

MINUTES OF REGULAR MEETING
December 21, 2017
RUBIDOUX COMMUNITY SERVICES DISTRICT

DIRECTORS PRESENT: Bernard Murphy
F. Forest Trowbridge
Christopher Barajas
Hank Trueba Jr
Armando Muniz

DIRECTORS ABSENT:

STAFF PRESENT: Dave Lopez, General Manager
Steve Appel, Assistant General Manager
Krysta Krall, Manager of Fiscal Services
Brian Jennings, Accounting/Budgeting Manager

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by Mr. Lopez, at 4:00 P.M., Thursday, December 21, 2017, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. DM 2017-62. Annual Reorganization of the RCSD Board of Directors for Calendar Year 2018.

Since 1991, the Rubidoux Community Services District Board of Directors has practiced the policy of yearly rotating the Vice President into the President's position. In December 2016, President Muniz was affirmed President thru the 2017 calendar year. Further, Director Murphy was elected Vice President for 2017 as well. Since the President's position has been decided by the above policy, it is appropriate the Board to turn your attention for the nomination of a Vice President this afternoon for calendar year 2018 and, eventually rotating into the President of the Board in 2019.

Pursuant to the reorganization of the California Government Code, and in keeping with the RCSD policy to rotate the President's position yearly, it is procedurally appropriate the Board Nominate and elect a Vice President of the Board for calendar year 2018.

President Murphy was handed over the gavel and continued with the meeting and the nomination process.

The floor is now open to accept the candidates for the position of Vice President for calendar year 2018.

Directors Muniz, Trowbridge and Barajas nominated Director Trueba for the position of Vice President. Director Hank Trueba was unanimously elected the Vice President for 2018.

ITEM 5. APPROVAL OF MINUTES

Approval of Minutes for Regular Board Meeting, December 7, 2017.

Director Muniz moved and Director Trowbridge seconded to approve the December 7, 2017 Minutes.

The motion was carried unanimously.

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

Noes - 0

ITEM 6. Consider to Approve the December 22, 2017, Salaries, Expenses and Transfers.

Approve December 22, 2017 Salaries, Expenses and Transfers.

Director Barajas moved and Director Muniz seconded to approve the December 22, 2017, Salaries, Expenses and Transfers.

The motion was carried unanimously.

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

Noes - 0

ITEM 7. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

There were no members of the public to address the Board.

ITEM 8. CORRESPONDENCE AND RELATED INFORMATION

There was nothing to offer under correspondence and related information.

ITEM 9. MANAGER'S REPORT

Operations Report:

JCSD has completed their expansion of the desalter and will not be taking water from the District. Typically they have been taking 2 mgd per day of water. Our operations are not dependent on that income.

Emergency and Fire Report:

The Incident Report for November 1 – November 30, 2017 there were a total of 265 calls, in comparison to the same period in 2016, there were a total of 253 calls. The year to date total is 2,810, compared to 2,862 in 2016.

ITEM 10. DM 2017-59. Receive and File November's Statement of Cash Asset Schedule

The year-to-date Interest ending November 30, 2017, is \$82,271.00 for District controlled accounts. With respect to District "Funds in Trust", we show \$3,663.00 which has been earned and posted. The District has a combined YTD total of \$85,934.45 as of November 30, 2017.

With respect to the District's Operating Funds (Excluding Operating Reserves), we show a balance of \$5,275,125.00 ending November 30, 2017. That is **\$304,052.00 LESS** than July 1, 2017, beginning balance of \$4,971,073.00.

The District's Field/admin Fund continues to grow and current fund balance nears \$315,000.00.

Submitted for the board of directors consideration is the November 2017, *Statement of Cash Asset Schedule Report* for your review and acceptance this evening.

Director Muniz moved and Director Trowbridge seconded to Receive and File the Statement of Cash for the Month of November 2017 for the Rubidoux Community Services District.

ITEM 11. DM 2017-63. Consideration to Award the 36th Street Water Replacement Construction Project.

As authorized by the Board of Directors, Staff solicited bid for the construction of the 36th Street water pipeline project from Crestmore Rd. to Daly Ave. The project consists of the replacement of approximately 850 feet of 5" pipe with 8" pipe as shown on the attached Exhibit "A" map.

