes	+10 Minutes	+20 Minutes	Average	% 0 to 5 min
187	77	17	4	4.6	65.2%

*CODE 3 and CODE 2 incidents are included in the total count of incidents and the average Enroute to Onscene Time.

Incidents by Battalion, Station and Jurisdiction

			False Alarm	Medical	Other Fire	Other Misc	Public Service Assist	Ringng Alarm	Standby	Traffic Collision	Vehicle Fire	Wildland Fire	Total
Special District	Station Out of Jurisdiction Call	Out of Jurisdiction Call	0	0	1	0	0	0	0	0	0	1	2
		Station Total	0	0	1	0	0	0	0	0	0	1	2
		Battalion Total	0	0	1	0	0	0	0	0	0	1	2
Battalion 14	Station 16 Pedley	City of Jurupa Valley	0	3	0	0	0	0	0	0	0	0	3
		Station Total	0	3	0	0	0	0	0	0	0	0	3
	Station 18 West	City of Jurupa Valley	1	13	0	0	1	0	0	0	0	0	15
		Station Total	1	13	0	0	1	0	0	0	0	0	16
	Station 38 Rubidoux	City of Jurupa Valley	35	189	3	4	5	1	3	19	3	5	267
		Station Total	35	189	3	4	5	1	3	19	3	5	267
		Battalion Total	36	205	3	4	6	1	3	19	3	5	285
Grand Total			36	205	4	4	6	1	3	19	3	6	287

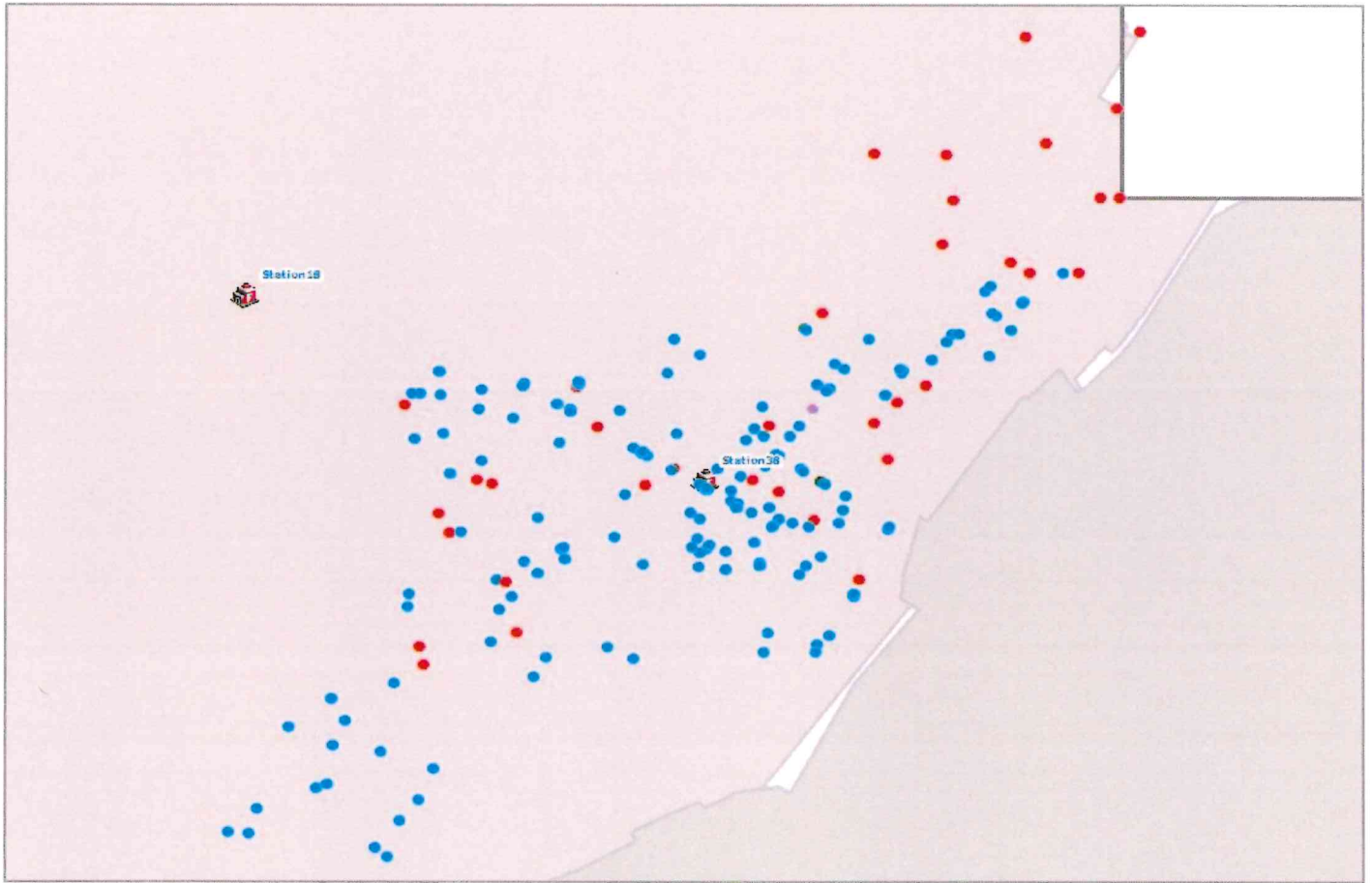
Incidents by Jurisdiction

	False Alarm	Medical	Other Fire	Other Misc	Public Service	Ringling Alarm	Standby	Traffic Collision	Vehicle Fire	Wildland Fire	Total
City of Jurupa Valley	36	205	3	4	6	1	3	19	3	5	285
Out of Jurisdiction Call	0	0	1	0	0	0	0	0	0	1	2
Grand Total	36	205	4	4	6	1	3	19	3	6	287

Incidents by Supervisorial District - Summary

	DISTRICT 2 KAREN SPIEGEL	NOT TIED TO DISTRICT	Grand Total
False Alarm	36	0	36
Medical	205	0	205
Other Fire	3	1	4
Other Misc	4	0	4
Public Service Assist	6	0	6
Ringin Alarm	1	0	1
Standby	3	0	3
Traffic Collision	19	0	19
Vehicle Fire	3	0	3
Wildland Fire	5	1	6
Total	285	2	287

MONTH = 6 and YEAR = 2024 and SPECIAL = 'Rubidoux CSD'



Legend

- | | | | |
|---------|------------|------------------|--------------|
| Fire | Medical | Riverside County | Fire Station |
| Hazard | Other Misc | Reservations | Casinos |
| Haz Mat | PSA | | |



Last Updated 7/1/2024 2:5

*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.

7. **REPORTS** (continued)

C. General Manager and Staff Reports / Updates

7. **REPORTS** (continued)

D. Committee Reports

8. ACTION / DISCUSSION ITEMS

- A. **DM 2024-60:** Consider Adopting Resolution No. 2024-916, A Resolution Authorizing the Relocation of the Fallen Firefighter Monument from the District Administration Building to Fire Station 38

Rubidoux Community Services District

Board of Directors

John Skerbelis, President
Hank Trueba Jr., Vice-President
Bernard Murphy
Armando Muniz
F. Forest Trowbridge



General Manager

Brian R. Laddusaw

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

DIRECTORS MEMORANDUM 2024-60

July 18, 2024

To: Rubidoux Community Services District
Board of Directors

Subject: Consider Adopting Resolution No. 2024-916, A Resolution Authorizing the Relocation of the Fallen Firefighter Monument from the District Administration Building to Fire Station 38

BACKGROUND:

The Rubidoux Community Services District ("District") was duly formed by the Riverside County Board of Supervisors on November 24, 1952 for the purpose of collecting, treating, and disposing of wastewater, and the collection and disposal of solid waste for the residents of Rubidoux. The District began providing water and fire protection services within its boundaries in 1956 via a ballot proposition on June 5, 1956, passed by the voters. The West Riverside Fire District was added to the District in 1958 by another election. Around 1990, the District started contracting with Riverside County / CalFire for fire protection services.

In 1971 a Monument to Fallen Firefighters ("Monument") was dedicated in front of what is now the District Administration Building. With the construction of Fire Station 38 in 2006 at the corner of Mission Blvd and Avalon Street and subsequent relocation of fire personnel to that location the Monument has not been updated with any fallen firefighter since 1993. Additionally, the District is going to re-landscape the area between the District Administration Building and Rubidoux Blvd with drought tolerant landscaping where the Monument is located as a demonstration to its customers and to comply with the upcoming non-functional turf regulations promulgated by the State of California.

After consultation between District staff and Station 38 personnel, it was determined the Monument was best suited to be relocated to the Station 38 site. Further, both parties agreed to investigate previous fire personnel to determine if additional names should be added.

Staff had discussions related to the relocation of the Monument with the Board of Directors at a recent Board Meeting at which time the Board supported moving the Monument but requested staff prepare a Board Resolution authorizing the District to move the Monument from its current location to the Fire Station 38 location. This Director's Memorandum follows that directive by requesting the Board adopt Resolution No. 2024-916, A Resolution Authorizing the Relocation of the Fallen Firefighter Monument from the District Administration Building to Fire Station 38.

