

# Rubidoux Community Services District

## Board of Directors

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

## General Manager

Brian R. Laddusaw



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

## NOTICE AND AGENDA FOR THE RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD MEETING

**Thursday, October 19, 2023, 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** – Bernard Murphy, 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 October 5, 2023, Regular Meeting
- B. Consideration to Approve October 20, 2023, 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 2023-96:** Consider Award of Professional Services Contract for Preparation of the Rubidoux Community Services District (“District”) Local Hazard Mitigation Plan (“LHMP”)

**9. DIRECTORS COMMENTS AND REQUESTS**

**10. NEXT MEETING**

Thursday, November 2, 2023, 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](mailto: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.



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Brian Laddusaw  
General Manager-Secretary

**4. PUBLIC COMMENTS**

**5. CONSENT CALENDAR**

A. Approval of Minutes for October 5, 2023, Regular Meeting

**MINUTES OF REGULAR MEETING**  
**October 5, 2023**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

**DIRECTORS ABSENT:**

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

**ITEM 1.** Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Murphy, at 4:00 P.M., Thursday, October 5, 2023, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 2. PLEDGE OF ALLEGIANCE** – General Manager

**ITEM 3. ROLL CALL** – General Manager

**ITEM 4. PUBLIC COMMENTS**

**ITEM 5. CONSENT CALENDAR**

A. Approval of Minutes for September 21, 2023, Regular Meeting

B. Consideration to Approve October 6, 2023, Salaries, Expenses and Transfers

C. **DM 2023-91:** Receive and File Rubidoux Community Services District Strategic Communications Plan.

**BACKGROUND**

Historically, Rubidoux Community Services District (“District”) has maintained a very modest approach towards communications with the public and staff. Efforts include maintaining a District website, holding public meetings via zoom and in-person, and use of bill stuffers, emails, and memorandums. Although this communication approach has and continues to suffice, this approach does not take advantage of current technology such as Facebook, Instagram, etc., which customers and current/potential employees use routinely to obtain up-to-date information.

In October 2022, the District’s Board of Directors (“Board”) authorized a Professional Services Agreement with DeGraves Communications (“DeGraves”) to develop its inaugural Strategic Communications Plan (“Plan”) to serve as a blueprint for enhancing the District’s communication efforts, internally and externally, over the next three years. Since October 2022, DeGraves and District staff have met on a routine basis to develop the Plan, which included the following scope of work items:

1. Kickoff meeting
2. Perform communication and media audit (determine the “as-is” condition)
3. Develop and deploy a stakeholder survey (find out what customers want)
4. Interview Board Members and District Leadership
5. Hold focus group meetings (staff, customers, partners)
6. Share findings and refine direction
7. Prepare the Strategic Communications Plan (develop the “to-be” condition)

Scope of work items 1-5 were completed over multiple months commencing at the end of last year and concluding May 2023. On May 30, 2023, DeGraves and District staff met to discuss item 6, the “topline findings” of the survey, interviews, and focus groups which became the basis for developing the Plan. On June 29, 2023, the District was provided with a draft version of the Plan. In the following months, District staff and DeGraves worked on refining the Plan suitable for the District’s needs and realistic in its implementation over a three-year period.

At the last Board meeting on September 21, 2023, the Board was presented with the draft Plan for the purpose of allowing ample time for the Board to review and provide comments back to staff ahead of this evening’s staff recommendation to “Receive and File” the Plan. As of the writing of this Directors Memorandum (“DM”) 2023-91, staff have not received comments from any of the Directors. Further, staff made no modifications to the draft Plan since its distribution on September 21, 2023, and thus, due to the length of the plan, have opted not to reinclude the draft Plan as an attachment to this Memorandum.

Although a “Receive and File” of the Plan by the Board will formalize it, staff have already begun meeting internally on a biweekly basis to coordinate the District’s efforts and approach to implement aspects of the Plan based on the proposed timeline incorporated within it. The September 21, 2023, staff presentation to the Board under DM 2023-89 highlighted the following initiatives already completed or in-process:

1. Creation of social media accounts (Facebook, Instagram, LinkedIn) – COMPLETED
2. Drafting of Social Media Use Policy and Content Calendar – IN-PROCESS
3. Internal Newsletter and Quarterly “All-Hands” Meetings – COMPLETED
4. Updated Business Cards – IN-PROCESS
5. Updated Website – IN-PROCESS
6. Updated Agenda – COMPLETED

Staff is eager to continue implementing all aspects of the Plan in the coming years, further enhancing the District’s communication efforts and ensuring the District remains responsive to the evolving needs of the community and its employees.

## **RECOMMENDATION**

Staff recommends the Board of Directors of the Rubidoux Community Services District “Receive and File” the Rubidoux Community Services District Strategic Communications Plan.

**D. DM 2023-92:** Consideration to Approve Amendment No. 1 to Development Agreement with EM Ranch, LLC for Future Well Sites and Leland Thompson Water Treatment Facility Expansion.

## **BACKGROUND**

On February 2, 2023, the Rubidoux Community Services District (“District”) Board of Directors (“Board”) authorized the General Manager to execute a Development Agreement (“Agreement”) with EM Ranch Owner, LLC (“Developer”), owner and developer of the ‘District at Jurupa Valley’ project (“Project”), formally known as ‘Emerald Meadows’. Further, on February 16, 2023, 2023, and prior to execution of the Agreement by both parties, Section 4.02(b)(i) was revised as follows:

Original – “Valuation. Within thirty (30) days of the Project Approvals becoming final and non-appealable, Developer shall have the Subject Property appraised...”

Revised – “Valuation. Within thirty (30) days of the recordation of the final map for the Project, Developer shall have the Subject Property appraised...”

The fully executed Agreement, including the above revision, is included as Attachment 1 to this Memorandum.

The Project Specific Plan is approximately 247-acres, located at the easterly portion of the City of Jurupa Valley and generally bounded by the Santa Ana River on the southeast, State Route 60 Freeway on the north, Rubidoux Blvd. on the northwest, and 34<sup>th</sup> Street on the southwest. The proposed Project comprises the following land uses: Residential, Commercial, Hospitality, Warehouse/Industrial, and Open Space. Upon buildout, the Project will consist of a maximum of 1,196 equivalent dwelling units (“EDUs”) upon which the District would recognize and collect a significant amount of capacity fees and provide recurring monthly rate income once occupied, and otherwise significant project and development for the District. Further, to facilitate this growth, the District must expand its groundwater pumping and treatment capacity.

The District’s 2022 Water Master Plan identifies three (3) new potable well sites within the Project area. The new well sites are identified as Wells 22-24 in the Water Master Plan. The Project also abuts the District’s existing Leland Thompson Water Treatment Facility (“Thompson Plant”) on 34<sup>th</sup> Street. With the acquisition and development of these new well sites the District will need additional property to install new treatment facilities for the raw water produced from the new wells. The Agreement from February 2023 between the District and Developer identified these subject properties and memorialized the Developer’s intentions to convey the properties to the District under a separate purchase and sale agreement (“PSA”) in the future. The subject properties include Well 22, Well 23, Well 24, and vacant land, herein referred to as Lot 10, for the expansion of the Thompson Plant.

In Spring 2023, the District received notice of a grant award from the United States Bureau of Reclamation (“USBR) WaterSmart Drought Resiliency Program of close to \$1,500,000 to



develop and construct an additional new potable groundwater well, Well 25 and associated treatment. Well 25 is expected to be drilled on existing District owned vacant land on Mission Blvd., adjacent to the Riverside County Health Agency. Like Wells 22-24, treatment for Well 25 will be consolidated at the Thompson Plant, which currently is at capacity for treating existing Wells 1A, 8, and 18. The Thompson Plant would need to be expanded to facilitate the treatment of Wells 22-25 but the construction of Wells 22-24 is dependent on the development of the Project by the Developer. As a condition of the USBR grant award, Well 25 and associated treatment has a more precise three-year timeline. Thus, the expansion of the Thompson Plant for the treatment of water produced by Well 25 may precede the development of Wells 22-24 situated within the Project.

Under the terms of the existing Agreement, the subject properties were to be conveyed to the District in exchange for Water Capacity Fee Credits, currently \$6,800 per EDU. This arrangement aligned with the District's immediate project needs and financial considerations at the time. However, as the project has progressed and evolved, the District believes its prudent to introduce a cash purchase option alongside Water Capacity Fee Credits for the following reasons:

1. Enhanced Flexibility: The introduction of a cash purchase option provides the District with increased flexibility in its approach to the subject property acquisitions.
2. Accelerated Development: The availability of a cash purchase option can expedite the development process, enabling the District to implement vital infrastructure sooner (i.e., treatment for Well 25), thus benefiting both the District and the community it serves.
3. Facilitating Expansion: As the District considers the potential expansion of the Thompson Plant and other infrastructure needs, the option of a cash purchase aligns with the flexibility required to accommodate evolving project requirements.

To incorporate this added flexibility of a cash purchase option, the District and the Developer drafted Amendment No. 1 to the Agreement (Attachment 2). The Amendment revises Recital H and Sections 4.02(b), 4.02(d), 4.02(e), and 5.01(b) all for the purposes of installing the cash purchase option. All other terms from the original Agreement will remain in effect. Further, under the terms of Amendment No. 1, the cash purchase option is an election that must be made no later than ten (10) business days prior to the Mutual Valuation Date. Absent this election, the purchase option will default to the original Water Capacity Fee Credits.

Based on the most recent update from the Developer, they are expecting recordation of their final map in March 2024. If this remains on schedule, the Developer will not expedite the sale of Lot 10 to the District as doing such could delay their timeline. If the Developer does get their final map recorded in March 2024, the cash purchase option would likely not be utilized and the District would proceed with a PSA utilizing Water Capacity Fee Credits. Although, in the unlikely event the Developer's Project is delayed, the District may engage the Developer on the expedited purchase of Lot 10 as any further delay on its acquisition may impact the District's ability to meet the grant project timeline, thus allowing the District to proceed with a cash purchase.

The District firmly believes this amendment No. 1 will serve the mutual interests of the District and Developer by choosing a compensation method which best aligns with the parties' objectives and prevailing circumstances. The District is committed to continuing a collaborative partnership

and believes this amendment enhances the spirit of cooperation that has been the cornerstone of the party's relationship thus far.

### **RECOMMENDATION**

Staff recommends the Board of Directors authorize the General Manager:

1. Sign the First Amendment to Development Agreement between Rubidoux Community Services District and EM Ranch Owner, LLC.

E. **DM 2023-93:** Receive and File Statement of Cash Asset Schedule Report Ending August 2023.

### **BACKGROUND**

Attached for the Board of Directors' consideration is the August 2023 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$263,259.22 for District controlled accounts. With respect to District "Funds in Trust", we show \$5,920.98 which has been earned and posted. The district has a combined YTD interest earned total of \$269,180.20 as of August 31, 2023.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$13,145,872.74 ending August 31, 2023. That's **\$1,013,860.01 LESS** than July 1, 2022, beginning balance of \$14,159,732.75.

Further, the District's Field/Admin Fund current fund balance is \$781,038.63.

Submitted for the Board of Directors consideration is the *August 2023, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

### **RECOMMENDATION:**

Staff recommends the Board of Directors "**Receive and File**" the August 2023 Statement of Cash Assets Schedule Report.

F. **DM 2023-94:** Consider Adoption of Resolution No. 2023-910, a Resolution Authorizing the General Manager, or Designee, to Execute and Submit All Documents Related to the U.S. Bureau of Reclamation WaterSmart Planning and Design Grant for Fiscal Year 2023.

### **BACKGROUND**

The Rubidoux Community Services District's ("District") four (4) potable water tanks (Hunter 1, Atkinson, Watson, and Perone) are 20+ years old. In December 2019, the District's Board of Directors ("Board") authorized a professional services contract with Harper & Associates ("Harper") to inspect the tanks with specific emphasis on: 1) corrosion evaluation; 2) structural/seismic, and 3) safety evaluation. The results of the assessment were not good, but otherwise not unexpected given the age and usage of the tanks over the years. Shortly after the District received those assessments, the District was forced to shift its focus towards an order received by the Department of Drinking Water ("DDW") to mitigate the emergence of PFOS and PFOA contaminants. In 2020 and 2021, the District spent significant time and resources to

design and install appropriate treatment facilities to comply with the DDW's order. The District successfully achieved non-detect results with regards to its PFOS and PFOA contaminants in September 2021.

In April 2023, the DDW conducted a sanitary survey of the District's water facilities and highlighted the work performed by Harper in a June 2023 report. The report required the District to develop a Corrective Action Plan ("CAP") to address the reservoirs' deficiencies. In August 2023, the District received the reservoirs' CAP as prepared by Harper and intend on utilizing the report to address the various deficiencies in a phased approach over multiple fiscal years. At a minimum, structural repairs, coating, and rehabilitation will cost the District over an estimated \$3,000,000 in today's dollars. With ever persistent inflation and supply chain issues affecting the industry, the estimated \$3,000,000 may end up being 10-20% more when all the work is completed. Further, factoring in the potential replacement or upsizing of Hunter 1 and optional exterior work associated with the reservoirs, the District could realistically incur \$5,000,000 or more in costs to address its reservoir issues as the failure of these reservoirs are not an option for the District.

To mitigate the financial impact of these critical projects, the District must pursue grant funding to help offset these costs. Currently, the District has a funding opportunity with the U.S. Bureau of Reclamation ("USBR") under their WaterSmart Planning and Project Desing Grant Program. As the District is in the planning and design phase of the reservoir CAP, this grant opportunity appears to best align with the District's current needs. If successful, the District could see a maximum grant award of up to \$400,000.

This USBR grant program has two funding cycles, and thus two application deadlines, the first one being October 17, 2023, and the second being April 2, 2024. It's worth noting that the October 17, 2023, application deadline has an anticipated award date of July 1, 2024, and the April 2, 2024, application deadline has an anticipated award date of January 2, 2025. It is estimated that only 60-70 projects will be awarded grant funding from a total grant pool of \$35,000,000.

At the last Board meeting on September 21, 2023, the Board supported staff's intention of submitting a grant application by the first deadline on October 17, 2023, which was evidenced by the ratification of a Task Order with the District's professional grant writing consultant, Blais and Associates ("Blais"), under Directors Memorandum 2023-90 (Attachment 1). On September 22, 2023, District staff and Blais had a "kick-off" meeting to start the application and assign duties and responsibilities. As part of the application process, the Board must adopt a Resolution establishing an authorized representative of the District to work with the grantor (USBR) to execute in the name of the District all grant documents, including but not limited to, applications, agreements, amendments, and requests for payment, necessary to secure grant funds and implement the approved grant project. Historically, this authorized representative has been the District General Manager, or designee.

Included as Attachment 2 to this Director's Memorandum is Resolution No. 2023-910, a Resolution of the Rubidoux Community Services District Board of Directors authorizing and approving the General Manager, or designee, as representative with the USBR to facilitate all grant documents related to the WaterSmart Planning and Design Grant for FY 2023.

## **RECOMMENDATION**

Staff recommends the Board of Directors consider the following:

1. Approve Resolution No. 2023-910, a Resolution authorizing the General Manager, or designee, to execute and submit all documents related to the U.S. Bureau of Reclamation WaterSmart Planning and Design Grant for Fiscal Year 2023.

**Director Murphy moved, and Director Muniz seconded to approve the Consent Calendar as presented.**

**Roll call:**

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

Noes – 0

Abstain – 0

Absent – 0

**The motion was carried unanimously.**

## **ITEM 6. CORRESPONDENCE AND RELATED INFORMATION**

There was nothing to offer at this time.

## **ITEM 7. REPORT**

**A. Operations Report** (Second Meeting Each Month)

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

There was a fire in a mobile home park with no injuries, however, it may or may not have been in the RCSD jurisdiction.

**C. General Manager and Staff Report/Updates**

Last week a memo was sent out regarding alternatives for the Ad-hoc Building Committee Meeting regarding which path to move forward with. Director Murphy requested to poll the Board on this item.

Directors Skerbelis, Trowbridge and Muniz are all fine with the way the Ad-hoc Building Committed is being run with two (2) board members on the committee and staff along with publishing the agenda. The consensus of the board is to have two people on the committee and to publish the agenda. If any board member wants to change it, we can put it on the agenda and it can be discussed. As long as the agenda is published, any member of the public can attend. If a board member who is not on the committee attends, then they cannot vote.

November 11, 2023, is the Veteran's Day Parade. Director Trueba will get more information. The District plans to participate in the parade.

The customer who addressed the board two meetings ago regarding his trash pickup for his business was able to work with both Martha and Burrtec was able to get his route adjusted.

Kirk Hamblin, Director of Finance and Administration gave the quarterly update on Accounts Receivable. There have been no JCSD water sales.

Payment Arrangements: There are currently four (4) customers on payment arrangements totaling \$4,649.00.

Regarding the customer with excessive water leaks and large bills, there is progress being made. He is slowly getting some of the leaks fixed.

This year's funding has been a total of \$3,200 for seven (7) customers.

LIHWAP has helped a total of eighty (80) customers in the amount of \$29,464 in the past three (3) years. This is still active. We still should be receiving money from the City of Jurupa Valley to help toward customer balances in the near future. Director Murphy would like to see the number of customers receiving public assistance currently. District staff assists customers with no internet access to apply for public assistance as needed.

#### **D. Committee Reports**

There were no meetings to report on.

### **ITEM 8. ACTION/DISCUSSION ITEMS**

**A. PUBLIC HEARING: DM 2023-95:** Consideration to Adopt Resolution No. 2023-908, a Resolution Superseding Resolution No. 728, and Setting Forth Nondomestic Wastewater Discharge Fees (Pretreatment Program Fees) in Accordance with Ordinance No. 105.

#### **BACKGROUND**

Pretreatment wastewater discharge fees are in ensuring industries operating within the Rubidoux Community Services District ("District") adhere to established environmental regulations and guidelines. These fees are intended to cover the costs associated with monitoring, inspecting, and managing the proper treatment of industrial wastewater before it enters the District's wastewater collection system. While the importance of these fees remains undoubted, their value has eroded over time due to inflation and increasing operational expenses.

The District currently operates its pretreatment wastewater discharge program under the authority of Ordinance No. 105 adopted by the Board of Directors ("Board") in June 2003. Ordinance No. 105 is the backbone of the program and sets the rules and regulations governing the program for which all industrial users must follow. Fees for permits, inspections, sampling, etc. as it relates to the program are set by Resolution. Adjustments to the fee schedule were last made in 2003 with the adoption of Resolution No. 728. Resolution No. 728 provided grammatical adjustments to the schedule as it relates to proper referencing, revised permit classes, and revised descriptions and did not adjust the fees themselves. The fees associated with the District's pretreatment program were last adjusted in 1991 with the adoption of Resolution No. 612.

The District has not adjusted its fees for over 30 years. With the increase in operational costs during this time, the pretreatment program is almost completely subsidized by the District's residential and commercial sewer users. In a desire to shift some of the burden of funding the pretreatment program away from residential and commercial users to the regulated industrial

users, the Board in 2022 authorized work on a proposal received from Krieger and Stewart (“Krieger”) to perform a comprehensive review to address the following concerns:

1. **Inflation Impact:** Since the fees were last adjusted I 1991, the cumulative effects of inflation have significantly diminished the purchasing power of these fees. The resulting gap between revenue and operational costs needs to be addressed to maintain the sustainability of the District’s operations.
2. **Operational Expenses:** The costs associated with pretreatment program administration, monitoring equipment, laboratory testing, and compliance enforcement have escalated over the years. Failing to reflect these increased costs in the District’s fee structure jeopardizes the District’s ability to provide effective waste management services.
3. **Equity and Fairness:** An adjusted fee structure ensures that industries contributing to higher pollutant loads and necessitating more intensive monitoring contribute their fair share toward the proper treatment of their wastewater, promoting environmental equity.

Upon completion of their analysis, Krieger recommended the District consider the following:

1. Update the routine fees and charges of the District’s industrial users; and
2. Expand the fees and charges that can be applied to industrial users to allow the District to recover costs incurred through implementation of enforcement activities.

Attached to this Directors Memorandum (“DM”) is Resolution No. 2023-908, a Resolution superseding Resolution No. 728, and increasing the District’s pretreatment fees charged to industrial users (Attachment 1). A full listing of the proposed fees, including but not limited to permitting, inspection, noncompliance, and plan check fees are included in draft Resolution No. 2023-908. It’s worth noting, the District does not have significant industrial users from year to year, currently about 20, and the proposed increase in fees will never truly cover the cost of the District’s pretreatment program, but in a lesser extent should help mitigate the impacts inflation has had on the District’s operational costs over the last 30 years.

Based on staff communications with Krieger and the Senior Water Resource Control Engineer with the Santa Ana Regional Water Quality Control Board (“Santa Ana Water Board”), increases to the District’s fee schedule via Resolution No. 2023-908 do not constitute a “Substantial Program Modification” but nonetheless the District must follow the proper adoption timeline compliant with the requirements of the Santa Ana Water Board. Understanding their requirements, staff proposed and the Board authorized the following timeline under DM 2033-80:

1. August 17, 2023 – Authorize submission of letter to Santa Ana Regional Water Quality Control Board requesting review of program changes. Begins 45-day review period. (Attachment 2)
2. No later than September 5, 2023 – Notice of Public Hearing to all affected industrial users to receive comments and respond. Thirty (30) day notice period. (Attachment 3)
3. October 5, 2023 (TONIGHT) – Public Hearing to adopt Resolution No. 2023-908.

In addition to mailing the Notice of Public Hearing to all affected industrial users, this evening's Public Hearing for Resolution No. 2023-908 was posted on the front and back windows of the District's Administration Office (Attachment 4), and on the District's website.

As of the writing of this DM, staff has not received any comments, written or oral, from the Santa Ana Water Board nor affected industrial users. Staff acknowledges the potential impact of fee increases on the District's industrial users. However, given the absence of fee adjustments for over three decades, the District must now take proactive measures to ensure fair and sustainable practices that support the evolving needs of the District.

At the conclusion of this evening's Public Hearing, staff recommends the Board consider and adopt Resolution No. 2023-908, superseding Resolution No. 728, and increasing the District pretreatment program fees charged all industrial users. If adopted, Resolution No. 2023-908 would be effective 30 days from today.

Director Murphy would like to know two years from now is that sufficient to cover our fees? Does the renewal fee cover the fees? In about twenty months look into that cost.

**Director Murphy opened the PUBLIC HEARING. There being no members of the public to address the board, Director Murphy closed the PUBLIC HEARING.**

**Director Skerbelis moved, and Director Muniz seconded to approve the following:**

1. Approve Resolution No. 2023-908, a Resolution Superseding Resolution No. 728, and Setting Forth Nondomestic Wastewater Discharge Fees (Pretreatment Program Fees) in Accordance with Ordinance No. 105.

**Roll call:**

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

Noes – 0

Abstain – 0

Absent – 0

**The motion was carried unanimously.**

**BREAK: 4:26 PM – 4:30 PM**

**B. CLOSED SESSION (4:30 PM):** Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District

**CLOSED SESSION END: 4:50 PM**

There were no reported items for the Closed Session.

**ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS**

There was a question for Miguel:

Do you get notifications when there is fire department information? Brian reported that he gets text messages and Miguel advised sometimes he is informed as well.

Director Murphy stated that there will be negotiations with the union in the coming months. If the Directors have any thoughts or changes regarding the MOU to please put them in writing and get them to the General Manager ahead of time.

