

**MINUTES OF REGULAR MEETING**  
**March 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  
Ted Beckwith, Director of Engineering  
Brian Laddusaw, Director of Finance  
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, March 18, 2021, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

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

**Director Muniz moved, and Director Trueba seconded to approve the March 4, 2021 Regular Board Minutes.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Away – 0**

**The motion was carried unanimously.**

**ITEM 5. Consideration to Approve the March 19, 2021 Salaries, Expenses and Transfers.**

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

**Director Muniz moved, and Director Trowbridge seconded to Approve the March 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**

Councilman Chris Barajas was on teleconference joining the meeting.

**ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

There was a letter from the San Bernardino County Clerk of the Board of Supervisors regarding West Valley Water District moving their Board of Director elections to align with statewide primary elections in even-numbered years, starting with the June 2022 election.

The second piece of information was from the State Water Resources Control Board regarding Notification Limits established for PFBS. The District is significantly below the newly set Notification Limit levels.

**ITEM 8. MANAGER’S REPORT**

**Operations Report:**

Manager of Operations Miguel Valdez reported data on water/wastewater production for the month of February. Production percentages for the month of February were broken down as follows: Well No. 8 produced 58.6%, Well No. 2 produced 32.2%, and Well No. 1 produced 8.7%.

On Friday, March 12, 2021 there was a water pipeline break on a four (4) inch AC pipe on Rene St., near 42<sup>nd</sup>. Staff repaired the break by cutting in a piece of PVC pipe. Water from the break flooded a customer’s backyard and a room addition. Staff hired Riverside Cleaning to respond to remove carpet and air dry the room addition. The District will pay to replace the carpet removed when the customer is ready.

General Manager Sims gave a detailed overview presentation on proposed Trash Rate increases for FY 2021-2022. This included Basic Agreement Terms of the current agreement with Burrtec, and the proposed rates (increasing 1.87% for the proposed annual CPI Adjustment). Residential rates are proposed to increase \$1.57/month; and Commercial rates are proposed to increase \$0.63/month The Schedule is as follows:

- March 11, 2021 – Trash Committee first meeting (Burrtec reviewing CPI calculation)
- April 1, 2021 – Trash committee second meeting, consider final recommendation to Board
- April 1, 2021 – Board consideration to authorize staff to initiate Prop. 218 process for increase in trash rates.

- April 2, 2021 – Prepare Prop. 218 notice and rates
- No later than April 5, 2021 – Mail Prop. 218 notices to property owners and renters. Draft resolution available at District office and on District website
- May 20, 2021 – Protest election and hearing. Adopt the rate adjustment resolution.
- July 1, 2021 – New rates in effect

Director Murphy expressed his concern regarding trash pickup on Mission Blvd. He stated that there are multiple agencies involved with trash pickup along Mission Blvd. There are trash cans business owners put out to be collected trash cans billed by the District, trash cans RTA installed and maintains, and trash cans the City of Jurupa Valley is responsible through a landscape maintenance district. The City’s landscape maintenance district is charging \$6,000 a year for trash cans that appear to not being serviced on a routine basis. Cleaning up the trash on Mission Blvd. is something the District should coordinate with the various agencies responsible. The most important thing is to get the trash picked up. Mr. Sims responded he has an upcoming meeting with Paul Poor, city of Jurupa Valley Public Works Director and will discuss this matter.

Director Murphy stated that he felt the protest hearing related to Trash Rates be held in-person, not “virtual”, even if it is in the parking lot. Other directors agreed.

Brian Laddusaw shared with the Board a Timeline regarding customer accounts that are 61+ days delinquent and a potential trendline going into the future. The graph started with December 2019 and concluded with September 2021 (included 6 months projected). He reminded the Board that in February 2020, the Board adopted SB 998 – the Water Shutoff Protection Act. On March 4, 2020, Governor Newsom implemented Executive Order N-42-20, which put a moratorium on water shut-offs. At the end of February 2021, the District has a Delinquent Balance of \$161,778. The End of the Governor’s Moratorium is expected 6-30-2021. Staff is preparing for this and will provide the Board details on addressing customers with large balances. Given the complexity of this issue, staff will schedule a separate workshop within the next month.

**Emergency and Fire Report:**

The Chief reported there had been 2-3 structure fires in the Jurupa Battalion. In February, Station 38 was a little slower than normal for calls. Inspector Joe Lewis has been working with District staff to get the annual weed abatement program up and going. With all the recent rains, it will be important to get ahead of the weed abatement to limit the opportunities for wild land fires within the RCSD and Jurupa Valley.

Incidents Reported for the month of February 2021 for Station 38 totaled 222 calls. Of these call 141 were medical aides.

**ITEM 9. Receive and File the Statement of Cash Asset Schedule Report Ending February 2021. DM 2021-15.**

**BACKGROUND**

Attached for the Board of Directors’ consideration is the February 2021 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$127,496.82 for District controlled accounts. With respect to District “Funds in Trust”, we show \$5,371.87 which has

been earned and posted. The District has a combined YTD interest earned total of \$132,868.69 as of February 28, 2021.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$6,863,861.06 ending February 28, 2021. That's **\$7,302.56 LESS** than July 1, 2020, beginning balance of \$6,871,163.62.

Further, the District's Field/Admin Fund current fund balance is \$634,381.04.

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

**Director Trowbridge moved, and Director Muniz seconded to Receive and File the Statement of Cash for the Month of February 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 Adopting Resolution No. 2021-873 Concurring I the Nomination of President Skerbelis as a Candidate to the California Special District Association Board of Directors. DM 2021-16.**

### **BACKGROUND**

California Special District Association (“SCDA”) is receiving nominations for candidates to fill a Board of Director position, specifically Seat for the Southern Network. This position is becoming available due to the current incumbent’s term coming to an end. The incumbent is Jo MacKenzie, a Director from the Vista Irrigation District who is running for re-election. CSDA is accepting nominations until end of day March 29, 2021.

At the February 18, 2021 Rubidoux Community Services District (“District”) Board Meeting DM 2021-08 was presented providing information regarding the upcoming CSDA Board Member Election. The Board was asked to review the information and at its March 4, 2021 Board Meeting consider nominating a Director to represent the District on the CSDA Board of Directors. Director Skerbelis indicated interest in becoming a candidate, and after some discussion, the Board voted unanimously to support Director Skerbelis’ for the position.

The next step is for the Board to consider adopting Resolution No. 2021-873 formally indicating the Board’s support for Director Skerbelis to be a candidate in the CSDA Election for Seat A of the Southern Network. If adopted Resolution No. 2021-873 along with a Candidate Information Sheet needs to be submitted to CSDA on or before March 29, 2021. Voting will begin May 29, 2021 and end July 16, 2021. The successful candidate will be notified no later than July 20, 2021

with all new CSDA Board Members introduced at the Annual CSDA Conference in Monterey, CA, scheduled in August 2021.

**Director Trueba moved, and Director Muniz seconded adoption of Resolution No. 2021-873 supporting Director Skerbelis candidacy for CSDA Board of Directors, Seat A of the Southern Network.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

#### **ITEM 11. Directors Comments**

General Manager Sims mentioned the District secured \$300,000 of grant money from Cal OES to be used to help public agencies sustain themselves during power shutdowns.

Director Skerbelis adjourned the meeting at 5:01 PM.