Budget Considerations

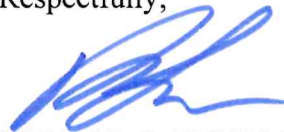
The District intends to move the Monument under its own forces but should minimal outside assistance be needed or names added; staff recommend a budget not-to-exceed of \$5,000 for this effort. Included in the District's Fiscal Year ("FY") 2024|2025 Fire / Weed Abatement Fund Budget is line 12, 'Miscellaneous: Fire' in the amount of \$5,200. This amount is sufficient to cover the not-to-exceed sum of \$5,000. Staff recommends the Board authorize the use of these budgeted monies, up to \$5,000, if necessary.

RECOMMENDATION:

Staff recommends the Board of Directors consider the following:

1. Adopt Resolution No. 2024-916, A Resolution Authorizing the Relocation of the Fallen Firefighter Monument from the District Administration Building to Fire Station 38.
2. Authorize the use of funds, up to \$5,000, of the FY 2024|2025 Fire / Weed Abatement Fund Budget line 12, 'Miscellaneous: Fire' to relocate and potentially add names to the Monument.

Respectfully,



BRIAN R. LADDUSAW, CPA
General Manager

Attachment(s):

1. Draft Resolution No. 2024-916
2. Photo of the Plaque on the Monument
3. Fiscal Year 2024|2025 Fire / Weed Abatement Fund Budget

RESOLUTION NO. 2024-916

**A RESOLUTION OF THE BOARD OF DIRECTORS OF RUBIDOUX
COMMUNITY SERVICES DISTRICT
AUTHORIZING THE RELOCATION OF THE EXISTING FALLEN
FIREFIGHTER MONUMENT FROM THE DISTRICT ADMINISTRATION
BUILDING TO FIRE STATION 38**

WHEREAS, the Rubidoux Community Services District ("District") was established on November 24, 1952 for the purpose of collecting, treating, and disposing of wastewater, and the collection and disposal of solid waste for the residents of Rubidoux; and,

WHEREAS, the District adopted Resolution No. 21 on April 19, 1956, where it determined that it is feasible, economically sound, and in the public interest to expand its services to include water and fire protection, subject to a subsequent ballot proposition on June 5, 1956, being positively passed; and,

WHEREAS, the District certified the election results under Resolution No. 23 on June 22, 1956, establishing the District as the agency responsible for fire protection services within its boundaries; and,

WHEREAS, the West Riverside Fire District was dissolved by an election on March 25, 1958, and the District subsequently absorbed said district by Resolution No. 28 on April 3, 1958; and,

WHEREAS, the District began contracting with Riverside County / CalFire for fire protection services around 1990; and,

WHEREAS, there exists a Monument to Fallen Firefighters ("Monument"), both in the Line of Duty and not in the Line of Duty, at the front of the District's Administration Building at 3590 Rubidoux Blvd in the City of Jurupa Valley with said Monument dedicated in 1971; and,

WHEREAS, the Monument has not had any names added to it since 1993 most likely due to the transfer of fire protection services from District personnel to Riverside County / CalFire and relocation of contracted fire personnel from the Administration Building to the newly constructed Fire Station 38 in 2006 at the corner of Avalon Street and Mission Boulevard; and,

WHEREAS, the District intends to re-landscape the front of the Administration Building with new drought tolerant landscaping to demonstrate to the public and to comply with upcoming non-functional turf prohibition regulations promulgated by the State of California; and,

WHEREAS, the Riverside County / CalFire personnel who staff Fire Station 38 desire to have the Monument moved on-site for proper maintenance, upkeep, and updating.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rubidoux Community Services District as follows:

1. The location of the Monument is better suited at Fire Station 38 at the corner of Mission Boulevard and Avalon Street.
2. The General Manager and District staff are directed to take all necessary actions to relocate the Monument from its current location to Fire Station 38 in a location desired by the Fire Department Personnel and to update the plaque with appropriate names as necessary.
3. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED, by the Board of Directors of the Rubidoux Community Services District at a regular meeting held on July 18, 2024, by the following vote:

AYES:

AWAY:

NOES:

ABSENT:

ABSTENTIONS:

John Skerbelis, President
Rubidoux Community Services District

(Seal)

ATTEST:

Brian R. Laddusaw
General Manager

APPROVED AS TO FORM AND CONTENT:

John R. Harper
District Counsel



DEDICATED
1971
TO RUBIDOUX FIREMEN
WHO HAVE FALLEN
BY THE WAY
BY RUBIDOUX FIREMEN'S
BENEFIT ASSOCIATION

CALVIN N. ELLISTON
1964 - 1965

DONALD D. GREENE
1946 - 1966

MICHAEL K. KOLEK
1974 - 1976

STEVE H. BROWN
1992 - 1993

RICHARD M. SMETANA SR.
1960 - 1993

CHESTER I. SIME
1951 - 1959

EDWARD E. WEISS SR.
1959 - 1973

A TRIBUTE TO THE FIREMAN

NO ONE IS SO DESERVING OF THE ADMIRATION AND GRATITUDE OF THE COMMUNITY AT LARGE
AS IS THE FIREFIGHTER. HIS BRAVERY AND DEVOTION TO DUTY IN THE PROTECTION OF LIFE
AND PROPERTY IS A SERVICE TO HIS FELLOW-MAN, EQUALLED BY FEW, SURPASSED BY NONE.

Rubidoux Community Services District

Fire / Weed Abatement Fund Budget

	Actual YTD March 2024	Annual Budget 2023/2024 ^[1]	Projected Year End 2023/2024	Favorable (Unfavorable) Variance	Audited 2022/2023	Adopted Budget 2024/2025
Operating Income						
1 Weed Abatement Assessment	\$ 3,994	\$ 3,000	\$ 3,994	\$ 994	\$ 94	\$ 4,000
2 Property Taxes-Secured:Gnrl	2,657,279	3,892,000	4,357,279	465,279	4,207,181	4,444,000
3 Property Taxes-Unsecured	117,019	112,000	124,019	12,019	111,267	126,000
4 Property Taxes-SBE & HOX	82,436	104,000	135,436	31,436	109,432	138,000
5 Property Taxes-SPY & 2345	50,959	98,000	118,959	20,959	129,854	121,000
Total Operating Income	2,911,687	4,209,000	4,739,687	530,687	4,557,827	4,833,000
Other Income						
6 Developer EDU Fees: Income	20,644	565,000	25,644	(539,356)	2,804	26,000
Total Other Income	20,644	565,000	25,644	(539,356)	2,804	26,000
TOTAL FIRE/WEED ABATEMENT REVENUE	\$2,932,331	\$4,774,000	\$4,765,331	(\$8,669)	\$4,560,631	\$4,859,000
Operating Expense						
7 Utilities Fire Dept	\$ 26,088	\$ 29,400	\$ 34,784	\$ (5,384)	\$ 27,400	\$ 30,300
8 Postage Expense: Weed	-	500	-	500	-	500
9 Weed Abatement Contract	-	2,000	-	2,000	-	2,100
10 CDF Contract	720,315	2,955,000	2,915,067	39,933	2,520,193	3,247,000
11 Publication of Public Notices	-	1,000	-	1,000	1,102	1,000
12 Miscellaneous: Fire	-	5,000	-	5,000	7,554	5,200
13 R & M Fire Station	12,279	10,000	16,372	(6,372)	16,564	10,300
14 Landscaping	4,595	7,000	6,127	873	-	7,200
15 Riverside County Admin Charge	8,399	11,100	11,198	(98)	13,877	11,400
16 Consulting Fees	-	2,000	-	2,000	-	28,200
17 Condition Assessment	-	-	-	-	-	10,000
Total Operating Expense	771,676	3,023,000	2,983,548	39,452	2,586,690	3,353,200
Administrative Expense						
18 General Fund Admin. Expense	44,500	89,000	89,000	-	104,200	111,000
Total Administrative Expense	44,500	89,000	89,000	-	104,200	111,000
Asset Acquisitions						
19 Misc. Asset Acq./Replacements	-	250,000	-	250,000	-	250,000
Total Asset Acquisitions	-	250,000	-	250,000	-	250,000
Transfers						
20 Transfer to/(from) Fire Mitigation Fund	-	315,000	25,644	289,356	2,804	(224,000)
21 Property Tax Transfer Out - General	73,000	146,000	146,000	-	390,224	-
22 Property Tax Transfer Out - Trash	59,500	119,000	119,000	-	263,453	159,700
23 Property Tax Transfer Out - Water	391,000	782,000	782,000	-	571,003	784,100
24 Property Tax Transfer Out - Sewer	25,000	50,000	50,000	-	15,000	425,000
Total Transfers	548,500	1,412,000	1,122,644	289,356	1,242,484	1,144,800
TOTAL FIRE/WEED ABATEMENT EXPENSE AND TRANSFERS	\$1,364,676	\$4,774,000	\$4,195,192	\$578,808	\$3,933,374	\$4,859,000
Fund Excess (Deficit)						\$ -

[1] Includes budget amendments adopted by Board of Directors up through June 6, 2024.

