

**MINUTES OF REGULAR MEETING
January 16, 2020
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 Jennings, Manager Budgeting & Accounting

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Muniz, at 4:00 P.M., Thursday, January 16, 2020, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for January 8, 2020, Special Board Meeting.

Director Trueba moved and Director Skerbelis seconded to approve January 8, 2020 Special Meeting Minutes.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

Approval of Minutes for December 19, 2019 Regular Board Meeting.

Director Trueba moved and Director Skerbelis seconded to approve December 19, 2019 Regular Board Meeting Minutes.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 5. Consideration to:

- A) Ratify the January 3, 2020, Salaries, Expenses and Transfers.
- B) Approve the January 17, 2020 the Salaries, Expenses and Transfers.

Director Trueba moved and Director Skerbelis seconded to Ratify the January 3, 2020 Salaries, Expenses and Transfers.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

Director Trueba moved and Director Skerbelis seconded to Approve the January 17, 2020 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

Staff addressed the Board and Manager Steve Appel with his upcoming retirement with well wishes.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

There was no correspondence or related information to present.

ITEM 8. MANAGER’S REPORT

Operations Report:

Everything is running well. Tank levels are good, with no issues.

Emergency and Fire Report:

Station 38 had a total of 242 calls. The difference being calls outside the District service area. Of those 242 calls, 69% were medical aides. Additionally, there was a report for the City of Jurupa Valley. For the city, there was a total of 875 calls. There were 69.1% medical aide calls.

ITEM 9. Receive and File Statement of Cash Asset Report for all District Funds Ending December 2019. DM 2020-01.

BACKGROUND

Attached for the Board of Directors' consideration is the December 2019 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$218,618.91 for District controlled accounts. With respect to District "Funds in Trust", we show \$9,5309.05 which has been earned and posted. The District has a combined YTD interest earned total of \$228,148.96 as of December 31, 2019.

With respect to the District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$5,973,098.23 ending December 31, 2019. That's **\$165,902.07 LESS** than July 1, 2018, beginning balance of \$6,139,000.30.

Further, the District's Field/Admin Fund current fund balance is \$531,568.93.

Submitted for the Board of Directors consideration is the *December 2019, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

Director Trowbridge moved and Director Skerbelis seconded to Receive and File the Statement of Cash for the Month of December 2019 for the Rubidoux Community Services District.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 10. Consider Board Stipend Adjustment. DM 2020-02.

BACKGROUND

At the June 6, 2019 Board meeting the Board voted to defer this item for six months. This item is now being presented for Board Consideration. Currently, the RUSD board members receive \$121.55 for each Board meeting and \$50.00 for each Committee meeting attended. These rates were last adjusted in July 2014. If the Board is inclined to grant an increase, the maximum amount that can be considered is a 5% increase for each year since the last adjustment. Keep in mind that payments are subject to a maximum of \$600.00 per director per calendar month.

Maximum possible Adjustment:

	Per Board Meeting:	Per Committee Meeting:
July 2014 (current)	\$121.55	\$50.00
July 2015	\$127.63	\$52.50

July 2016	\$134.01	\$55.13
July 2017	\$140.71	\$57.88
July 2018	\$147.74	\$60.78
July 2019	\$155.13	\$63.81

If the Board desires to increase their meeting stipend, Staff will prepare a draft Resolution modifying the current rates and present it for review at an upcoming Board meeting. Any adjustments are subject to a Public Notice and Hearing prior to adoption.

Director Trowbridge moved and Director Muniz seconded to increase the Board Meeting Stipend to \$155.13 per meeting and \$63.81 per committee meeting for the Rubidoux Community Services District Board Members.

**Ayes – 3 (Muniz, Trowbridge, Trueba)
Noes – 2 (Murphy, Skerbelis)
Abstain – 0**

The motion was carried with a 3-2 vote.

ITEM 11. Authorization to Conduct a 1360’ Pressure Zone Pump Station Engineering Study. DM 2020-03.

BACKGROUND

The Rubidoux Community Services District’s (“District”) 2015 Water Facilities Master Plan identifies the requirements for a 1360’ Pressure Zone Pump Station in the vicinity of 20th Street and Van Dell Road. This pump station is planned to supply water to the proposed Rio Vista development and improve existing low-pressure conditions along 20th Street west of Avalon Street. A first step in implementing the future pump station is securing land sufficient in size and in the right location.

Although the Rio Vista development has no clear timetable for construction, there is active development underway at the intersection of 20th Street and Caterpillar Way. The development along Caterpillar Way is a project of six commercial/industrial buildings. The developer, Mr. Charles Walden (“Developer”) is proceeding with building on three of the six lots and anticipates having the three buildings completed in mid-2020. He anticipates proceeding with the remaining three buildings; soon thereafter. Each of the buildings will be approximately 40 feet tall. When combining the height of the buildings with existing low District water system pressure in the area (~38 psi), meeting fire flow requirements creates challenges for the Developer.

To meet the fire flow requirements for the first three buildings, the County Fire Planning Division is requiring the Developer to:

1. Install private pump stations for each building. The cost for each private fire pump station is approximately \$75,000.00.

2. Build private on-site fire systems with fire hydrants connected to the District's public water system.

Staff has met with the Developer to discuss the water pressure issue and the need for the District to acquire a pump station site. The Developer has indicated interest in cooperating with the District on making property available for the 1360' Pressure Zone Pump Station. The could be either be on the property currently being developed along Caterpillar Way or on property already developed and owned by the Developer between Caterpillar way and Avalon Street.

To understand sizing, location, impacts and costs of the proposed 1360' Pump Station, staff proposes having a preliminary engineering analysis performed. TKE Engineering ("TKE") prepared the attached proposal to do this work. The proposal will evaluate three locations for the pump station and evaluate sizing based on interim and ultimate conditions. The interim condition would consider requirements to improve pressures in the immediate vicinity assuming the Rio Vista Development does not proceed in the foreseeable future. The ultimate condition anticipates near term buildout of the Rio Vista Development. Interim conditions would size the pump station site to accommodate property sizing and underground improvements needed for ultimate conditions, but pumps installed for lower flow interim conditions. Upon completion of the analysis, staff will engage with the Developer on the findings and initiate negotiations on potential pump station site acquisition.

TKE proposes a cost of \$29,500.00 to complete the preliminary engineering analysis. This work was not included in the approved FY 2019-2020 District Budget, and to proceed a budget amendment is necessary. Since the 1360' Pump Station is a master planned facility and Water Capacity Fees are in part calculated based on the inclusion of the cost to plan, design, and build the facility, it is appropriate to use collected Water Capacity Fees held in reserves to fund this work. Staff proposes the District's Board of Directors consider amending the District's FY 2019-2020 Budget by allocating \$30,000.00 of Water Capacity Fees held in District Reserves to the Water Capital Improvement Project (CIP) Budget – 1360' Pump Station.

Director Murphy moved and Director Trueba seconded the Rubidoux Community Services District approve the following:

- 1. Amend the District's FY 2019-2020 Budget by allocating \$30,000.00 of the Water Capacity Fees held in District Reserves to the Water Capital Improvement Project (CIP) Budget – 1360' Pressure Zone Pump Station.**
- 2. Authorize the General Manager to enter into a professional services agreement with TKE in the amount of \$29,500.00 to do preliminary engineering analyses related to the 1360' Pressure Zone Pump Station.**

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 12. General Manager Comments.

Mr. Steve Appel thanked the board for his 26 years of service to the District as he retires from the General Manager position at the District.

ITEM 13. Directors Comments.

Director Trueba adjourned the meeting at 4:48 pm.