

MINUTES OF REGULAR MEETING
October 1, 2020
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, Manager Budgeting & Accounting

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, October 1, 2020, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for September 17, 2020, Board Meeting.

Director Muniz moved and Director Skerbelis seconded to approve the September 17, 2020 Regular Meeting Minutes.

Roll call:

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

Noes – 0

Abstain – 0

Away – 1 (Trueba)

The motion was carried unanimously.

ITEM 5. Consideration to Approve the October 2, 2020 the Salaries, Expenses and Transfers.

Consideration to Approve the October 2, 2020 Salaries, Expenses and Transfers.

Director Skerbelis moved and Director Muniz seconded to Approve the October 2, 2020 Salaries, Expenses and Transfers.

Roll call:

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

Noes – 0

Abstain – 0

Away – 1 (Trueba)

The motion was carried unanimously.

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 some information on some frequently asked questions of Rubidoux Community Services District (RCS D) prepared by J.P.W. Communications. There were edits received from Director Trowbridge. These will be posted to the District website, pending no further changes.

ITEM 8. MANAGER’S REPORT

Operations Report:

Mr. Ted Beckwith, RCS D Director of Engineering, gave the Board an update on the County Fleet Building. Staff has requested a proposal from a local architect, Ruhnau, Ruhnau, and Clark in Riverside to assist staff in establishing the space needs for office and field personnel, including District equipment and inventory. They are looking at the facility, the current facility, as well as a possible third option or a do-nothing option to present to the Board at an upcoming meeting.

Emergency and Fire Report:

Presented at the second Board Meeting of the month.

ITEM 9. Distribution for Review and Discussion - Rubidoux Community Services District Financial Statements for Fiscal Year Ending June 30, 2020. DM 2020-68.

BACKGROUND

Attached for the Board of Directors’ review and discussion is Rubidoux Community Services District’s draft financial statements for the fiscal year ending June 30, 2020. The financial statements were prepared by the CPA firm of Rogers, Anderson, Malody and Scot (RAMS). The financial statements include RAMS independent auditor’s report and contains management’s discussion and analysis, government-wide financial statements, fund financial statements, notes to the financial statements, required supplementary information, other information, and the independent auditor’s report on internal control.

As has been our practice, Staff is presenting the Board with an advance copy to review at your leisure. The RAMS Partner In-Charge, Mr. Scott Manno, will go through the report and answer any questions from the Board at the next Board meeting (October 15, 2020).

If you have any comments, questions, or concerns about anything in the draft financial statements, please bring it to my attention anytime between now and the next Board meeting in order to present a final version of the draft financial statements for Board acceptance and filing.

No Action - Review

ITEM 10. Consider Award of Contract to Premier Tank for Refurbishment of Hunter 1 Reservoir. DM 2020-69.

Rubidoux Community Services District (“District”) pursuant to a recent routine Sanitary System Survey conducted by the State of California Water Resources Control Board Department of Drinking Water (“DDW”), is required to do remedial maintenance on the Hunter 1 Reservoir. The repairs are relatively minor in nature and consist of replacing the center vent, cleaning and re-coating (painting) the top of the tank, re-screen air gaps for the tank drain, and other various maintenance items.

The District hired Harper and Associates to do condition assessments and inspections of all reservoirs in the District, including the Hunter 1 Tank. The District also had Harper and Associates prepare plans and specifications for the maintenance work required to satisfy DDW identified deficiencies. The District opened bids to do this work on Tuesday, September 22, 2020 and the lowest responsible bid is from Premier Tank in the amount of \$25,949.00.

As a note, based on the comprehensive condition assessment and inspection performed by Harper and Associates, the Hunter 1 Tank will need to be replaced in the foreseeable future. The Harper and Associates report indicates the tank does not meet current seismic requirements and experiencing coating failure. When combining these issues with the need for additional storage in the 1238’ pressure zone, staff has begun the process of developing options for the 1238’ pressure zone storage. Over the next few months staff will bring a comprehensive plan for the 1238’ pressure zone storage needs, which is anticipated to take a couple of years to implement. The work under consideration now is necessary to comply with DDW requirements and keep the tank in use while a comprehensive strategy is developed and implemented. The amount of \$25,949 is considered a routine water system repair and maintenance cost and will be paid out of the Water Fund Budget as a normal operating expense.

Director Trowbridge moved and Director Skerbelis seconded the Rubidoux Community Services District Board of Directors authorize the General Manager to Approve a contract in the amount of \$25,949.00 to Premier Tank for the required refurbishment of the tank per the attached proposal dated September 21, 2020.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 11. Closed Session - None

ITEM 12. Directors Comments

Director Murphy adjourned the meeting at 4:23 PM.