**ITEM 10. NEXT MEETING** – Thursday, October 19, 2023, at 4:00 PM.

**ITEM 11. ADJOURNMENT** – Director Murphy adjourned the meeting at 4:53 PM.



**5. CONSENT CALENDAR (continued)**

B. Consideration to Approve October 20, 2023, Salaries, Expenses and Transfers

RUBIDOUX COMMUNITY SERVICES DISTRICT  
OCTOBER 19, 2023 (BOARD MEETING)  
FUND TRANSFER AUTHORIZATION

<b>NET PAYROLL 10/27/23</b>	80,000.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 10/30/23	30,000.00
WIRE TRANSFER: STATE PAYROLL TAXES 10/30/23	6,200.00
WIRE TRANSFER: TO CREDIT UNION	3,000.00
WIRE TRANSFER: PERS RETIREMENT	22,000.00
WIRE TRANSFER: PERS RETIRED HEALTH PREMIUMS AND FEES	1,568.00
WIRE TRANSFER: SECTION 125	244.00
WIRE TRANSFER: SECTION 457 AND 401(A)	3,096.00

**CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:**

10/20/2023 WATER FUND TO GENERAL FUND-Payables	119,923.55
WATER FUND TO GENERAL FUND-Trash	182,524.58
WATER FUND TO SEWER FUND	102,718.05
 SEWER FUND TO GENERAL FUND-Payables	 30,279.90

**INTERFUND TRANSFERS:**

10/20/2023 SEWER FUND CHECKING TO LAIF SEWER OP	72,000.00
LAIF SEWER ML TO LAIF SEWER OP	437.00
LAIF SEWER OP TO LAIF WASTEWATER REPLACEMENT	9,559.00
LAIF PROPERTY TAX TO GENERAL FUND CHECKING	190,000.00
WATER FUND CHECKING TO LAIF-COP PAYBACK	63,000.00
WATER FUND CHECKING TO LAIF-W.R.	10,000.00
WATER FUND CHECKING TO LAIF WATER OP	15,000.00
LAIF WATER ML TO LAIF WATER OPS	2,410.25
LAIF WATER REPLACE TO LAIF WATER OP	44,498.14
LAIF WATER OP TO LAIF FIELD/ADMIN BLDG	9,204.50

**NOTES PAYABLE**

<u>DESCRIPTION</u>	<u>BALANCE</u>		<u>PAYMENT</u>	<u>DUE DATE</u>
U.S. Bank Trust (1998 COP's Refunding)	1,345,000	Prin.	655,000	Dec-23
U.S. Bank Trust (1998 COP's Refunding)	69,488	Intr.	34,297	Dec-23
MN Plant-State Revolving Loan	3,332,801	Prin.	137,493	Jul-24
MN Plant-State Revolving Loan	491,257	Intr.	42,838	Jan-24
2022 Obligations	3,261,158	Prin.	320,355	Jul-24
2022 Obligations	517,224	Intr.	49,733	Jan-24

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1	ACORN / ACORN TECHNOLOGY SERVICE							10655
OCT IT SUPT		10/01/2023	N	N		10/31/2023	10/01/2023	\$0.00
10/19/2023					N			\$5,030.00
2	ACORN / ACORN TECHNOLOGY SERVICE							10686
POWER SUP.		10/01/2023	N	N		10/31/2023	10/01/2023	\$0.00
10/19/2023					N			\$736.25
3	A-CHECK / A-CHECK GLOBAL, INC							59-0715983
EMP.VERF.CARREON		09/29/2023	N	N		10/29/2023	09/29/2023	\$0.00
10/19/2023					N			\$28.00
4	AIRGAS / AIRGAS USA, LLC							5502802826
TNK RNTL		09/30/2023	N	N		10/30/2023	09/30/2023	\$0.00
10/19/2023					N			\$111.84
5	ALADDIN / ALADDIN CLEANING SVC INC							20231001
OCT 23"CLNG SVC		10/01/2023	N	N		10/31/2023	10/01/2023	\$0.00
10/19/2023					N			\$1,579.00
6	AT&T / AT&T							20636552
PHN CHGS		10/07/2023	N	N		10/13/2023	10/07/2023	\$0.00
10/19/2023					N			\$488.35
7	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C131862-0267
WTR ANALYSES		09/27/2023	N	N		10/27/2023	09/27/2023	\$0.00
10/19/2023					N			\$1,500.00
8	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C131863-0267
WTR ANALYSES		09/27/2023	N	N		10/27/2023	09/27/2023	\$0.00
10/19/2023					N			\$1,500.00
9	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C131864-0267
WTR ANALYSES		09/27/2023	N	N		10/27/2023	09/27/2023	\$0.00
10/19/2023					N			\$372.78
10	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C131866-0267
WTR ANALYSES		09/27/2023	N	N		10/27/2023	09/27/2023	\$0.00
10/19/2023					N			\$559.17
11	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C131951-0267
WTR ANALYSES		09/28/2023	N	N		10/28/2023	09/28/2023	\$0.00
10/19/2023					N			\$36.00
12	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C131952-0267
WTR ANALYSES		09/28/2023	N	N		10/28/2023	09/28/2023	\$0.00
10/19/2023					N			\$162.00
13	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							C131997-0267
WTR ANALYSES		09/28/2023	N	N		10/28/2023	09/28/2023	\$0.00
10/19/2023					N			\$590.94
14	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30035-0267
WTR ANALYSES		10/02/2023	N	N		11/01/2023	10/02/2023	\$0.00
10/19/2023					N			\$18.00
15	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30021-0267
WTR ANALYSES		10/02/2023	N	N		11/01/2023	10/02/2023	\$0.00
10/19/2023					N			\$80.00
16	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30018-0267
WTR ANALYSES		10/02/2023	N	N		11/01/2023	10/02/2023	\$0.00
10/19/2023					N			\$80.00

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17	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30016-0267
WTR ANALYSES		10/02/2023	N	N		11/01/2023	10/02/2023	\$0.00
10/19/2023				N				\$39.00
18	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30082-0267
WTR ANALYSES		10/02/2023	N	N		11/01/2023	10/02/2023	\$0.00
10/19/2023				N				\$5,500.00
19	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30014-0267
WTR ANALYSES		10/02/2023	N	N		11/01/2023	10/02/2023	\$0.00
10/19/2023				N				\$45.00
20	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30128-0267
WTR ANALYSES		10/03/2023	N	N		11/02/2023	10/03/2023	\$0.00
10/19/2023				N				\$81.00
21	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30247-0267
WTR ANALYSES		10/04/2023	N	N		11/03/2023	10/04/2023	\$0.00
10/19/2023				N				\$1,013.90
22	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30259-0267
WTR ANALYSES		10/04/2023	N	N		11/03/2023	10/04/2023	\$0.00
10/19/2023				N				\$159.39
23	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30260-0267
WTR ANALYSES		10/04/2023	N	N		11/03/2023	10/04/2023	\$0.00
10/19/2023				N				\$140.39
24	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30310-0267
WTR ANALYSES		10/05/2023	N	N		11/04/2023	10/05/2023	\$0.00
10/19/2023				N				\$180.00
25	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30316-0267
WTR ANALYSES		10/05/2023	N	N		11/04/2023	10/05/2023	\$0.00
10/19/2023				N				\$500.00
26	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30317-0267
WTR ANALYSES		10/05/2023	N	N		11/04/2023	10/05/2023	\$0.00
10/19/2023				N				\$250.00
27	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30384-0267
WTR ANALYSES		10/06/2023	N	N		11/05/2023	10/06/2023	\$0.00
10/19/2023				N				\$72.00
28	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30385-0267
WTR ANALYSES		10/06/2023	N	N		11/05/2023	10/06/2023	\$0.00
10/19/2023				N				\$36.00
29	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30443-0267
WTR ANALYSES		10/09/2023	N	N		11/08/2023	10/09/2023	\$0.00
10/19/2023				N				\$144.00
30	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30468-0267
WTR ANALYSES		10/09/2023	N	N		11/08/2023	10/09/2023	\$0.00
10/19/2023				N				\$45.00
31	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30470-0267
WTR ANALYSES		10/09/2023	N	N		11/08/2023	10/09/2023	\$0.00
10/19/2023				N				\$200.00
32	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30473-0267
WTR ANALYSES		10/09/2023	N	N		11/08/2023	10/09/2023	\$0.00
10/19/2023				N				\$90.00

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33	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/09/2023	N	N		11/08/2023	10/09/2023	CJ30472-0267
	WTR ANALYSES							\$0.00
10/19/2023				N				\$72.00
34	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/09/2023	N	N		11/08/2023	10/09/2023	CJ30474-0267
	WTR ANALYSES							\$0.00
10/19/2023				N				\$72.00
35	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/09/2023	N	N		11/08/2023	10/09/2023	CJ30478-0267
	WTR ANALYSES							\$0.00
10/19/2023				N				\$81.00
36	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/09/2023	N	N		11/08/2023	10/09/2023	CJ30481-0267
	WTR ANALYSES							\$0.00
10/19/2023				N				\$39.00
37	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN	10/09/2023	N	N		11/08/2023	10/09/2023	CJ30486-0267
	WTR ANALYSES							\$0.00
10/19/2023				N				\$58.00
38	BERNELL / BERNELL HYDRAULICS, INC.	10/04/2023	N	N		11/03/2023	10/04/2023	0464549-IN
	PARTS							\$0.00
10/19/2023				N				\$14.16
39	BURRTEC / BURRTEC WASTE INDUSTRIES, INC.	09/30/2023	N	N		10/30/2023	09/30/2023	N0820439767
	SEPT 23"WST HAUL							\$0.00
10/19/2023				N				\$208.16
40	BRINKS / BRINKS INC.	10/01/2023	N	N		10/31/2023	10/01/2023	12418649
	OCT23" ARMRD							\$0.00
10/19/2023				N				\$1,327.98
41	CALIFORNIA UNDERGROUND / CALIF UNDERGROUN	10/01/2023	N	N		10/31/2023	10/01/2023	23-241127
	DIG SAFE							\$0.00
10/19/2023				N				\$35.38
42	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS	09/20/2023	N	N		10/20/2023	09/20/2023	7456-527523
	SUPPLIES							\$0.00
10/19/2023				N				\$52.78
43	CARQUEST AUTO PARTS / CARQUEST AUTO PARTS	09/28/2023	N	N		10/28/2023	09/28/2023	7456-528219
	TOOLS							\$0.00
10/19/2023				N				\$31.99
44	CORE & MAIN / CORE & MAIN	09/28/2023	N	N		10/28/2023	09/28/2023	T659672
	PARTS							\$0.00
10/19/2023				N				\$538.35
45	CORODATA SHREDDING, INC / CORODATA SHREDDII	09/30/2023	N	N		10/30/2023	09/30/2023	DN1435475
	SHREDDING							\$0.00
10/19/2023				N				\$34.00
46	DURNEY DON / DURNEY, DON	10/10/2023	N	N		11/09/2023	10/10/2023	20231010
	GRDNG/WD ABATE							\$0.00
10/19/2023				N				\$1,930.00
47	FERGUSON / FERGUSON ENTERPRISE INC #1350	10/03/2023	N	N		11/02/2023	10/03/2023	0838091
	PARTS							\$0.00
10/19/2023				N				\$576.37
48	FERGUSON / FERGUSON ENTERPRISE INC #1350	10/03/2023	N	N		11/02/2023	10/03/2023	2994781
	PARTS							\$0.00
10/19/2023				N				\$78.48

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49	GEOTAB / GEOTAB USA, INC ✓							IN359053 ✓
SEPT 23" TRK TRCKER		09/30/2023	N	N			10/30/2023 09/30/2023	\$0.00
10/19/2023 ✓					N			\$415.00 ✓
50	GRAINGER / GRAINGER ✓							9856030813 ✓
SUPPLIES		09/29/2023	N	N			10/29/2023 09/29/2023	\$0.00
10/19/2023 ✓					N			\$37.55 ✓
51	HARPER BURNS LLP / HARPER & BURNS LLP ✓							20231001 ✓
SEPT.23"LEGLG SVC		10/01/2023	N	N			10/31/2023 10/01/2023	\$0.00
10/19/2023 ✓					N			\$950.00 ✓
52	HARRIS COMPUTER SYSTEMS / HARRIS COMPUTER ✓							NSEMNO000018 ✓
ANNUAL MAINT 12/23		09/28/2023	N	N			10/28/2023 09/28/2023	\$0.00
10/19/2023 ✓					N			\$18,362.37 ✓
53	HOME DEPOT / HOME DEPOT CREDIT SERVICES ✓							029785/0544717 ✓
SUPPLIES		09/29/2023	N	N			10/29/2023 09/29/2023	\$0.00
10/19/2023 ✓					N			\$188.98 ✓
54	INFOSEND / INFOSEND, INC ✓							248334.A ✓
SEPT 23" POSTAGE		09/29/2023	N	N			11/08/2023 09/29/2023	\$0.00
10/19/2023 ✓					N			\$2,661.54 ✓
55	INFOSEND / INFOSEND, INC ✓							248334.B ✓
SEPT 23" BILL PRINT		09/29/2023	N	N			11/08/2023 09/29/2023	\$0.00
10/19/2023 ✓					N			\$1,432.11 ✓
56	KH METALS / KH METALS & SUPPLY ✓							0649404-IN ✓
PARTS		09/28/2023	N	N			10/28/2023 09/28/2023	\$0.00
10/19/2023 ✓					N			\$44.76 ✓
57	KH METALS / KH METALS & SUPPLY ✓							0649435-IN ✓
PARTS		09/28/2023	N	N			10/28/2023 09/28/2023	\$0.00
10/19/2023 ✓					N			\$754.73 ✓
58	KH METALS / KH METALS & SUPPLY ✓							0649584-IN ✓
PARTS		09/29/2023	N	N			10/28/2023 09/29/2023	\$0.00
10/19/2023 ✓					N			\$64.18 ✓
59	LILLESTRAND / LILLESTRAND LEADERSHIP CONSUL ✓							7889 ✓
CNSLTN/HAMBLIN		09/30/2023	N	N			10/30/2023 09/30/2023	\$0.00
10/19/2023 ✓					N			\$1,000.00 ✓
60	LOUIES / LOUIE'S BRAKES & ALIGNMENT ✓							9899 ✓
VEH.ALIGNMENT		09/29/2023	N	N			10/29/2023 09/29/2023	\$0.00
10/19/2023 ✓					N			\$125.00 ✓
61	MERIT OIL / MERIT OIL COMPANY ✓							801002 ✓
GASOLINE		09/21/2023	N	N			10/06/2023 09/21/2023	\$0.00
10/19/2023 ✓					N			\$1,990.62 ✓
62	MERIT OIL / MERIT OIL COMPANY ✓							802233 ✓
GASOLINE		09/27/2023	N	N			10/12/2023 09/27/2023	\$0.00
10/19/2023 ✓					N			\$1,408.71 ✓
63	MERIT OIL / MERIT OIL COMPANY ✓							803961 ✓
DIESEL		10/05/2023	N	N			10/20/2023 10/05/2023	\$0.00
10/19/2023 ✓					N			\$419.45 ✓
64	MCMASTER-CARR / MCMASTER-CARR SUPPLY CO ✓							14989234 ✓
GASKET		09/27/2023	N	N			10/27/2023 09/27/2023	\$0.00
10/19/2023 ✓					N			\$153.03 ✓

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65	MCMASTER-CARR / McMASTER-CARR SUPPLY CO							15361054
PARTS		10/04/2023	N	N		11/03/2023	10/04/2023	\$0.00
10/19/2023				N				\$69.19
66	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							10667
W1-RPR		09/25/2023	N	N		10/25/2023	09/25/2023	\$0.00
10/19/2023				N				\$283.68
67	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							10668
PUMP NO3		09/25/2023	N	N		10/25/2023	09/25/2023	\$0.00
10/19/2023				N				\$283.68
68	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							10669
R&M BELLTOWN		09/25/2023	N	N		10/25/2023	09/25/2023	\$0.00
10/19/2023				N				\$3,935.38
69	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							10670
R&M FLEETWOOD		09/25/2023	N	N		10/25/2023	09/25/2023	\$0.00
10/19/2023				N				\$295.72
70	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							10671
SCADA RPR		09/25/2023	N	N		10/25/2023	09/25/2023	\$0.00
10/19/2023				N				\$369.65
71	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							10672
PUMP NO3		09/25/2023	N	N		10/25/2023	09/25/2023	\$0.00
10/19/2023				N				\$591.44
72	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							10673
REGIONAL LIFT STN		09/25/2023	N	N		10/25/2023	09/25/2023	\$0.00
10/19/2023				N				\$3,249.26
73	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							10674
REGIONAL LIFT STN		09/25/2023	N	N		10/25/2023	09/25/2023	\$0.00
10/19/2023				N				\$443.58
74	MUNKSGAARD DBA CENTER ELECT / MUNKSGAARD							10675
R&M THOMPSON		09/25/2023	N	N		10/25/2023	09/25/2023	\$0.00
10/19/2023				N				\$295.72
75	PROFUZION / PROFUZION CERTIFIED WELDING							2767
WELDING REPAIRS		09/25/2023	N	N		10/25/2023	09/25/2023	\$0.00
10/19/2023				N				\$7,876.00
76	QUADIENT / QUADIENT LEASING USA, INC.							20231002
POSTAGE MTR		10/02/2023	N	N		11/01/2023	10/02/2023	\$0.00
10/19/2023				N				\$196.67
77	RAMS / ROGERS, ANDERSON, MALODY & SCOTT, LL							73400
PROG BILL 22-23 AUDI		08/31/2023	N	N		09/30/2023	08/31/2023	\$0.00
10/19/2023				N				\$20,000.00
78	RING BENDER / RING BENDER LLP							11887
CITY RVSD APPEAL		10/05/2023	N	N		11/04/2023	10/05/2023	\$0.00
10/19/2023				N				\$15,194.33
79	RIVCOMM / RIVCOMM, INC.							24986
LIGHTBAR RADIO F150		09/28/2023	N	N		10/28/2023	09/28/2023	\$0.00
10/19/2023				N				\$3,532.32
80	SCE / SCE							230600000522796
STRT LIGHTS		10/03/2023	N	N		10/23/2023	10/03/2023	\$0.00
10/19/2023				N				\$15,011.36

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81	SCE / SCE							23O700040982544	
MAINOFC UTLTY		10/04/2023	N	N			10/24/2023	10/04/2023	\$0.00
10/19/2023					N			\$2,421.58	
82	SCE / SCE							23O700244764992	
STRT LIGHTS		10/02/2023	N	N			10/23/2023	10/02/2023	\$0.00
10/19/2023					N			\$146.47	
83	SCE / SCE							23O700617778997	
FIRE STN UTLTY		10/04/2023	N	N			10/24/2023	10/04/2023	\$0.00
10/19/2023					N			\$3,222.38	
84	SCG / THE GAS COMPANY							23O25925730565	
FIRE TSN UTLTY		10/04/2023	N	N			10/24/2023	10/04/2023	\$0.00
10/19/2023					N			\$100.93	
85	SCG / THE GAS COMPANY							23O17882256005	
MAINOFC UTLTY		10/04/2023	N	N			10/24/2023	10/04/2023	\$0.00
10/19/2023					N			\$41.67	
86	SCG / THE GAS COMPANY							23O01302181001	
FIELD OFC UTLRY		10/04/2023	N	N			10/24/2023	10/04/2023	\$0.00
10/19/2023					N			\$16.27	
87	SCG / THE GAS COMPANY							23O12013321489	
5473 OFC UTLTY		10/04/2023	N	N			10/24/2023	10/04/2023	\$0.00
10/19/2023					N			\$16.27	
88	SOCAL JCB / SOCAL JCB							W06427	
R&M TRUCK		10/05/2023	N	N			11/04/2023	10/05/2023	\$0.00
10/19/2023					N			\$3,026.10	
89	SPECTRUM / SPECTRUM BUSINESS							0023130100623	
OCT 23" INT SVC		10/06/2023	N	N			10/23/2023	10/06/2023	\$0.00
10/19/2023					N			\$360.94	
90	STEPSAVER / STEP-SAVER CA.LLC							CT427704	
SALT		09/01/2023	N	N			10/01/2023	09/01/2023	\$0.00
10/19/2023					N			\$2,648.75	
91	STREAMLINE_DIGITAL / STREAMLINE							B89W97D4-0035	
OCT-NOV 23" WEBSITE		10/01/2023	N	N			10/31/2023	10/01/2023	\$0.00
10/19/2023					N			\$497.00	
92	TKE ENGINEERING / TKE ENGINEERING, INC.							2023-633	
ANNEXATION CNSLT		09/02/2023	N	N			10/22/2023	09/02/2023	\$0.00
10/19/2023					N			\$4,250.70	
93	UNDERGROUND SERVICE ALERT / UNDERGROUND :							920230567	
DIG SAFE		10/01/2023	N	N			10/31/2023	10/01/2023	\$0.00
10/19/2023					N			\$195.50	
94	VARNER / VARNER & BRANDT LLP							20230930	
SEPT 23" LGL CNSLT		09/30/2023	N	N			10/30/2023	09/30/2023	\$0.00
10/19/2023					N			\$2,378.88	
95	VERIZON WIRELESS / VERIZON WIRELESS							9945721082	
CELL PHN CHGS		10/01/2023	N	N			10/24/2023	10/01/2023	\$0.00
10/19/2023					N			\$916.72	
96	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA							IN15043	
JULY 23" BRINE		09/20/2023	N	N			10/20/2023	09/20/2023	\$0.00
10/19/2023					N			\$175.77	



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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Due Date	Discount Date	Invoice #
PO Number		Inv Date	Immediate GL Account		Check #		Payment Date	Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #		Total Invoice
97	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA							RI4841
	OCT 23" BRINE FIXED	10/01/2023	N	N			10/31/2023 10/01/2023	\$0.00
10/19/2023					N			\$749.94
98	YAHUALICA'S TIRES & WHEELS							10106
	R&M TRUCK	09/22/2023	N	N			10/22/2023 09/22/2023	\$0.00
10/19/2023					N			\$540.00
99	YAHUALICA'S TIRES & WHEELS							10030
	R&M TRUCK	09/13/2023	N	N			10/13/2023 09/13/2023	\$0.00
10/19/2023					N			\$25.00
100	YAHUALICA'S TIRES & WHEELS							10137
	R&M TRUCK	09/26/2023	N	N			10/26/2023 09/26/2023	\$0.00
10/19/2023					N			\$580.00
101	YO FIRE / YO FIRE							2025534
	PARTS	10/04/2023	N	N			10/03/2023 10/04/2023	\$0.00
10/19/2023					N			\$2,698.06
102	YO FIRE / YO FIRE							2025676
	PARTS	10/05/2023	N	N			11/03/2023 10/05/2023	\$0.00
10/19/2023					N			\$1,799.43
103	ARC / ARC DOCUMENT SOLUTIONS, LLC							12248343
	SUB FEES	09/29/2023	N	N			10/29/2023 09/29/2023	\$0.00
10/19/2023					N			\$50.00
104	HACH CO. / HACH COMPANY							13766613
	CHEMICALS	10/05/2023	N	N			11/04/2023 10/05/2023	\$0.00
10/19/2023					N			\$412.42
105	MERIT OIL / MERIT OIL COMPANY							803544
	GASOLINE	10/04/2023	N	N			11/03/2023 10/04/2023	\$0.00
10/19/2023					N			\$1,974.09
106	SCAQMD / SCAQMD							4243915
	REG FEE STATE	09/19/2023	N	N			10/19/2023 09/19/2023	\$0.00
10/19/2023					N			\$160.35
107	SCAQMD / SCAQMD							4240219
	REG FEE STATE	09/19/2023	N	N			10/19/2023 09/19/2023	\$0.00
10/19/2023					N			\$2,313.38
108	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0928/101023.A
	COM TRSH	10/10/2023	N	N			11/09/2023 10/10/2023	\$0.00
10/19/2023					N			\$47,597.58
109	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0928/101023.B
	RES TRSH	10/10/2023	N	N			11/09/2023 10/10/2023	\$0.00
10/19/2023					N			\$134,927.00
110	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0928/101023.C
	RCSDH SHR COMM	10/10/2023	N	N			11/09/2023 10/10/2023	\$0.00
10/19/2023					N			(\$6,663.66)
111	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC							0928/101023.D
	RCSD SHR RES	10/10/2023	N	N			11/09/2023 10/10/2023	\$0.00
10/19/2023					N			(\$3,959.68)
112	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0000938
	EMERGENCY GNRTRS	08/26/2023	N	N			09/25/2023 08/26/2023	\$0.00
10/19/2023					N			\$12,367.00

