

**MINUTES OF REGULAR MEETING**  
**August 19, 2021**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Jeffrey Sims, General Manager  
Brian Laddusaw, Director of Finance  
Ted Beckwith, District Engineer  
Brian Jennings, Customer Service Manager  
Miguel Valdez, Director of Operations

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, August 19, 2021, in-person and by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for August 5, 2021, Board Meeting.

**Director Trueba moved, and Director Muniz seconded to approve the August 5, 2021, Regular Board Minutes.**

**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 August 20, 2021, Salaries, Expenses, and Transfers.**

Consideration to Approve the August 20, 2021, Salaries, Expenses and Transfers.

**Director Murphy moved, and Director Trueba seconded to Approve the August 20, 2021, 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 were no members of the public to address the board.

**ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

There was a handout from ACWA regarding northern California being hit by a drought. MWD, a lead importer of water in southern California receives about 50% of its water supply between contracts with DWR and the Colorado River aqueduct which MWD built in the 1930's. Due to a dry winter there is low snowpack runoff flows into the state water project and the Colorado River System. USBR is cutting back on allocations for the agencies using water out of Lake Mead. Southern California water utilities have advanced water conservation, recycling, and storage programs and perhaps in a bit better shape than other areas of the state. MWD's declaration is for voluntary water conservation. Over the next few months, they may go to mandatory conservation. We're looking at our rules if the state of California requires all water utilities to participate and require mandatory water use reductions. As a note the District continues to be 100% reliant on groundwater and historically the groundwater level in the Riverside South Basin where the District pumps, has remained steady with little variation during drought periods.

**ITEM 8. MANAGER'S REPORT**

**Operations Report:**

Miguel Valdez reported on the water/wastewater report for the month of July. Potable water production was up a little bit at 5.22 mgd per day, which is consistent with system demand increase due to summertime temperature. There was an average of 1.7 mg/day of wastewater flow sent to Riverside. Well No. 1A produced 48% of the water for the month of July, Well No. 2 produced 22%, Well No. 4 20% and Well No. 6 10%. On August 12, 2021 staff performed an inspection on the pumps in the wet well at Juan Diaz Lift Station. When the last pump was going in, there was a cable – a steel threaded cable attached to the pump that fell in the wet well. The loose end of the cable got caught up into the pumps resulting in the pumps being inoperable. With that happening the sewer in the wet well began to rise, with potential for overflow. Staff called Houston-Harris and Jurupa Community Services District to provide vector trucks to pump down the rising sewer in the wet wells. Approximately 250 gallons of sewage overflowed into a containment berm staff had constructed. A spare pump was installed, and normal operations resumed. Staff sent the pumps to be inspected and the inspection indicates there was no substantial damage to the pumps. To avoid a similar situation staff has put in extra points where the cables can be attached and not fall into the wet well.

## **Emergency and Fire Report:**

Jeff Sims reported on the Incident Report for the month of July 2021 and Special District Rubidoux CSD. Station 38 had a total of 986 calls. Of those, 695 calls were medical aides. Additionally, there was a report for the City of Jurupa Valley. There were 83 traffic collisions, and 37 wildland fires.

Director Murphy had two (2) questions regarding the fire at the strip mall on Mission Blvd. last month:

1. Did the inspector inspect it prior to the fire?
2. What was the status of the panic door – emergency exits after the fire? Were any of them blocked? Staff responded that they would confirm and reply.

## **ITEM 9. Receive and File Statement of Cash Asset Schedule Report Ending July 2021. DM 2021-54.**

### **BACKGROUND**

Attached for the Board of Directors' consideration is the July 2021 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$14,124.30 for District controlled accounts. With respect to District "Funds in Trust", we show \$593.82 which has been earned and posted. The District has a combined YTD interest earned total of \$14,718.12 as of July 31, 2021.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$7,092,937.52 ending July 31, 2021. That's **\$1,025,109.45 LESS** than July 1, 2021, beginning balance of \$8,118,046.97.

