

**MINUTES OF REGULAR MEETING
March 15, 2018
RUBIDOUX COMMUNITY SERVICES DISTRICT**

DIRECTORS PRESENT: F. Forest Trowbridge
Christopher Barajas
Hank Trueba Jr.
Bernard Murphy
Armando Muniz

DIRECTORS ABSENT:

STAFF PRESENT: Steve Appel, Assistant General Manager
Brian Jennings, Budgeting/Accounting Manager
Krysta Krall, Manager, Fiscal Services

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 15, 2018, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for Regular Board Meeting, March 1, 2018.

Director Muniz moved and Director Trowbridge seconded to approve the March 1, 2018 Minutes.

The motion was carried unanimously.

**Ayes – 5 (Barajas, Murphy, Trowbridge, Trueba, Muniz)
Noes - 0**

ITEM 5. Consider to Approve the Salaries, Expenses and Transfers.

Consideration to Approve March 16, 2018, Salaries, Expenses and Transfers.

Director Muniz moved and Director Trueba seconded to Approve the March 16, 2018, Salaries, Expenses and Transfers.

The motion was carried unanimously.

**Ayes – 5 (Barajas, Trowbridge, Murphy, Trueba, Muniz)
Noes - 0**

ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

There were no members of the public to address the Board.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

The first item of correspondence was an article release from ACWA regarding the new Deputy General Manager for Western Municipal Water District, Mr. Tim Barr, a long-time WMWD employee and nearly 30 years of public sector experience. The next item from the Press Enterprise and is related to the Sierra snowpack where it is up 80% from last week, but still below normal. The next item was a letter from Rancho California Water District for consideration of RCWD Director, Angel Garcia for Riverside Co. LAFCO Special District Election-Western Representative. The next item was a letter received from the City of Riverside Public Works Department regarding RWQCP Flood Control Levee Rehabilitation Project. The final item was a letter Thank you letter from customer Shari Herr to the District for employee Martha’s kindness and help in serving the public.

ITEM 8. MANAGER’S REPORT

Operations Report:

We are meeting our current water demands.

Emergency and Fire Report:

The Incident Report for February 1 – February 28, 2018 there were a total of 251 calls, in comparison to the same period in 2017, there were a total of 252 calls. The year to date total is 553, compared to 535 in 2017.

ITEM 9. DM 2018-18. Consideration to Award Weed Abatement Services Contract for 2018-2019 Season.

On March 6, 2018, the Rubidoux Community Services District (District) received three (3) sealed bids for this year’s weed abatement contract work. Historically, the district receives one or two bids. This year the bidders were Inland Empire Property Services, Scott Tractor, and DeGuire Weed Abatement.

Additionally, as in past years, the “Notice Inviting Proposals” (attached) was noticed in the Press Enterprise newspaper on February 15 and 22, 2018.

Below are the sum aggregate unit prices for the three bidders:

<u>Contractor</u>	<u>Bid Amount</u>
Inland Empire Property Services	\$460.00
Scott Tractor	\$425.00

DeGuire Weed Abatement

\$276.90

The District determines valuation of the bids submitted by adding each submitted unit cost. Consequently, the apparent low bidder for the 2018-2019 weed abatement service contract is DeGuire Weed Abatement with an aggregate bid amount of \$276.90.

Director Barajas moved and Director Muniz seconded to award the 2018-2019 weed abatement service contract to the apparent low bidder, DeGuire Weed Abatement with the aggregate bid amount of \$276.90.

The motion was carried unanimously.

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

Noes - 0

ITEM 10. DM 2018-19. Consideration to File a Notice of Completion for the 36th Street Water Replacement Project.

BACKGROUND:

At the December 21, 2017, regular meeting of the Rubidoux Community Services District, the Board approved DM 2017-64 which awarded the construction of the 36th Street water replacement pipeline project to Weka, Inc. (Weka) in the amount of \$341,339.00.

The improvements replaced approximately 850 LF of existing 4” pipe with 8” pipe in 36th Street from Daly Avenue to Crestmore Road.

The work performed by Weka is now complete. There was one Change Order which resulted in a net contract reduction \$7,070.07. Weka completed the work in a safe and efficient manner. The adjusted contract amount (with Change Orders) is \$334,268.93.

To date, the contractor has been paid \$317,555.48. This amount represents 100% of the contract less retention.

Director Muniz moved and Director Trowbridge seconded to:

- 1. Accept the work performed by Weka Inc. on the 36th Street water replacement project (from Daly to Crestmore) as complete and conforming to the bid specifications.**
- 2. Authorize the execution and filing of the Notice of Completion for the project in the amount of \$334,268.93 which starts the 35-day lien period for the contractor (Weka, Inc.).**

The motion was carried unanimously.

