

**MINUTES OF REGULAR MEETING  
December 17, 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  
Miguel Valdez, Manager M & O

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Skerbelis, at 4:00 P.M., Thursday, December 17, 2020, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

- A) Approval of Minutes for November 19, 2020, Board Meeting.
- B) Approval of Minutes for December 3, 2020, Board Meeting.

**Director Murphy moved and Director Trueba seconded to approve the November 19, 2020 Regular Board Minutes:**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Away – 0**

**The motion was carried unanimously.**

**Director Murphy moved and Director Trueba seconded to approve the December 3, 2020 Regular Board Minutes:**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Away – 0**

**The motion was carried unanimously.**

**ITEM 5. Consideration to Approve the December 18, 2020 Salaries, Expenses and Transfers.**

Consideration to Approve the December 18, 2020 Salaries, Expenses and Transfers.

**Director Muniz moved, and Director Trueba seconded to Approve the December 18, 2020 Salaries, Expenses and Transfers.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS**

There were no members of the public.

**ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

A flyer from the County of Riverside was included in the Board Packet providing information on how the County is addressing and working with the community in response to COVID-19 issues.

**ITEM 8. MANAGER’S REPORT**

**Operations Report:**

Operations Manager Miguel Valdez reported on the Water and Wastewater production for the month of November. For the month of November, an average of 4 mg/day of potable water was produced. 1.72 mg/day of sewage was delivered to the City of Riverside’s Treatment Plant.

Re-roofing of the District’s Field Office is done. The contractor completed the re-roof in four days. The roof structure was in pretty good shape, however there was some dry rot that had to be replaced.

Brian Laddusaw reported that on Monday, December 14, 2020 it was decided to close the front counter again for the next four weeks. The tentative reopen date is January 11, 2021. The reason for this is due to staff shortage/coverage during the holidays, the Customer Service Manager being out, and surging COVID-19 cases.. There should not be a slowdown in production as the

CSR's are able to work remotely with the new phone system. Director Murphy expressed his disappointment with the front office shutting down.

Mr. Sims stated that at the previous Board Meeting there was a question raised by Director Murphy regarding activities the fire prevention technician would be doing as part of the increased costs the District agreed to pay. He would like to have a better explanation of what the fire prevention technician is doing. Chief Veik participated via Zoom. call.

Chief Veik greeted attendees and requested any questions from the Board of Directors and indicated he would do his best to answer them.

Director Murphy: Stated that he, Director Skerbelis and Director Trowbridge recently attended the Jurupa Valley Interagency Council Meeting. The fire prevention personnel attending the Interagency Meeting stated that the Fire Department had begun looking at businesses in the area. At our last Board Meeting staff gave a presentation about a fire adjacent to one of our facilities (Anita B. Smith Treatment Plant). There have been two fires since I've been on this board that have been noted at the Board Meeting. One was the fire on 42<sup>nd</sup> Street and the one discussed at the last Board Meeting. The concern I have is in addition to looking at businesses and where they are at as far as fire prevention, I think there's an issue with unmitigated fuel load. In particular the fuel load at the last fire was compost. Previously it was required the landfill operator to switch from compost to soil for their daily cover. They are now requiring landscapers that are generating more than 25 pounds per month of organic material to separately haul for landscaping. There will be a build-up of compost with nowhere to go. My concern is what can we do about fire prevention for this unmitigated fuel load? I don't know where they're going to be composting this stuff. It was on public land for the 42<sup>nd</sup> Street fire. I don't know if we're going to be doing anything for mitigating for that – it's outside of the district, but it impacts homes that are adjacent the district boundary with that public land. It seems like these fires are occurring on public lands or they are a result of this compost stuff and if there's anything being done or that can be done about trying to mitigate that fuel load? That's my concern.

Director Skerbelis: I think that's all monitored by Riverside County Department of Environmental Health. All composting facilities – even if they are on county land is monitored by Environmental Health. Chief, do you agree with me on that?

Chief Veik: Absolutely, Director Skerbelis; but not only public health, a host of other local state and federal agencies as well.

Director Murphy: I would just like to see what we can do about avoiding having this organic material be disposed of as wind-blown ash. If there's nothing that's physically possible, then there's nothing that's physically possible.

Director Skerbelis: They're all supposed to be permitted. Any of that stuff that is spread or composted is supposed to be permitted. So, if we send the Department of Environmental Health or they go out to check them for a permit; if they have no permit they get shut down and fined. It's a big deal. I know it's been a problem for Environmental Health for some time. A lot of people just set up shop without being permitted.

Director Murphy: I think there's going to be a lot more of this composting going on.

Chief Veik: Those are all excellent questions. I'll do my best to keep it clear and concise. I think I can answer all of your questions that have been put forward. We are absolutely doing something about every one of them. That's the part I want all of you to rest assured the Fire Department and the rest of the public agencies and in some cases private companies are dealing with these issues. I will answer the questions.

Colleagues and Directors, I extremely value the decision that you made on behalf of the District to upgrade your Fire Prevention Technician to a Fire Systems Inspector. Director Murphy, the individual you talked to was Joe Lewis, who was on the Jurupa Interagency Meeting. He used to work as the fire prevention tech for the District years ago. He knows a number of members who are part of the RCSD staff. You basically spent an extra \$10,000 a year to upgrade from a prevention technician to a fully certified Fire Inspector. You share half of the cost for Joe Lewis with the city of Eastvale. Joe works 2 days a week in Rubidoux and 2 days a week in Eastvale. That is all part of a growing process that I'm working with the City Manager of Jurupa Valley, Rod Butler, to get all of Jurupa Valley – not just Rubidoux, but the whole city getting annual fire inspections.

