

**RUBIDOUX COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING  
Thursday, August 15, 2024**

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

**DIRECTORS VIA ZOOM:** Armando Muniz

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

**VISITORS (SIGNED IN):** Kit Bobko, District Special Counsel  
John Harper, District General Counsel via Zoom  
Diana Leja, RCSD Resident  
Ross Leja, RCSD Resident  
Riverside County Fire Station 38 Personnel

**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, August 15, 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**

**\*\*\*Director Murphy requested to move item 5D. DM 2024-65:** Consider Adoption of Resolution No. 2024-917, A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 Bureau of Reclamation Water and Energy Efficiency Grant **and 5E. DM 2024-66:** Consider Proposal from Albert A. Webb Associates for Preparation of a U.S. Bureau of Reclamation WaterSMART Drought Response Grant Program Application **from ITEM 5. CONSENT CALENDAR to ITEM 8. ACTION/ DISCUSSION ITEM\*\*\***

**ITEM 3. ROLL CALL – General Manager**

#### **ITEM 4. PUBLIC COMMENTS**

No public comments.

#### **ITEM 5. CONSENT CALENDAR**

- A. Approval of Minutes for August 1, 2024, Regular Meeting
- B. Consideration to Approve August 16, 2024, Salaries, Expenses and Transfers
- C. **DM 2024-64:** Consider Proposal from Lillestrand Leadership Consulting to Develop a 5-Year Strategic Plan for Rubidoux Community Services District
- D. **DM 2024-65:** Consider Adoption of Resolution No. 2024-917, A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 Bureau of Reclamation Water and Energy Efficiency Grant
- E. **DM 2024-66:** Consider Proposal from Albert A. Webb Associates for Preparation of a U.S. Bureau of Reclamation WaterSMART Drought Response Grant Program Application

#### **ACTION:**

**Director Murphy moved, and Director Muniz seconded to approve items A-C on the Consent Calendar, items D and E have been moved to Action/Discussion Items:**

#### **Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

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

#### **ITEM 6. CORRESPONDENCE AND RELATED INFORMATION**

No correspondence and related information was included for the meeting discussion.

#### **ITEM 7. REPORTS**

##### **A. Operations Report (Second Meeting Each Month)**

Director of Operations Miguel Valdez reported the Water and Wastewater production numbers for July. The average total well production in million gallons for potable water is 4.74. The total was 4.74. The Wastewater flow to Riverside average was 1.77. The consumption of JCSD was

0.0. Well No. 18 potable production was 35.6%. Well No. 8 was 27.9%. Well No. 6 produced 10.9%. Well No. 4 produced 13.9%. Well No. 2, and the Jurupa Tie- In produced 0.0%. Well No. 1 produced 11.7%.

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

Riverside County Fire Station 38 Personnel presented the incidents reported for the month of July 2024. The station had a total of 288 calls. It received 29 false alarm calls, 1 hazardous material, 199 medical calls, 10 other fire calls, 7 public service assistant calls, 1 rescue fire, 1 rescue, 3 ringing alarms, 4 standbys, 27 traffic collisions, 1 vehicle fires and 5 wildland fires.

**C. General Manager and Staff Reports / Updates**

General Manager Brian Laddusaw presented to the Board of Directors the 10<sup>th</sup> Annual State of the City Community of Businesses Conference invite. The conference is scheduled for September 24, 2024, at the Skyview Event Center. He also invited the Board of Directors to the 2024 Volunteer and Partners Recognition Event scheduled for August 22, 2024. The event will take place at the Community Action Partnership. The event is hosted by the Community Action Partnership of Riverside County.

**D. Committee Reports**

No committee meetings were held.

**ITEM 8. ACTION/DISCUSSION ITEMS.**

**A. DM 2024-67: Consider At-Risk Development Agreement for Tract 38178 (Countryside Estates)**

**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 GDC-RCH Countryside, LP, (“Developer”) which is Tract 38178. The project, currently called “Countryside Estates”, includes a total of 31 detached single family residential lots and is located east between Riverview Drive and Limonite Frontage Road. The Tract Map for this development has not yet been approved by the City and therefore have 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 will soon permit 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. Similar agreements were considered and approved by the Board with different developers for Tract 37211 on March 21, 2024, pursuant to Directors Memorandum 2024-25 and Tracts 32721 and 36947, pursuant to Directors Memorandum 2024-45.

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 Maps will be recorded in their 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.

**Coordination**

As negotiations are still underway with the Developer on sewer extensions for the benefit of current Water customers for connection to the District sewer, the current agreement has DRAFT Water and Sewer Plans included. Staff will use the approved water and sewer plans in the final agreement to be circulated after these negotiations are complete and the Board has had the opportunity to consider the cost of construction of these extensions.

