

**MINUTES OF REGULAR MEETING
December 19, 2019
RUBIDOUX COMMUNITY SERVICES DISTRICT**

DIRECTORS PRESENT: John Skerbelis
F. Forest Trowbridge
Hank Trueba, Jr.
Bernard Murphy
Armando Muniz

DIRECTORS ABSENT:

STAFF PRESENT: Steve Appel, General Manager
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 President Trueba, at 4:00 P.M., Thursday, December 19, 2019, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. Consideration for the Annual Reorganization of the Rubidoux Community Services District Board of Directors.

Since 1991, the Rubidoux Community Services District Board of Directors have rotated the current vice-president into the president position for the upcoming calendar year. In December 2018, Hank Trueba was affirmed president for 2019 and Armando Muniz was voted vice-president. In keeping with Board practice, it is not time for Armando to become Board president for 2020.

It is now procedurally appropriate for the Board to nominate and elect a vice-president for calendar year 2020. The floor is now opened to accept nominations and vote.

Director Murphy nominated Director Trowbridge; Director Trueba nominated Director Skerbelis for vice-president position.

The vote was 3-2 for Director John Skerbelis as the new vice-president.

*Director Murphy made a motion that the board add an agenda item; a closed executive session between Item 14 and Item 15 for discussion of personnel matters.
Director Muniz seconded the motion to add the agenda item.

The motion passed unanimously.

ITEM 5. APPROVAL OF MINUTES

Approval of Minutes for December 5, 2019, Regular Board Meeting
Approval of Minutes for the December 12, 2019, Special Meeting.

Director Muniz moved and Director Skerbelis seconded to approve both the December 5, 2019 Regular Board Meeting Minutes, as well as the December 12, 2019, Special Meeting Minutes.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 6. Consideration to Approve the December 20, 2019 the Salaries, Expenses and Transfers.

Consideration to approve December 20, 2019, Salaries, Expenses and Transfers.

Director Trueba moved and Director Skerbelis seconded to Approve the December 20, 2019 Salaries, Expenses and Transfers.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 7. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

There were no members of the public to address the Board at this time.

ITEM 8. CORRESPONDENCE AND RELATED INFORMATION

Staff had no correspondence or related information to offer.

ITEM 9. MANAGER'S REPORT

Operations Report:

Everything is running fine. The water production is dropping as well.

Emergency and Fire Report:

Station 38 had a total of 227 calls. There were 244 Total calls. The difference being calls outside the District service area. Of those 244 calls, 57% were medical aides. Additionally, there was a report for the City of Jurupa Valley. For the city, there was a total of 866 calls. There were 60% medical aide calls.

Director Murphy asked if it is possible to mitigate the fuel in a sort of buffer between the elementary school and the area that is left wild. Is it physically possible to create a buffer. Cal Fire's response explained that this is a very complex question and it might be better to set up a meeting to look into and the issue.

ITEM 10. Receive and File Statement of Cash Asset Report for all District Funds Ending November 2019. DM 2019-68.

BACKGROUND

Attached for the Board of Directors' consideration is the November 2019 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$217,890.69 for District controlled accounts. With respect to District "Funds in Trust", we show \$9,419.13 which has been earned and posted. The District has a combined YTD interest earned total of \$227,309.82 as of November 30, 2019.

With respect to the District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$5,561,277.85 ending November 30, 2019. That's **\$577,722.45 LESS** than July 1, 2018, beginning balance of \$6,139,000.30.

Further, the District's Field/Admin Fund current fund balance is \$523,470.43.

Submitted for the Board of Directors consideration is the *November 2019, 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 November 2019 for the Rubidoux Community Services District.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 11. Progress Report from the JUSD on the Measure "EE" School Improvement Bond Projects. DM 2019-69.

BACKGROUND

In 2014, Jurupa Unified School District (JUSD) voters approved a ballot measure for the issuance of \$144 million in bond funds. The bond measure was entitled, “21st Century Readiness Job Training, Upgrade and Repair.” The Question on the ballot was: “*Shall Jurupa Unified School District upgrade career training and instructional technology, improve school safety and security, repair aging classrooms, roofs, restrooms and electrical systems, by issuing \$144 million of bonds, at legal interest rates, with annual financial audits, independent citizens’ oversight, with all funds staying local and no money for administrators’ salaries or pensions?*”

It has been over five (5) years since the voters approved the measure, and the JUSD is excited to share the status of the projects undertaken, Dr. Trenton Hansen Assistant Superintendent for Organization Leadership and Planning at the JUSD will be in attendance to provide the Board with an update.