8. **ACTION / DISCUSSION ITEMS** (continued)

- B. **DM 2024-61: PUBLIC HEARING** – Second Reading of Ordinance No. 2024-138, An Ordinance of the Rubidoux Community Services District Authorizing the Adoption of Financial Policy Number 1040 'Procurement Policy'

Rubidoux Community Services District

Board of Directors

John Skerbelis, President
Hank Trueba Jr., Vice-President
Bernard Murphy
Armando Muniz
F. Forest Trowbridge



General Manager

Brian R. Laddusaw

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

DIRECTORS MEMORANDUM 2024-61

July 18, 2024

To: Rubidoux Community Services District
Board of Directors

Subject: **PUBLIC HEARING** – Second Reading and Adoption of Ordinance No. 2024-138, An Ordinance of the Rubidoux Community Services District Authorizing the Adoption of Financial Policy Number 1040 ‘Procurement Policy’

BACKGROUND:

The purpose of this memorandum is to seek the Rubidoux Community Services District (“District”) Board of Directors’ (“Board”) approval for the adoption of Financial Policy Number 1040 ‘Procurement Policy’ (“Policy”). This policy is designed to streamline the District’s procurement processes and ensure compliance with legal and regulatory requirements. A duly adopted and effective Policy is a mandatory prerequisite for spending Federal grant awards. In 2023, the District was successful with two (2) United States Bureau of Reclamation (“USBR”) grant awards totaling nearly \$3.0 million. Absent a Policy, the District would be precluded from seeking reimbursement of the \$3.0 million towards eligible projects costs and alternatively these crucial projects would require funding from current District’s reserves or potentially debt based financing with a high interest rate market.

Further, effective procurement practices are essential for the efficient operation of the District. Currently, the District’s procurement process lacks a standardized framework for handling repetitive and large-scale procurement needs, which can lead to inefficiencies and inconsistent practices.

The Policy will formalize the current District practice of utilizing Master Agreements and Task Orders. Master Agreements establish pre-negotiated terms and conditions with vendors, while Task Orders detail specific projects or tasks under these agreements. This approach allows for quicker response times, better vendor relationships, and improved budget management. Master Agreements and Task Orders are mostly used with professional and consulting services vendors (i.e., accounting, architectural, engineering, etc.)

Key Features of the Policy

- Establishment of purchasing agent procurement limitations and contract authorization.
- Defined procurement processes with segregation by public works and non-public works projects.
- Master Agreements: Establish overarching terms and conditions for goods and services with selected vendors.
- Task Orders: Issue detailed, project-specific work orders under the Master Agreements, defining the scope, schedule, deliverables, and pricing for each task.
- Streamlined Process: Simplifies and speeds up procurement by clearly defining procurement requirements based on legal and monetary considerations.
- Compliance and Monitoring: Ensures adherence to legal requirements and includes provisions for performance monitoring and regular reporting.

Benefits

Adopting this Procurement Policy will offer several benefits:

- Efficiency: Reduces administrative workload and expedites the procurement process.
- Transparency: Ensures clear and consistent procurement practices.
- Compliance: Aligns with legal and regulatory requirements.
- Fulfills procurement policy required for federal funded projects. (Uniform Guidance)
- Required Policy by Independent Auditors.
- Increased documentation and support.

Timeline:

For an Ordinance to be properly adopted, the District must adhere to the following criteria:

1. First and Second Reading of Draft Ordinance – No less than 2 weeks apart.
2. Public Hearing (not a protest hearing) with a minimum 10-day notice period. Must notice public in Press Enterprise, on the District's website, and on the District's administrative office windows.
3. Requires a 30-day delayed effective date.

On June 20, 2024 pursuant to DM 2024-54, the Board authorized the following adoption timeline:

- Regular Board Meeting – June 20, 2024 (1st Reading of Ordinance)
- Regular Board Meeting – July 18, 2024 (2nd Reading of Ordinance and Public Hearing) – Today’s Meeting
- Effective – August 18, 2024

During the first reading, the Board asked staff to investigate the security protocols related to the electronic bidding process via PlanetBids. This inquiry was investigated and responded to on July 11, 2024. Further, an additional inquiry was born from this response which was also responded to on July 11, 2024. Staff have received no other comments specifically related to Policy No. 1040 from the Board or members of the public.

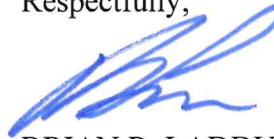
This afternoon’s Public Hearing for Ordinance No. 2024-138 was posted at the District office, on the District website, and noticed in the Press-Enterprise no less than 10 days prior to today.

RECOMMENDATION:

The General Manager recommends the Board of Directors consider the following:

1. Adopt Ordinance No. 2024-138 with an effective date of August 18, 2024.

Respectfully,



BRIAN R. LADDUSAW, CPA
General Manager

Attach:

1. Draft Financial Policy Number 1040 ‘Procurement Policy’
2. Draft Ordinance No. 2024-138
3. Notice of Public Hearing
4. Press-Enterprise Newspaper Publication Confirmation

Rubidoux Community Services District

POLICY TITLE: Procurement Policy
POLICY NUMBER: 1040

ARTICLE I. GENERAL

1040.1 Purpose. This Procurement Policy applies to Rubidoux Community Services District (the District), and establishes standardized guidelines by which all District procurement, except for public works projects of \$25,000 or more, is to be conducted for the purpose of acquiring goods, supplies and equipment for the operations of the District in accordance with the State of California Government Code and contracting for public projects and consulting services in accordance with the State of California Public Contract Code and Uniform Public Construction Cost Accounting Act.

All purchases of goods, services and equipment to be paid for by the District must comply with the methods, authority and dollar limits set forth in this Procurement Policy.

This Procurement Policy does not apply to non-discretionary operating expenditures including, but not limited to, utilities, payroll, employee benefits, water purchases, election costs, insurance and payroll taxes.

This Purchasing Policy does not supersede statutory law in existence at the time the District enters into a contract for the purchase of goods, supplies and equipment. California statutes that govern such contracts shall control to the extent they conflict with this Procurement Policy.

Please see Exemption at 1040.3 for further discussion of public works projects.

1040.2 Scope. When Federal grant funds are involved in any procurement, the District follows both this Procurement Policy and the requirements of Title 2-Grants and Agreements of the Code of Federal Regulations, Part 200 (2 CFR, Part 200). Please see 2 CFR, Part 200 (also known as Uniform Guidance) under Article 4: Uniform Guidance of this Procurement Policy.

All purchases of goods, including materials, equipment, supplies, and services, except public works projects of \$25,000 or more, shall adhere to the guidelines, authority, and dollar limits of this Purchasing Policy.

1040.3 Exemption. Public works contracts involving District expenditures of \$25,000 or more, shall be governed by Public Contract Code Section 20682, et seq. which states community service district contracts for materials and supplies for the construction or completion of any building, structure, or improvement, when the cost exceeds twenty-five thousand dollars (\$25,000), shall be contracted for and let to the lowest responsible bidder after notice. If two or more bids are the same and the lowest, the district board may accept the one it chooses.

1040.3.1 At its discretion, the board of directors may reject any bids presented and readvertise.

Rubidoux Community Services District

1040.3.2 In the case of an emergency, the board of directors may act pursuant to Chapter 2.5 (commencing with Section 22050).

1040.3.3 The board of directors may, subject to Chapter 5 (commencing with Section 9550) of Title 3 of Part 6 of Division 4 of the Civil Code, require the posting of those bonds it deems desirable as a condition to the filing of a bid or the letting of a contract.

1040.3.4 Additional information on public works regulations can be found in the Public Contract Code Section 20680 to 20685.5 and in the California Department of Industrial Relations website.

1040.4 Public Project. "Public project" is as defined in Chapter 2, Section 22002 of the Public Contract Code:

Note: For purposes of this Procurement Policy, "facility" means any plant, building, structure, ground facility, utility system, subject to the limitation found in the Public Contract Code.

- a) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.
- b) Painting or repainting of any publicly owned, leased, or operated facility.
- c) In the case of a publicly owned utility system, "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.

1040.4.1 "Public project" does not include maintenance work. For purposes of this section, "maintenance work" includes all of the following:

- a) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
- b) Minor repainting.
- c) Resurfacing of streets and highways at less than one inch.
- d) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
- e) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.

1040.4.2 If project is valued at over \$1,000, the status as a public work triggers prevailing wage request. Governed by the California Labor Code, specifically sections 1720-1861.