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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 #
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GL Date		Immediate GL Account		Credit Card	CC Reference #		Payment Date	Total Invoice
113	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0000921
RIO VISTA		08/26/2023	N	N		09/25/2023	08/26/2023	\$0.00
10/19/2023				N				\$570.25
114	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0000768
AVALON SEWER IMPR		08/26/2023	N	N		09/25/2023	08/26/2023	\$0.00
10/19/2023				N				\$437.00
115	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0000770
GOLDEN WEST BOOSTER		08/26/2023	N	N		09/25/2023	08/26/2023	\$0.00
10/19/2023				N				\$535.25
116	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0000716
HUNTER ZONE		08/26/2023	N	N		09/25/2023	08/26/2023	\$0.00
10/19/2023				N				\$31,413.40
117	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0000718
LORING RANCH HYDRAUL		08/26/2023	N	N		09/25/2023	08/26/2023	\$0.00
10/19/2023				N				\$12,789.02
118	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0000710
RCSD FLUSHING		08/26/2023	N	N		09/25/2023	08/26/2023	\$0.00
10/19/2023				N				\$6,700.40
119	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCI/							ARIV0000708
GOLDEN WEST BOOSTER		08/26/2023	N	N		09/25/2023	08/26/2023	\$0.00
10/19/2023				N				\$1,875.00
120	YO FIRE / YO FIRE							2025701
PARTS		10/04/2023	N	N		11/03/2023	10/04/2023	\$0.00
10/19/2023				N				\$5,420.90
121	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN							CJ30627-0267
LAB FEES		10/10/2023	N	N		11/09/2023	10/10/2023	\$0.00
10/19/2023				N				\$722.77
122	KH METALS / KH METALS & SUPPLY							0650435-IN
PARTS		10/10/2023	N	N		11/09/2023	10/10/2023	\$0.00
10/19/2023				N				\$21.32
123	SCE / SCE							7501590330
PUMP TEST/SVC		10/06/2023	N	N		11/05/2023	10/06/2023	\$0.00
10/19/2023				N				\$1,050.00
124	UPS / UNITED PARCEL SERVICE							000F908W2373
POSTAGE		09/16/2023	N	N		10/16/2023	09/16/2023	\$0.00
10/19/2023				N				\$1.38
125	UPS / UNITED PARCEL SERVICE							000F908W2383
POSTAGE		09/23/2023	N	N		10/23/2023	09/23/2023	\$0.00
10/19/2023				N				\$1.96
126	UPS / UNITED PARCEL SERVICE							000F908W2393
POSTAGE		09/30/2023	N	N		10/30/2023	09/30/2023	\$0.00
10/19/2023				N				\$15.05
127	WESTERN MUNICIPAL WATER / WESTERN MUNICIPA							IN15058
AUG 23" BRINE		10/02/2023	N	N		11/01/2023	10/02/2023	\$0.00
10/19/2023				N				\$176.10

Grand Totals

**Total Direct Expense:** \$416,493.65  
**Total Direct Expense Adj:** (\$10,623.34)  
**Total Non-Electronic Transactions:** \$405,870.31

*Jan 10/11/23*

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**Rubidoux Community Services District (RCSACT)**  
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PO Number		Immediate GL Account			Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice

**Report Summary**

Report Selection Criteria	
<b>Report Type:</b>	Condensed
	<b>Start</b> <b>End</b>
<b>Transaction Number:</b>	Start                      End

**6. CORRESPONDENCE AND RELATED INFORMATION**

7. **REPORTS**

A. Operations Report (Second Meeting Each Month)

## Water and Wastewater Production Comparison

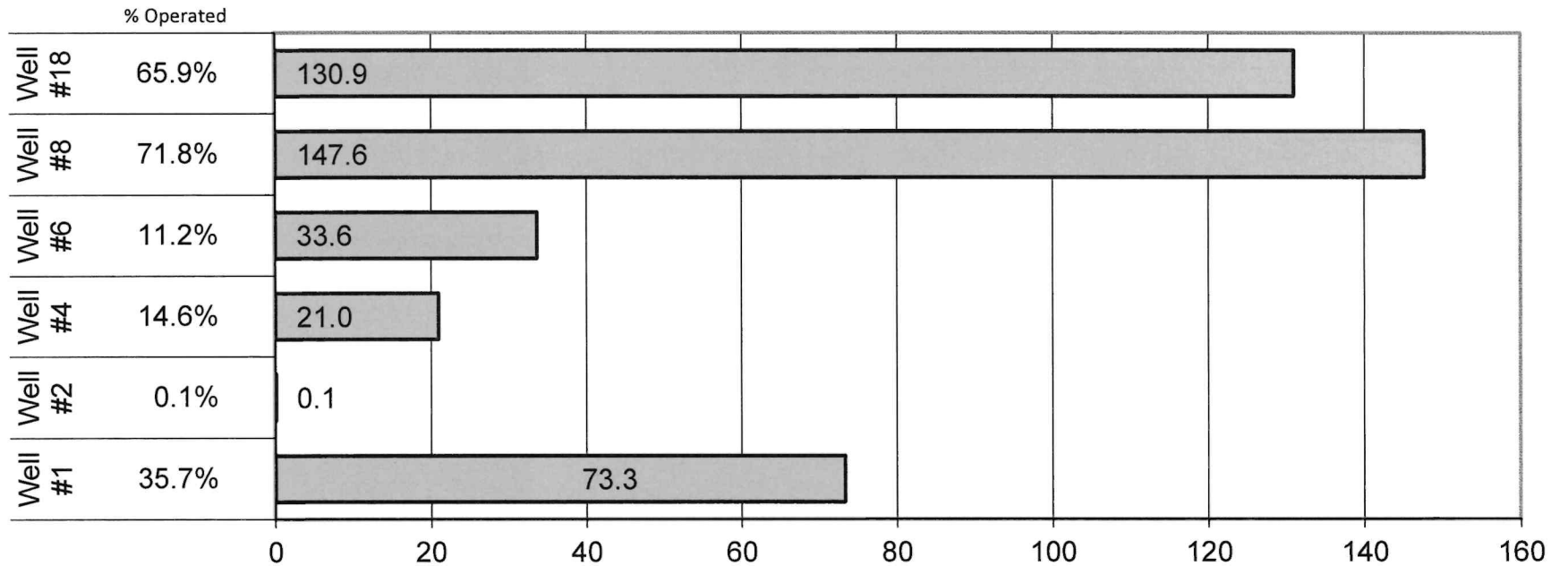
Date	TOTAL WELL PRODUCTION in Million Gallons					Consumption to JURUPA C.S.D.	WASTEWATER FLOW TO RIVERSIDE
	Purchased	Potable Wells	Potable Total	Non-Potable Wells	Non-Potable Total	(Million Gallons)	(Million Gallons)
9/1/2023	0.00	3.81	3.81	0.01	3.81	0.00	1.73
9/2/2023	0.00	4.23	4.23	0.01	4.24	0.00	1.74
9/3/2023	0.00	3.90	3.90	0.01	3.90	0.00	1.69
9/4/2023	0.00	4.63	4.63	2.01	6.64	0.00	1.82
9/5/2023	0.00	5.24	5.24	0.02	5.27	0.00	1.79
9/6/2023	0.00	4.53	4.53	0.03	4.56	0.00	1.81
9/7/2023	0.00	5.39	5.39	0.01	5.40	0.00	1.77
9/8/2023	0.00	4.51	4.51	0.02	4.53	0.00	1.63
9/9/2023	0.00	4.54	4.54	0.10	4.64	0.00	1.67
9/10/2023	0.00	4.32	4.32	0.06	4.37	0.00	1.84
9/11/2023	0.00	4.83	4.83	0.03	4.86	0.00	1.74
9/12/2023	0.00	5.02	5.02	0.01	5.03	0.00	1.76
9/13/2023	0.00	4.35	4.35	0.00	4.35	0.00	1.73
9/14/2023	0.00	4.91	4.91	0.01	4.91	0.00	1.73
9/15/2023	0.00	4.18	4.18	0.00	4.18	0.00	1.69
9/16/2023	0.00	4.20	4.20	0.00	4.20	0.00	1.76
9/17/2023	0.00	3.85	3.85	0.00	3.85	0.00	1.81
9/18/2023	0.00	5.01	5.01	0.00	5.01	0.00	1.76
9/19/2023	0.00	4.03	4.03	0.01	4.03	0.00	1.76
9/20/2023	0.00	4.56	4.56	0.00	4.56	0.00	1.73
9/21/2023	0.00	4.17	4.17	0.01	4.17	0.00	1.66
9/22/2023	0.00	3.98	3.98	0.00	3.98	0.00	1.66
9/23/2023	0.00	4.14	4.14	0.01	4.14	0.00	1.71
9/24/2023	0.00	3.92	3.92	0.02	3.94	0.00	1.74
9/25/2023	0.00	4.94	4.94	0.02	4.96	0.00	1.79
9/26/2023	0.00	4.27	4.27	0.01	4.27	0.00	1.72
9/27/2023	0.00	4.55	4.55	0.01	4.56	0.00	1.77
9/28/2023	0.00	4.15	4.15	0.01	4.16	0.00	1.68
9/29/2023	0.00	4.12	4.12	0.01	4.12	0.00	1.68
9/30/2023	0.00	4.23	4.23	0.00	4.23	0.00	1.68
MINIMUM	0.00	3.81	3.81	0.00	3.81	0.00	1.63
AVERAGE	0.00	4.42	4.42	0.08	4.50	0.00	1.73
MAXIMUM	0.00	5.39	5.39	2.01	6.64	0.00	1.84
TOTAL	0.00	132.46	132.46	2.42	134.88	0.00	52.01

**RUBIDOUX COMMUNITY SERVICES DISTRICT**  
**MONTHLY WELL PRODUCTION**  
(Million Gallons)

DATE	POTABLE WATER							NONPOTABLE WATER					TOTALS		TOTAL PROD. (MG)
	JURUPA	GAC Plt	Nitrate Removal Plt		Thompson WTF			28th ST.	DALY	CLEMENT	46th ST.	Mission Wells	POTABLE	NON POTABLE	
	TIE-IN (MG)	TROYER Well #2 (MG)	FLEETWOOD Well #4 (MG)	SKOTTY Well #6 (MG)	Well #1A (MG)	GOULD Well #8A (MG)	Well #18 (MG)								
9/1/2023	0.00	0.02	0.06	0.10	0.47	1.52	1.64	0.00	0.00	0.00	0.00	0.01	3.81	0.01	3.81
9/2/2023	0.00	0.00	0.04	0.07	0.63	1.65	1.84	0.00	0.00	0.00	0.00	0.01	4.23	0.01	4.24
9/3/2023	0.00	0.00	0.10	0.19	0.53	1.71	1.37	0.00	0.00	0.00	0.00	0.01	3.90	0.01	3.90
9/4/2023	0.00	0.00	0.09	0.16	1.03	1.59	1.77	0.00	0.00	2.00	0.00	0.01	4.63	2.01	6.64
9/5/2023	0.00	0.00	0.16	0.29	1.37	1.61	1.81	0.00	0.00	0.00	0.00	0.02	5.24	0.02	5.27
9/6/2023	0.00	0.00	0.24	0.42	0.82	1.66	1.39	0.00	0.00	0.00	0.00	0.03	4.53	0.03	4.56
9/7/2023	0.00	0.02	1.32	2.41	0.00	1.65	0.00	0.00	0.00	0.00	0.00	0.01	5.39	0.01	5.40
Subtotal	0.00	0.04	2.00	3.64	4.84	11.39	9.82	0.00	0.00	2.00	0.00	0.10	31.73	2.10	33.83
9/8/2023	0.00	0.00	0.40	0.22	0.94	1.77	1.19	0.00	0.00	0.00	0.00	0.02	4.51	0.02	4.53
9/9/2023	0.00	0.00	0.04	0.06	1.03	1.64	1.76	0.00	0.00	0.00	0.00	0.10	4.54	0.10	4.64
9/10/2023	0.00	0.00	0.07	0.13	1.01	1.50	1.62	0.00	0.00	0.00	0.00	0.06	4.32	0.06	4.37
9/11/2023	0.00	0.00	0.11	0.21	1.06	1.66	1.79	0.00	0.00	0.00	0.00	0.03	4.83	0.03	4.86
9/12/2023	0.00	0.00	0.05	0.08	1.39	1.60	1.91	0.00	0.00	0.00	0.00	0.01	5.02	0.01	5.03
9/13/2023	0.00	0.00	0.11	0.21	1.09	1.57	1.37	0.00	0.00	0.00	0.00	0.00	4.35	0.00	4.35
9/14/2023	0.00	0.00	0.58	1.04	0.73	1.40	1.16	0.00	0.00	0.00	0.00	0.01	4.91	0.01	4.91
Subtotal	0.00	0.00	1.34	1.94	7.24	11.15	10.80	0.00	0.00	0.00	0.00	0.22	32.47	0.22	32.69
9/15/2023	0.00	0.00	0.68	0.42	0.51	1.24	1.33	0.00	0.00	0.00	0.00	0.00	4.18	0.00	4.18
9/16/2023	0.00	0.00	0.05	0.09	0.68	1.60	1.78	0.00	0.00	0.00	0.00	0.00	4.20	0.00	4.20
9/17/2023	0.00	0.00	0.06	0.10	0.04	1.70	1.95	0.00	0.00	0.00	0.00	0.00	3.85	0.00	3.85
9/18/2023	0.00	0.00	0.85	1.56	0.47	1.62	0.50	0.00	0.00	0.00	0.00	0.00	5.01	0.00	5.01
9/19/2023	0.00	0.00	0.48	0.72	1.25	1.51	0.07	0.00	0.00	0.00	0.00	0.01	4.03	0.01	4.03
9/20/2023	0.00	0.00	0.36	0.65	1.97	1.58	0.00	0.00	0.00	0.00	0.00	0.00	4.56	0.00	4.56
9/21/2023	0.00	0.00	0.07	0.12	2.14	1.84	0.00	0.00	0.00	0.00	0.00	0.01	4.17	0.01	4.17
Subtotal	0.00	0.00	2.54	3.66	7.06	11.10	5.62	0.00	0.00	0.00	0.00	0.02	29.98	0.02	30.00
9/22/2023	0.00	0.00	0.21	0.38	0.26	1.40	1.74	0.00	0.00	0.00	0.00	0.00	3.98	0.00	3.98
9/23/2023	0.00	0.00	0.06	0.11	0.60	1.59	1.78	0.00	0.00	0.00	0.00	0.01	4.14	0.01	4.14
9/24/2023	0.00	0.00	0.04	0.07	0.56	1.53	1.72	0.00	0.00	0.00	0.00	0.02	3.92	0.02	3.94
9/25/2023	0.00	0.00	0.08	0.15	1.27	1.69	1.76	0.00	0.00	0.00	0.00	0.02	4.94	0.02	4.96
9/26/2023	0.00	0.00	0.07	0.11	0.61	1.69	1.80	0.00	0.00	0.00	0.00	0.01	4.27	0.01	4.27
9/27/2023	0.00	0.00	0.06	0.10	0.82	1.60	1.97	0.00	0.00	0.00	0.00	0.01	4.55	0.01	4.56
9/28/2023	0.00	0.00	0.27	0.50	0.00	1.58	1.79	0.00	0.00	0.00	0.00	0.01	4.15	0.01	4.16
9/29/2023	0.00	0.00	0.15	0.24	0.00	1.72	2.01	0.00	0.00	0.00	0.00	0.01	4.12	0.01	4.12
9/30/2023	0.00	0.00	0.02	0.06	0.64	1.64	1.87	0.00	0.00	0.00	0.00	0.00	4.23	0.00	4.23
Subtotal	0.00	0.00	0.95	1.72	4.74	14.45	16.42	0.00	0.00	0.00	0.00	0.08	38.28	0.08	38.37
<b>TOTAL</b>	<b>0.000</b>	<b>0.042</b>	<b>6.831</b>	<b>10.954</b>	<b>23.883</b>	<b>48.092</b>	<b>42.661</b>	<b>0.000</b>	<b>0.000</b>	<b>2.000</b>	<b>0.000</b>	<b>0.421</b>	<b>132.463</b>	<b>2.421</b>	<b>134.884</b>

# TOTAL WATER PRODUCED w/ % Operated

## September 2023



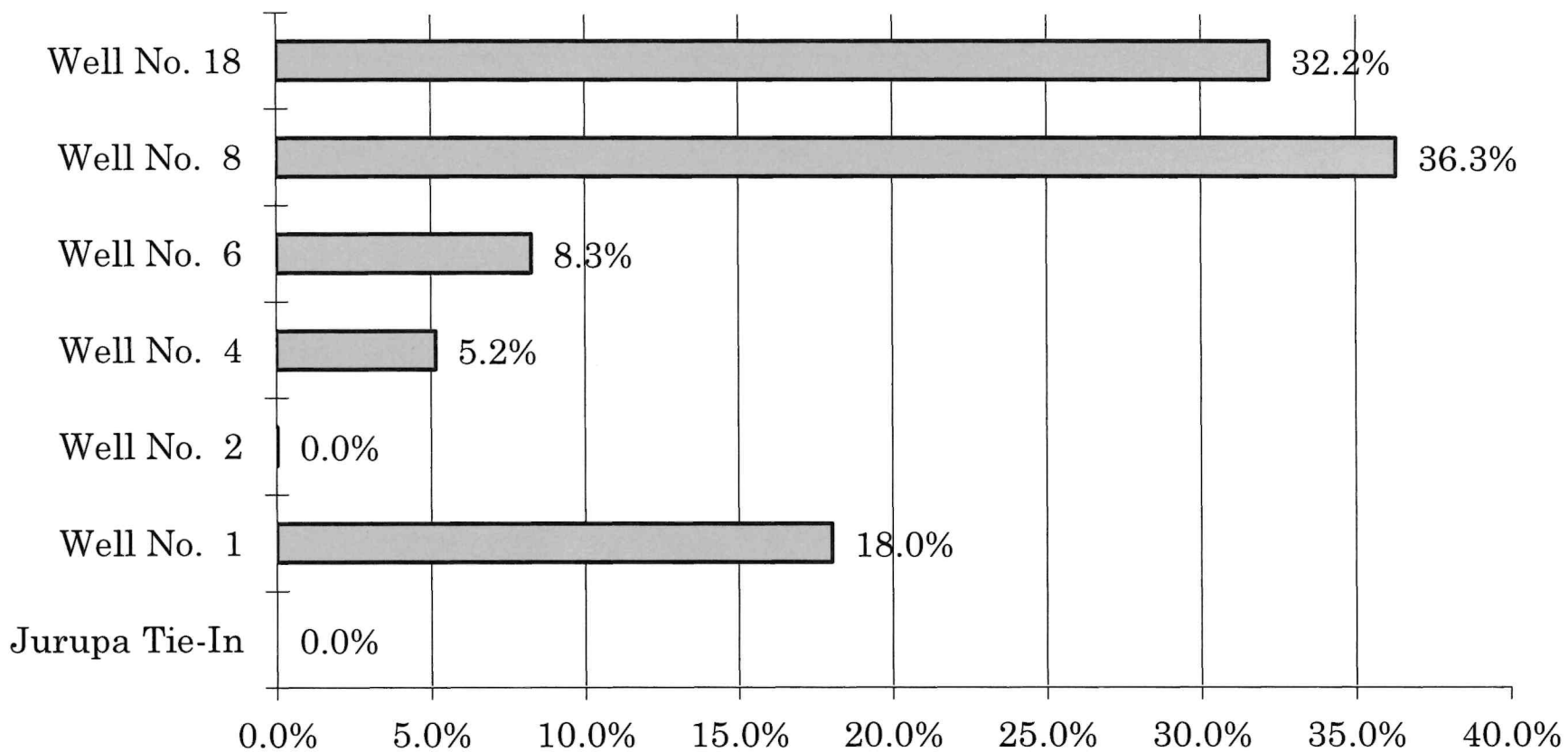
Max Production      **1171.4 AF**  
 Monthly Production    **454.2 AF**  
 Reserve Production    **717.2 AF**

**ACRE FEET**

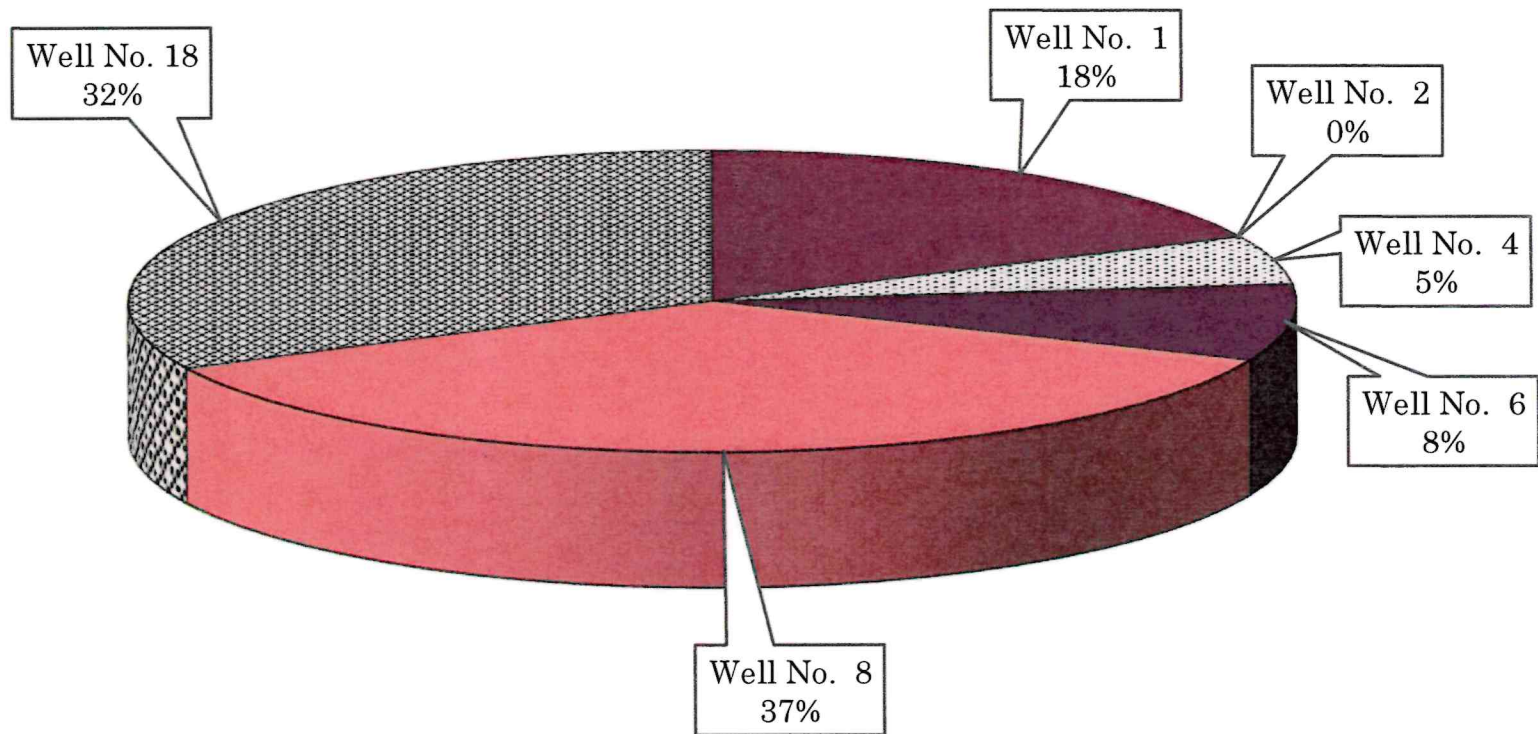
1 Acre Foot = 43,560 Cubic Feet = 325,829 Gallons



