

MINUTES OF REGULAR MEETING
November 2, 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
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, November 2, 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

No members of the public were present to provide public comment.

ITEM 5. CONSENT CALENDAR

A. Approval of Minutes for October 19, 2023, Regular Meeting

B. Consideration to Approve November 3, 2023, Salaries, Expenses and Transfers

C. DM 2023-98: Receive and File Statement of Cash Asset Schedule Report Ending September 2023.

BACKGROUND

Attached for the Board of Directors' consideration is the September 2023 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$263,278.54 for District controlled accounts. With respect to District "Funds in Trust", we show \$5,998.88 which has been earned and posted. The district has a combined YTD interest earned total of \$269,277.42 as of September 30, 2023.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$12,760,661.91 ending September 30, 2023. That's **\$1,399,070.84 LESS** than July 1, 2023, beginning balance of \$14,159,732.75.

Further, the District's Field/Admin Fund current fund balance is \$750,044.21.

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

Director Trueba 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

The first article was from the Department of Water Resources State of California regarding the current reservoir conditions. It is predicted that the upcoming rainy season is anticipated to be another heavy season or El Niño. The reservoirs in northern California are still mostly full. The next article was from the droughtmonitor.unl.edu, regarding the U.S. Drought Monitor California. The next article was from calmatters.org, entitled: "Another wet winter looms. California needs to get serious about water management." The final article was from pasoroblesdailynews.com, entitled "New Tesla battery installed at SLO water treatment plant.

ITEM 7. REPORT

A. Operations Report (Second Meeting Each Month)

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

Chief Otterman reported the Incidents Reported for the month of September 2023 and Special District Rubidoux CSD. Station 38 had a total of 268 calls. 190 calls, 70.9% were medical aides. Additionally, there was a report for the City of Jurupa Valley. There were 30 False Alarms, 11.2%, 2 Other Misc, .7%, 5 Other Fire, 1.9%, 8 Public Service Assist, 3%, 5 Standby, 1.9%, 21 Traffic Collisions, 7.8%, 1 Vehicle Fire, 0.4% and 4 Wildland Fires, 1.5%.

C. General Manager and Staff Report/Updates

RCSD will be participating in the Veteran's parade on November 11, 2023, at 9:00 am. The route will be from Riverview to Crestmore, with an event at Flabob afterwards. There is a Water for All lunch on Wednesday, November 29th, at the Renaissance Esmerelda Resort and Spa in Indian Wells from 12:00-2:00.

D. Committee Reports

There were no meetings to report on.

ITEM 8. ACTION/DISCUSSION ITEMS

A. DM 2023-97: Consider Award of Professional Services Contract for the Design of District Well 25, a Raw Water Pipeline from Well 25 to the Leland Thompson Plant and Upgrades to the Water Treatment Facilities at the Leland Thompson Plant.

BACKGROUND

In May 2022, the Rubidoux Community Services District (“District”) Board of Directors (“Board”) adopted Resolution No. 2022-890, a Resolution which applied for a joint grant (“The Grant” or “Grant”) with Western Municipal Water District (“Western Water”) and Riverside Highlands Water Company (“Riverside Highlands”) under DM 2023-38. On July 10, 2023, Western Water received the Notice of Award of the Grant for which the District is a subrecipient from the United States Bureau of Reclamation (“USBR”) for the construction of Well 25 and related treatment facilities. This Grant only covers the cost of Construction. Preparation of Construction Documents is not reimbursable under the terms of the Grant.

Well 25 is a Master Planned Well Facility with an estimated cost in 2021, including associated treatment facilities, of approximately \$2,915,000 and this matching grant will pay 50% of the estimated cost of developing this well and associated treatment up to a maximum amount of \$1,457,500. The District has in its Fiscal Year 2023-24 (“FY 2023-24”) budget \$1,700,000 in the Water Capital Improvement (“Water CIP”) Budget line item #12 in anticipation of receiving the Grant.

As indicated in DM 2023-84, the Grant terms require the District to submit certain performance reports to USBR during construction of the well and related treatment and to award the contract for the construction by November 2024 with completion of the project by the end of September 2026.

Requests for competitive proposals were sent out to six engineering consultants: Hazen and Sawyer, Krieger and Stewart, Steve Andrews Engineering, Webb & Associates, West Yost Engineers and WSC Engineers.

Two of the consultants declined the work via emails which are attached. These firms are Hazen and Sawyer and WSC Engineers. Two other firms also declined the work via phone conversations. These firms are West Yost Engineers and Steve Andrews Engineering.