Further, the District's Field/Admin Fund current fund balance is \$674,004.56.

Submitted for the Board of Directors consideration is the *July 2021, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

**Director Muniz moved, and Director Trueba seconded to Receive and File the Statement of Cash for the Month of July 2021 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 10. Consider Award of a Contract for Professional Services to Prepare Operational Plans for the Division of Drinking Water Permits. DM 2021-55.**

## **BACKGROUND**

The District's water and sewer facilities were digitized in 2005 and have not been updated since 2008. District staff currently rely on outdated paper maps to locate pipes, valves, hydrants, etc. Implementing Graphical Information System ("GIS") technology for the mapping of the District's water and sewer system infrastructure to replace existing paper maps will allow for the District's infrastructure to be updated and available for viewing on desktops, smartphones, and tablets.

GIS can provide quick answers to locate, with precision, every structure in the system and all the related data. Each element, such as pipes and valves, will be linked to as-built drawings, year of installation, and all the attributes (such as material type, manufacturer, location, etc.) that are important to know in an emergency. For example, during emergencies or maintenance events field crews can identify which system valves to close to isolate a segment of the system, and office staff can quickly access As-Build Drawings. Implementation of a GIS will allow field staff to easily capture information to update the system maps.

The District has received four proposals for GIS systems but each of the Systems relies on a "backbone" GIS software developed by Environmental Systems Research Institute (ESRI) to run. Staff proposes to purchase the "backbone" software and services required to implement a GIS directly from ESRI which is the most widely used GIS software company in the water and sewer industry. ESRI provides a very robust and scalable software which allows for addition of various software components as needs arise. Examples of added software components Fleet Tracking, Customer Water Use Tracking and many other useful and time saving modules. Staff will update the Board with the business case supporting need for addition of software modules prior to implementation. Although ESRI is not the lowest cost option, their product is more versatile as it allows integration of additional modules from ESRI themselves and other vendors. The cost to purchase the software license and implement the GIS program provided by ESRI is \$38,750 for the first year, including the first year's maintenance. Afterwards there is a \$13,000 annual Maintenance Fee each of the following two years (3-year contract) which will be included in subsequent budgets. It is anticipated that after the initial 3-year contract is up the annual maintenance fee will increase.

The cost of the GIS implementation is included in the current District water fund budget is \$80,000 for IT Upgrades in the Water Fund Budget under Line Item #62.

**Director Skerbelis moved, and Director Muniz seconded the Board of Directors authorize the General Manager to:**

- 1. Authorize the General Manager sign an agreement for the ESRI software license and first three years maintenance.**
- 2. Utilize \$38,750.00 of the approved IT Upgrades as provided in the Water Fund Budget line item #62 to pay ESRI for the service.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 11. Consider Award of Contract for Professional Services to Prepare Operational Plans for the Division of Drinking Water Permits. DM 2021-56.**

**BACKGROUND**

As the Board is aware, the Rubidoux Community Services District (“the District”) needs to meet lower Notification Limit (NL) and Response Limit (RL) for PFAS contaminants established by California State Water Quality Resources Control Board Department of Drinking Water (“DDW”). Two components of PFAS contaminants are PFOA and PFOS. The new NL and RL are 5.1 ppt and 10 ppt for PFOA, and are 6.5 ppt and 40 ppt for PFOS, respectively. Conducted testing and laboratory results indicate all wells in the District are at or above the RL for PFOA. DDW issued an Order requiring the District to take quarterly samples and to report the annual average of the quarterly samples. Three quarters have passed with fourth quarter sampling to be taken on or before September 30, 2021. To comply with the lowered PFOA and PFOS limits and avoid having to notify its customers they are being served water with contaminants above the RL set by DDW, the District is currently adding treatment processes.