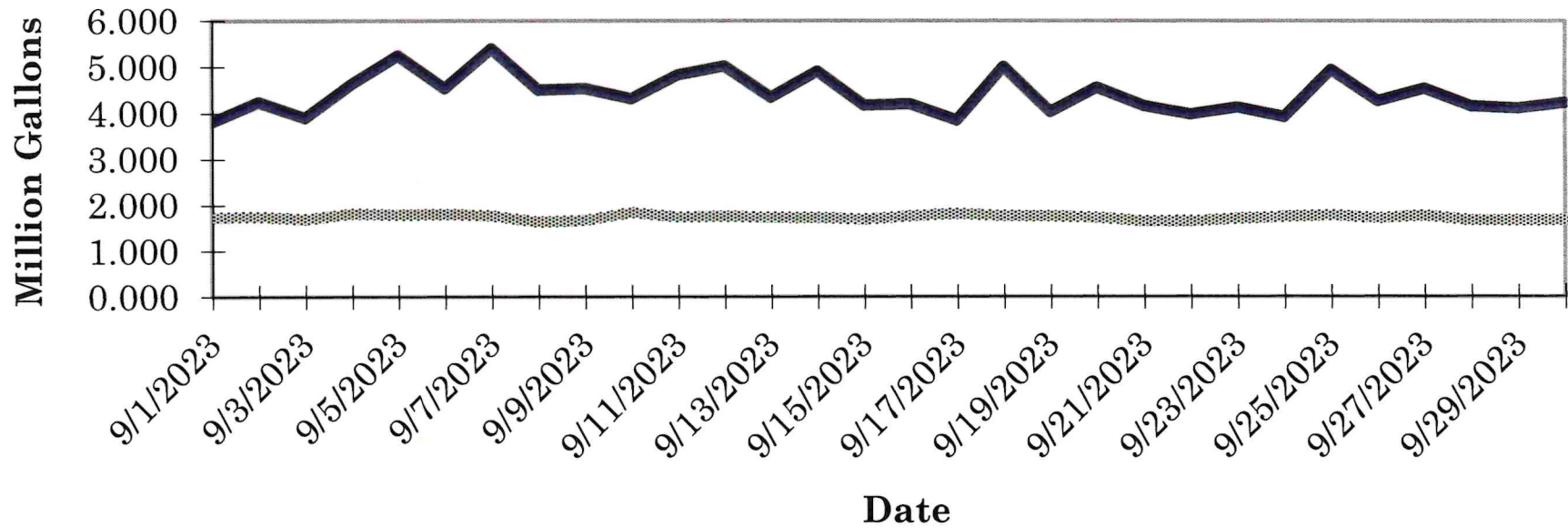
## Source Potable Production Comparison September 2023



# Source Potable Production Comparison September 2023

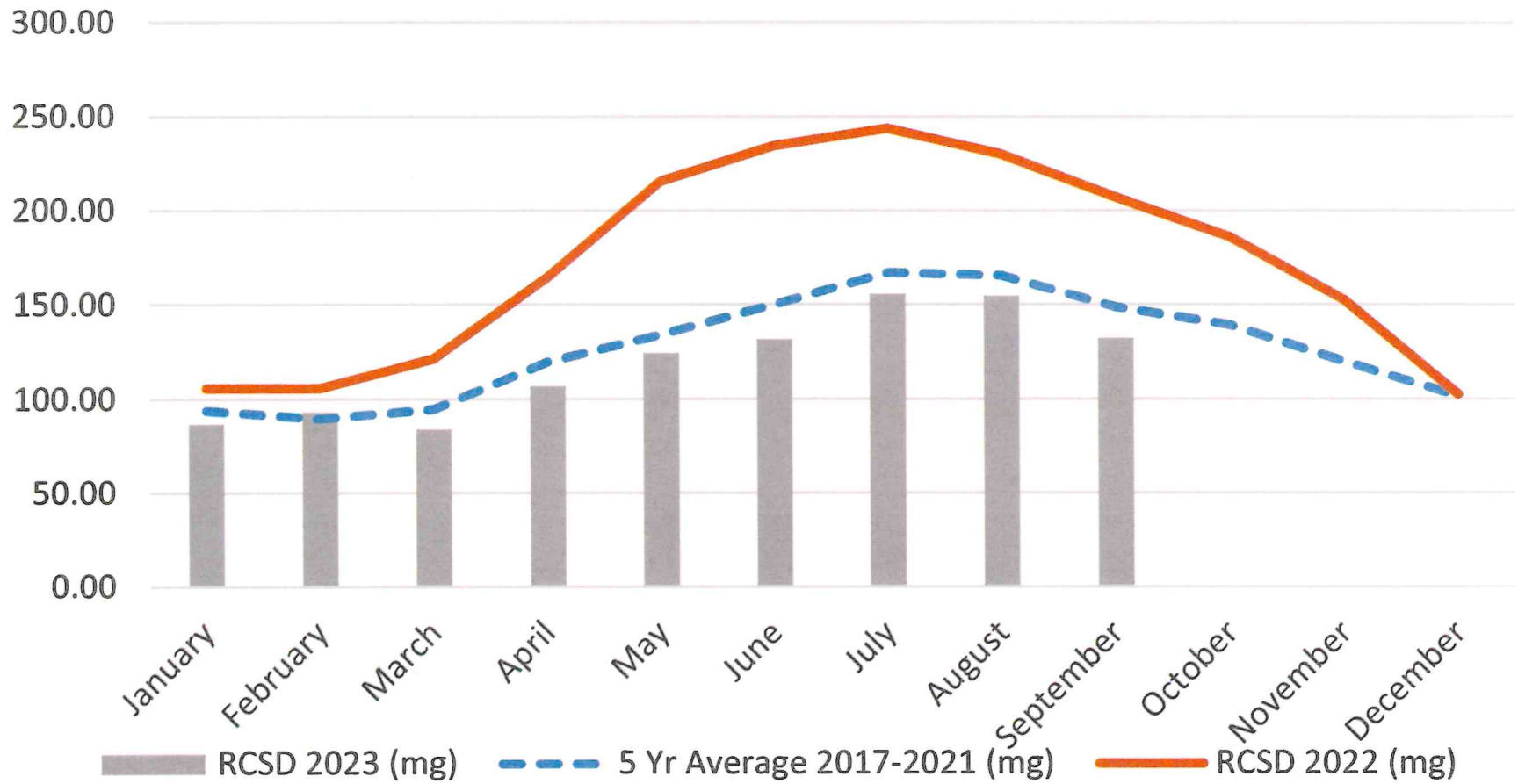


# Potable Water & Wastewater Comparison September 2023



— Potable Water Prod.      ..... Wastewater Prod

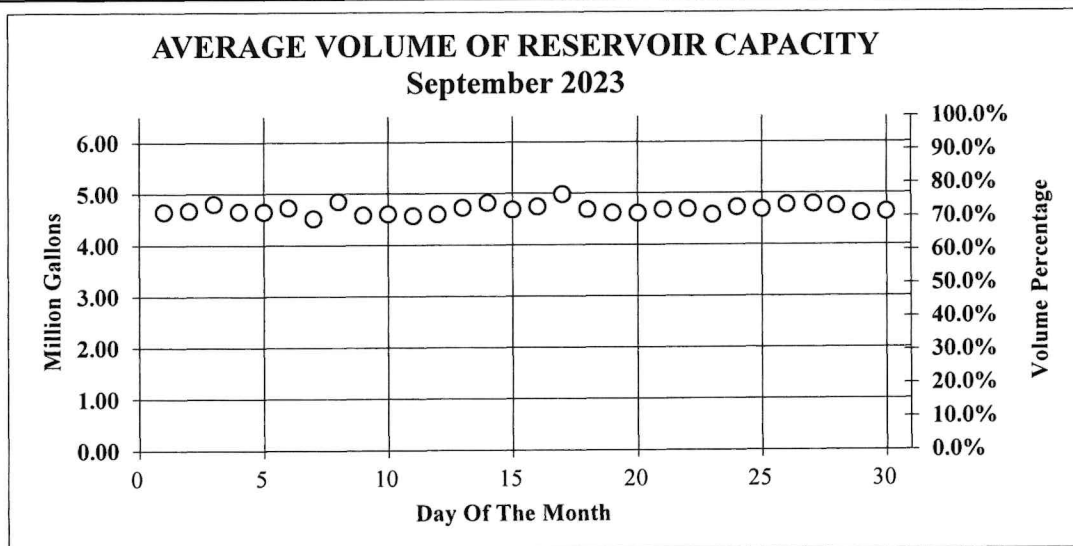
# Potable Water Production Year 2023



# RUBIDOUX COMMUNITY SERVICES DISTRICT

## Reservoir Capacity Report

CAPACITY	ATKINSON SYSTEM		HUNTER SYSTEM		WATER AVAILABLE (Gallons)*	PERCENTAGE OF TOTAL CAPACITY
	2,000,000	3,000,000	425,000	1,000,000		
DATE	ATKINSON	WATSON	HUNTER I	PERRONE		
9/1/2023	75.4	70.6	71.2	71.6	4,645,643	72.3%
9/2/2023	73.1	69.1	80.7	79.6	4,672,743	72.7%
9/3/2023	78.2	73.2	75.0	72.1	4,799,951	74.7%
9/4/2023	75.4	70.8	71.4	71.5	4,650,719	72.4%
9/5/2023	74.4	69.8	74.8	74.4	4,643,990	72.3%
9/6/2023	76.3	71.6	72.6	74.8	4,730,397	73.6%
9/7/2023	69.7	68.6	73.7	74.9	4,514,361	70.3%
9/8/2023	77.0	75.0	72.7	74.7	4,847,494	75.4%
9/9/2023	73.9	69.5	70.1	72.5	4,587,209	71.4%
9/10/2023	74.7	70.3	69.3	70.7	4,604,060	71.7%
9/11/2023	73.5	69.4	70.3	71.9	4,568,583	71.1%
9/12/2023	73.1	68.8	75.9	75.0	4,599,986	71.6%
9/13/2023	76.0	71.2	73.3	75.0	4,718,691	73.4%
9/14/2023	77.4	74.2	71.7	73.5	4,813,516	74.9%
9/15/2023	74.4	70.5	76.2	75.8	4,683,589	72.9%
9/16/2023	74.8	70.4	79.7	79.5	4,740,819	73.8%
9/17/2023	80.3	74.7	80.8	78.8	4,979,580	77.5%
9/18/2023	75.4	71.5	74.0	71.5	4,681,416	72.9%
9/19/2023	72.1	70.6	74.0	73.9	4,615,257	71.8%
9/20/2023	73.0	69.3	75.2	75.0	4,607,136	71.7%
9/21/2023	73.8	69.5	78.3	78.3	4,675,484	72.8%
9/22/2023	72.9	69.3	82.3	80.0	4,687,928	73.0%
9/23/2023	74.6	70.2	71.1	68.1	4,580,918	71.3%
9/24/2023	75.8	71.1	75.9	74.9	4,719,800	73.5%
9/25/2023	74.3	69.9	77.1	77.5	4,685,127	72.9%
9/26/2023	75.4	70.5	79.9	80.6	4,769,247	74.2%
9/27/2023	75.2	70.3	81.5	82.3	4,783,341	74.4%
9/28/2023	77.0	71.8	75.9	73.0	4,745,599	73.9%
9/29/2023	72.7	69.0	77.1	75.6	4,606,730	71.7%
9/30/2023	71.5	67.7	82.9	81.8	4,632,505	72.1%



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

7. **REPORTS** (continued)

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

**CAL FIRE/Riverside County Fire Department**

**Emergency Incident Statistics**



**Bill Weiser**

**Fire Chief**

10/3/2023

**Report Provided By: Riverside County Fire Department**

**Communications and Technology Division**

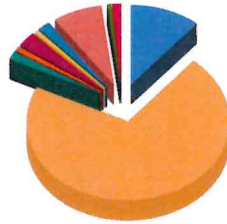
**GIS Section**

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

Incidents Reported for the month of September 2023 and Special District Rubidoux CSD And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)  
\*Incidents are shown based on the primary response area for the incident location. This does not represent total response times for all units only the first unit in.

## Response Activity

**Incidents Reported for the month of September 2023 and Special District Rubidoux CSD And Both (Code 2, Alpha, Omega, Code 3, Charlie, Delta, Bravo, Echo)**



False Alarm	30	11.2%
Medical	190	70.9%
Other Fire	5	1.9%
Other Misc	2	0.7%
Public Service Assist	8	3.0%
Res Fire	2	0.7%
Standby	5	1.9%
Traffic Collision	21	7.8%
Vehicle Fire	1	0.4%
Wildland Fire	4	1.5%
<b>Total</b>	<b>268</b>	<b>100.0%</b>

False Alarm	<b>30</b>
Medical	<b>190</b>
Other Fire	<b>5</b>
Other Misc	<b>2</b>
Public Service Assist	<b>8</b>
Res Fire	<b>2</b>
Standby	<b>5</b>
Traffic Collision	<b>21</b>
Vehicle Fire	<b>1</b>
Wildland Fire	<b>4</b>
<b>Incident Total:</b>	<b>268</b>

### Average Enroute to Onscene Time\*

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

<5 Minutes	+5 Minutes	+10 Minutes	+20 Minutes	Average	% 0 to 5 min
176	66	23	2	4.7	65.7%

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



**Incidents by Battalion, Station and Jurisdiction**

			False Alarm	Medical	Other Fire	Other Misc	Public Service Assist	Res Fire	Standby	Traffic Collision	Vehicle Fire	Wildland Fire	Total	
<b>Battalion 14</b>	<b>Station 16 Pedley</b>	City of Jurupa Valley	0	1	0	0	0	0	0	0	0	0	1	
		Rubidoux Community Service District	0	1	0	0	0	0	0	1	0	0	0	2
		<b>Station Total</b>	0	2	0	0	0	0	0	1	0	0	0	3
	<b>Station 18 West Riverside</b>	City of Jurupa Valley	2	7	0	0	0	0	0	2	0	0	0	11
		Rubidoux Community Service District	1	6	0	0	0	0	0	1	0	0	0	8
		<b>Station Total</b>	3	13	0	0	0	0	0	3	0	0	0	19
	<b>Station 38 Rubidoux</b>	City of Jurupa Valley	10	76	3	0	5	1	4	8	0	1	1	108
		Rubidoux Community Service District	17	99	2	2	3	1	1	9	1	3	3	138
		<b>Station Total</b>	27	175	5	2	8	2	5	17	1	4	4	246
	<b>Battalion Total</b>			30	190	5	2	8	2	5	21	1	4	268
<b>Grand Total</b>			30	190	5	2	8	2	5	21	1	4	268	

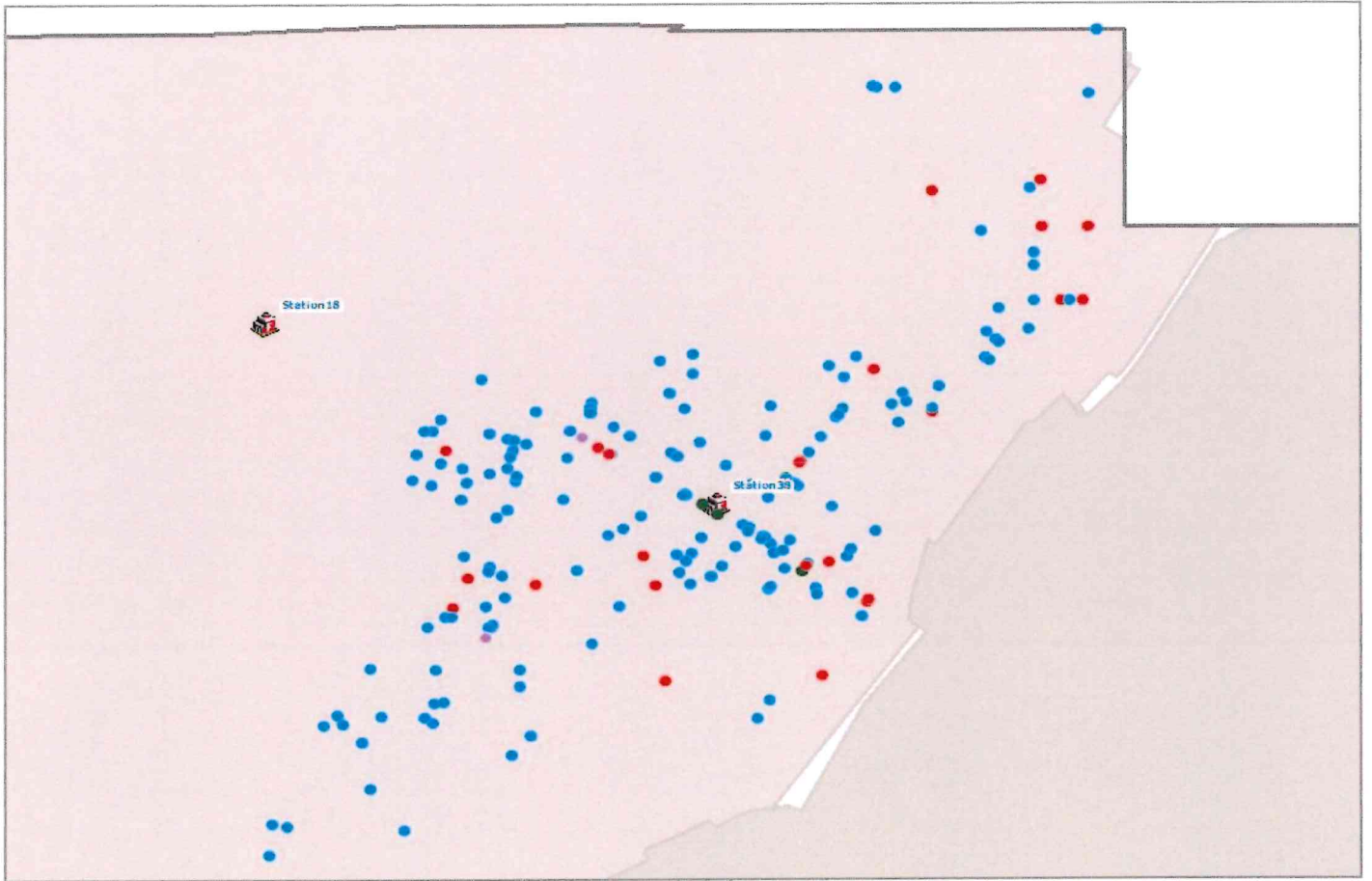
**Incidents by Jurisdiction**

	False Alarm	Medical	Other Fire	Other Misc	Public Service	Res Fire	Standby	Traffic Collision	Vehicle Fire	Wildland Fire	Total
City of Jurupa Valley	12	84	3	0	5	1	4	10	0	1	120
Rubidoux Community Service District	18	106	2	2	3	1	1	11	1	3	148
<b>Grand Total</b>	<b>30</b>	<b>190</b>	<b>5</b>	<b>2</b>	<b>8</b>	<b>2</b>	<b>5</b>	<b>21</b>	<b>1</b>	<b>4</b>	<b>268</b>

**Incidents by Supervisorial District - Summary**

	<b>DISTRICT 2 KAREN SPIEGEL</b>	<b>Grand Total</b>
False Alarm	30	30
Medical	190	190
Other Fire	5	5
Other Misc	2	2
Public Service Assist	8	8
Res Fire	2	2
Standby	5	5
Traffic Collision	21	21
Vehicle Fire	1	1
Wildland Fire	4	4
<b>Total</b>	<b>268</b>	<b>268</b>

MONTH = 9 and YEAR = 2023 and SPECIAL = 'Rubidoux CSD'



Legend

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



Riverside County Fire GIS

Last Updated 10/3/2023 2.

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

# **CAL FIRE/Riverside County Fire Department**

## **Emergency Incident Statistics**

**September 2014 - September 2023**



# **Rubidoux Community Service District**



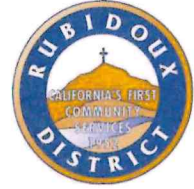
## Total Calls for Rubidoux CSD September 2014-2023



<u>Month/Year</u>	<u>Total Calls for Station 38</u>	<u>Total Calls for District</u>
September 2014	205	219
September 2015	200	212
September 2016	216	234
September 2017	218	234
September 2018	246	246
September 2019	212	231
September 2020	240	252
September 2021	269	291
September 2022	287	298
September 2023	246	268



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



## Monthly Activity Report September 2023

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

7. **REPORTS** (continued)

C. General Manager and Staff Reports / Updates



7. **REPORTS** (continued)

D. Committee Reports

**8. ACTION / DISCUSSION ITEMS**

- A. DM 2023-96:** Consider Award of Professional Services Contract for Preparation of the Rubidoux Community Services District (“District”) Local Hazard Mitigation Plan (“LHMP”)

# Rubidoux Community Services District

## Board of Directors

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



## General Manager

Brian R. Laddusaw

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

## DIRECTORS MEMORANDUM 2023-96

October 19, 2023

**To:** Rubidoux Community Services District  
Board of Directors

**Subject:** Consider Award of Professional Services Contract for Preparation of the Rubidoux Community Services District ("District") Local Hazard Mitigation Plan ("LHMP")

### **BACKGROUND:**

The Board of Directors ("Board") adopted Resolution No. 2015-823 on September 17, 2015, to annex itself to the Riverside County ("County") Local Hazard Mitigation Plan. In 2020 the District applied for a grant for Federal Emergency Management Agency ("FEMA") monies through the Governor's California Office of Emergency Services ("CalOES") to perform structural upgrades to the District's reservoirs which have been identified as having safety and structural deficiencies in condition assessments provided to the District in early 2020. The District was subsequently denied grant funds for the much-needed rehabilitation of its reservoirs because it did not have a LHMP of its own but instead relied on the County's LHMP which is not specific enough to the District's needs.

In early 2023, the District applied for another grant through FEMA administered by CalOES for funding to prepare its own LHMP. In August 2023 the District was informed that it was successful in this grant application and was awarded a grant to prepare its own LHMP. This grant is a 90/10 cost match grant meaning the grant pays 90% of the project costs and the District will pay for 10% of the project costs. The total estimated cost for grant determination is \$177,645 with the FEMA grant paying up to \$159,880.50 and the District paying up to \$17,764.50. Additionally, the FEMA grant will pay up to \$8,645 in District administrative costs.

On September 21, 2023, the Board of Directors adopted Resolution No. 2023-909 under DM 2023-88 authorizing the General Manager to execute all required grant documents on behalf of the District regarding CalOES and FEMA.

Preparing a LHMP is a robust project involving identifying specific hazards of risk the District faces, drawing up a plan with input from staff and the public through public outreach, submitting the plan to FEMA through CalOES, public education of the plan, holding a public hearing to adopt the plan by a Resolution of the Board of Directors and finally project close-out with FEMA / CalOES. This whole process will take several months to more than a year.

District staff solicited proposals from qualified firms to prepare the LHMP from four firms. The proposal amounts are presented in the following table:

<b>Consultant</b>	<b>Amount</b>
Webb Associates	\$101,790
Micheal Baker Associates	\$97,150
Sturdivan Emergency Management	\$78,900
Emergency Planning Consultants	\$52,500

After diligent consideration staff has determined that Emergency Planning Consultants (“EPC”) should be accepted by the District to prepare the LHMP. Not only has EPC prepared the best cost proposal, but EPC also specializes in preparation of LHMP’s and has a broad list of current and previous clients, most notably, Jurupa Community Services District, Cucamonga Valley Water District, and the City of Fontana.

The District’s FY 2023|2024 Budget has funds in the amount of \$178,000 for the LHMP preparation at line item 43 in the Water Fund Budget and has received a grant to pay for 90% of the cost of the LHMP preparation. No budget amendment is necessary.

**RECOMMENDATION:**

Staff recommends the Rubidoux Community Services District Board of Directors authorize the General Manager or his designated representative to sign a Professionals Services Contract and Task Order with Emergency Planning Consultants in the amount of \$52,500 to prepare the LHMP.

Respectfully,



BRIAN R. LADDUSAW, CPA  
General Manager

Attach:  
Proposals  
Resolution 2015-823  
Resolution 2023-909  
DM 2023-88



September 6, 2023

**Corporate Headquarters**

3788 McCray Street  
Riverside, CA 92506  
951.686.1070

**Palm Desert Office**

74967 Sheryl Avenue  
Palm Desert, CA 92260  
951.686.1070

**Murrieta Office**

41870 Kalmia Street #160  
Murrieta, CA 92562  
T: 951.686.1070

Sent Via Email to [TBeckwith@rcsd.org](mailto:TBeckwith@rcsd.org)

Mr. Ted Beckwith, P.E.  
Director of Engineering  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**  
3590 Rubidoux Blvd.  
Jurupa Valley, CA 92509

RE: Proposal for Preparation of Local Hazard Mitigation Plan

Dear Mr. Beckwith:

Pursuant to your request on August 24, 2023, we are providing this updated proposal to assist the Rubidoux Community Services District (District) in preparing a Local Hazard Mitigation Plan that meets the federal requirements of 44 CFR §201.6 (Local Mitigation Plans). WEBB has prepared the District’s 2020 Urban Water Management Plan, Water Master Plan Update, Sewer Master Plan Update, Risk & Resiliency Assessment, and Emergency Response Plan Update; therefore, WEBB is well-suited to prepare the District’s Local Hazard Mitigation Plan that incorporates elements from all of these prior documents.

**PROJECT UNDERSTANDING**

It is our understanding that the District is in need of a FEMA-approved Local Hazard Mitigation Plan because participation in the City of Jurupa Valley’s Local Hazard Mitigation Plan was deemed by others to be insufficient for certain grant funding opportunities. The District does not have a pre-existing Local Hazard Mitigation Plan. We will use FEMA’s guidebook and plan review guide to ensure the District’s plan contains all of the required elements to obtain approval by FEMA.