Staff has coordinated with GDC-RCH Countryside, LP (aka R.C. Hobbs, Developer) in the development of the attached Agreement and recommend the Board of Directors consider its approval. The previous agreements with similar language have been reviewed as to form by John Harper, District Council and Staff believes this agreement is therefore appropriate. This agreement differs, however, in that it recognizes the continuing negotiations between the Developer and District on the construction of the sewer extensions mentioned above as well as substituting the correct Developer’s name and contact information for this project. These additional recitals have been reviewed by John Harper and have been found to be acceptable.

**ACTION:**

**Director Murphy moved, and Director Trueba seconded to authorize the General Manager to:**

Sign the agreement titled “AT RISK CONSTRUCTION AGREEMENT WATER AND SEWER SYSTEM IMPROVEMENTS TRACT NO. 38171 (Countryside Estates)” between the District and Developer and to substitute final approved water and sewer plans into the agreement when they are complete.

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

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

- D. **DM 2024-65:** Consider Adoption of Resolution No. 2024-917, A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 Bureau of Reclamation Water and Energy Efficiency Grant

**BACKGROUND:**

In Fiscal Year (“FY”) 2023, the Rubidoux Community Services District (“District”) was awarded a grant from the U.S. Bureau of Reclamation (“USBR”) under their WaterSMART “Water and Energy Efficiency Grant” Program (“Grant Program”). With the assistance of Albert A. Webb Associates (“Webb”), the District secured \$1.5 million in grant funding to help the District replace approximately 5,000 existing meters to Advanced Metering Infrastructure (“AMI”) technology. These grant monies are earmarked for Phase I of the District’s overall AMI Meter Replacement Project (“Project”) which looks to replace 100% of the District’s meters to AMI. Phase I, which is currently in progress and expected to go to bid shortly, is expected to change-out approximately 75% of the District’s meters and is expected to be completed by December 2026. This leaves about ±1,800 meters to be changed-out under Phase 2 of the Project.

On December 21, 2023, pursuant to Directors Memorandum (“DM”) 2023-109, the District authorized a proposal from Webb to prepare a Phase 2 grant application under the same USBR Grant Program (Attachment 1). The original deadline for submitting this grant application was February 22, 2024. After consultation with District staff and Webb, it was determined expediting the grant application under the February 22, 2024, deadline was not in the best interest of the District to ensure the most accurate, complete, and comprehensive application was submitted to secure much needed funding. Thus, the District decided to submit the grant application in the FY 2025 funding cycle, which has a deadline of November 13, 2024.

The grant application is now substantially complete (Attachment 2). As part of the grant application, the District’s Board of Directors (“Board”) must consider and adopt a Resolution authorizing the General Manager, or designee, as representative with the USBR to facilitate all grant documents related to the WaterSMART “Water and Energy Efficiency Grant” Program.

Included as Attachment 3 to this DM is Resolution No. 2024-917, ‘A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 Bureau of Reclamation Water and Energy Efficiency Grant.’ Similar Resolutions were considered and adopted by the Board during Phase 1 of the grant application process. Resolutions No. 2022-893 and 2022-894 are attached for reference (Attachment 4 and 5).

**Budget Considerations**

The only budgetary considerations related to this DM is staff time spent on administrative tasks associated with reviewing and facilitating the grant application with Webb. Based on the current grant timeline, the USBR will announce selections in May 2025 and award funding in October 2025. If the District is successful in its grant application, the announcement month of May 2025 should allow for staff to incorporate Phase 2 projects costs into the District’s FY 2025|2026 Budget.

**ACTION:**

**Director Murphy moved, and Director Trueba seconded to authorize the General Manager to:**

Adopt Resolution No. 2024-917, ‘A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 Bureau of Reclamation Water and Energy Efficiency Grant.’

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

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

E. **DM 2024-66:** Consider Proposal from Albert A. Webb Associates for Preparation of a U.S. Bureau of Reclamation WaterSMART Drought Response Grant Program Application

**BACKGROUND:**

In March 2022, the Rubidoux Community Services District (“District”) Board of Directors (“Board”) first entered into a professional services agreement with Albert A. Webb Associates (“Webb”) to assist District staff in writing grant applications. Grant writing is a unique skillset and with the District only having 26 full-time equivalent employees, District staff does not possess the time nor expertise to write successful grant applications at the same level as Webb. Some of the advantages with leveraging the use of a professional grant writer include but are not limited to:

1. **Expertise and Experience:** Professional grant writers have specialized training and experience in researching, writing, and submitting grant proposals. They understand the nuances of grant applications, including specific requirements and formatting guidelines. This expertise can increase the chances of success in securing grant funding.
2. **Time Efficiency:** Preparing a grant proposal can be a time-consuming process. Professional grant writers can streamline the process, allowing the District’s staff to focus on their core responsibilities, which is particularly important for a small District like Rubidoux.
3. **Access to Funding Opportunities:** Professional grant writers often have access to databases and resources that provide information about various grant opportunities. They can help identify grants that are a good fit for the District’s mission and programs, increasing the likelihood of securing funding.
4. **Competitive Advantage:** Many grant opportunities are highly competitive, with numerous organizations vying for limited funds. Professional grant writers can help organizations craft compelling proposals that stand out from the competition.

