

MINUTES OF REGULAR MEETING
March 19, 2020
RUBIDOUX COMMUNITY SERVICES DISTRICT

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

DIRECTORS ABSENT:

STAFF PRESENT: Jeffrey Sims, Asst. General Manager/District Engineer
Brian Laddusaw, Director of Finance
Brian Jennings, Manager Budgeting & Accounting
Miguel Valdez – Operations Manager

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, March 19, 2020, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

Emergency Item:

There was an Emergency Item brought to the table to modify the agenda to strike Agenda Item 14 and to add a new **Agenda Item 14, DM 2020-19**, an Emergency Resolution.

Director Skerbelis moved and Director Trueba seconded to approve the modification of the agenda by striking Agenda Item 14 and to add a new Agenda Item 14 – DM 2020-19, an Emergency Resolution.

Roll call:

Ayes – 4 (Murphy, Skerbelis, Trowbridge, Trueba)

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for March 5, 2020, Special Board Meeting.

Director Skerbelis moved and Director Trueba seconded to approve the March 19, 2020 Regular Meeting Minutes.

Roll call:

Ayes – 4 (Murphy, Skerbelis, Trowbridge, Trueba)

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 5. Consideration to Approve the March 20, 2020 the Salaries, Expenses and Transfers.

Consideration to Approve the March 20, 2020 the Salaries, Expenses and Transfers.

Director Trowbridge moved and Director Skerbelis seconded to Approve the March 20, 2020 Salaries, Expenses and Transfers.

Roll call:

Ayes – 4 (Murphy, Skerbelis, Trowbridge, Trueba,)

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

There was no one in the audience to address the board.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

The first article was information on COVID-19 Guidance for Wastewater Workers. It is recommended that wastewater workers use their PPE when working with the wastewater. Another article was on the PFAS compounds and how to remove them from the drinking water.

ITEM 8. MANAGER’S REPORT

Operations Report:

Operations Manager Miguel Valdez reported that the contractors were finishing the Jurupa Hills lift station. The reservoir samples were also completed and the reports should be in soon.

Emergency and Fire Report:

Station 38 had a total of 267 calls. The difference being calls outside the District service area. Of those 191 calls, 71.5% were medical aides. Additionally, there was a report for the City of Jurupa Valley. For the city, there was a total of 876 calls. There were 71.1% medical aide calls.

ITEM 9. Memorandum of Understanding with Jurupa Community Services District Regarding Cooperative Water Supply Alternatives. DM 2020-14.

BACKGROUND

Rubidoux Community Services District (“Rubidoux”) and Jurupa Community Services District (“Jurupa”) provide water service to customers within their respective service boundaries. Currently both agencies are 100% reliant on groundwater pumped out of local groundwater basins to meet customer potable water demands.

Although a common goal of the agencies is to maximize the beneficial use of local groundwater supplies, there are limitations on groundwater. Reliability of groundwater fluctuates on many factors such as:

- Groundwater basin recharge. Extended drought conditions impact volume of water recharged and made available for future pumping.
- Quality degradation. Independent of the volume of water available to pump, the water must meet all State of California Department of Drinking Water (“DDW”) requirements prior to delivery to customers. Emerging contaminants of concern present threats to supply. An example of this are PFAS Compounds. DDW has recently lowered Notification Limits and Response Limits for PFAS Compounds which has impacted many water utilities throughout the state. Both Jurupa and the District are significantly impacted by this.
- Historical pumping rights. Many basins have fixed pumping rights for extractor agencies limiting the physical amount of water that can be pumped on an annual basis.