Dr. Trenton Hansen, Assistant Superintendent at JUSD and Paula Ford gave a detailed presentation regarding the Bond Measure EE School Improvements.

Director Skerbelis moved and Director Trueba seconded the Rubidoux Community Services District prepare a letter of endorsement supporting the work being done with the Bond Measure EE.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 12. Consideration to file a Notice of Completion for the Agua Mansa Sewer Brine Reconnection Project – SRD Engineering. DM 2019-70.

BACKGROUND

At the June 20, 2019, regular meeting of the Rubidoux Community Services District (District), the Board approved DM 2019-34, attached, awarding the construction of the Agua Mansa Brine Line Reconnection Project to SRD Engineering, Inc. (SRD) in the amount of \$306,281.00.

The improvements added approximately 550 LF of new 8” diameter pipe and the reuse of approximately 300 LF of existing pipe.

The work performed by SRD is now complete. There were two Change Orders to the contract resulting in a net contract increase of \$16,438.00. SRD completed the work in a safe and efficient manner and in accordance with District specifications. The adjusted total contract amount is \$322,719.00.

To date, the contractor has been \$306,583.05 (including a check being processed at tonight's Board meeting). This amount represents 100% of the contract less retention.

A final step in the construction process is for the District to accept the work as complete and file/record a Notice of Completion (NOC) with the County of Riverside. Once executed and recorded, the NOC starts a 35-day period before the District pays the remaining held contract retention.

RECOMMENDATION

Staff recommends the following to the Rubidoux Community Services District Board of Directors this afternoon:

1. Accept the work performed by SRD Engineering, Inc. for the Agua Mansa Sewer Brine Line Reconnection Project 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 \$322,719.00 which starts the 35-day lien period for the contractor (SRD Engineering, Inc.).

Director Trowbridge moved and Director Murphy seconded the Rubidoux Community Services District: 1) Accept the work performed by SRD Engineering, Inc. for the Agua Mansa Sewer Brine Line Reconnection Project 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 \$322,719.00 which starts the 35-day lien period for the contractor (SRD Engineering, Inc.).

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 13. Approve Draft Resolution 2019-859, SB 998. DM 2019-71.

BACKGROUND

Attached for the Board of Director's review and consideration is Resolution No. 2019-859, which if adopted this evening, would set forth policies and procedures related to the discontinuation of residential water service for non-payment, which became required by state law with the signing of Senate Bill 998. An overview of the law and requirements necessary to comply with the law were provided with your December 5th Board packet and staff presentation, affording the Board the opportunity to review the resolution and policy at your leisure.

Specifically, SB 998 requires retail water agencies, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on discontinuation of water service to certain types of residences for nonpayment. The shut-off policy would need to be available in English, Spanish, Chinese, Tagalog, Vietnamese, Korean and in each language spoken by more than 10% of customers. The policy would need to be posted on an agency's website, and be provided to customers in writing, upon request. The policy would not allow shutting off water service for a water customer that is delinquent on a payment less than 60 days. The policy would require a water agency to contact a customer no less than 7 business days before canceling their water service and to provide them with a written copy of the shut-off policy. The policy would be required to include alternative payment schedules. The water agency would need to provide a customer with information on how they can get their water service turned back on and a petition for a waiver to any reconnection fees. Any customer with an income less than 200% of the federal poverty line would not pay a reconnection fee to exceed \$50 or the actual costs of reconnection if it is less and then be offered a reduction or waiver on any interest charges once every 12 months.

RECOMMENDATION:

Staff recommends the Adoption of Resolution No. 2019-859 which establishes a policy for discontinuation of residential water service for non-payment.

Director Murphy requested an addition to the verbiage to include the following on page 507 section 5.4 Appeal to the Directors: Add – an alternative for a person in lieu of filing a written notice of appeal with the district secretary. I would like to add “or make notice at a regularly scheduled board meeting”. If someone shows up at a meeting and says I got an adverse determination, I would like to appeal to the board during the public comment section, that is equivalent to a written notice of appeal. Mr. Steve Appel then clarified that during any public comment, there would be no action by the board at that time. It would have to be additionally agendaized for the following board meeting as a two-step process.

