

MINUTES OF REGULAR MEETING

November 18, 2021

RUBIDOUX COMMUNITY SERVICES DISTRICT

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

DIRECTORS ABSENT:

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

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, November 18, 2021, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

Director Skerbelis called for Item 11 be moved to the beginning of the meeting.

ITEM 11. CLOSED EXECUTIVE SESSION – Pursuant to Government Code Section 54956.9: Baker Litigation Case No. RIC 2003649.

No reportable action.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for November 4, 2021, Board Meeting.

Director Trueba moved, and Director Muniz seconded to approve the November 4, 2021, 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 November 19, 2021, Salaries, Expenses and Transfers.

Consideration to Approve the November 19, 2021, Salaries, Expenses and Transfers.

Director Murphy moved, and Director Trueba seconded to Approve the November 19, 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 nothing to offer.

ITEM 8. MANAGER’S REPORT

Operations Report:

Miguel Valdez presented the Water/Wastewater Report for the month of October. Potable water production averaged 4.0 mgd per day. Wastewater averaged 1.7 mgd. Well No. 18 produced 44%, Well No. 2 produced 18%, Well No. 4 produced 23% and Well No. 6 produced 14%.

Emergency and Fire Report:

Chief Veik started with the monthly Fire Marshall Activity Report for the month of October. Fire Inspector Joe Lewis conducted 25 annual business inspections. That included 15 weed abatement inspections, one (1) Planning and Development meeting, and one (1) Special Event meeting.

Chief Veik reported within the Incidents reported for the month of October 2021 Rubidoux’s Station 38 had a total of 283 calls. That was the second busiest October since 2018. Of those 180 calls, 63.6% were medical aides. There were 24 traffic collisions, 8.5%, and 4 wildland fires, 1.4%.

There was an acre of vegetation burn in the river bottom near Market Street. Everybody is struggling to retain their employees currently, including the fire department and AMR, the local ambulance provider. Some of the struggles we are having are ambulance delays at the hospital. The hospitals are understaffed and there are delays. The hospitals are busy with the start of the flu season. This puts a strain on the EMS transportation capability. Station 38 is a paramedic engine. It is challenging times, and both the fire service and EMS are feeling those challenges.

Mr. Sims discussed a topic which was brought up at a previous meeting by Director Trueba. He would like to talk about an employee recognition event. In the past the District had a holiday luncheon event at the end of the year. Your thoughts?

Director Trueba: I'm in favor of it. We've done it traditionally. We could either pitch in a little bit or do whatever we want to do, I'm hoping for that too. The staff would help quite a bit and put a potluck together. It's something I'd like to see come back.

Mr. Sims: More of something here at the office, a potluck thing?

Mr. Sims: The leadership team have talked about service recognition pins for years of service. I've tried to reinitiate having all hands here once a month. At the all hands meetings, I have a PowerPoint and talk about what's going on so staff knows what's going on. Brian Laddusaw put a survey together and sent it out to all hands to input on employee recognition.

Laddusaw: I've gotten a handful of responses back. We gave some suggestions and had a write in section as well.

Mr. Sims: At my former employer, we changed from a "Holiday Event" to an employee recognition event in December each year. We had a PACE Award. It was Pride, Attitude, Creativity, and Enthusiasm. It was like most valuable staff awards. The employees had to be nominated by other employees and the recognized employees would have their picture on the wall, and a cash prize. The other award was called BEST (betterment, efficiency, sustainability, teamwork). This entailed employees developing newer, better ways to be more efficient on the job.

We could do a potluck. Before we do some recognition events, we should put something together. It should be meaningful. The goal would be to have organizational culture enhancement.

Director Skerbelis: We had two events a year. We had the employee recognition dinner every year in August. That was the pin thing. The pins were dumb, but we did it for years, and it was a lot of fun and the employees liked it. I think it was great for morale. Obviously, we can't do that anymore, so an employee recognition luncheon would be nice. I was thinking instead of pins, maybe some nice certificates. Something acknowledging a great job for the employees. A luncheon would be nice.

Mr. Sims: We'll put some more thoughts to it. I think just having it and the board members show up is nice.

Director Skerbelis: The board members used to chip in a little bit to help make it happen. At that time the board was fine with that. It wasn't much. It was nice because everyone chipped in.

Mr. Sims: We will figure something out. We have a budget for that. I want to avoid doing a recognition right now with this year's event. We need to see what staff says. I think we should get a 2–3-person recognition committee and start talking about it at the-all hands meeting.

Director Murphy: People like to be recognized. Steve came back to get recognized. If someone is retiring, I think having a proclamation thanking them for their many years of service is a good idea. Even if we're not handing out pins, I think we could do something like recognize somebody for their twenty (20) years of service and have every board member sign a sheet of paper thanking them for their years of service.

Mr. Sims: We would do the 5-year increments. We could do something like that. It would also be nice to do a luncheon and say a few words.

In regard to the service area cleanup. That was for the annexation. Mr. Sims emailed TKE after the last board meeting and was told the LAFCO application would be sent to the district prior to this Board Meeting. Twelve or more years ago, this boundary clean up project was started. There are customers in Rubidoux's area that are being served by Jurupa and customers in Jurupa's area being served by Rubidoux. And, there are pockets in the area that haven't been fully annexed into Rubidoux. There have been numerous meetings with Chris Birch and JCSD staff to make sure we understand who's getting what. I received the application via email just before the start of the Board Meeting.

