

# MINUTES OF REGULAR MEETING

August 6, 2020

## RUBIDOUX COMMUNITY SERVICES DISTRICT

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

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Jeffrey Sims, General Manager  
Ted Beckwith, Director of Engineering  
Brian Laddusaw, Director of Finance  
Brian Jennings, Manager Budgeting & Accounting  
Miguel Valdez, Maintenance & Operations

**MEMBERS OF THE PUBLIC:** None

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by Director Murphy, at 4:00 P.M., Thursday, August 6, 2020, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

### ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for July 16, 2020, Board Meeting.

**Director Skerbelis moved and Director Muniz seconded to approve the July 16, 2020 Regular Meeting Minutes.**

**Roll call:**

**Ayes – 4 (Muniz, Murphy, Skerbelis, Trueba)**

**Noes – 0**

**Abstain – 1 (Trowbridge)**

**Absent – 0**

**The motion was carried 4-1.**

Agenda Item 10 was requested to be moved up in the order of sequence. There were no objections.

**ITEM 10. Consider Approval of Additional Expenses to County Fire Contract. DM 2020-56.**

**BACKGROUND**

Rubidoux Community Services District (“District”) is starting the third year of a three-year contract with Riverside County (“County”) for the County to provide fire services on behalf of the District. This in part includes staffing of Station 38 and providing equipment as needed to perform services on a 24/7 basis. The County’s annual cost for these services is roughly \$2.5 million and the County invoices on a quarterly basis. This expense is paid by the District using structural fire tax increment revenue generated by property owners within the geographic boundary of the District. Based on County through three quarterly invoices, it is anticipated the District will have surplus budget for fire services expenses.

Chief Veik recently contacted staff and has discussed the need for an upgrade of the Fire Prevention Technician to a Fire Systems Inspector. Currently the District shares in half the cost (\$50,000) with the County of Riverside for the current position. Upgrading the position to Fire System Inspector adds approximately \$20,000 annually and the District would be responsible to pay for half, or approximately \$10,000 annually. In addition, upgrading to a Fire System Inspector would change our cost sharing entity from the County of Riverside to the City of Eastvale. Rational for the upgrade in position was explained due to:

1. State mandated facility inspections such as health care facilities.
2. Ongoing weed abatement inspections and administration.
3. Annual business inspections (fire extinguishers, smoke detectors, ingress/egress, etc.)

Chief Veik indicates the annual business inspections are long overdue in the District and need to be done. The upgraded position will have proper training and certifications to conduct the inspections.

From a cost standpoint, this is a negligible add to the current annual cost paid to the County (0.4%) and there is sufficient surplus budget in the approved Fiscal Year 2020/21 Budget to cover the added cost. The alternative to this modification, is for the District to take on this work itself, which from an expertise and cost standpoint would not be preferable.

Per the current agreement the District has with the County, the contract allows for minor adjustments such as this provided the District sends a letter to the County requesting the change. The agreement also has a requirement where the District is asked to send a letter to the County approximately one year prior to the contract expiring indicating whether the District intends to continue with the County for fire services. This is needed so the County can initiate their budgeting process for cost allocations to contracting entities who use them for fire services.

**Director Muniz moved and Director Trowbridge seconded authorizing the General Manager to:**

- 1. Send a letter to the County of Riverside requesting an upgrade of the Fire Prevention Technician to a Fire Systems Inspector with an added annual cost to the District of approximately \$10,000.**
- 2. Send a letter to the County of Riverside indicating the District's intent to continue with Riverside County for fire services once the current contract expires June 30, 2021 pursuant to contract negotiations for renewal.**

**Ayes – 4 (Muniz, Murphy, Skerbelis, Trowbridge)**

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**Away – 1 (Trueba)**

**The motion was carried unanimously.**

**ITEM 5. Consideration to Approve the August 7, 2020 the Salaries, Expenses and Transfers.**

Consideration to Approve the August 7, 2020 Salaries, Expenses and Transfers.

**Director Murphy moved and Director Muniz seconded to Approve the August 7, 2020 Salaries, Expenses and Transfers.**

**Roll call:**

**Ayes – 3 (Muniz, Murphy, Skerbelis)**

**Noes – 0**

**Abstain – 1 (Trowbridge)**

**Away – 1 (Trueba)**

**The motion was carried 3-0-1-1.**

**ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS**

There were no members of the public at this time.

**ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

There was an article from the Valley News regarding Elsinore Valley MWD. They have closed their lobby in response to the recent mandate from Gov. Gavin Newsom to limit exposure during increasing numbers of COVID-19 cases. There was an attachment from LAFCO, regarding a call for nominations for an alternate Special District Member of the

Riverside Local Agency Formation Commission. Nominations must be received by 5:00 pm on Monday, September 21, 2020.

Director Murphy requested staff look into the CheckFreePay locations in the service area and to find out more about it for the Rubidoux area.