Rubidoux Community Services District

1040.5 Principles. The District maintains the following principles to ensure sound business practices and a continuous supply of quality goods and services to the District at the best value while promoting long-term, ethical relationships with vendors:

- a) Ensure the continuous supply of materials, supplies and equipment as needed.
- b) Develop reliable alternate sources of supply to meet District requirements.
- c) Purchase proper goods and services at the best value without sacrificing the quality needed.
- d) Resolve complaints on all purchased goods and services through equitable solutions.
- e) Handle with confidentiality all proprietary information submitted by vendors.
- f) Comply with all applicable laws without qualification or evasion.
- g) Guard against the misappropriation of assets and inventories.
- h) Comply as needed with Federal procurement regulations to ensure retention of all Federal grants which the District may receive.
- i) Provide the best value through effective Procurement Policy and practice.
- j) Maintain public confidence in the Procurement Policy of the District.
- k) Ensure the fair and equitable treatment of all who deal with the procurement system of the District.
- l) Provide increased economy in District procurement activities through broad based competition.
- m) Provide safeguards for the maintenance of the procurement system.
- n) Provide for effective outreach to all disadvantaged businesses.
- o) Encourage the maximum use of recycled materials where possible.

Rubidoux Community Services District

1040.6 Purchasing Agents. Procurement limits and contract signing authority are listed below.

Title	Procurement Limit	Contract Authority
General Manager*	Up to \$75,000	\$75,001 and over with Board authorization Up to \$75,000 without Board Authorization
Assistant General Manager*	Up to \$50,000	Up to \$50,000 without Board Authorization
Director of Engineering	Up to \$25,000	Up to \$25,000 without Board Authorization
Director of Finance and Admin	Up to \$25,000	Up to \$25,000 without Board Authorization
Director of Operations	Up to \$25,000	Up to \$25,000 without Board Authorization
Customer Service/Accounts Payable Manager	Up to \$5,000	None
Senior Systems Operator I	Up to \$5,000	None
Senior Systems Operator II	Up to \$5,000	None

*The Assistant General Manager has approval authority to the General Manager's dollar limit in the absence of the General Manager.

The General Manager is authorized to make purchases and enter into contracts on behalf of the District up to a specified financial limit as determined by the Board of Directors. The General Manager may voluntarily elect to forgo their purchasing authority and delegate the approval of certain purchases to the Board of Directors. This ensures transparency and enhances oversight in the procurement process.

- a) Discretionary Decision: The General Manager may, at their discretion, decide to delegate their purchasing authority to ensure greater transparency or to manage conflict of interest situations.
- b) Specific Transactions: The General Manager may opt to delegate authority for specific transactions or categories of transactions that they believe require additional oversight.
- c) Temporary Circumstances: In circumstances where the General Manager is unavailable or believes that Board approval is in the best interest of the District, they may delegate their authority temporarily.

1040.7 Purchasing Agent Duties. The purchasing agent shall have the authority to:

- a) Purchase or contract for supplies, equipment, maintenance services, or public projects in accordance with the Procurement Policy detailed in this directive;

Rubidoux Community Services District

- b) Procure quality supplies, equipment, and services for maintenance and public projects at the least expense to the District;
- c) Obtain as full and open competition as possible on all purchases and contracts;
- d) Keep informed of the current developments in the field of purchasing and contract administration as well as prices, market conditions and new products;
- e) Maintain reasonably necessary forms for the administration and operation of adhering to the procedures detailed in this directive;
- f) Supervise the regular inspection of all supplies and equipment for adequacies in their intended use;
- g) Obtain chemical and physical tests of samples submitted with bids which are necessary to determine their quality and conformance with specifications, where the cost may be covered by the District, or the District may order the cost be covered by the bidder;
- h) Recommend the transfer of surplus or unused supplies and equipment between departments as needed and the sale of all supplies and equipment that cannot be used by the District;
- i) Maintain bidders list, contractors list, local business preference list, current vendor list and other related records required to perform the duties of the purchasing function.

ARTICLE 2. PURCHASE METHODS

1040.8 Purchase Methods (Purchases shall be made using one of these methods):

- 1. Purchase Order and Revised Purchase Order
- 2. Check Request (payments not associated with a Purchase Order)
- 3. Invoice
- 4. District Credit Card
- 5. Petty Cash

1040.9 Purchase Order. The Purchase Order is the preferred method for making purchases. The Purchase Order authorizes an encumbrance of District funds and communicates to a vendor the District's intention to order goods and services.

A Purchase Order issued by the District is the authorization for a vendor to accept an order and deliver the requested goods and/or services. The Purchase Order identifies services or material descriptions, quantities, prices, discounts, payment terms, dates of services or material delivery (as needed), and recognizes a specific vendor associated with the transaction.

Rubidoux Community Services District

When a Purchase Order is accepted by the vendor, the Purchase Order becomes a contract binding the District and the Vendor to the terms and conditions set forth on the front and reverse sides of the Purchase Order.

1040.10 Revised Purchase Order. A Purchase Order may be revised as needed in order to modify the original Purchase Order. The revision(s) may be to increase or decrease the dollar value of the Purchase Order. Or it may be to change the Buyer, change the general ledger coding, or various other possible changes. A revised purchase order must be approved by the appropriate authority level based on the total cost of the goods, services, or content (original Purchase Order plus the revision amount or any change in scope of work).

1040.11 Invoice. All invoices for purchases of goods and services shall be preceded by a Purchase Order. However, for certain standard operating expenses, the invoice may be the sole document used to authorize the expenditure. When practical, a Credit Card or Check Request shall be completed for such payments. Examples of standard operating expenses that may not be preceded by a Purchase Order include, but are not limited to, the following:

- a) Inter-agency billings
- b) Utility services (including water purchases)
- c) Debt service obligations
- d) Certain legal fees
- e) Subscriptions and subscription renewals
- f) Membership dues
- g) Permits
- h) Employee reimbursements
- i) Petty cash requests
- j) Court-ordered payments
- k) Insurance premiums
- l) District benefit payments (CalPERS, payroll taxes, insurance, etc.)
- m) Customer refunds
- n) Retiree payments

Rubidoux Community Services District

In most other instances, a single invoice or invoices without a preceding Purchase Order is generally not permitted for making purchases (goods may be returned to the vendor and services may be cancelled) for the following reasons:

- a) **Accountability:** Obligates the District to costs without obtaining prior approval.
- b) **Fiscal integrity:** The District's inability to encumber funds may negatively affect the balance of the fiscal budget.
- c) **Risk:** Invoice transactions without a District Purchase Order do not protect the District from various risks.

1040.12 Encumbrance of Funds. The purchasing agent is only authorized to procure supplies, equipment, and contracts for maintenance or public project services for which there is an unencumbered appropriation available to be charged.

A Purchase Order designates a dollar amount to be encumbered on the general ledger for the costs of procuring the goods or services.

An encumbrance does not result in the recognition of an expenditure. It simply obligates or "reserves" a portion of an unexpended budget for the purpose of paying a liability when the related goods are received or services are rendered.

1040.13 District Contracts. A District contract is required for Service Purchase Orders of \$25,000 or more in order to minimize risks to the District, and to document rates, terms, etc. that are agreed to by the vendor and the District. Generally, if a District contract is created it will be accompanied by a Purchase Order. In the event the terms of the Purchase Order conflict with the terms of the District contract, the terms of the District contract shall prevail.

1040.13.1 Master Agreement: A contract with a vendor that defines the general terms and conditions under which specific work or services will be performed. It does not specify the exact scope of work or quantity of services but sets a framework for future task orders. Master Agreements must be reviewed and approved by the appropriate authority within the District.

1040.13.1 Task Order: A document issued under a Master Agreement that specifies the details of a particular task or project, including scope of work, schedule, deliverables, and pricing. Task Orders must be reviewed and approved by the appropriate authority within the District.

1040.14 Vendor Contracts. The use of a vendor contract does not meet the District's determination of a best management practice; therefore, use of a vendor contract is discouraged. However, where necessity requires the use of a vendor contract, such terms and conditions shall not contradict the objective and goals of the District. District staff shall review and approve the vendor's contracts terms and conditions prior to proceeding with a purchase transaction where a vendor contract is used.

1040.15 Staging of Purchases. Staging purchases and contracts into smaller units for the purposes of evading competitive bidding procedures in this directive is explicitly prohibited.

Rubidoux Community Services District

ARTICLE 3. PURCHASE ORDER

1040.16 Purchase Order Requisition Process for Goods, Supplies, Equipment. (for public works procurement of \$25,000 or less and non-public works procurement of \$250,000 or less).

NOTE - for public works procurement of \$25,000 or more, please see 1040.3 Exemption in this Procurement Policy.

For non-public works procurement of more than \$250,000, please see 2 CFR, Part 200 under Article 4: Uniform Guidance.

1	The Purchasing Agent shall obtain quote(s) as required by the dollar value of the purchase (refer to section 1040.18) and select the vendor offering goods or services which offers the best value to the District.
2	If the vendor is new, or an existing vendor has updated information, Purchasing Agent shall obtain the vendor's information required for a completed vendor setup in the Districts accounts payable module and provide to the Customer Service/Accounts Payable Manager.
3	If required quotes cannot be obtained or a unique or specific vendor is required for executing the purchase, the Purchasing Agent shall complete a Sole/Single Source Justification Form to include as supporting documentation. (See Sole/Single Source Justification Form Attachment)
4	The Purchasing Agent shall verify budget funds are available for the purchase. If budget funds are not available, Purchasing Agent shall utilize the necessary District policy for a budget amendment.
5	The Purchasing Agent shall deliver to the Director of Finance and Admin the quote(s) obtained, vendor information, and Sole/Single Source Justification Form, if applicable. Upon successful review, the Finance Department releases the approval in accordance with Purchasing Agent's approved procurement limit.

