

Rubidoux Community Services District

Board of Directors

Hank Trueba Jr., President
Diana Leja, Vice President
Bernard Murphy
John Skerbelis
Leslie Altamirano

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, February 6, 2025, 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** – Hank Trueba Jr., 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 January 16, 2025, Regular Meeting
- B. Consideration to Approve the February 7, 2025, Salaries, Expenses and Transfers

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 2025-05:** Board Governance and Compliance Update: Legislative Changes and Training Requirements for 2025
- B. **DM 2025-06:** Board Discussion: Building Project
- C. **DM 2025-07 – CLOSED SESSION:** Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District

9. DIRECTORS COMMENTS AND REQUESTS

10. NEXT MEETING

Thursday, February 20, 2025, 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 January 16, 2025, Regular Meeting

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, January 16, 2025**

DIRECTORS PRESENT: Bernard Murphy
Hank Trueba, Jr.
John Skerbelis
Diana Leja
Leslie Altamirano

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

VISITORS (SIGNED IN): Ross Leja, RCSD Resident

ITEM 1. CALL TO ORDER

The meeting of the Board of Directors of the Rubidoux Community Services District by President Trueba, at 4:00 PM Thursday, January 16, 2025, in-person and by teleconferencing at the District's Administrative Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 2. PLEDGE OF ALLEGIANCE – General Manager

*****Director Murphy called for a five (5) minute recess 4:00 p.m., Resume at 4:03 p.m.*****

ITEM 3. ROLL CALL – General Manager

COMMENT(S):

*****Director Murphy would like to Move Consent Calendar Item E. DM 2025-03: Consider Acceptance of Work and Filing Notice of Completion for the Backwash Supply Pipeline Project at Leland Thompson Water Treatment Facility to Action/ Discussion Items 8B.**

*****Director Leja would like to modify Minutes for December 19, 2024, Regular Meeting. The following need to be added and updated. 1. Director Leja recommended making**

Christmas Eve a permanent District holiday with half-day paid status. 2. President Trueba adjourned the meeting at 5:27 P.M not Director Skerbelis.

*****Revised Minutes for December 19, 2024, Regular Meeting will be available on <https://www.rcsd.org/2024-12-19-board-of-directors-board-meeting>*****

ITEM 4. PUBLIC COMMENTS

No public comments.

ITEM 5. CONSENT CALENDAR

- A. Approval of Minutes for December 19, 2024, Regular Meeting-*****REVISED*****
- B. Consideration to:
 - A) Ratify the January 2, 2025, Salaries, Expenses and Transfers
 - B) Approve the January 17, 2025, Salaries, Expenses and Transfers
- C. **DM 2025-01:** Receive and File Statement of Cash Asset Schedule Report Ending November 2024
- D. **DM 2025-02:** Consideration to Approve a Master Service Agreement for SCADA System Services with Stellar Technology
- E. ~~**DM 2025-03:** Consider Acceptance of Work and Filing Notice of Completion for the Backwash Supply Pipeline Project at Leland Thompson Water Treatment Facility~~

*****Item E has been moved to Action/Discussion Items 8B*****

ACTION:

Director Murphy moved, and Director Trueba seconded to approve the Consent Calendar with Item E. DM 2025-03: Consider Acceptance of Work and Filing Notice of Completion for the Backwash Supply Pipeline Project at Leland Thompson Water Treatment Facility moved to Action/ Discussion Items 8B and the modifications to the Minutes for December 19, 2024, Regular Meeting.

Roll call:

**Ayes – 5 (Murphy, Trueba, Skerbelis, Leja, Altamirano)
Noes – 0
Abstain – 0
Absent – 0**

The motion was carried 5-0-0-0.

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION

GM Brian Laddusaw presented four (4) articles to the Board of Directors. The first article was from the pressenterprise.com. It was titled "Los Angeles County- Experts: Municipal Water Sewer Systems not designed for Wildfires." The article was about the municipal water and sewer systems in Los Angeles County and other regions that were primarily designed for urban development and routine use, not for the demands imposed by wildfires. During wildfires, the infrastructure often struggles to supply adequate water pressure and volume to firefighters, particularly in rural or remote areas. Water systems rely on electricity to pump and distribute water, and power outages during wildfires further compromise firefighting efforts. Experts suggest that municipalities need to invest in more resilient infrastructure, including backup power systems, increased storage capacity, and fire-resistant designs, to better handle wildfire emergencies. Coordination between municipal systems, fire departments, and urban planners is essential to adapt these systems to the increasing risk of wildfires due to climate change.

The second article was titled "California- EPA Oks State's ban on Gas Cars," also from the pressenterprise.com. The U.S. Environmental Protection Agency (EPA) has approved California's plan to phase out the sale of new gasoline-powered vehicles, granting the state a waiver under the Clean Air Act. California's policy mandates that by 2035, all new cars and light trucks sold in the state must be zero-emission vehicles, such as electric or hydrogen-powered models. The decision is part of California's broader strategy to reduce greenhouse gas emissions, combat climate change, and improve air quality, especially in urban areas affected by pollution. As California often sets the trend for environmental regulations, this move could influence other states to adopt similar measures, potentially transforming the national auto market. The policy has faced criticism from some automakers, industry groups, and political figures who argue that the transition may pose economic and technological challenges, including concerns about vehicle affordability, infrastructure readiness, and supply chain constraints. Many environmental advocates and automakers support the move, viewing it as an essential step toward a sustainable and electrified transportation future.

The third article from the pressenterprise.com, "Courts-Riverside Utility Refunds Ordered." A court has ordered Riverside's municipal utility to issue refunds to customers after determining that certain utility fees were improperly charged. The case centered on whether specific charges violated state laws, such as Proposition 218, which requires voter approval for new taxes and fees that exceed the cost of providing the service. The ruling mandates the utility to return millions of dollars to ratepayers, potentially through direct refunds or billing credits. Thousands of residential and business customers in Riverside are expected to benefit from the decision, though the refund process and timeline may vary. The ruling could strain the utility's budget and lead to adjustments in operations or future rate structures to comply with legal requirements.

The last article was from mercurynews.com titled, "News-Environment-Sierra Nevada Snowpack above average to start the year, a promising sign for state water supplies." The Sierra Nevada snowpack is measuring well above average for the beginning of the year, providing a positive outlook for California's water supply. The snowpack is a critical source of water for the state, supplying about 30% of California's water needs as it melts during the spring and summer. Above-average snow levels could alleviate some of the drought conditions that have plagued the state in recent years, improving reservoir levels and agricultural water availability. While the early snowpack levels are promising, experts note that consistent precipitation throughout the winter season is necessary to sustain these benefits. The report highlights the ongoing challenges

of managing water resources in the face of climate change, which brings more frequent and intense weather extremes. State water agencies will continue to monitor snowpack and reservoir levels closely to plan for water allocations and usage.

COMMENT(S):

Director Altamirano asked if the U.S. Environmental Protection Agency (EPA) had recently changed the law mentioned in the article "California- EPA Oks State's ban on Gas Cars." GM Laddusaw will be providing an update on the current law.

ITEM 7. REPORTS

A. Operations Report (Second Meeting Each Month)

The Operations Report format was updated to include the Potable Water Production report. In December, potable water production totaled 371 acre-feet.

Well No. 18 and Well No. 8A produced the majority of the water. Chemical deliveries for the reporting period included the following:

- Sodium Bisulfite 25%: 3,052 gallons delivered to the Thompson Plant.
- Morton NSF Certified White Crystal Salt: 22.41 tons delivered to the Smith Plant.
- Sodium Hypochlorite 12.5% (Liquid Chloride): 7,227 gallons delivered to the Thompson Plant, Smith Plant, and Well 8.

The Operations Report also included information on SCE Public Safety Power Shutoffs, which began on Wednesday, January 8, 2025, around 2:00 a.m. and lasted through Friday, January 10, 2025. The District was without power for approximately 60 hours. On Sunday, January 12, 2025, the power went out again and remained off until Wednesday, January 15, 2025, affecting five (5) lift stations and a well. The Mission Booster was not affected.

There was a spill at the Fleetwood lift station, which does not have a generator. The other sites were operating on generators. American Rentals was able to provide a generator during the outage. During this time, a spill occurred that reached a manhole and was classified as a Category 4 sewer spill. The incident was reported to the state.

COMMENT(S)

Director Skerbelis confirmed whether the spill had reached a storm drain. Although the spill did enter the storm drain, it did not flow into the receiving water. The District is currently looking to purchase a generator for the Fleetwood lift station.

Director Trueba thanked Director of Operations Miguel for his hard work.

Director Murphy requested the inclusion of this month's and next month's water reservoir levels.

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

Deferred to the next meeting if Fire Station 38 Personnel are available.

C. General Manager and Staff Reports / Updates

General Manager Brian Laddusaw informed the Board that the Western Water Retail meeting is scheduled for January 28th, from 11:30 a.m. to 2:00 p.m. The headshot photographer for the Board of Directors and Management Team is scheduled for Thursday, February 20th, from 2:30 p.m. to 4:00 p.m. in the Board Room. The JARPD Art Reveal is scheduled for January 31st at 10:00 a.m. at the District Office, located at 8621 Jurupa Rd., Jurupa Valley, CA 92509. GM Laddusaw also shared the updated Santa Ana River Watershed map, which includes the District's logo and information. Additionally, AGM Brandon Thomas presented to the Board the JCSD Boil Order Notice, along with background information and an operations update.

COMMENT(S):

Director Altamirano shared the criticism she heard regarding the JCSD Boil Order Notice and emphasized that the District should be more active on social media to help RCSD residents stay informed and up-to-date with District-related updates. She also noted that not all residents use social media, and therefore, the District should collaborate with stakeholders and local agencies to share important information effectively.

Director Leja inquired whether the District has updated customer contact information to ensure effective communication when needed. She also mentioned that not all JCSD customers were contacted during the JCSD Boil Order Notice.

Director Murphy requested that the District create a list of local radio stations, news outlets, and other channels to reference during situations like the JCSD Boil Order Notice. He asked whether updated contact information, such as text, email, and phone numbers, is being collected when residents apply for water service to ensure rapid communication. Additionally, he inquired about the availability of door hangers for distribution if needed. He also noted that sampling stations need to be locked, as he has observed instances during inspections where they were left unsecured.

D. Committee Reports

The Solid Waste Trash Disposal Committee, which includes Directors Skerbelis and Murphy, met on Wednesday, January 15, 2025, to discuss the current Burrtec contract and rates. They will meet again on Wednesday, January 22, 2025.

COMMENT(S):

Director Murphy asked for input regarding the service. Director Altamirano commented that she would like to ensure we negotiate the best rates and try to match the City's rates. Director Leja inquired about street sweeping, noting that residential street sweeping currently occurs monthly and suggesting an increase in frequency.

Director Skerbelis mentioned they are working towards having residential and commercial street sweeping conducted twice a month. He also noted that Director Murphy was focusing on the commercial areas. In response, Director Murphy stated that he has no issue with twice a month service but would prefer weekly service from the Santa Ana riverbed to Mission.

Director Altamirano added that increasing the frequency of services might lead to higher costs.

ITEM 8. ACTION/DISCUSSION ITEMS.

- A. **DM 2025-04:** Consider Proposal for Internal Piping Upgrades from Filtronics, Inc. for Leland Thompson Water Treatment Facility Manganese Vessels #1 and #2

BACKGROUND:

The Leland Thompson Water Treatment Facility (“Thompson Facility”) was designed and constructed with manganese filter vessels to manage elevated manganese concentrations in water from Wells 8, 18, and 1A. These filter vessels currently use PVC piping for internal water distribution. Over time, issues have arisen due to the aging and potential structural weaknesses of the PVC piping, leading to inefficiencies in the water treatment process.

In 2024, the Board of Directors (“Board”) approved the rehabilitation of manganese filter vessel #3 following the identification of structural failures in its internal PVC piping. The Board authorized repairs using 304 stainless steel components, which were successfully completed by ERS Environmental Services (“ERS”). The transition to stainless steel significantly enhanced the vessel's durability and performance, setting a precedent for addressing similar issues in other manganese filter vessels.

To continue improving the reliability and longevity of the Thompson Facility’s manganese treatment infrastructure, District staff reached out to Filtronics, Inc. (“Filtronics”), the original equipment manufacturer, for a proposal to upgrade the internal piping of manganese filter vessels #1 and #2. Filtronics proposed replacing the internal PVC components with 304 stainless steel components to enhance durability, structural integrity, and performance (Attachment 1). The internal piping components are proprietary to Filtronics and are only available through them, making this a sole-source procurement (Attachment 2). This purchase is compliant pursuant to the District’s Procurement Policy Section 1040.21 Sole and Single Source Purchases Subsection (d) which notes a sole source purchase is authorized when the “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.”

Budget Considerations

The total cost of the piping, including tax, is \$98,171.03, or just under \$50,000 per vessel. These necessary piping repairs were not anticipated during the preparation of the Fiscal Year (“FY”) 2024|2025 Water Fund Budget. Traditionally, similar costs would be allocated to Line 19, ‘R & M Water System.’

To appropriately fund this unforeseen repair cost without impacting the budget capacity for other water system repairs, staff recommends amending the budget. Specifically, \$100,000 should be reallocated from Line 24, ‘Operating Expense: Treatment Media,’ within the FY 2024|2025 Water Fund Budget. This amendment would allocate these funds to the repairs and maintenance account outlined above.

If approved, this amendment will result in an increase in Line 19, 'R & M Water System,' from \$523,000 to \$623,000, and a reduction in Line 24, 'Operating Expense: Treatment Media,' from \$1,000,000 to \$900,000.

Currently, Line 24 has a year-to-date balance of approximately \$155,000. This account is reserved for the District's treatment process media, such as granular activated carbon ("GAC") and ion exchange ("IX") resin. Six months into the fiscal year, staff anticipates that even with the proposed reduction in Line 24 by \$100,000, there will still be sufficient funds to cover the treatment media requirements for the remainder of the fiscal year.

COMMENT(S):

Director Altamirano asked if Filtronics, Inc. was the only company available to provide the piping. Staff confirmed that it was. She also inquired whether staff were being properly trained to complete the task. Staff responded that they are receiving confined space training as well as respirator training. Lastly, she asked if staff would receive additional compensation. Staff replied that they would not, as the task falls within the scope of their work, and they are capable of performing it.

Director Murphy requested clarification on what "enhancement performance" referred to, given that the pipe would be upgraded from plastic to metal. Staff clarified that it referred to the increased longevity of the new pipe. While the current pipe lasted 12 years, the new one is expected to last significantly longer.

ACTION:

Director Skerbelis moved, and Director Murphy seconded, to approve the proposal from Filtronics, Inc. for the internal piping upgrades for manganese filter vessels #1 and #2 at the Thompson Facility. Issue a purchase order to Filtronics, Inc. in the amount of \$98,171.03. Amend the FY 2024|2025 Water Fund Budget as follows: Line 19 'R & M Water System' from \$523,000 to \$623,000 and Line 24 'Operating Expense: Treatment Media' from \$1,000,000 to \$900,000.

Roll call:

Ayes – 5 (Murphy, Trueba, Skerbelis, Leja, Altamirano)

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

B. DM 2025- 03 Consider Acceptance of Work and Filing Notice of Completion for the Backwash Supply Pipeline Project at Leland Thompson Water Treatment Facility

BACKGROUND:

On November 14, 2024, construction work for the Leland J. Thompson Water Treatment Plant Backwash Supply Pipeline (“Backwash Pipeline”) was substantially completed (Attachment 1). The project included constructing steel piping and appurtenances, modifying existing piping and valve systems, and providing all required equipment, labor, and materials to support these improvements. The project site is located at 5249 34th Street, Jurupa Valley, CA, under Assessor’s Parcel Number 179-230-019.

The project, performed by G&A Nelos Construction, Inc. (“Contractor”), addressed critical upgrades to the facility’s backwash water supply infrastructure. The improvements ensure reliable operation of the water filtration facility’s backwash process.

The original contract amount was \$534,000.00. Four change orders were approved during the project, resulting in an adjusted final contract amount of \$675,039.26. The final completion date was extended to November 14, 2024, due to unforeseen utilities, additional work requested by District staff, and delays in pipe fabrication.

TABLE 1	
SUMMARY OF CONTRACT COMPLETION	
CONTRACTOR: G & A NELOS CONSTRUCTION, INC.	
ITEM	AMOUNT
Original Contract Amount	\$ 534,000.00
Approved Change Orders	\$ 141,039.26
Adjusted Contract Amount	\$ 675,039.26

- Substantial Completion Date: November 14, 2024
- Final Acceptance Date: January 16, 2025

A summary of the total project costs are as follows:

TABLE 2	
SUMMARY OF PROJECT	
PROJECT: LELAND J. THOMPSON WATER TREATMENT PLANT BACKWASH SUPPLY PIPELINE	
ITEM	AMOUNT
Adjusted Contract w/ Change Orders	\$ 675,039.26
Valves (purchased direct from vendor)	\$ 56,972.52
Construction Oversight (K&S)	\$ 176,700.00
Total Project Cost	\$ 908,711.78
Budgeted Project Cost (DM 2024-43)	\$ 890,000.00
(Under)/Over Budget - \$	\$ 18,711.78
(Under)/Over Budget - %	2.10%

The project was executed in accordance with the contract documents, and the work has been inspected and approved. The project exceeded the original budget by approximately \$19,000, or

2%, due to additional design and geotechnical inspection services. A draft Notice of Completion has been prepared and is ready for filing with the County of Riverside (Attachment 2). Filing the Notice of Completion will initiate the 35-day lien period, after which the final retention payment will be issued to the Contractor. The final retention payment due to Contractor is \$33,751.96.

COMMENT(S):

Director Murphy commented on change orders 2 and 4, referencing page 4, last paragraph, second sentence. He noted that the verbiage, "the \$80,000," was not included in the original set of plans. He remarked that it would have been better if this cost had been included in the plans during the bidding process. The additional cost was due to comments made by a state agency inspector in the field and unforeseen utilities. These included the connection of the pipe to street utilities and underground concrete on District properties that had not been shown in the plans.

ACTION:

Director Murphy moved, and Director Skerbelis seconded, to accept the work performed by G&A Nelos Construction, Inc. for the Leland J. Thompson Water Treatment Plant Backwash Supply Pipeline as complete. Authorize the General Manager, or designee, to execute and file the Notice of Completion for the project with the County of Riverside and release the contract retention in the amount of \$33,751.96 after the waiting period has been satisfied.

Roll call:

**Ayes – 5 (Trueba, Skerbelis, Leja, Altamirano, Murphy)
Noes – 0
Abstain – 0
Absent – 0**

The motion was carried 5-0-0-0.

ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS

Director Trueba shared that the Don Schroeder Family Care Center experienced an issue with their toilets, specifically brown water. RCSD employees addressed the problem by flushing the affected areas, which were impacted by manganese.

Director Murphy commented on the power outages in the area and expressed his desire to donate his uncashed checks to assist customers on payment plans. He also shared information about free food programs, mentioning that he had received a phone call from the State Assembly regarding food recovery programs. Additionally, he complimented fire department personnel for their work.

Director Murphy raised concerns about the lack of rotation within the AD HOC Field/Administration Building Committee. He referenced relevant verbiage on page 14 of the Board of Directors Policies and Procedures Manual and requested that the status of the building be included on the next Board meeting agenda. He also requested for the original documents

from the Finance and Budget Committee meeting where the building's status was discussed, as well as the minutes that established the AD HOC Committee to be included with the agenda.

Director Altamirano expressed interest in receiving a tour of the District sites to become more familiar with them. She mentioned having additional questions for management, which she planned to discuss directly with them. She thanked staff for the email updates during the power shutoffs but emphasized the importance of also informing residents about such events. No other Directors had comments.

ITEM 10. NEXT MEETING

Thursday, February 6, 2025, at 4:00 p.m.

ITEM 12. ADJOURNMENT

President Trueba adjourned the meeting at 5:15 P.M.

5. **CONSENT CALENDAR** (continued)

B. Consideration to Approve the February 7, 2025, Salaries,
Expenses and Transfers

RUBIDOUX COMMUNITY SERVICES DISTRICT
 FEBRUARY 6, 2025 (BOARD MEETING)
FUND TRANSFER AUTHORIZATION

NET PAYROLL 2/14/25	93,500.00
ACH TRANSFER: FEDERAL PAYROLL TAXES 2/18/25	35,000.00
ACH TRANSFER: STATE PAYROLL TAXES 2/18/25	8,000.00
ACH TRANSFER: TO CREDIT UNION	6,500.00
ACH TRANSFER: PERS RETIREMENT	27,000.00
ACH TRANSFER: PERS HEALTH PREMIUMS	54,616.55
ACH TRANSFER: PERS RETIRED HEALTH PREMIUMS AND FEES	2,030.64
ACH TRANSFER: VSP VISION	1,142.46
ACH TRANSFER: SDRMA	3,179.92
ACH TRANSFER: THE STANDARD	3,494.55
ACH TRANSFER: SECTION 125	215.38
ACH TRANSFER: SECTION 457 AND 401(A)	2,350.00

SICK BUYBACK 2/14/25	25,000.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 2/18/25	10,000.00
WIRE TRANSFER: STATE PAYROLL TAXES 2/18/25	2,500.00

CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:

2/7/2025 WATER FUND TO GENERAL FUND-Payables	312,798.81
WATER FUND TO GENERAL FUND-Trash	304,166.85
WATER FUND TO SEWER FUND	214,923.87
SEWER FUND TO GENERAL FUND-Payables	55,930.52

INTERFUND TRANSFERS:

2/7/2025 SEWER FUND CHECKING TO LAIF SEWER OP	159,200.00
SEWER FUND CHECKING TO LAIF SEWER ML	46,800.00
LAIF SEWER ML TO LAIF SEWER OP	1,506.50
GENERAL FUND CHECKING TO LAIF PROP TAX	850.00
GENERAL FUND CHECKING TO LAIF FIRE MITIGATION	8,150.00
GENERAL FUND PROP TAX TO GENERAL FUND CHECKING	653,662.65
GENERAL FUND CHECKING TO SEWER FUND CHECKING	46,800.00
GENERAL FUND CHECKING TO WATER FUND CHECKING	87,620.00
LAIF PROPERTY TAX TO GENERAL FUND CHECKING	285,000.00
WATER FUND CHECKING TO LAIF WATER OP	222,230.00
WATER FUND CHECKING TO LAIF WATER ML	80,770.00
LAIF WATER ML TO LAIF WATER OPS	15,084.45

NOTES PAYABLE

<u>DESCRIPTION</u>	<u>BALANCE</u>	<u>PAYMENT</u>	<u>DUE DATE</u>
MN Plant-State Revolving Loan	2,909,628 Prin.	144,699	Jul-25
MN Plant-State Revolving Loan	368,135 Intr.	37,399	Jul-25
2022 Obligations	2,940,803 Prin.	330,126	Jul-25
2022 Obligations	372,912 Intr.	44,847	Jul-25

