

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, March 21, 2024**

DIRECTORS PRESENT: Bernard Murphy
John Skerbelis
F. Forest Trowbridge

DIRECTORS VIA ZOOM: Hank Trueba, Jr.
Armando Muniz

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

VISITORS (SIGNED IN): Chief Tim Anderson, Fire Station 38 Personnel
Paul, Onufer, Sequanota Venture LLC, representative
Ana Diaz, RCSD Resident
Veodis Stamps, RCSD Resident

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, March 21, 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 were provided during the meeting.

ITEM 5. CONSENT CALENDAR

- A. Approval of Minutes for March 7, 2024, Regular Meeting
- B. Consideration to Approve March 22, 2024, Salaries, Expenses and Transfers
- C. **DM 2024-23:** Receive and File Statement of Cash Asset Schedule Report Ending January 2024

Director Murphy moved, and Director Trowbridge seconded to approve the Consent Calendar:

Roll call:

Ayes – 5

Noes – 0

Abstain – 0

Absent – 0

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

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION

No information to report to the Board of Directors (“Board”).

ITEM 7. REPORTS

A. Operations Report (Second Meeting Each Month)

Director of Operations Miguel Valdez reported on the water/wastewater report for the month of February, production was an average of 2.64 mg per day and an average of 1.82 mg/day was the wastewater flow to Riverside. The consumption of JCSD was an average of 0.00. Well No. 18 produced 44.0% of water, Well No. 8 produced 22.8%, Well No. 6 produced 11.7%, Well No. 4 produced 14.6%, Well No. 2 produced 0.0%, and Well No. 1 produced 52.6%.

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

Fire Station 38 Chief Anderson presented the month activity report for February 2024. Station 38 received a total of 251 calls. 24 were false alarm calls, 174 were medical, 7 were other fires, 1 were other miscellaneous, 5 were public service assistant, 4 were rescue fires, 2 were rescue calls, 1 was ringing alarm, 1 was standby, 28 were traffic collision, 2 vehicle fire and 2 were wildland fire.

C. General Manager and Staff Reports / Updates

GM Laddusaw commented on the City of Jurupa Valley Night scheduled for Thursday, April 11, 2024, at the Loan Mart Field in Rancho Cucamonga. Tickets are available for \$12 for residents. The baseball game starts at 6:30 pm. He also reported Jurupa Unified School District first ever State of the District is scheduled for Thursday, April 18, 2024. The program is scheduled for 5 pm -7 pm and the reception from 7 pm -8 pm. He also commented on the Jurupa Community

Services District Heli Hydrant Ribbon Cutting ceremony scheduled for Friday, April 5, 2024, at 10 am. He informed the Board of the upcoming Meet the Machines scheduled for Saturday, April 13th from 9 am- 1 pm. As well as the District 4 Town Hall Meeting that was scheduled for Tuesday, March 12th from 6:30 pm- 8:30 pm. GM Laddusaw, Director of Engineering Ted Beckwith, Director Murphy, and Board President Skerbelis were in attendance. A Town Hall District 5 Meeting is set to be scheduled and more information will be provided in the upcoming Board meetings. Lastly, he reminded the Board of the scheduled Interagency Coordinating Council (IAC) meeting on Friday, March 22nd at 8:30 am at the Discovery Center. Director of Engineering Ted Beckwith presented to the Board an Engineering and Operations Update presentation. The presentation included upcoming development and projects occurring within the District boundaries.

D. Committee Reports

GM Laddusaw reported the Personnel Committee met on Tuesday, March 12th. The Personnel Committee consists of Director Skerbelis and Director Trowbridge. They met to discuss in Closed Session the Labor Negotiations with Labors Internation Union of North America, Local 777. The Solid Waste Committee also met. They met on Tuesday, March 19th to Review DRAFT Cost Allocation for Solid Waste (Trash) Collection and Disposal as Submitted by Burrtec. The Committee includes Director Trueba and Director Skerbelis.

ITEM 8. ACTION/DISCUSSION ITEMS.

A. DM 2024-24: Request for Board of Directors Input on District Paid Sewer Extensions Tract 38171 (Countryside Estates)

BACKGROUND:

At the Board of Directors (“Board”) request, Rubidoux Community Services District (“District”) staff requested R.C. Hobbs (“Developer”) to add sewer extensions to three homes along Limonite Frontage Road to the sewer plans being prepared by the engineer for Tract 38171 (“Project”). These extensions are not shown in the District’s 2022 Wastewater Master Plan but have been included in the Sewer Improvement Plans for the Project and as shown in Attachment 1.

The connection of these homes will result in them no longer being on septic systems which tend to increase Nitrates in the local ground water. The District has no wells in this area that are affected by the discharge of effluent from these septic systems, but the ground water gradient (the direction of ground water flow) is towards our neighbors Jurupa Community Services District (“JCSD”). JCSD provides water to its customers in the City of Jurupa Valley and other areas to the west of the District. JCSD obtains water from a variety of sources, including groundwater, the Chino Desalter and the State Water Project. Leaving these homes on septic or connection of these homes to the District’s public sewer does not change the water quality of the District since the District doesn’t currently have wells in the area.

