

**MINUTES OF REGULAR MEETING
November 7, 2019
RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

DIRECTORS ABSENT:

STAFF PRESENT: Steve Appel, General Manager
J. Sims, Assistant General Manager/District Engineer
Brian Laddusaw, Director of Finance
Brian Jennings, Manager Budgeting & Accounting

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Trueba, at 4:00 P.M., Thursday, November 7, 2019, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for October 17, 2019, Regular Board Meeting.

Director Skerbelis moved and Director Trueba seconded to approve October 17, 2019 Minutes.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 5. Consideration to Approve the November 8, 2019 the Salaries, Expenses and Transfers.

Consideration to approve November 8, 2019, Salaries, Expenses and Transfers.

Director Skerbelis moved and Director Trowbridge seconded to Approve the November 8, 2019 Salaries, Expenses and Transfers.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

There were no members of the public to address the Board at this time.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

The first article was from the Press Enterprise regarding the 46 fire and the how it devastated the widow Butchko, with the loss of her house at age 81, after losing her husband Dr. Michael Butchko earlier this year. There were also many animals lost on the property.

ITEM 8. MANAGER'S REPORT

Operations Report:

Presented at the second board meeting of the month.

Emergency and Fire Report:

Presented at the second board meeting of the month.

ITEM 9. Employee Recognition Presentation. DM 2019-56.

BACKGROUND

A thoughtfully administered employee recognition program benefits both the organization and the employee. Employees feel valued, moral increases, which aids in overall reduced employee stress. In turn, the District benefits by increased productivity, improved performance and safety, better quality customer service, reduced absenteeism and the increased ability to attract and retain talented employees.

To recognize employees, service awards are presented to employees after the fifth year of service and every fifth year thereafter. The District also recognizes the value of our new employees by giving them a service pin as well. Each service pin milestone is represented on the pin differently with simulated gemstones as follows:

- Newly hired employees – No stone on the service pin
- 5-years of service – Sapphire
- 10-years of service – Ruby
- 15-years of service – Emerald
- 20-years of service – Diamond

This year we are proud to recognize the following new RCSD employees:

- Jeff Sims – Assistant General Manager/District Engineer
- Brian Laddusaw – Director of Finance and Administration
- James O’Brien – Systems Operator II
- Maribel Madrigal – Account Clerk I
- Michael Gonzales – Utility Maintenance Worker II
- Marcos Salas – Utility Maintenance Worker I
- Silvano Aguilera – Utility Maintenance Worker I

RCSD employee service milestone anniversaries:

- Eddie Martinez – Systems Operator I – 15 years
- Miguel Valdez – Utility Systems Manager – 15 years
- Lee Bugbee – Systems Operator III – 25 years
- Steve Appel – General Manager – 25 years

RECOMMENDATION

No Board Action. Presentation only.

ITEM 10. Adoption Resolution No. 2019-858 – District Policy Regarding Construction Water Options. DM 2019-57.

BACKGROUND

Construction water is a temporary use of District water supplies to accommodate construction of projects that occur within the District’s service area. Projects can range in size and water demand. Most, if not all projects require construction water for grading operations to attain appropriate moisture content for proper compaction, dust control, and fire suppression.

On May 16, 1996 the District Board of Directors adopted Resolution No. 657 establishing a policy for the utilization of District owned non-potable wells to obtain non-potable water for construction water uses. The District designated two non-potable wells, one in the northerly part of the District’s service area, the other in the middle for customers to obtain non-potable construction water. This policy was put into place soon after the District issued Certificates of Participation with a principal amount of \$10 million in 1995. These funds were used to build the Anita B. Smith and LaVerne Mahnke Water Treatment Plants and various other potable water system improvement projects. The new treatment facilities increased available potable water supply by removal of nitrates and manganese. Improvement of the distribution system provided better hydraulic functionality. These improvements were necessary to comply with Department of Drinking Water maximum concentration levels for nitrates and manganese.

Since 1996 ongoing system master planning has supported adoption of water rates and capacity fees to generate funds to continue improving the water system. This has included development of new wells, implementation of treatment processes to remove contaminants from water pumped by the wells, and improvements to the distribution system with construction of transmission pipelines, pump stations and various appurtenances. A significant completed improvement is the Jewel Street interagency connection between Jurupa Community Services District (“JCSD”) and the District. This interagency connection allows for potable water to move from one district to the other in emergency situations and when there is surplus water. JCSD has been a purchaser of surplus District water to supplement its potable water supplies and reduce Chino Basin replenishment obligations. The District sale of surplus water to JCSD generates revenue that is retained by the District to offset costs for system improvements.