1040.17 Vendor Quote(s). Vendor quote(s) are required prior to submitting a Purchase Order. The District distinguishes between two different types of quotes:

1040.17.1 Informal quote(s). An offer casually communicated through a telephone conversation, email, or other convenient documentation. Verbal conversations shall be documented and shall include the name of the vendor, the vendor contact that provided the quote, and the date the quote was provided.

1040.17.2 Formal quote(s). An official offer letter on the vendor's business letterhead (or equivalent). The formal quote can be communicated electronically via email or in hard copy form. An email shall qualify as a formal quote if the vendor name, salesperson name (if applicable) and date are included in the email. A formal quote is the preferred method of documenting a quotation whenever Federal grant funds, including Federal Emergency Management Agency (FEMA) funded projects are involved.

Rubidoux Community Services District

1040.18 Price quotations for non-public works procurement(s). Price quotations for non-public works procurement shall be obtained by the Purchasing Agent or the Purchasing Agent's designee in accordance with the following:

- 1040.18.1 **Purchases of \$10,000 or less**: If the District considers the price to be reasonable, one informal quote is required. The quote shall be scanned and attached to the requisition. A formal quote is not required. Note – these procurement requirements are comparable to Federal requirements per 2 CFR, Part 200.320 and 2 CFR, Part 200.67.
- 1040.18.2 **Purchases greater than \$10,000, up to \$50,000**: Require three informal quotes scanned and attached to the Requisition.
- 1040.18.3 **Purchases greater than \$50,000 up to \$250,000**: Require three formal quotes scanned and attached to the Requisition. Note – these procurement requirements are comparable to Federal requirements per 2 CFR, Part 200.320 and 2 CFR, Part 200.88.
- 1040.18.4 **Purchases greater than \$250,000**: Shall comply with 2 CFR, Part 200 (Uniform Guidance) procurement methods consistent with either sealed bids, competitive proposals, or non-competitive proposals as described in this Procurement Policy in 2 CFR, Part 200, section 320 Methods of Procurement to be followed, refer to section 1040.25.

Vendor selection for non-public works procurement up to \$250,000 shall be based upon the vendor's ability to provide goods or services to the District at the best value as required by the needs of the District.

1040.19 Purchase Order Requisition Process for Professional and Consulting Services. (Accounting, Architectural, Landscape Architectural, Engineering, Environmental, Land Surveying, and Construction Management Services)

Note: If any of the services described in the section are to be funded with Federal funds, the District will utilize the procurement method as required by the funding source.

- 1040.19.1 **Purchases of \$10,000 or less**: If the District considers the price to be reasonable, one informal quote is required. The quote shall be scanned and attached to the requisition. A formal quote is not required. Note – these procurement requirements are comparable to Federal requirements per 2 CFR, Part 200.320 and 2 CFR, Part 200.67.
- 1040.19.2 **Purchases greater than \$10,000, up to \$50,000**: Require three informal quotes scanned and attached to the Requisition.
- 1040.19.3 **Purchases greater than \$50,000 up to \$250,000**: Require three formal quotes scanned and attached to the Requisition. Note – these procurement requirements are comparable to Federal requirements per 2 CFR, Part 200.320 and 2 CFR, Part 200.88.
- 1040.19.4 **Purchases greater than \$250,000**: Shall comply with 2 CFR, Part 200 (Uniform Guidance) procurement methods consistent with either sealed bids, competitive proposals, or non-

Rubidoux Community Services District

competitive proposals as described in this Procurement Policy in 2 CFR, Part 200, section 320 Methods of Procurement to be followed, refer to section 1040.19.

Vendor selection for non-public works procurement up to \$250,000 shall be based upon the vendor's ability to provide services to the District at the best value as required by the needs of the District.

1040.20 Best Value Determination. The value of procured goods or services may be described as a comparison of costs and benefits. Best value may not be simply the lowest purchase price of goods or services. Compare all the costs to purchase, use, and perhaps dispose of goods or services, against all the benefits from the good or services received and how they are used. Comparisons of costs and benefits may also be described as comparisons of strengths and weaknesses, pros and cons, and risks and rewards.

1040.20.1 Example costs that may contribute to an overall best value determination:

- a) Purchase price including shipping and other related costs.
- b) Financing charges.
- c) Personnel time conducting the procurement.
- d) Personnel time tracking and processing vendor payments.
- e) Possible disposal fees.
- f) Possible mitigation costs in dealing with an unknown vendor.
- g) Possible costs to remedy poor outcomes.

1040.20.2 Example benefits that may contribute to an overall best value determination:

- a) Added services at no additional cost.
- b) Material and goods with no toxic ingredients and/or are environmentally friendly.
- c) Market-leading material or goods likely to be maintainable and/or upgradeable for longer time (less obsolescence).
- d) Vendor with track record of price stability and product availability.
- e) Vendor with track record of effectively delivering desired service outcomes.

Rubidoux Community Services District

1040.20.3 If a procurement choice is made that is not the lowest purchase price alternative, a written Best Value Determination shall be created and signed by the Purchasing Agent. This written explanation shall accompany the Requisition or Purchase Order.

1040.20.4 Please note when the District is using any Federal funds for a procurement, the “Best Value Determination”, described above, may not be accepted by the funding Federal agency. This is particularly the case with any funding from the FEMA Public Assistance program. The District’s use of “Best Value Determination” shall be limited to purchases below the Federal Simplified Acquisition Threshold of \$250,000 as per 2 CFR, Part 200.320.

1040.21 Sole and Single Source Purchases. A sole source purchase is any acquisition which restricts the District to one vendor or one brand. A single source purchase is a purchase of goods or services without competitive bids/proposals for which there might be an alternative source available, but for which it would not be feasible, practical, or cost-effective to seek competitive proposals. The District may make a sole or single source purchase if it is not practicable to obtain competitive quotes due to any of the following circumstances:

- a) Exigent or emergency purchase.
- b) Technical support agreements exist and restrict the District to a single vendor.
- c) Vendor is uniquely qualified to provide the product or service.
- d) Item is a component or replacement part for which there is no commercially available substitute, and which can be purchased only from the manufacturer or authorized distributor.
- e) The District has a compelling and valid interest in selecting a particular vendor.

1040.21.1 When the District is using any Federal funds for procurement, a sole or single source procurement, as described above may not be accepted by the Federal funding agency. This is particularly the case with any funding from the FEMA Public Assistance program. Additional sole or single source documentation is required by Federal Regulations 2 CFR, Part 200 as described beginning under Article 4: Uniform Guidance in this Procurement Policy.

Sole and Single Source Purchase Process

1	The Purchasing Agent shall complete a Sole/Single Source Justification Form. (See Sole/Single Source Justification Form Attachment).
2	The Purchasing Agent shall attach to the completed Sole/Single Source Justification Form all supporting documents to justify the request.
3	The Purchasing Agent shall obtain a signature approval from the appropriate Director of the Department.

Rubidoux Community Services District

4	Upon receipt of approval signature, the Purchasing Agent shall forward the completed Sole/Single Source Justification Form, with all supporting documents, Customer Service/Accounts Payable Manager.
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1040.22 Change Order(s) From time to time, the District may find it necessary to issue changes to contracts for capital projects. Such changes are known as Change Orders and may involve alterations, deviations, modifications, additions to, or deletions from the plans and specifications as may be deemed by the District to be necessary or advisable for the proper completion of a capital project.

Please note that if any Change Order causes the capital project budget to exceed a previous Board of Directors approved capital budget amount, the revised capital budget shall be presented to the Board for re-approval.

1040.22.1 Change Orders are not allowed to provide for a change in work which would be considered outside of the scope of work contemplated by the capital project, which would therefore constitute a different or new capital project.

1040.22.2 Change Orders shall be in writing, shall specify the work to be done in connection with the change(s) made, shall document an adjustment of contract time (if any), and shall document the basis of compensation for the change made.

1040.22.3 No change in the work performed under a capital project contract shall be made without approval of the District by way of a written Change Order. The provisions of the bid documents and the contract shall apply to all Change Orders with the same effect as if originally embodied in the bid documents and contract. The amount of the increase or decrease in the contract price resulting from a Change Order, if any, shall be determined in the sole discretion of the District.

1040.22.4 Any Change Order which would increase the total cost of a project to more than the Federal Simplified Acquisition Threshold (currently \$250,000), shall be required to be approved by the District's Board of Directors.

1040.22.5 Change Order approval authority is determined by the District's Board of Directors and delegated by the General Manager according to functional responsibility within the District. Please see section (1040.5 Purchasing Agents), for the current District Change Order approval levels as of the date authorized by the General Manager. Change Orders that exceed the General Manager's authority are subject to approval by the Board of Directors.

