

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
DECEMBER 21, 2023**

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

DIRECTORS VIA ZOOM: F. Forest Trowbridge

DIRECTORS ABSENT: None

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

VISITORS (SIGNED IN): Chief Alex Paul, Fire Sation 38 Personnel

ITEM 1. 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 21, 2023, in-person and by teleconferencing at the District's Administrative 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 public comments.

ITEM 5. CONSENT CALENDAR

- A. Approval of Minutes for December 07, 2023, Regular Meeting
- B. Consideration to Approve December 22, 2023, Salaries, Expenses and Transfers
- C. **DM 2023-108:** Consider Updates to the Rubidoux Community Services District’s Employee Handbook Policy No. 2300 ‘Internet, E-mail, and Electronic Communications’
- D. **DM 2023-109:** Consider Proposal from Albert A. Webb Associates for Preparation of a U.S. Bureau of Reclamation WaterSMART Grant Program Application for the AMI Meter Installation Project Phase II
- E. **DM 2023-110:** Receive and File Statement of Cash Asset Schedule Report Ending November 2023
- F. **DM 2023-111:** Acceptance of Work and Filing Notice of Completion for the Market Street Water Pipeline Relocation Project
- G. **DM 2023-112:** Consider Approving Consulting Engineering Proposal to Prepare Rubidoux Community Services District 2023 Consumer Confidence Report

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

Roll call:

Ayes – 5
Noes – 0
Abstain – 0
Absent – 0

The motion was carried unanimously.

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION

None

ITEM 7. REPORTS

A. Operations Report (Second Meeting Each Month)

Director of Operations Miguel Valdez reported on the water/wastewater report for the month of November, production was an average of 4.15 mg per day and an average of 1.72 mg/day was the wastewater flow to Riverside. Well No. 18 produced 47.9% of water, Well No. 8 produced 0.0%, Well No. 6 produced 9.6%, Well No. 4 produced 5.8%, Well No. 2 produced 0.1%, Well No. 1 produced 36.5%, and JCSD Intertie produced 0% of water.

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

Chief Alex Paul reported the Incidents Reported for the month of November 2023 and Special District Rubidoux CSD. Station 38 had a total of 271 calls. 170 calls, 62.7% were medical aides. There were 39 False Alarms, 14.4%, 1 Com Fire 0.4%, 13 other fire 4.8%, 10 public service assistance 3.7%, 2 rescue fire 0.7%, 8 standby 3.0%, 21 traffic collisions 7.7%, 1 vehicle fire 0.4% and 6 wildland fire 2.2%.

C. General Manager and Staff Reports / Updates

General Manager Brian Laddusaw did not have any comments. Director Kirk Hamblin presented the RCSD Accounts Receivable, JCSD Water Sales, and Payment Arrangements. He also reported the litigation cost of the Riverside case to the Board. The cost up to date was approximately four million three hundred thousand dollars. He is still working on the Covid-19 cost expense. Director Muniz iPad arrived and will be ready for the next Board meeting. Lastly, he presented to the Board a Payment Processing Analysis.

D. Committee Reports

There were no Committee Meetings to report.

ITEM 8. ACTION/DISCUSSION ITEMS.

- A. DM 2023-113:** Consider Approving Agreement with Sequanota Partners LP and Richmond American Homes to Construct Upgrades to District Water Pipeline in Canal Street

BACKGROUND:

Tract 37211 is a proposed 48-lot single family residential development (“Project”) located in Rubidoux Community Services District (“District”) west of Pacific Avenue between State Highway 60 and Canal Street. The owner/developer of the Project is Sequanota Venture, LLC (“Sequanota”) which is currently in escrow to sell the Tract to Richmond American Homes of Maryland (“Richmond”), herein collectively referred to as “Developer”. The Developer at its sole expense will build new water and sewer facilities to District standards to service all 48-lots created. Once accepted, the new facilities will be accepted by the District for ownership and ongoing maintenance.

Staff reviewed the existing District water system in the area and has determined existing homes along Opal Street are served by small 2” and 4” diameter water pipelines built in the 1950’s. The Project proposes connections to these existing pipelines at the intersections of Canal Street and Opal Street, Opal Street and “C” Street, and Canal Street and the Riverside County Flood Control (“RCFC”) drainage channel. Based on hydraulic modeling the Project can meet maximum day and fire flow demands with these connections plus a connection to the 24” diameter pipeline in Pacific Avenue at Avenue “C”. The proposed Project water requirements are shown in Attachment 1.

Given the small size and age of the existing offsite water pipelines the Project is connecting to, staff had the Developer of the Project design replacement pipelines, shown as Segments 1, 2, and 3, through previous action by the Board of Directors under DM 2020-45, Attachment 2. The District considered participating in funding the construction of all three of these segments but received a cost estimate from the Developer of about \$500,000, not including construction oversight. This amount is consistent with the current estimated cost of construction yet much more than anticipated in 2020. The three segments of offsite Project water facilities include:

Segment 1: 8” diameter pipeline in Opal Street from “C” Street to Canal Street (520 L.F.)

Segment 2: 8” diameter pipeline in Canal Street from Project boundary at Canal Street to Patricia Drive (240 L.F.)

Segment 3: 8” diameter pipeline in Canal Street from Patricia Drive to Pacific Avenue (515 L.F.)

These three segments total approximately 1,275 L.F. Attachment 2 shows the location of the three segments.

