

MINUTES OF REGULAR MEETING
June 1, 2023
RUBIDOUX COMMUNITY SERVICES DISTRICT

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

DIRECTORS ABSENT:

STAFF PRESENT: Ted Beckwith, Director of Engineering
Kirk Hamblin, Director of Finance and Administration
Martha Perez, Customer Service/Accounts Payable
Manager
Miguel Valdez, Director of Operations
Melissa Trujillo, HR Generalist/Safety and Facilities
Coordinator
Brian Laddusaw, General Manager

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, June 1, 2023, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for May 18, 2023, Board Meeting.

Director Skerbelis moved, and Director Trueba seconded to approve the May 18, 2023, Regular Board Minutes as presented.

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 June 2, 2023, Salaries, Expenses and Transfers.

Consideration to Approve the June 2, 2023, Salaries, Expenses and Transfers.

Director Trowbridge moved, and Director Murphy seconded to Approve the June 2, 2023, 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 was no one in attendance.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

There was nothing to offer at this time.

ITEM 8. MANAGER’S REPORT

Operations Report:

Presented at the second meeting of the month.

Emergency and Fire Report:

Presented at the second meeting of the month.

ITEM 9. PUBLIC HEARING – Second Reading and Consideration to Adopt Ordinance No. 2023-133, an Ordinance Establishing Board Member Stipends. DM 2023-50.

BACKGROUND

On March 16, 2023, the Rubidoux Community Services District (“District”) Board of Director’s (“Board”) conducted a Second Reading and Public Hearing for Ordinance No. 2023-133, *An Ordinance Establishing Board Member Stipends*. Ordinance No. 2023-133 included the following adjustments to the Board Member stipends:

1. Adjust the Board member stipend for regular meetings (including special, emergency, advisory, etc.) and committee meetings to the maximum allowed under current California Water Code.

Regular: From \$155.13/meeting to **\$179.58/meeting**

Committee: From \$63.81/meeting to **\$73.87/meeting**

2. Adjust the Board member stipends automatically, on an annual basis, **commencing July 1, 2024**, to the maximum allowed under the then current California Water Code. For reference, the current California Water Code allows for a maximum 5% annual increase.

At the conclusion of the Public Hearing, Ordinance No. 2023-133 failed to pass by majority vote.

On April 20, 2023, at the regularly scheduled District Board meeting, staff was directed to reintroduce Ordinance No. 2023-133 with a modification to remove the recital allowing for annual automatic adjustments. On May 4, 2023, the Board conducted the First Reading of revised Ordinance No. 2023-133. The dates incorporated within the Ordinance were also updated to reflect the new timeline. At the conclusion of the First Reading, the Board directed staff to proceed forward with the Second Reading and Public Hearing on June 1, 2023.

This evening's Public Hearing for Ordinance No. 2023-133 was posted on the District's administration office windows, on the District's website, and noticed in the Press-Enterprise Newspaper (attached) no less than 10 days prior to today.

As of the writing of this Director's Memorandum, staff have not received any oral or written comments from the public or Board as it pertains to Ordinance No. 2023-133 since its First Reading on May 4, 2023.

If Ordinance No. 2023-133 is adopted at the conclusion of this evening's Public Hearing, the effective date of Ordinance No. 2023-133 would be August 1, 2023. The Board would notice an adjustment to their stipend pay on their September 1, 2023 paycheck, as the Board is paid in arrears.

Director Murphy opened the PUBLIC HEARING.

There were no members of the public at the Hearing. Director Murphy closed the PUBLIC HEARING.

Director Trueba moved, and Director Trowbridge seconded the Board of Directors authorize the General Manager to:

1. ***Consider adoption of Ordinance No. 2023-133, An Ordinance Establishing Board Member Stipends.***

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 10. Receive and File Statement of Cash Asset Schedule Report Ending April 2023. DM 2023-51.

BACKGROUND

Attached for the Board of Directors' consideration is the April 2023 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$454,627.78 for District controlled accounts. With respect to District "Funds in Trust", we show \$9,180.11 which has been earned and posted. The district has a combined YTD interest earned total of \$463,807.89 as of April 30, 2023.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$13,553,927.25 ending April 30, 2023. That's **\$4,543,741.00 MORE** than July 1, 2022, beginning balance of \$9,010,186.25.