1040.23 Check Request A Check Request is used to issue a check payable to a vendor. The vendor should provide a formal invoice or acceptable equivalent (for example, a bid or quote on vendor letterhead). Typically, a Check Request is appropriate when a vendor will not accept a Purchase Order, and when at least one of the following conditions exist:

- a) A vendor requires payment prior to the District receiving the purchased goods or services, or

Rubidoux Community Services District

- b) The purchase amount exceeds petty cash limits.

Check Request Process

1	The Buyer shall determine if the vendor will accept a Purchase Order. If not, a Check Request is appropriate if at least one of the conditions to require a Check Request are met.
2	The Buyer shall obtain approval signatures in accordance with Purchasing Authority Levels.
3	Upon receipt of approval signatures, the Buyer shall forward the all supporting documents attached, to Accounts Payable for check processing.

1040.24 District Credit Card. The General Manager, Assistant General Manager, and Directors have been designated to be District Cardholders, and a valid District need shall be established. Use of District credit cards shall be restricted to District-related purchases only and uses shall follow the guidelines as stated in the Rubidoux Community Services District Credit Card Policy.

ARTICLE 4: UNIFORM GUIDANCE

1040.25 2 CFR, Part 200, Section 318 General Procurement Standards. General Manager or designee authority. Except as otherwise provided in this Procurement Policy, the General Manager or designee may adopt operational procedures consistent with this Procurement Policy governing the procurement and management of all materials, supplies, services, and construction to be procured by the District. The General Manager or designee shall serve as the central procurement and contracting authority of the District. Except as otherwise provided in this code, the General Manager or designee shall:

- a) Procure or supervise the procurement of all materials, services and construction needed by the District and establish the methods and procedures necessary for the proper and efficient functioning of the procurement program.
- b) Establish guidelines for the management of all inventories of materials belonging to the District.
- c) Sell, trade or otherwise dispose of surplus materials belonging to the District in accordance with the provisions of this Procurement Policy.
- d) Prepare, issue, revise, maintain, and monitor the use of specifications for materials, services and construction required by the District.
- e) Furnish the Board of Directors with such reports and information as the Board may require.

1040.25.1 The General Manager may delegate procurement authority to designees or to any using department or official of the District. The General Manager or designee may determine in writing that noncompliance with any provision of this Procurement Policy is not substantial and may allow for correction or may waive minor informalities or irregularities. The basis for the decision shall be included in the determination. The General Manager or designee, in

Rubidoux Community Services District

accordance with this Procurement Policy, shall have the authority to award contracts not exceeding the amounts define within the listed, Purchasing Authority Levels. Contracts exceeding management authority shall be executed by the General Manager or designee following approval by the Board of Directors of the District.

- 1040.25.2 The General Manager or designee is entitled to audit the books and records of a contractor, consultant or any subcontractor or sub consultant under any contract or subcontract to the extent that the books and records pertain to the terms, conditions, and specifications as they relate to the performance of the contract or subcontract. Except in cases where the Board of Directors has retained authority, no purchase of services, supplies and equipment by any person other than the General Manager, the Assistant General Manager, or District employees directed by individuals in these positions, shall be binding upon the District or constitute lawful charge against District funds.
- 1040.25.3 This Procurement Policy sets forth the Procurement Standards of Conduct for all procurement by the District and its employees, officers or agents.
- 1040.25.4 No employee, officer, or agent shall participate in the selection, award, or administration of any contract if he or she has a real or apparent conflict of interest.
- 1040.25.5 The General Manager or designee shall purchase only sufficient quantities to meet the needs of the District and shall not unnecessarily purchase excess goods or services beyond the prudent and normal levels to maintain good working order of the District.
- 1040.25.6 The General Manager or designee shall consider consolidating or breaking out procurements to obtain more economical purchases when the situation allows.
- 1040.25.7 The General Manager or designee, where appropriate, shall make an analysis of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach to a procurement.
- 1040.25.8 The General Manager or designee may enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Note that FEMA will closely scrutinize the District's use of cooperative purchasing programs and piggyback contracts. In addition, FEMA will disallow reimbursement for the use of out-of-state cooperative purchasing programs. Generally, the District's use of a California-based cooperative purchasing program or a piggyback contract shall be limited to purchases below the Federal Simplified Acquisition Threshold of \$250,000 as per 2 CFR, Part 200.320.
- 1040.25.9 When the District participates in an inter-governmental purchase agreement, it shall be with a full and active participation in the development of contract specifications; joint issuance of requests for bids, joint evaluation of those bids; and joint awarding of the contracts.

Rubidoux Community Services District

- 1040.25.10 The District shall not use out of state cooperative procurement agreements when the contract is funded in whole or in part with Federal funds.
- 1040.25.11 The General Manager or designee may authorize the use of Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- 1040.25.12 The General Manager or designee may use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is defined as a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
- 1040.25.13 The District shall only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement.
- 1040.25.14 The General Manager or designee shall consider such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- 1040.25.15 The General Manager or designee shall maintain records sufficient to detail the history of procurement. For federally funded purchases, the procurement file shall consist of all documents related to the purchasing process and include both the winning and losing bids. For federally funded purchases, such records shall be retained for not less than three (3) years after the completion of the project. In the case of purchases funded under the FEMA Public Assistance program, all procurement records shall be retained for not less than three years after the final Public Assistance projects are all completed. These records shall include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- 1040.25.16 The General Manager or designee shall not authorize the use of Time and Materials contracts unless a determination that no other contract is suitable due to emergency or exigent circumstances. Such emergency or exigent circumstances shall be fully documented. A Time and Material type contract means a contract whose cost to a non-Federal entity is the sum of the actual cost of materials; and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. Since this formula generates an open-ended contract price, a Time and Materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each Time and Materials contract shall set a ceiling price that the contractor exceeds at its own risk. For all Time and Materials contracts, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls. Such oversight shall consist of on-site, active monitoring by a District employee or a third-party independent contractor. The Time and Materials contract monitor shall keep both written and photographic documentation of all work performed.

Rubidoux Community Services District

1040.25.17 The General Manager or designee is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts.

1040.25.18 Contracts made by the District are not approved nor disapproved by either the State or Federal government unless there is a violation of State or Federal regulations.

1040.26 2 CFR, Part 200, Section 319 Competition. The General Manager or designee shall ensure that all procurement transactions are conducted in a manner providing full and open competition consistent with the standards of this section.

1040.26.1 In order to ensure objective contractor performance and eliminate unfair competitive advantage, any contractor that develops or drafts specifications, requirements, statements of work, and invitations for bids or requests for proposals shall be excluded from competing for any such procurements.

1040.26.2 The District shall not:

- a) Place unreasonable requirements on firms in order for them to qualify to do business;
- b) Require unnecessary experience and excessive bonding;
- c) Permit noncompetitive pricing practices between firms or between affiliated companies;
- d) Enter into noncompetitive contracts to consultants that are on retainer contracts;
- e) Allow any other organizational conflicts of interest;
- f) Specify only "Brand Name" product(s) instead of allowing an equal product to be offered and shall describe the performance or other relevant requirements of the procurement. Language such as "Brand Name product or equal" is acceptable and does not limit competition; and
- g) Proscribe any other arbitrary action in the procurement process.

1040.26.3 For all contracts funded by a Federal grant, the District shall not use any local geographical preferences in the evaluation of bids or proposals, unless an applicable Federal statute expressly mandates or encourages a geographic preference.

1040.26.4 The previous section notwithstanding, when the District contracts for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its

Rubidoux Community Services District

application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

- 1040.26.5 The District shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured.
- 1040.26.6 These descriptions shall not, in competitive procurements, contain features which unduly restrict competition. The descriptions may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use.
- 1040.26.7 When possible, detailed product specifications shall be avoided.
- 1040.26.8 When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "Brand Name" or equivalent description may be used as a means to define the performance or other salient requirements of procurement.
- 1040.26.9 The specific features of the named Brand which shall be met by bids shall be clearly stated and identify all requirements which the bidders shall fulfill and all other factors to be used in evaluating bids or proposals.
- 1040.26.10 The District shall ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
- 1040.26.11 The previous section notwithstanding, the District shall not preclude potential bidders from qualifying during the bid solicitation period.

1040.27 2 CFR, Part 200, Section 320 Methods of Procurement to be Followed. The District shall use one of the following methods of procurement any time when Federal grant funding is involved in a project. This applies to both disaster related grants under the FEMA Public Assistance program and any other Federal grants.

- a) Purchases may be made by Micro-Purchase, which is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the District shall distribute Micro-Purchases equitably among qualified suppliers, including women owned, minority owned and other qualified disadvantaged businesses. Micro-Purchases may be awarded without soliciting competitive quotations if the District considers the price to be reasonable.
- b) The District defines small purchases as those over the Micro Purchase limit of \$10,000, but up to the Federal Simplified Acquisition Threshold of \$250,000. The District shall adjust these purchase limits to conform with 2 CFR, Part 200 as it may be amended from time to time. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Federal Simplified Acquisition Threshold

Rubidoux Community Services District

of \$250,000. Using the small purchase procedures, the District shall solicit and properly document at least three (3) bids, quotations, or published rate sheets for all purchases over the Micro Purchase limit of \$10,000.