In short, over the last 23 years the District’s potable water system supply and reliability has vastly improved. Now with the ability of selling surplus potable water, staff evaluated reconsideration of the District’s Construction Water Policy as outlined in Resolution No. 657.

Issue to consider:

1. Are there any local, state or federal regulations limiting the District’s use of potable water supply?
2. Is District’s potable water system robust enough to offer construction water from its potable system?
3. Proposed options for construction water
4. Construction water rates

Each of these considerations is discussed below:

1. Are there any local, state or federal regulations limiting the District’s use of potable water supply?

To address extended statewide drought conditions the State Water Resources Control Board starting in January 2014 developed and implemented various orders and resolutions mandating conservation regulations on all water suppliers in the state. The District complied with these regulations and developed a Water Shortage Contingency Plan (“Plan”) and implemented various conservation measures from that Plan through adoption of various resolutions, District Resolution 2015-820 implemented modified Stage 2 conservations measures from the District’s Plan. On April 26, 2017 the State Water Resources Control Board adopted Resolution No. 2017-0024 repealing state-mandated conservation standards developed by the State Water Resources Control Board, the District has the flexibility to discontinue implementation of the modified Stage 2 conservation measures of District Resolution No. 2015-820. It is proposed that District Resolution No. 2015-820 be rescinded but customer conservation measures identified in that resolution be encouraged as an ongoing practice for District customers to avoid waste of water supplies. Proposed Resolution 2019 – 858 does this.

2. Is District’s potable water system robust enough to offer construction water from its potable system?

The short answer is yes. Current average day potable demand is approximately 5 MGD (15.4 AFD) based on actual usage for the months of July and August 2019. Available maximum District production during this time period is approximately 10 MGD (30.7 AFD).

The District has also completed new Well 1A with a capacity of 1500 gpm (1MGD, 3 AFD – based on a 12 hour per day run schedule) and has obtained appropriate operating permits from the State Department of Drinking Water. Well No. 4 has had GAC Treatment added to remove 1, 2, 3 TCP and is currently in the process of having its operating permit amended for addition of GAC Treatment. It is expected the amended permit will be issued by the state Department of Drinking Water within the next 3 to 4 months. Once permitting is completed, Well No, 4 adds an additional 1100 gpm of potable supply (0.8 MGD, 2.5 AFD – based on a 12 hour per day run schedule). With addition of Well No 1A and Well No. 4 to current production ability, the District has approximately 10.5 MGD of potable water production capacity using 50% of its available production ability. This represents 100% potable water supply redundancy when compared to District average demand of 5 MGD for the most recent months of July and August 2019, which are reflective of demands during high temperature periods.

The table below shows the District’s historical annual potable water demand for years 2014 through 2018:

<u>Year</u>	<u>RCSD Potable (AFY)</u>	<u>JCSD Potable Sales (AFY)</u>
2014	5570	1060
2015	4921	2251
2016	4553	2035
2017	4468	2323
2018	4845	0
AVG	4871.4	1533.8
MAX	5570	2251

Using the maximum demands during this five-year period for both District potable demand plus potable sales by the District to JCSD, the total annual demand is 7,821 AFY. With 10.5 MGD production capacity using 50% of the District’s available production capacity, annual production ability is 11,760 AFY. This indicates the District

has 3,939 AFY of surplus potable water supply using 50% of its production capacity. This surplus potable water could be made available for construction water.

Per District records, 8.10 AF of non-potable construction water has been sold over the last two years (October 2017 through September 2019). See Attachment B for a breakdown by month of construction water usage during this two-year period. This construction water was truck hauled by customers from District non-potable wells to project sites within the District. Depending on hauling capacity of the trucks, to move this 8.10 AF of water, there were between 525 to 750 truck trips required.

There are some larger projects in plan check with the District that will require construction water. Typically grading operations utilize the bulk of construction water. Grading operations require the soil to be at a certain moisture content to enable proper compaction. Moisture content percentages range dependent on soil type, but a fair percentage is 20% of the volume of earth moved. For example, a project with 300,000 cubic yards of grading would require approximately 37 AF of water to achieve adequate moisture content. Additional water would be required for dust control, fire suppression, and other building activities.