## **ITEM 8. MANAGER’S REPORT**

### **Operations Report:**

Miguel Valdez, Maintenance and Operations Manager reported the Operations Team has maintained ability to keep up with repair of routine leak fixings and maintenance of wells while the Operations Team has been on modified work schedule put in place March 23 as part of the COVID-19 pandemic. He also stated Houston Harris performed routine sewer pipelines and lift station cleaning.

Brian Laddusaw discussed reported during the first week of August the Financial Statement Audit took place in the office for Fiscal Year ending June 30, 2020. The on-site work was completed August 6, 2020. The Draft Financial Statement Audit should be received around the middle of September. The Draft Audit is generally presented to the Board at the first meeting in October. The auditors have a questionnaire for the Board members that will be hand delivered to them.

Mandatory ethics training courses are required every two (2) years for the Board Members. There are several directors who have theirs coming up before March 2021.

Brian Jennings discussed the current phone system and the need to replace it after twenty (20) plus years. He has reviewed results of new phone systems demonstrations from two (2) different vendors. The new system is proposed to include new hardware, software, operate over the internet (rather than current hardwire), and have voicemail, and automated attendant features. This system will eliminate the need for the answering service, which will save the District approximately \$500/mo. It will be able to handle after-hours call through an automated voice system. Staff is moving forward with this system. The Director of Finance, Brian Laddusaw, confirmed there is sufficient funding available for the replacement. The cost will be approximately \$15,000-\$18,000 including support from Acorn, the District’s IT Support Firm.

### **Emergency and Fire Report:**

Presented at the second board meeting of the month.

**ITEM 9. Rescinding Resolution No. 2018-840, a Resolution Cancelling the First Board Meetings that Conflict with the National Holidays of January 1<sup>st</sup> (New Year) and July 4<sup>th</sup> (Independence Day). DM 2020-55.**

**BACKGROUND**

At its May 17, 2018 Board Meeting, the Board of Directors of Rubidoux Community Services District (“District”) approved and adopted Resolution No. 2018-840. Approval of this resolution formally cancelled the regular Board Meetings held on the first Thursday of January and July each year. Attached for reference is DM 2018-35. It provided information for the Board to consider relating to adopting Resolution No. 2018-840. Adoption of Resolution No. 2018-840 formalized a 25-year practice of the first Board Meetings in January and July not being held.

During Director Comments at the June 18, 2020 Board Meeting, it was requested staff add an item on an upcoming Board Meeting agenda for the Board to consider this practice. Possible options the Board may want to consider:

1. Maintain status quo – Meeting falling on the first Thursdays of January and July each year are cancelled.
2. Rescind Resolution No. 2018-840 and schedule Board Meetings falling on the first Thursdays of January and July each year.
3. Rescind Resolution No. 2018-840 and adopt a new resolution that cancels the Board Meeting on the first Thursday in either January or July, rather than both.

Option 2 if chosen would add \$1,551.30 of Director stipend expense above current with Resolution No. 2018-840 in effect. If Option 2 or 3 is selected, staff will bring back a resolution at a future Board Meeting to facilitate the desired direction.

**Director Trowbridge made a motion to Rescind Resolution No. 2018-840 and schedule Board Meetings on the first Thursdays of January and July each year (Option 2). With no second motion, the motion died.**

**Director Skerbelis moved and Director Trueba seconded approval to Maintain status quo (Option 1) – Meetings falling on the first Thursdays of January and July each year are cancelled.**

**Roll call:**

**Ayes – 3 (Muniz, Skerbelis, Trueba)**

**Noes – 2 (Murphy, Trowbridge,)**

**Abstain – 0**

**Absent – 0**

**The motion was carried 3-2.**

**ITEM 11. Consider Approval of Engineering Services Support for and Installation of Granular Activated Carbon Vessels at Well No. 6. DM 2020-57.**

**BACKGROUND**

Rubidoux Community Services District (“District”) needs to add Granulated Activated Carbon filtration and treatment 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, respectively. Conducted testing and laboratory results indicate all wells in the District are at or above these limits. Absent treatment the District will need to notify its customers they are being served water with contaminants above the limits set by DDW.

The District has already added treatment for Well 4 by using Granular Activated Carbon (GAC) with two Pressure Vessels (PV’s) in parallel (Q = 11 gpm). Additionally, treatment for Well 2 is done with two GAC PV’s in parallel (Q = 900 gpm). The District is also in process of developing an Ion Exchange (IX) system in series to treat water produced from Wells 1A, 8 and 18 (Q = 4900 gpm). The last well is Well 6 The District’s Board has previously authorized purchase of three refurbished PV’s to treat water at Well 6 (Q = 2200 gpm). These PV’s are currently being refurbished and will soon be ready to ship to the District.