Through master planning efforts, Jurupa has identified it will need approximately 10,000 acre-feet per year (“AFY”) of additional water supply to meet projected ultimate water demands within its service boundary. This additional supply need is exacerbated by reduction of current groundwater supply removed from service in response to DDW’s recent lowering of the Notification and Response Limits for PFAS compounds. Rubidoux pumps out of the Riverside South Basin which has and continues to be very reliable in terms of volume of water, but the quality of water require treatment for a variety of contaminants. Besides the recent complications raised with PFAS compounds, total dissolved solids (“TDS”) or commonly referred to as salts, presents issues with the concentration of TDS in sewer sent to the City of Riverside for treatment and disposal. The City of Riverside’s NPDES Discharge Permit has a 650 mg/l limit for TDS. Rubidoux’s potable water supply has an ambient TDS concentration of approximately 530 to 540 mg/l. With a customer use of the potable water, TDS is added raising the TDS concentration in the sewer delivered to the City of riverside from Rubidoux to

approximately 730 to 750 mg/l. This is above the City of Riverside’s TDS limit of 650 mg/l.

Given both agencies have common water supply issues and are geographically adjacent to one another, staff at both agencies have discussed cooperatively working together to evaluate potential water supply alternatives. To that end the attached *Memorandum of Understanding Regarding Cooperative Efforts to Expand and Improve Water Supply Availability* (“MOU”) has been drafted for consideration by both agency Board of Directors. The MOU proposes the agencies will coordinate and collaborate in studies, preliminary engineering, understanding of institutional issues, regulatory requirements and environmental criteria associated with various potable water supply projects such as:

- Increased groundwater supply from Riverside Basin
- Imported water supply from Metropolitan Water District facilities
- Increased water supply from Chino Basin
- Reuse of recycled water benefiting groundwater recharge or otherwise offsetting potable water demands

Cost sharing is contemplated as being shared equally for preliminary efforts. Costs sharing for preliminary efforts performed under this MOU will be brought to the Board for approval. As project or projects are identified to move beyond initial preliminary efforts with this MOU and require additional expenses, the agencies will enter into future agreements refining cost sharing and allocation of project benefits.

Viable water supply projects from this effort would be included into Rubidoux’s Water and Sewer Masterplan updates. The updated masterplans would then serve as a basis for staff to develop a revenue strategy to support implementation of the water supply projects.

Chris Berch, General Manager of JCSD, participated via teleconference and indicated the JCSD Engineering Committee reviewed and supports the MOU. The Engineering Committee recommended the JCSD Board of Directors approve the MOU at its March 23, 2020 Board Meeting.

Director Skerbelis moved and Director Trowbridge seconded the Board of Directors authorize the Assistant General Manager to take the sign the *Memorandum of Understanding regarding Cooperative Efforts to Expand and Improve Water Supply Availability* between Jurupa and Rubidoux.

Roll call:

Ayes – 4 (Murphy, Skerbelis, Trowbridge, Trueba)

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 10. Notice of Completion for the Raye Street Portion of the Avalon – SR 60 Sewer Main Improvement Project. DM 2020-15.

BACKGROUND

At the November 21, 2019, regular meeting of the Rubidoux Community Services District (District), the Board approved DM 2019-63, awarding the construction of the Raye Street Portion of the Future Avalon Street Sewer Main Improvement Project to Trautwein Construction in the amount of \$58,000.00.

The improvements added approximately 70 LF of new sewer main, one manhole, and the reconnection of a mobile home park lateral.

The work performed by Trautwein is now complete. There were no Change Orders to the contract resulting in the same contract cost of \$58,000.00. Trautwein completed the work in a safe and efficient manner and in accordance with District specifications.

To date, the contractor has been paid \$55,100.00. This amount represents 100% of the contract less \$2,900.00 retention.

A final step in the construction process is for the District to accept the work as completed and file/record a Notice of Completion (NOC) with the County of Riverside. Once executed and recorded, the NOC starts a 35-day period before the District pays the remaining held contract retention of \$2,900.00.

Director Trowbridge moved and Director Skerbelis seconded the Board of Directors:

- 1. Accept the work performed by Trautwein Construction for the construction of the Raye Street portion of the future Avalon Street Sewer Main Improvement Project as complete and conforming to District specifications.**
- 2. Authorize the execution and filing of the Notice of Completion for the project in the amount of \$58,000.00 which starts the 35-day lien period for the contractor (Trautwein Construction).**

Roll call:

Ayes – 4 (Murphy, Skerbelis, Trowbridge, Trueba)

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 11. Engineering Services for Rehabilitation of Well No. 18. DM 2020-16.