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

Noes - 0

ITEM 11. DM 2018-20. Receive and File Statement of Cash Asset Report for All District Funds Ending February 2018.

The year-to-date Interest ending February 28, 2018 is \$135,560.01 for District controlled accounts. With respect to District “Funds in Trust”, we show \$5,930.56 which has been earned and posted. The District has a combined YTD total of \$141,490.57 as of February 28, 2018.

With respect to the District’s Operating Funds (Excluding Operating Reserves), we show a balance of \$6,001,385.18 ending February 28, 2018. That is **\$1,030,312.12 MORE** than July 1, 2017, beginning balance of \$4,971.073.00.

The District’s Field/admin Fund continues to grow and current fund balance nears \$347,260.00.

Submitted for the board of directors consideration is the *February 2018, Statement of Cash Asset Schedule Report* for your review and acceptance this evening.

Director Muniz moved and Director Trowbridge seconded to Receive and File the Statement of Cash for the Month of February 2018 for the Rubidoux Community Services District.

The motion was carried unanimously.

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

Noes - 0

ITEM 12. DM 2018-21. Consideration to Solicit Bids for the Construction of the New Crestmore Well #1A.

At the January 18, 2018 Board meeting of the Rubidoux Community Services District, the board authorized staff to proceed with the preparation of contract documents for the construction of the proposed new Crestmore Well #1a. The new Crestmore Well #1 will be drilled at the existing LaVerne Manhke Manganese removal facility on the corner of 34th Street and Crestmore Road. The existing Wells in the vicinity have proven to be good producers (low nitrates and excellent flow – 1,500 gpm) but have tended to have elevated levels of Manganese, which is not identified as a health hazard, but has a discoloration effect of the water. It’s the expectation that this proposed Well will provide the District with more flexibility of operations and to reduce the effect of water quality impacts at other District Wells. Finally, the development of this proposed Well is consistent with the adopted Master Plan.

The construction contract documents are now complete, and Staff is requesting Board authorization to solicit bids from qualified well drilling contractors. Once bids are received and evaluated, a recommendation to award the contract will be brought back to the Board for consideration at a regular RCSD Board meeting. In Krieger and Stewart’s December 20, 2017 engineering services proposal, they included a line item covering bidding phase support. That item listed in Table I as line item 2b is \$8,500.00 and shown in Exhibit “C”.

The drilling of this Well was included in the current Water Capital Improvement Fund (Exhibit “D”) with a budgeted amount of \$350,000.00. Further, the current Water Capital Improvement Fund has a balance of \$4,704,000.00 as of March 15, 2018.

Director Barajas moved and Director Muniz seconded authorization to solicit bids for the construction of the new Crestmore Well #1a. Additionally, authorize Krieger and Stewart’s bidding phase support for an amount not to exceed \$8,500.00.

The motion was carried unanimously.

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

Noes - 0

ITEM 13. DM 2018-22. Consider Short-term Lease of GAC Treatment Equipment for the Removal of 1,2,3 – TCP from Well #2.

Last year the Board was updated on a recently regulated contaminant, 1,2,3-Trichloropropane (TCP). In accordance with the regulation, District staff sampled all of our Wells (that were in service) in January. As we expected, the results from Well #2 were above the maximum contaminant level (MCL) established by the State. The MCL for TCP is 5 ppt. Results from the two samples from Well #2 were 39 ppt and 37 ppt. With this confirmation, Staff immediately took the Well out of service. With warmer weather around the corner, Staff would like to install temporary treatment equipment on a lease basis (2-3 years) pending a permanent treatment solution. In this case the proposed equipment consists of two 10’ diameter vessels with granular activated carbon (GAC) as the treatment media.

On behalf of the District, consulting engineer’s Krieger and Stewart contacted three companies for cost estimates to provide the equipment necessary to meet our needs. A copy of their findings is attached in Exhibit “A”.

Since this is an emerging requirement, no budget line item was previously established. Therefore, Staff requests authorization to expend up to \$175,000.00 from the water operating reserve fund account, which has a current balance of approximately \$3.6 million, to cover the initial 6-month lease costs of \$140,838.00 plus other site preparations costs. On-going lease costs after the initial period will be factored into the FY 18-19 water fund budget on a go forward basis.

Director Murphy moved and Director Trueba seconded expend up to but not exceed \$175,000.00 in FY 2017-2018 for site preparation and initial 6-month lease costs of GAC equipment for Well #2 TCP removal. Continuing lease costs will be added to the FY 2018-2019 water fund budget.

The motion was carried unanimously.

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

Noes - 0

ITEM 14. Directors Comments – Non action.

Director Murphy adjourned the March 15, 2018 Regular Board meeting at 4:55 pm.