Further, the District's Field/Admin Fund current fund balance is \$743,679.84.

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

Director Skerbelis moved, and Director Trowbridge seconded to Receive and File the Statement of Cash for the Month of April 2023 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 11. Acceptance of Work and Filing Notice of Completion for Fire Station 38 Security Fence Improvements. DM 2023-52.

BACKGROUND

At the November 17, 2022 regular meeting of the Rubidoux Community Services District ("District"), the Board of Directors approved DM 2022-102, attached, awarding a contract to Oak Hills Contractors, Inc. ("Oak Hills") in the amount of \$113,150 with a construction contingency of \$22,650 and a total authorization of \$135,800.

The security fence improvements performed by Oak Hills are complete. There were three change orders on the project as follows:

Change Order Number 1 was to not install the proposed swing gate as it would interfere with access to the trash enclosure. Instead, additional security measures were added to the existing gate to deter entry onto the site. This was a deductive change order in the amount of (\$5,350).

Change Order Number 2 was to add additional security measures on top of the pilasters that are part of the block wall which were not shown on the plans. This was an additive change order in the amount of \$7,200.

Change Order Number 3 was to replace the lights in the patio area lattice roof with new high efficacy LED Lighting. The removal of the existing lights was necessitated by the construction of additional 4” x 6” lattice work to prevent entry into the patio area in a location where there was no lattice work in the original design. The lights were not shown in this area but had to be removed and replaced to perform the lattice construction work. Additionally, the lights were old and rusted. Replacement with new LED lights will result in energy savings and associated cost savings going forward. This was an additive change order of \$1,950.

Additionally, the bolts used to install the security measures on the exterior wall require the work of a special inspector to confirm proper installation per the manufacturer’s instructions and the listing for the bolts. The District hired a special inspector, Dependable Special Inspection, LLC (“Dependable”) to perform this work at the cost of \$4,800.

As shown in the table below, the total amount owed to Oak Hills is \$116,950 which is 3.4% more than the original contract amount.

Original Contract Amount		\$ 113,150.00
Swing Gate Deduction		\$ (5,350.00)
Additional Spikes Addition		\$ 7,200.00
Subtotal		\$ 115,000.00
LED Lights Addition		\$ 1,950.00
Contract Grand Total		\$ 116,950.00
5% Retention		\$ 5,847.50
Contract Grand Total Less Retention		\$ 111,102.50
Paid to date		\$ (101,033.00)
Due on June 1, 2023 Check Run		\$ 10,069.50
Due after NoC is Filed (5% Retention)		\$ 5,847.50

As noted above, the District paid Dependable \$4,800 for special inspection services. This brings the total expenditure on this effort to \$121,750 which is \$14,050 or 10.4% less than the amount authorized by the Board in DM 2022-102. The District will pay Oak Hills \$10,069.50 which is in tonight’s check run to bring the total paid to 95% of the contract amount leaving the final retention of \$5,847.50.

A final step in the construction process is for the District to accept the work as complete and file/record a Notice of Completion (NOC) with the County of Riverside. Once executed and recorded, the NOC starts a 35-day period before the District pays the remaining held contract retention.

Director Trowbridge moved and Director Muniz seconded the Board of Directors to do the following:

- 1. Accept the work performed by Oak Hills Construction for the Fire Station 38 Security Fence Improvements as complete and conforming to the bid specifications.**
- 2. Authorize the General Manager or designee to execute and file the Notice of Completion for the project and release the contract retention in the amount of \$5,847.50 after the waiting period has ended.**

Roll call:

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

Noes – 0

Abstain – 1 (Trueba)

Absent – 0

The motion was carried by the following vote 4-0-1-0.

ITEM 12. Grant Support by Western Municipal Water District for USBR Drought Resiliency for Well Treatment/Construction of Well 25 and Associated Treatment Facilities. DM 2023-53.

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 with Western Municipal Water District (“Western”) and Riverside Highlands Water Company (“Riverside Highlands”). The District was notified of receiving the award of this grant in March 2023 in the amount of \$1,457,500 from the United States Bureau of Reclamation (“USBR”) for the construction of Well 25 and related treatment facilities. Well 25 is a Master Planned Well Facility with an expected cost including associated treatment facilities of approximately \$2,915,000. And this matching grant will cover about half of the cost of developing this well and associated treatment.

