

MINUTES OF REGULAR MEETING
August 20, 2020
RUBIDOUX COMMUNITY SERVICES DISTRICT

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

DIRECTORS ABSENT:

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

Members of the Public: Jurupa Valley Council Member Chris Barajas

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by Director Murphy, at 4:05 P.M., Thursday, August 20, 2020, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

*Agenda Item 14 was requested to be moved up in the order of sequence. There were no objections.

ITEM 14. Closed Executive Session

A. Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District

After Closed Session, there was no reportable action.

***Council member Chris Barajas joined the meeting.**

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for August 6, 2020, Board Meeting.

Director Murphy made a correction to the Minutes Agenda Item 5, page 3 should read The motion was carried **3-0-1-1**, not 3-1-1.

Director Skerbelis moved and Director Murphy seconded to approve the August 6, 2020 Regular Meeting Minutes as corrected.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 5. Consideration to Approve the August 21, 2020 the Salaries, Expenses and Transfers.

Consideration to Approve the August 21, 2020 Salaries, Expenses and Transfers.

Director Muniz moved and Director Skerbelis seconded to Approve the August 21, 2020 Salaries, Expenses and Transfers.

Roll call:

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

Noes – 0

Abstain – 0

Away – 0

The motion was carried unanimously.

ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

There were no members of the public at this time.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

There was no correspondence or related information to report at this time.

ITEM 8. MANAGER’S REPORT

Operations Report:

The average potable water deliveries for the month of July was 5.4 MGD. Wastewater sent to the City of Riverside averaged 1.73 MGD for July. Potable water is being produced at Wells 8, 2, and 1A. Well 6 was turned on briefly.

Emergency and Fire Report:

Incidents Reported for the month of July 2020 and Special District Rubidoux CSD. Station 38 had a total of 239 calls. The difference being calls outside the District service area. Of those 173 calls, 67.6% were medical aides. Additionally, there was a report for the City of Jurupa Valley showing a total of 256 calls.

At its last meeting, the Board approved an upgrade of the Fire Inspector position and sending a letter indicating a Notice of Intent to negotiate for an extension of the County Fire Service contract. The County of Riverside appointed a new chief. The Chief's name is Chief Bill Weiser. Chief Weiser is scheduled to participate in the September 17, 2020 Board Meeting (via zoom) to introduce himself.

The Board requested information regarding District procedures for after-hours response as a follow up to the July 12, 2020 incident. Operations Manager, Miguel Valdez put together some charts he shared with the Board.

Answering Service Notifications:

There are two (2) different types of calls that can be received after-hours. The first would be calls from customers. The customer calls the answering service; the answering service then sends a text message to the stand-by cell phone number provided the employee that is on stand-by for the week. If there is no response from the stand-by employee within 10 minutes, the answering service calls the standby employee's personal cell phone number. If at that point the stand-by person does not respond to the answering service, then a call will be made to their utility worker (the shift leader). If he does not answer, the answering service will proceed to call the opposite shift leader; if that person does not respond, they will then call the Operations Manager (Miguel Valdez). The goal is to have positive contact between the answering service and District personnel within 30 minutes of a customer call. That is the order of after-hour customer calls.

SCADA System Notifications:

The second type of problem notification to staff is through the District's SCADA system. The SCADA system monitors District facilities automatically and sends messages over the computer system directly to appropriate staff. This monitoring is continuous and based on programming criteria specific for each facility. This is automated, and not part of the answering service. If there is an issue at a specific facility, the SCADA system will send a text message alarm to the stand-by employee and the System Operators I, II, and III as well as the Utility Worker II – the shift lead people. They all receive the alarm out text indicating the alarm. The stand-by person is the one obligated to respond to the alarm and they will either resolve the issue or they will request assistance from the system operators or their lead person if needed, depending on the problem. Once the problem is resolved the alarm is cleared to notify the SCADA System from subsequent alarms for the same issue.

Station 38 termites:

The County of Riverside has notified staff the fire station has termites. Fire staff is in the process of getting two (2) competitive bids. The estimate is approximately \$12,000 to

eradicate the termites. The process of removing the termites is for the building to be tented for three (3) days. During this period two (2) 30-ft RV's will need to be rented and parked behind the station to house staff continuously. The District may have to spend potentially \$12,000-\$15,000 to remedy this issue. The District has budgeted \$43,000 for fire station repairs and maintenance.

ITEM 9. Consider Nomination for an Alternate Special District Member of the Riverside Local Agency Formation Committee. DM 2020-59.

BACKGROUND

On August 3, 2020 Rubidoux Community Services District (“District”) received a letter from the Riverside Local Formation Commission (“LAFCO”) indicating a new appointment process for an Alternate Member of LAFCO. The nomination process starts Monday, August 10, 2020 and closes on Monday, September 21, 2020. Specifics about the Alternate Special District Member position:

1. The nominee can be a board from any district with the majority of its assessed value within Riverside County.
2. The term will be from date of appointment until May 6, 2024.
3. The Board may nominate a member of the legislative body of an independent special district board to fill the position.