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

2/4/2025 3:19:37 PM

Page 1

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Inv Date	Immediate GL Account	Check #	Check #	Due Date	Discount Date	Discount
GL Date		Immediate GL Account		Credit Card	CC Reference #	Payment Date		Total Invoice
1	ACORN / ACORN TECHNOLOGY SERVICE							11986
REYES/LAPTOP		12/10/2024	N	N		01/09/2025	12/10/2024	\$0.00
02/06/2025					N			\$2,761.36
2	AQUA METRIC SALES / AQUA METRIC SALES CO							INV0105992
6"MTR		01/09/2025	N	N		02/08/2025	01/09/2025	\$0.00
02/06/2025					N			\$6,791.49
3	AQUA METRIC SALES / AQUA METRIC SALES CO							INV0106025
3/4" REG		01/10/2025	N	N		02/09/2025	01/10/2025	\$0.00
02/06/2025					N			\$2,316.63
4	BPS B'S POOL SUPPLIES / B.P.S. B's POOL SUPPLIES							129700
SODIUM HYPO		01/13/2025	N	N		02/12/2025	01/13/2025	\$0.00
02/06/2025					N			\$994.75
5	BRINKS / BRINKS INC.							12803688
JAN.25" ARMRD		01/01/2025	N	N		01/31/2025	01/01/2025	\$0.00
02/06/2025					N			\$1,579.14
6	BURRTEC / BURRTEC WASTE INDUSTRIES, INC.							N0820796635
SWR WSTE HAUL		12/31/2025	N	N		01/30/2025	12/31/2025	\$0.00
02/06/2025					N			\$663.20
7	CITY OF JURUPA VALLEY / CITY OF JURUPA VALLEY							37310
2024" ENCROACHMENT P		01/10/2025	N	N		02/09/2025	01/10/2025	\$0.00
02/06/2025					N			\$2,317.50
8	CITY OF JURUPA VALLEY / CITY OF JURUPA VALLEY							37329
2025" ENCROACHMENT P		01/13/2025	N	N		02/12/2025	01/13/2025	\$0.00
02/06/2025					N			\$7,040.00
9	GRAINGER / GRAINGER							9370610371
BATTERY FASTON		01/13/2025	N	N		02/12/2025	01/13/2025	\$0.00
02/06/2025					N			\$115.06
10	GRAINGER / GRAINGER							9370610389
SPACE FANS		01/13/2025	N	N		02/12/2025	01/13/2025	\$0.00
02/06/2025					N			\$462.88
11	HOUSTON HARRIS / HOUSTON & HARRIS PCS, INC.							25-26436
HYDRO-WASH		01/13/2025	N	N		02/12/2025	01/13/2025	\$0.00
02/06/2025					N			\$3,269.00
12	HOUSTON HARRIS / HOUSTON & HARRIS PCS, INC.							25-26440
HYDRO-WASH		01/15/2025	N	N		02/14/2025	01/15/2025	\$0.00
02/06/2025					N			\$2,812.00
13	MARTINEZ / MARTINEZ, EDUARDO							20240107
D-2 CERT		01/07/2025	N	N		02/06/2025	01/07/2025	\$0.00
02/06/2025					N			\$60.00
14	MERIT OIL / MERIT OIL COMPANY							882617
DIESEL		01/08/2025	N	N		01/24/2025	01/08/2025	\$0.00
02/06/2025					N			\$452.20
15	MERIT OIL / MERIT OIL COMPANY							882300
GASOLINE		01/08/2025	N	N		01/23/2025	01/08/2025	\$0.00
02/06/2025					N			\$1,223.58
16	MERIT OIL / MERIT OIL COMPANY							882739
DIESEL		01/09/2025	N	N		01/24/2025	01/09/2025	\$0.00
02/06/2025					N			\$516.09

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

2/4/2025 3:19:37 PM

Page 2

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account	GL Account		Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
17	MERIT OIL / MERIT OIL COMPANY							882809
DIESEL		01/09/2025	N	N		01/24/2025	01/09/2025	\$0.00
02/06/2025					N			\$471.86
18	MERIT OIL / MERIT OIL COMPANY							882824
DIESEL		01/09/2025	N	N		01/26/2025	01/09/2025	\$0.00
02/06/2025					N			\$497.41
19	MERIT OIL / MERIT OIL COMPANY							882833
DIESEL		01/09/2025	N	N		01/26/2025	01/09/2025	\$0.00
02/06/2025					N			\$397.29
20	MERIT OIL / MERIT OIL COMPANY							882836
DIESEL		01/09/2025	N	N		01/26/2025	01/09/2025	\$0.00
02/06/2025					N			\$487.10
21	MERIT OIL / MERIT OIL COMPANY							882922
DIESEL		01/10/2025	N	N		01/26/2025	01/10/2025	\$0.00
02/06/2025					N			\$397.29
22	MERIT OIL / MERIT OIL COMPANY							882924
DIESEL		01/10/2025	N	N		01/26/2025	01/10/2025	\$0.00
02/06/2025					N			\$182.75
23	MERIT OIL / MERIT OIL COMPANY							882986
DIESEL		01/10/2025	N	N		01/26/2025	01/10/2025	\$0.00
02/06/2025					N			\$491.51
24	MERIT OIL / MERIT OIL COMPANY							883029
DIESEL		01/10/2025	N	N		01/26/2025	01/10/2025	\$0.00
02/06/2025					N			\$491.51
25	MERIT OIL / MERIT OIL COMPANY							883152
DIESEL		01/10/2025	N	N		01/25/2025	01/10/2025	\$0.00
02/06/2025					N			\$491.51
26	MERIT OIL / MERIT OIL COMPANY							883164
DIESEL		01/10/2025	N	N		01/25/2025	01/10/2025	\$0.00
02/06/2025					N			\$122.88
27	MERIT OIL / MERIT OIL COMPANY							883221
DIESEL		01/11/2025	N	N		01/25/2025	01/11/2025	\$0.00
02/06/2025					N			\$491.51
28	MERIT OIL / MERIT OIL COMPANY							883263
DIESEL		01/11/2025	N	N		01/25/2025	01/11/2025	\$0.00
02/06/2025					N			\$481.69
29	MERIT OIL / MERIT OIL COMPANY							883272
DIESEL		01/11/2025	N	N		01/25/2025	01/11/2025	\$0.00
02/06/2025					N			\$491.51
30	MERIT OIL / MERIT OIL COMPANY							883277
DIESEL		01/11/2025	N	N		01/25/2025	01/11/2025	\$0.00
02/06/2025					N			\$475.30
31	MERIT OIL / MERIT OIL COMPANY							883290
DIESEL		01/11/2025	N	N		01/25/2025	01/11/2025	\$0.00
02/06/2025					N			\$393.22
32	MERIT OIL / MERIT OIL COMPANY							883291
DIESEL		01/11/2025	N	N		01/25/2025	01/11/2025	\$0.00
02/06/2025					N			\$496.43

BCC

LH

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

2/4/2025 3:19:37 PM

Page 3

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
33	MERIT OIL / MERIT OIL COMPANY							883394
DIESEL		01/13/2025	N	N		01/28/2025	01/13/2025	\$0.00
02/06/2025					N			\$532.31
34	MERIT OIL / MERIT OIL COMPANY							883427
DIESEL		01/13/2025	N	N		01/28/2025	01/13/2025	\$0.00
02/06/2025					N			\$502.33
35	MERIT OIL / MERIT OIL COMPANY							883443
DIESEL		01/13/2025	N	N		01/28/2025	01/13/2025	\$0.00
02/06/2025					N			\$516.09
36	MERIT OIL / MERIT OIL COMPANY							883649
DIESEL		01/14/2025	N	N		01/29/2025	01/14/2025	\$0.00
02/06/2025					N			\$495.45
37	NORTHSTAR CHEMICALS / NORTHSTAR CHEMICAL							301214
SODIUM SULFITE		01/07/2025	N	N		02/06/2025	01/07/2025	\$0.00
02/06/2025					N			\$4,903.63
38	OCCUPATIONAL HLTH CNTRS OF CA / OCCUPATIONAL							85487634
PHYSICAL/MAKARZEC		01/01/2025	N	N		01/31/2025	01/01/2025	\$0.00
02/06/2025					N			\$163.00
39	REDWING / REDWING SHOES							312-1-44437
BOOTS/MATHESON		01/05/2025	N	N		02/04/2025	01/05/2025	\$0.00
02/06/2025					N			\$214.95
40	ZELDAS / GRISELDA RODRIGUEZ							INVOICE11582
FIELD CAPS/BEANIES		01/15/2025	N	N		02/14/2025	01/15/2025	\$0.00
02/06/2025					N			\$455.09
41	ROYAL INDUSTRIAL / ROYAL INDUSTRIAL SOLUTIONS							6441-1140276
SUPPLIES		01/09/2025	N	N		02/08/2025	01/09/2025	\$0.00
02/06/2025					N			\$473.44
42	ROYAL INDUSTRIAL / ROYAL INDUSTRIAL SOLUTIONS							6441-1140279
DIESEL CABLE		01/13/2025	N	N		02/12/2025	01/13/2025	\$0.00
02/06/2025					N			\$1,116.24
43	ROYAL INDUSTRIAL / ROYAL INDUSTRIAL SOLUTIONS							6441-1140301
PARTS		01/13/2025	N	N		02/12/2025	01/13/2025	\$0.00
02/06/2025					N			\$496.77
44	SCE / SCE							25J700609292713
WTR PMP ENERGY		01/15/2025	N	N		02/04/2025	01/15/2025	\$0.00
02/06/2025					N			\$286.71
45	SCE / SCE							25J700767086653
5473 UTILITY		01/15/2025	N	N		02/04/2025	01/15/2025	\$0.00
02/06/2025					N			\$498.56
46	SCE / SCE							25J700158802582
WTR PMP ENRGY		01/15/2025	N	N		02/04/2025	01/15/2025	\$0.00
02/06/2025					N			\$15,265.91
47	SOCAL TRUCK / SOCAL TRUCKWORKS							14616
R&M TRUCK		12/27/2024	N	N		01/26/2025	12/27/2024	\$0.00
02/06/2025					N			\$210.75
48	SOCAL TRUCK / SOCAL TRUCKWORKS							14642
R&M TRUCK		01/13/2025	N	N		02/12/2025	01/13/2025	\$0.00
02/06/2025					N			\$233.69

BK

44

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

2/4/2025 3:19:37 PM

Page 4

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
49	SPSSM INVESTMENTS II LP / SPSSM INVESTMENTS I							11503010-00
RFND OVRPYMT		01/09/2025	N	N			02/08/2025 01/09/2025	\$0.00
02/06/2025					N			\$86.48
50	TKE ENGINEERING / TKE ENGINEERING, INC.							2024-804
HIGHLAND PK/SHDW PK		01/07/2025	N	N			02/06/2025 01/07/2025	\$0.00
02/06/2025					N			\$515.00
51	TKE ENGINEERING / TKE ENGINEERING, INC.							2024-1049
EMRLD RDG 100-38		01/07/2025	N	N			02/06/2025 01/07/2025	\$0.00
02/06/2025					N			\$312.50
52	TRI COUNTY PUMP COMPANY / TRI COUNTY PUMP C							18636
R&M RESERVOIR		10/08/2024	N	N			11/07/2024 10/08/2024	\$0.00
02/06/2025					N			\$4,899.43
53	TRUJILLO MELISSA / TRUJILLO MELISSA							20240107
MILEAGE		01/07/2025	N	N			02/06/2025 01/07/2025	\$0.00
02/06/2025					N			\$10.92
54	UPS / UNITED PARCEL SERVICE							0000D908W2524
POSTAGE		12/28/2024	N	N			01/27/2025 12/28/2024	\$0.00
02/06/2025					N			\$22.04
55	VARNER / VARNER & BRANDT LLP							20241231
DEC.24"LGL CNSLT		12/31/2024	N	N			01/30/2025 12/31/2024	\$0.00
02/06/2025					N			\$1,642.56
56	VERIZON WIRELESS / VERIZON WIRELESS							6102480218
CEL PHN CHRGS		01/24/2025	N	N			02/23/2025 01/24/2025	\$0.00
02/06/2025					N			\$838.18
57	VULCAN MATERIALS / CALMAT Dba VULCAN MATERI							2538550
COLD MIX		01/08/2025	N	N			02/07/2025 01/08/2025	\$0.00
02/06/2025					N			\$2,653.06
58	VULCAN MATERIALS / CALMAT Dba VULCAN MATERI							2538685
CL2 BASE		01/08/2025	N	N			02/07/2025 01/08/2025	\$0.00
02/06/2025					N			\$514.53
59	VULCAN MATERIALS / CALMAT Dba VULCAN MATERI							2539256
ROCK		01/08/2025	N	N			02/07/2025 01/08/2025	\$0.00
02/06/2025					N			\$865.27
60	WATER RESOURCES / WATER RESOURCES ECONOM							1212
COST SVC ASST		01/03/2025	N	N			02/02/2025 01/03/2025	\$0.00
02/06/2025					N			\$1,200.00
61	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA							RI-5572
JAN.25"BRINE FIXED		01/01/2025	N	N			01/31/2025 01/01/2025	\$0.00
02/06/2025					N			\$749.94
62	FERGUSON / FERGUSON ENTERPRISE INC #1350							5083795
TUBE WHL		01/17/2025	N	N			02/16/2025 01/17/2025	\$0.00
02/06/2025					N			\$105.59
63	G & A NELOS CONSTRUCTION INC / G & A NELOS CC							20241226
BACKWASH SUPPLY		12/26/2024	N	N			01/25/2025 12/26/2024	\$0.00
02/06/2025					N			\$6,425.97
64	GRAINGER / GRAINGER							9375502920
PARTS/GLOVE DISPENSE		01/16/2025	N	N			02/15/2025 01/16/2025	\$0.00
02/06/2025					N			\$494.60

BR

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

2/4/2025 3:19:37 PM

Page 5

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account	Immediate GL Account	Check #	CC Reference #	Payment Date	Discount	Discount
GL Date				Credit Card			Total Invoice	Total Invoice
65	HOME DEPOT / HOME DEPOT CREDIT SERVICES							016489/5043816
TOOLS		01/16/2025	N	N		02/15/2025	01/16/2025	\$0.00
02/06/2025				N				\$326.95
66	HOME DEPOT / HOME DEPOT CREDIT SERVICES							017882/4010790
TOOLS		01/17/2025	N	N		02/16/2025	01/17/2025	\$0.00
02/06/2025				N				\$590.13
67	HOME DEPOT / HOME DEPOT CREDIT SERVICES							021417/0022976
SUPPLIES		01/21/2025	N	N		02/20/2025	01/21/2025	\$0.00
02/06/2025				N				\$261.51
68	MARTINEZ / MARTINEZ, EDUARDO							20250121
PHYSICAL/MARTINEZ		01/21/2025	N	N		02/20/2025	01/21/2025	\$0.00
02/06/2025				N				\$98.33
69	MASTER'S / MASTER'S SERVICES (GLACIER)							0000001171056
BTL WTR		01/15/2025	N	N		02/14/2025	01/15/2025	\$0.00
02/06/2025				N				\$19.50
70	MASTER'S / MASTER'S SERVICES (GLACIER)							0000001171064
BTL WTR		01/15/2025	N	N		02/14/2025	01/15/2025	\$0.00
02/06/2025				N				\$89.25
71	MERIT OIL / MERIT OIL COMPANY							883670
DIESEL		01/14/2025	N	N		01/30/2025	01/14/2025	\$0.00
02/06/2025				N				\$479.23
72	NORTHSTAR CHEMICALS / NORTHSTAR CHEMICAL							302369
SODIUM SULFITE		01/17/2025	N	N		02/16/2025	01/17/2025	\$0.00
02/06/2025				N				\$4,942.33
73	PAYPRO CHECK / PAYPRO ADMINISTRATORS							87382
ADMIN FEE		01/15/2025	N	N		01/30/2025	01/15/2025	\$0.00
02/06/2025				N				\$480.00
74	PIPE TEC, INC. / PIPE TEC, INC							13784
HYDRO-WASH		01/14/2025	N	N		02/13/2025	01/14/2025	\$0.00
02/06/2025				N				\$1,140.00
75	RELIABLE / RELIABLE WORKPLACE SOLUTIONS							RWS25010169
COPIER USG		01/15/2025	N	N		02/14/2025	01/15/2025	\$0.00
02/06/2025				N				\$431.42
76	RELIABLE / RELIABLE WORKPLACE SOLUTIONS							RWS25010199
COPIER USG		01/15/2025	N	N		02/14/2025	01/15/2025	\$0.00
02/06/2025				N				\$35.99
77	SOCAL JCB / SOCAL JCB							R&M BKHOE
Not Defined		01/16/2025	N	N		02/15/2025	01/16/2025	\$0.00
02/06/2025				N				\$1,784.92
78	SOCAL TRUCK / SOCAL TRUCKWORKS							14648
R&M TRUCK		01/16/2025	N	N		02/15/2025	01/16/2025	\$0.00
02/06/2025				N				\$78.00
79	SOUTHERN TIRE MART / SOUTHERN TIRE MART							7060003943
R&M TIRE		01/16/2025	N	N		02/15/2025	01/16/2025	\$0.00
02/06/2025				N				\$2,708.05
80	SOUTHERN TIRE MART / SOUTHERN TIRE MART							706003763
R&M TIRE		01/20/2025	N	N		02/19/2025	01/20/2025	\$0.00
02/06/2025				N				\$1,488.21

300

XX

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

2/4/2025 3:19:37 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 #		Due Date	Discount Date	Discount
GL Date		Immediate GL Account		Credit Card	CC Reference #		Payment Date	Total Invoice
81	QUINN CAT / QUINN CAT / MACHINERY							WOG00021895
R&M EQUIP		01/20/2025	N	N		02/19/2025	01/20/2025	\$0.00
02/06/2025					N			\$9,046.37
82	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0006535
THOMPSON PLANT BOD		12/28/2024	N	N		01/27/2025	12/28/2024	\$0.00
02/06/2025					N			\$508.50
83	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0006537
RIO VISTA DEVELOPER		12/28/2024	N	N		01/27/2025	12/28/2024	\$0.00
02/06/2025					N			\$57.50
84	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0006538
CONNECTION FEE NEXUS		12/28/2024	N	N		01/27/2025	12/28/2024	\$0.00
02/06/2025					N			\$148.50
85	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0006542
AVALON SWR MAIN		12/28/2024	N	N		01/27/2025	12/28/2024	\$0.00
02/06/2025					N			\$1,506.50
86	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0006703
WELL 25		12/28/2024	N	N		01/27/2025	12/28/2024	\$0.00
02/06/2025					N			\$15,084.45
87	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA							IN-16212
BRINE ANNUAL		01/13/2025	N	N		02/12/2025	01/13/2025	\$0.00
02/06/2025					N			\$3,295.00
88	YO FIRE / YO FIRE							2034520
SUPPLIES		01/17/2025	N	N		02/16/2025	01/17/2025	\$0.00
02/06/2025					N			\$2,668.54
89	720 CARPET CLEANING / 720 CARPET CLEANING							5075
5473 MISSION CLNG SV		01/22/2025	N	N		02/21/2025	01/22/2025	\$0.00
02/06/2025					N			\$280.00
90	720 CARPET CLEANING / 720 CARPET CLEANING							JAN.25"CLNG SVC
Not Defined		01/22/2025	N	N		02/21/2025	01/22/2025	\$0.00
02/06/2025					N			\$1,150.00
91	CALMUTUALS / CALIFORNIA ASSOC. MUTUAL WTR C							2025"DUES
Not Defined		01/15/2025	N	N		02/14/2025	01/15/2025	\$0.00
02/06/2025					N			\$500.00
92	HOME DEPOT / HOME DEPOT CREDIT SERVICES							022543/9023065
SUPPLIES		01/22/2025	N	N		02/21/2025	01/22/2025	\$0.00
02/06/2025					N			\$231.03
93	HOME DEPOT / HOME DEPOT CREDIT SERVICES							023774/8044634
SUPPLIES		01/23/2025	N	N		02/22/2025	01/23/2025	\$0.00
02/06/2025					N			\$321.07
94	INDUSTRIAL FIRE / INDUSTRIAL FIRE PROTECTION							EE08773
FIRE EXTN MAIN		01/22/2025	N	N		02/21/2025	01/22/2025	\$0.00
02/06/2025					N			\$1,390.44
95	JADTEC SECURITY / JADTEC SECURITY SVCS, INC.							2503306
MON.MAR.25"-MAY.25"		02/01/2025	N	N		02/11/2025	02/01/2025	\$0.00
02/06/2025					N			\$53.85
96	LILLESTRAND / LILLESTRAND LEADERSHIP CONSUL							8104
CNSLT/THOMAS		01/15/2025	N	N		02/14/2025	01/15/2025	\$0.00
02/06/2025					N			\$768.75

BMC

X

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

2/4/2025 3:19:37 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 #	Check #	Due Date	Discount Date	Discount
GL Date		Immediate GL Account		Credit Card	CC Reference #		Payment Date	Total Invoice
97	LILLESTRAND / LILLESTRAND LEADERSHIP CONSUL							8105
CNSLT		01/17/2025	N	N		02/16/2025	01/17/2025	\$0.00
02/06/2025					N			\$3,075.00
98	MERIT OIL / MERIT OIL COMPANY							883506
GASOLINE		01/15/2025	N	N		01/30/2025	01/15/2025	\$0.00
02/06/2025					N			\$1,210.97
99	MERIT OIL / MERIT OIL COMPANY							884850
DIESEL		01/21/2025	N	N		02/05/2025	01/21/2025	\$0.00
02/06/2025					N			\$465.57
100	MERIT OIL / MERIT OIL COMPANY							884902
DIESEL		01/21/2025	N	N		02/05/2025	01/21/2025	\$0.00
02/06/2025					N			\$499.53
101	MINUTEMAN PRESS / MINUTEMAN PRESS							34548
#10 WNDO ENV		01/22/2025	N	N		02/21/2025	01/22/2025	\$0.00
02/06/2025					N			\$448.87
102	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							11159
JUAN DIAZ LIFT STN		01/10/2025	N	N		02/09/2025	01/10/2025	\$0.00
02/06/2025					N			\$295.72
103	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							11160
JUAN DIAZ LIFT STN		01/10/2025	N	N		02/09/2025	01/10/2025	\$0.00
02/06/2025					N			\$978.63
104	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							11161
JUAN DIAZ LIFT STN		01/10/2025	N	N		02/09/2025	01/10/2025	\$0.00
02/06/2025					N			\$4,227.66
105	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							11162
JUAN DIAZ LIFT STN		01/10/2025	N	N		02/09/2025	01/10/2025	\$0.00
02/06/2025					N			\$591.44
106	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							11163
JURUPA LIFT STN		01/10/2025	N	N		02/09/2025	01/10/2025	\$0.00
02/06/2025					N			\$766.44
107	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							11164
REGIONAL LIFT STN		01/10/2025	N	N		02/09/2025	01/10/2025	\$0.00
02/06/2025					N			\$786.95
108	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							11165
SCADA		01/10/2025	N	N		02/09/2025	01/10/2025	\$0.00
02/06/2025					N			\$1,182.88
109	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							11166
JUAN DIAZ LIFT STN		01/10/2025	N	N		02/09/2025	01/10/2025	\$0.00
02/06/2025					N			\$443.58
110	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							11167
R&M THOMPSON		01/10/2025	N	N		02/09/2025	01/10/2025	\$0.00
02/06/2025					N			\$1,330.74
111	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							11168
R&M THOMPSON		01/10/2025	N	N		02/09/2025	01/10/2025	\$0.00
02/06/2025					N			\$18,422.77
112	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							11169
R&M THOMPSON		01/10/2025	N	N		02/09/2025	01/10/2025	\$0.00
02/06/2025					N			\$295.72

