

MINUTES OF REGULAR MEETING
September 17, 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 4:05 P.M., Thursday, September 17, 2020, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for September 3, 2020, Board Meeting.

Director Skerbelis moved and Director Trueba seconded to approve the September 3, 2020 Regular Meeting Minutes.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 5. Consideration to Approve the September 18, 2020 the Salaries, Expenses and Transfers.

Consideration to Approve the September 18, 2020 Salaries, Expenses and Transfers.

Director Muniz moved and Director Skerbelis seconded to Approve the September 4, 2020 Salaries, Expenses and Transfers.

Roll call:

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

Noes – 0

Abstain – 0

Away – 0

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 a piece of information from the Association of California Water Agencies (ACWA) regarding the Department of Water Resources (DWR) releasing a Draft Urban Water Management Plan Guidebook.

ITEM 8. MANAGER’S REPORT

Operations Report:

The August report reflects a potable water demand of 5.5 MGD. On the extremely high temperature dates, demand increased to nearly 7.0 MGD. Wastewater flows are down to 1.75 MGD, which is expected consistent with elimination of Aramark flows.

Emergency and Fire Report:

Incidents Reported for the month of August 2020 had Station 38 with a total of 244 calls. Of those 168 calls, 68.9% were medical aides.

ITEM 9. Receive and File Statement of Cash Asset Report for all District Funds Ending August 2020. DM 2020-65.

BACKGROUND

Attached for the Board of Directors’ consideration is the August 2020 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$61,997.17 for District controlled accounts. With respect to District “Funds in Trust”, we show \$2,668.41 which has been earned and posted. The District has a combined YTD interest earned total of \$64,665.58 as of August 31, 2020.

The District’s Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$7,072,095.18 ending August 31, 2020. That’s **\$200,931.56 MORE** than July 1, 2020, beginning balance of \$6,871,163.62.

Further, the District's Field/Admin Fund current fund balance is \$604,931.62.

Submitted for the Board of Directors consideration is the *August 2020, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

Director Skerbelis moved and Director Muniz seconded to Receive and File the Statement of Cash for the Month of August 2020 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. Proposed Purchase District Vehicles. DM 2020-66

Rubidoux Community Services District (“District”) periodically budgets for the replacement of vehicles. Replacement criteria is based on age, mileage, service history, and trade-in value. Fundamentally the District replacement strategy is to keep its fleet relatively new so there are minimal service expenses, and higher residual values for trade-in on new vehicles. The District's Fiscal Year 2020-2021 Budget includes \$65,000 for vehicle replacement. This year, District plans to cycle out one 2014 Ford Pickup Truck and one 2013 Jeep Wrangler, (Meter Ready vehicle). The extended warranty for both vehicles has lapsed.

In years past, the District requested sealed bids for comparable utility vehicles (Series 150, 250 and 1500, 2500) from various Ford, Chevrolet and Dodge/Chrysler dealerships in the area. This process involves physically driving to each dealership to drop off bid packets and to also allow the interested dealership(s) to appraise the vehicles that will be traded in toward the purchase of the new vehicles.

Experience over the years has shown Dodge/Chrysler dealerships are non-responsive for bids on utility bed and regular cab pickup. Chevrolet dealership bids for the desired vehicles are not competitive with Ford dealership bids. This can be noted by the fact that the District currently has 14 Ford vehicles in service and only 2 Chevrolet vehicles in service. Additionally, Chevrolet now no longer produces a single cab truck chassis.

With respect to the proposed purchase of a Jeep Wrangler, this vehicle is desired for its maneuverability and ease of access as the meter reader is required to enter and exit the vehicle numerous times daily while obtaining meter reads.

Director Murphy expressed his concern with the District primarily going to bid with Ford dealerships. He would like to see any future vehicles that are purchased by the District to go out for bid to numerous dealerships looking at comparable products and giving opportunity to other car manufacturers.

Director Skerbelis moved and Director Muniz seconded the Rubidoux Community Services District Board of Directors authorize the Operations Manager to:

- 1. Prepare a bid packet to present to three (3) Ford Dealerships in the area for the purchase of one new F150 Pickup truck and to submit for trade in appraisal one 2014 Ford F150 Pickup Truck with approximately 68k miles.**
- 2. Prepare a bid packet to present to three (3) Dodge/Chrysler/Jeep dealerships in the area for the purchase of one new Jeep Wrangler and to submit for trade in appraisal one 2013 Jeep Wrangler with approximately 42k miles.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 11. Consider Approval of Construction Administration Contract for Well (Professional Services – Krieger & Stewart): DM 2020-67.

BACKGROUND

Rubidoux Community Services District (“District”) is nearing completion of specifications for the rehabilitation of Well 18 per design by Krieger and Stewart. This well’s production has hindered by a buildup of materials on the casing screens and needs to be cleaned to be brought back into production.

Well 18 will be one of the three supply wells for a proposed Ion Exchange Treatment System to remove PFAS Contaminants. As the Board may recall the State of California Department of Drinking Water (“DDW’s) lowered PFAS limits, which without treatment Wells 1A, 8, and 18 cannot meet the lowered limits. To ensure compliance with the lowered limits, DDW has issued an Order to the District requiring quarterly sampling for PFAS Contaminants and reporting the annual average of the quarterly samples. The first quarterly sampling begins the last calendar quarter of 2020. Due to operational requirements of the new Ion Exchange Treatment System, having Well 18 back in service gives staff greater operational flexibility in adjusting water supply flow to match seasonal customer demand.

As part of the rehabilitation of Well 18, the District proposes using the expertise of Krieger and Stewart to review contractor’s bids and providing construction management oversight during construction. Krieger and Stewart propose to do this work for \$59,316.

Director Murphy moved and Director Muniz seconded the Rubidoux Community Services District Board of Directors authorize the General Manager to:

1. Amend the FY 2020-2021 Budget to increase the overall project cost for the Well 18 Construction Oversight component by \$59,316 to be funded through the Water Replacement Fund.

2. Approve a contract in the amount of \$59,316 to Krieger and Stewart for Professional Services and Construction Oversight during construction per the attached proposal dated September 4, 2020.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 12. Closed Session - None

ITEM 13. Directors Comments

General Manager Jeff Sims commented on a few Directors being videoed for the presentation for the Jurupa Valley State of the City. The City should provide a work product in draft form some time soon. He thanked Directors Trueba and Skerbelis for their participation in the project.

Mr. Sims also stated that he spoke with George Wentz at the City of Jurupa Valley regarding the Fleet Building. There are no business terms provided from the County to the City regarding a purchase price. District staff will begin evaluating the actual utility of the building and how RCSD can function in it, and what our space needs would be.

Director Trueba commented his concern over a Board member refusing to wear a mask at a meeting. He voiced that this is not a good example being set for those that work underneath the Board. Director Skerbelis agreed with Director Trueba and indicated if someone wants to be at a meeting and is wearing a mask, then others should be wearing one as well. Director Muniz also indicated support that attendees to Board Meetings should wear a mask.

Director Murphy adjourned the meeting at 4:39 pm.