To be conservative 100 AF per year of construction water sales is used to evaluate if the District's potable system can meet that demand. As noted above, the District has 3,939 AFY of surplus potable water supply. Construction water sales of 100 AFY off the potable system represents utilization of 2.5% of the District's surplus potable water supply.

3. Proposed options for construction water.

Proposed Resolution No. 2019-858 contains two options to District customers for construction water:

- a. Use of water from District non-potable wells. This is consistent with current District practice and would require customers to truck haul water to project sites. The fixed monthly and variable rate charged to customers would be reflective of non-potable water having no treatment or distribution costs.
- b. Use of water from District potable system. This would be a new option available to customers needing construction water. The fixed monthly and variable rate charged to customers would be reflective of a customer's temporary use of the District's potable system, which would include use of treatment and distribution facilities. This option would be more expensive than for construction water from District non-potable facilities.

4. Construction water rates.

Construction water rates are comprised of fixed monthly charges and variable costs for the volume of water used.

Fixed charges –

The fixed charge is charged to the customer each month the customer has a temporary hydrant meter in their possession. The fixed monthly charge is collected as a rental cost of District system capacity used by the customer while obtaining construction water. This methodology is consistent with system capacity charges assessed for each new permanent connection (either water or sewer). These charges are assessed based on the new demand that permanent connection places on the District's overall system. Collected fees are used to build master planned facilities to meet ultimate demands within the District. Since construction water is used on a temporary basis the monthly charge has a nexus to the permanent capacity charge but prorated for temporary use. Proposed fixed monthly rates for construction water are:

- a. Non-potable: \$30/month a Temporary Hydrant Meter is held by customer
- b. Potable: \$238/month a Temporary Hydrant Meter held by customer

Variable charges –

Variable charges are for the actual amount of commodity used by the customer. Non-potable water used for construction water from District non-potable wells has not had any treatment or been introduced into the distribution system. Potable water used for construction water has been treated and introduced into the District's potable water system. Due to treatment costs and distribution costs (energy, chemicals, staff time, etc.) potable water used for construction purposes will be more costly than non-potable water used for construction water. Since potable water used for construction water purposes is a temporary use, it is proposed that the variable rate be based on the District's highest production cost of potable water supply. Currently this is water produced from the Anita B. Smith Treatment Plant.

- a. Non-potable: \$0.75/HCF
- b. Potable: \$3.60/HCF

In summary, staff proposes the District's Board of Directors consider a new policy for construction water.

This is based on:

1. Improved statewide drought conditions and relaxation of mandated conservation measures by the State Water Resources Control Board. The District is no longer mandated to implement / enforce modified Stage 2 conservation measures as outlined in District Resolution No. 2015 – 820. This resolution can be rescinded, and conservation measures contained therein can be included in proposed Resolution No. 2019-858 to encourage water wise use of water by its customers.
2. The District over the last 23 or so years has made significant improvements to its potable water system and now has surplus water supply production capability. Based on an evaluation of the most current five-years of historical potable water usage by District customers combined with potable water sales to JCSD, the District has approximately 3,939 AFY of surplus potable water production capability.

3. A conservative 100 AFY estimated demand of construction water will be utilized based on historical usage of 8.10 AF over the last years. This 100 AFY of construction water represents 2.5% of the District surplus potable water production ability.
4. The new policy will offer two options for construction water to customers. One option is use of non-potable water at a low rate, and the second option is use of potable water at a higher rate.
5. The rates proposed have a nexus to the cost of the District to provide the construction water service options.

To proceed with implementing these two construction water service options, Resolution 2019 – 858 has been prepared which outlines the rules, charges and procedures related to construction water service. The resolution, if adopted by the Board of Directors will also rescind District Resolution No. 657 and Resolution No. 215-820.

Director Murphy moved and Director Muniz seconded the Rubidoux Community Services District Board of Directors Adopt Resolution No 2019-858, a resolution of the Rubidoux Community Services District Establishing a Policy Regarding Construction Water.

ROLL CALL

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

Noes – 1 (Skerbelis)

Abstain – 0

The motion was carried 4 AYES and 1 NO.

ITEM 11. Receive the Draft Employee Handbook for Review. DM 2019-58.