BM

1/1

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

2/4/2025 3:19:37 PM

Page 8

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Inv Date	Immediate GL Account	Immediate	Check #	Due Date	Discount Date	Discount
GL Date		Inv Date	Immediate GL Account	Immediate	Credit Card	Due Date	Payment Date	Total Invoice
113	NORTHSTAR CHEMICALS / NORTHSTAR CHEMICAL							302395
	SODIUM HYPO	01/21/2025	N	N		02/20/2025	01/21/2025	\$0.00
02/06/2025					N			\$6,278.64
114	OSTS,INC / Osts, Inc.							64263
	RESP.TRAINING	01/22/2025	N	N		02/21/2025	01/22/2025	\$0.00
02/06/2025					N			\$1,095.00
115	PUMP CHECK / PUMP CHECK							850
	MTR TEST	01/22/2025	N	N		02/21/2025	01/22/2025	\$0.00
02/06/2025					N			\$5,520.00
116	REDWING / REDWING SHOES							314-1-61059
	BOOTS/MANRIQUE	01/21/2025	N	N		02/20/2025	01/21/2025	\$0.00
02/06/2025					N			\$179.12
117	RIVERSIDE COUNTY CDF / RIVERSIDE COUNTY CDF							235511
	Q1 FY24/25	01/07/2025	N	N		02/06/2025	01/07/2025	\$0.00
02/06/2025					N			\$676,213.36
118	ROYAL INDUSTRIAL / ROYAL INDUSTRIAL SOLUTIONS							6441-1141269
	PARTS	01/22/2025	N	N		02/21/2025	01/22/2025	\$0.00
02/06/2025					N			\$380.81
119	SCE / SCE							25J700044576190
	SWR PMP ENERGY	01/21/2025	N	N		02/10/2025	01/21/2025	\$0.00
02/06/2025					N			\$214.86
120	SCE / SCE							25J700179651118
	SWR PMP ENRGY	01/21/2025	N	N		02/10/2025	01/21/2025	\$0.00
02/06/2025					N			\$311.76
121	UPS / UNITED PARCEL SERVICE							0000F908W2524
	POSTAGE	12/28/2025	N	N		01/27/2025	12/28/2025	\$0.00
02/06/2025					N			\$22.04
122	YO FIRE / YO FIRE							2034611
	PARTS	01/21/2025	N	N		02/20/2025	01/21/2025	\$0.00
02/06/2025					N			\$2,267.49
123	720 CARPET CLEANING / 720 CARPET CLEANING							5077
	JAN.25"CARPET CLEANI	01/24/2025	N	N		02/23/2025	01/24/2025	\$0.00
02/06/2025					N			\$120.00
124	BOOT BARN / BOOT BARN							INV00444784
	BOOTS/LOCKWOOD	01/24/2025	N	N		02/23/2025	01/24/2025	\$0.00
02/06/2025					N			\$161.48
125	FILTRONICS / FILTRONICS, INC							420388
	THOMPSON PLANT VESSE	01/17/2025	N	N		02/16/2025	01/17/2025	\$0.00
02/06/2025					N			\$45,555.00
126	PENHALL CO / PENHALL CO							222318
	ASPHLT CUT	01/20/2025	N	N		02/19/2025	01/20/2025	\$0.00
02/06/2025					N			\$924.00
127	MARQUEZ JOSE / MARQUEZ JOSE							20240124
	CLAIM REIMB	01/24/2025	N	N		02/23/2025	01/24/2025	\$0.00
02/06/2025					N			\$408.16
128	MERIT OIL / MERIT OIL COMPANY							885232
	DIESEL	01/23/2025	N	N		02/22/2025	01/23/2025	\$0.00
02/06/2025					N			\$473.06

BK

41

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

2/4/2025 3:19:37 PM

Page 9

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Inv Date	Immediate GL Account	Check #		Due Date	Discount Date	Discount
GL Date		Inv Date	Immediate GL Account	Credit Card	CC Reference #	Due Date	Payment Date	Total Invoice
129	CLINICAL LABORATORY OF SAN BERNARDINO / CLIN							2500146-KIMCLIENT
WTR ANALYSES		01/20/2025	N	N		02/19/2025	01/20/2025	\$0.00
02/06/2025					N			\$7,579.52
130	CLINICAL LABORATORY OF SAN BERNARDINO / CLIN							2500147-KIMCLIENT
WTR ANALYSES		01/20/2025	N	N		02/19/2025	01/20/2025	\$0.00
02/06/2025					N			\$7,685.00
131	CLINICAL LABORATORY OF SAN BERNARDINO / CLIN							2500148-KIMCLIENT
WTR ANALYSES		01/20/2025	N	N		02/19/2025	01/20/2025	\$0.00
02/06/2025					N			\$1,560.00
132	SCE / SCE							25J700456862263.A
WTR PMP ENERGY		01/24/2025	N	N		02/13/2025	01/24/2025	\$0.00
02/06/2025					N			\$12,660.86
133	SCE / SCE							25J700456862263.B
NO.03 PLT PMP		01/24/2025	N	N		02/13/2025	01/24/2025	\$0.00
02/06/2025					N			\$14,492.58
134	SCE / SCE							25J700456862263.C
FIELD OFC UTILITY		01/24/2025	N	N		02/13/2025	01/24/2025	\$0.00
02/06/2025					N			\$176.29
135	UNDERGROUND SOLUTIONS,INC / UNDERGROUND							8122
LINE LOCATOR		11/20/2024	N	N		12/20/2024	11/20/2024	\$0.00
02/06/2025					N			\$1,500.00
136	YO FIRE / YO FIRE							2034775
COPPER		01/23/2025	N	N		02/22/2025	01/23/2025	\$0.00
02/06/2025					N			\$1,877.44
137	DURNEY DON / DURNEY, DON							20240127
GRDNG/WD ABATE		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025					N			\$2,901.63
138	GEOSYNTEC CONSULTANTS, INC / Geosyntec Consult							DRAFT
JAN.25"CNSLT SVC		01/07/2025	N	N		02/06/2025	01/07/2025	\$0.00
02/06/2025					N			\$10,000.00
139	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50581
WTR CNSLT		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025					N			\$6,541.00
140	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50582
WSTE WTR CNSLT		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025					N			\$1,155.00
141	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50583
PRETRTMNT		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025					N			\$6,223.98
142	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50584
PLAN CHECK		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025					N			\$169.50
143	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50585
AGUA COMM PK 37528		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025					N			\$799.00
144	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50586
TR37211		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025					N			\$507.25

BM

KH

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

2/4/2025 3:19:37 PM

Page 10

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Inv Date	Immediate GL Account	Check #		Due Date	Discount Date	Discount
GL Date		Immediate GL Account		Credit Card	CC Reference #		Payment Date	Total Invoice
145	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50587
J.V TRACK 38318		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$4,126.50
146	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50588
FLABOB AIRPORT		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$1,083.50
147	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50589
RIVERVIEW IMPR.		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$217.00
148	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50590
MISSION VILLAGE		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$1,823.00
149	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50591
RCSD TRACK 37857		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$1,734.00
150	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50592
EMRLD RDGE 36947/327		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$21,434.35
151	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50593
EMRLD RDGE 37640		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$13,306.30
152	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50594
COUNTY SIDE ESTATES		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$113.00
153	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50595
COUNTRYSIDE ESTATES		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$16,419.43
154	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50596
WTR CNSLT		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$10,713.60
155	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50597
THMP FILT SYS		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$16,435.19
156	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50598
AMI PROJECT		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$4,932.20
157	KRIEGER & STEWART / KRIEGER & STEWART, INC.							50599
2023 MANUAL		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$1,027.75
158	MV ENGINEERING SERVICES, INC / MV ENGINEERIN'							2025-58
ADM ASSISTANCE		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$1,046.00
159	MV ENGINEERING SERVICES, INC / MV ENGINEERIN'							2025-59
ADM ASSISTANCE		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025				N				\$766.00
160	STELLAR TECHNOLOGY & AUTOMATION / STELLAR T							24-101
SCADA		01/09/2025	N	N		02/08/2025	01/09/2025	\$0.00
02/06/2025				N				\$4,950.00

BM

KH

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

2/4/2025 3:19:37 PM

Page 11

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
161	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0107-012725.A
COMM TRSH		01/28/2025	N	N			02/27/2025 01/28/2025	\$0.00
02/06/2025					N			\$80,066.63
162	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0107-012725.B
RES TRSH		01/28/2025	N	N			02/27/2025 01/28/2025	\$0.00
02/06/2025					N			\$224,100.22
163	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0107-012725.C
RCSD SHR COMM		01/28/2025	N	N			02/27/2025 01/28/2025	\$0.00
02/06/2025					N			(\$11,209.33)
164	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0107-012725.D
RCSD SHR RES		01/28/2025	N	N			02/27/2025 01/28/2025	\$0.00
02/06/2025					N			(\$7,499.96)
165	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0107-012725.E
BILLING FEE		01/28/2025	N	N			02/27/2025 01/28/2025	\$0.00
02/06/2025					N			(\$4,500.00)
166	WILLDAN ENGINEERING / WILLDAN ENGINEERING							002-33755
DEV.SERVICES		01/03/2025	N	N			02/02/2025 01/03/2025	\$0.00
02/06/2025					N			\$1,240.00
167	DURNEY DON / DURNEY, DON							20241222.B
GRDNG /WD ABATE		12/22/2024	N	N			01/21/2025 12/22/2024	\$0.00
02/06/2025					N			\$902.50
168	CORODATA SHREDDING, INC / CORODATA SHREDDII							DN1505212
SHREDDING		12/31/2024	N	N			01/30/2025 12/31/2024	\$0.00
02/06/2025					N			\$2.95
169	QUADIENT / QUADIENT LEASING USA, INC.							Q1631519
POSTAGE MTR		12/09/2025	N	N			01/08/2025 12/09/2025	\$0.00
02/06/2025					N			\$657.51
170	SHRED-IT / SHRED-IT USA							8009428653
SHREDDING		12/31/2024	N	N			01/30/2025 12/31/2024	\$0.00
02/06/2025					N			\$78.87
171	CHASE CARD SERVICES / CHASE CARD SERVICES							25F7704975.A
GENERAL OFFICE EXPEN		01/17/2025	N	N			02/10/2025 01/17/2025	\$0.00
02/06/2025					N			\$881.17
172	CHASE CARD SERVICES / CHASE CARD SERVICES							25F7704975.B
CLOTHING EXPENSE		01/17/2025	N	N			02/10/2025 01/17/2025	\$0.00
02/06/2025					N			\$39.31
173	CHASE CARD SERVICES / CHASE CARD SERVICES							25F7704975.C
OFFICE SUPPLIES GEN		01/17/2025	N	N			02/10/2025 01/17/2025	\$0.00
02/06/2025					N			\$2,964.65
174	CHASE CARD SERVICES / CHASE CARD SERVICES							25F7704975.D
EMPLOYEE EDUCATION		01/17/2025	N	N			02/10/2025 01/17/2025	\$0.00
02/06/2025					N			\$864.66
175	CHASE CARD SERVICES / CHASE CARD SERVICES							25F7704975.E
COMPUTER MISC & HARD		01/17/2025	N	N			02/10/2025 01/17/2025	\$0.00
02/06/2025					N			\$20.46
176	CHASE CARD SERVICES / CHASE CARD SERVICES							25F7704975.F
R&M EQUIPMET		01/17/2025	N	N			02/10/2025 01/17/2025	\$0.00
02/06/2025					N			\$2,641.75

BM

KA

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

2/4/2025 3:19:37 PM

Page 12

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Check #	Due Date	Discount Date	Invoice #
PO Number		Inv Date							Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #		Payment Date	Total Invoice
177	CHASE CARD SERVICES / CHASE CARD SERVICES								25F7704975.G
R&M WATER SYS	01/17/2025	N	N				02/10/2025	01/17/2025	\$0.00
02/06/2025					N				\$1,404.93
178	CHASE CARD SERVICES / CHASE CARD SERVICES								25F7704975.H
GENERAL SUPPLIES & E	01/17/2025	N	N				02/10/2025	01/17/2025	\$0.00
02/06/2025					N				\$620.90
179	MINUTEMAN PRESS / MINUTEMAN PRESS								34547
BUSINESS CARDS/MAK	01/22/2025	N	N				02/21/2025	01/22/2025	\$0.00
02/06/2025					N				\$259.71
180	HARTFORD / HARTFORD FIRE INSURANCE CO								25J10398647
INSURANCE	01/08/2025	N	N				02/07/2025	01/08/2025	\$0.00
02/06/2025					N				\$270.00
181	UPS / UNITED PARCEL SERVICE								0000F908W2025
POSTAGE	01/11/2025	N	N				02/10/2025	01/11/2025	\$0.00
02/06/2025					N				\$5.86
182	UPS / UNITED PARCEL SERVICE								0000F908W2035
POSTAGE	01/18/2025	N	N				02/17/2025	01/18/2025	\$0.00
02/06/2025					N				\$37.24
183	RIVERSIDE COUNTY AUDITOR GAD / RIVERSIDE COL								INC-00308753
LAFCO FEES	01/10/2025	N	N				02/09/2025	01/10/2025	\$0.00
02/06/2025					N				\$20,400.00
184	ELROD / ELROD FENCE CO. INC								20825
R&M MISSION BOOSTER	01/27/2025	N	N				02/26/2025	01/27/2025	\$0.00
02/06/2025					N				\$3,748.00
185	GRAINGER / GRAINGER								9388432842
GLOVES/GLASSES	01/28/2025	N	N				02/27/2025	01/28/2025	\$0.00
02/06/2025					N				\$129.48
186	GRAINGER / GRAINGER								9388267974
GP MOTOR	01/28/2025	N	N				02/27/2025	01/28/2025	\$0.00
02/06/2025					N				\$558.38
187	GRAINGER / GRAINGER								9388432859
THERMOMETER	01/28/2025	N	N				02/27/2025	01/28/2025	\$0.00
02/06/2025					N				\$263.45
188	GRAINGER / GRAINGER								9384827060
SUPPLIES	01/24/2025	N	N				02/23/2025	01/24/2025	\$0.00
02/06/2025					N				\$815.53
189	GRAINGER / GRAINGER								9384827086
SUPPLIES	01/24/2025	N	N				02/23/2025	01/24/2025	\$0.00
02/06/2025					N				\$305.48
190	GRAINGER / GRAINGER								9384827078
SUPPLIES	01/24/2025	N	N				02/23/2025	01/24/2025	\$0.00
02/06/2025					N				\$286.60
191	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI								012N5323
PVC	01/27/2025	N	N				02/26/2025	01/27/2025	\$0.00
02/06/2025					N				\$747.99
192	HOUSTON HARRIS / HOUSTON & HARRIS PCS, INC.								25-26449
HYDRO-WASH	01/27/2025	N	N				02/26/2025	01/27/2025	\$0.00
02/06/2025					N				\$4,405.00

BK

KH

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Rubidoux Community Services District (RCSACT)
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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Immediate GL Account	Immediate GL Account	Check #	CC Reference #	Payment Date	Discount	Total Invoice
GL Date								
193	MERIT OIL / MERIT OIL COMPANY							884713
GASOLINE		01/22/2025	N	N		02/06/2025	01/22/2025	\$0.00
02/06/2025					N			\$1,983.98
194	PIPE TEC, INC. / PIPE TEC, INC							13129
HYDRO-WASH		11/14/2025	N	N		12/14/2024	11/14/2025	\$0.00
02/06/2025					N			\$1,875.00
195	QUINN CAT / QUINN CAT / MACHINERY							WOG00021956
R&M GEN		01/28/2025	N	N		02/27/2025	01/28/2025	\$0.00
02/06/2025					N			\$3,245.97
196	UNITED RENTALS / UNITED RENTALS, INC							243501983-001
R&M EQUIP		01/17/2025	N	N		02/16/2025	01/17/2025	\$0.00
02/06/2025					N			\$81.75
197	FELIPE ROBLEDO JR. / FELIPE ROBLEDO JR.							20240127
EDU T2 CERT		01/27/2025	N	N		02/26/2025	01/27/2025	\$0.00
02/06/2025					N			\$244.50
198	FELIPE ROBLEDO JR. / FELIPE ROBLEDO JR.							20150128
25"CWEA MEMBERSHIP		01/28/2025	N	N		02/27/2025	01/28/2025	\$0.00
02/06/2025					N			\$181.00
199	RIVERSIDE COUNTY AUDITOR GAD / RIVERSIDE COL							AC0000002112.B
FY 25"LAFCO FEE		07/01/2025	N	N		08/01/2025	07/01/2025	\$0.00
02/06/2025					N			\$5,609.76
Grand Totals								
Total Direct Expense:								\$1,452,946.27
Total Direct Expense Adj:								(\$23,209.29)
Total Non-Electronic Transactions:								\$1,429,736.98

Report Summary

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

BRL 2/4/25
 KH
 2/4/25

6. CORRESPONDENCE AND RELATED INFORMATION

- A. Article from enewspaper.pressenterprise.com – DROUGHT – State allocates SoCal more water
- B. Article from enewspaper.pressenterprise.com – WATER – Agency gets \$100M for desalination plant

DROUGHT

State allocates SoCal more water

Billions of additional gallons to come via aqueduct from Northern California



More rain and snow in Northern California is prompting the state to send more water to Southern California through the California Aqueduct, seen in Palmdale on Thursday. Dean Musgrove Staff Photographer

BY STEVE SCAUZILLO

SSCAUZILLO@SCNG.COM

A modest bump in the allocation of water being released from Northern California will make billions of additional gallons available to Southern California water agencies, according to state and local experts.

The extra amount may help serve as drought insurance for years ahead, water managers say.

The state Department of Water Resources announced Tuesday it has raised the allotment of requested supplies delivered by the State Water Project from 15% to 20%, which amounts to a total allocation of about 526,709 acre-feet for Southern California water agencies for 2025, or just under 172 billion gallons of water.

Of that amount, the Metropolitan Water District of Southern California, the largest wholesaler of water in the state, is scheduled to receive 382,300 acre-feet, the most of any agency, the Department of Water Resources reported. Previously, under the 15% allocation set in December, the MWD was to receive 286,725 acre-feet, meaning the MWD's allocation jumped by about 96,000 acre-feet, or about 31 billion gallons.

One-acre foot equals 325,851 gallons and is enough to supply three families in Southern California for a year. The State Water Project provides water to 29 public water agencies, serving 27 million Californians.

“It is very good news,” said Bob DiPrimio, president of the San Gabriel Valley Water Co., which serves 290,000 people in 16 cities. “It is a good sign.”

While drought conditions persist in Southern California despite recent rain and snowstorms, storms in late November and December in Northern California — a major source of local water supplies — produced runoff that topped off reservoirs already nearing or above historical levels, according to state water resources agencies and water contractors.

The raising of the allocation was the result of assessing the positive effects of more rain and snow that fell in Northern California, a typical evaluation done yearly by state water agencies. While President Trump said turning a valve will bring more water into Southern California for fighting fires, water experts said there is no “valve” that moves water from the Pacific Northwest into California.

Also, there is no shortage of water in Southern California. As of Friday, all of the major reservoirs in SoCal were above their historical average levels, with the largest, Diamond Valley, 97% full. Also, almost all key Northern California reservoirs feeding the State Water Project are at levels exceeding historical averages.

“This has been debunked over and over again in the past two weeks,” said Peter Gleick, president emeritus of the Pacific Institute, a nonprofit water research center based in Oakland. “There is zero connection between firefighting water needs and California’s water policy.”

As of Jan. 29, the following key reservoirs that provide water to the State Water Project — also known as the California Aqueduct, which channels water about 700 miles to Southern California — were filled above historical to-date averages: Shasta, 118%; Oroville, 126%; Trinity, 123%; San Luis, 102%.

In Southern California, reservoirs are also at or above levels expected at this time of year: Castaic Lake is at 98% and Diamond Valley near Hemet is at 133%.

The recent wetter weather in Southern California has helped firefighters bring the Eaton and Palisades fires that have caused the destruction of thousands of homes to full containment, with only the mop up of hot spots continuing, according to Cal Fire.

While Southern California has returned to dry conditions, the Department of Water Resources said more storms are needed to send more Northern California water to the south. And the long-range forecast hints at wet conditions returning in early February in the state.

“We are in the middle of our biggest months for precipitation for California, and unfortunately January has been very dry, putting a significant dent in our season,” said Department of Water Resources Director Karla Nemeth. “A return to wet weather is critical for our season’s success, and it will take many more storms to make up the deficit and further boost water supply deliveries.”

Indeed, a snowpack measurement taken at Phillips Station in the Sierra Nevada on Friday found a drop in snow depth since Jan. 1, amounting to 46% of average for this location. The overall statewide snowpack is at 65% of average, the Department of Water Resources announced.

Nemeth said the state missed out on snow in January, which puts more emphasis on snow in the Sierra in the next days, weeks and months.

“While we are excited to see storm activity in the coming days, sustained periods of no precipitation can dry the state out very quickly,” she warned.

About 27 state water contractors buy water from the State Water Project, and they are located in Northern, Central and Southern California. They are cautiously optimistic that more storms, particularly in the Sierra Nevada, will result in even more water flowing down the state aqueduct.

“We are hopeful that incoming storms will allow for additional allocation increases this season,” said Jennifer Pierre, general manager of the state water contractors, in a statement released Wednesday. “With each adjustment, our members

get more of the water supplies they need to serve the homes, businesses, and farms of a combined 27 million Californians,”

Shivaji Deshmukh, general manager of the Chino-based Inland Empire Utilities Agency, called the development “promising” but said challenges remain.

“However, we need to stay mindful that our region has a semi-arid climate and water supply can drastically be affected by such climate characteristics,” he said in an emailed response.

Three Valleys Municipal Water District is a wholesale water agency that delivers mostly imported water from the State Water Project to half a million people via retail water companies serving Glendora, San Dimas, Pomona, Claremont, Diamond Bar, Rowland Heights, La Verne and parts of Covina.

It buys Northern California water from Metropolitan’s Weymouth Treatment Plant in La Verne, where the water is treated. It also treats State Water Project water at its Miramar Treatment Plant in Claremont.

“At a 20% allocation, we are not going to have any cuts by any means,” said Matt Litchfield, Three Valleys general manager. “Metropolitan has enough water to meet our needs.”

Another factor besides filling above-ground reservoirs with State Water Project water is local well water. In Southern California, vast underground aquifers are tapped by wells, which draw up water served to households.

DiPrimio’s agency, for example, relies on wells sunk into the Main San Gabriel Basin, a large aquifer that he calls an underground, invisible reservoir, which holds 9 million acre-feet of water.

The rains of the past two California winters have produced a considerable supply of water, both locally and from Northern California and the Colorado River Basin, which was used to pour into spreading grounds that allow for seepage into the aquifer for storage.

“The Main San Gabriel Basin is a huge underground reservoir, and it is in the best shape it has been in the last 10 years,” he said.

The key well, used to measure the underground water level, has been at the highest level in 10 years, he added.

Local rain and snowmelt from the weekend of Jan. 25-26 may not reach these spreading grounds because the watershed was so dry the soil sucked up most of the moisture. But the next rainfall and spring snowmelt may be primed to reach groundwater storage sites, he said.

“This will add to the local water supplies, eventually,” he added.

But when it comes to Southern California water managers, their eyes are on the weather forecast in Northern California. Litchfield said meteorologists predict “a significant storm” that could bring more snow to the Sierra Nevada, which turns into runoff down the 700-mile conduit.

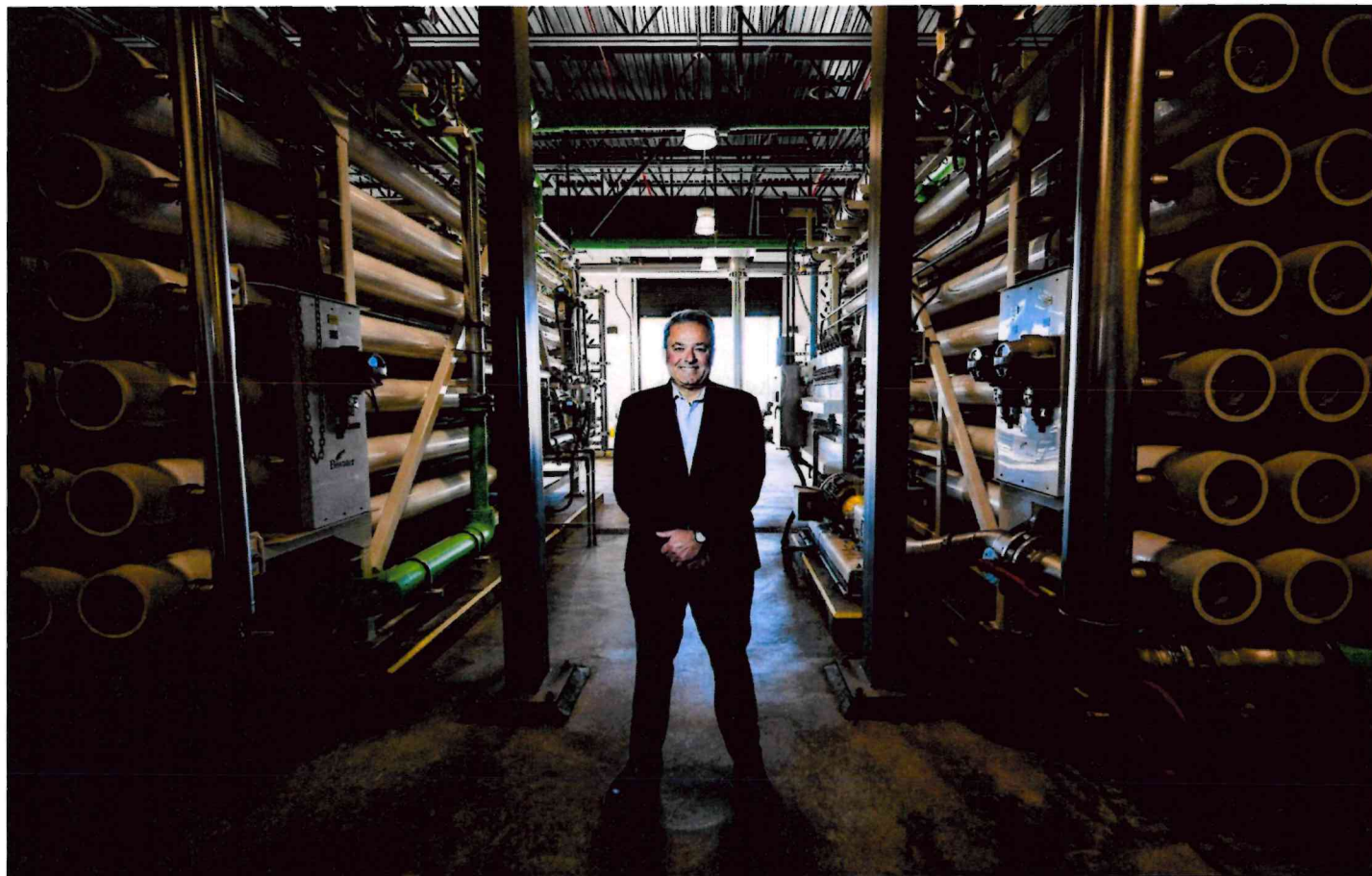
“Then we will see a better allocation of, say, 25%,” he said, adding the caveat: “But you never know.”

