

**RUBIDOUX COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING  
Thursday, October 17, 2024**

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

**DIRECTORS VIA ZOOM:** Armando Muniz

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

**VISITORS (SIGNED IN):** Diana Leja, RCSD Resident  
Michelle Adams, Customer Service Experience Manager,  
Western Municipal Water District  
Kenneth Smith, Senior Customer Service Experience  
Representative, Western Municipal Water District  
Laura Roughton, Board of Director, Western Municipal  
Water District  
William Otterman, Fire Chief, Fire Station 38  
Alison Loukeh, Consultant, Alison Loukeh & Associates

**ITEM 1. 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, October 17, 2024, in-person and by teleconferencing at the District's Administrative Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 2. PLEDGE OF ALLEGIANCE – General Manager**

**ITEM 3. ROLL CALL – General Manager**

**ITEM 4. PUBLIC COMMENTS**

No public comments.

## **ITEM 5. CONSENT CALENDAR**

- A. Approval of Minutes for October 3, 2024, Regular Meeting
- B. Consideration to Approve October 17, 2024, Salaries, Expenses and Transfers

### **ACTION:**

**Director Murphy moved, and Director Trueba seconded to approve the Consent Calendar.**

### **Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried 5-0-0-0.**

## **ITEM 6. CORRESPONDENCE AND RELATED INFORMATION**

None

## **ITEM 7. REPORTS**

### **A. Operations Report (Second Meeting Each Month)**

Director of Operations Miguel Valdez reported the Water and Wastewater production numbers for September. The average total well production in million gallons for potable water is 5.35. The total was 5.36. The Wastewater flow to Riverside average was 1.80. The consumption of JCSD was 0.0. Well No. 18 potable production was 32.9%. Well No. 8 was 30.0%. Well No. 6 produced 16.8%. Well No. 4 produced 9.0%. Well No. 2, and the Jurupa Tie- In produced 0.0%. Well No. 1 produced 11.2%.

### **B. Emergency and Incident Report (Second Meeting Each Month)**

Riverside County Fire Station 38 Personnel presented the incidents reported for the month of September 2024. The station had a total of 293 calls. It received 41 false alarm calls, 1 hazardous material, 200 medical calls, 10 other fire calls, 10 public service assistant calls, 1 rescue fire, 1 ringing alarms, 8 standbys, 18 traffic collisions, and 3 wildland fires.

### **C. General Manager and Staff Reports / Updates**

General Manager Brian Laddusaw updated the Board on the City of Jurupa Valley's Salute to Veterans Parade and Celebration, scheduled for November 9th, beginning at 9 a.m. Director of Operations Miguel Valdez and Director Trueba will be representing the District at the event, as GM Laddusaw will not be able to attend this year. GM Laddusaw also reminded the Board of the Recognition Event for Director Muniz, scheduled for November 7th at 3 p.m., prior to the scheduled Board meeting. The Western Water Retail meeting is set for January 28th, from 11:30 a.m. to 2 p.m. GM Laddusaw introduced the District's Assistant General Manager, Brandon Thomas, to the Board. Director of Operations Miguel Valdez presented on the Total Solutions for Q1 2024. Director of Finance & Administration Kirk Hamblin provided financial updates. He asked if the Board would be interested in receiving a copy of the audit report, to which Director Murphy requested a copy.

#### **D. Committee Reports**

None

### **ITEM 8. ACTION/DISCUSSION ITEMS.**

**A. DM 2024-77:** Presentation by Representatives of Western Municipal Water District ("Western") to Update the Board of Directors on upcoming Water Efficiency and Use Regulations, and Drought Tolerant Landscaping Projects at the District's Administrative Building and Fire Station 38

#### **BACKGROUND:**

The State of California has promulgated several regulations concerning water efficiency and use over the last year that effect the operations of Rubidoux Community Services District ("District"). The District is part of the Western Service Area which is furthermore a part of the Metropolitan Water District of Southern California ("MWD").

The water efficiency and use regulations target what is termed as "Non-Functional Turf" which is defined as turf that serves only as ornamental use and is not considered Functional Turf. Functional Turf is specifically defined as turf used for parks and playfields and other recreational activities. The regulations specifically target Commercial, Industrial and Institutional properties and have made Non-Functional Turf illegal, not permitting it in new construction and requiring its removal in existing construction.

Additionally, the District will soon be removing the Non-Functional Turf at its administrative building and is in the early stages for removing the Non-Functional Turf at Fire Station 38. Both of these projects will be funded in part by rebates from the Water Wise Rebate Program run by MWD and in part by additional funding in the form of Grants from Western.

As it has been some time since the Board has had an update on the efficiency and use regulations and Western provides much needed support in furthering the goals of wise water use and drought resistant landscaping, staff has requested Western present to the Board information on these programs.

The following presentation has been prepared by Western for the benefit of the District. Staff wishes to thank Western for their assistance and support in this important effort.