**SCOPE OF WORK**

**Task 1. Research and Plan Writing**

**Risk Assessment**

WEBB will research data sources recommended by FEMA and other reliable sources to develop an initial review of hazards for the District Planning Team (i.e., Risk Assessment). This includes Hazards United States (HAZUS) software produced by FEMA for earthquake faults and dam failure zones, the National Oceanic and Atmospheric Administration’s (NOAA’s) Storm Events Database, Cal-Fire Fire Hazard Severity Zone Maps, Riverside County Flood Control & Water Conservation District rainfall data, FEMA National Dam Safety Program, and FEMA Flood Map Service Center, California Department of Conservation, Cal OES “MyPlan” internet mapping tool, and California Energy Commission. In addition to the aforementioned documents recently prepared by WEBB for the District, our research will include the *California State Hazard Mitigation Plan*, *Riverside County Local Hazard Mitigation Plan*, *City of Jurupa Valley Local Hazard Mitigation Plan*, and *City of Jurupa Valley General Plan / General Plan Environmental Impact Report (EIR) and Jurupa Community Services District (JCSD) Hazard Mitigation Plan*.



### **Local Hazard Mitigation Plan**

This task consists of writing the Local Hazard Mitigation Plan, preparing report exhibits, and assembling the attachments. WEBB will prepare up to four draft versions of the Hazard Mitigation Plan: (1) administrative draft for District staff; (2) public review draft with staff input; (3) CalOES review of the plan with public comment incorporated; and (4) final draft with CalOES and public input. The second draft plan will be made publicly available for comment. CalOES recommends that they have an opportunity to review the draft plan after public comment and feedback has been completed and integrated with the plan. Our budget is based on one (1) round of revisions by the District for the first, second, and third draft plans. Our schedule is based on comments being received from the District within three (3) weeks of receipt.

### **Task 2. Planning Team Meetings**

The Planning Team will consist of RCSD staff to be the core group of people responsible for developing and reviewing drafts of the plan, creating the mitigation strategy, and submitting the final plan for adoption by the Board of Directors. Copies of Planning Team agendas and sign-in sheets will be attached to the plan. WEBB will lead and support the District in four (4) Planning Team Meetings with the District, as follows:

- **Planning Team Meeting #1 (3 hours)**  
This meeting will be the project kickoff to review expectations, schedule, and roles. In addition, we will confirm the makeup of the Planning Team, public outreach opportunities, and initial review of hazards as researched by WEBB.
- **Planning Team Meeting #2 (3 hours)**  
This meeting will review the results of HAZUS, establish plan goals, confirm list of assets, identify vulnerabilities, risk assessment, develop preliminary mitigation action items and preliminary prioritization of action items. The result of this meeting will be a mitigation action matrix that includes a description of each action and identifies the responsible department, implementation timeline, priority, cost, benefit, goals accomplished, impacts to new and existing structures, and planning tools for implementation.
- **Planning Team Meeting #3 (3 hours)**  
Refine hazards, assets, risk assessment, mitigation actions, and mitigation action matrix. The first draft of the plan will be provided to the District for comment after this meeting and before the fourth Planning Team Meeting.
- **Planning Team Meeting #4 (3 hours)**  
Review District comments and edits to the first draft of the plan, which will be provided in advance of this meeting. Discuss logistics of soliciting public input from other agencies and pertinent organizations on the second draft plan, and set a public review period.

These meetings may be conducted virtually; however, if the District requests an in-person meeting, our budget includes up to \$400 in reimbursable mileage expense.

### **Task 3. Community Outreach**

Community outreach will include electronic communications and in-person opportunities. Electronic communications would include the District's social media accounts, District website, customer bill statements (designed by WEBB, but printed and distributed by District), and letters/emails to neighboring agencies/organizations. In-person events may include live or virtual community meetings, meetings with Homeowner's Associations, neighbor agencies, and other interested groups. FEMA does not stipulate the duration of public input, but that it should be long enough to allow meaningful participation. Similar efforts have ranged from 15 calendar days to two months in length; we have assumed two months herein. WEBB will prepare a letter and preliminary distribution list for e-mailed letters sent by the District to local agencies and organizations. FEMA recommends providing equal access to the information by all persons; therefore, if the District will require translation of information, then WEBB can provide a budget augment for that service. WEBB will assist the District in revising the plan to respond to public input received during the public comment period of the draft plan (this does not include a formal Response to Comments document). Documentation of all community outreach efforts will be attached to the plan.

### **Task 4. Formal Review, Adoption, and Approval of Plan**

The plan must be reviewed by the State Hazard Mitigation Officer (SHMO) as well as FEMA. WEBB will prepare for the District the third draft plan (incorporating public and staff input on the second draft plan) in electronic format, with a cover letter and completed FEMA Review Tool for submission to California Governor's Office of Emergency Services (CalOES) who is the SHMO. CalOES will provide feedback and then forward the plan to FEMA for review. WEBB will assist in making revisions to the plan based on comments from CalOES and FEMA reviews. FEMA will then issue an Approval Pending Adoption letter, which at such time the District may then bring the plan to the Board of Directors for adoption of the plan. WEBB will forward said adoption resolution to FEMA, and FEMA will provide a final approval that WEBB will incorporate into the Final Plan. This task includes up to 10 hours to coordinate with CalOES and FEMA after submittal of the final plan document to ensure the plan is processed appropriately.

### **Task 5. Project Management**

This task provides for the effort to manage the project including budget, schedule, staff, as well as regular internal meetings, and invoicing. In addition, our budget assumes one 1-hour meeting with the District per month in addition to the Project Team Meetings.

### **Task 6. Benefit Cost Analyses**

Upon authorization from the District, this task includes preparing Benefit-Cost Analyses (BCA's) for up to five (5) District projects that have known costs using FEMA's Benefit-Cost Calculator. A BCA is required by FEMA for applications to FEMA's Hazard Mitigation Grant Program which makes funding available after a presidentially declared disaster. There are currently hazard mitigation funds available to "reduce effects

of climate change” pursuant to President Biden’s declaration on Aug. 5, 2021 (Release No. HQ-21-145); example projects of which include seismic retrofits for utilities. The BCA’s would be included in the report as an appendix, each accompanied by a brief technical memo.

### **Task 7 Attendance at Board of Directors Meeting for Plan Approval**

Upon authorization from the District, this optional task includes Webb’s effort to prepare a brief powerpoint presentation and attend the District’s Board of Directors meeting in-person for approval of the Hazard Mitigation Plan.

### **Deliverables**

- First, second, third, and fourth draft plans.
- Final plan.

### **Additional Services**

Services which are not specifically identified herein as services to be performed by WEBB are considered Additional Services for the purposes of this Proposal. The District may request WEBB to perform services which are additional services. WEBB will perform such additional services upon execution of an amendment to the Original Agreement setting forth the scope, schedule and fee for such additional services. WEBB will also provide prior notice to the District, and obtain acceptance from same, before performing work outside the contract work scope and thereby contract budget amount.

### **PROJECT TEAM**

The WEBB primary project team members are as follows:

Contract Manager:	Brad Sackett, PE
Project Manager:	Autumn DeWoody
Lead Analyst:	Lee Reeder
GIS Support:	Virginia Waters

### **PROJECT SCHEDULE**

Our budget is based on the entire process taking up to 18 months; if more time is required, then a budget augment will be requested. The following is a preliminary schedule based on a similar project:



TASK	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18
<b>Research and Plan Writing</b>																		
Risk Assessment	X	X	X															
Prepare First, Second, Third Drafts				1	2			3		4								
<b>Planning Team Meetings</b>																		
Meeting #1		X																
Meeting #2			X															
Meeting #3				X														
Meeting #4					X													
<b>Community Outreach</b>																		
Public comment period						X	X											
<b>Formal Review, Adoption, Approval</b>																		
CalOES first review of Draft with Public Input								X										
Respond to CalOES Comments									X									
Resubmit revised draft to CalOES										X								
CalOES transmits to FEMA											X							
Respond to FEMA comments												X						
Receive FEMA Approval Pending Adoption													X					
District Board of Directors' adoption of final draft plan														X				
Submit resolution of adoption to FEMA															X			
Receive FEMA letter of approval																X		
Incorporate FEMA letter of approval and District adoption resolution into final plan.																	X	X

Mr. Ted Beckwith, P.E.  
Director of Engineering  
**Rubidoux Community Services District**  
September 6, 2023  
Page 6 of 8

**PROJECT FEE SUMMARY**

WEBB is committed to providing the highest quality service to the District for this project. Based upon the project's scope of work, our total budget is \$101,790 to be billed monthly on a time and materials basis (T&M) not to exceed the stated total without authorization. Please refer to enclosed budget breakdown.

Unforeseen additional work activities may arise as the project progresses. As such, the District may wish to allocate an additional 10-15 percent of the total services budget for allocation purposes only. A detailed man-hour breakdown of the services budget is included.

We appreciate the opportunity to be of continued service and look forward to hearing from you. If you have any questions or concerns, do not hesitate to contact me at 951-686-1070.

Sincerely,

**ALBERT A. WEBB ASSOCIATES**



**Brad Sackett, P.E.**  
**Senior Engineer**

Copy: Autumn DeWoody, WEBB

Attachments: 2022 Fee Schedule  
Budget Estimate



# Fee Schedule

## CLASSIFICATION

Engineers/Project Managers/Planners/Scientists/ Rates  
Assessment/Special Tax Consultants/Landscape Architects/Designers \$/Hour

Principal II.....	302.00
Principal I .....	287.00
Senior III .....	272.00
Senior II .....	259.00
Senior I .....	250.00
Associate III .....	233.00
Associate II .....	220.00
Associate I .....	210.00
Assistant V .....	189.00
Assistant IV .....	170.00
Assistant III .....	157.00
Assistant II .....	142.00
Assistant I .....	125.00

## Survey Services

2-Person Survey Party .....	314.00
1-Person Survey Party .....	221.00

## Inspection Services

Construction Manager II .....	274.00
Construction Manager I .....	192.00
Inspector (Non-Prevailing Wage) .....	141.00
Inspector Overtime (Non-Prevailing Wage) .....	190.00
Inspector (Prevailing Wage) .....	152.00
Inspector Overtime (Prevailing Wage) .....	200.00

## Administrative Services

Project Coordinator .....	135.00
Administrative Assistant III .....	115.00
Administrative Assistant II .....	102.00
Administrative Assistant I .....	81.00

## Other Direct Expenses

Incidental Charges .....	Cost + 15%
Postage .....	Cost
Subcontracted Services .....	Cost + 15%
Special Consultant.....	385.00
Survey/Inspection Per Diem.....	Prevailing Wage Rate
In-House Delivery Up to 1/2 hour.....	34.00
In-House Delivery 1/2 Hour up to 1 Hour.....	67.00
In-House Delivery Over 1 Hour up to 2 Hours .....	124.00
In-House Delivery Over 2 Hours .....	178.00
Survey/Inspection Vehicle .....	0.81/Mile
Mileage .....	0.72/Mile

Note: All rates are subject to change based on annual inflation and cost of living adjustments. Prevailing wages are dictated by the California Department of Industrial Relations (DIR). As such, the indicated rate will remain in effect until revised rates are published by the DIR. The rate shown shall be subject to renegotiation to remain in compliance with State requirements if prevailing wages are increased by the DIR.

\* A FINANCE CHARGE of 1 ½ % per month (18% per year) will be added to any unpaid amount commencing thirty (30) days from invoice date. A mechanic's lien may be filed for any invoice remaining unpaid after thirty (30) days from invoice date.



## Local Hazard Mitigation Plan Rubidoux Community Services District

Item	Description	Bradley Sackett Principal II	Autumn DeWoody Associate II	Lee Reeder Associate I	Virginia Waters Assistant II	Total Hours	Expenses	Total/task <sup>1</sup>
	<b>Billout Rate</b>	\$ 302	\$ 220	\$ 210	\$ 142			
		<b>39</b>	<b>116</b>	<b>266</b>	<b>58</b>	<b>479</b>	<b>\$400</b>	<b>\$ 101,790</b>
Task 1	Research and Plan Writing and QC	4	20	80	20	124		\$ 25,250
Task 2	Planning Team Meetings (4)	4	12	40	4	60		\$ 12,820
Task 3	Community Outreach	4	15	40	16	75		\$ 15,180
Task 4	Formal Review, Adoption, Approval	4	20	30	8	62		\$ 13,040
Task 5	Project Management	18	36	12	4	70		\$ 16,440
Task 6	FEMA Benefit-Cost Analysis (up to 5)	3	10	60	4	77		\$ 16,270
Task 7	Attend Board of Directors meeting w/ presentation	2	3	4	2	11		\$ 2,390
Expenses <sup>2</sup>	Mileage						\$400	\$ 400
<b>Total</b>		<b>39</b>	<b>116</b>	<b>266</b>	<b>58</b>	<b>479</b>	<b>\$400</b>	<b>\$ 101,790</b>

1. Rounded to the nearest \$10.

2. Includes expenses for mileage. Other authorized and reimbursable expenses will have markup of 15%.

## Scope of Services and Cost Proposal

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TO: Ted Beckwith, Director of Engineering

FROM: Noelle Anderson, Michael Baker International  
Michael Yaffe, Michael Baker International  
Richard Beck, Michael Baker International

DATE: October 6, 2023

SUBJECT: Response to Request for Proposal for Local Hazard Mitigation Plan

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Michael Baker International, Inc. (Michael Baker) is pleased to submit the enclosed scope and cost proposal to prepare the Rubidoux Community Services District (CSD) Local Hazard Mitigation Plan (LHMP), in response to a request from Mr. Ted Beckwith, Director of Engineering. As part of our response, please find below a brief description of qualified staff ready and available to complete the requested scope of work, samples of similar work products and a scope and cost proposal.

Based on our conversation with Mr. Beckwith, our proposed scope streamlines the LHMP preparation process in accordance with the updated FEMA Local Mitigation Planning Policy Guide (released April 19, 2022 and effective April 19, 2023). ***Our team prepared and processed the first LHMP in California to be approved under the new policy guidance.*** Thus, the Michael Baker team offers a carefully crafted scope and fee in accordance with latest practices and regulatory guidance.

We also understand the Rubidoux CSD's interest in preparing an approved LHMP to meet hazard mitigation grant funding criteria, specifically to conduct reservoir improvements within the Rubidoux CSD jurisdiction. Michael Baker's approach specifically aligns mitigation actions with specific funding resources, including FEMA grant programs. As Rubidoux CSD has specific hazard mitigation projects in the pipeline for grant funding opportunities, our team will prioritize these actions to facilitate future grant applications. We welcome the opportunity to further discuss our approach outlined below.

### Qualified Staff



**Noelle Anderson** – Noelle will serve as Project Manager and the Point of Contact for this effort. She has prepared several LHMP updates in the southern California region, including Elsinore Valley Municipal Water District, Irvine Ranch Water District, and Municipal Water District of Orange County. Her skill set includes identifying community hazards, evaluating past mitigation measures to develop future mitigation strategy, plan implementation and maintenance. She is also experienced in developing hazard-focused and resilience-based community engagement programs, and is IAP2 Foundations trained. Further, Noelle is also experienced in dam/reservoir emergency preparedness and has prepared over a dozen approved Emergency Action Plans in California. Noelle's additional experience in public policy planning documents bolsters her hazard and emergency management services.



**Michael Yaffe, AICP, PP, GISP, ENVSP** – Michael will serve as project oversight and QAQC Manager. His experience includes oversight in developing hazard mitigation plan updates, analysis of vulnerability by modeling future conditions, developing standardized risk assessment methodology to assist local resiliency planning, developing standard cost benefit analysis methodologies to be applied across program regions, and grant management including program materials organization and administrative services.



**Richard Beck, CEP, PWS, CPESC®, CERP** – Richard Beck will serve as the Project Principal for this work effort. He has extensive experience in the regulatory and environmental disciplines, specifically associated with natural disasters associated with flood and fire. He successfully leads federal, state, local, and private sector clients through natural-resource regulations such as the Clean Water Act, California Porter-Cologne Act, California Fish and Game Code, Endangered Species Act, and the California Coastal Act. Many of these regulations are applicable to emergency prevention as well as post-emergency activities. Mr. Beck focuses on resiliency projects along the California coastline where sea level rise and adaption planning is required as well as projects statewide that require significant planning and maintenance to reduce fuel loading associated with wildlife. Mr. Beck recently managed a \$3.8 million dollar emergency response project with CalRecycle, a project associated with the significant Northern California fires in 2020.

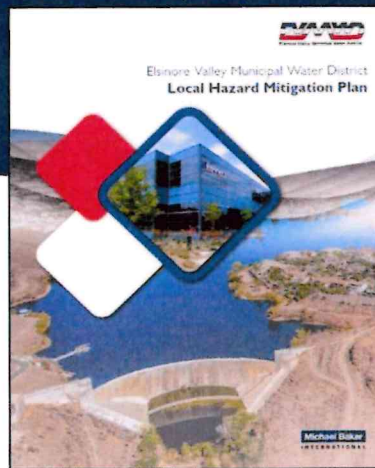
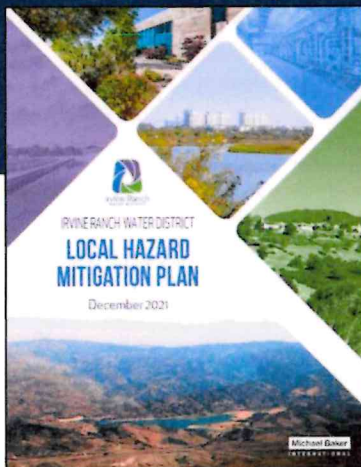
## Representative Projects

Michael Baker brings unique and specialized hazard mitigation planning experience specifically for water districts to the benefit of Rubidoux CSD. Our team is aware of common hazards and vulnerability faced by our local water purveyors, and brings a suite of best-in-class mitigation actions to mitigate threats from natural disasters. Included below is a selected list of recent hazard mitigation plans for water districts in southern California:

**Michael Baker has completed 45+ Hazard Mitigation Plans in the past 5 years**

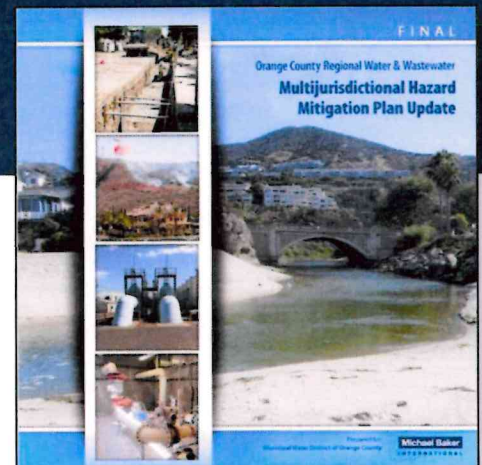
### Local Hazard Mitigation Plans

- Irvine Ranch Water District (2021)
- Elsinore Valley Municipal Water District (2022)



### Multi-Jurisdictional Hazard Mitigation Plans

- Municipal Water District of Orange County, with 19 Jurisdictional Partners



## Scope of Work

### TASK 1.0: LHMP PLANNING/DEVELOPMENT PROCESS

Michael Baker will conduct a kick-off meeting (virtual) with the Rubidoux CSD Project Management Team to review and refine the proposed scope of work, anticipated project schedule, communications protocol, and deliverables, discuss staff expectations, and have an initial discussion of data needs and the community outreach approach. Michael Baker will lead and facilitate this meeting, including the preparation of meeting agendas, topics of discussion, and meeting minutes. The discussion will focus on the required research and analysis to prepare the LHMP and ensure consistency with FEMA's Local Multi-Hazard Mitigation Planning Guidance published on April 19, 2022. Within ten days of the kick-off meeting, Michael Baker will prepare a meeting summary with project objectives, action items, project schedule, milestones, and anticipated dates for public meetings.

As part of the kick-off meeting, Michael Baker will assist the Rubidoux CSD Project Management Team with the identification and organization of background resource documents. Applicable resource documents to be identified may include, but are not limited to, existing Capital Improvement Plans, Emergency Operations Plan/Emergency Action Plans, and any other hazard-related assessments.

The Rubidoux CSD shall provide Michael Baker with GIS facility data, along with any mapped hazard-related data for use in identifying vulnerabilities. At this time, sensitive data shall be identified as confidential and will be excluded from publicly accessible documents. Michael Baker will conduct a comprehensive review of all existing planning documents provided by the Rubidoux CSD.

#### **Deliverables**

- Kick-Off Meeting agenda and summary
- Formal schedule
- List of data requirements and data review

### TASK 2.0: RISK AND VULNERABILITY ASSESSMENT

The purpose of the risk assessment is to account for changed vulnerabilities of identified natural and human-caused hazards, including climate change. Results from the risk assessment will form the foundation for the mitigation strategy. Michael Baker will conduct the risk assessment step-by-step, beginning with development of hazard profiles, and concluding with an analysis of vulnerabilities and capabilities.

#### **Task 2.1: Hazard Identification and Profiles**

Michael Baker will prepare hazard profiles, based on input received by the Project Management team and other stakeholders. Each profile will include a definition of the hazard, location and extent of past occurrences, the probability of future occurrences, and climate change considerations, as appropriate. Preparation of the hazard profiles and risk assessment will include GIS mapping of relevant hazards (those that can be mapped) and analysis to determine areas of potential susceptibility within the Rubidoux CSD jurisdiction.

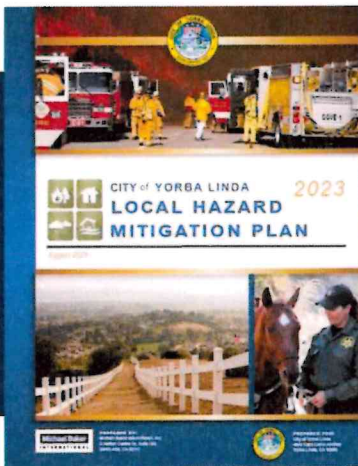
Michael Baker takes a unique approach to profiling and incorporating climate change into the LHMP. In recognizing that many natural hazards (flood, drought, etc.) are closely related to climate change, Michael

Baker integrates an in-depth analysis of this correlation on a hazard by hazard basis. The climate change impacts will focus on localized hazards to the Rubidoux CSD rather than the global impacts. This prevents redundancy in the LHMP and allows for all potential impacts and/or vulnerabilities to be evaluated with consideration for climate change.

### Task 2.2: Hazard Mapping

Michael Baker will prepare GIS base maps and develop hazard mapping to support the hazard profiles. Location-based hazard data will be captured in a GIS database compatible with the Rubidoux CSD's systems. The Michael Baker team will work with the Rubidoux CSD to identify available GIS data and determine accuracy and appropriateness for hazard profiling. Current and newly created (as needed) data will be used to develop mapping products to illustrate location, extent, severity, and other information for potential hazards within the service area. The preparation of maps will be concurrent with development of hazard profiles.

Concurrent with preparation of the hazard maps, Michael Baker will assist the Rubidoux CSD in updating the critical facilities list as part of the risk assessment. For purposes of the LHMP, critical facilities will focus on community lifelines, such as essential water/wastewater infrastructure and other CSD real estate assets. While critical facilities will be shown in map form, a separate list will be created for inclusion in the LHMP; preparation of this list is a vital component of the hazard mitigation planning process. Information needed from the Rubidoux CSD includes building and content valuation to assist with the quantification of potential losses.



“ Your mapping products, including locations of critical facilities, are very strong. They provide a clear visual understanding of which structures and critical facilities directly intersect with hazard areas.

- Annika Braucher, Community Planner  
FEMA Plan Review on the Michael Baker  
prepared Yorba Linda LHMP (2023)

### Task 2.3: Vulnerability Assessment

Upon completion of the hazard profiles, Michael Baker will prepare a vulnerability assessment, using the approved critical facilities list and hazard profiles. The vulnerability assessment will consist of an analysis overlaying these two data sets and identifying the facilities that are vulnerable to the profiled hazards. The vulnerability assessment will include the following, based on data availability:

- Types/numbers of buildings, infrastructure, and critical facilities located within identified hazard areas
- An inventory of all repetitive flood loss structures, as defined by FEMA, if applicable



- Description of land uses and development trends to advise future land use decisions

The results will be presented in tables identifying facilities/infrastructure and relevant hazards most likely to affect these facilities. Exhibit maps will correspond to this latest information. Upon completion, both the hazard profiles and vulnerability assessment will be presented to LHMP Project Management Team and stakeholders for review and comment.