Paul Rogers of the Bay Area News Group contributed to this report.

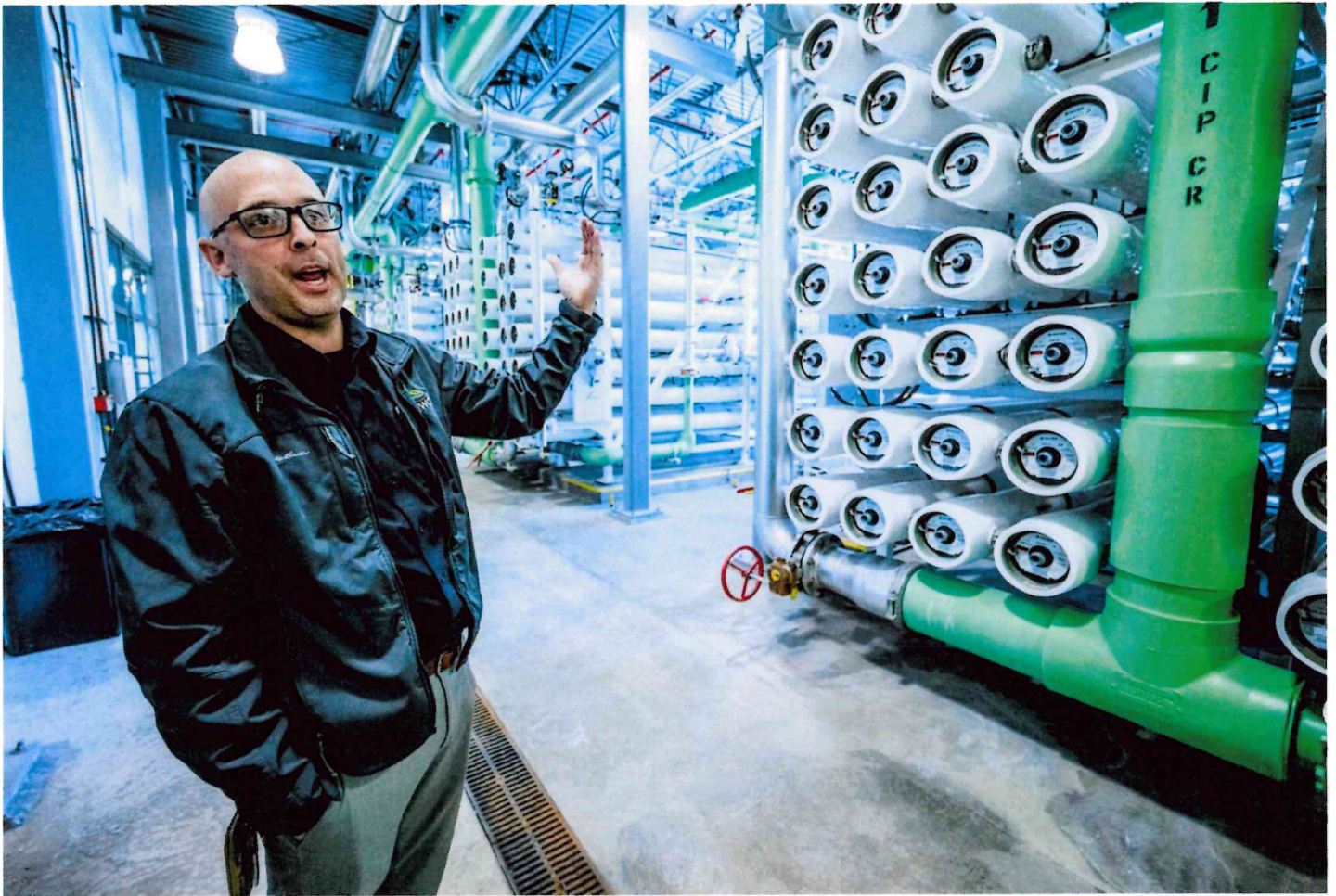
WATER

Agency gets \$100M for desalination plant

\$100M in federal funds to help Eastern Municipal expand salt removal effort



EMWD General Manager Joe Mouawad with the reverse osmosis system at Eastern Municipal Water District Perris Desalination Complex in Menifee on Jan. 14. Photos by Terry Pierson — staff photographer



EMWD Director of Water Operations Chris Waggener with the reverse osmosis system at Eastern Municipal Water District Perris Desalination Complex in Menifee on Jan. 14.



Waggener stands near one of the 24-30 inch pipes used to move water through the neutralization tanks at the Eastern Municipal Water District Perris Desalination Complex.

BY JEFF HORSEMAN

JHORSEMAN@SCNG.COM

There's absolutely no cheating on this no-sodium diet.

In a tan-colored building nestled among homes in Menifee, a process called reverse osmosis removes salt from brackish groundwater to make it drinkable.

The three groundwater desalters at the Eastern Municipal Water District's desalination complex run around the clock to produce 13 million gallons a day of potable water — enough for 30,000 households.

Desalination is how the district — a public agency serving almost 1 million people in western Riverside and northern San Diego counties — gets 10% of its water. That effort will get a boost from \$100 million in federal funding received earlier this month.

“By working together with our federal partners, we have helped return our customers' tax dollars to their community to create a more sustainable water supply future for our region,” district board President Phil Paule said in a news release.

Local water sources are important for water districts because they're more affordable and offer a cost-effective alternative that's competitive with the price of imported water supplies. The more local water a district has, the less it relies on imported water, which varies in price and availability depending on drought conditions.

Eastern's challenge is that a portion of its groundwater is too salty for household use due to “naturally occurring salinity as well as due to decades of agricultural activity,” said Joe Mouawad, district general manager.

To solve the problem, Eastern more than 20 years ago developed a desalination plan.

It's not the only Inland Empire district to use desalination — for example, the Arlington Desalter at the Western Municipal Water District, which also serves roughly 1 million people, started in 1990 and can process 6 million gallons of water a day.

At Eastern, 15 groundwater desalter wells, more than 500 feet underground and mostly located in Menifee, Perris, Lakeview and Nuevo, pump groundwater to the Perris I, Perris II and Menifee I desalters.

From there, high-pressure steel tubes send water through a series of tubes stacked in rows, each of which contains membranes of screens that allow fresh water to pass through while trapping salt or total dissolved solids.

Employees at a control room in the complex continuously monitor the process to get ahead of many maintenance issues, including salt corrosion in the system. The membranes, which are designed to last seven to 10 years, are cleaned every six to eight months to maintain efficiency, said Chris Waggener, Eastern's director of water operations.

Eventually, the salt-free water, through reverse osmosis and a filtering process called nanofiltration, is blended with other freshwater sources and sent to customers after being checked for safety and quality.

The leftover salt is sent down the 70-mile Inland Empire Brine Line to the Orange County Sanitation District, which treats the salty water before discharging it into the much saltier Pacific Ocean.

Besides drinking water, Eastern's desalination program has other benefits.

It improves recycled water used for landscaping because less-salty water is going to wastewater plants, Waggener said. Businesses also can drop off brine from their manufacturing processes at the desalters, Mouawad said.

Eastern's desalination program, built in partnership with the U.S. Army Corps of Engineers, launched with a \$25 million congressional appropriation in 2000. That money ran out in 2020, when Congress sent another \$25 million, Mouawad said.

Legislation signed by President Joe Biden on Jan. 4, increased Eastern's total allocation to \$100 million. Reps. Ken Calvert, R-Corona; Darrell Issa, R-Escondido; Mark Takano, D-Riverside; and Raul Ruiz, D-Indio — their districts represent Riverside County — and Sen. Alex Padilla, D-California, all supported the funding.

Mouawad said the money will help expand the Perris II Desalter — the newest one which opened in 2022 — to process almost 11 million gallons a day, up from the 5.4 million gallons a day it currently handles. That means drinking water for another 15,000 households on top of the 30,000 already served through desalination.

Mouawad added that the Perris II Desalter was designed and constructed to be a good neighbor to the surrounding community. On a recent January afternoon, a low hum of machinery was the only sound audible from outside the plant, which sits next to homes.

Desalinating groundwater will continue to be a key part of Eastern's water supply, Mouawad said.

"Keep in mind this water is from an otherwise unusable groundwater source," he said. "A big part of diversification of water supply is reliability and redundancy."

7. **REPORTS**

A. Operations Report (Second Meeting Each Month)

7. **REPORTS** (continued)

C. General Manager and Staff Reports / Updates

7. **REPORTS** (continued)

D. Committee Reports

8. ACTION / DISCUSSION ITEMS

- A. **DM 2025-05: Board Governance and Compliance Update: Legislative Changes and Training Requirements for 2025**

Rubidoux Community Services District

Board of Directors

Hank Trueba Jr., President
Diana Leja, Vice President
Bernard Murphy
John Skerbelis
Leslie Altamirano

General Manager

Brian R. Laddusaw



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

DIRECTORS MEMORANDUM 2025-05

February 6, 2025

To: Rubidoux Community Services District
Board of Directors

Subject: Board Governance and Compliance Update: Legislative Changes and Training Requirements for 2025

BACKGROUND:

Rubidoux Community Services District (“District”) is governed by a five-member Board of Directors (“Board”) elected at-large. The District is a special district and a member of the California Special Districts Association (“CSDA”). Special districts are local governments formed by communities to provide essential services. They are political subdivisions authorized under state law.

CSDA is a nonprofit association established in 1969 to support special districts through governance resources, advocacy, and professional development. Each year, CSDA publishes the *Special District Board Member Handbook* (“Handbook”), included as Attachment 1. The Handbook covers:

- About Special Districts
- Good Governance
- Primary Role and Responsibilities
- Accountability and Transparency
- Legislative Advocacy, Media Outreach, and Public Engagement

The Accountability and Transparency section addresses:

- Website Compliance
- Open and Public Meetings
- Public Records
- Financial Audits
- Online Financial and Compensation Reports

- Ethics Training
- Conflict of Interest Compliance

Open and Public Meetings

Under the Ralph M. Brown Act (“Brown Act”), special district board meetings must be open and accessible to the public. Before the COVID-19 pandemic, teleconferencing was subject to strict requirements, including:

1. Identifying all teleconference locations in the meeting notice and agenda.
2. Ensuring public access to each teleconference location.
3. Maintaining a quorum within the agency’s jurisdiction.

During the pandemic, Governor Newsom’s Executive Orders N-29-20 and N-35-20 temporarily suspended these restrictions through September 30, 2021, allowing local agencies to function under emergency conditions.

Subsequent legislation addressed post-pandemic teleconferencing:

- AB 361 (Effective Sept. 16, 2021 – Jan. 1, 2024)
 - Allowed local agencies to teleconference without full Brown Act compliance under emergency conditions.
- AB 2449 (Effective Jan. 1, 2023 – Dec. 31, 2025)
 - Permits individual board members to teleconference under “just cause” or “emergency circumstances.”
 - Limits remote participation to no more than three consecutive months or 20% of regular meetings per year.

On Sept. 22, 2024, Governor Newsom signed AB 2302, amending Government Code §54953 to further limit remote participation. Given the District’s twice-monthly meeting schedule, a board member may use “just cause” or “emergency circumstances” for remote participation in up to **five (5) meetings per year**. AB 2302 sunsets on Jan. 1, 2026.

Effective Jan. 1, 2025, AB 2715 amends the Brown Act to authorize closed session discussions regarding cybersecurity threats, including risks to public buildings, essential services, or public access.

Trainings and Conflict of Interest Compliance

State law requires all special district board members to complete:

- Ethics Training (every two years, 2-hour course)
- Harassment Prevention Training (every two years, 2-hour course)
- Form 700 (Statements of Economic Interests) (annually)

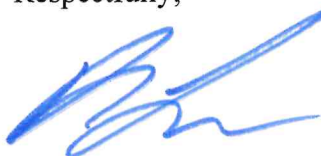
Form 700 ensures transparency by disclosing financial interests to prevent conflicts of interest.

Each Director must complete their ethics training, harassment prevention training, and submit Form 700 by Thursday, March 6, 2025.

RECOMMENDATION:

This is an informational item. No action is required. The information provided serves as a reminder for the Board to complete the required training and compliance documents by the stated deadline.

Respectfully,



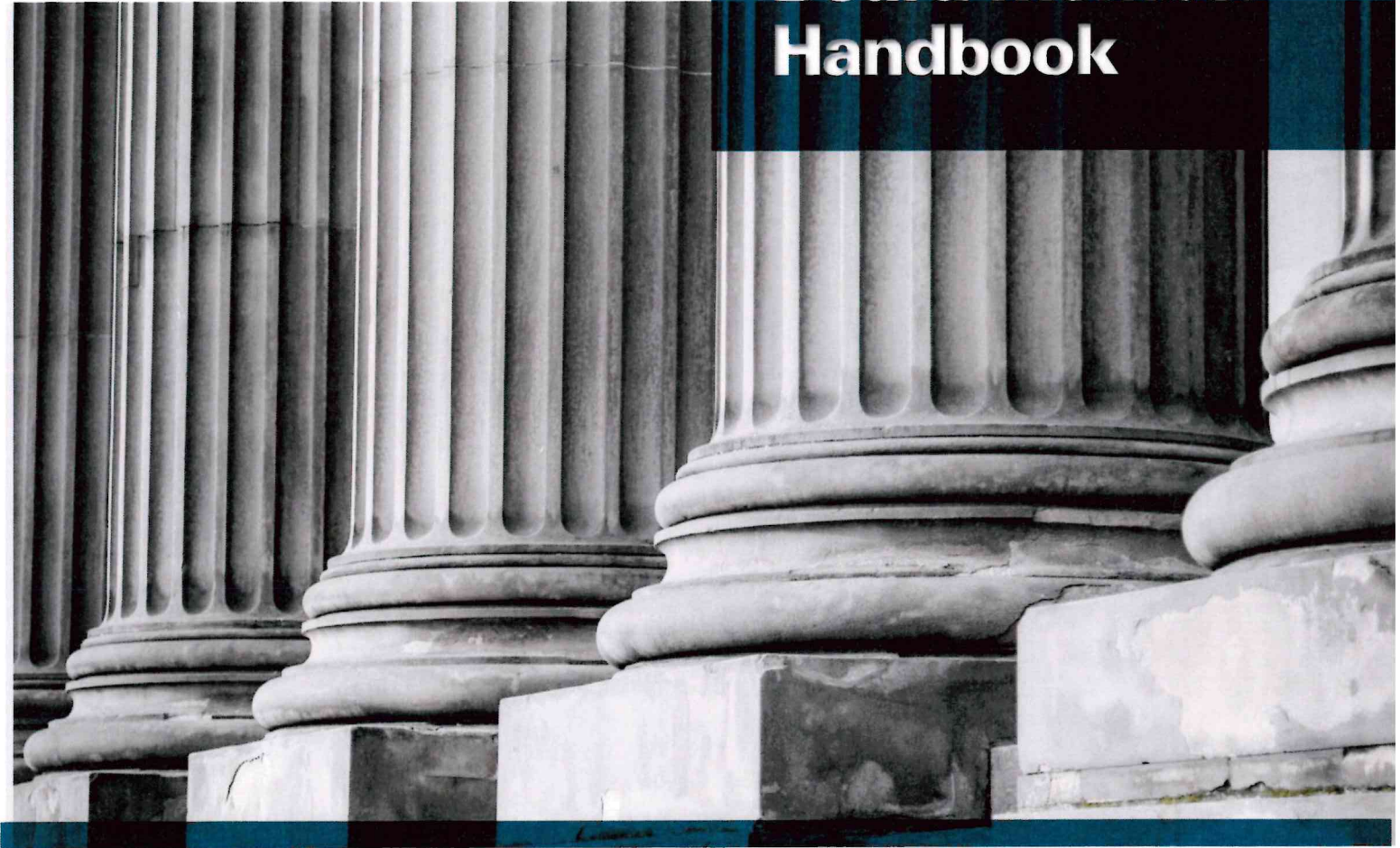
BRIAN R. LADDUSAW, CPA
General Manager

Attachment(s):

1. CSDA Board Member Handbook

SPECIAL DISTRICT

Board Member Handbook



A California Special Districts Association Publication ©2023



You have been elected or appointed to a special district board by your community. This is a tremendous honor that comes with much responsibility.



Printing made possible by the California Special Districts Alliance, a partnership between CSDA, the CSDA Finance Corporation, and the Special District Risk Management Authority (SDRMA).

What do You Need to Know as a Special District Board Member?

You have been elected or appointed to a special district board by your community. This is a tremendous honor that comes with much responsibility. The mission of the California Special Districts Association (CSDA) is to provide you and your district with the resources necessary to best meet this responsibility. This handbook will serve as a fundamental guide in this endeavor.

Your special district may refer to its board members as trustees, directors, commissioners, or another similar term. For simplicity and readability, this handbook

will use the term “board member” as a universal term for all special districts. The handbook will focus on the commitments, responsibilities, and resources that are relevant to all board members of every type of special district.

As a board member for a special district, you have committed to represent the best interests of your community, ensure the delivery of essential local services and infrastructure, and faithfully serve the public good while upholding the law. This is a high calling that depends upon mutual trust, support, and collaboration with your fellow board members, your district’s professional staff, and the network of special district leaders you will develop through CSDA.



QUICK TIPS

First steps board members should take after election or appointment include:

- Meet with the district’s general manager and legal counsel!
- Ask the general manager and/or finance officer for an overview of the most recently approved budget and audit
- Take a tour of the district facilities
- Read your district’s enabling act found in California’s statutory codes
- Review your district’s most recent municipal services review (MSR) published by the local agency formation commission (LAFCO)
- Register for board member training at csda.net

About Special Districts

As a special district board member, you will often be asked, “What is a special district?” People sometimes do not realize how many of their essential services are provided by special districts, and they often do not understand what a special district is, how it functions, or even why it exists. Here are few answers to some frequently asked questions you’ll encounter as a board member.

What is a special district?

An independent special district is a local form of government that is created, funded, and overseen by a community’s residents to provide a new or enhanced level of service and infrastructure to a community. Like counties and cities, special districts are an independent form of local government. Special districts are not school districts, community college districts, joint powers authorities, assessment districts, community facilities districts, “Mello-Roos” districts, or improvement districts.

Why are special districts formed?

Special districts are formed when a community decides a specific type of service is needed and the community wants the service to be maintained with local control. The first special district in California, the Turlock Irrigation District, was established in 1887. Local farmers needed a way to access the local water supply and the Wright Act was passed by the Legislature to provide the legal foundation for water districts, and many other special districts.

The Legislature continued to develop new types of special districts as tools to help local residents come together to solve community problems and needs. Ultimately, special districts are formed by the community for the community. Special districts empower residents to find local solutions to fit the unique needs of their community.

What types of special districts exist?

There are many types of special districts that can be established to fit the specific needs of a community. Some district types include:

- Airport
- Cemetery
- Community Services
- Fire Protection
- Harbor and Port
- Healthcare
- Irrigation
- Library
- Mosquito and Pest Abatement
- Recreation and Park
- Resource Conservation
- Sanitation
- Transit
- Utility
- Veterans Memorial
- Water

How many special districts are there?

There are just over 2,000 independent special districts throughout California. They vary in size and some may serve a community of hundreds of thousands while others serve only a few hundred. Special districts are created to fit the size of the community they serve.

How are special districts governed?

Independent special districts are governed by a board of directors that is elected by the community or appointed to fixed terms by one or more other locally elected governing bodies. Board members are responsible for setting the policies that ensure special districts continue to function and serve the community. It is also important to distinguish independent special districts from dependent special districts. Unlike independent special districts, dependent districts are indirectly governed by other government entities, such as city councils or county boards of supervisors. This is because dependent special district board members include ex-officio members from another legislative body or board members who are appointed to non-fixed terms. Ex-officio board members serve on the special district board only by virtue of their participation on another board. Board members appointed to non-fixed terms serve at the pleasure of another governing body. In other words, they may be replaced at any time and are not entitled to a full four-year term.



To expand your knowledge further, visit csda.net to find the *About Special Districts Guide* and the *Special District Formation Guide* to learn more about special districts and how they are formed.



Special districts and their board members are subject to a number of laws established to ensure special districts remain transparent and accountable to their communities. These laws are discussed in greater detail later in this handbook under the chapter, *Accountability and Transparency*.

How are special districts funded?

Special districts utilize many different funding sources to establish and maintain their services and overall infrastructure. Some districts receive enterprise revenues that are collected as fees for services such as water, sewer, or electricity. Special districts can also receive non-enterprise revenues that include one percent ad valorem property tax, parcel taxes, or benefit assessments that are approved by the community. Frequently, special districts will receive a combination of enterprise and non-enterprise revenues in order to best meet the needs of their community.

What makes special districts so special?

As a board member who dedicates time and effort to your local special district, you understand and know from firsthand experience what makes special districts so special. It's the connection to the community, the focused specialized service, and the commitment of local residents such as yourself that distinguishes special districts from other forms of government.

To raise awareness and understanding of special districts, CSDA established the Districts Make the Difference public outreach campaign which is now supported nationwide by the National Special Districts Coalition.



Good Governance

Special district boards are the voice of the community. Every elected or appointed public official needs to care about governance—it is the essence of what boards do. Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

The success of your district, and special districts as a form of government, depends largely upon how well you do your job as a board member. If the board does not respond to the needs of the community and govern its district effectively, it will erode the public trust, jeopardize public support of district services, and may even threaten the existence of the district itself.

Effective Governance Model

The good news is that a lot of work has been done on effective governance. Based upon a model developed by the California School Boards Association and adapted by CSDA for special districts, there are three critical dimensions that interact to determine how a board operates and its effectiveness as an organization:

1. The board as an organizational entity;
2. Individuals who together make up the board; and
3. Specific jobs the board must perform.

These are the core components of effective special district governance: a competency-based group of individual citizens coming together as an effective team to accomplish the specific responsibilities that only governing boards can do on behalf of their community.

The Board as an Organizational Entity

Any board, public or private, nonprofit or corporate, exists as an organizational entity, with its own unique organizational culture, norms, values, and operating style. There are attributes or characteristics that are consistently present in boards that operate in a highly effective way.