## **PRESENTATION BY WESTERN MUNICIPAL WATER DISTRICT**

### **ACTION:**

**This Director's Memorandum is informational only and therefore no board action is required.**

**B. DM 2024-77:** Consider approval of a Memorandum of Understanding ("MOU") between the Western Municipal Water District ("Western") and the Rubidoux Community Services District ("Rubidoux") for Funding and Cooperation Between the Districts related to Commercial, Industrial and Institutional Non-Functional Turf Removal

### **BACKGROUND:**

On October 13, 2023, Governor Newsom signed Assembly Bill 1572 ("AB 1572") into law, amending Water Code sections 10540, 10608.12, and 10608.22, and adding Water Code section 110. The new law prohibits public agencies, restaurants, corporate campuses, industrial parks, and certain other property owners from watering "nonfunctional turf" using potable water. Nonfunctional turf is defined as ornamental and is not used for recreation. The law does not impose restrictions on residential yards, cemeteries, parks, golf courses, and sports fields, and permits the use of potable water to the extent it is necessary to ensure the health of trees or other perennial non-turf plants. Noncompliance by a person or entity shall be subject to civil liability and penalties. This law closely resembles the State Water Resources Control Board's ("SWRCB") June 10, 2022, emergency regulation prohibiting the use of potable water to irrigate nonfunctional turf. The effective date for compliance with this law for local government agencies is January 1, 2027.

Rubidoux has 4,377 square feet of non-functional turf at its Administration Office site to be removed and replaced with drought-tolerant landscaping. Currently, rebates of \$4.00 per square foot of turf removal are available from the Metropolitan Water District of Southern California ("MWD"). Western Water does not offer an additional rebate for turf removal in the Rubidoux service area; however, Western Water has provided \$25,000 in funding to cover the cost of landscape design, project management (utilizing the services of Alison Loukeh, owner of ALWaterwise), and materials. Rubidoux has submitted a landscaping plan to MWD for acceptance, and Western Water is paying for the design of the landscaping at no cost to the District. After completing this project, Rubidoux intends to perform turf removal and replacement at the Fire Station Property located at Avalon and Mission Blvd (Station 38).

Although the effective date for compliance with this law is a few years away, the funding for preparing the plans and the rebates for removal of the turf and replacing it with drought tolerant landscaping is available now and Rubidoux has the opportunity to demonstrate to the public that drought tolerant landscaping can be done in a way that not only saves water but also has great aesthetic value with most of the cost covered by the financial assistance from Western and the rebate for turf removal. Additionally, AB 1572 invokes the penalties of Water Code Section 1846 which are \$500 per day of violation.

As part of this program Western required the recipient to indemnify Western for any liability resulting from errors in the design. The design is relatively simple showing the location, type, and quantity of plants as well as other landscape features. Rubidoux's exposure to loss is

expected to be minimal as the plans will be reviewed by MWD for compliance with the rebate program and the landscape designer will correct any comments made by MWD before it is accepted. The District entered into a “Landscape Design Indemnification and Hold Harmless Agreement” with Western via Director’s Memorandum 2024-29 on April 4, 2024.

The additional financial support from Western requires Rubidoux to sign an additional Memorandum of Understanding (“MOU”) with Western. As the landscaping at the Administrative Office will be what is considered a “demonstration garden” to show Rubidoux’s customers what is possible with low water landscaping, this MOU has the additional requirement for Rubidoux to place interpretive signage in the landscape area and to provide proper maintenance and care of the site for a minimum term of three years.

**ACTION:**

**Director Murphy requested for the District to have additional information for customers on the landscaping process. RCSD will request “Landscape with Style” informational booklets from Western Municipal Water District. Western staff was able to provide a few.**

**Director Trueba moved, and Director Murphy seconded to authorize the Director of Engineering to sign the MOU with Western to secure additional funding for the landscape transformation project.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried 5-0-0-0.**

**Recess 5 minutes @ 4:55 p.m.-5:00 p.m.**

**C. DM 2024-79:** Consider approval of a Professional Services Contract Between Haper & Associates Engineering, Incorporated (“Harper”) and the Rubidoux Community Services District (“District”) for Preparation of Bid Documents for the Phase II Reservoir Corrective Action Plan

**BACKGROUND:**

The Rubidoux Community Services District (“District”) operates a water pumping, transmission, and distribution system. This system consists of wells and pumps which feed treatment plants that in turn feed the water transmission and distribution system. The water transmission system is divided into zones at varying elevations, namely the 1066-foot pressure zone (“1066PZ”) and the 1238-foot pressure zone (“1238PZ”). The 1066PZ and 1238PZ are also sometimes referred to as the Atkinson and Hunter pressure zones, respectively. Each of these pressure zones (“PZ’s”) has two gravity water storage reservoirs, commonly called tanks. The term “Pressure Zone” refers to the elevation above sea level at which the water in the gravity storage tanks is maintained. The higher 1238PZ is additionally fed by booster pumps, one located on Mission Blvd and the other located on Goldenwest Avenue. The reason the District is split into separate pressure zones is

because the pressure in the system is provided by the weight of the water in the gravity storage tank and the weight of water only in the 1238' elevation would create excessive pressure in the lower areas of the District such as Loring Ranch. Additionally, there is a small hydropneumatic pressure zone, the 1258-foot pressure zone or Ridgeline PZ, consisting of a pressurized vessel (as opposed to a gravity reservoir) fed via pumps off the 1238PZ.