- c) For all purchases over \$250,000 or any purchase for less than \$250,000 which may exceed \$250,000 when change orders are likely, the District shall use a formal (advertised) sealed bid process. Formal bids shall be publicly solicited and a firm fixed price contract (lump sum or unit price) shall be awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The formal sealed bid method of purchasing shall be used when:
 - a) A complete, adequate, and realistic specification or purchase description is available;
 - b) Three (3) or more responsible bidders are willing and able to compete effectively for the business; and
 - c) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

1040.27.1 The use of PlanetBids, or similar e-Procurement systems shall satisfy the "publicly advertised" requirement which follows. The District shall apply the following conditions for sealed bids:

- a) The invitation for bids shall be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
- b) The invitation for bids, shall include any specifications and pertinent attachments, and shall define the items or services in order for the bidder to properly respond;
- c) All bids shall be publicly opened at the time and place prescribed in the invitation for bids;
- d) The District shall award a firm fixed price contract in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. The District shall only use payment discounts to determine the low bid when prior experience indicates that such discounts are usually taken advantage of;
- e) The District shall reserve the right to reject any or all bids when there is a sound documented reason.

1040.27.2 The District may use the technique of competitive proposals when three (3) or more sources submit an offer, and either a fixed price or cost reimbursement type contract is awarded. If competitive proposals are used, the following requirements apply:

Rubidoux Community Services District

- a) Requests for proposals are publicized and identify all evaluation factors and their relative importance; and
- b) Any response to publicized requests for proposals shall be considered to the maximum extent practical; and
- c) Proposals are received from an adequate number of qualified sources, and
- d) The District uses a written method for conducting technical evaluations of the proposals received and for selecting recipients; and
- e) The contract is awarded to the responsible firm whose proposal is most advantageous to the District, with price and other factors considered;

1040.27.2.1 The District shall only use competitive proposals where price is not one of the determining factors only for architectural and engineering contracts, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation.

1040.27.2.2 The District shall not use competitive proposals where price is not one of the determining factors for any other contractual service, except for architectural or engineering services, even though the contractor may be an architectural or engineering firm.

1040.27.3 Procurement by noncompetitive proposals is procurement through solicitation of a proposal from an insufficient number of sources and may be used only when one or more of the following circumstances apply:

- a) The item is available only from a single source; or
- b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
- c) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- d) After solicitation of a number of sources, competition is determined inadequate.

1040.19.4 In the event of any conflicts: 2 CFR, Part 200 shall prevail if any conflict occurs between this Procurement Policy and State of California procurement laws and regulations.

Rubidoux Community Services District

1040.28 2 CFR, Part 200, Section 321 Contracting with Small and Minority Businesses. Women's Business Enterprises, and Labor Surplus Area Firms. It is the policy of the District to solicit business with women owned, minority owned and labor surplus area firms when possible.

- 1040.28.1 The District shall regularly place qualified small and minority businesses and women's business enterprises on solicitation lists;
- 1040.28.2 The District shall assure that small and minority businesses, and women's business enterprises are solicited when they are potential sources;
- 1040.28.3 The District shall, when economically feasible, divide total requirements, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- 1040.28.4 The District shall establish delivery schedules, where the requirement permits, to encourage participation by small and minority businesses, and women's business enterprises;
- 1040.28.5 The District shall use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- 1040.28.6 The District shall require the prime contractor, if subcontracts are to be let, to take the affirmative steps as listed in 2 CFR, Part 200, section 321.

1040.29 2 CFR, Part 200, Section 322 Domestic Preferences for Procurement. As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section:

- a) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- b) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
- c) Federal agencies providing Federal financial assistance for infrastructure projects must implement the Buy America preferences set forth in 2 CFR part 184.

Rubidoux Community Services District

1040.30 2 CFR, Part 200, Section 323 Procurement of Recovered Materials. The District shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. Following the requirements of Section 6002 of the Solid Waste Disposal Act, the District shall procure only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procure solid waste management services in a manner that maximizes energy and resource recovery; and establish an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

1040.31 2 CFR, Part 200, Section 324 Contract Cost and Price. For all projects with Federal funding, the District shall perform a cost or price analysis in connection with every procurement action in excess of the Federal Simplified Acquisition Threshold of \$250,000, including contract modifications. The District shall make independent cost estimates before receiving bids or proposals. The District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. The cost or price analysis shall consider the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

1040.31.1 The costs or prices which are based on estimated costs for contracts under a Federal grant are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable under 2 CFR, Part 200, sections 200.400 through 200.475.

1040.31.2 The District complies with Federal cost principles as per 2 CFR, Part 200, Subpart E – Cost Principles (sections 200.400 to 200.475).

1040.31.3 The District shall not use cost plus a percentage of cost and percentage of construction cost methods of contracting on any Federal grant-funded projects.

1040.32 2 CFR, Part 200, Section 325 Federal Awarding Agency or Pass-Through Entity Review. Upon request of the State of California, the District shall make available, the technical specifications on proposed procurements where the State believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. Such review, if requested, generally shall take place prior to the time the specification is incorporated into a solicitation document. However, if the District desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase. The District shall make available upon request by the State of California for a pre-procurement review, procurement documents (such as requests for proposals or invitations for bids), or independent cost estimates, if:

- a) The District's Procurement Policy or operation fail to comply with the procurement standards in this Part;

Rubidoux Community Services District

- b) The procurement is expected to exceed the Federal Simplified Acquisition Threshold of \$250,000 and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- c) The procurement is expected to exceed the Federal Simplified Acquisition Threshold of \$250,000 and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- d) The proposed contract is more than the Federal Simplified Acquisition Threshold of \$250,000 and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- e) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Federal Simplified Acquisition Threshold of \$250,000.

1040.32.1 The District is exempt from the pre-procurement review of this section if the State of California determines that the procurement systems comply with the standards of this part.

1040.32.2 The General Manager or designee may self-certify the District's procurement system. However, such self-certification does not limit the Federal awarding agency's right to survey the system.

1040.32.3 This Procurement Policy cites the specific policies, procedures, regulations, and standards as following these requirements and the policies and procedures are available for review.

1040.33 2 CFR, Part 200, Section 326 Bonding Requirements. When Federal grant funding is used for construction or facility improvement contracts or subcontracts exceeding the Federal Simplified Acquisition Threshold of \$250,000, the District shall follow the following bonding requirements to adequately protect the Federal interest:

- a) A bid guarantee from each bidder equivalent to five percent of the bid price. The bid guarantee shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder shall, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- b) A performance bond on the part of the contractor for 100 percent of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- c) A payment bond on the part of the contractor for 100 percent of the contract price. A payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

1040.34 2 CFR, Part 200, Section 327 Contract Provisions. In all procurements involving Federal grant funding, the District shall comply with 2 CFR, Part 200, section 327.

Rubidoux Community Services District

- 1040.34.1 Legal and Contractual Remedies. Contracts for more than the Federal Simplified Acquisition Threshold of \$250,000, shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 1040.34.2 Termination for Cause. All contracts in excess of \$10,000 shall address termination for cause and for convenience by the District including the manner by which it shall be effected and the basis for settlement, as set forth in the contract.
- 1040.34.3 Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60 1.3 shall include the equal opportunity clause provided under 41 CFR 60 1.4(b), in accordance with Executive Order 11246, Equal Employment Opportunity (30 FR 12319, 12935, 3 CFR Part, 1964 1965 Comp., p. 339), as amended by Executive Order 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, and implementing regulations at 41 CFR part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor. In cases where the Davis-Bacon act does apply, then, in accordance with the statute, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition:
- a) Contractors shall be required to pay wages not less than once a week
 - b) The non-Federal entity shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation.
 - c) The decision to award a contract or subcontract shall be conditioned upon the acceptance of the wage determination.
 - d) The non-Federal entity shall report all suspected or reported violations to the Federal awarding agency.
- 1040.34.4 Copeland Anti-Kickback. For all procurements made with Federal grant funding, the District shall comply with the Copeland Anti-Kickback Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3). The District and each contractor are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of a public work, to give up any part of the compensation to which he or she is otherwise entitled. The District shall report all suspected or reported violations to the Federal awarding agency.
- 1040.34.5 Contract Work Hours and Safety Standards Act. On all procurements made with Federal grant funds in excess of \$100,000, the District shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of

Rubidoux Community Services District

the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- 1040.34.6 Rights to Inventions Made Under a Contract or Agreement. If a Federal grant meets the definition of "funding agreement" under 37 CFR Section 401.2 (a) and the District wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that funding agreement, the District shall comply with the requirements of 37 CFR Part 401, Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements, and any implementing regulations issued by the awarding agency.
- 1040.34.7 Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. For Federally funded grant contracts in excess of \$150,000 the District shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. The District shall report violations to the Federal awarding agency and the Regional Office of the EPA. For all Federally funded grant contracts in excess of the Federal Simplified Acquisition Threshold of \$250,000, the District shall follow the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- 1040.34.8 Debarment and Suspension (Executive Orders 12549 and 12689). The District shall not make contract awards to any parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), Debarment and Suspension.
- 1040.34.9 Byrd Anti-Lobbying Amendment. In compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) Contractors that apply or bid for an award of \$100,000 or more shall file the required certifications. Each tier certifies to the tier above that it shall not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any

Rubidoux Community Services District

lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier, up to the non-Federal award.