At the August 6, 2020 Board Meeting the letter from LAFCO was included in the Board Packet. Director Skerbelis indicated interest in being nominated for the position. Staff was directed to add this matter at an upcoming Board Meeting for discussion.

Director Trueba Nominated and Director Muniz seconded the motion for Director Skerbelis for Alternate Special District Member of the Riverside Local Agency Formation Commission.

Roll call:

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

Noes – 1 (Murphy)

Abstain – 0

Absent – 0

The motion was carried 4-1.

ITEM 10. Receive and File Statement of Cash Asset Report for all District Funds Ending July 2020. DM 2020-60.

BACKGROUND

Attached for the Board of Directors' consideration is the July 2020 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$61,281.86 for District controlled accounts. With respect to District "Funds in Trust", we show \$2,467.20 which has been earned and posted. The District has a combined YTD interest earned total of \$63,749.06 as of July 31, 2020.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$6,722,280.39 ending July 31, 2020. That's **\$148,883.23 LESS** than July 1, 2020, beginning balance of \$6,871,163.62.

Further, the District's Field/Admin Fund current fund balance is \$596,671.52.

Submitted for the Board of Directors consideration is the *July 2020, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

Director Muniz moved and Director Skerbelis seconded to Receive and File the Statement of Cash for the Month of July 2020 for the Rubidoux Community Services District.

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 11. Consider Adoption of Resolution No. 2020-871, a Resolution Which Amends the District Standard Conflict of Interest Code. DM 2020-61.

BACKGROUND

In 1990, the Rubidoux Community Services District ("District") adopted Resolution No. 604 which designated District employees, agents and consultants who could make recommendations or participate in the decision-making process regarding District projects which may have a material effect on financial interests. In 2004, staff reviewed Resolution No. 604 and revised the designation to reflect current employee titles, agents and consultants. In addition, the District adopted the Fair Political Practices Commission Standard Conflict of Interest Code with Resolution No. 742. Staff has not amended the District's Conflict of Interest Code or updated its Designated Employees and Categories List since 2004.

Pursuant to the Political Reform Act, every local government agency is required to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700). The Fair Political Practices Commission considers the following changes to the District since 2004 as a need to update its conflict of interest code:

1. Current code is more than 5 years old. The District has not updated its conflict of interest code since 2004, or 16 years ago.
2. Positions have been eliminated or re-named. In 2019, the previous Manager of Fiscal Services position was renamed the Director of Finance and Administration.
3. New positions have been added. In 2020, the District created a Director of Engineering position.

Based upon the changes noted above, staff has amended its conflict of interest code to reflect current employee titles, agents and consultants. Those revisions are reflected in Appendix “A” of Resolution No. 2020-871.

Director Skerbelis moved and Director Trueba seconded the Board of Directors Adopt Resolution No. 2020-871, a Resolution Which Amends the District’s Standard Conflict of Interest Code. The Adoption of Resolution No. 2020-871 will supersede Resolution No. 742.

Roll Call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 12. Consider Geotechnical Investigation and Construction Testing for Leland Thompson Ion Exchange Project. DM 2020-62.

BACKGROUND

Rubidoux Community Services District (District) needs to add treatment at Wells 1A, 8, and 18 located at its Leland Thompson Water Treatment Facility (Leland Plant) to meet lower Notification Limit (NL) and Response Limit (RL) for PFAS contaminants established by California State Water Quality Resources Control Board Department of Drinking Water (DDW). Two components of PFAS contaminants are PFOA and PFOS. The new NL and RL are 5.1 ppt and 10 ppt for PFOA, and are 6.5 ppt and 40 ppt for PFOS, respectively. DDW has provided the District a Notice of Intent indicating the District will be issued an Order outlining certain mandatory monitoring and reporting for PFOA and PFOS. It is anticipated the Order will include a requirement of quarterly sampling and reporting the annual average of the four quarters of sampling for PFOA and PFOS. The Order is anticipated to be issued during the 4th Quarter of Calendar Year 2020, with sampling throughout Calendar Year 2021.

The District has conducted testing for PFOA and PFOS on its wells in anticipation of the Order, and results indicate all wells in the District are at or above these limits. Absent treatment the District will not be able to meet the lowered limits. The addition of treatment

for PFOA and PFOS at all District wells will provide the District with the ability to meet the lowered limits and have supply to be able to sell water to Jurupa Community Services District.

The District is far along in process on the final design for the addition of an Ion Exchange Treatment System at the Leland Plant to meet the new standards for Wells 1A, 8 and 18. Hazen and Sawyer is the District's engineering firm doing the design for the treatment process and necessary yard piping, additional equipment and electrical improvements.