The USBR requires the project comply with National Environmental Protection Act (“NEPA”) and Western has hired Dudek to prepare the NEPA filing which is similar but slightly more in-depth than the typical California Environmental Quality Act (“CEQA”) requirement the District normally files. This is due to the use of Federal Funds from this grant. USBR requires all three agencies to conduct a Cultural Resources Survey, and, for the District’s Well 25, a Biological Resources Survey additionally needs to be conducted. Dudek will be completing this for all three agencies but the District has to pay the additional cost of the required Biological Resources Study. The District’s share of this effort is \$18,036.88 including the Biological Resources Study.

Additionally, grant monitoring and reporting will be required to ensure all requirements of the grant are met and the other agencies do not lose the grant funding. Western has hired Kennedy Jenks to perform this task. The District’s share of this effort is \$16,125. This amount will be billed over the course of the grant, which lasts 3 years.

The total of these two efforts is \$34,161.88. It is prudent to have a contingency for unexpected items that may come along during the work and Western has put a 10% contingency on these efforts. This contingency is \$3,416.19 bringing the total required to \$37,578.07.

The following table demonstrates how the costs are split between the agencies:

Project	Grant Reporting Share (Kennedy Jenks)	NEPA Survey Share (Dudek)	Contingency (10%)	Suggested PO With Western Water
RHWC	\$16,125	\$9,339.38	\$2,546.44	\$28,010.82
RCSD	\$16,125	\$18,036.88	\$3,416.19	\$37,578.07
Western Water	\$16,125	\$9,339.38		
Total	\$48,375	\$36,715.63		

Considering these costs and their respective 10% Contingencies separately, the grant reporting and administration cost is $\$16,125 + \$1,612.00 = \$17,737.50$ and the cost of the NEPA Survey is $\$18,036.88 + \$1,803.69 = \$19,840.57$.

The District has sufficient funds available in the Water CIP Reserve Fund from the Collection of Water Connection and Capacity Fees to fund the \$19,840.57 NEPA expense as a necessary part of the construction of the Master Planned Facility. Additionally, the District has sufficient funds available in the current FY 2022-23 Water Operations Budget to fund the \$17,737.50 cost of the grant reporting and administration. A budget amendment is necessary to move \$19,840.57 from Water CIP Reserves into the Water CIP Fund.

Director Murphy moved and Director Muniz seconded the Board of Directors to do the following:

- 1. Amend the FY 22-23 Budget to move \$19,840.57 from the Water CIP Reserve Fund into the Water CIP Fund.**
- 2. Authorize the General Manager or designee to Issue a Purchase Order to Western Municipal Water District in the amount of \$37,578.07 to pay for these necessary expenditures.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 13. Consider Purchase of a Regular Cab Pickup Truck. DM 2023-54.

BACKGROUND

In January 2023, Rubidoux Community Services District (“District”) added an additional System Operator position which created the need for the District to purchase an additional vehicle. On May 24, 2023, the District received bids for a pickup truck to be used primarily for water enterprise functions. Staff requested bids for a truck with the following criteria: model year 2022 or 2023, series 150/1500 (1/2 Ton), regular (single) cab pickup truck. Bidding documents were delivered to 10 dealerships (Chevrolet, Ford, and Ram) in the local area. Three bids were received. Raceway Ford in Riverside submitted the lowest bid when combining the cost of the new vehicle and warranty cost.

The low bid was submitted by Raceway Ford in Riverside for a total bid of \$43,608.75 (including taxes and extended warranty). Copies of the bids are attached.

Funding for a vehicle purchase is included in this year’s water operating budget. The total budget for vehicle replacements in the approved District FY 2022-2023 Budget is \$45,000.00. Adding the net cost for the Ford F150 truck (\$43,608.75) the total vehicle purchase expenditures for FY 2022-2023 will be \$43,608.75, leaving \$1,391.25 unused.

Director Skerbelis moved and Director Muniz seconded the Board of Directors authorize the General Manager to do the following:

- 1. Purchase a 2023 Ford F150 Regular Cab Pickup Truck from Raceway Ford in Riverside for a total amount of \$43,608.75 (with extended warranty)**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 14. Directors Comments

There were no Director comments.

Director Murphy adjourned the meeting at 4:48 PM.