Director Skerbelis moved and Director Murphy seconded the Rubidoux Community Services District adopt Resolution No. 2019-859 establishing a policy for discontinuation of residential water service for non-payment to include verbiage as amended by Director Murphy as listed above.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 14. Approve Draft Resolution 2019-859, SB 998. DM 2019-72.

BACKGROUND

Currently Rubidoux Community Services District (“District”) has four potable water tanks in service. These steel tanks hold volumes of water to meet equalization storage, emergency storage, and fire protection storage. The District’s 2015 Water Master Plan defines each of these storage requirements:

Equalization Storage: Storage for normal daily water service and is based on 30% of District’s maximum day demand. This storage meets system demand during peak periods when demand is in excess of production ability of District potable wells.

Emergency Storage: Storage for emergency situations such as a wide-spread power outage impacting well production or booster station functionality. The District uses 33% of customer maximum day demand to determine volume for emergency storage.

Fire Protection Storage: Fire storage is calculated at 5,000 gpm for 2 hours in the Atkinson Pressure Zone (1066’) or 0.6 MG, and 1,500 gpm for 2 hours in the Hunter Pressure Zone (1238’), or 0.18 MG. The higher volume in the Atkinson Pressure Zone is to account for commercial and industrial land uses.

The tanks are essential to District operations and have a long-life cycle with routine maintenance. Part of the maintenance strategy for steel tanks is to perform periodic inspections by qualified and experienced consultants. Staff has contacted Harper and Associates Engineering, Inc. (“Harper”) for a proposal to inspect the four tanks with specific emphasis on: 1) Corrosion evaluation and 2) Structural/seismic evaluation. As a note Harper has performed past tank inspections for the District.

Harper’s proposal is basically a condition assessment effort of the four tanks. A main factor to increase tank longevity is minimizing steel corrosion. This is done by maintaining the interior lining and exterior coating to protect the steel from exposure to moisture. To do the condition assessment, Harper has two main tasks: 1) Evaluate the condition of the interior lining of the tank and exterior coating for viability and note any existing corrosion, and 2) Evaluate the structural/seismic integrity of the tanks against current seismic regulations and note required rehabilitation of steel components impacted by corrosion (if any). Harper’s complete proposal is attached.

Harper proposes to do the inspection of each tank when it is empty rather than diving the tank while in service. To accommodate this, staff will work with Harper to perform the inspections during lower temperature periods coinciding with lower system demand. This would be late January to mid-March 2020.

Work product will include findings of the inspections with conclusions, recommendations and rehabilitation costs estimates for each of the tanks. Staff will use the Harper work product to budget work needed to be done on each tank with a goal to perform the tank rehabilitation projects during winter 2020-2021. Harper’s cost for this work is \$34,800.

This tank condition assessment work was not budgeted in the current District FY 2019-2020 Budget. To be able to perform potential rehabilitation work on the tanks during

winter of 2020-2021, the Harper effort needs to be completed this winter. To fund this effort, it is proposed \$40,000 from the District's Water Operating Reserve Fund be allocated to the Water Capital Improvement Project (CIP) Fund as an amendment to the FY 2019-2020 District Budget. The current balance of the District Operating Reserve Fund is \$3,472,000 and available to fund the needed \$40,000.

RECOMMENDATION

Staff recommends the Rubidoux Community Services District Board of Directors authorize the General Manager to:

1. Execute a professional services contract with Harper in the amount of \$34,800 to provide tank inspection of each of the District's four potable water tanks.
2. Amend the approved FY 2019-2020 District Budget by allocating \$40,000 to the Water Capital Improvement Project (CIP) Fund from District Water Operating Reserve Funds.

Director Trowbridge moved and Director Trueba seconded the Rubidoux Community Services District Board of Directors authorize the following:

1. **Execute a professional services contract with Harper in the amount of \$34,800 to provide tank inspection of each of the District's four potable water tanks.**
2. **Amend the approved FY 2019-2020 District Budget by allocating \$40,000 to the Water Capital Improvement Project (CIP) Fund from District Water Operating Reserve Funds.**

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

***Item 14B. Added by request of Director Murphy.**

CLOSED EXECUTIVE SESSION ON PERSONNEL MATTERS

No action reported.

ITEM 15. Directors Comments.

Director Trueba adjourned the meeting at 5:20 pm.