Director Murphy: If they've got a Rubidoux meter, they should be in the Rubidoux district.

Mr. Sims: There are seven attachments. I'll forward you the email. Progress is being made.

Director Murphy: That sounds good.

Update on 3715 Avalon Street.

That's the Lot directly behind the fire station. People have been hopping over the fence, breaking into things, and vandalizing things at the station. Staff at the fire station believe there is a high probability the people encamped at 3715 Avalon St. are doing these activities. We have spoken with Chief Veik and Chief Kibby. Mr. Sims has contacted the City of Jurupa Valley Code Enforcement and filed a complaint on the City website and explained the various activities at the fire station. He has received a call from the City Attorney who stated they are working with the owner to try to get them to abate the property. However, the new owner is evasive. They (the city) had to hire a private investigator to find out where he was, to serve him with paperwork. The city attorney stated there's not a lot they can do. The city is trying to get it abated. The District is focused on how to keep the fire station safe. A grant application has been submitted for up to \$125,000 through the State Homeland Security Program. This would be to help cover the cost of spiked wrought iron on top of the masonry wall and the second part would be for a security camera system around the building which might be useful to law enforcement.

Director Murphy commented that if cameras are put there, there would be something to observe. It was expressed that there is no sewer service at the property, but there is a port-a-potty. The question was posed as to where the people are relieving themselves. Director Skerbelis added that it is against every code violation the County of Riverside has. Murphy further stated if they are living there occupying the property and it is not suitable, it should be condemned, and the

stuff should be physically removed. This might be productive to bring up at the interagency council meeting.

Update on 5473 Mission Blvd.

Mr. Sims presented to the board discussion on moving forward with the Mission Blvd. property and the potential possibilities for the program. The goal is to present to the board by the second meeting of December an overall view; the cost to purchase and renovate the property, including a timetable for that.

ITEM 9. Receive and File Statement of Cash Asset Schedule Report Ending October 2021. DM 2021-80.

BACKGROUND

Attached for the Board of Directors' consideration is the October 2021 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$24,944.84 for District controlled accounts. With respect to District "Funds in Trust", we show \$1,050.08 which has been earned and posted. The District has a combined YTD interest earned total of \$25,994.92 as of October 31, 2021.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$6,067,645.82 ending July 31, 2021. That's **\$2,050,401.15 LESS** than July 1, 2021, beginning balance of \$8,118,046.97.

Further, the District's Field/Admin Fund current fund balance is \$699,710.16.

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

Director Trowbridge moved, and Director Murphy seconded to Receive and File the Statement of Cash for the Month of October 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 Authorizing Designee(s) for State Water Resources Control Board (SWRCB) California Water and Wastewater Arrearages Payment Program. DM 2021-81.

BACKGROUND

In July 2021, the SWRCB received \$985 million in COVID-19 relief monies for a Water and Wastewater Arrearages Payment Program. The Program prioritizes meeting drinking water arrearages needs first, followed by wastewater if sufficient funds are available. Arrearages are defined as customer balances 60 days past due. Eligible arrearages were accrued residential and commercial drinking water arrearages, from March 4, 2020, through June 15, 2021. Legislation required the SWRCB survey all community water systems (CWS) to determine statewide arrearage needs and to use this information to determine an allocation formula. The SWRCB launched this survey in August 2021 and the Rubidoux Community Services District (District) subsequently responded to this survey in September 2021.

Based on the results of the survey, all CW's that participated reported an estimated drinking water arrearages of \$333 million, well below the total funding of \$985 million. Thus, it is anticipated 100% of all drinking water arrearages during the eligibility period will be paid by the state. The formal application period is currently open for a period of 60 days, ending December 6, 2021. The SWRCB started disbursing funds on November 1, 2021.

The District has reviewed its records and is ready to submit its application for funding under this program for approximately \$90,000 with an additional 3% in reimbursable administrative costs. As a condition of submitting the application, the District must have an authorized designee(s) as approved by the Board of Directors. Management recommends the General Manager and Director of Finance and Administration as authorized designees (Attachment A).

Based on program guidelines after all eligible drinking water arrearages have been paid, the SWRCB will focus the remaining relief money on wastewater arrearages.

Director Trueba moved, and Director Trowbridge seconded authorizing the General Manager and the Director of Finance and Administration as designees to submit the State Water Resources Control Board California Water and Wastewater Arrearages Payment Program application on behalf of the District to secure funding to apply to customer drinking water arrearages.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 12. Directors Comments

Director Murphy: Has anyone heard anything on the city's public hearing on legislation or a city ordinance about some enhanced trash recycling?

Mr. Sims: SB1383 is a concept about air quality. The goal is to get organic waste out of a solid waste. Burrtec has provided us with a model ordinance which we will need to adopt. If we don't

adopt it or enforce it, that puts us at a liability. We currently have no way to implement this. We will have to hire people just for trash. We will have to certify how much organic waste is being cleaned up; when new commercial buildings go up; how much mulch they are using recyclable mulches so that it doesn't go into the landfills. We must verify how much recyclable products are being used in businesses. There will be two tiers; supermarkets, restaurants, and commercial facilities that have food. There will be a system put into place where monitoring is going on due to regulatory requirements. There will be governmental agencies that will then go to look at it, track and record it. Rubidoux may need to look into getting out of the trash business and have Burrtec take it over.

Director Trueba commended supervisor Miguel for a situation that happened on Raven Circle that was handled very well.

Director Skerbelis adjourned the meeting at 5:27 PM.