Effective boards operate in an organizational environment of trust, honesty, and openness. These boards exhibit, as a team, the following characteristics:

- Recognize all board members as equally legitimate—no matter how different or difficult an individual may be.
- Strive to maintain a “no secrets, no surprises” operating norm.
- Acknowledge that conflicts and differences are inevitable, not necessarily bad, and must be faced and analyzed.
- Immediately turn to solutions rather than playing the “gotcha” game.
- Treat all staff with dignity and respect.
- Treat all community members with dignity and respect, even in the face of criticism and opposition.
- Exhibit creative thinking, know how to handle failure as well as success, encourage risk taking, and create a climate of support for excellence.
- Accept collective responsibility for the conduct, behavior, and effectiveness of the board.

Individuals Who Together Make up the Board

While boards develop unique organizational cultures, they are, after all, composed of individuals. These individuals and their values, skills, and knowledge shape how boards operate at any given time. Individuals also determine whether the board will sustain effective behavior as a group expectation.

Not everyone who serves on a special district board becomes an effective board member or leader. Those who do become effective board members also become highly valued community leaders. When an entire board is composed of truly effective board members, rather than individuals, the board becomes highly effective.

So, how are highly valued community leaders different than individuals who just serve on boards? They think about governance differently by understanding the fundamental role

Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.



The most effective board members maintain the following priorities:

- Serve the public
- Support the staff as they carry out direction
- Respect fellow board members
- Seek consensus



of effective governance and the citizen leader. Effective board members exhibit the following characteristics:

- Recognize that the board, not the individual board member, governs the special district—the authority of any one board member rests only with the board as a whole.
- Heed caution when someone attempts to impose their own agenda on the district rather than working to build support for an institutional agenda.
- Appreciate that “how” a board member governs is as important as “what” a board member does—that manners make a huge difference.
- Establish trust and treat everyone with the same respect with which the board member expects others to treat them.
- Respect the diversity of perspectives and styles.
- Operate in a transparent fashion, while always keeping confidential information confidential.

Specific Jobs the Board Must Perform

We know that effective boards have strong competency-based cultures and that individual effective board members have strong governance skills, but the next question is: “To do what?” The third dimension of a board addresses the governing body’s specific responsibilities. Special district boards have certain duties that no one else in the organization or the community can perform.

In the next chapter, *Primary Roles and Responsibilities*, we will explore these duties, but first we must acknowledge one of the biggest challenges to special districts—how board members can learn and demonstrate competency.

Training and Development

We all have room to learn the governance skills required to be an effective special district leader. To do so, we must establish a culture of participation in our special district community. Just as we expect our staff to be involved in their profession, to learn and develop new skills, so too must we as effective board members learn to hone our governance skills.

We must lead by example and encourage our colleagues to branch out and learn the skills of governance. We must establish a culture of continuing education in the special district community. This includes both required trainings and recommended trainings.

Required Trainings

Every special district board member is required by law to complete ethics training and sexual harassment prevention training at least once every two years.

Ethics training is mandated by Government Code Section 53235 et. seq., which is popularly referred to by its enacting legislation, AB 1234 (Salinas) of 2005. Special district board members must receive the required two-hour training within

one year of their first day of service, and then every two years thereafter. A board member who serves more than one agency shall satisfy the requirements once every two years, regardless of how many boards they serve on.

All ethics trainings must cover laws related to conflicts of interest, gifts, reimbursements, government transparency, and fair processes, including but not limited to incompatible offices and competitive bidding practices.

Sexual harassment prevention training is mandated by Government Code 53237 et. seq., which was enacted by AB 1661 (McCarty) of 2016. Special district board members must receive the required two-hour training within the first six months of taking office, and then at least once every two years thereafter.

All sexual harassment prevention trainings must include practical guidance regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment and the remedies available to victims. The training includes practical examples aimed at instructing the board member in the prevention of sexual harassment, discrimination, and retaliation.

CSDA offers various forms of online and in-person ethics and sexual harassment prevention training opportunities. You can register online at csda.net.

Recommended Trainings

It is recommended that every newly elected or appointed special district board member attend CSDA's workshops that introduce the topic of governance. CSDA strives to offer these opportunities in various locations throughout the state annually.

As a longer-term goal, during your first term in office it is also recommended you obtain the Recognition in Special District Governance certificate from the Special District Leadership Foundation (SDLF). This recognition was designed to honor special district board members and is comprised of two distinct parts: the completion of the Special District Leadership Academy and 10 hours of continuing education.

The Special District Leadership Academy consists of four courses: Governance Foundations, Setting Direction/Community Leadership, Board's Role in Human Resources, and Board's Role in Finance and Fiscal Accountability. The four courses are unique from any other courses on special district governance in that they are curriculum that has been created by special districts and agreed upon as what governing officials of special districts should know. SDLF has endorsed the Academy as the core special district governance training in California.

SDLF is a 501(c)(3) organization formed to provide recognition and certification opportunities to special district officials and employees to enhance service to the public. It is dedicated to excellence in local government. You can learn more about SDLF at sdlf.org.



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Primary Roles and Responsibilities

One of the first and most important distinctions to make in your work as a board member is the difference between your responsibilities and those of the general manager and staff. Clearly understanding and respecting these roles, and how they interact, is critical to the long-term success and sustainability of your special district.

Role of a Board Member

One of the most significant responsibilities as a board member is to understand that the board is a team and you need to work together as such. Understanding the dynamics of the group, as well as the individual perspectives and opinions of your fellow board members, is crucial to the success of the team, the district, and community you represent. This united approach will help strengthen the district and provide the grounds for maintaining a clear vision of the future, a unity of purpose, and a cohesive board.

The specific responsibilities of the board are clustered into five areas:

1. Setting the direction for the district;
2. Establishing and supporting the policies and structure of the district;
3. Overseeing the financial resources necessary to fund the district;
4. Guiding employee relations policy, including the hiring and supervising of the general manager who, in turn, operates the district and hires/manages staff; and
5. Serving as community leaders who communicate effectively on behalf of the district.

Setting Direction

The board establishes the special district's mission and vision. In building a mission statement, the board must clearly understand the purpose of the district and answer the question of "why?" Why does the district exist? It will also be helpful for the board to identify core values that guide the district in its mission.

When developing a vision statement, the board must answer the question of "what?" What would the district look like should it accomplish its mission to the fullest extent? Doing so requires agreement on the board as to what the future of the district should look like.

With a mission and vision as its foundation, the board sets direction through the district's strategic plan, which may guide the development of more specific objectives for implementation by the general manager and staff. In developing a strategic plan, the board will evaluate the present, anticipate the future, and prioritize goals that must be accomplished to achieve the vision. Strategic plans should be reviewed periodically and adjusted appropriately.

Establishing Policies

Policies are written statements specifying the manner in which the district's business is conducted. The board's job is to develop, maintain, revise, and enforce the district's policies. These policies provide needed direction for the general manager and staff, and for the constituents of the district.

One may view a special district's enabling act in California statute as the framework or "constitution" the district must operate under as a "subdivision of the state." However, independent special districts are not state entities, nor are they entities of a city or county. They are independent local governments, which are separate legal entities similar to other municipalities. Board-approved policies, resolutions, and ordinances are the tools by which boards direct the district in achieving its mission and securing its vision within the boundaries of its enabling act.

Board policies should guide district governance, such as board meetings, agendas, and minutes, board conduct, and rules of order. Policies should also be adopted

concerning district finances, personnel, communications, and other key functions.

While policies are approved by the board and may be requested by the board, they are typically drafted and recommended by staff. Sometimes this is done with review and direction of a board subcommittee.

Overseeing Finances

Boards ensure sound fiscal policy exists and that practices and controls are in place so that the district, board, general manager, and staff have direct accountability to their constituents. Furthermore, the board will approve an annual budget and request and approve periodic reports on the fiscal status of the district.

Commensurate with the board's role in financial oversight and fiduciary responsibilities, it should establish a financial reserve policy and capital improvement plan (CIP). It will also approve contracts of certain size and scope according to State law and board policy. To ensure adequate funding to provide quality services and infrastructure to its community, the board must impose sufficient rates, fees, and taxes.

Guiding Employee Relations

The board's charge is to support and assess the performance of the general manager, approve personnel policies, establish salary structure and benefits packages, approve memorandums of understanding (MOUs) negotiated with labor, approve job descriptions and organizational structure, and establish a

strong communications link between the board and general manager.

One of the most important decisions a board will ever make is the hiring of a general manager. Other than a district's general counsel and some rare additional exceptions for large special districts, the general manager is the only individual the board hires and supervises.

The general manager is responsible for hiring and supervising all other staff, sometimes through senior or mid-level managers in larger districts. Empowering the general manager to successfully carry out this key duty is critical to the success of the district. This should include a fair and constructive annual general manager evaluation process.

Serving as Community Leaders

A district and its board are linked in the eyes of the public and often seen as one and the same. Therefore, the conduct of board members reflects upon the district and the community it serves. This holds true during board meetings and formal district events, as well as during other interactions with community, the media, businesses, and other levels of government. Even the personal lives and behaviors of a board member can impact the perception and effectiveness of the district.

In your role as a board member, your board may designate you to formally represent your board to other organizations or participate in ceremonial events. Boards will often establish policies to guide such situations. It is



To expand your knowledge further, visit csda.net to find CSDA's *Sample Policy Handbook*, *Special District Reserve Guidelines*, and CSDA's *California Public Records Act Compliance Manual* to learn more.

important to distinguish when you are speaking on behalf of the board and when you are speaking as an individual. However, as a public official, you should recognize that people will often construe your speech and actions as representative of your district, its staff, and your fellow board members regardless of the manner, time, and place in which they occur. This reality should lead board members to be thoughtful, intentional, and unified, not to be silent or absent.

It is a mistake for a special district to attempt to “fly under the radar.” Transparency is essential to democracy, and scrutiny is inevitable in government. This will be covered more in the next chapter, *Accountability and Transparency*, but here it is important to note that board members play a key role in a special district’s public outreach and engagement efforts. If a special district and its leaders are not telling the story of the district, somebody else will.

Role of the General Manager and Staff

The general manager is the executive staff officer of the district and for the board. This individual administers the district, providing day-to-day leadership, and maintains exclusive management and control of the operations and works of the district within State law and the policies of the board. In some districts, this position may be referred to as the district administrator, chief executive officer, executive director, district director, or another title. For the purposes of this handbook, it will be referred to as general manager.

Overarching best practices for a general manager include:

1. Developing and delivering reports to keep the board of directors and public well-informed of district operations and the status of district goals;
2. Providing recommendations on actions requiring board approval, including policies, resolutions, ordinances, and other matters;
3. Maintaining and advancing the operations of the district and implementing those policies, strategies, and directives approved by the board; and
4. Playing an active role in moving the district forward in serving its mission, carrying out its strategic plan, and attaining its vision.

As noted previously, the general manager has authority over and directs all employees, including hiring, supervision, evaluations, promotions, disciplinary actions, and terminations. All directives for staff should be given by the general manager or designated supervisor within the district. Authority may be delegated to other staff or consultants at the general manager’s discretion.

The general manager should dutifully and faithfully carry into effect the lawfully expressed policies of the board, including planning the short, medium, and long-term work program for the district, facilitating constructive and harmonious board relations, preparing and managing the district budget, conducting studies, and delivering written and oral presentations.



Visit sdlf.org to download the **SDLF High Performing District Checklist** to provide special districts with best practices related to the areas of finance and human resources.



Best practices that make the best board members:

- Do your homework: Read all board packets and materials in advance of meetings.
- Don’t play “gotcha”: Share questions with the general manager in advance of the board meeting.
- Listen first, speak second: Prioritize understanding the perspectives of others.
- Build an expertise: Find an important issue that other board members are not already invested in and become a leader, such as on LAFCO, environmental sustainability, etc.
- Stick to principles, not positions: Develop strong and well-considered principles, rather than digging heels into one position of a false dichotomy.
- Oppose the action, not the implementation: When necessary, vote “No” on a board agenda item, but don’t undermine or obstruct the successful implementation of board-approved decisions. Support and respect the actions of the board as a whole.





Accountability and Transparency

The residents of the district, as voters, owners, constituents, and customers of the district, possess the ultimate responsibility for its oversight and direction. The board is elected or appointed to serve as the voice of these residents. There are a host of legal requirements designed to ensure special districts remain accountable and transparent to its residents.

While special district boards must meet all mandated State laws, they should strive to exceed these requirements and set an example to other governments and organizations.

Legal Requirements

Significant mandates have been placed upon special districts by the State Legislature, which often exceed the standards for the State and some other local agencies. These legal requirements include, but are not limited to:

- Website Maintenance
- Open and Public Meetings under the Ralph M. Brown Act
- Public Records under the California Public Records Act
- Regular Financial Audits
- Finances and Compensation Posted Online
- Ethics Training for Board Members
- Conflict of Interest Compliance under the Political Reform Act

Websites

Beginning January 1, 2020 every special district must maintain a website, per Government Code Section 53087.8. All special district websites must display district contact information, agendas, state-mandated financial transaction and compensation reports, and a report of the district's enterprise systems. An exemption is available for special districts that pass an annual resolution detailing evidence of a hardship.

Open and Public Meetings

Per the Ralph M. Brown Act (Brown Act), special district board meetings must be open and accessible to the public. In certain circumstances, including a state of emergency, members of the board may join a meeting remotely (e.g., via Zoom or BlueJeans) without convening in a single public location.

Generally, to facilitate access and participation, special districts must post their regular meeting agendas at least 72 hours in advance in a publicly accessible location and on their website. The board may only act on issues included in the agenda and the public must be permitted to address the board. The Brown Act includes myriad provisions and exceptions and has been the subject of significant litigation. It is recommended that board members read the Brown Act, found at Government Code Section 54950 et. seq., in its entirety and consult district legal counsel as necessary.

Public Records

As required by the California Public Records Act (CPRA), found in Government Code 6250 et. seq., special district records are subject to public review and scrutiny. The public may request copies of records in the possession of a special district, including records on a board member's personal device or account that are related to district business. Districts may charge a reasonable fee for the cost of printing and paper, but the district may not charge for staff time in producing such copies. As with the Brown Act, the CPRA includes numerous provisions and exceptions and is shaped by countless lawsuits. It is recommended special districts consult legal counsel as necessary in response to specific public records act requests.

Financial Audits

Government Code Section 26909 mandates regular audits of special districts by the county auditor-controller or a certified public accountant. The audit must be filed with the state controller and county auditor-controller.

Online Financial and Compensation Reports

Since 1949, special districts have been required to submit a financial transaction report to the state controller. In 2014, legislation additionally required completion of a compensation report and required that both the compensation report and financial transaction reports be posted or linked to a conspicuous place on each special district's website. The state controller now provides all of this information in an open data format at www.bythenumbers.ca.gov and www.publicpay.ca.gov.

Ethics Training

In 2005, the State enacted AB 1234 (Salinas) mandating special district board members complete at least two hours of training in general ethics principles and ethics laws every two years. Board members have an obligation to conduct business in an ethical manner and make decisions that are in the best interests of their constituents. Building and maintaining the public's trust requires you to avoid any situation where your self-interest may come first.

Conflict of Interest Compliance

Passed by voters via Proposition 9 in 1974, the Political Reform Act (PRA) is designed to ensure elections are fair and government officials serve all citizens equally. The PRA generally governs political campaign spending and contributions, as well as a variety of ethics rules, including conflicts of interest. It prohibits a special district official from making, participating in making, or influencing a

decision in which the official knows or has reason to know the decision will have a material financial effect on the official's economic interests, with limited exceptions. An official may also be prohibited from making, participating in making, or influencing a decision where the official has received campaign contributions from a party or interested person.

Third Party Oversight, Review, and Regulation

In addition to the legal requirements adhered to by special districts, there are a number of entities and programs, which provide varying levels of oversight, review, or regulation:

- Local Agency Formation Commission
- County Auditor-Controller
- County Civil Grand Jury
- County District Attorney and State Attorney General
- State Controller
- State Auditor
- State Treasurer
- State Fair Political Practices Commission
- Other State Regulators

Best Practices

Many special districts go beyond State mandated legal requirements to promote accountability and transparency. To facilitate and recognize best practices among special districts, the Special District Leadership Foundation (SDLF) has established a District Transparency Certificate of Excellence as well as other programs and scholarships. Visit sdlf.org to review the programs and download an application.





Legislative Advocacy, Media Outreach, and Public Engagement

The decisions you make and the actions you take as a board member directly impact your community and the services they receive. It is equally true that districts are affected when board members do not make crucial decisions or fail to take action.

As a board member, you are an advocate for your district and your community. You will have to balance a number of responsibilities throughout your term. However, there are several simple yet influential ways you can take action as a board member.

Engage with the Capitol

Extensive travel to Sacramento is not necessary to effectively engage with the Capitol. Likely the most important way board members can partake in advocacy efforts is to submit letters of support or opposition when CSDA sends out a “Call-to-Action.”

Throughout the legislative session, CSDA closely analyzes and tracks any bill that may impact special districts. When an especially important bill arises, CSDA will issue a “Call-to-Action” and request letters so the Capitol hears the voice of special districts. Make sure your district’s voice is heard and work with others at your district to write support and opposition letters on behalf of your district.

Meeting with your legislators is another valuable way of advocating for your district and engaging with the Capitol. There are times throughout the year when legislators leave the Capitol and return to their legislative districts. During these legislative recesses, do your best to schedule a meeting with your legislator and their staff. Just as you represent your community as a special district board member, your legislator represents you, your special district, and your community. Make sure your legislator knows what issues are important to your district and how your district is impacted by legislation. The more legislators know about the special districts they represent, the more educated they will be when creating legislation that affects all special districts.

Once you’ve met with your legislators, let CSDA know which legislators you have a relationship with so that CSDA can coordinate grassroots activities on key votes in the State Legislature. Do this by completing the Grassroots Mobilization Survey at csda.net/take-action.

Engage with the Media

During your term as a special district board member, you will likely have to interact with the media. Do not be intimidated by the idea of communicating with the press. It is vital that you help inform the media’s narrative regarding your district. You do not want the only media mentions for your district to be one-sided or unfairly skewed against your district. The only way to ensure your district has a voice in what the media covers is for your district to be proactive. Be sure that any media outreach you undertake is in line with your board policies and/or protocols. Every special district should have a media protocol that determines who should serve as a spokesperson for the district under different circumstances. It is important to work as a team and support a clear and consistent message from your district.

Press releases should be utilized as a way to inform the press of particularly significant events. A few opportunities to send out press releases include:

- When your district receives an award
- After new board members are elected
- After a major project is successfully completed

Encourage your district to send out timely press releases in accordance with your board policy. You should also be looking for the best opportunities for your district to interact with the media. Not everything will be compelling to the media, but the media cannot acknowledge your district’s positive achievements if they are not informed.

Media advisories are another way to engage with the media. If your district is hosting an event, encourage the general manager or district staff to send out an invitation to local reporters. Sometimes allowing the media to see for themselves



Throughout the year, CSDA maintains multiple resources to ensure you can stay up to date on the latest issues impacting special districts. Explore the following resources:

- **Advocacy News:** Provides real-time notifications or daily summaries of legislative updates directly to your inbox. Join Advocacy News at csda.net/advocate/advocacy-blog.
- **Take Action Page:** Lists the most pressing legislative issues and provides background information and next steps for your district. Visit the Take Action page at csda.net/advocate/take-action.
- **Legal Advocacy Page:** Lists the actions CSDA has taken in important legal cases affecting special districts. You can find these cases and copies of CSDA filings at csda.net/advocate/legal-advocacy.

helps garner positive press for your district. Also, inviting the media to your district allows you and other district representatives to build a working relationship with the reporters in your community. You want to serve as a resource to the media so when reporters have questions, they reach out for your district's perspective.

You may also want to suggest your district's media policy and/or protocol includes standard talking points for district representatives to reference when working with the media. Maintaining consistent messaging with the media will lend a level of credibility and reliability that the media will remember when writing about your district. As the media's understanding of your district grows, you should notice more accurate and informed press attention for your district.

Engage with Your Community

Special districts provide essential services to millions of Californians. Yet, many people have not heard of special districts or do not understand what a special district truly is. Polling shows that as soon as people understand the services provided and maintained by special districts, their perceived value of special districts rises exponentially. As a board member, you can help the public understand your district and its important role in your community.

Social Media

There are numerous ways to interact and connect with the community you serve. In today's world, most community members are on some form of social media. A district policy or protocol should guide who is responsible for posting on behalf of the district. Typically, this is assigned to a member of the staff and board members may engage by liking and/or sharing district posts from their personal accounts.

Social media can provide an instant connection with your community. Instead of forcing local residents to go looking for information, you can make important information immediately available on social media.

Engaging on social media does not require continuous posts to all platforms throughout the day. Instead, post to social media when you have something you need and want to share with the public. Post about any community events where your district

will be represented. Share a quick fact or update about your district that may interest your community.

Even if you do not frequently post to social media, monitor your accounts to see if people make comments, have questions, or provide suggestions. You may choose not to respond to comments on social media but at least you are aware of what your community is saying. People may voice something on social media that they would not ordinarily say in person or in a more formal setting. At times, people may post negative comments but with social media, engagement is ultimately the goal. Social media starts an ongoing conversation with your community.

Community Events

Another effective way to engage with your community is with community events. As a board member, you can encourage your district to host an event where the public is invited to your district. Holding tours during the summer to demonstrate how your district functions or hosting a holiday party as a way for the community to celebrate together are just a few event ideas.

If you are a board member at a smaller district or a district type that does not easily lend itself to visits, collaborate with other districts and businesses in your community. Reach out to other special districts in your area to discuss a possible "district day" where representatives from multiple districts gather together and answer questions about their respective districts. Hosting a booth at the local career fairs or sponsoring a local event are other valuable ways of building a connection with the community you serve.

Join the Public Outreach Campaign

CSDA launched the Districts Make The Difference public outreach campaign to raise awareness and understanding for special districts. It has expanded nationally and is now supported by the National Special Districts Coalition. Encourage your district to participate in the campaign by adding a link to DistrictsMakeTheDifference.org on your district's website so people can learn about special districts. Raising awareness for special districts helps local residents understand their value and the significant role they play in the community.



Responses to Tough Questions

As with all forms of government, special districts sometimes face tough questions. Special district board members should be aware of these questions and be prepared to respond to them.

Why are some special districts funded by property taxes, while others are funded by fees or a combination of fees and taxes?

Special district funding is primarily determined by the residents who receive district services and pay for those services. Special districts may receive two types of revenue: enterprise revenue and non-enterprise revenue. Some districts rely exclusively on one type, but most receive a combination of the two.

Enterprise revenue is derived by fees for service. Common forms of enterprise revenue include property-related fees, governed under Proposition 218, such as water, sewer,

or trash rates. However, enterprise revenue may also include smaller charges like registration fees for a soccer league or yoga class. Facility rentals, cemetery interment fees, and medical billing are also forms of enterprise revenues.

Non-enterprise revenue is derived from taxes and assessments paid as a condition of owning property that benefits from the services and infrastructure provided by a special district. The most common form of non-enterprise revenue is the one percent ad valorem local property tax, which is distributed through the county auditor-controller's office. This is dictated by Proposition 13 and is usually what someone is referring to when they mention the "property tax." Non-enterprise revenue may also include special taxes, benefit assessment districts, community facilities districts (also known as CFDs or Mello-Roos districts), and similar funding mechanisms.

It is important to note that most residents have approved at least some level of both enterprise and non-enterprise revenue for their special district. This provides the district

with a diverse and sustainable revenue portfolio that can better withstand economic shifts and secure the highest credit ratings for infrastructure investment. It also ensures that everyone who benefits from a district contributes to the cost of the district. For example, water and sewer services benefit a property's value regardless of whether that property's owner currently uses those services.

Can special districts tax residents without their consent?

No. Proposition 13 limited ad valorem property taxes to one percent of property value for every homeowner. Many special districts, along with cities, counties, and schools, receive a share of this revenue. If a district requires additional revenue it must obtain the approval of its voters or property owners as appropriate.

While cities and counties may impose general taxes with majority voter approval, all special district taxes imposed by the district are considered "special taxes" and require a two-thirds vote. However, a special tax benefiting a special district imposed by a voter initiative requires a majority vote to pass. A general obligation bond that raises property taxes temporarily to pay-off the bond must also receive two-thirds voter approval. Certain assessments may be approved with a majority of those who benefit from the service and property related fees must go through what's known as a majority protest proceeding in accordance with Proposition 218.