In addition, Michael Baker will evaluate the impacts of natural hazards to vulnerable populations. Our team will work with Rubidoux CSD to identify any formally designated Disadvantaged Communities (DACs) or Social-Vulnerable Populations (SVPs) within the service area. Michael Baker will conduct a thorough analysis of vulnerable populations within the Rubidoux CSD service area to better inform mitigation actions directed at increasing capabilities and capacities to assist or respond during a disaster incident.

Hazus modeling and loss estimation using Hazus is specifically excluded from this scope; such modeling can be conducted for the Rubidoux CSD under a separate scope and fee.

#### **Task 2.4: Capabilities Assessment**

A capabilities assessment is a comprehensive review of all the various policies, plans, programs, and procedures that assist in hazard mitigation activities. This section provides an understanding of the capabilities and tools currently available to the Rubidoux CSD service area, as well as local, state, federal agencies, that contribute to hazards reduction. The LHMP stakeholders will help identify capabilities to inform the planning process.

#### **Deliverables**

- Hazard Identification and Profiles (Word Document)
- Hazard Mapping (PDF, jpeg)
- Vulnerability Assessment (Word Document)
- Capabilities Assessment (Word Document)

### **TASK 3.0: HAZARD MITIGATION PLAN STRATEGY AND MAINTENANCE PROCESS**

Drawing on the hazard identification, analysis, and assessment of vulnerability and capabilities in the community, the Michael Baker team will prepare a mitigation action strategy for the Rubidoux CSD service area. The team will engage the LHMP stakeholders and Rubidoux CSD staff in development and review of goals and mitigation actions.

#### **Task 3.1: Identify LHMP Goals**

Working with the LHMP stakeholders, goals will be identified to ensure adequate communication of desired end states and provide a foundation for meaningful hazard mitigation actions. Goals will define the long-term outcomes the Rubidoux CSD would like to achieve with the LHMP.

#### **Task 3.2: Develop/Confirm Mitigation Strategies and Actions**

The Michael Baker team will develop a comprehensive range of potential mitigation actions, that will reduce the impacts of each profiled hazard. Mitigation actions will be developed with consideration for potential future state or federal funding through capital improvement bond programs and/or mitigation grant programs. Based on FEMA guidance, mitigation actions and projects refer to hazard mitigation

action, activity, process, or physical project designated to reduce or eliminate the long-term risks from hazards. Mitigation actions are intended to reduce risk to existing buildings and infrastructure, as well as limit any risk to new development and redevelopment.

### **Task 3.3: Mitigation Action Prioritization and Matrix**

Michael Baker will develop mitigation actions based upon discussions and feedback from the Rubidoux CSD and LHMP stakeholders. Michael Baker will develop a process to prioritize identified mitigation actions, such as consideration of the following:

- Social acceptance of the mitigation action
- Technical feasibility of the mitigation action
- Administrative staffing, funding, and maintenance required for the mitigation action
- Political acceptability of the mitigation action
- Legal authority to implement the mitigation action or other legal concerns
- Economic benefit of the mitigation action (including cost effectiveness)
- Environmental impact of the mitigation action

Mitigation strategy prioritization and implementation will be discussed as part of the LHMP Project Team meeting. Michael Baker will work with the LHMP Project Team to identify the following information as part of the mitigation actions table:

- Responsible Department(s): The agency/department which will be responsible for the action identified.
- Potential Funding Source: Sources of future funding that can be used to implement the action.
- Priority: General priority of the action (high, medium, low), based on team input.
- Relative Cost: The relative cost to implement the action, based on cost categories determined by the LHMP Project Team.

Mitigation actions without internal Rubidoux CSD funding sources will be marked and brought to the attention of the Rubidoux CSD. The Michael Baker team of public finance experts will review mitigation actions to identify appropriate funding resources, including grants, bonds, or low interest loans. Identified grants will not be limited to Cal OES/FEMA programs, but will evaluate the comprehensive suite of local, state, and federal funding options available to the Rubidoux CSD. The timing, availability, and competitiveness of each funding resource will be evaluated to inform mitigation action prioritization.

### ***Deliverables***

- Hazard Mitigation Goals (Word Document)
- Develop Mitigation Strategies and Actions (Word Document)
- Mitigation Action Prioritization and Matrix (Word Document)

### **TASK 4.0: MONITORING, IMPLEMENTATION AND CONTINUED PUBLIC INVOLVEMENT**

Michael Baker will establish a plan maintenance process, including how the Rubidoux CSD will monitor, evaluate, implement, and update the LHMP. Michael Baker will prepare a chapter that identifies the process to ensure the plan is implemented and maintained over the five-year plan period. The chapter will also describe how the mitigation plan elements will be incorporated into other planning mechanisms, as well as how the public will continue to remain involved throughout the future planning process.

**Deliverables**

- Plan Maintenance and Monitoring Process (Word Document)
- Continued Public Involvement Strategy (Word Document)

**TASK 5.0: LHMP FOCUSED COMMUNITY OUTREACH**

The community engagement below is recommended as a minimum to meet Cal OES/FEMA requirements for the LHMP preparation process. Each outreach effort will be thoroughly documented for incorporation into the LHMP Appendix, including meeting presentations, agendas, pictures, and minutes. Additional workshops or focus groups can be added through an additional scope and fee.

**Task 5.1: Community Survey**

Michael Baker will develop an online survey, compile survey results, and provide a detailed summary of input received. The survey will be provided through SurveyMonkey®. The survey will include multiple-choice questions, ranking/rating scales, and open-ended questions, all specifically designed to inform the LHMP planning process. Michael Baker will coordinate with the Rubidoux CSD to make the survey link available on the Rubidoux CSD 's website. The Rubidoux CSD will be responsible for distributing and promoting the survey through the E-newsletter, email list serves, and/or social media.

**Deliverables**

- Community Survey Link (Survey Monkey, electronic)
- Community Survey Summary (Word Document, PDF)

**Task 5.2: Web Content and Graphics**

Online outreach provides a cost-effective means for reaching stakeholders and interested members of the public throughout the process. Michael Baker will assist the Rubidoux CSD in developing web content and graphics that can be used on the Rubidoux CSD website or on a webpage that is specifically dedicated to the LHMP. The webpage content will provide information about the LHMP, including the planning process, meeting dates, access to community outreach summaries and draft plan documents when available. Website visitors will have an opportunity to provide input and comment on the LHMP or ask questions. The Rubidoux CSD will be responsible for disseminating information on the plan process through the webpage and social media.

**Deliverables**

- Three community outreach graphics, including notices of availability for public review documents (jpeg)
- Webpage text content (Word Document)

**Note:** The task does not include creating, designing, and maintaining the website. It is assumed that Michael Baker will only supply the website content. If Rubidoux CSD would like Michael Baker to create a separate webpage using platforms such as Squarespace, we will provide a separate scope and budget for the added task.

**Task 5.3: Stakeholder Meeting #1 – Virtual**

Michael Baker will host a virtual meeting and presentation focused on the LHMP preparation to kick-off the plan development process. Michael Baker will work with the Rubidoux CSD to identify key stakeholders to participate in the LHMP preparation process. Recommended stakeholders include internal Rubidoux CSD staff members (such as representatives from Engineering, Finance and Operations and Maintenance Departments) and external stakeholders (customer cities, County representatives, additional utilities, and NGOs). In addition, the updated FEMA regulatory guidance requires the stakeholder group to include major employers and organizations that serve vulnerable populations in the Rubidoux CSD. Michael Baker will conduct desktop research to identify potential organizations/representatives for participation as a stakeholder on the Rubidoux CSD LHMP update.

Michael Baker assumes the Rubidoux CSD will be responsible for inviting stakeholders to participate to each meeting. Michael Baker will introduce hazard mitigation and the process, explain roles and responsibilities, provide a hazard overview, and conduct preliminary stakeholder data collection. This meeting will require two hours of participation.

***Deliverables***

- Facilitation of one stakeholder meeting via Microsoft Teams or similar platform
- One meeting presentation and content (PowerPoint)
- One agenda (PDF)
- One meeting summary (PDF)

**Task 5.4: Focus Group Meetings #1 - #4 – Virtual**

After Stakeholder Meeting #1, Michael Baker will organize individuals into four small groups for focused discussion regarding the LHMP preparation. Michael Baker will discuss preliminary results of the risk assessment, solicit feedback on critical facilities, and develop mitigation actions. Michael Baker will also solicit additional data and resources to the benefit of the Rubidoux CSD LHMP. Each focus group will cover similar topics, but tailor questions/content to the specific participants and their professional experience. After the focus group meetings have concluded, Michael Baker will fold input received into the LHMP.

***Deliverables***

- Facilitation of four focus group meetings via Microsoft Teams or similar platform
- Four meeting presentations and content (PowerPoint)
- Four agendas (PDF)
- Four meeting summaries (PDF)

**Task 5.5: Stakeholder Meeting #2 – Virtual**

Michael Baker will host a final virtual stakeholder meeting and presentation to discuss the results/findings of each focus group, the LHMP content, prioritize mitigation actions and develop a plan maintenance process. After this meeting has concluded, Michael Baker will distribute a draft LHMP to participating stakeholders for review and comment. Comments will be incorporated into the LHMP, as necessary.

***Deliverables***

- Facilitation of one stakeholder meeting via Microsoft Teams or similar platform
- One meeting presentation and content (PowerPoint)

- One agenda (PDF)
- One meeting summary (PDF)

#### **Task 5.6: Community Education Workshop #1 – In Person**

Michael Baker will facilitate one (1) workshop or pop-up event to solicit in-person input and educate the public about the LHMP preparation process. Our team will work with Rubidoux CSD to identify the appropriate outreach method, location and timing to maximize input from the community. A minimum of three Michael Baker staff members will attend. Michael Baker will design one promotional piece to publicize the opportunity to participate. The promotional piece will be provided to the Rubidoux CSD for review, and one round of revisions is assumed. The Rubidoux CSD will be responsible for the dissemination of the promotional piece through the Rubidoux CSD's website, social media platform, newsletters, printed mailings, or other methods. All outreach activities will be thoroughly documented with sign-in sheets, summaries, and pictures, for incorporation into the LHMP per Cal OES and FEMA requirements.

#### ***Deliverables***

- Facilitation of one community workshop, including Spanish interpretation services
- One meeting presentation and content (including activity-based opportunities to solicit input)
- One agenda (PDF)
- One sign-in sheet (PDF)
- One meeting summary (PDF)

#### **TASK 6.0: PLAN DRAFT AND PUBLIC REVIEW**

##### **Task 6.1: Prepare Admin Draft LHMP For Project Management Review**

Upon completion of the preceding tasks, Michael Baker will compile the information into an electronic administrative draft version of the LHMP. The Plan will include all required components, clearly responding to federal guidance for hazard mitigation plans, including documentation of the planning process. The Rubidoux CSD will be responsible for collecting and providing LHMP Project Team comments to Michael Baker at the end of the review period. Then, LHMP Project Team comments (as applicable) will be incorporated to prepare a public review draft document.

##### **Task 6.2: Prepare Public Review Draft LHMP**

Michael Baker will incorporate one consolidated set of comments/revisions on the administrative draft version of the LHMP and prepare the public review draft LHMP. The draft document will be made available to the public for any comment and feedback to be incorporated into the LHMP prior to submitting to Cal OES and FEMA for review. The public review draft LHMP will also be distributed to relevant stakeholders and members of the public for comment. Michael Baker anticipates a minimum 14-day public review period, with the LHMP made available on the Rubidoux CSD 's website and up to two (2) hardcopies available at locations within the Rubidoux CSD district offices (if desired).

##### **Task 6.3: Prepare Plan Submittal For CAL OES/FEMA Review**

After the public review period has completed, Michael Baker will initiate the Cal OES/FEMA review process for LHMP approval. This process requires draft plan submittal to Cal OES/FEMA prior to adoption by the local jurisdiction. As such, Michael Baker will compile all comments received on the public review draft

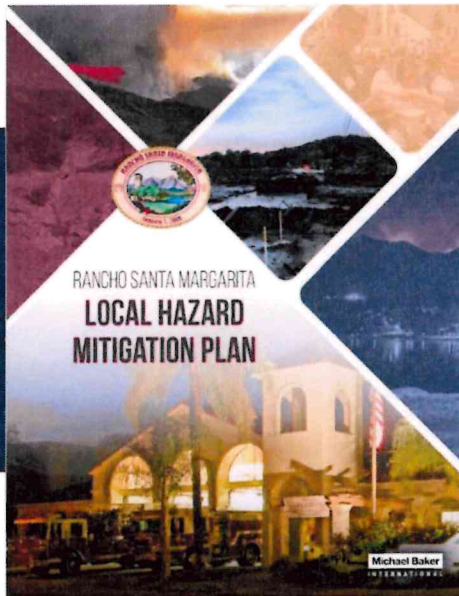
LHMP for inclusion as an appendix item and revise the LHMP, as necessary. The LHMP will then be submitted to Cal OES for initial review; the Michael Baker team will address any comments/concerns from Cal OES before the final LHMP is submitted to FEMA for formal review. Michael Baker will also prepare the FEMA Hazard Mitigation Plan Review Tool that will accompany the Cal OES and FEMA submission.

#### **Task 6.4: Obtain Conditional Approval Pending Adoption From FEMA**

If comments are provided by Cal OES and/or FEMA, requiring plan revisions, the Michael Baker team will revise the LHMP prior to adoption by the Rubidoux CSD. In the past, Michael Baker has successfully completed plans that did not require revisions or required only minor revisions by FEMA prior to adoption, which is our goal for the Rubidoux CSD LHMP. If revisions are necessary, Michael Baker will work with Cal OES and FEMA and perform all necessary follow-up tasks to ensure an "approvable pending adoption" (APA) determination.

#### **Deliverables**

- Administrative Draft LHMP (Word Document, PDF)
- Public Review Draft LHMP (Word Document, PDF)
- Cal OES LHMP Submittal (Word Document, PDF)
- FEMA LHMP Submittal (Word Document, PDF)
- Conditional Approval Pending Adoption Letter from FEMA (PDF)



“ [Cal OES] was VERY complimentary about the LHMP. She said it is a terrific plan, very well done, and wanted to know who our consultant is so she can recommend to others accordingly.

- Wendy Starks, Principal Planner regarding FEMA Plan Review on the Michael Baker prepared Rancho Santa Margarita LHMP (2020)

#### **TASK 7.0: PUBLIC HEARINGS AND ADOPTION**

Once the LHMP has received an APA determination, Michael Baker will assist the Rubidoux CSD with presenting the final LHMP to the Board of Directors for adoption. As required by FEMA, the Rubidoux CSD Board of Directors must formally approve the LHMP by resolution within one calendar year of receipt of FEMA APA designation. Michael Baker will also assist the Rubidoux CSD in presenting the LHMP for approval by resolution. A minimum of two Michael Baker staff members will attend the adoption by resolution hearing. After Rubidoux CSD adoption by resolution, Michael Baker will submit the final LHMP to FEMA. Five Final hard copies of the final LHMP will be transmitted to the Rubidoux CSD.

### **Deliverables**

- Attendance at one Rubidoux CSD Board of Directors LHMP hearing (two staff members)
- Informational Presentation and handouts (PowerPoint, PDF)
- Formal approval letter from FEMA (PDF)
- Five hard copy LHMPs (printed)

## **Schedule**

Assuming Notice to Proceed (NTP) is received by November 1, 2023, Michael Baker anticipates a nine month schedule for preparation and approval of the LHMP. Refer to Attachment B for detailed task and schedule projections. By May 2024, Michael Baker will submit the LHMP to Cal OES/FEMA for review and approval. Both Cal OES and FEMA have variable review periods, dependent on the plan review backlog, as well as the timing of natural hazard events outside of both Michael Baker and the Rubidoux CSD's control. Michael Baker frequently coordinates with both agencies and has personal relationship with plan checkers. While a specific or exact timeframe for review cannot be guaranteed, Michael Baker leverages these existing relationships to ensure a timely plan check effort.

## **Proposed Fee**

Michael Baker will complete these services for a fixed fee not-to-exceed \$97,150. A detailed cost breakdown by task is included as Attachment A.

We are pleased to submit the proposed scope, schedule, and cost to meet the needs and expectations of the Rubidoux CSD. If you have any questions, please feel free to contact us.

Sincerely,

**MICHAEL BAKER INTERNATIONAL, INC.**



Richard Beck, Principal-in-Charge  
Vice President - Practice Executive  
(949) 855-3687 | rbeck@mbakerintl.com



Noelle Anderson, Project Manager  
Planning/Environmental Services  
(949) 633-6183 | noelle.steele@mbakerintl.com

ATTACHMENT A  
Detailed Cost Proposal by Task



	Principal in Charge	Project Manager	QA/QC	Hazard Mitigation Planner	Planning Associate	GIS Analyst	Total Hours	Total Cost
	\$220	\$165	\$210	\$115	\$100	\$145		
<b>1.0 LHMP PLANNING/DEVELOPMENT PROCESS</b>								\$3,900
1.0 LHMP Planning/Development Process	2	8	2	8	8		28	\$3,900
<b>2.0 RISK AND VULNERABILITY ASSESSMENT</b>								\$17,910
2.1 Hazard Identification and Profiles		8	2	10	20		40	\$4,890
2.2 Hazard Mapping		2	4	10	8	20	44	\$6,020
2.3 Vulnerability Assessment	2	8	2	10	8	12	42	\$5,870
2.4 Capabilities Assessment		2			8		10	\$1,130
<b>3.0 HAZARD MITIGATION PLAN STRATEGY</b>								\$14,320
3.1 Update LHMP Goals		2		6			8	\$1,020
3.2 Develop/Confirm Mitigation Strategies and Actions	2	10	2	12	40		66	\$7,890
3.3 Mitigation Action Prioritization and Matrix	4	10	2	4	20		40	\$5,410
<b>4.0 MONITORING, IMPLEMENTATION AND CONTINUED PUBLIC INVOLVEMENT</b>								\$2,050
4.0 Monitoring, Implementation and Continued Public Involvement		2		8	8		18	\$2,050
<b>5.0 COMMUNITY ENGAGEMENT</b>								\$30,540
5.1 Community Survey		2		16	16		34	\$3,770
5.2 Web Content and Graphics		6		8	8		22	\$2,710
5.3 Stakeholder Meeting #1 - Virtual		8	2	8	8	4	30	\$4,040
5.4 Focus Group Meetings #1 - #4 - Virtual		20		16	20		56	\$7,140
5.5 Stakeholder Meeting #2 - Virtual		8	2	8	8	4	30	\$4,040
5.6 Community Education Workshop #1 - In Person	2	16	6	8	30	4	66	\$8,840
<b>6.0 PLAN DRAFT AND PUBLIC REVIEW</b>								\$21,640
6.1 Prepare Admin Draft LHMP for Project Management Review	2	8	2	20	20	10	62	\$7,930
6.2 Prepare Public Review Draft LHMP	2	8	2	20	20		52	\$6,480
6.3 Prepare Plan Submittal for Cal OES/FEMA Review		2	2	20	20		44	\$5,050
6.4 Obtain Conditional Approval Pending Adoption from FEMA	2	8	2				12	\$2,180
<b>7.0 PUBLIC HEARINGS AND ADOPTION</b>								\$3,790
7.0 Public Hearings and Adoption	2	10	4	4	4		24	\$3,790
<b>TOTAL HOURS</b>	<b>20</b>	<b>148</b>	<b>36</b>	<b>196</b>	<b>274</b>	<b>54</b>	<b>728</b>	
<b>LABOR COSTS BY TASK</b>	<b>\$4,400</b>	<b>\$24,420</b>	<b>\$7,560</b>	<b>\$22,540</b>	<b>\$27,400</b>	<b>\$7,830</b>		
							<b>SUBTOTAL</b>	<b>\$94,150</b>
							<b>OTHER DIRECT COSTS (ODC)</b>	<b>\$3,000</b>
							<b>TOTAL COST</b>	<b>\$97,150</b>



ATTACHMENT B  
LHMP Schedule - GANTT Chart

	November				December				January				February				March				April				May				June				July																																			
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4																												
<b>1.0 LHMP PLANNING/DEVELOPMENT PROCESS</b>																																																																				
1.0 LHMP Planning/Development Process																																																																				
<b>2.0 RISK AND VULNERABILITY ASSESSMENT</b>																																																																				
2.1 Hazard Identification and Profiles																																																																				
2.2 Hazard Mapping																																																																				
2.3 Vulnerability Assessment																																																																				
2.4 Capabilities Assessment																																																																				
<b>3.0 HAZARD MITIGATION PLAN STRATEGY</b>																																																																				
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\*Task 6.4 and 7.0 require Cal OES and FEMA review/plan check to proceed. Review times can vary significantly based on factors outside of the client and Michael Baker's control, including plan backlog and response to natural disasters. Thus, Michael Baker cannot guarantee a specific review schedule. Our team has experienced recent plans review turn arounds within the 8 - 12 week mark, and prioritizes expediting this process by preparing excellent LHMPs receiving minimal comments/feedback from Cal OES/FEMA. Michael Baker has an excellent track record in preparing LHMPs receiving minimal or no comments during the review process, and successfully prepared the first LHMP in California to be approved under the new policy guidance. This schedule assumes Notice to Proceed (NTP) is received by November 1, 2023. Michael Baker can provide an updated schedule if NTP varies from this date.



**Sturdivan Emergency Management, SEMC, LLC**  
Training Grants Water Industry Solutions

Mr. Ted Beckwith  
Director of Engineering  
Rubidoux Community Services District

October 1, 2023

Re: Request for: Proposal to Hazard Mitigation Plan

Dear Mr. Beckwith

### **Statement of Understanding**

The Code of Federal Regulations Title 44, Section 201.6 (44CFR201.6-.21) defines the requirements for local mitigation plans, and Sturdivan Emergency Management Consulting (SEMC) understands that the Robidoux Community Services District (District) needs to develop a new Local Hazard Mitigation Plan (LHMP) that meets the new Federal Emergency Management Agency (FEMA) requirements and regulations, that took effect June 19, 2023. We understand the importance of planning for adversity that effective water/wastewater services, must can be maintained to the greatest extent, practical, during crisis situations.

### **Statement of Qualifications**

Mr. Sturdivan has 24 years of experience working at a medium sized water/wastewater utility in Southern California. He has a vast knowledge in Emergency Management, Emergency Preparedness, Hazard Mitigation Planning, Vulnerability Assessment Planning , as well as Federal Emergency Management Agency (FEMA) documentation, FEMA reimbursement and has an extensive background with State Revolving funding and FEMA, DHS Funding Programs.

Mr. Sturdivan has worked in the State of California Southern Operation Center on various occasions and in the State Operations Center on two occasions. Mr. Sturdivan was a member of the USGS planning team for Golden Guardian 2008 and is one of the signers of the document and California, Shake Out. Mr. Sturdivan was Region 6 Chair of CalWARN and was the Vice-Chair of the CalWARN State Steering Committee for 6 years. Mr. Sturdivan was the Editor of the American Water Works Association G-440 Emergency Planning Standard that was adopted by the National Institute of Standards and Technology and was the first Editor of the AWWA M-19

P.O. Box 7850 Surprise, AZ 85374      Cell: 909-658-5974

[gsturdivan@SEMCLLC.com](mailto:gsturdivan@SEMCLLC.com)



**Sturdivan Emergency Management, SEMC, LLC**  
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rewrite committee, which was released in 2016. Mr. Sturdivan was a Beta Tester for the AWWA J-100 Risk Analysis and Management for Critical Asset Protection (RAMCAP), an On-line training Module and Manual. The J-100 RAMCAP was later adopted by the U.S.E.P.A and FEMA as the tool for Risk Analysis and Management for critical Asset Protection in the water sector.

### **Project Approach and Methodology**

An LHMP looks at the vulnerabilities to natural hazards only and exposures to specific risks to the water wastewater infrastructure and to the agency's organization. The purpose of the LHMP is to evaluate how potential hazard damages from these vulnerabilities can be mitigated to reduce the adverse effects. SEMC has developed numerous plans using a consistent approach in accordance with state and federal guidelines. The specific methodology is also presented.