The District has added Granular Activated Carbon (“GAC”) treatment Pressure Vessels to Well 4 and 6 which are permitted by DDW and on-line. Additionally, treatment for Well 2 is done with GAC Pressure Vessels in parallel and in operation and permitted by DDW. The District is also in process of building an Ion Exchange (IX) system to treat water produced from Wells 1A, 8 and 18 (Q+ 4900 gpm) which is expected to be completed, permitted and on-line in early September, 2021.

It is imperative the District have a complete operational plan for these facilities that consider blending for all monitored constituents such as Perchlorate, 123-tcp, Nitrate, Manganese and now PFAS compounds (collectively called “Constituents”). Some of these constituents require instant notification of the District’s Customers if test results show they go over the Maximum Contaminant Limit (MCL). Other constituents require notification if tests show they go over the RL, which is based on a running quarterly average. The resins and GAC (collectively called “Media”) used to remove these constituents can foul if an insufficient volume of water is passed through the vessels containing Media.

The Division of Drinking Water (DDW) has requested that the District develop two Operation Plans, one that covers the Anita B. Smith Water Treatment Plant (“Smith WTP”), and one that covers the Leland Thompson Water Treatment Plant (“Leland WTR”) including Well 2 treatment and blending. Each Operational Plan will cover all the unit processes at the plant. The goals of the DDW Operation Plans are to 1) satisfy DDW’s requirements for an Operation Plan, 2) organize the existing monitoring and reporting requirements to streamline compliance with all requirements, and 3) document operational procedures in a written document so that critical information is not lost or forgotten over the years.

As the Board may recall, the District has spent on the order of \$1,000,000 on media in the last year alone. It is staff' goal to fully maximize the life of the media. The operational processes for the District's treatment facilities must consider keeping the constituents below the RL's and MCL's with a blending strategy while routinely treating enough water to ensure the Media does not get fouled. Fouling of the Media with bacteriological growth can occur if not flushed routinely during cooler periods of the year when there is less system demand.

The District has asked Trussell Technologies ("Trussell Tech") to provide a proposal to develop the two Operation Plans for DDW approval. In parallel with this effort, Webb Associates (under a separate contract) is developing an Operational Strategy describing how to operate the wells and treatment facilities under different flow scenarios to minimize media replacements and to a lesser extent reduce energy costs. Trussell Tech will use portions of this Operational Strategy to develop the controls/operations section of the DDW Operational Plans. Trussell Tech will also provide support to Webb Associates in developing this strategy by answering process and water quality questions. Additionally, Webb Associates is developing an Emergency Response Plan that Trussell Tech will reference in the DDW Operation Plans.

Trussell Tech has vast experience in water chemistry and biology and is versed in regulations promulgated by the DDW for operational permits. They have submitted a proposal to the District in the amount of \$59,800 for this effort. Although significant Capital Expenses are being made to add treatment processes to mitigate PFAS Contamination, this expense is considered an Operational Expense. Operational Expenses are those that are recurrent such as energy, chemicals, labor, repair, and treatment media. Since this work by Trussell Tech is to generate Operational Plans to extend the useful life of the treatment media, the cost of this work should be paid from the Water Fund Operating Expense Budget. When preparing the FY 2022 District Budget, this expense was not included, thus a budget amendment is required. Staff recommends the Board consider approving a budget amendment by moving \$59,800 from Water Fund Reserves to the Water Operating Expense Fund.

**Director Murphy moved, and Director Trueba seconded the Rubidoux Community Services District Board of Directors:**

- 1. Do a Budget Amendment to the District's FY 2022 Budget by transferring \$59,800 from Water Fund Reserves to the Water Operating Expense Fund.**
- 2. Approve a Task Order in the amount of \$59,800 to Trussell Technologies to perform work per attached scope.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 12. Consider Award of a Contract for Professional Services for the Preparation of Bid Documents for the installation of Three Generators per the CalOES Grant Award. DM 2021-57.**

**BACKGROUND**

The District is susceptible to SCE power outages caused by rolling blackouts, planned outages due to high winds, fires, and accidents. Also, in the event of a fire, system water demand greatly increases due to the water being used to put the fire out. The District needs to ensure it can continue to supply customers with reliable potable water service in the event of a power outage and/or fire. California Office of Emergency Services (CalOES) recognizes this as a problem and in calendar year 2020 initiated a Grant Program to assist Utilities in addressing this issue.