The Leland Plant site is in an area known to exhibit liquefaction problems due to the water table being at only 25 feet BGS and having loosely packed, water-logged sediments at or near the ground surface which lose their strength in response to strong ground shaking. Liquefaction occurring beneath buildings and other structures can cause major damage during earthquakes. This is a concern in design of the foundation and support of other structures at the site in addition to having adequate data to design the facilities for daily operational loading. Hazen and Sawyer recommend the District obtain geotechnical data.

Having valid, accurate and current geotechnical data as a basis for design of the structures and foundations will allow the District to provide the most appropriate foundation and structure for resisting loads induced by the weight of the structure and by seismic forces. For this reason, the District needs to obtain the services of a geotechnical engineer.

To ensure construction meets the requirements of the plans and specifications an adequate testing program during construction to evaluate soil bearing capacity, concrete strength and vessel anchor resistance is needed. For this reason, the District needs to have field oversight, inspection, and laboratory testing during construction.

Staff contacted Converse Consultants regarding the project and Converse Consultants has provided a scope of work and fee proposal to provide the necessary pre-design soils work, and inspection and testing during construction. The cost of this work will be included in the overall PFAS Treatment effort.

Director Skerbelis moved and Director Muniz seconded the Board of Directors:

- 1. Amend the FY 2020-2021 Budget by moving the Ion Exchange Installation Project funding of \$29,600.00 from Water Fund Reserves to the Water Capital Improvement Projects (CIP) Fund.**
- 2. Approve a contract with Converse Consultants in the amount of \$29,600.00 to perform geotechnical investigation work, inspection and laboratory testing per the attached proposal using the Water Capital Improvement (CIP) Fund.**

Roll Call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 13. Consider Geotechnical Investigation and Construction Testing for Anita B. Smith Exchange Project. DM 2020-63.

BACKGROUND

Rubidoux Community Services District (District) needs to add Granulated Activated Carbon (GAC) filtration and treatment to meet lower Notification Limit (NL) and Response Limit (RL) for PFAS contaminants established by California State Water Quality Resources Control Board Department of Drinking Water (DDW). Two components of PFAS contaminants are PFOA and PFOS. The new NL and RL are 5.1 ppt and 10 ppt for PFOA, and are 6.5 ppt and 40 ppt for PFOS, respectively. DDW has provided the District a Notice of Intent indicating the District will be issued an Order outlining certain mandatory monitoring and reporting for PFOA and PFOS. It is anticipated the Order will include a requirement of quarterly sampling and reporting the annual average of the four quarters of sampling for PFOA and PFOS. The Order is anticipated to be issued during the 4th Quarter of Calendar Year 2020, with sampling throughout Calendar Year 2021.

The District has conducted testing for PFOA and PFOS on its wells in anticipation of the Order, and results indicate all wells in the District are at or above these limits. Absent treatment the District will not be able to meet the lowered limits. The addition of treatment for PFOA and PFOS at all District wells will provide the District with the ability to meet the lowered limits and have supply redundancy and flexibility to meet customer demands. An ancillary goal is to have sufficient supply to be able to sell water to Jurupa Community Services District.

The District is moving forward on the design of the GAC Filtration System at the Anita B. Smith Water Treatment Facility to meet the new standards for Well 6. The Board has already approved purchase of the pressure vessels the GAC material is placed in, however, to install the pressure vessels, a concrete foundation slab and anchor supports need to be designed.

Having accurate and current geotechnical data as a basis for design of the structures and foundations will the District to design the most appropriate foundation and structure for resisting loads induced by the weight of the structure and by seismic forces. For this reason, the District needs to obtain the services of a geotechnical engineer.

To ensure construction meets the requirements of the plans and specifications adequate testing needs to be done during construction to evaluate soil bearing capacity, concrete strength, and vessel anchor resistance. For this reason, the District needs to have field oversight, inspection, and laboratory testing during construction.

Staff contacted Converse Consultants regarding the project and Converse Consultants has provided a scope of work and fee proposal to provide the necessary pre-design soils work, and inspection and testing during construction. The cost of this work will be included in the overall PFAS Treatment effort.

Director Skerbelis moved and Director Trueba seconded the Board of Directors:

- 1. Amend the FY 2020-2021 Budget by moving the GAC PV Installation Project funding of \$16,430.00 from Water Fund Reserves to the Water Capital Improvement Projects (CIP) Fund.**
- 2. Approve a contract with Converse Consultants in the amount of \$16,430.00 to perform geotechnical investigation work, inspection and laboratory testing per the attached proposal using the Water Capital Improvement (CIP) Fund.**

Roll Call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 14. *Moved to beginning of the meeting.

ITEM 15. Directors Comments

Director Murphy adjourned the meeting at 5:25 pm.