### **Project Approach**

CalOES and FEMA under strict FEMA guidelines (FEMA LHMP Crosswalk and Title 44 Code of Federal Regulations § 201.6 - 21) approve LHMPs. These guidelines require that plans be written in a public forum with public input. A team consisting of residents, water industry staff, and staff from other Water District is also needed. The team would view the document and give input on the identified hazards, critical infrastructure at risk, and mitigation needs for each critical asset identified. District Website would serve as a "public comment period" for the document, allowing the public to voice comments, ideas, and corrections to the LHMP, which will be sent to SEMC a notice on customer's monthly bills will advising the public about the LHMP. allowing the public to comment on the documents by emailing Mr. Sturdivan. Assure CalOES and FEMA that public comments, if any, are incorporated in the final document. The County of Riverside The Riverside Office of Emergency Management will be asked for input into the new LHMP.

After incorporating public comments, SEMC will send the new LHMP to CalOES. CalOES sends the LHMP to FEMA for approval. After FEMA approval, District Board of Directors will formally adopt the LHMP, by resolution. SEMC will forward the Resolution to CalOES, FEMA and San Bernardino County OES.

### Methodology

SEMC proposes to work with the District to set up the project team, and then conduct the following tasks:

1. Kick-off Meeting, Tour, and Project Organization
2. Community involvement
3. FEMA HAZUS disaster mapping

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4. Hazard Analysis and FEMA Evaluation Tool
5. Critical Assessment of System Facilities
6. Potential Damage Assessments and Proposed Mitigation Costs
7. Prepare Draft LHMP
8. Public Comment, public and community input
9. Deliver Final Draft LHMP to CalOES. CalOES forwards LHMP to FEMA

SEMC will obtain final Board approval of the draft LHMP, after CalOES and FEMA have approved the plan, while working in a collaborative environment with District staff and the project team. SEMC will compile information, conduct meetings, transact public questions and answers, lead public comment periods and prepare the Draft LHMP suitable for submittal to CalOES.

#### **Task 1 – Kick-off Meeting, Tour, and Project Organization**

The project team will be established with the District. SEMC, District staff, management. SEMC will be given a guided tour of the District's water/wastewater system infrastructure, and then participate in a project kick-off meeting with the project team. District Staff will put pertinent documents and/or Power Point slides on the District's web site. Announcements will be placed on the District's web site and on customer bills before asking for public input. Questions from the public should be routed to SEMC and SEMC can provide answers to the comments. If comments are received that are not related to the LHMP the comments will be directed to District staff.

#### **Task 2 –FEMA Crosswalk Evaluation**

SEMC will conduct an analysis of the infrastructure as the basis for the LHMP. The draft LHMP will be prepared in accordance with 44CFR201.6 and SEMC will conduct a meeting with the project team to verify compliance is achieved and the proper vulnerabilities are identified using the FEMA Crosswalk procedure.

All information will be posted on the District Website for public view and comment.

#### **Task 3 - Critical Assessment of System Facilities**

SEMC will finalize the critical assessment of the District's water facilities and present the critical items along with proposed mitigation measures that should be taken for each, with the help of the project team. These items will be presented to the project team for review and input. The final list will be presented in a progress meeting at the beginning of Team Meetings on Zoom. District Staff will post appropriate items on the District web page asking for Public comment. Public questions may be sent to SEMC, and we can provide answers to the District for their official response.

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#### **Task 4 - Potential Damage Assessments and Proposed Mitigation Costs**

Facility replacement costs from damage assessments and corresponding mitigation costs will be developed for review with the project team. SEMC will facilitate a project team review to develop a consensus on these cost estimates and will ask District staff to supply insurance information on facilities. SEMC will present the results for public comment. Appropriate documents may be placed on District web site, asking for comments and questions. Public questions may be sent to SEMC and we can provide answers to the District for their official response.

#### **Task 5 – Prepare Draft LHMP**

The Draft LHMP will be delivered to the project team for review and comment. The comments will be addressed in a team meeting. The Draft LHMP will be placed on District web site by District staff. Questions may be sent to SEMC and SEMC will answer questions.

#### **Task 6 – Public Comment**

Public comments will be done by email. SEMC will incorporate all public comments into the LHMP, when appropriate. The comments will be recorded, and responses will be provided to the extent practical by SEMC.

#### **Task 7 – Final Draft LHMP**

SEMC will prepare the Final Draft LHMP. The Board of Directors **WILL NOT** need to adopt this document prior to submittal to CalOES or FEMA. Any changes required by CalOES or FEMA are covered by SEMC in this quote.

#### **Deliverables**

The following item will be delivered to the District:

1. Project meeting handouts in electronic formats;
2. Written responses to questions via e-mail or technical memos in electronic formats;
3. Results of identified hazards and proposed mitigation measures in electronic formats;
4. Results of budget evaluations in electronic formats;
5. Draft LHMP and public comment
6. Final Draft LHMP.

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Each task will require approximately one month to complete. This may vary if review comment periods are extended or review meetings are postponed. As such, the overall timeline is anticipated to be six (6) months. This does not include the time for CalOES and FEMA to approve the plan.

Please be advised: CalOES approval could take 6 months after submission to ask for revisions to the LHMP. FEMA takes 45 days, after the LHMP is received to ask for revisions before final approval to obtain final approval of the document. Once the final approval is received, the IEUD Board of Directors will adopt the LHMP by resolution at the end of FEMA approval.

**Budget/Fees**

SEMC will complete the new LHMP for the budgeted amount of \$78,900.01. SEMC will invoice the District after the kick-off meeting. SEMC will divide each invoice into equal parts of \$11,271.43 for the 7 months. If, the projects move's forward at a faster pace, the District my receive two invoices in one month.

SEMC will be the main contact for CalOES and FEMA until CalOES and FEMA have approved the LHMP. SEMC will make changes to the document that will be required by CalOES and FEMA. SEMC will make any revisions to the document until final approval is made by FEMA.

SEMC appreciates the opportunity to work with the District and looks forward to working with District management and staff while developing and completing the LHMP. The District will send an email to CalOES and FEMA, stating SEMC has the authority to speak with and make changes to the LHMP at the request of CalOES and FEMA. If you have any questions, please contact Gary Sturdivan at 909-658-5974.

Sincerely,

A handwritten signature in black ink that reads "Gary Sturdivan". The signature is fluid and cursive, with the first name being more prominent.

P.O. Box 7850 Surprise, AZ 85374

Cell: 909-658-5974

[gsturdivan@SEMCLLC.com](mailto:gsturdivan@SEMCLLC.com)



**Sturdivan Emergency Management, SEMC, LLC**  
Training Grants Water Industry Solutions

Gary Sturdivan  
October 1, 2023  
CEO/Owner  
Sturdivan Emergency Management Consulting, LLC  
A California, LLC 82-3134184

Approved By Rubidoux Community Services District

Approved by \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Cell: 909-658-5974

[gsturdivan@SEMCLLC.com](mailto:gsturdivan@SEMCLLC.com)



September 29, 2023

This proposal from Emergency Planning Consultants (EPC) responds to the inquiry from Rubidoux Community Services District dated September 29, 2023, to prepare a Local Hazard Mitigation Plan (LHMP). It has been my honor to have written more than 130 FEMA-approved hazard mitigation plans. Most importantly, EPC has authored several LHMPs in the vicinity of the District including Jurupa Community Services District, Cucamonga Valley Water District, and City of Fontana.

Hazard mitigation planning has been at the very core of “recovery planning” for decades but the Disaster Mitigation Act of 2000 elevated the importance of developing pre-disaster mitigation activities. Mitigation activities include projects, programs, and plans that assist with minimizing or eliminating threats associated with hazards. Since the passage of DMA 2000 there have been numerous case studies proving that the steps taken ahead to minimize and/or eliminate risks have greatly reduced damage and loss of life. Like wearing a seat belt in a car, mitigation has revolutionized disaster outcomes. Whether thought of as “insurance” or a “good investment”, there is no doubt that mitigation is the right thing to do. If that’s not enough incentive, federal regulations require public jurisdictions to maintain a FEMA-approved LHMP in order to be eligible for post-disaster Hazard Mitigation Grant Program funds. Additionally, recently there has been considerable discussion among other federal agencies about the future need for LHMPs to qualify for other types of post-disaster funding.

EPC maintains the outstanding qualifications required to conduct hazard research and mapping, facilitate a robust planning process, actively encourage public involvement, negotiate with the California Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) during the formal review process, and garner adoption by the District’s Board of Directors. EPC President Carolyn Harshman has enjoyed two careers: City Planning and Emergency Management. Both careers required continued improvement in professional skills of research, data collection, mapping, stakeholder involvement and community outreach, technical writing, public speaking, training design and delivery.

***Without a doubt, Emergency Planning Consultants is the subject matter expert in the field of hazard mitigation in California having written the most FEMA-approved plans in California.***

Carolyn J. Harshman is the sole proprietor of the woman-owned business known as Emergency Planning Consultants. The DBA (Doing Business As) is maintained through the County of San Diego, California.

This proposal is valid for a period of one year and is signed by the sole proprietor of Emergency Planning Consultants.

Respectfully,





Carolyn J. Harshman, MPA, CEM  
President  
Emergency Planning Consultants  
Cell: 858-922-6964  
epc@pacbell.net  
[www.carolynharshman.com](http://www.carolynharshman.com)

**Description of the Firm**

**Official name and address:**

Carolyn J. Harshman (DBA Emergency Planning Consultants) 3665 Ethan Allen Avenue, San Diego, CA 92117

**Name, address, email, and telephone number of the consultant's primary point of contact:**

Carolyn Harshman  
3665 Ethan Allen Avenue  
San Diego, CA 92117  
[epc@pacbell.net](mailto:epc@pacbell.net)  
858-922-6964

**Any failures or refusals to complete a contract and explanation:**

No.

**Project Understanding and Approach to Scope of Work**

**Statement of Project Understanding**

Emergency Planning Consultants (EPC) will draw valuable content from the Local Hazard Mitigation Plans from nearby jurisdictions including their mitigation strategy actions, plan goals, and hazard history.

A FEMA-approved LHMP will provide the District with eligibility to compete for Hazard Mitigation Grant Program funds which are made available to jurisdictions within the declared area following a Presidential Disaster Declaration. Additionally, FEMA new BRIC program (Building Resilient Infrastructure and Communities) is an annual source of mitigation funds available to jurisdictions with FEMA-approved mitigation plans.

The intent of the federal government's Disaster Mitigation Act of 2000 (DMA 2000) is three-fold:

- a) To gather hazard, vulnerability, and mitigation information from the local level for use in state-level planning.
- b) To ensure that state and local hazard mitigation planning is coordinated to the greatest extent practical.
- c) To ensure that local jurisdictions are made aware of the hazards and vulnerabilities within their jurisdiction and to develop strategies to reduce those vulnerabilities.

In order to meet all of those objectives, FEMA developed a "checklist" for use by the State and Federal reviewers. The Region IX Local Mitigation Plan Review Tool (PRT) includes the following tasks:

- Element A: Planning Process
- Element B: Risk Assessment
- Element C: Mitigation Strategy
- Element D: Plan Maintenance
- Element E: Plan Update
- Element F: Plan Adoption

The project approach and plan writing will definitely integrate the new guidelines identified in Local Mitigation Planning Policy Guide that became effective on April 19, 2023. FEMA has released a draft updated FEMA Plan Review Tool to coincide with the new Planning Policy

Guide. As soon as the new PRT is finalized, EPC will utilize it at the time of submission to Cal OES.

### **Approach to Work Program**

Preparation of a mitigation plan incorporates all of the federal requirements relating to local hazard mitigation plans. EPC's hazard mitigation planning approach has been perfected since 2005 when the federal government first required plans for local jurisdictions. Since that time great effort and time has gone into tracking the changes of "interpretations" by the regulatory agencies of the DMA 2000 legislation. Without publishing updates to the originating legislation, FEMA instead has published guidelines and has amended the FEMA Plan Review Tool used to judge the adequacy of plans. Understanding all the changes in interpretation is critical to writing a plan that can go through the state and FEMA reviewers with only minor revisions. The State of California and FEMA have both made significant staffing changes over the past year resulting in more consistent reviews and fewer unjustified requested changes.

Recently, FEMA review staff have worked closely with state review staff to better understand the requirements in order to streamline the review process. With so many FEMA approved plans, obviously EPC clearly understands both the regulations and "interpretations" so goes into the review process as aligned as possible. All said, the key to an efficient and successful review is to be absolutely certain that every required component is clearly indicated in the plan. EPC accomplishes this through the use of "milestones" throughout the plan indicating the exact FEMA Plan Review Tool reference.

Nothing can replace EPC's years of experience and track record at facilitating and writing FEMA-approved Mitigation Plans. This experience has also prepared us for any unexpected challenges with other aspects of the planning process – Planning Team meetings, community outreach, facilitating the formal review, and participating in the adoption meeting. EPC prides itself on working closely with the jurisdiction's Point of Contact to bend and adjust to the content, format, and scheduling needs.

EPC methodology is based on a dedication to continuous learning and improvement. Every mitigation plan is a mix of the community profile and hazards. This is balanced with the federal regulations and planning directives from the State of California. As each EPC mitigation plan is written it is tempered by lessons learned about hazards and recent interpretations by the Cal OES and FEMA reviewers. To ensure compliance with the federal regulations, the plan will include "milestones" indicating the location of required content. The project objectives will be met by following EPC rigid process of data collection, hazard research, meeting management, and mastery of the regulations guiding the development of hazard mitigation plans.

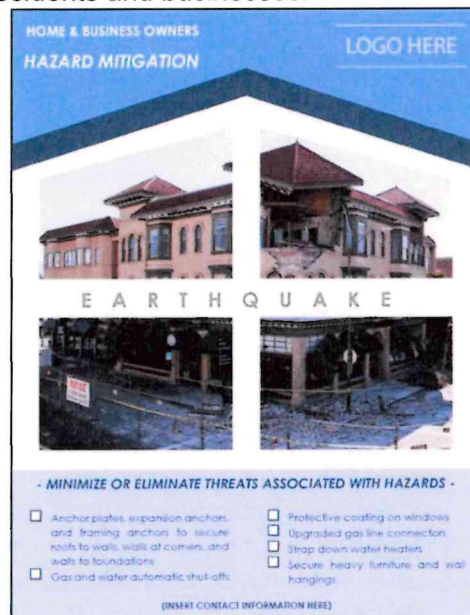
Although the plan's approval is certainly the goal, the focus on the project approach is to create a planning process that will imprint and motivate the Planning Team throughout the implementation phase. EPC takes great pride in building a culture of awareness regarding hazard mitigation.

### ***Phase 1 – Planning/Development Process and Organize Resources***

#### **Planning Process**

*The project will be supported by the involvement of two groups of stakeholders: 1) Primary - Planning Team, and 2) Secondary - General Public and External Agencies. The purpose and commitments are delineated below.*

- **Public Involvement (General Public and External Agencies)** will be the backbone of the Community Outreach portion of the project and the options for involving the public will be discussed at the first Planning Team meeting. In order to comply with FEMA requirements, it is critical that individuals and organizations outside of the Planning Team have access to the plan during the “plan writing process”. In compliance with the 2023 FEMA guidance, a deliberate effort will be made to identify and involve underserved communities and socially vulnerable populations.
- **Home and Business Mitigation** will be encouraged with EPC community outreach tools:
  - Distribution a range of EPC-produced handouts sharing mitigation techniques available to residents and businesses.



- Links to hazard information allowing home and business owners to identify specific hazards impacting their own properties (State of California’s MyHazards).



- FEMA requires the Draft Plan be made available to the general public and external agencies (e.g., adjoining jurisdictions, servicing special districts, underserved communities, socially vulnerable populations, etc.) during the plan writing phase. EPC recommends posting the Second Draft Plan on the City’s website and using existing notification methods including social media, newsletters, or other means to inform the general public of the Plan’s availability. As for the external agencies, EPC will provide email content for distribution to the various agencies (not yet including Cal OES and FEMA) including the link to the posting of the Second Draft Plan. All information gathered will be included in the Third Draft Plan.

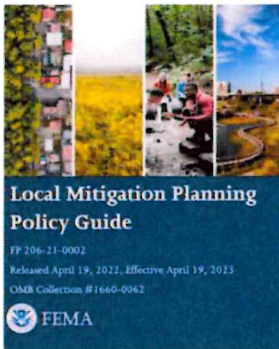
- **Planning Team**

EPC recommends that the Planning Team consist of representatives from departments within the District with responsibilities relating to risk management, facilities, and maintenance. A week in advance of the 4<sup>th</sup> Planning Team meeting, the First Draft Plan will

be distributed. As District participants are selected for the Team, it's important to keep in mind that hazard mitigation focuses on regulatory controls as well as construction and maintenance of buildings and infrastructure. EPC will provide agendas, handouts, minutes, and PowerPoints for each meeting. EPC President Carolyn Harshman will facilitate each of the four meetings. As of now, it is expected that the meetings will be delivered virtually. EPC maintains a Zoom account. Should the District choose a different medium for conducting meetings, EPC will accommodate those requests.

- **Planning Team Meeting #1** (2 hours)
  - The purpose of the first meeting is to provide a general overview of the project, update plan goals, review project timeline, gather pertinent documents, confirm roles and membership of the Planning Team, review the concepts and standards contained in the DMA 2000, 2023 FEMA Local Mitigation Planning Policy Guide, and updated FEMA Plan Review Tool, discuss availability of mapping resources, and examine the initial hazard assessment.
    - Opportunities relating to the community outreach approach will also be discussed.
- **Planning Team Meeting #2** (2 hours)
  - The purpose of the second meeting is to begin work on the Mitigation Strategy. This will involve capturing ongoing mitigation activities. EPC will work in advance of the meeting to review the District's Capital Improvement Program in order to capture any mitigation-related projects or policies that can be included in the plan.
- **Planning Team Meeting #3** (2 hours)
  - The purpose of the third meeting is to develop additional mitigation action items. During the meeting EPC will distribute a planning tool that contains a comprehensive list of mitigation actions from a wide variety of jurisdictional plans. The use of this comprehensive list will assist and expedite the Planning Team's process of identifying existing and future mitigation actions.
- **Planning Team Meeting #4** (2 hours)
  - Review of the First Draft Plan will be preceded by advance distribution of the document to the Planning Team. The meeting will provide an opportunity for the Planning Team to provide input to the First Draft Plan. Also, this meeting will include a discussion on final preparations and logistics for soliciting input from the general public and external agencies during the distribution of the Second Draft Plan.

***Phase 2 – Threat and Hazard Identification Risk Assessment (Hazard Identification, Vulnerability Assessment, and Capability Assessment)***

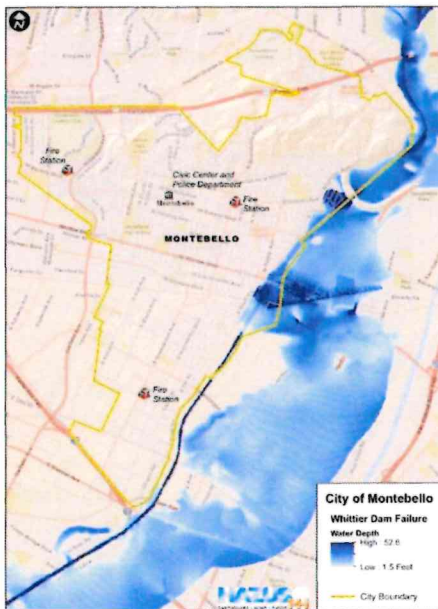


The Mitigation Plan will be completed in compliance with the requirements of the federal government Disaster Mitigation Act of 2000 (DMA 2000) and FEMA's 2023 Local Mitigation Planning Policy Guide. Building on those materials and other FEMA mitigation "how-to guides", the following methodology will be utilized:

- **Hazard Identification and Profiles** will be included in the Risk Assessment. EPC will build off of the Risk Assessment in the nearby jurisdictional HMPs, including the County's Mitigation Plan, and the 2018 California State Mitigation Plan. Additionally, the jurisdictional General Plan – Safety Elements and the District's Emergency Response Plan will be reviewed for hazard and risk-related

information as well as history of previous occurrences. In addition to using information from these resources, the plan will include ways to cross-reference and integrate the mitigation plan with the other documents identified above. EPC also maintains a broad range of resources for information regarding historical disasters. It's important to note that attention should be given to natural hazards as identified in the hazard mitigation grant requirements. During the first Planning Team meeting, the hazards will be discussed, and EPC will provide recommendations on a final hazards list. The Risk Assessment in the LHMP will include hazard-specific chapters including EPC-produced HAZUS-MH maps and reports (see below).

- **Hazard Mapping** resources within the jurisdiction will be utilized by EPC to assist the reader in understanding the location and vulnerability to hazards. Additionally, EPC will produce any other maps necessary to properly explain the location of hazards as they relate to critical and essential facilities. Also, see below for a discussion on HAZUS-MH.



- **HAZUS** will be used to estimate potential losses. HAZUS-MH (Hazards United States – Multi-Hazard) is a software produced by FEMA designed to estimate loss projections for earthquake, hurricane, flooding, and tsunami. EPC will prepare a minimum of three HAZUS-MH Level 2 maps and reports. The specific scenarios will be selected in coordination with the Planning Team. HAZUS-MH utilizes data from the most recent U.S. Census. That information is overlaid with a hazard scenario (e.g., San Andreas Fault). In the case of an earthquake scenario, the HAZUS-MH output is a map showing shaking intensities along with a detailed report on impacts to people, structures, infrastructure, and utilities. A dam inundation sample HAZUS-MH flood map prepared by EPC is shown on the left.

- **Capability Assessment** includes a list of the programs (departments, strategic plans, budgets, facility improvement plans), policies, and personnel available

within the jurisdiction to complete the Mitigation Strategy.

- **Vulnerability Assessment** will also be included in the Risk Assessment specifically identifying each of the District-owned essential and critical facilities as to hazard vulnerability. In addition to the HAZUS maps and reports discussed below, EPC will

produce hazard-specific maps showing the location of the District's essential and critical facilities.

- **Community Profile** will be developed for the project area. More than just demographics and organizational structure, the Profile reflects the history and unique characteristics of the community. Also, recent updates to FEMA guidelines and State of California legislation require discussions on identification of underserved communities and socially vulnerable populations. In addition, the District Profile will include impacts of climate change on the project area.

### ***Phase 3 – Hazard Mitigation Strategy***

- **Hazard Mitigation Goals** will be agreed to during the first Planning Team meeting.
- **Hazard Mitigation Actions Items** are the very core of the mitigation plan. The mitigation actions will be built off of the Capital Improvement Program as well as ongoing mitigation activities. In addition to the action itself, the FEMA regulations require additional detail in describing the various action items. Each mitigation action item will be accompanied with a timeline, assigned department, goals accomplished, linkage to building/infrastructure, cost, benefit, priority, and indication of whether the action will directly impact underserved and/or socially vulnerable populations. The entire Mitigation Strategy will be prepared to comply with all contemporary FEMA standards. During the third Planning Team meeting our focus will be on developing additional action items. Future ideas will be created by Planning Team members as well as drawn from pertinent Strategic Planning policies, the Capital Improvement Program, and contemporary ideas. During this brainstorming process, members will be encouraged to think through the various hazards and come up with projects and programs that could be funded through the federal Hazard Mitigation Grant Program (HMGP) and other state and federal pre- and post-disaster funding mechanisms. EPC will present simple tools for ranking cost and benefit. Prior to both of the meetings, EPC will prepare and distribute materials that will streamline discussions during the meetings.

### ***Phase 4 – Hazard Plan Implementation and Maintenance Process***

- **Monitoring, Evaluating and Updating** will be discussed in the Plan Maintenance chapter which will include identifying the timing and tasks involved in implementing the FEMA-approved LHMP. While the Mitigation Actions Matrix itself will contain all of the FEMA-mandated and practical information required to implement, the Plan Maintenance chapter will outline the schedule and process for implementing the Matrix. The Plan Maintenance chapter will include an Implementation Plan for tracking progress on a quarterly/annual basis.
- **Incorporation into Existing Planning Mechanisms** is particularly important if mitigation is to be achieved successfully. It's common for a District's regulatory documents to be closely associated with many of the mitigation actions items. FEMA wants to ensure that the mitigation plan is not a stand-alone document but rather part of a comprehensive approach to hazard mitigation.
- The **Implementation Schedule** will be based on how frequently the Planning Team intends to meet each year. Whether monthly, bi-monthly, quarterly, bi-annual, or annual, FEMA requires a minimum of annual meeting.