BACKGROUND

At the September 19, 2019 Board Meeting staff requested authorization to hire Krieger & Stewart Engineering Consultants to provide initial engineering services related to rehabilitation of Well 18. This included review of historical data on the well and input from subconsultant Water Systems Engineering on water chemistry. From that effort it was concluded there is a reasonable expectation Well 18 can be rehabilitated and achieve an approximate production rate of 1,500 gpm.

It is anticipated PFAS compound treatment will be consolidated at the Leland Thompson Water Treatment Plant (“Thompson Plant”) for Wells 1A, 8, and 18 based on available space. Treatment for PFAS compounds is done by flowing water through pressure vessels filled with granulated activated carbon or resins. This type of treatment best operates when ran continuously. Since customer demand fluctuates throughout the year, it is good to have multiple wells to turn on and off so demand can be met while keeping the PFAS compound treatment running continuously. Since customer demand fluctuates throughout the year, it is good to have multiple wells to turn on and off so demand can be met while keeping the PFAS compound treatment running continuously. Rehabilitation of Well 18 adds flow variability to assist in meeting treatment continuity. It will also increase overall water supply, which increases supply redundancy.

To proceed with rehabilitating Well 18 the next step is to prepare bidding documents to hire a contractor to do the rehabilitation work. Krieger & Stewart Engineering Consultants has provided the District the attached proposal for the work. The work will include meetings, preparation of the bidding documents and assisting staff with advertising, bidding and evaluation of bids. The cost for this work is \$21,800. The estimated project cost for Well 18 rehabilitation is estimated as follows:

Work	Consultant/Contractor	Cost	Status
Feasibility of Well 18 rehabilitation	Kreiger & Stewart	\$ 24,800.00	Approved September 19, 2019
Bidding document preparation and Bid evaluation	Kreiger & Stewart	\$ 21,800.00	This request
Well rehabilitation contract	Contractor	\$ 80,000.00	estimated
Staff effort	staff	\$ 5,000.00	estimated
Project Cost		\$131,600.00	

Well 18 rehabilitation costs were budgeted in the approved FY 2019-020 Budget within the Water Capital Improvement Project (CIP) Fund. CIP Budget funding is generated with payment by new customers of system capacity fees. Since Well 18 is an existing facility being rehabilitated, staff recommends rehabilitation costs to come from the Water

Replacement Project Fund rather than the CIP Fund. To align the funding, a budget amendment is necessary.

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

- 1. Amend the FY 2019-2020 Budget by moving the Well 18 Rehabilitation Project funding of \$60,000 from the CIP Fund to the Water Replacement Fund.**
- 2. Adjust prior approval made at the September 19, 2019 Board Meeting to fund Krieger & Stewart work in the amount of \$24,800 from the CIP Fund to the Water Replacement Fund.**
- 3. Approve a contract with Krieger & Stewart, Inc. in the amount of \$21,800 to perform work per attached proposal using Water Replacement Funds.**

Roll Call:

Ayes – 4 (Murphy, Skerbelis, Trowbridge, Trueba)

Noes – 0

Abstain – 0

The motion was carried unanimously.

***Director Muniz joined the teleconference meeting.**

ITEM 12. Receive and File Statement of Cash Asset Report for all District Funds Ending February 2020. DM 2020-17.

BACKGROUND

Attached for the Board of Directors' consideration is the February 2020 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$314,112.10 for District controlled accounts. With respect to District "Funds in Trust", we show \$13,833.84 which has been earned and posted. The District has a combined YTD interest earned total of \$327,945.94 as of February 29, 2019.

With respect to the District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$6,811,411.93 ending February 29, 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 \$550,821.92.

Submitted for the Board of Directors consideration is the *February 2020, 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 February 2020 for the Rubidoux Community Services District.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 13. Receive and File the Budget to Actual Report for the Six Months Ended December 31, 2019. DM 2020-18.