As previously stated, there is a two-fold reason for moving forward with the construction of this waterline: **First**, the City of Jurupa Valley deferred the repaving of 36th Street in order to allow the District time to design and construct the replacement pipeline avoiding the City's three-year moratorium on construction in streets that have been recently repaved; and **Second**, the project will allow the District to replace an existing 4" waterline with an 8" waterline. This replacement will not only eliminate maintenance issues, but enhance fire flow protection to the 25 homes on the affected street.

On Tuesday, December 12, 2017, Staff received and opened nine bids from contractors. The bids ranged from \$341,339.00 to \$589,383.50. with engineers estimate of \$350,000.00. Funding for the project will come from the Water Replacement Fund which has a current balance of approximately \$692,000.00.

As stated in TKE Engineering's attached memo, Weka, Inc. was the lowest submitted proposal with a bid amount of \$341,339.00. No irregularities were noted, and the recommendation is to award the construction contract to Weka.

To better manage this project, Staff requested an engineering services proposal from TKE Engineering to provide necessary Construction Management and Inspection (CM&I) services. TKE has done numerous design and EM&I projects for the District and is well

qualified to manage this project. TKE's \$45,600.00 proposal was reviewed and evaluated, and it is Staff's recommendation to authorize the CM&I portion of this project to TKE. TKE's October 25, 2017, proposal is attached for your reference as Exhibit "C".

Finally, another important aspect of this project is the geotechnical testing and observation (soils testing) for this construction project. Proposals were requested from 4 (four) firms including CHJ Consultants, Earth Systems Southwest, LOR, and John Byerly. The proposals received were evaluated and Staff is recommending awarding the soils testing portion of this project to John Byerly, Inc. in the amount of \$6,380.00. A copy of their proposal is included for your reference as Exhibit "D".

Mr. Steve Appel gave a detailed presentation to the Board on the 36th Street Water Replacement Construction Project.

Director Muniz moved and Director Trowbridge seconded the Rubidoux Community Services District Board of Directors:

- 1. Award the 36th Street Water Replacement Project to Weka, Inc. in the amount of \$341,339.00;**
- 2. Approve the Construction Management & Inspection services proposal from TKE Engineering in the amount of \$45,600.00;**
- 3. Approve the Geotechnical test services proposal from John Byerly, Inc. in the amount of \$6,380.00; and,**
- 4. Approve and encumber a total water replacement project budget in the amount of \$410,000.00.**

The motion passed unanimously to approve all items.

ITEM 12. DM 2017-65. Consideration to Accept Certain Sewer Easements within TR 31503 (DR Horton)

In order to facilitate the flow of sewage from the newly constructed DR Horton tract (TR 31503 near Flabob airport), two sewer easements are needed. The developer, DR Horton has offered the two easements to the District as shown on the easement documents. In order for Staff to record the easements with the County of Riverside Recorders office, Board action is necessary.

Since the easements facilitate sewage flow from the development, DR Horton has offered the easements at no cost to the District.

Director Barajas moved and Director Muniz seconded the Rubidoux Community Services District Board of Directors accept the two sewer easements offered by DR Horton for Tract 31503-1 and 31503.

ITEM 13. DM 2017-66. Presentation of Emerging Constituent 1,2,3 - Trichloropropane in Certain Ground Water Wells.

Beginning in January 2018, the State of California will begin regulating an emerging contaminant, 1,2,3 - trichloropropane (TCP). The new regulation will require water agencies to sample for TCP and ultimately treat the water if TCP is found to be present. The District has sampled our projection water Wells and believe that two of the Well may have detectable levels of TCP.

A presentation by Staff will better outline the ramifications to the District if TCP levels above the maximum are detected and the treatment options to remove the TCP.

This is presented for Board information at this time. If TCP is found, Staff will return to the Board with a plan to treat and/or remove the contaminant.

Mr. Steve Appel gave a detailed presentation to the Board on the emerging constituent 1,2,3 – trichloropropane in certain ground water wells.

No action necessary at this time. Presentation only.

ITEM 14. Directors Comments – Non action.

Director Murphy adjourned the December 21, 2017 Regular Board meeting.