Why do we have community facilities districts, Mello-Roos districts, and special districts all funding our services?

Community facilities districts (CFDs) and Mello-Roos districts are just two names for the same thing, but neither are a special district with a board that provides a service. CFDs or Mello Roos districts are funding mechanisms that may be established by a special district, city, county, or school district to help fund services and public works for that area. CFDs or Mello-Roos districts are typically approved by property owners in developing areas where there are fewer than 12 residents. In cases where there are 12 or more residents, they must be approved by voters.

Why do special districts have such large reserves?

Special districts need adequate reserves to ensure they can respond to their community's needs in the event of emergencies or disasters, like flooding, earthquakes, wildfires, or even droughts. Prudent reserves are often needed to accumulate the capital to pay for large infrastructure projects, or to secure financing. In addition, reserves provide a safety cushion to stabilize rates and maintain adequate services during economic downturns.

It should be noted that some reports of special district reserve levels have misinterpreted data within the state controller's Financial Transaction Report in a manner that confused districts' fixed assets with cash on hand. CSDA has worked with the State Controller's Office to ensure this report is presented in the most clear and consistent manner possible to avoid such errors in the future.

CSDA has also developed the Special District Reserve Guidelines, a comprehensive guide for accumulation and management of special district reserves. The report lays out policy procedures and high standards for special districts to follow in handling their fiduciary responsibilities.

Don't special districts have board members who are heavily compensated?

Board member compensation is set in statute by the State Legislature. Some special districts have statutory authority to adjust compensation, within strict limits, via a vote of the board during a properly noticed open and public meeting. Unlike city council members and county supervisors, special district board members are not eligible for the California Public Employees' Retirement System (SB 53 of 1993).

While every type of special district must comply with its own statutory parameters, most special district board members receive about \$100 per meeting. It is important to note that the work of a board member does not begin when a meeting commences and end when it adjourns. Board members typically review lengthy meeting packets, study issues thoroughly, and may be in communication with constituents or district staff throughout the month.

Every special district is unique and the demands and qualifications necessary to well-serve different special districts will vary.

Aren't special districts fragmented government?

Special districts provide real-world solutions to meet the needs of residents that otherwise would not be met. In fact, their name and their strength is derived from the way they specialize in a service. Special districts are passionate about providing a service people need. They are not easily distracted from their mission, and they develop an expertise at providing a service in the most efficient, effective, and sustainable manner possible.

While special districts may dot many local landscapes, each one is unique to the needs of its community. Special districts arguably offer the closest, or “most local,” level of service to their community. Residents will likely notice a difference in access and responsiveness when attending a recreation and park district meeting to discuss a playground as opposed to what they may receive on such a specific topic at a general-purpose government meeting. The same could be said in relation to library districts, harbor districts, mosquito abatement districts, water districts, and so on.

Similarly, special districts offer residents a meaningful opportunity to engage with their government and serve their community. The barriers associated with running for Congress, the State Legislature, and even county or city governing bodies are often staggering, with campaigns sometimes costing hundreds of thousands or millions of dollars. And the politics are sometimes highly partisan. Raising that level of campaign money and investing that number of hours away from family and paid employment is out of the reach of most Californians. While serving on a special district board is a significant undertaking, it is far more accessible to the average person.

Do special district services overlap with cities and counties?

No. Local agency formation commissions (LAFCOs) oversee the formation, dissolution, and boundaries of special districts and cities. There are 58 LAFCOs, one per county. They ensure that special districts and cities don’t overlap in a way that provides redundant services. LAFCOs also conduct regular municipal services reviews (MSR) on special districts to help ensure they are providing efficient and effective services.

There are just over 2,000 independent special districts compared to 977 school districts, 482 cities and 58 counties.

Why so many and why can’t they be consolidated to save taxpayers money?

What really matters is the quality of services and how well a special district responds to the residents it serves. Consolidation may work in some cases, but it doesn’t work in all cases. Bigger bureaucracies that are further removed from voters are not always more efficient. Even where consolidation may make sense in concept, it may not be economically feasible due to lack of proximity to neighboring infrastructure, such as water or sewer pipes.



An inherent bias for or against consolidation doesn’t improve services. Rather, a thoughtful, case-by-case approach, that includes stakeholders and an objective analysis, will promote the best local government options for each community. Ultimately, the residents who receive and pay for the services should have the final say.

It is also important to keep in mind that there are not 2,000 special districts providing the same service throughout the state. For instance, there are about 346 fire protection districts, 47 mosquito abatement and vector control districts, 95 recreation and park districts, 10 airport districts, and so on.

To whom are special districts accountable?

Special districts are accountable to the residents who elect their boards, approve their funding sources, and use their services. This offers a community local control.

If residents need something or want to see something changed, they may go to their special district and petition their board. When authority is pulled away from local government bodies and centralized further from residents, the community’s ability to influence its government and hold it accountable may become more challenging.

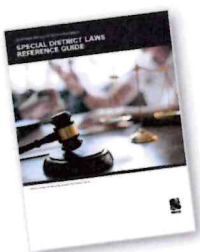
Numerous state laws help residents hold special districts accountable, such as the Ralph M. Brown Act, the California Public Records Act, the Political Reform Act, and more. Additionally, a number of other bodies facilitate oversight and reporting requirements, including the LAFCO, county auditor-controller, county district attorney, state attorney general, and state controller’s office.



Quick Reference for Laws Affecting Special Districts

As subdivisions of the State of California, special districts are governed by state law. Every fall, after the legislative session concludes, CSDA runs a “New Laws” series. At the beginning of each year, CSDA provides its members with a New Laws report, which includes hundreds of enacted bills and court rulings.

CSDA’s publication, *Laws Governing Special Districts*, is a member resource that provides a thorough overview of the most significant long-standing laws affecting the governance of all types of special districts. This resource includes a spreadsheet outlining the enabling act for each type of special district. Following are excerpts of some of the most frequently referenced laws affecting all special districts.



See what’s included in the *CSDA Special District Laws Reference Guide* at csda.net.

Resources for You and Your Special District

Since 1969, CSDA has been providing special districts with representation at the Capitol, professional development opportunities, and a host of programs and resources designed to help them better serve their communities.

Advocacy and Public Affairs

CSDA is the only association representing the interests of California’s independent special districts, of all types and sizes and from all corners of the state. Our legislative staff reviews and monitors every bill introduced for its potential impact on special districts. Bills requiring action are quickly brought to the attention of the Legislative Committee and Board of Directors to adopt a position on each issue and lobby accordingly.

Our District Networks program helps special districts connect and take action on issues of concern, locally or statewide. A CSDA Public Affairs Field Coordinator works with leaders in each Network, providing valuable legislative updates, facilitating communications, and coordinating regional events. Local chapters of CSDA provide more opportunities for collaboration and information sharing.

Professional Development

CSDA offers many unique educational opportunities for special district board members and staff. These range from extensive governance training to specialized conferences and regional workshops.

- Special District Leadership Academy (SDLA)
- Special District Board Secretary/Clerk Conference
- General Manager Leadership Summit
- Annual Conference and Exhibitor Showcase
- Workshops in Ethics, Harassment Prevention, and more
- FREE webinars for CSDA members

In addition, CSDA webinars, offered live and on-demand, provide affordable and convenient access to education in a wide variety of topics. Find a complete list of trainings at csda.net.

Visit csda.net for online resources available for members, including tools and information crucial to any special district's operational effectiveness.



CSDA is committed to providing solutions to special district needs. That includes discounts and programs especially designed to save districts time and money.

A complete listing of Value Added Benefits is available at csda.net.

Online Resources

At csda.net, members have access to tools and information crucial to any special district's operational effectiveness. Below are a few highlights of what you can find once you've logged in.

CSDA Communities

Our online forum gives CSDA members a fast and easy way to share relevant information and get answers to questions from those most qualified to answer – your peers. Search for and connect with other members through the Member Directory, or find service and product providers through the Buyers Guide.

Knowledge Base

The Knowledge Base is your online go-to for answers to many questions about local governance and policies related to special districts. The Frequently Asked Questions section contains answers to the inquiries we hear most often from special districts. The Sample Document Library is a collection of useful examples contributed by other special districts.

Also included in the Knowledge Base is an array of downloadable publications and reference materials on topics such as:

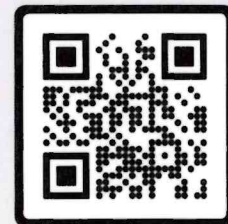
- Ballot Measure Guidelines
- Brown Act Compliance
- California Public Records Act
- Parliamentary Procedure
- Reserve Guidelines
- And many more

California Special Districts Alliance



California Special Districts Alliance is a collaborative partnership between CSDA, the CSDA Finance Corporation and the Special District Risk Management Authority (SDRMA). Our three organizations work together to provide the best in resources and education for your special district.

Visit our Board Member Resources page...



<https://qrco.de/beSmrS>



California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814

toll-free: 877.924.2732
csda.net

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

B. **DM 2025-06**: Board Discussion: Building Project

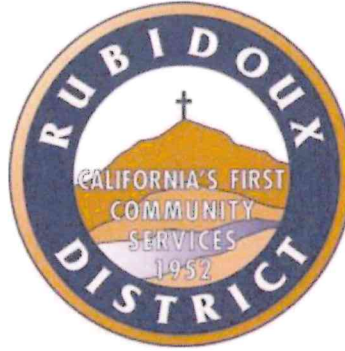
Rubidoux Community Services District

Board of Directors

Hank Trueba Jr., President
Diana Leja, Vice President
Bernard Murphy
John Skerbelis
Leslie Altamirano

General Manager

Brian R. Laddusaw



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

DIRECTORS MEMORANDUM 2025-06

February 6, 2025

To: Rubidoux Community Services District
 Board of Directors

Subject: Board Discussion: Building Project

BACKGROUND:

The Rubidoux Community Services District (“District”) Board of Directors (“Board”) has over the years considered potential options for new building facilities. These include:

- A. A new two-story wavy glass building located on the vacant lot diagonally across from the District’s current location at 3590 Rubidoux Blvd. (2008-2017)
- B. The County Fleet Services Building (5293 Mission Blvd.) either purchasing alone or in partnership with the City of Jurupa Valley. (2018-2021)
- C. The Rubidoux Family Resource Center (5473 Mission Blvd.) for administrative functions and remodeling the District’s current Administrative Building (3590 Rubidoux Blvd.) for field operations. (2021-2024)
- D. Remodel of District current Administrative Building (3590 Rubidoux Blvd.) and construct a new Field Operations Building on the vacant lot diagonally across from the Administrative Building. (2021, 2024 forward)

Option A was the primary District effort from 2008 – 2017 but was deemed too expensive and the architecture was inconsistent with the desired “Mission Village” planning concept. Option B was considered from 2018-2021 but no longer became a viable option as the City of Jurupa Valley purchased the property alone after the Board decided the County Fleet Services Building was not going to be functional for joint use without substantive remodeling and expense. Option C was the preferred Board option in 2021 when the County of Riverside decided to surplus the old Rubidoux Family Resource Center. In August 2022, the District secured a

private placement loan for approximately \$3.5 million, with \$1.5 million being allocated to purchasing and remodeling 5473 Mission Blvd. and \$2.0 million being allocated to remodeling 3590 Rubidoux Blvd. for strictly operations. The loan amount was based on the architects cost estimate of the site work and floor plan. Option D was considered by the Board during the same time as Option C, but once the old Rubidoux Family Resource Option became available, the Board prioritized Option C.

Option C was intended to be executed in phases, with the first phase focusing on 5473 Mission Blvd. and the second phase on 3590 Rubidoux Blvd. In September 2022, the District established an Ad Hoc Building Committee (September 1, 2022 – Item 13 Closed Executive Session) to oversee the building purchase and remodel efforts under Option C. This item is now included as an attachment to this Director’s Memorandum, as many aspects of the discussion have since been settled by the District and become public information (Attachment 1). The District’s Ad Hoc Committees are governed under Section 16 of the Board Policies and Procedures Manual (Attachment 2). In November 2022, the District purchased the 5473 Mission Blvd. property for approximately \$390,000.

In 2023, the District collaborated with its architects, Ruhnau Clarke, along with various landscaping, engineering, and audio/visual subconsultants to finalize the design and bid specifications for 5473 Mission Blvd. The project was put out to bid, and results were received in July 2023. The District received five bids ranging from \$2.6 million to \$4.3 million; however, the lowest apparent bidder withdrew their bid due to an estimating/accounting error, making the next lowest bid \$3.7 million, approximately 3.4 times higher than the original \$1.1 million estimate.

The bid results were presented to the Ad Hoc Building Committee and the full Board in August 2023, at which point all bids were rejected due to their high cost. Following the Board’s direction, staff collaborated with the District’s architects and consulted various contractors to 're-work' the design in an effort to reduce construction costs. The redesign focused on scaling back expansion efforts, minimizing site work, and significantly reducing internal reconfiguration. Additionally, the District engaged a Certified Professional Estimator to provide a detailed cost estimate for the revised scope. Despite these efforts, the revised estimate remained 2.3 times higher than the original projection. Furthermore, the revised design would have reduced the workspace currently utilized by District staff and constrained future growth due to existing space limitations.

In July 2024, the District conducted a thorough evaluation of Option C and determined that it was no longer the preferred path forward. Despite extensive planning and revisions, the project continued to face significant challenges. The costs remained prohibitively high, and the proposed floor plan, while functional, was deemed inadequate for the growing needs of the District. The plan also presented limitations in terms of space for District employees, potentially hindering future growth and efficiency. Moreover, Option C required the permanent separation of staff between the Administrative and Field Operations functions, which would have introduced not only operational inefficiencies but also redundant costs related to maintaining separate facilities. After careful consideration of these factors, it became clear that a more cost-effective and scalable solution was necessary to meet the District’s long-term goals.

During the September 5, 2024, Board meeting, staff provided an update on the Field & Administration Building efforts. With the recent addition of two new Board members, staff has attached the slides from that meeting (Attachment 3). The presentation provided a comprehensive overview of the staff’s efforts over the last seven years. At the conclusion of the presentation, staff expressed their desire to move forward with Option D.

Option D proposes a 'single campus' solution, utilizing the existing structure at 3590 Rubidoux Blvd. and the developed 0.67-acre backyard, which has been a community landmark for over 70 years. This approach also allows the District to develop an additional 2.3 acres of vacant land already owned by the District, offering ample space for an Operations Center, including fleet, material and equipment storage, locker rooms, and offices. The combined nearly 3-acre campus will build upon the District's current 'home,' meeting both current and future needs for a growing community. Having all District staff on a single campus will improve operational efficiency and foster a more collaborative environment.

Initially, due to cost considerations, staff preferred to phase Option D, first focusing on the Administrative facilities at 3590 Rubidoux Blvd., followed by the Operations yard on the 2.3 acres of vacant land in a few years. However, based on feedback from the Board and internal discussions, the preferred approach has shifted to a more holistic strategy, aiming to complete both the Administrative and Operations facilities in succession. This approach requires input from the District's entire management team, which recently underwent changes. In October 2024, the District hired an Assistant General Manager, a position that had been vacant for over four years. Additionally, the District's Director of Engineering and the original project manager retired in December 2024, prompting an immediate recruitment process. The new Director of Engineering joined in late January 2025. With the management team now fully in place, the District is committed to prioritizing the Building Project in 2025.

In addition, the District has been analyzing the feasibility of using a concrete masonry unit (CMU) structure for the Operations Center versus a metal building. Metal buildings are typically more cost-effective in terms of materials and labor, are pre-engineered for efficiency, and can be erected more quickly than CMU structures. Moreover, they require less maintenance, offer better potential for future expansion, and can be designed to be highly durable and weather-resistant with modern coatings.

Staff is currently preparing a Request for Proposal (RFP) to secure architectural design services for the preferred Option D. The District previously engaged Ruhnau Clarke to assist with Option C. The RFP will invite qualified firms to submit professional design solutions that align with the project's scope, budget, and functional needs, ensuring a competitive selection process, promoting cost-effective planning, and establishing clear expectations for design, compliance, and project execution. Once the RFP process is complete, staff will seek authorization from the Board to proceed with an architectural design services firm in a future meeting.

RECOMMENDATION:

This is an informational item. No action is required. This Director's Memorandum, along with the attachments included, has been prepared in response to the request of the Board of Directors.

Respectfully,



BRIAN R. LADDUSAW, CPA
General Manager

Attachment(s):

1. Regular Board Meeting – September 1, 2022 – Item 13 Closed Session
2. RCSD Board Policies and Procedures manual
3. Regular Board Meeting – September 5, 2024 – Staff Presentation: Building Project

Rubidoux Community Services District

Board of Directors

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



General Manager

Jeffrey D. Sims

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

ITEM 13 – CLOSED EXECUTIVE SESSION

September 1, 2022

To: Rubidoux Community Services District
 Board of Directors

Subject: Consider Formation of a Ad Hoc Building Committee

BACKGROUND:

On August 18, 2022, this Board was presented with information regarding the acquisition of 5473 Mission Blvd. for Rubidoux Community Services District's ("District") new Administrative Building. Information provided included:

1. The Agreement Of Purchase And Sale And Joint Escrow Instructions" ("Purchase Agreement") has been signed by the District and sent back to the County. The signed Purchase Agreement includes added language assigning ownership, responsibilities, and rights associated with the billboard and its lease agreement to the District with purchase of 5473 Mission.
2. Notice the District successfully secured a loan in the amount of \$3,585,000 for purchase and remodel of 5473 Mission Blvd., and remodel of 3590 Rubidoux Blvd. Funds of \$3,501,000 were wired to the District and confirmed received. The difference of \$84,000 were loan costs.
3. An update about structural concerns with the east and west walls of the building. The Ruhnau Clarke design team proposes replacement of the east and west walls with the new west wall built seven feet to the west of the existing wall. This adds around 450 SF of space to the building allowing for the addition of a storage closet in the Board Room, and two workstations in the customer service area.
4. The cost to deal with the east and west wall adds around \$243,000 to the overall project cost.
5. The schedule is to have the plans and specifications done so bids and award of construction happens before the end of calendar year 2022.

Since the August 18, 2022, meeting the County advised District staff the Board of Supervisors will consider approval of the Purchase Agreement on September 13, 2022. Due to modifications of the Purchase Agreement initiated by the County regarding the billboard, the County missed the cutoff date for the August 30, 2022, Board of Supervisor meeting. Despite this two-week delay, it is still anticipated the close of escrow for the building will be by the end of October.

Ruhnau Clarke is now in full design mode to prepare the plans and specifications to bid out the remodel of the building. Over the next couple of months, the District will need to make various decisions about the building such as:

1. Colors used within the building
2. Flooring materials
3. Furniture style and type
4. Outside façade look and colors
5. Landscaping
6. Board room details
7. Technology incorporated into the building: video, sound, lighting, alarms, etc.
8. Perimeter fencing

Since there will be a significant amount of detail to work through, the Board may want to consider creating an ad hoc Building Committee of two directors interested in being involved in more of the design details. It would be staff's responsibility to assist the ad hoc Building Committee with updates to the full Board of Directors during regularly scheduled Board Meetings to get feedback on decisions made or suggestions on change in direction. The purpose of this Executive Session item is to request the Board of Directors consider creation of an ad hoc Building Committee and assigning two Directors to the committee.

RECOMMENDATION:

Staff recommends the Board of Directors:

1. Consider establishment of an ad hoc Building Committee.
2. Assigning two Directors to the ad hoc Building Committee.

Respectfully,

JEFFREY D. SIMS, P. E.
General Manager

RUBIDOUX COMMUNITY SERVICES DISTRICT

BOARD POLICIES AND PROCEDURES

APPROVED BY THE BOARD OF DIRECTORS 4/20/17

TABLE OF CONTENTS

		<u>Page #</u>
Section 1.	Purpose of Board Policies	2
Section 2.	Role of the Board of Directors	2
Section 3.	Adoption/Amendment of Policies	2
Section 4.	Conflict of Interest	3
Section 5.	Public Complaints	3
Section 6.	Claims Against the District	4
Section 7.	Code of Ethics	5
Section 8.	Board Meetings	7
Section 9.	Use of Confidential Information and Closed Sessions	8
Section 10.	Attendance at Meetings	8
Section 11.	Board President	8
Section 12.	Members of the Board of Directors	9
Section 13.	Board Meeting Conduct	9
Section 14.	Board Actions and Decisions	10
Section 15.	Rules of Order for Board and Committee Meetings	11
Section 16.	Committees of the Board of Directors	13
Section 17.	Board Meeting Agenda	14
Section 18.	Minutes of Board Meetings	15
Section 19.	Basis of Authority	16
Section 20.	Membership in Associations	16
Section 21.	Incompatible Offices	16
Section 22.	Board Stipend, Travel Expenses, Ethics Training	16
Section 23.	Internet, Email and Electronics Communication Conduct	20
Section 24.	Violation of this Policy	21

A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

Decorum

The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may reject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting and hearing.

The President may also declare a short recess during any meeting.

Amendment of Rules of Order

By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting; a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

Section 16. Committees of the Board of Directors

The President shall appoint such ad hoc committees as may be deemed necessary or advisable by the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

The following shall be standing committees of the Board:

- Finance/Budget Committee
- Personnel
- Regional Advisory Board Elected Representative
- Street Lighting
- Trash Disposal
- Wastewater
- Water
- Weed Abatement

The President shall appoint and list the members of the standing committee for the ensuing year no later than the Board's regular meeting in January.

Generally, standing committee meetings are called on an "as needed basis" by the General Manager or President of the Board.

The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.



Staff Presentation Board Update on Field & Administration Building Efforts

September 5, 2024



Past Efforts Focus #1

- 5293 Mission Blvd. (Fleet Services Building)
 - 2018 –
 - Purchase Price ≈ \$10,200,000
 - DM 2018-68: District submitted non-binding Letter of Interest to purchase property
 - 2019 –
 - District bid to purchase property
 - Bid details: \$1,500,000 down payment, transfer ½ of District property tax base for TRA's 28-054 and 28-109 (District at Jurupa Valley project) in perpetuity.
 - Bid rejected; property sold to City of Jurupa Valley





Past Efforts Focus #1

- 5293 Mission Blvd. (Fleet Services Building)
 - 2020 to 2021 –
 - Option to partner with City of Jurupa Valley via a JPA





Past Efforts Focus #1

- 5293 Mission Blvd. (Fleet Services Building)
 - 2020 to 2021 –
 - JPA: 5 members (3 JV and 2 RCSD)
 - RCSD controlled space: 8 offices, vehicle/apparatus storage
 - Shared space: lobby, board room, break room, restrooms, conference room
 - Total useable sq. ft: 18,697, shared sq. ft. 2,821
 - Cost:

5293 Mission Blvd.	
Item/Description	Amount
Pro-rata Share of Property	\$ 4,550,000
Construction (inc. soft costs)	\$ 5,373,875
Total Estimated Cost	\$ 9,923,875
\$ per sq. ft.	\$ 531

- Board Comments: Expensive, subject to JPA with RCSD being smaller member, no direct control over shareable space, no room for personnel growth
- Decision: Look for alternative solution



Past Efforts Focus #2

- Combined Approach - 5473 Mission (Family Resource Center) and 3590 Rubidoux
 - Phase 1a: Purchase 5473 Mission and remodel (Administration only) (near-term)
 - Phase 1b: Remodel 3590 Rubidoux (Field only) (near-term)
 - Phase 2: Construct vehicle/apparatus and storage building 3590 Rubidoux property (vacant lot) (mid-term)



Past Efforts Focus #2

- Phase 1a: Purchase 5473 Mission and remodel (Administration only)
 - Property: Old County Family Resource Center
 - Originally constructed in 1946, rebuilt/remodeled in 2000 (original east/west walls)
 - Lot: .66-acres
 - Building: 3,528 sq. ft.