After receiving the initial cost proposal from the Developer, Staff decided to investigate the hydraulics for providing adequate fire flow on a more detailed level. It was determined replacing pipelines in Segments 2 and 3 provide negligible increase in fire flow over constructing only the improvements in Segment 1. This is mainly because construction of this segment provides a complete loop of 8” water pipeline to provide increased fire flow for the existing homes on Opal and to the existing homes on Canal as well. Construction of Segments 2 and 3 was deemed not necessary at this time because the houses served by the existing pipelines in Canal will benefit from the construction of Segment 1 and the looping it provides. The cost for construction of Segment 1 is approximately \$152,659 plus additional costs for Construction Oversight of approximately \$20,000. The District will utilize its consultant, Krieger and Stewart, for this task. A reasonable contingency of \$25,000 is added to this bringing the total to \$177,659.

Although none of these three segments are in current budgets for replacement, there is an opportunity to have the work done concurrently with the construction of the tract which will include re-paving Opal Street.

After this work is complete, the City of Jurupa Valley will have a moratorium on construction in the newly repaved Opal Street. While construction will be permitted, the moratorium will require completely repaving the street rather than only repaving the trench containing the pipe resulting in duplicate efforts and increased costs. Not only does this come at increased cost it is a bad image for the District to do construction in a recently paved street. For these reasons, the District should do this installation now while the opportunity avails itself.

Staff has prepared a draft reimbursement agreement entitled – “Reimbursement Agreement Water System Improvements: Tract No. 37211”, Attachment 1. This agreement provides basic terms of the relationship between the District and the Developer related to the offsite water improvements. The terms include:

1. Scope of the construction work for the offsite water improvements
2. Cost of the construction work the District agrees to pay

3. The ability of the District to take the lead on construction if the owner/developer should fail to complete the work.
4. A succession clause allowing the reimbursement agreement to be transferred from the current owner, namely Sequanota, to Richmond.

The cost of constructing this pipeline will require a budget amendment to the approved District Fiscal Year 2023/2024 Budget. Staff recommends using Water Fund Unrestricted Reserves to amend the Water Replacement Project Budget to create a new line item – Offsite Water System Improvements for Tract 37211 in the amount of \$177,659.

Director Murphy moved, and Director Muniz seconded to approve the following:

1. Sign the agreement entitled – “Reimbursement Agreement Water System Improvements: Tract No. 37211” subject to minor non-substantive changes.
2. Amend the District Fiscal Year 2023/2024 Budget by using Water Fund Unrestricted Reserves to create a new line item in the Water Replacement Fund Budget – Offsite Water System Improvements for Tract 37211 in the amount of \$177,659.

Roll call:

Ayes – 5

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

- B. DM 2023-114:** Consider Agreement with Southern California Gas Company to Install a New Gas Lateral to a New Generator at Well 2

BACKGROUND:

California Governor’s Office of Emergency Services (“Cal OES”) makes grant funds available for its Community Power Resiliency Program to help agencies mitigate power disruptions. Electrical power disruptions have become more frequent in response to fires attributed to electrical facility failures during high wind events. Now energy providers shut down power to areas where high winds are anticipated. This on one hand should help reduce the number of fires caused by downed electrical facilities, but on the other hand puts added pressure on water providers to maintain water service reliability. Rubidoux Community Services District (“District”) applied for and received a grant award of \$300,000. The District was notified of this award in March of 2021. The General Manager signed and the Board ratified signing the agreement with Cal OES at the April 1, 2021 Board meeting under Director’s Memorandum 2021-17. Under the terms of the grant award, among other things, required the funds be spent on power resiliency equipment, like generators, and originally required the funds be expended before October 31, 2021. Due to supply chain constraints the deadline to expend the funds was

extended to March 1, 2023. If the funds are not utilized to procure the generators under the terms of the Grant, the District will have to return the funds to the State.

The District is placing generators on three sites: The Goldenwest Booster Station Site, the Well 1A Site and the Well 2 Site. Each generator has been appropriately sized for the specific electrical demands of the site on which they are placed. Of special consideration, Well 2 is located on the District's current administrative building site adjacent to the Ina Arbuckle Elementary School. South Coast Air Quality Management District ("AQMD") permit requirements do not allow placement of a diesel generator in close proximity to a school, so a natural gas generator is being specified.

The Board authorized the purchase of the generators under DM 2023-14 which met the terms of the grant. The grant has since been closed out with Cal OES. Further, the Board also authorized the development of plans for placement of the generators under DM 2021-57 and 2023-77.

As part of the installation of the natural gas generator at Well 2, the District must contract with SoCal Gas for the installation of the gas service lateral. The District has received a bill from SoCal Gas in the amount of \$138,391.89.

In the District's FY 2023|2024 Water Capital Improvement Project ("CIP") Fund Budget, the District appropriated \$266,000 for the installation of the generator at the Well 2 site under Line-Item Number 13. Of this the District has authorized \$8,959 to Webb and Associates for design work under DM 2023-77. This leaves an unencumbered balance of \$257,041 for the Well 2 Generator Installation. The District will use the money authorized in the budget to pay SoCal Gas for this work. Additional project costs are expected to be incurred on this project. Staff will seek authorization for expenditures of those monies at a future Board meeting.

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

1. Authorize the General Manager or his Designee to sign the Contract with the Southern California Gas Company.
2. Authorize the expenditure of \$138,391.89 from the FY 2023|2014 Water CIP Fund Budget to pay for the installation of the new gas line serving the generator.

Roll call:

Ayes – 5

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS

None

ITEM 10. NEXT MEETING

Thursday, January 4, 2024, at 4:00 P.M.

ITEM 11. ADJOURNMENT

President Skerbelis adjourned the meeting at 4:32 P.M.