BACKGROUND

The Rubidoux Community Services District employee (Handbook) is designed to be a user-friendly source of general information about the District, compensation, benefits, policies, and state and federal laws. The Handbook contains a wide variety of information that should be especially useful to new hires as well as current staff. It serves as reinforcement to all employees of the importance of the District's mission and goals and as a reminder to employees of the vital role they play at the District.

The Handbook is not a replacement for the 2018-2021 MOU between the RCSD and employees represented by the Laborers' International Union of North America, Local 777, but rather supplements the MOU.

The RCSD Board of Directors last updated the Handbook in its entirety in September 2006 (DM 2006-51). Since 2006, there have been six revisions to the Handbook modifying various policies with the most urgent need for revision. The Draft presented to

the Board for review and comment is a complete revision to bring the Handbook up to date with the most current state and federal laws.

Unless there are significant changes or modifications recommended by the Board members, staff will present the Handbook for approval at the November 21, 2019 regular Board meeting.

Non-Action item.

ITEM 12. Notification Level Exceedance of PFOS/PFOA. DM 2019-59.

BACKGROUND

As the Board of Directors may recall, on August 1, 2019 a Notification Letter regarding PFOS and PFOA sampling results was presented. The Notification Letter informed this Board of the presence of perfluorooctanesulfonic acid (PFOA) in the drinking water that is served to our customers Following mandatory monitoring required by the State Water Resources Control Board, Division of Drinking Water (DDW) per Order No. 05_20_19M_011_3310044 dated March 12, 2019, it was determined that the notification level for PFOS in Well 18 had been exceeded. The notification level at that time for PFOS was 13 parts per trillion and for PFOA was 14 parts per trillion for both contaminants. A copy of the August 1, 2019 Notification Letter is attached.

On August 23, 2019 the DDW updated guidelines for local water agencies to follow in detecting and reporting the presence of PFOA and PFOS in drinking water delivered to customers. The updated guidelines are part of DDW's comprehensive effort to assess the scope of contamination of drinking water supplies by PFOA and PFOS, chemicals that have been widely used in grease and stain-resistant coatings for consumer products and in firefighting foams. Because of their potential adverse health effects, these chemicals pose an emerging risk to drinking water sources.

The updated DDW guidelines lower the current notification levels from 14 parts per trillion (ppt) to 5.1 ppt for PFOA and from 13 ppt to 6.5 ppt for PFOS. When sampling is done for PFOA and PFOS and the results are equal to or exceed the updated notification levels, the governing board of the agency is to be notified.

Pursuant to Health and Safety Code Section 116455, the Rubidoux Community Services District is required to inform its governing body and the governing body of any local agency whose jurisdiction includes areas supplied with drinking water by the Rubidoux Community Services District of concentrations exceeding the notification levels. Notification levels are health-based advisory levels established by the DDW for chemicals in drinking water that lack established maximum contaminant levels ("MCL"). When chemicals are found at concentrations greater than their notification levels, certain notification requirements and recommendations apply.

District staff performed sampling for PFOA and PFOS as required by DDW, along with other contaminants in late September 2019. The results of those samples reflect PFOA and PFOS levels exceeding the updated notification levels, thus requiring notification to

the Board. The table below shows sampling results at specific supply well locations and at Mission Booster. The Mission Booster location was tested as it is the closest sampling location to the District’s interagency connection with Jurupa Community Services District (“JCSD”). In the event JCSD receives potable water from the District, the sample for Mission Booster is representative of the potable water it would receive. Below are results for samples taken on September 24, 2019 and September 26, 2019:

		1,2,3-TCP	PFOS	PFOA	PFOS + PFOA	Nitrate	Perchlorate	Manganese
		(ng/l)	(ng/l)	(ng/l)	(ng/l)	(ug/l)	(ug/l)	(ug/l)
MCL		0.005				10	6	50
Notification Level			6.5	5.1				
Response Level (Combined)					70			
Mission Booster		< 0.0050	11	10	21	7.2	ND	ND
This site is just before final mainline to Jewel St. Booster								
Well 1A		< 0.0050	16	12	28	3.4	ND	550
MN #2 Effluent		< 0.0050	16	13	29	3.4	ND	ND
Well 1A water flows through MN#2 for Manganese Removal								
Well 2		0.040	9.1	15	24.1	13	ND	ND
GAC @ Well 2		< 0.0050	1.9	7.4	9.3	13	ND	ND
Well 2 water flows through GAC @ Well 2 for 1,2,3-TCP Removal								
Well 4 (Not In Service)		0.0098	16	8.4	24.4	-	-	-
Well 6		< 0.0050	13	9.9	22.9	10	< 4.0	-
NO3 Effluent		< 0.0050	4.8	10	14.8	6.0 - 8.0	< 4.0	-
Well 4 & 6 water flows through NO3 Plt for Nitrate Removal (Future: GAC Treatment will be added to Well 4 to remove 1,2,3-TCP)								
Well 8		< 0.0050	16	12	28	5.2	< 4.0	27
Well 18 (Not In Service)		< 0.0050	13	10	23	-	-	-
Well 8 water flows directly into distribution system								