The District requested a cost estimate from the Developer (Attachment 2). The estimated cost is \$85,358 which does not include the cost of obtaining the easements to construct these laterals (It should be noted the Developer has not requested reimbursement for providing easements in favor of the District). The cost of constructing these sewer extensions is \$28,543 per home. Due to the

volatility in construction costs realized in the last few years, actual costs of this project could be 10-15% more than estimated.

If the owners of these homes decide to connect to the District's sewer the District would collect a Sewer Capacity Fee of \$5,200/unit based on the current Capacity Fee Rate adopted by the Board. Although the District could potentially collect \$15,600 (\$5,200 x 3) in new EDU revenues, since the sewer extension was not included in the District's 2022 Wastewater Master Plan, the District would be disallowed from offsetting the project costs with these potential revenues. Further, if the Board does consider moving forward and constructing the sewer extension, there is no guarantee the customers would hire their own contractor to tie into the District's sewer nor pay the \$5,200 capacity fee. Additionally, this project would require funding from the District's Wastewater Operating Reserve. As of March 18, 2024, this account has a balance of \$1,502,825. Authorizing this project would earmark 5.7% $[(\$85,358 / \$1,502,825) \times 100\%]$ of the current fund balance for the potential benefit of three customers. Connection to these new sewer extensions would probably only occur if the owners had a failure in their septic system and have no additional leach field area available or if the cost of installing a new leach field exceeds the cost of both constructing a new lateral from their home to connect to this District sewer extension *plus* the cost of the Sewer Capacity Fee.

The cost of constructing these extensions is more than 10% of the balance in the Wastewater Operating Reserve. Staff does not consider it prudent to use such a large percentage of this reserve fund to serve three homes which are not current sewer customers with funds generated from the monthly sewer rate paid by existing customers. For this reason, the possibility that the residents may never connect to these sewer extensions and the lack of this effort protecting the District's groundwater supply, staff considers the cost of constructing these sewer extensions to exceed the benefit of constructing them. It is possible, however, to canvas these residents to find out if they want to connect to the District's sewer and if they're willing to pay the costs of building these extensions in addition to the cost of constructing their own lateral and the payment of the Sewer Capacity Fee which could possibly be waived in this case since these homeowners would be paying to construct and then contribute this asset to the District.

ACTION:

No action taken by the Board.

The Board is conscious of getting customers off septic and connected to the system.

Further research is requested from the Board:

1. District staff will need to receive input from the developer on the cost of the easements.
2. District staff will also need input from the three affected homeowners on their willingness to tie into the system given the opportunity.
3. District staff will provide the Board more information by the April 18th Board meeting.

B. DM 2024-25: Consider At-Risk Development Agreement for Tract 37211

BACKGROUND:

The Rubidoux Community Services District (“District”) Board of Directors (“Board”) adopted the current Design and Construction Manual (“Manual”) in 2005. This Manual requires in Appendix “F” that the Tract Map for the development be approved by the City of Jurupa Valley (“City”), as successor to the County in 2011 when the City was incorporated, and recorded with Riverside County Recorder’s Office (“County Recorder”).

Within the City and District, a tract of homes is under development by Sequanota Venture LLC, (“Developer”) which is Tract 37211. The project, currently called Sequanota Heights, includes 48 detached single family residential lots and is located west of Pacific Avenue between the State Highway 60 and Canal Street and Opal Street. The Tract Map for this development has not yet been approved by the City and therefore has not yet been recorded with the County Recorder. The Developer desires however to start construction on this project prior to approval and recording of the Tract Map. The City has permitted the Developer to start grading the proposed streets and building pads and the next step in construction is to install the Water and Sewer Pipelines (“Pipelines”).

As the District’s Manual requires the Tract Map be recorded, technically the District cannot allow construction of the Pipelines at this time. Since the Manual is a legally adopted document by the Board, staff considers it appropriate to create an Agreement with the Developer to start construction and to bring the Agreement to the Board for approval before signing the Agreement.

This Agreement is attached to this Director’s Memorandum and includes provisions placing the Developer at their own risk in constructing the Pipelines in that the installation of the Pipelines does not create a vested interest that the Tract Map will be recorded in its present configuration and that if changes are made to the location of the streets wherein the Pipelines are placed the Developer will have to relocate the Pipelines at their own cost.

Pending Sale and Joinder

The Developer has entered into joint escrow to sell this project to Richmond American Homes of Maryland, Inc. (“Richmond”) whereupon the Developer has agreed to convey Tract 37211 to Richmond upon close of escrow. This is addressed in the recitals of the Agreement and also by a Joinder Signatory Page signed by an appropriate representative of Richmond in the Agreement. When the sale goes through, Richmond will assume all responsibility under the terms of the Agreement as outlined therein and then become the Developer as defined by the Agreement. The Agreement also allows for assignment of the Agreement to another developer if agreed to in writing by the District.