ARTICLE 5: PROCUREMENT STANDARD OF CONDUCT

1040.35 Procurement Standards of Conduct. It is essential that the District personnel and stakeholders involved in the procurement process adhere to a well-defined and established code of ethics.

Definition: Ethical procurement prohibits breach of the public's trust by discouraging a public employee from attempting to realize personal gain through conduct inconsistent with the proper discharge of the employee's duties.

1040.35.1 Conflict of Interest. The District personnel and stakeholders involved in the procurement process shall:

- a) Avoid any private or professional activity that would create a conflict of interest or the appearance of impropriety.
- b) Avoid engaging in personal business with any supplier representative or similar person.
- c) Avoid lending money to or borrowing money from any supplier.
- d) Avoid any and all potential for nepotism.
- e) Avoid any inappropriate overlap of duties in the procurement process.
- f) Safeguard the procurement process from political or outside influence.

1040.35.2 Conduct with Suppliers. Business dealings with suppliers must be fair and transparent. The District personnel and stakeholders shall:

- a) Refrain from showing favoritism or being influenced by suppliers through the acceptance of gifts, gratuities, loans or favors.
- b) Safeguard supplier confidentiality.
- c) Refrain from requiring suppliers to pay to be included on an approved or preferred supplier list.
- d) Refrain from requesting donations of goods or services to the public entity.
- e) Select suppliers on the basis of meeting appropriate and fair criteria.
- f) Discourage the arbitrary or unfair use of purchasing leverage or influence when dealing with suppliers.

Rubidoux Community Services District

- g) Avoid the exertion of undue influence or abuses of power.
- h) Treat all suppliers fair and equal.

1040.35.3 Corruption. District personnel and stakeholders who become aware of any corrupt activity have a duty to the District to alert their senior management and/or elected officials. Forms of bribery or corruption may include, but are not limited to:

- a) Bribery is the offering, promising, giving, authorizing or accepting of any undue financial or other advantage to, by or for any persons associated with the procurement process, or for anyone else in order to obtain or retain a business or other improper advantage. Bribery may include (i) kicking back a portion of a contract payment to government or other officials or to employees of the other contracting party, their close relatives, friends or business partners or (ii) using intermediaries such as agents, subcontractors, consultants or other third parties, to channel payments to government or other officials, or to employees of the contracting parties, their relatives, friends or business partners.
- b) Extortion or Solicitation is the demanding of a bribe, whether or not coupled with a threat, if the demand is refused. District personnel and stakeholders will oppose any attempt of extortion or solicitation and are encouraged to report such attempts through available formal or informal reporting mechanisms.
- c) Trading in Influence is the offering or solicitation of an undue advantage in order to exert an improper, real, or supposed influence.
- d) Laundering the proceeds of the corrupt practices mentioned above is the concealing or disguising the illegitimate origin, source, location, disposition, movement, or ownership of property and/or money, knowing that such is the proceeds of crime.
- e) Nepotism is the use of authority or influence to show favoritism to relatives or friends without merit.

1040.35.4 Business Gifts and Hospitality. The offer and receipt of business gifts and entertainment are sensitive areas for public employees, despite being recognized as standard private sector business practice.

ORDINANCE NO. 2024-138

**AN ORDINANCE OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT
AUTHORIZING THE ADOPTION OF FINANCIAL POLICY NUMBER 1040
'PROCUREMENT POLICY'**

WHEREAS, the Rubidoux Community Services District ("District") recognizes the importance of establishing a comprehensive procurement policy to ensure efficient, equitable, and transparent procurement processes; and

WHEREAS, the District is committed to maximizing the value of public funds, complying with all applicable laws and regulations, and maintaining the highest standards of ethical conduct in its procurement activities; and

WHEREAS, it is in the best interest of the District to implement clear guidelines and procedures for the procurement of goods, services, and works to promote fairness, transparency, and accountability; and

WHEREAS, the District seeks to adopt a procurement policy that delineates the methods and procedures to be followed for various procurement activities, including informal and formal procurement, emergency procurement, requirements based on funding source, and sole source procurement; and

WHEREAS, the Board of Directors of the Rubidoux Community Services District has determined that it is necessary and appropriate to establish such a procurement policy by ordinance;

NOW THEREFORE BE IT ORDAINED AS FOLLOWS:

1. That the Foregoing recitals are true and correct.
2. Adoption of Financial Policy Number 1040 'Procurement Policy'.

3. Ordinance No. 2024-138 the above assessments shall take effect August 18, 2024.

INTRODUCED on the 20th day, June 2024, **ADOPTED AND APPROVED** on the 18th day, July 2024, upon the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Skerbelis, President
Rubidoux Community Services District

(SEAL)

ATTEST:

Brian R. Laddusaw, General Manager-Secretary
Rubidoux Community Services District

APPROVED TO FORM AND CONTENT:

John R. Harper, District General Counsel

The Press-Enterprise

3512 14th Street
Riverside, CA 92501
Willoughby, OH 44096
951-368-9222
951-368-9018 FAX

RUBIDOUX COMM SERV DIST
3590 RUBIDOUX BLVD
RIVERSIDE, CA 92509

Account Number: 5209178

Ad Order Number: 0011679382

Customer's Reference Procurement Ord. 2024-138
/ PO Number:

Publication: The Press-Enterprise

Publication Dates: 07/07/2024

Amount: \$452.05

Payment Amount: \$0.00

Invoice Text: **Rubidoux Community Services District**

NOTICE OF PUBLIC HEARING

OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT FOR THE ADOPTION OF ORDINANCE NO. 2024-138, AN ORDINANCE AUTHORIZING THE ADOPTION OF FINANCIAL POLICY NUMBER 1040 'PROCUREMENT POLICY'

Notice is hereby given that the Board of Directors of the Rubidoux Community Services District (District) will conduct a Public Hearing on Thursday, July 18, 2024, at 4:00 PM, during the regular meeting of the Board of Directors. Subject Public Hearing shall be conducted at 3590 Rubidoux Blvd., Jurupa Valley, CA 92509, at the above time and date.

The purpose of the Public Hearing is for receiving comments (oral and written), as they pertain to draft Ordinance 2024-138 which authorizes the Board of Directors to adopt financial policy number 1040 'Procurement Policy.'

A draft copy of Ordinance 2024-138 is available for download at the District's website www.rcsd.org. The draft Ordinance may also be viewed at the District office lobby.

You may also request a copy by calling the District office during normal business hours, M-F, from 8am to 5pm at 951-684-7580, and one will be mailed at no charge.

BRIAN R. LADDUSAW

General Manager
July 5, 2024

Published The Press-Enterprise July 7, 2024

The Press-Enterprise

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5209178

RUBIDOUX COMM SERV DIST
3590 RUBIDOUX BLVD
RIVERSIDE, CA 92509

Publication: The Press-Enterprise

PROOF OF PUBLICATION OF

Ad Desc: Procurement Ord. 2024-138

FILE NO. Procurement Ord. 2024-138

PROOF OF PUBLICATION

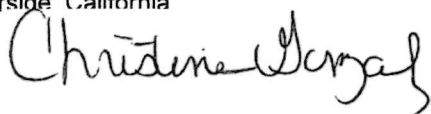
I am a citizen of the United States. I am over the age of eighteen years and not a party to or interested in the above entitled matter. I am an authorized representative of THE PRESS-ENTERPRISE, a newspaper in general circulation, printed and published daily in the County of Riverside, and which newspaper has been adjudicated a newspaper of general circulation by the Superior Court of the County of Riverside, State of California, under date of April 25, 1952, Case Number 54446, under date of March 29, 1957, Case Number 65673, under date of August 25, 1995, Case Number 267864, and under date of September 16, 2013, Case Number RIC 1309013; that the notice, of which the annexed is a printed copy, has been published in said newspaper in accordance with the instructions of the person(s) requesting publication, and not in any supplement thereof on the following dates, to wit:

07/07/2024

I certify (or declare) under penalty of perjury that the foregoing is true and correct:

Date: July 07, 2024.

At: Riverside California



Legal Advertising Representative, The Press-Enterprise

Legal No. 0011679382

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Rubidoux Community Services District

NOTICE OF PUBLIC HEARING

**OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT FOR
THE ADOPTION OF ORDINANCE NO. 2024-138, AN
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BRIAN R. LADDUSAW
General Manager

July 5, 2024

Published The Press-Enterprise July 7, 2024

9. **DIRECTORS COMMENTS AND REQUEST**

10. **NEXT MEETING**

Thursday, August 1, 2024, at 4:00 p.m.

11. ADJOURNMENT