To proceed with installation of these PV’s at Well 6 the next step is to prepare bidding documents to hire a contractor to do the installation work. This work consists of a foundation to support the PV’s and all associated piping to connect the wells to the GAX PV’s for treatment and connection back to the District’s water distribution system TKE Engineering Consultants has provided the District the attached scope of work and proposal for the design work. The scope of work includes meetings, site investigation, preparation of the bidding documents and assisting staff with advertising, bidding, and evaluation of bids. The estimated project cost for the installation of the GAC PV’s at Well 6 is estimated as follows.

<b>Well 6 GAC Vessel Installation</b>				
	Unit	Quantity	Item Cost	
TKE Engineering Support Services	Lump Sum	1	\$ 10,465.00	\$ 10,465.00
Crane Rental with Operator	Days	2	\$ 7,500.00	\$ 15,000.00
RCSD Crew (4 Persons @ 5 Days)	Hours	160	\$ 100.00	\$ 16,000.00
Service Trucks, Backhoe, etc	Lump Sum	1	\$ 5,000.00	\$ 5,000.00
Piping, Elbows and Fittings	Lump Sum	1	\$ 15,000.00	\$ 15,000.00
Welder	Hours	40	\$ 250.00	\$ 10,000.00
Concrete Foundation & Tank Anchorage	Lump Sum	1	\$ 31,743.00	\$ 31,743.00
Engineering Staff Time	Hours	20	\$ 250.00	\$ 5,000.00
GAC	Per Vessel	3	\$ 40,000.00	\$ 120,000.00
Subtotal				\$ 228,208.00
Contingency	Percent	15%		\$ 34,232.00
<b>Total</b>				<b>\$ 262,440.00</b>

The addition of treatment for PFOA and PFOS at all District wells provides the District with supply redundancy and flexibility in meeting customer demands. An ancillary goal is to have sufficient supply to be able to reinstate water sales to Jurupa Community Services District.

**Director Skerbelis moved and Director Muniz seconded the Board of Directors approve the General Manager of and the Rubidoux Community Services District to:**

- 1. Amend the FY 2020-2021 Budget by moving the GAC PV Installation Project funding of \$262,440.00 from Water Fund Reserves to the Water Capital Improvement Projects (CIP) Fund.**
- 2. Approve a contract with TKE Engineering in the amount of \$10,465.00 to perform work per attached proposal using the Water Capital Improvement (CIP) Fund.**

**Roll Call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 12. Consider Approval of Engineering Services Support for and Installation of Granular Activated Carbon Vessels at Well No. 6. DM 2020-58.**

### **BACKGROUND**

As the Board may recall, the Rubidoux Community Services District (“District”) needs to add treatment to meet lower Notification Limit (NL) and Response Limit (RL) for PFAS contaminants established by the State of California State Water 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 these limits. Absent treatment to lower the PFAS contaminants to below the DDW limits, the District will need to notify its customers they are being served water with PFAS contaminants above the limits set by DDW.

The District is in process of developing an Ion Exchange System (Project) to treat water for Wells 1A, 8 and 18 (Q = 4900 gpm). The purpose of the Project is to remove PFAS contaminants to below the new NL. A part of the approval and permitting process for the Project is for the District to file a Notice of Exemption (NOE) with the County and Office of Planning and Research State Clearing House indicating the Project is categorically exempt from the California Environmental Quality Act (CEQA). This is equivalent to a categorical exemption under the National Environmental Policy Act (NEPA). The District is filing the exemption under NEPA as a requirement of a grant application being

filed with the Bureau of Reclamation, a federal agency, to fund up to \$1,000,000 of the Project.

Categorical exemptions are identified in Section 15300 of the State CEQA Guidelines as “a list of classes of projects which have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provision of CEQA.” To determine whether a project is categorically exempt from CEQA, certain findings must be made for a project to verify it qualifies for a specific exemption class and can appropriately be exempted from the requirement for the preparation of a higher-level environmental document. An analysis of these requirements has been done for the District by Tom Dodson & Associates finding the District meets the requirements for Categorical Exemption for this Project.

**Director Murphy moved and Director Trueba seconded the Board of Directors:**

- 1. Find in its sole discretion the Project meets the requirements for a Categorical Exemption for both Class 3 Exemptions (CEQA Section 15301(b) and Section 15303(e)) appropriate for the project.**
- 2. Authorize the General Manager or designee to sign the NOE.**
- 3. Direct staff to file the NOE (and subsequent NEPA documents equivalent to CEQA NOE) with appropriate agencies.**

**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**

A. Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District

After Closed Session, there was no reportable action.

**ITEM 14. Directors Comments**

Director Murphy commented on the treatment plant that was leaking water. The Board was notified at the previous meeting. He would like to see added to the Manager’s Report at the end of the month when the alarm call went out from the alarm company, the list of the titles of how the calls went out during the emergency and why the leak went on for so



long. He would like to know if the people who got called actually had access to the facilities.

Director Muniz adjourned the meeting at 5:17 pm.