As Richmond will have already agreed to assume the Agreement and will become the Developer by definition and the District agrees to this, a simple assignment will be done by staff with assistance of District General Counsel at the time this happens.

If the escrow does not go through, Sequanota Venture LLC will remain the Developer by definition, remain responsible for the terms of the Agreement and any assignment other than to Richmond will be brought back to the Board for approval to become effective.

Coordination

Staff and District Counsel John Harper have coordinated with Sequanota Venture LLC and Richmond in the development of the attached Agreement and recommend the Board of Directors consider its approval.

ACTION:

Director Murphy moved, and Director Skerbelis seconded to approve to authorize the General Manager to:

Sign the agreement titled “AT RISK CONSTRUCTION AGREEMENT WATER AND SEWER SYSTEM IMPROVEMENTS TRACT NO. 37211 (Sequanota Heights)” between the District and Developer(s).

Roll call:

Ayes – 4

Noes – 0

Abstain – 0

Absent – 1

The motion was carried 4-0-0-1.

******Director Muniz was unavailable to vote.***

C. DM 2024-26: Consider Proposal from Albert A. Webb Associates for Engineering Services for the Jurupa Hills Force Main Replacement Alignment Study

BACKGROUND:

The Rubidoux Community Services District (“District”) has lift stations and associated several forced mains within the District. Lift stations are located in areas of the wastewater collection system that are below the invert elevation of the wastewater collection pipelines which continue gravity flow to the District’s main lift station, the Regional Lift Station which conveys wastewater from the District to the Riverside Wastewater Treatment Plant. Each lift station pumps the wastewater through what is called a forced main under pressure. One such of these lift stations and associated forced main are called the Jurupa Hills Lift Station and the Jurupa Hills Forced Main.

The exact alignment of the Jurupa Hills Forced Main is not known even though the District attempted to locate it when rebuilding the Jurupa Hills Lift Station in 2020. Staff desires to determine its exact alignment in consideration of its replacement and received a proposal from Albert A. Webb Associates (“Webb”) to perform this task. The replacement of this force main may have unavoidable impacts to the back yard improvements with some of the homes within Tract 4560 if it is replaced in the same alignment. There are two other potential alignments, but both require additional easements. The first is within the Jurupa Hills Country Club golf course along an existing access road and the second is within Candlelight Drive, Cross River Drive and possibly Linares Ave, however work would be required within one residential lot.

Webb's proposal is to present several options to the District for consideration on possible relocation of the forced main. Additionally, Webb will prepare a conceptual force main plan for the replacement along three different alignments. One of the key issues is access to the existing easement for the existing force main. It appears that it will be difficult to construct a new force main within the existing 10-ft wide easement without encroaching into the residential parcels or into the neighboring golf course property. Issues with each alignment will be identified such as easements required, impact on existing properties, pavement repairs, feasibility of construction, length, and cost. This would come in the form of a Technical Memorandum. Webb's proposal for this work is \$37,604.

The District anticipated this work in preparation of the F.Y. 2023|2024 Budget and included \$200,000 for this effort in line 2 of the Sewer Replacement Project Budget. No budget amendment is necessary. Staff recommends a contingency of \$5,396 (~14%), authorizing a total project cost of \$43,000, and issuing a Task Order to Webb for this work for a not to exceed amount of \$37,604 with any expenditure over \$37,604 subject to prior Staff approval. It should also be noted that the District will need to prepare construction documents to go out to bid on this project if the decision is made to replace the existing forced main. This will be brought to the Board for consideration at a future date if it is deemed necessary to replace the forced main.

ACTION:

Director Murphy moved, and Director Trowbridge seconded to approve to authorize the General Manager to:

1. Utilize \$43,000 of funds in line 2 of the F.Y. 2023|2024 Sewer Replacement Project Budget for this effort.
2. Issue a Task Order to Albert A. Webb Associates in the not to exceed amount of \$37,604 to prepare a Technical Memorandum Replacement Alignment Study for the Jurupa Hills Forced Main.

Roll call:

Ayes – 4

Noes – 0

Abstain – 0

Absent – 1

The motion was carried 4-0-0-1.

******Director Muniz was unavailable to vote.***

BREAK at 4:57 PM

D. CLOSED SESSION at 5:01 PM: Pursuant to Government Code Section 54956.9:
Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District

RESUME FROM CLOSED SESSION: 5:08 PM. No comments to report back on.

ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS

Director Murphy commented on the development project associated with Rubidoux Commerce Park. Mary Madrigal, RCSD customer, is having issues with the street flooding occurring on 25th Street and Van Dell Road. The Rubidoux Commerce Park development would help solve the issue Ms. Madrigal is having. Director Murphy is going to continue assisting her with the issue and continue reporting back to the Board. Director Muniz commented on the City of Riverside litigation case. Director Trueba, Director Trowbridge, and Director Skerbelis had no comment.

ITEM 10. NEXT MEETING

Thursday, April 4, 2024, at 4:00 P.M.

ITEM 11. ADJOURNMENT

President Skerbelis adjourned the meeting at 5:11 P.M.