BACKGROUND

At the June 20, 2019 Board Meeting, the Board of Directors adopted a two (2) year budget for FY 2019-2020 and FY 2020-2021. Prior to this, it had been District practice to adopt single year budgets. A two (2) year budget was adopted for FY 2019-2020 and FY 2021 to minimize the amount of staff time used year-over-year on the budget setting process. This decision is to improve efficiency of the overall budgeting process, as many times repetitive decisions are made during an annual budgeting process, thus freeing up staff for other activities. Although staff does its best during the budgeting process, to ensure the budget is as accurate as possible, certain unforeseen items, regulations, etc. affect the District during the course of a fiscal year that cannot be budgeted. For example, the lowering of PFAS contaminant level, additional required sampling, increased vendor costs, etc. As the Directors are aware, when District funds need to be encumbered and spent outside of our approved budgeted amounts, staff will routinely recommend budget amendments through Board letters.

As we have passed the halfway point in year one (1) of the biennial budget, staff felt it was important to update the Board with actual revenue and expense information compared to budgeted amounts for the six months ended December 31, 2019. Going forward, it will be District practice to update the Board with the same budget vs. actual analysis on a quarterly basis until the next budgeting cycle begins in early 2021. Staff feels these updates are important to keep the Board as informed as possible as to why revenues/expenses versus their budgeted amounts are either favorable/unfavorable. Also, this analysis is important from a staff level, as it helps identify which budgeted amounts, if any, need to be amended to incorporate adjusted costs.

Attached for the Board of Directors' consideration is the Budget vs. Actual Report for the Six Months Ended December 31, 2019, as it applies to the FY 2019-2020 budget. Please keep in mind when reviewing the budget, the information is prepared on the cash basis of accounting. This is historically consistent with District practice over the course of a fiscal year until year-end, when the necessary cash-to-accrual adjustments are made to the General Ledger in anticipation of the year-end audit.

Director Murphy moved and Director Muniz seconded the Board of Directors “Receive and File” the Budget vs. Actual Report for the Six Months Ended December 31, 2019 to the Rubidoux Community Services District.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 14. Consider Resolution No. 2020-862; a Resolution Proclaiming a Local Health Emergency. DM 2020-19.

BACKGROUND

On December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19), was first identified in Wuhan City, Hubei Province, China, and has spread outside of China, impacting more than 75 countries, including the United States. Since the federal Centers for Disease Control and Prevention (“CDC”) confirmed the first possible case of community spread of COVID-19 in the United States on February 26, 2020, there has been a significant escalation of United States domestic cases and deaths from COVID-19.

On March 4, 2020, Gavin Newsom, Governor of the state of California, proclaimed a state of emergency to exist in California due to the spread of COVID-19.

On March 11, 2020 the World Health Organization declared the COVID-19 outbreak to be a pandemic. On March 12, 2020, Governor Newsom issued Executive Order No. N-25-20 making certain findings and issuing emergency orders to deal with COVID-19 pandemic.

On March 13, 2020, President Trump determined that the ongoing Coronavirus Disease 2019 (COVID-19) pandemic is of sufficient severity and magnitude to warrant an emergency determination under section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207.

Declaration of Local Emergency

Government Code 8630 provides that the Board of Directors of the Rubidoux Community Services District (“District”) may proclaim the existence of a local emergency.

The declaration of a local emergency under these laws enables the District to take whatever actions are necessary to address the emergency. The mobilization of local resources, ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future reimbursement by the state and federal governments will be critical to successfully responding to COVID-19.

The recommended Resolution No. 2020-862 makes necessary findings required to declare the local emergency and establishes the broader authority of the General Manager to address the emergency.

Public-Official Participation by Teleconference

As a result of the waivers in Governor Newsom’s Executive Order N-25-20, the Brown Act now permits full participation by officials in meetings through video or audio teleconference provided the remote participation location(s) must be connected to the main meeting through telephone, video, or both.

Director Trowbridge moved and Director Skerbelis seconded the Board of Directors adopt Resolution No. 2020-862, a Resolution of the Board of Directors of the Rubidoux Community Services District Proclaiming a Local Health Emergency as well as authorizing a moratorium on water shut offs.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 14. Directors Comments.

Director Muniz adjourned the meeting at 4:50 pm.