The District received proposals from only two consultants, namely Webb and Associates (“Webb”) and Krieger and Stewart (“K&S”). No other competitive proposals were received.

The scope of work is quite extensive, being to develop a new well site, a raw water pipeline from the new well to the treatment facility at the Leland Thompson Water Treatment Plant (“Thompson Plant”) and expansion of the Thompson Plant to treat the additional volume of water produced by the well. This project is expected to take three years to complete from the initial design to the final completion of bringing the well on-line, providing potable water to the District’s customers.

Webb’s proposal is \$739,388 and K&S’s proposal is \$746,000. Both proposals are from firms competent and knowledgeable of the District’s water system. After careful consideration of both proposals Staff determined even though both proposals were competitive, comprehensive and complete, Webb’s proposal included construction support of Contractor Submittals and Inspection during the course of the work and was also slightly cheaper. Staff recommends the District hire Webb to perform this critical task. The FY 2023-24 Water CIP Budget includes funding for the development of Well 25 in the amount of \$1,700,000 providing adequate funding for this effort. Payment for this effort will be phased based upon the phases laid out in Webb’s proposal, namely Well design, Pipeline Design, Treatment Design and Construction Oversight. As this proposal has several components a phased Task Order approach is recommended by issuing separate task orders for each phase. It is also recommended to include a 10% contingency to the work to address any changes which may result in extra work during the design of this project. This is approximately \$74,000. The total amount authorized is therefore \$814,000. As this project is a Master Planned project, funding of this project would come from the District’s Water CIP Mainline (Capacity Fee) cash reserves account. As of October 16, 2023, this account has a balance of approximately \$2,600,000, which is more than sufficient to cover this scope of work.

Staff also realizes there may be additional unforeseen expenses with development of this well such as costs of determining the subsurface profile of the well and contaminants to be treated as well as having a quality assurance review of the design plans done in order to avoid unexpected costs during construction. Staff will return to the Board when these costs and efforts are known for additional authorization to do these important tasks.

Director Trueba moved, and Director Trowbridge seconded to approve the following:

1. Authorize the expenditure of up to \$814,000 on the design effort for Well 25 a raw water pipeline from the Well to the Leland Thompson Water Treatment Facility and associated treatment.
2. Authorize the General Manager to issue phased Task Orders to Webb and Associates in the total amount of \$739,388 for this work.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

B. DM 2023-99: Distribution for Review and Discussion – Rubidoux Community Services District Draft Financial Statements for Fiscal Year Ending June 30, 2023.

BACKGROUND

Attached for the Board of Director’s review and discussion id Rubidoux Community Services District’s draft financial statements for the fiscal year ending June 30, 2023. The financial

statements were prepared by the CPA firm of Rogers, Anderson, Malody, and Scott (RAMS). The financial statements include RAMS independent auditor's report and contains management's discussion and analysis, government-wide financial statements, fund financial statements, notes to the financial statements, required supplementary information, other information, and the independent auditor's report on internal control.

The attached draft is currently going through the District's final review; however, no material changes are anticipated. As has been the District's practice, staff is presenting the Board with an advance copy to review at your leisure.

If you have any comments, questions, or concerns about anything in the draft financial statements, please bring it to staff's attention anytime between now and Thursday November 9, 2023, to present a final version of the draft financial statements for the Board's acceptance and filing.

The Director's would like auditors to be present at the next board meeting. DM was for informational purposes only. No action taken by the Board.

CLOSED SESSION BEGINS AT 4:29 PM

C. CLOSED SESSION: Pursuant to California Government Code Section 54956.9: Status Update on PFAS Contamination Litigation Case, Rubidoux CSD v. 3M, DuPont, and Others.

The Board of Directors have decided to opt into the class action lawsuit.

D. CLOSED SESSION: Pursuant to California Government Code Section 54956.9: Evaluation of District General Manager.

CLOSED SESSION ENDS AT 4:57 PM

RECESS BETWEEN 4:57 PM – 5:00 PM

BOARD MEETING RESUMES AT 5:00 PM

ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS

The Directors that have the new tablets commented that they are enjoying using them. Director Murphy stated that with the drought and the water storage, it will be an issue that continues on. Some years there is rainfall that is above average and other years it is below average. The thing to do is to make sure there is a system in place to provide the water regardless. He is glad to see the District is doing that by drawing the additional well.

ITEM 10. Next Meeting – Thursday, November 16, 2023, at 4:00 p.m.

ITEM 11. ADJOURNMENT – President Murphy adjourned the meeting at 5:05 PM.