What Joe will do – he will continue to do Rubidoux's annual weed abatement process. That includes all of the vacant lands in the District. He will work with District staff and ensure that we get compliance for weed abatement. The city of Jurupa Valley's code enforcement deals with all the properties that have inhabited structures on them. There is a two-edged or total force concept there. In addition to the weed abatement, Joe will also do state mandated facility inspections. Those include schools, care facilities, and some of the other large or state mandated care facilities that are within RCSD. The third item is going to be new. When I say new, annual business inspections when the city incorporated had been a lacking effort. Over the past years, myself and my predecessors could have done a better job with annual business inspections, but we are aggressively pursuing that now. Annual business inspection will be the third element of Joe's job. Every year every businesses within the District will receive an annual business inspection. We will inspect their electrical is up to code; we will ensure they have Exit signs; we will ensure their fire sprinklers have had their 5-year certification inspection; and confirm storage isn't blocking Exits. Ultimately with these inspections the goal is to keep those businesses in service. They're producing tax base or sales tax which rolls out to the city of Jurupa Valley, and here in RCSD's case, property tax. A vacant lot caused by a burnt down building eventually lowers the property tax value on that land, which in turn reduces tax increment income to the District.

Specifically, to Director Murphy's questions. The 42<sup>nd</sup> Street fire which was in the Fall of last year. That started near Riverview and 42<sup>nd</sup> out there. The fire burned and damaged some structures and ultimately the cause was an individual fleeing from the cops who ran his vehicle into the dry grass and started the fire. So what Director Murphy is asking about is hazard fuel reduction in the river bottom. Our Fire Chief, Bill Weiser understands the river bottom complexity as well; not only in the overgrown fuels, but the homeless challenges. The Fire Chief is part of a task force – which I am a part of as well, on what we can do to reduce those hazard fuels in the river bottom, those public lands Director Murphy was talking about.

The most recent Wilson Fire started out on the north end of Rubidoux off of Fleetwood on December 2<sup>nd</sup>. The Fire started in San Bernardino County under heavy Santa Ana winds. It blew embers into Rubidoux which started three or four mulch and pallet yard operations on fire: ultimately destroying three or four businesses. All of those mulch facilities were operating with way too much green waste on their property. They all had been issued compliance orders which

our inspector is enforcing. Enforcement includes removal of all of the abundant green waste. Environmental Health is involved all the way up to the state level Cal Recycle. Essentially, they won't be able to operate again without going through the city of Jurupa Valley and following appropriate permit processes. We have our challenges on the north end of Rubidoux there. There are five or six pallet yards out there that have grown up. We are currently inspecting those to bring them into compliance, ultimately to keep our entire community safe.

I know I covered a lot of ground there. That \$10,000 extra a year and I understand that's a financial burden, but an ounce of fire prevention is a gallon of cure in protecting RCSD. I am open to any more questions.

Director Trueba: Regarding weed abatement. What would be the proper procedure for a common citizen to report a lot that is possibly a fire hazard so that they can call it in and make sure it gets handled properly?

Chief Veik: Director Trueba, we can do two things. I will email Jeff Sims our Inspector, Joe Lewis' contacts (email, phone). Keep in mind even though we are RCSD, we do fall within the city of Jurupa Valley. You can also contact code enforcement on the website, where I believe there is a complaint form.

### **Emergency and Fire Report:**

Station 38 had a total of 265 calls. Of those, 176 calls, or 67.9%, were medical aide calls.. Additionally, there was a report for the City of Jurupa Valley. There were 26 traffic collisions. For the city, there was a total of 265 calls. The EMS and fire services are extremely busy right now with the COVID challenges. In mid-January we will be tenting Fire Station 38 due to termites.

### **ITEM 9. Receive and File Statement of Cash Asset Schedule Report Ending November 2020. DM 2020-90.**

#### **BACKGROUND**

Attached for the Board of Directors' consideration is the November 2020 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$100,113.34 for District controlled accounts. With respect to District "Funds in Trust", we show \$4,216.10 which has been earned and posted. The District has a combined YTD interest earned total of \$104,329.44 as of November 30, 2020.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$6,051,543.99 ending November 30, 2020. That's **\$819,619.63 LESS** than July 1, 2020, beginning balance of \$6,871,163.62.

Further, the District's Field/Admin Fund current fund balance is \$630,876.85.

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

**Director Muniz moved, and Director Trowbridge seconded to Receive and File the Statement of Cash for the Month of November 2020 for the Rubidoux Community Services District.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 10. Recognition of Federal Holiday/Notice of Office Closure. DM 2020-91.**

**BACKGROUND**

On December 11, 2020, President Trump issued an Executive Order (E.O.) recognizing December 24, 2020 as a Federal Holiday. Consistent with the employees' Memorandum of Understanding (MOU) Article X 'Holidays' and current RCSD personnel handbook policy #3030 'Holidays', "*At such time as Federal and State governments designate certain holidays to be celebrated, the same shall apply.*", the District office will be closed in recognition of the newly enacted federal holiday on Thursday, December 24, 2020. A copy of the E.O., MOU article and RCSD personnel handbook policy are provided for your reference. Customers will still be able to make payments on this day via our automated phone system, online, or drop box in addition to reporting leaks, etc. to our on-call personnel similar to other recognized holidays.

This DM requires no board action at this time and is merely informational.

**Information item only, no action necessary.**

**ITEM 11. Consider Awarding a Contract for Consulting Services to: Update to RCSD's Water and Sewer Master Plans, Prepare RCSD 2020 Urban Water Management Plan, RCSD Operational Plan, and Prepare American Water Infrastructure Act Documents. DM 2020-92.**

Item unable to be presented.

**ITEM 12. Closed Session – NONE at this time.**

**ITEM 13. Directors Comments**

Director Skerbelis adjourned the meeting at 4:47 PM.