Past Efforts Focus #2

- Phase 1a: Purchase 5473 Mission and remodel (Administration only)
 - 2021: Hired Ruhnau Clarke (architects) for feasibility work
 - 2022:
 - Due diligence efforts (termite, phase 1 environmental, preliminary title report, etc.).
 - Purchased 5473 Mission: \$390,000 (closed Oct. 2022).
 - Expanded Ruhnau Clarke scope for schematic design, development, bidding, and construction.
 - Cost Estimate: \$1,098,000 (construction only)
 - Total Project Estimate: \$1,500,000
 - Financing: \$1,541,000 (funded August 2022)
 - Terms: 3.05%, 10 years

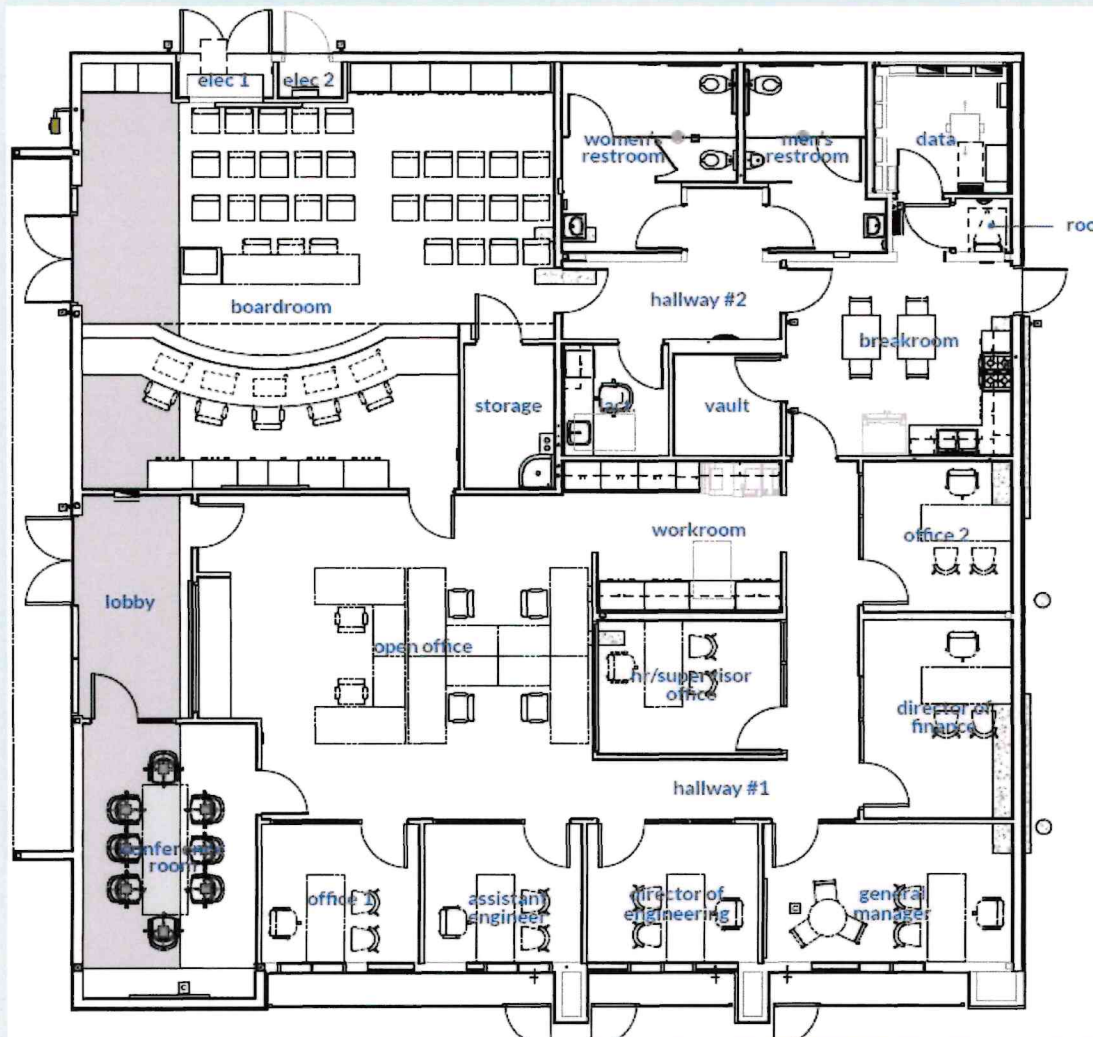


Past Efforts Focus #2

- Phase 1a: Purchase 5473 Mission and remodel (Administration only)
 - 2023:
 - Work with Ruhnau Clarke and team on final design, construction, and bid documents.
 - Final design included expansion of west wall and addition of ~500 sq. ft.
 - 7 offices (avg. sq. ft. 118)
 - 6 workstations (avg. sq. ft. 93)
 - 1 conference room (sq. ft. 157)
 - board room (sq. ft. 746)



Past Efforts Focus #2



AREA TABULATION

lobby	111
conference room	216
open office	556
workroom	127
boardroom	816
general manager	157
director of finance	134
dir. of engineering	108
assistant engineer	99
hr/supervisor office	111
office #1	99
office #2	102
women's restroom	132
men's restroom	101
breakroom	199
hallway #1	168
hallway #2	102
storage	59
lactation room	53
vault	49
electrical room #1	15
electrical room #2	10
data room	83
roof access	14
miscellaneous	425
total square footage	4,046



Past Efforts Focus #2

- Phase 1a: Purchase 5473 Mission and remodel (Administration only)
 - 2023:
 - Bid Results: July 2023

5293 Mission Blvd.					
	Bidder	Base Bid	\$/sq. ft.	Bid in Excess of Estimate	% of Bid to Estimate
	R. Dependable*	\$ 2,670,904	\$ 660.13	\$ 1,572,904.00	243%
	Tovey/Sholtz	\$ 3,669,541	\$ 906.96	\$ 2,571,541.00	334%
	Spec Construction	\$ 4,097,200	\$ 1,012.65	\$ 2,999,200.00	373%
	Diamond Construction	\$ 4,300,000	\$ 1,062.78	\$ 3,202,000.00	392%
	MLC Constructors	\$ 4,317,350	\$ 1,067.07	\$ 3,219,350.00	393%
	Total Square Foot	4,046			
	Total Estimated Construction	\$ 1,098,000.00			
*Retracted bid within 5 days of opening					



Past Efforts Focus #2

- Phase 1a: Purchase 5473 Mission and remodel (Administration only)
 - 2023:
 - August 2023:
 - Meeting with Tovey/Shultz
 - Discuss project/bid and costs
 - Comments: Significant remodel work, site work and expansion, coupled with high inflationary times and supply chain issues
 - All bids rejected
- Phase 1b: Remodel 3590 Rubidoux (Field only)
 - 2023:
 - Financing: \$2,043,450 (same loan as 5473 Mission)
 - Began design → **STOPPED** (after bids results from Phase 1a)
- Phase 2: Construct vehicle/apparatus and storage building 3590 Rubidoux property (vacant lot) – **NOT STARTED**



Current Efforts Focus #3

- Option 1: 5473 Mission (reduced scope)
- Option 2: 5259 Mission (vacant land)
- Option 3: 3590 Rubidoux (full remodel)



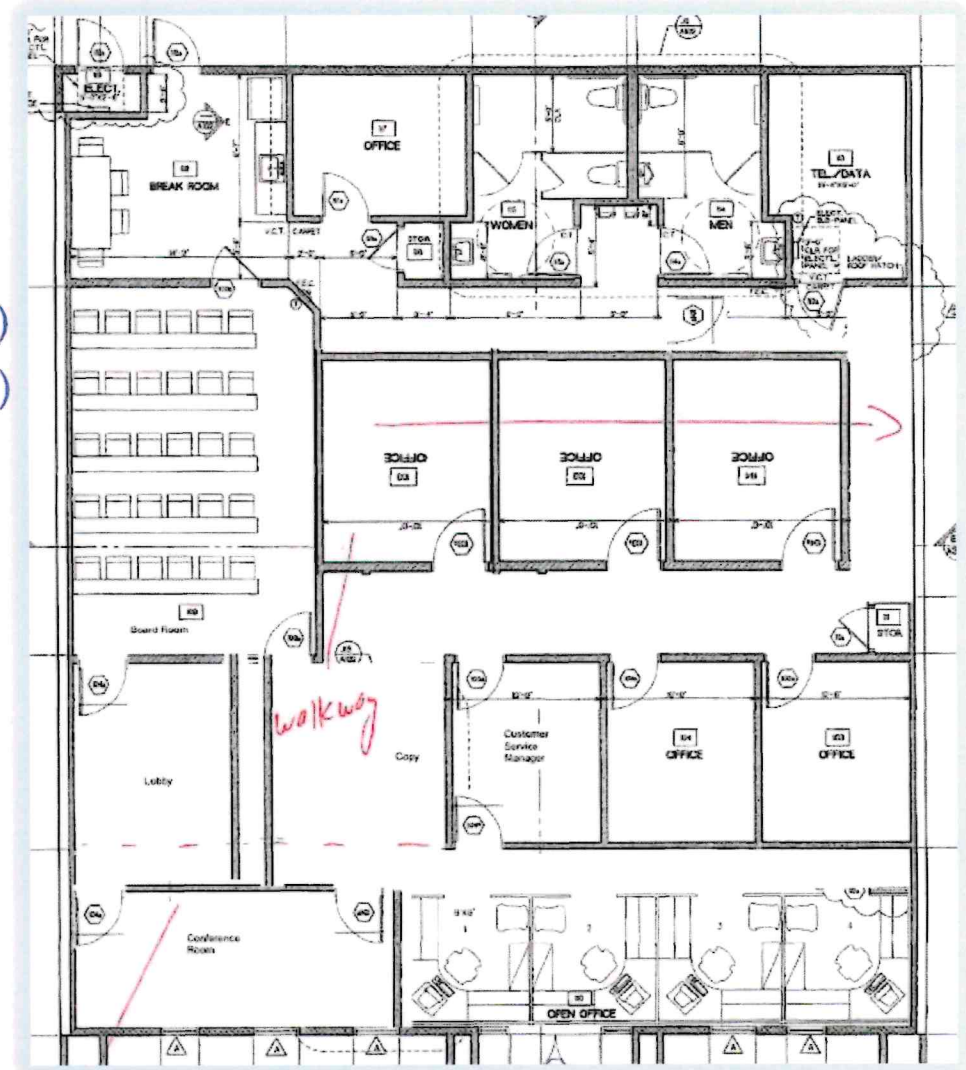
Current Efforts Focus #3

- Option 1:
 - 5473 Mission:
 - Consider value engineering
 - Lessen scope of remodel, minimal site work, minimal building remodel
 - Utilize more of existing layout
 - Consultation: Tilden-Coil Construction
 - Investigate expansion efforts
 - Eliminate the west wall expansion and addition of ~500 sq. ft.



Current Efforts Focus #3

- Option 1:
 - 5473 Mission:
 - Floor Plan
 - 7 offices (avg. sq. ft. 107)
 - 4 workstations (avg. sq. ft. 90)
 - 1 conference room (sq. ft 237)
 - board room (sq. ft. 371)
 - Cost: \$2,450,000 (July 2024)





Current Efforts Focus #3

- Option 1:
 - 5473 Mission – Expanded vs. Existing:

5293 Mission Blvd.				
Item/Description	Expanded	Existing	Difference	% Reduction
Square Foot (Building)	4,046	3,559	487	12%
Total Offices	7	7	-	0%
Total Workstations	6	4	2	33%
Square Foot (Board Room)**	816	371	445	55%
Square Foot (Conference Room)	216	237	(21)	-10%
Square Foot (Break Room)	199	198	1	1%
Cost*	\$ 3,669,541	\$ 2,450,000	1,219,541	33%
Cost / Sq. Ft.	\$ 906.96	\$ 688.40	219	24%

*Expanded cost based on lowest responsible bidder.
 **Existing District Board Room is 493 sq. ft.



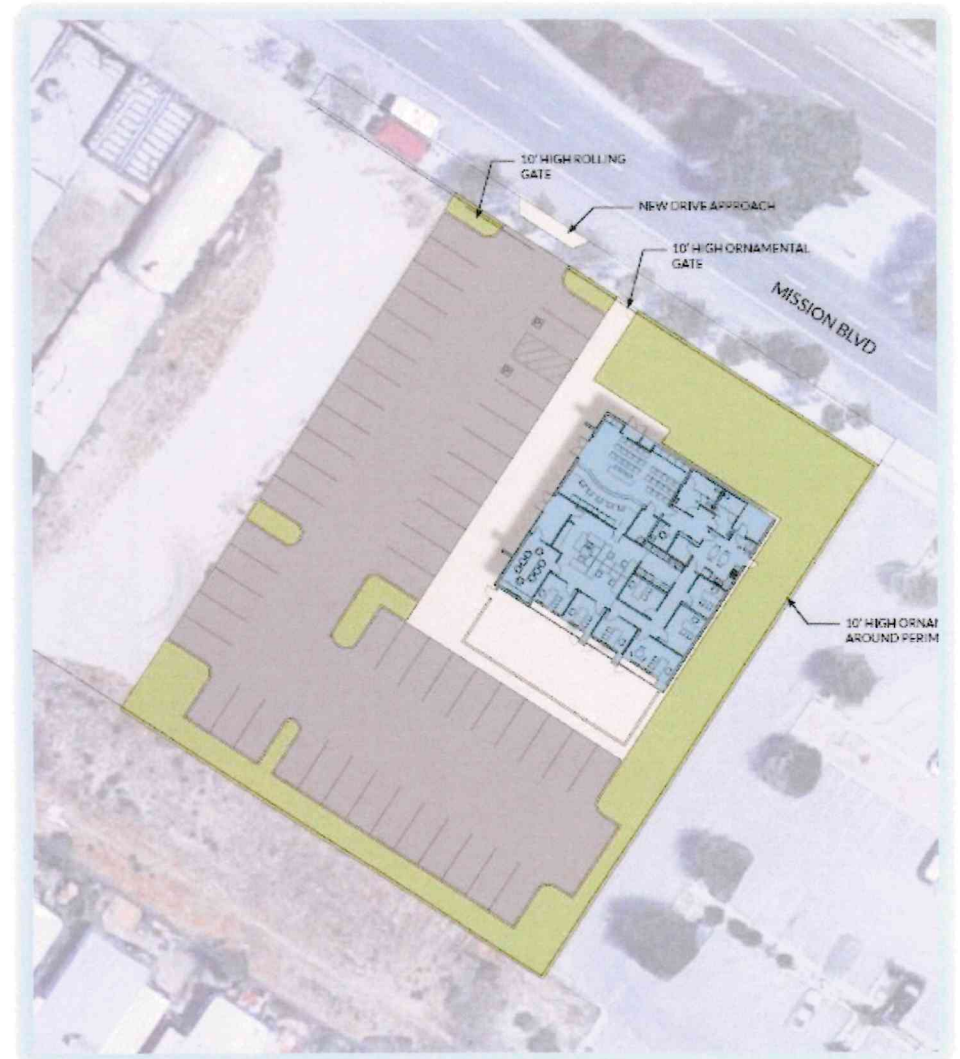
Current Efforts Focus #3

- Option 1:
 - 5473 Mission – Existing:
 - Pros –
 - Cheaper
 - Quicker timeline
 - Mission Blvd.
 - Cons –
 - Small, Board room, office space
 - Building unfamiliar to customers
 - Not enough workstations for existing staff nor expansion of personnel
 - Complete separation of Operations and Admin/Engineering
 - Redundant costs (alarm, internet, pest control, cleaning, landscape/gardener)
 - Security concerns



Current Efforts Focus #3

- Option 2:
 - 5259 Mission (Vacant Land)
 - Purchased Jan. 2017
 - Price: \$259,836
 - Lot: 1.01-acres





Current Efforts Focus #3

- Option 2:
 - 5259 Mission (Vacant Land)
 - 2023 – District entered into sub-grantee agreement with Western Municipal Water District for \$1,457,500 to develop Well 25
 - 2023 – District hired Krieger & Stewart to evaluate potential Well 25 sites (4 considered)
 - 2023 – 5259 Mission selected as preferred site for Well 25
 - Furthest from leaking underground storage tank (former El Rancho Dry Cleaner).
 - Within approximate region with moderate nitrate and lower 1, 2, 3-TCP concentrations.
 - Large site to support development.
 - Closest to Santa Ana River for continuous source of recharge
 - Furthest from existing wells (reducing overlapping spheres of influence)



Current Efforts Focus #3

- Option 2:
 - 5259 Mission (Vacant Land)

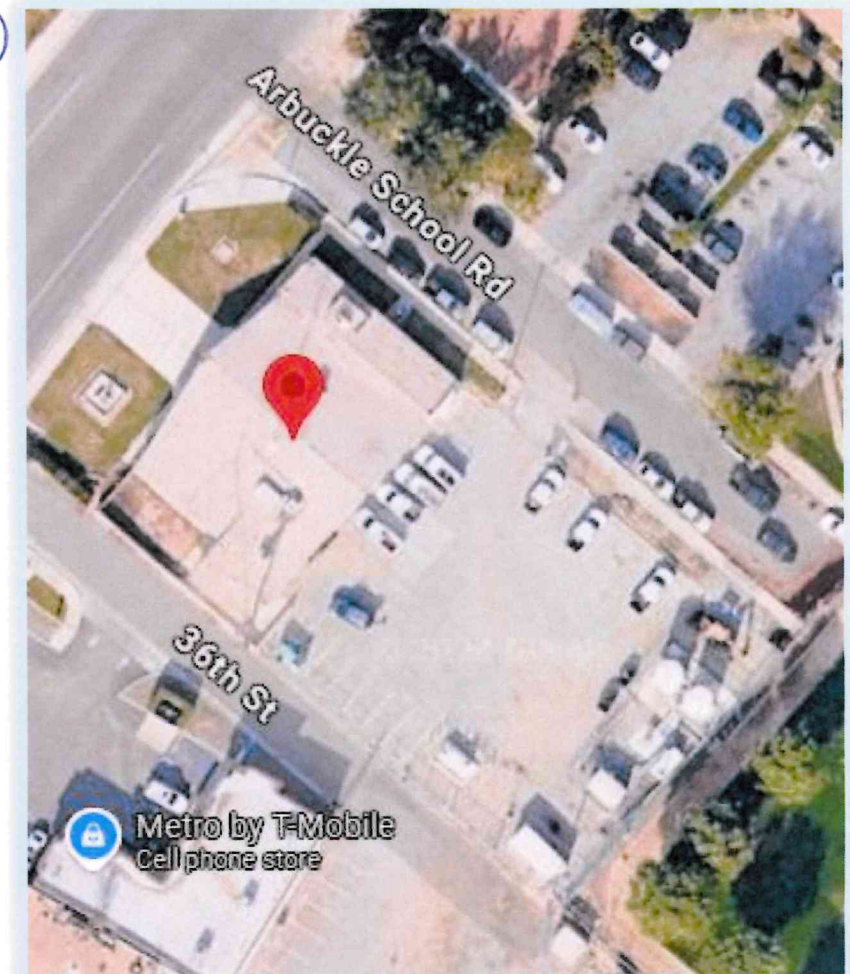


NOT FEASIBLE



Current Efforts Focus #3

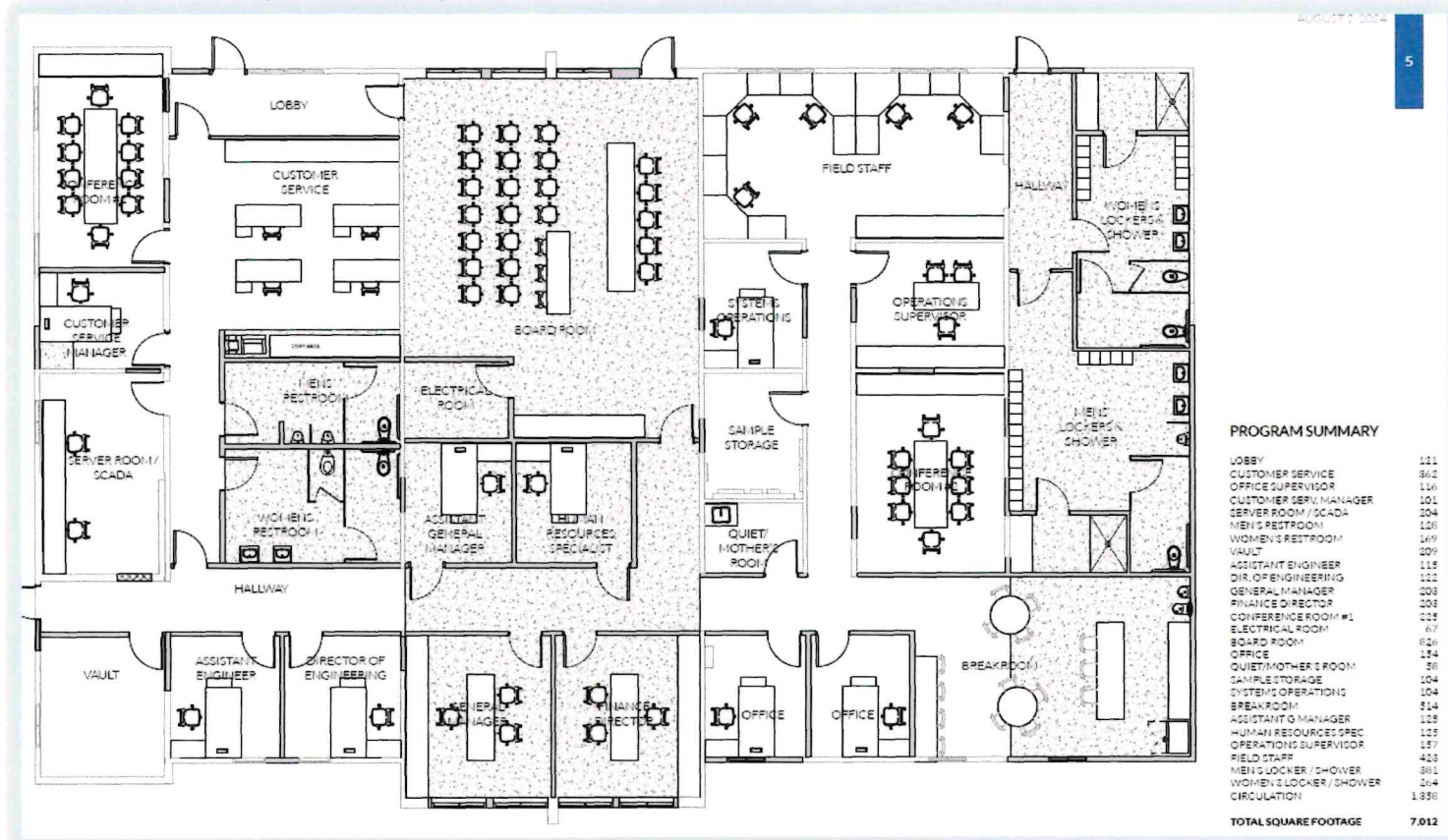
- Option 3 (Preferred):
 - 3590 Rubidoux (full remodel, expansion)
 - Property: Existing Administration, main Operations, and storage facility
 - Lot: .67-acres
 - Building: 6,190 sq. ft.





Current Efforts Focus #3

- Option 3 (Preferred):
 - 3590 Rubidoux:
 - Floor Plan (tentative)





Current Efforts Focus #3

- Option 3 (Preferred):
 - 3590 Rubidoux:
 - Floor Plan (tentative)
 - 12 offices (avg. sq. ft. 149)
 - 9 workstations (avg. sq. ft. 87)
 - 22 seats
 - 2 conference rooms (avg. sq. ft. 225)
 - board room (sq. ft. 826)
 - break room (sq. ft. 514)
 - Cost: \$4,234,000 (July 2024)



Current Efforts Focus #3

- Option 3 (Preferred):
 - 3590 Rubidoux vs. 5473 Mission Comparison:

5293 Mission Blvd. vs 3590 Rubidoux			
Item/Description	5293 Mission Expanded	5293 Mission Existing	3590 Rubidoux
Square Foot (Building)	4,046	3,559	7,012
Total Offices	7	7	12
Total Workstations	6	4	9
Square Foot (Board Room)**	816	371	826
Square Foot (Conference Room)	216	237	225
Square Foot (Break Room)	199	198	514
Cost*	\$ 3,669,541	\$ 2,450,000	4,234,000
Cost / Sq. Ft.	\$ 906.96	\$ 688.40	\$ 603.82
*Expanded cost based on lowest responsible bidder.			
**Existing District Board Room is 493 sq. ft.			