Notes regarding the results in the above table:

1. All results of sampling for 1,2,3-TCP, Nitrate, Perchlorate, and Manganese are at or below the MCL for drinking water from wells currently in service.
2. Mission Booster shows PFOA at 10 ng/l, and PFOS at 11 ng/l, which are above the updated notification limit of 5.1 ng/l and 6.5 ng/l respectively, but well below the Response Level of 70 ng/l.
3. Well 1A after manganese treatment reflects PFOA at 13 ng/l and PFOS at 16 ng/l, both in excess of the updated notification limits, but well below the Response Level of 70 ng/l.
4. Well 2 after GAC treatment has PFOS at 1.9 ng/l which is below the updated notification level of 6.5 ng/l, while having PFOA at 74 ng/l, which is above the

- updated notification level for PFOA. The combined PFOA and PFOS level is 9.3 ng/l, well below the Response Level of 70 ng/l.
5. Well 6 after nitrate removal treatment has a PFOS level of 4.8 ng/l which is below the notification level of 6.5 ng/l, while having 10 ng/l for PFOA, which is above the notification level for PFOA. The combined PFOA and PFOS level of 14.8 ng/l is well below the Response Level of 70 ng/l.
 6. Well 8 has a PFOS level of 16 ng/l and a PFOA level of 12 ng/l, both above the notification levels of 6.5 ng/l and 5.1 ng/l respectively. The combined PFOA and PFOS level of 28 ng/l is well below the Response Level of 70 ng/l.
 7. Well 4 is not in service but was tested and has PFOS at 16 ng/l and PFOA at 8.4 ng/l. These results are above the notification level, but below the Response Level. GAC Treatment is being added to lower 1,2,3-TCP levels. An amendment to the operating permit for this well to add GAC Treatment is currently in process with the DDW.
 8. Well 18 is not in service but was tested and has PFOS at 13 ng/l and PFOA at 10 ng/l, both above the updated notification levels of 6.5 ng/l and 5.1 respectively. The combined PFOA and PFOS level of 23 ng/l is well below the Response Level of 70/ng/l. Staff is currently working with engineering consultants on rehabilitating this well. It is anticipated having the well back in service within the next 6 months after coordination with DDW.

Order No. 05_20_19M_011_3310044 requires ongoing PFOS and PFOA sampling at Well 18, Well 6 and Well 4 each quarter for four quarters, which staff fully intends to comply with and report findings as necessary. The sampling results in the above table sampling for the quarter ending in September 2019.

If a chemical such as PFOS and/or PFOA is present in drinking water that is provided to consumers at concentrations considerably greater than the notification level, the Response Level, DDW recommends that the drinking water system take the source out of service. However, at this time as noted above, the District water system is continuing to monitor the levels in our sources and has not exceeded the Response Level. Additional information will be provided to District customers in the Rubidoux Community Services District Consumer Confidence Report that comes out next year.

Based on the current evaluation of recent human and animal toxicity data, exposure to PFOA and PFOS in tap water over certain levels may result in adverse health effects including hepatotoxicity, immunotoxicity, thyroid toxicity, reproductive toxicity, and cancer (pancreatic and liver).

No action necessary at this time. Receive and file only.

ITEM 13. CLOSED EXECUTIVE SESSION – Pursuant to Government Code Section 549568: Real Property Negotiations.

Property: 5293 Mission Blvd, Jurupa Valley, CA

Agency negotiator: Steven Appel, General Manager

Under negotiation: Purchase/No purchase, price and terms

ITEM 14. Directors Comments.

Director Trueba adjourned the meeting at 5:10 pm.