- **Continued Public Involvement** can include sharing information on completion of mitigation action items, summaries of Planning Team implementation meetings, announcement of seeking/winning mitigation-related grants, and news of plan updates.
- **Final Plan** results after a lengthy formal review by Cal OES and FEMA. To begin the formal review and approval process, EPC will forward an electronic copy of the Third Draft Plan and a FEMA Plan Review Tool to Cal OES. EPC will work with the formal reviewers on complying with any DMA 2000-justified revisions requested by Cal OES and FEMA.
- **LHMP Adoption and Approval** involves an adoption by the Board of Directors and approval by FEMA. Upon receipt of the Approvable Pending Adoption letter from FEMA, the Final Draft Plan will be scheduled for presentation to the Board for adoption. EPC will prepare a staff report, resolution, and PowerPoint. EPC President Carolyn Harshman will be available for a live or virtual presentation. Following the Board meeting, proof of adoption will be forwarded to FEMA. FEMA will then send an email and Letter of Approval. EPC will incorporate the Letter of Approval into the Final Plan. EPC will continue to lead the planning process until the Letter of Approval is received from FEMA and incorporated into the Final Plan.

#### **Roles and Responsibilities for District Staff**

The most common obstacle in the planning process is the lack of time on the part of the jurisdiction's Planning Team members. EPC totally understands how local government staff are stretched to the limit. That's the reason we take so much pride in "doing the heavy lifting". We do the research and the homework and develop tools to make the planning process easy and hopefully even fun. In total, the Planning Team can expect to spend no more than 10 hours on the entire project. There are 4 2-hour meetings and 2 hours will be needed to review the First Draft Plan. As for the District Project Manager, more time will be required for EPC communications, information requests, and participating in the Community Outreach process, and Board of Director meeting. Altogether, the District Project Manager can expect to spend approximately 20-30 hours on the project. All the external review details and negotiations will be handled by EPC.

#### **Project Management Plan**

##### **Project Schedule**

The Project Schedule includes an expedited 6-week approach. The first three Planning Team meetings will be weekly. The fourth and final meeting will be two weeks later. This approach keeps the information fresh in the minds of the Team and allows us to get the Plan in the hands of the formal reviewers (Cal OES, FEMA) as quickly as possible. Depending on availability of the formal review staff members, it's possible the Plan could receive FEMA's approval in the first quarter of 2024.



Tasks	Month One	Month Two	Month Three	Month Four	Month Five	Month Six	Month Seven	Month Eight	Month Nine
<b>Planning Process and Organizing Resources</b>									
First Draft, Second Draft, Third Draft, Final Draft, Final	X	X	X	X	X	X	X	X	X
Planning Team Meeting #1 LHMP Overview and Initial Hazard Briefing		X							
Planning Team Meeting #2 HAZUS and Status of 2019 Mitigation Action Items		X							
Planning Team Meeting #3 Future Mitigation Action Items		X							
Planning Team Meeting #4 Review First Draft Plan			X						
Encourage Public Participation in Household and Business Mitigation Activities (Social Media)				X					
General Public and External Agency Input to Second Draft Plan				X					
<b>Risk Assessment</b>									
Conduct Risk and Vulnerability Assessment	X	X							
Prepare HAZUS and Critical Asset Maps	X	X							
Prepare Capability Assessment	X	X							
<b>Hazard Mitigation Strategy</b>									
Update Mitigation Actions		X							
Prepare New Mitigation Actions		X							
Include Monitoring, Evaluating and Updating the Plan	X	X							
<b>Plan Maintenance Process</b>									
Submit Third Draft Plan to Cal OES/FEMA. Complete Mandated Revisions.				X	X	X	X	X	
Receive FEMA's Approvable Pending Adoption								X	
Post and Conduct Board of Director Meeting to Adopt the Final Draft Plan									X
Submit Proof of Adoption to FEMA									X
Receive FEMA Final Approval									X
Incorporate FEMA Final Approval into Final Plan									X

### Communications Approach

As identified below the EPC Project Manager and EPC Support Team communicate at least once each week and any other time as needed. The EPC Project Manager will communicate with the District Project Manager on a monthly basis or more frequently as necessary. The majority of the communication will be with the full Planning Team while special requests for resources (mapping, data, documents) will go to the District Project Manager. The preferred method of communication is email in order for the EPC Project Manager to maintain documentation of all conversations. Meetings will be conducted over EPC's Zoom account.

**Quality Assurance / Quality Control Approach**

As identified in the detailed project approach and schedule later in the proposal, EPC Project Manager Carolyn Harshman will have eyes on the project at all times including facilitating each of the Planning Team meetings, the Community Outreach, and the Board of Director meeting. She will also be the sole contract for the District Project Manager and will lead the EPC Support Team through daily communications. Her most important role will be as the Principal Planner as she weaves the work of the EPC Support Team and Planning Team’s contributions into the plan’s writing.

**Experience and Qualifications**

**Summary of Relevant Projects**

Although EPC will gladly provide a comprehensive list of emergency management consulting accomplishments (plans, training, and exercises), below is the list of the more recent hazard mitigation plans (2020-present). Ms. Harshman served/serves as the EPC Project Manager and Principal Planner for each of these projects.

Jurisdiction and Department	Hazard Mitigation Plan Status
Cities of Rancho Palos Verdes and Rolling Hills Estates – Planning Departments	FEMA Approved 2020
City of Compton – Fire Department	FEMA Approved 2023
City of Covina – Police Department	FEMA Approved 2020
City of Duarte – Planning Department	FEMA Approved 2020
City of Fontana – Planning Department	Plan Writing Phase 2023
City of Hermosa Beach – City Manager’s Office	Plan Writing Phase 2023
City of La Habra Heights – City Manager’s Office	FEMA Approved 2022
City of Monterey Park – Fire Department	Plan Writing Phase 2023
City of Rosemead – Public Safety Department	Plan Writing Phase 2023
City of Santa Ana – Homeland Security Department	FEMA Approved 2022
City of San Fernando – Public Works Department	FEMA Approved 2021
City of Signal Hill – Police Department	Plan Writing Phase 2023
City of Sierra Madre – Fire Department	FEMA Approved 2020
City of South El Monte – Public Works Department	FEMA Approved 2021
City of Walnut, Mt. San Antonio Community College District, Walnut Valley Unified School District – Various Departments	FEMA Approved 2020
Jurupa Community Services District – Safety & Emergency Management Department	FEMA Approved 2021
Los Angeles County Metropolitan Transit Authority (LA Metro) – Homeland Security & Emergency Management Department	FEMA Approved 2022
Morongo Unified School District – Maintenance & Operations Department	FEMA Approved 2020
Mountains Recreation and Conservation Authority – Planning Department	FEMA Approved 2022
Public Water Agencies Group – General Managers	Plan Writing Phase 2023
Sonoma County Office of Education (Multi-Jurisdictional Hazard Mitigation Plan) – Business Services Department	FEMA Approved 2023
Town of Yucca Valley	Plan Writing Phase 2023

## References

The following references are for Hazard Mitigation Plan written, adopted, and approved during the past 3 years.

Agency	Name and Title of Contact	Telephone
Los Angeles Metropolitan Transportation Authority	Ms. Moniek Pointer, Manager, Emergency Management Department, Planning Team Chair	(213) 264-0858
City of Santa Ana	Mr. Steve Rhyner, Emergency Operations Coordinator, Planning Team Chair	(714) 647-5315
City of Duarte	Mr. Jason Golding, Planning Division Manager, Planning Team Chair	(626) 357-7931 x231

## Experience and Qualification of Key Personnel

The EPC Team selected for this project is the perfect balance of subject matter history, expertise, background, and local knowledge.



**Name:** Carolyn J. Harshman, CEM

**Education:** Master of Public Administration

**Professional Affiliations:** International Association of Emergency Managers, California Emergency Services Association, National Hazard Mitigation Association

**Professional Licenses and Certifications:** Certified Emergency Manager

Carolyn Harshman, CEM is the sole proprietor Owner and President of Emergency Planning Consultants and will serve as the EPC Project Manager and Principal Planner. Preparing a Hazard Mitigation Plan requires subject matter expertise in the areas of emergency response planning, hazard mitigation planning, mapping, and land use planning. With backgrounds in both land use planning and emergency management, Ms. Harshman is the right fit for facilitating the planning project. Ms. Harshman will serve as the EPC Project Manager to the District Project Manager and maintains responsibility for all aspects of the contracted services. Monthly status updates will be provided to the District Project Manager including budget and work progress. Invoices will be submitted according to the terms of the contract. As Principal Planner, Ms. Harshman will lead the project by facilitating and participating in all Planning Team meetings, community outreach activities, and the Board of Directors meeting. She will serve as the principal author and maintain quality control over the document at all times. Ms. Harshman will also manage relationships and work products with the EPC Support Team, ensuring quality control and continuous improvement by conducting weekly meetings with the EPC Support Team.

Prior to working in the field of emergency management, Ms. Harshman enjoyed a combined 20-year career as a city, regional, and redevelopment planner for the County of San Diego, City of San Diego, and Southeastern Economic Development Corporation. In her role as a land use planner Ms. Harshman prepared General Plan Amendments, Community Plans, Zoning Ordinance revisions, and conducted hundreds of community meetings. As a local government staff member for so many years, Carolyn is very familiar with the organization, roles, and

responsibilities of government entities. Ms. Harshman began work in the field of emergency management in 1984 when she was hired as a hazard planner for the County of San Diego's Office of Disaster Preparedness. There she updated the County's Emergency Operations Plan and also served as the Hazards Officer. Responding to requests from other jurisdictions to provide consulting services, Carolyn began part-time work as a consultant in 1986 writing Multi-Hazard Functional Plans (now known as Emergency Operations Plans) and providing training. In 1997, she ended her career with local government and established Emergency Planning Consultants.

Ms. Harshman has been a member of FEMA's Emergency Management Institute's Planning Advisory Board since 2005, involved in each update to the Emergency Planning Course (G235). Also, she taught FEMA's pilot course deliveries for the Comprehensive Preparedness Guide (CPG) 101. The revised CPG 101 regulations provide guidance on styles and content for emergency operations plans, placing emphasis on engaging the "whole community" – including those with access and functional needs, children, and those with household pets and service animals.

Carolyn has completed and teaches FEMA Master Trainer Program courses as well as a variety of other courses at the Emergency Management Institute, California Specialized Training Institute, and as an adjunct instructor at a variety of educational facilities. Ms. Harshman holds a Master of Public Administration (MPA) degree from San Diego State University and is a Certified Emergency Manager (CEM), as conferred by the International Association of Emergency Managers.

Actively engaged in professional development, Ms. Harshman was in FEMA's first cohort of the National Emergency Management Executive Academy as well as FEMA's first cohort of the Vanguard Crisis Leadership Fellows Program. Ms. Harshman is an active leader in the six thousand member International Association of Emergency Managers, serving as Chair of the Conference Committee, Chair of the Leadership Symposium, Chair of the Membership & Marketing Committee, President of IAEM-USA Region 9 (California, Arizona, Nevada, Hawaii, and Pacific Territories), Second Vice President of IAEM-USA, First Vice President of IAEM-USA, President of IAEM-USA, and presently Immediate Past President of IAEM-USA.

### **EPC Support Team**



**Name:** Alex L. Fritzier

**Education:** Bachelor of Arts – Business Administration

Alex Fritzier is a part-time EPC contractor serving as the Lead Research Analyst and Mapper. He is responsible for hazard and demographic research, writing, technical services, graphics, data analysis, mapping services, and HAZUS. Alex has assisted with the preparation of more than thirty local government hazard mitigation plans and HAZUS projects since joining EPC in 2010.



**Name:** Jill Caputi

**Education:** Master of Science – Emergency Management

Jill Caputi is a part-time EPC contractor serving as a Research Analyst. She is responsible for hazard and demographic research and writing in support of hazard mitigation plans. Since 2022, Jill has assisted with the preparation of local hazard mitigation plans for the Public Water Agencies Group, Town of Yucca Valley, and the City of Hermosa Beach.

**Assignment of Key Personnel**

EPC acknowledges the District's requirement to inform the District Project Manager of any changes in key personnel. As identified in the RFP, in the event of an uncontrollable event, the EPC Project Manager will submit a transition plan to the District Project Manager.

**Cost Proposal**

Task	Harshman Hrs/Cost	A. Fritzler Hrs/Cost	J. Caputi Hrs/Cost	Total Cost
<b>Planning Process</b>				
Writing Drafts and Final Plan	36 hrs, \$9,000	40 hrs, \$6,000		\$15,000
Planning Team Meeting Preparation and Delivery (4 total)	16 hrs, \$4,000			\$4,000
Community Outreach Strategy and Delivery	24 hrs, \$6,000			\$6,000
Incorporate Public and External Agency Input to Second Draft Plan	4 hrs, \$1,000			\$1,000
Submit Third Draft Plan to Cal OES/FEMA. Complete Mandated Revisions.	8 hrs, \$2,000			\$2,000
Post and Conduct Board of Directors Meeting to Adopt the Final Draft Plan (includes staff report, resolution, PowerPoint presentation materials)	4 hrs, \$1,000			\$1,000
<b>Risk Assessment</b>				
Conduct Risk Assessment and Capability Assessment (includes hazard-specific maps)	32 hrs, \$8,000	20 hrs, \$3,000	50hrs, \$5,000	\$16,000
Prepare HAZUS (includes maps and reports)		50 hrs, \$7,500		\$7,500
<b>Hazard Mitigation Strategy</b>				
Develop Mitigation Actions (included in Planning Process – Planning Team meetings)				
Develop Additional Mitigation Actions (included in Planning Process – Planning Team meetings)				
<b>Task D: Hazard Mitigation Plan Maintenance Process</b>				
Prepare Plan Maintenance Chapter defining Monitoring, Evaluating and Updating the Plan (included under Planning Process - Plan Writing)				
<b>Totals</b>				<b>\$52,500.00</b>

**Classifications, Names, and Hourly Rates:**

Project Manager and Principal Planner: Carolyn J. Harshman (\$250/hr)

Lead Research Analyst and Mapper: Alex Fritzler (\$150/hr)

Research Analyst: Jill Caputi (\$100/hr)

**RESOLUTION NO. 2015-823**

**A RESOLUTION ADOPTING THE RUBIDOUX COMMUNITY SERVICES DISTRICT LOCAL HAZARD MITIGATION PLAN ANNEX FROM THE RIVERSIDE COUNTY OPERATIONAL AREA MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN AS REQUIRED BY THE FEDERAL DISASTER MITIGATION AND COST REDUCTION ACT OF 2000.**

**WHEREAS**, President William J. Clinton signed H.R. 707, the Disaster Mitigation and Cost Reduction Act of 2000, into law on October 30, 2000.

**WHEREAS**, the Disaster Mitigation Act of 2000 requires all jurisdictions to be covered by a Local Hazard Mitigation Plan to be eligible for Federal Emergency Management Agency post-disaster funds; and

**WHEREAS**, The Rubidoux Community Services District has committed to participate in the development of the Riverside County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan; and

**WHEREAS**, the Rubidoux Community Services District coordinated the development of the Rubidoux Community Services District Local Hazard Mitigation Plan Annex; and

**WHEREAS**, the Rubidoux Community Services District is concerned about mitigating potential losses from natural disasters before they occur, and

**WHEREAS**, the plan identifies potential hazards, potential losses and potential mitigation measures to limit losses, and

**WHEREAS**, the California Governor's Office of Emergency Services has reviewed the plan on behalf of the Federal Emergency Management Agency; and

**WHEREAS**, formal adoption of the plan by the Board of Directors of the Rubidoux Community Services District is required before final approval of the plan can be obtained from the Federal Emergency Management Agency; and

**WHEREAS**, The Rubidoux Community Services District has determined that it would be in the best interest of the Rubidoux Community Services District to adopt the Local Hazard Mitigation Plan Annex.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT THE BOARD OF DIRECTORS OF THE RUBIDOUX COMMUNITY SERVICES DISTRICT HEREBY ADOPTS** the Local Hazard Mitigation Plan Annex to meet the requirements of the Disaster Mitigation and Cost Reduction Act of 2000; and directs the Rubidoux Community Services District to forward the Local Hazard Mitigation Plan Annex to the Riverside County Fire Department – Office of Emergency Services, the California Governor’s Office of Emergency Services, and to the Federal Emergency Management Agency on behalf of the Rubidoux Community Services District for final approval.

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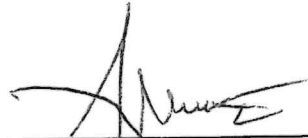
**PASSED AND ADOPTED** by the Rubidoux Community Services District Board of Directors at a regular meeting held this 17<sup>th</sup> day of September, 2015, by the following vote:

**AYES:** Armando Muniz, Ruth Anderson Wilson, F. Forest Trowbridge, Ted Melms, Hank Trueba

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None



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Armando Muniz, President  
Rubidoux Community Services District

(Seal)

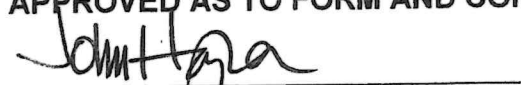
**ATTEST:**



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David D. Lopez  
Secretary to the Board

**APPROVED AS TO FORM AND CONTENT:**



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John R. Harper  
District Counsel

**RESOLUTION NO. 2023-909**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RUBIDOUX  
COMMUNITY SERVICES DISTRICT AUTHORIZING AND APPROVING DISTRICT  
GENERAL MANAGER, OR DESIGNEE, AS REPRESENTATIVE FOR THE  
CALIFORNIA GOVERNOR’S OFFICE OF EMERGENCY SERVICES HAZARD  
MITIGATION GRANT PROGRAM FOR THE PURPOSES OF DEVELOPING A  
LOCAL HAZARD MITIGATION PLAN**

**WHEREAS**, the Rubidoux Community Services District (“District”) is organized pursuant to the Community Services District Act (Government Code Section 60,000, et seq.), for the purpose of providing municipal services to communities within Riverside and San Bernardino Counties in the State of California; and

**WHEREAS**, the Board of Directors of Rubidoux Community Services District are elected at large by qualified registered voters residing within the service area boundaries of the District; and

**WHEREAS**, the Board of Directors desire to develop and adopt a Rubidoux Community Services District Local Hazard Mitigation Plan (“LHMP”) to meet the requirements outlined in 44 CFR Part 201 and the most current FEMA hazard mitigation plan guidance; and

**WHEREAS**, the District applied for and received grants funds from the Hazard Mitigation Grant Program from the California Governor’s Office of Emergency Services for the purposes of hiring a consultant to assist the District in preparing a LHMP; and

**WHEREAS**, under the terms and conditions of the grant award, the Board of Directors must authorize a representative of the District to engage with the Federal Emergency Management Authority and the Governor’s Office of Emergency Services during the grant award period; and

**WHEREAS**, the District must complete and submit Cal OES Form 130 every three (3) years to be eligible to receive funding; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Rubidoux Community Services District authorizes the General Manager, or designee, to execute in the name of Rubidoux Community Services District all grant documents, including but not limited to, applications, agreements, amendments, and requests for payment, necessary to secure grant funds and implement the approved grant project.

**PASSED AND ADOPTED**, by the Rubidoux Community Services District Board of Directors at a regular meeting held on the 21<sup>st</sup> day of September 2023, by the following vote:

**AYES:** Bernard Murphy, John Skerbelis, Hank Trueba, Jr., Armando Muniz, F.  
Forest Trowbridge

**NOES:**

**ABSENT:**

**ABSTENTIONS:**

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Bernard Murphy, President  
Rubidoux Community Service District

**(SEAL)**

**ATTEST:**

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Brian R. Laddusaw, General Manager

**APPROVED AS TO FORM AND CONTENT:**

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John R. Harper, General Counsel

# Rubidoux Community Services District

## Board of Directors

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



## General Manager

Brian R. Laddusaw

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

## DIRECTORS MEMORANDUM 2023-88

September 21, 2023

**To:** Rubidoux Community Services District  
Board of Directors

**Subject:** Consider Adoption of Resolution No. 2023-909 Authorizing and Approving District General Manager or Designee, as Representative for the California Governor's Office of Emergency Services ("CalOES") Hazard Mitigation Grant Program for the Purposes of Developing a Local Hazard Mitigation Plan ("LHMP")

### **BACKGROUND:**

On October 30, 2000, President Bill Clinton signed U.S. House of Representatives Resolution ("H.R.") 707, known as the Disaster Mitigation and Cost Reduction Act ("Act") of 2000. The Act requires all jurisdictions to be covered by a LHMP to be eligible for Federal Emergency Management Agency ("FEMA") post-disaster funds. The Act provides the legal basis for FEMA mitigation planning for state, local, and tribal governments as a condition of mitigation grant assistance. The Act amended the Robert T. Stafford Disaster Relief and Emergency Act by repealing the previous mitigation planning provisions and replacing them with a new set of requirements that emphasize the need for state, local, and tribal entities to closely coordinate mitigation planning and implementation efforts.

A LHMP is a document that identifies, assesses, and reduces the long-term risk to life, property, and infrastructure from natural, human-caused, or technological disasters. It is prepared and adopted by state, tribal and local governments based on their common hazards and vulnerabilities. The plan typically includes a risk assessment, a capability assessment, a mitigation strategy, and plan maintenance procedures. The aim of the plan is to break the cycle of disaster damage, reconstruction, and repeated damage, and to build economic and cultural resilience.

In 2015, the Rubidoux Community Services District ("District") Board of Directors ("Board") adopted Resolution 2015-823 which was an annex of the Riverside County Operational Area Multi-Jurisdictional

LHMP, an alternative to the District developing and adopting its own plan. As the District does not routinely apply for FEMA assistance, this approach was allowable.

In 2021, the District was unsuccessful on a grant application to refurbish and retrofit its four reservoirs since it did not have its own LHMP and the annex adopted by the Board under Resolution 2015-819 was no longer sufficient. Subsequently, the District, with assistance of its grant writing consultant, Blais and Associates, applied for a grant through CalOES for money to prepare its own LHMP. Once developed, the District would be able to pursue grant opportunities which require a LHMP as a prerequisite, notably ones to help the District refurbish and retrofit its reservoirs.

On August 22, 2023, CalOES informed the District it had been awarded a grant to prepare its LHMP as a Subrecipient to CalOES under FEMA's Hazard Mitigation Grant Program ("HMGP"). This grant will pay 90% of the cost of preparing the LHMP and staff has sent out requests for qualifications and proposals to prepare the LHMP for the District. A Task Order to authorize this work will be agendized and acted upon by the Board at a future Board meeting. The grant application, as submitted to CalOES was based on an estimated project cost of \$177,645, thus the 90% federal share will pay a maximum of \$159,881 towards the project and an additional \$8,645 in federal monies are eligible for receipt to offset management costs associated with developing the LHMP. Project and staff costs in excess of these amounts will be the responsibility of the District. For perspective, the two U.S. Bureau of Reclamation grants the District also received notice of award recently require a 50% cost share.

CalOES requests as a part of the grant award a resolution adopted by the Board indicating authorization for the General Manager, or designee, to execute in the name of the District all grant documents, including but not limited to, applications, agreements, amendments, and requests for payment, necessary to secure grant funds and implement the approved grant project.

Additionally, CalOES requires its Form 130 be completed and returned to CalOES indicating the person(s) authorized by the resolution, then names of the board members and the signature of the Board President.

**RECOMMENDATION:**

Staff recommends the Board of Directors consider the following:

1. Approve Resolution 2023-909; A Resolution of the Board of Directors of The Rubidoux Community Services District Authorizing and Approving District General Manager or Designee, as Representative for the California Governor's Office of Emergency Services Hazard Mitigation Grant Program for the Purposes of Developing a Local Hazard Mitigation Plan
2. Authorize the Board President to sign CalOES Form 130 for submittal to CalOES as part of the grant requirement.

Respectfully,

BRIAN R. LADDUSAW, CPA  
General Manager

Attachments:

1. HMGP Award Notification from FEMA
2. Resolution 2023-909
3. CalOES Form 130

9. **DIRECTORS COMMENTS AND REQUEST**

10. **NEXT MEETING**

Thursday, November 2, 2023, at 4:00 p.m.



11. ADJOURNMENT