Current Efforts Focus #3

- Option 3 (Preferred):
 - 3590 Rubidoux:
 - Financing:

3590 Rubidoux	
Item/Description	Amount
Construction	\$ 4,234,000
Architecture (7.5% of construction)	\$ 317,550
Project Manager	\$ 50,000
	\$ 4,601,550
<u>Primary:</u>	
Existing Loan Proceeds (2022 Obl)*	\$ 3,289,000
Existing Field/Admin Reserve*	\$ 794,000
Subtotal	\$ 4,083,000
<u>Secondary:</u>	
Sale of 5473 Mission (No Gain/Loss)	\$ 390,000
Total Financing	\$ 4,473,000
Financing Surplus/(Deficit)	\$ (128,550)
*As of 9/5/2024	



Current Efforts Focus #3

- Option 3 (Preferred):
 - 3590 Rubidoux:
 - Pros –
 - Existing site, familiarity with customers and staff
 - One “campus” solution (minimize redundant expenses), collaborative working environment
 - Spacious
 - Growth of personnel
 - 68% increase in size of board room
 - Multiple conference/training rooms
 - Lowest cost/sq. ft. option, sufficient funding (89% funded in current cash reserves, 9% funded on sale of real property, 2% unfunded)
 - Cons –
 - Phasing required, open/working during construction
 - Temporary alternative board meeting site
 - Not on Mission Blvd.



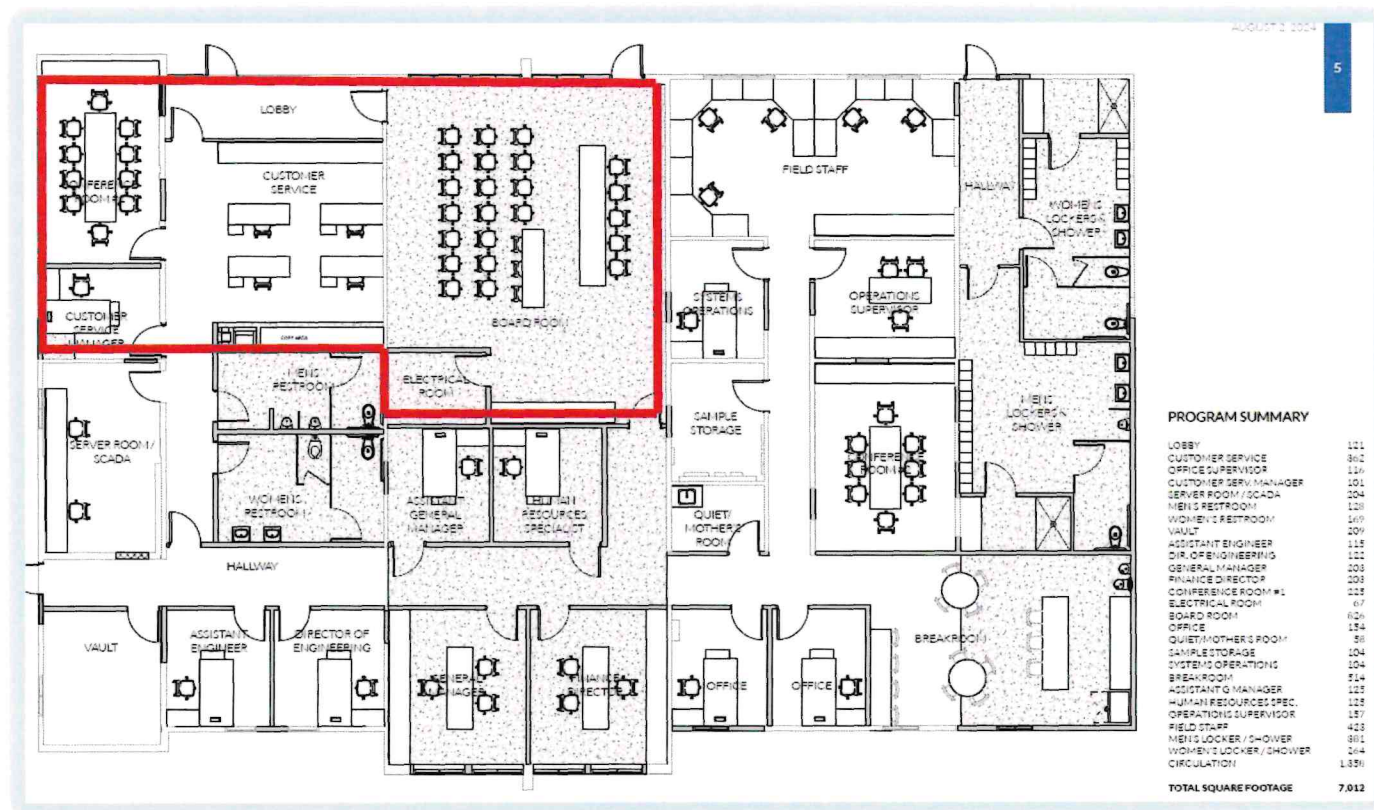
Preferred Path Forward

- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phasing:
 - Phase 1: Remodel of 3590 Rubidoux, sitework and temporary usage of 5473 Mission
 - Phase 1a – Site work at 3590 Rubidoux and construction of Customer Service Area/Board Room
 - Phase 1b – Construction of Administrative offices
 - Phase 1c – Construction of Operations area
 - Phase 2: Construction of Vehicle/Apparatus Building



Preferred Path Forward

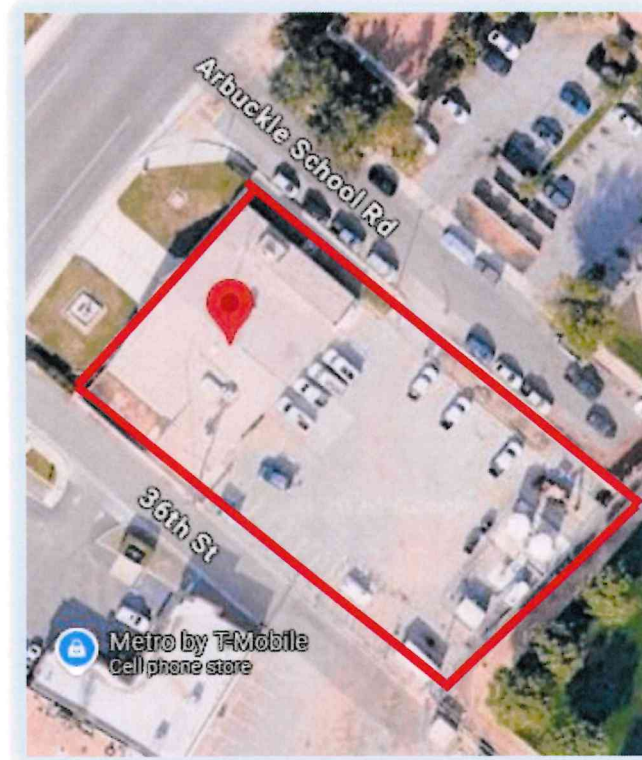
- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phasing:
 - Phase 1a – Site work at 3590 Rubidoux and construction of Customer Service Area/Board Room





Preferred Path Forward

- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phasing:
 - Phase 1a – Site work at 3590 Rubidoux and construction of Customer Service Area/Board Room





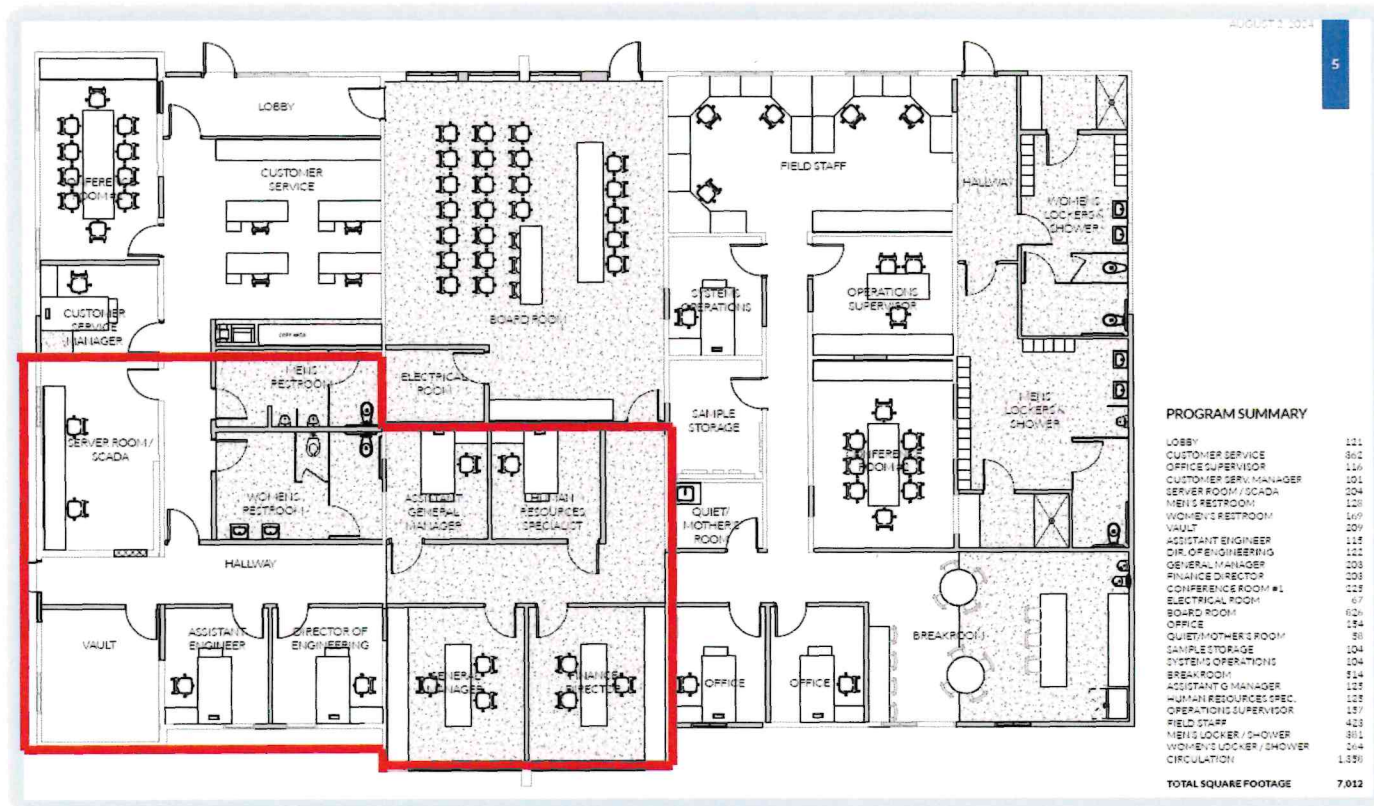
Preferred Path Forward

- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phasing:
 - Phase 1a – Site work at 3590 Rubidoux and construction of Customer Service Area/Board Room
 - Temporary relocation of General Manager, HR Generalist, and Director of Finance to 5473 Mission
 - Temporary relocation of board meetings to other location
 - Options:
 - 5473 Mission
 - 5888 Mission (Eddie D Smith Senior Center)
 - Other?
 - Temporary vehicle/material storage in back lot



Preferred Path Forward

- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phasing:
 - Phase 1b – Construction of Administrative offices





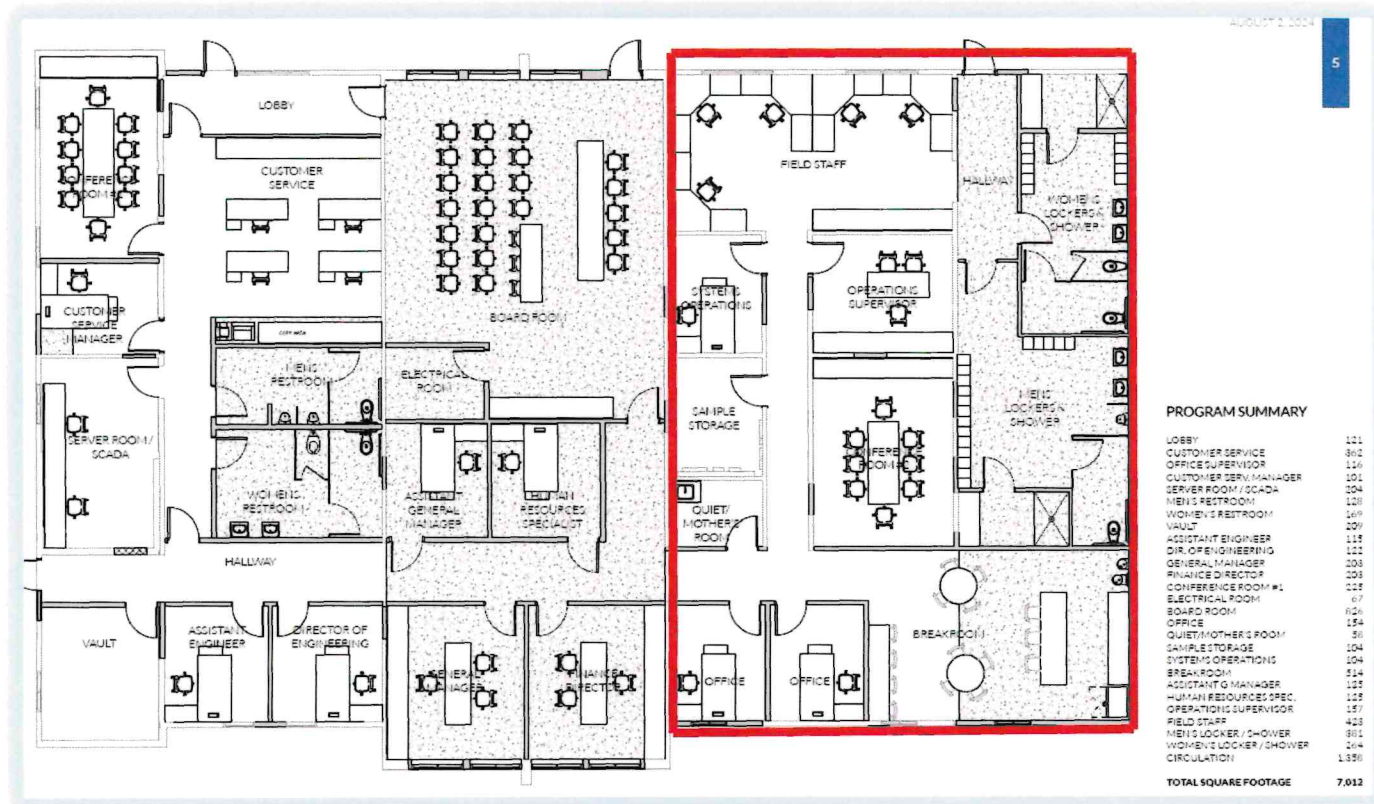
Preferred Path Forward

- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phasing:
 - Phase 1b – Construction of Administrative offices
 - Customer Service moves into newly constructed Customer Service Area
 - General Manager, HR Generalist, and Director of Finance remain at 5473 Mission
 - Board meetings moved back to 3590 Rubidoux



Preferred Path Forward

- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phasing:
 - Phase 1c – Construction of Operations area





Preferred Path Forward

- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phasing:
 - Phase 1c – Construction of Operations area
 - Administration staff and Engineering staff move to 3590 Rubidoux
 - Operations staff move to 5473 Mission with greater emphasis on 6131 Pacific



Preferred Path Forward

- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phasing:
 - 5473 Mission – Temporary Usage
 - 7 offices (4 fully furnished already, move GM, HR, and DoF furniture)
 - Internet
 - Copier (move extra from 3590 Rubidoux)
 - Alarm
 - Electrical work for perimeter lighting
 - Installation of motorized gate
 - Window repairs
 - Closure of alcoves on south side
 - New fridge, microwave
 - Minimal office furniture
 - Estimated Improvement Cost: \$15,000 - \$30,000
 - Staff:
 - Phase 1a: 3-6 staff, Phase 1b: 3-6 staff, Phase 1c: 9 staff



Preferred Path Forward

- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phasing:
 - Phase 1 – Completed
 - All Administrative, Engineering, and Operation functions at 3590 Rubidoux
 - Surplus 5473 Mission



Preferred Path Forward

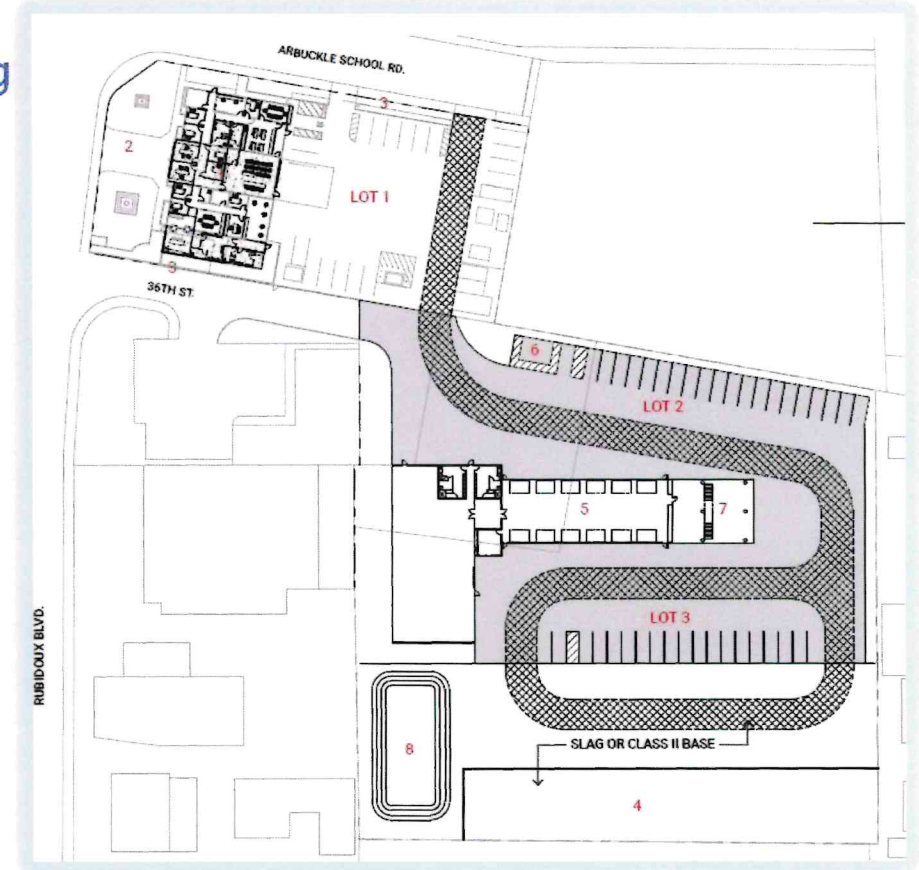
- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phasing:
 - Phase 2 – Vehicle/Apparatus Building
 - Adjacent lot to 3590 Rubidoux
 - Vacant land
 - Currently used for parking and storage
 - Lot: 2.3-acres





Preferred Path Forward

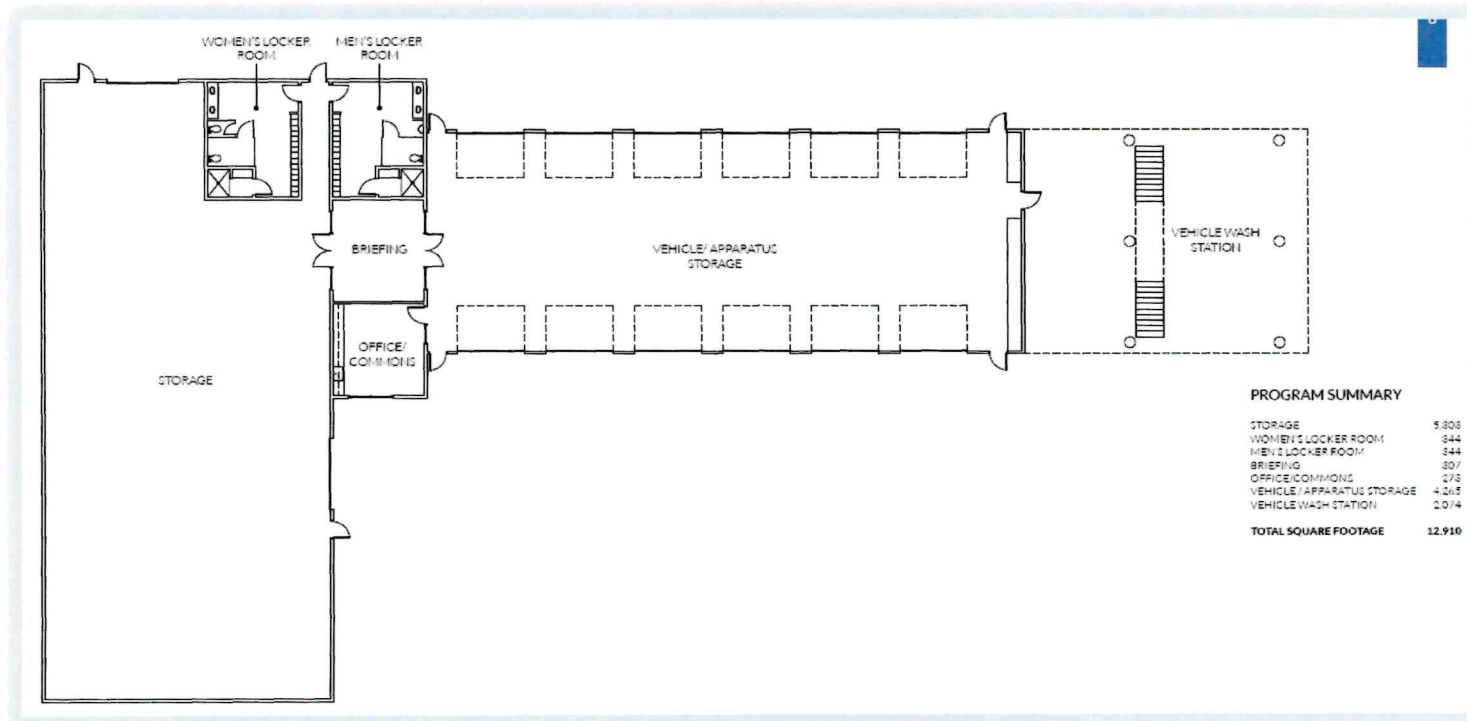
- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phasing:
 - Phase 2 – Vehicle/Apparatus Building
 - Site Plan





Preferred Path Forward

- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phasing:
 - Phase 2 – Vehicle/Apparatus Building
 - Site Plan





Preferred Path Forward

- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phasing:
 - Phase 2 – Vehicle/Apparatus Building
 - Cost: \$10,734,000
 - Vehicle/Apparatus Building: \$8,791,000
 - Sitework: \$1,943,000
 - Financing:
 - No current financing mechanism in place
 - Estimate (based on same terms of existing loan, 3.05%, 10 years)
 - \$1,246,000 annual debt service



Next Steps

- Option 3 – 3590 Rubidoux and Vehicle/Apparatus Building
 - Phase 1:
 - September – October 2024: Detailed budget and financing strategy
 - October 2024: Finance and Budget Committee – Approve budget and financing strategy
 - October – December 2024: RFP Architectural Design Services
 - December 2024: Board authorization to issue Task Order for Architect
 - January – March 2025: Design and furniture
 - March 2025: Board approve design
 - April – June 2025: Construction Documents and Bidding
 - July 2025: Board Award Contract



Questions

Rubidoux Community Services District
Office: 951.684.7580
www.rcsd.org

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

- C. **DM 2025-07 – CLOSED SESSION**: Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District

9. **DIRECTORS COMMENTS AND REQUESTS**

10. **NEXT MEETING**

Thursday, February 20, 2025, at 4:00 p.m.

11. ADJOURNMENT