As the Board may recall, the District hired Blais and Associates to apply for a Grant and was awarded a Grant from Cal OES in the amount of \$300,000 for the purchase and installation of emergency generators at Well 1A, 2 and the Golden West Booster Station. Staff included this award in the 2021-22 Fiscal Year Budget as Income in the Water Fund Budget Line Item #12. Pursuant to the Grant conditions, the CalOES funding is limited to pay for the purchase and direct install costs of the generators. Based on initial estimates with generator vendors, purchase of the generators will exceed the \$300,000 Grant. As the cost of installing these generators will exceed the amount of the Grant and there will be additional costs for design and construction, staff included a total expense of \$450,000 for this work in the Water Fund Budget Line Item #66. There is a deadline for the Grant to have the work completed by March 31, 2022 or return the funds to CalOES. To ensure the work is complete, and the District does not have to return the funds to CalOES, the District needs to start the project as soon as possible.

To comply with public bidding requirements of the state of California, the District needs to have a bid set of plans and specifications to advertise the project for construction. The District asked for and received from Webb and Associates a proposal for doing the necessary engineering work in the amount of \$52,349. The scope includes site visits, site survey, coordination with the city of Jurupa Valley for placement of the Golden West generator in their right of way, legal description and plat maps, utility research, site plans, electrical plans, foundation plans and specifications for bidding purposes, attendance at pre-bid meetings, preparation of any addenda and bid analysis; as well as South Coast Air Quality Management District (SCAQMD) permit applications and coordination. This is a comprehensive proposal to get the District through bidding and into construction on this much needed reliability and safety improvement.

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

- 1. Utilize \$52,349 of approved funding under Water Fund Budget Line Item #66 to fund a Task Order with Webb Associates for professional services associated with this effort.**
- 2. Authorize the General Manager to execute a Task Order in the amount of \$52,349 to Webb and Associates to perform this work.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 13. CLOSED EXECUTIVE SESSION – Pursuant to Government Code Section 54956.9 Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District.**

No reportable action.

**ITEM 14. Directors Comments**

Director Murphy would like a status update on the District boundary clean up through LAFCO. What percentage of the work is done? Ted Beckwith stated it was about 98.9% done.

Sims: The preparation of getting ready to submit the LAFCO application, I think we are very close to being done. There's still a lot of work to be done to get the application through the process.

Murphy: Ok, that answers that.

Murphy: Earlier there was a statement made about this GIS that people in the field on laptops can look things up and they know where things are. I've looked at that GIS stuff and I've been out in the field and good luck with that. Your belief that they know, does not mean they know. Getting the input from the field staff as to what kind of equipment is going to provide them useful information is super important. It's critically important to get the end user's input on what is going to be useful for them.

Beckwith: That's a good point. We're meeting with Miguel and two of his staff next week on the valve turning program being developed. We are also going to be going through our 15-year-old standard drawings and getting those updated and involving the field staff.

Murphy: Looking at it in bright daylight and looking at it in dark and dusk is super important, I think.

You're talking about this car tracking thing. You better know what you're going to do. If you're going to collect that information, you better know what you're going to do with it. People will go and put their vehicles in places they're not supposed to be.

At the front of this building there is a sign that says that says if you are not vaccinated, masks are required. On our agenda it says if you do not have a face mask one will be provided. There is a difference between mask required and mask provided.

Director Skerbelis adjourned the meeting at (5:02) PM.