The District currently has four gravity water storage reservoirs in use of varying age and condition: Atkinson, Watson, Perrone, and Hunter 1. Two of these reservoirs, Atkinson and Watson, are in the 1066PZ and two, Perrone and Hunter 1, are in the 1238PZ. In 2019, the District hired Harper and Associates Engineers ("Harper") to prepare a condition assessment for the District's four water storage reservoirs and subsequently hired Harper and Associates pursuant to DM 2023-76 to prepare a Corrective Action Plan. This Corrective Action Plan ("CAP") was mandated by the Division of Drinking Water ("DDW") as part of the District's 2023 Sanitary Survey. The CAP was divided into phases over the next several fiscal years to spread out the cost of this work. The first phase design bid specifications were prepared under DM 2023-104 and the District is preparing to go out to bid on this work. It is considered prudent to now bid Phase I and Phase II together and the District has received another proposal for the Phase II work from Harper.

Phase I of the CAP focuses mostly on Cal/OSHA regulation compliance at all reservoirs. Although improvements to the Hunter 1 Reservoir are considered critical, the District is pursuing grant funding for the replacement of the Reservoir which is the desired solution for issues at the Hunter 1 Reservoir. Therefore, Phase II of the CAP focuses primarily on necessary and needed improvements to the Atkinson Reservoir. Harper has provided a proposal for Phase II of the CAP and the Scope of Work is as follows:

#### A. SCOPE OF WORK – SPECIFICATIONS AND PLANS

1. Virtual meeting with District to determine the final scope of work for the Atkinson coating project based on utilizing reports, scope of work discussed with the District, and estimated costs to accomplish the work.
2. Prepare technical specifications for the interior coating of the tank and exterior paint for spot repairs caused by structural modifications.
3. Prepare technical specifications and AutoCAD drawings for structural repairs and upgrades.
4. Prepare technical specifications and CAD drawings for new galvanic cathodic protection system.
5. Prepare a bid schedule for the work items for the tank. Furnish District with an engineer's estimate for project in accordance with the bid schedule generated.
6. Submit pdf of plans and specifications for 90%, review, and accomplish all revisions determined needed.
7. Upon approval of the plans and specifications, a pdf of the plans and specifications shall be supplied to the District.

#### B. SCOPE OF WORK – BIDDING ASSISTANCE (If project is not bid with Phase I work)

1. Furnish District with a list of potential bidders to forward the technical specifications, plans and bid schedule to qualified contractors.
2. Provide telephone liaison with potential bidders as regards all matters concerning bidding on the project.
3. Assist District in conducting a Pre-Bid meeting for the project to ensure prospective bidders are totally aware of scope of work and local conditions.
4. Assist District in evaluation of bids received and make recommendations for award or rejection.

Harper specializes in reservoir design, refurbishment and retrofit and is considered highly qualified to perform this work. As Harper has been and continues to be closely involved in consulting the District in analyzing the existing condition and recommendations for repairing the District's reservoirs it is considered prudent to engage Harper to perform this work. The proposal provided by Harper is comprehensive and is reasonable in cost. For these reasons, staff did not seek other proposals for this work. Harper's proposal is for \$16,220 for the Specifications and Plans with an additional \$1,950 for bidding assistance if this work is bid separately from the Phase I work. Although staff intends to bid this work together with Phase I, staff recommends including the additional amount for bidding assistance. Furthermore, staff recommends to provide a small contingency of \$1,830 for any unforeseen circumstances which may occur. This brings the total request to \$20,000.

**BUDGET CONSIDERATIONS:**

During preparation of the FY 2024|2025 Budget, staff anticipated this work and included \$650,000 in the Water Capital Improvement Budget at Line 5 GL Account 7030.121.0.30 for this work, including the design and improvements. The District will utilize this budget item for this effort leaving the remaining \$630,000 for performance of the improvements proposed to the Atkinson Reservoir.

**ACTION:**

**Director Murphy moved, and Director Trueba seconded to authorize the General Manager, or his designee, to issue a phased task order to Harper and Associates Engineers, Incorporated in the amount of \$16,220 to prepare the Specifications and Plans and an additional \$1,950 for bid support if needed. Additionally, staff recommends a contingency of \$1,830 for this work for any unforeseen circumstances.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried 5-0-0-0.**

**D. DM 2024-80 - CLOSED 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 comments Closed Session @5:06 p.m.- 5:11 p.m.

**ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS**

Director Murphy commented on Southern California Edison's (SCE) potential power shutoff scheduled for Friday, October 18th. He requested an update in case staff needed to go out in the field to assist customers. He also thanked the staff for their previous assistance during an earlier power shutoff. Director Muniz thanked the Board for allowing him to participate via Zoom. No other Directors had comments or requests.

**ITEM 10. NEXT MEETING**

Thursday, November 7, 2024, at 4:00 p.m.

**ITEM 11. ADJOURNMENT**

President Skerbelis adjourned the meeting at 5:13 P.M.