The District has previously utilized Webb for grant application support services. In FY 2023, the District was awarded a grant from the U.S. Bureau of Reclamation (“USBR”) under their WaterSMART “Water and Energy Efficiency Grant” Program (“Grant Program”). With the assistance of Webb, the District secured \$1.5 million in grant funding to help the District replace

approximately 5,000 existing meters to Advanced Metering Infrastructure (“AMI”) technology under what’s referred to as Phase I of the District’s overall AMI Meter Replacement Project (“Project”) which looks to replace 100% of the District’s meters to AMI. Earlier this evening, the Board reviewed the draft grant application for Phase 2 of the Project and considered the adoption of Resolution No. 2024-917 to allow the General Manager to facilitate all the grant documents. If the grant application under Phase 2 is successful, the District is hopeful to receive approximately \$769,000 in grant monies towards the Project.

Since 2020, the District has been successful on numerous grant application efforts, most of which have utilized the services of grant writing professionals. A summary of those awards is highlighted below:

TABLE 1	
Grant Program	Maximum District Award
CalOES FY 2020-21 Community Power Resiliency Program	\$ 300,000.00
SB 1383 Local Assistance Grant Program	\$ 53,174.00
SWRCB Water Arrearages Program	\$ 86,281.13
SWRCB Wastewater Arrearages Program	\$ 40,406.76
2023 U.S.B.R. WaterSmart Grant - AMI Meters	\$ 1,500,000.00
2023 U.S.B.R. WaterSmart Grant - Well 25 and Treatment	\$ 1,457,500.00
CalOES Hazard Mitigation Grant Program	\$ 168,525.50
Total	\$ 3,605,887.39

Currently there is a grant funding opportunity under the USBR WaterSMART Drought Response (Resiliency) Grant Program to facilitate the funding of two crucial District projects: 1) construction of an inter-agency interconnection with West Valley Water District and 2) replacement of Hunter 1 Reservoir and construction of a new 20<sup>th</sup> Street Reservoir.

- 1) Intertie with West Valley Water District – Historically, the District has been 100% groundwater (“GW”) reliant. Although the District currently has an interconnection with Jurupa Community Services District (“JCSD”), the District’s current production capacity (supply) over demand has allowed the District to wholesale water to JCSD during the summer months. The District could purchase water from JCSD as part of a total dissolved solids (“TDS”) concentration reduction strategy but this could only be facilitated in the winter months, when JCSD’s demand is low. The District does not view this interconnection as a viable emergency connection year round. Understanding the need for redundant supply to enhance the reliability of the water distribution system year round, the District in 2020 began working on a 5-party agreement with Western Municipal Water District, San Bernardino Valley Municipal Water District, West Valley Water District, and Metropolitan Water District to provide up to 2,000 acre-feet/year (“AFY”) of low TDS State Water Project water to the District. This agreement was formally executed by all parties in June 2024. Design of the interconnection is now substantially complete and is considered “shovel ready”. Since access to an additional 2,000 AFY of water is not an imminent need for the District, the District can seek grant financing to cover up to 50% of the project cost. Absent grant financing, the District would have to facilitate this infrastructure through existing reserves, debt financing, or condition a developer to build it and would require the issuance of EDU fee credits for their project.

Subsidizing the construction of the interconnection via grant monies provides the lowest cost option for the District and its rate-payers.

- 2) Reservoir replacement and construction – The District has four water storage reservoirs currently in operation: Atkinson, Perrone, Watson, and Hunter 1. In December 2019, the Board of Directors authorized a professional services contract with Harper & Associates to inspect the tanks with specific emphasis on: 1) corrosion evaluation, 2) structural/seismic, and 3) safety evaluation. The results of the assessment were not good, but otherwise not unexpected given the age and usage of the tanks over the years. All tanks require substantial structural and safety upgrades to meet AWWA and OSHA regulations. In August 2023, the Board adopted a multi-year Corrective Action Plan to address the deficiencies in the existing water storage reservoirs. Further, in the District’s 2022 Water Master Plan, Hunter 1 was identified as needing to be replaced altogether. Hunter 1 is a 0.4 MG water storage reservoir in the District’s 1238-foot pressure zone. Facilitating this replacement is deemed critical. Additionally, in the District’s 2022 Water Master Plan is a new 3.65 MG water storage reservoir to provide additional storage to the Atkinson (1066-foot) pressure zone. Sizing criteria was based on fire flow storage requirements for the Atkinson Zone. Although grant monies under this program cannot be used for repairs and maintenance, they can be utilized for the replacement of Hunter 1 and construction of a new 5<sup>th</sup> water storage reservoir, currently called the 20<sup>th</sup> Street Tank. Both tanks are crucial for the long-term sustainability and growth of the District.

The USBR Drought Response Grant Program has two funding groups and thus allows the District to apply for grant funding under both groups but most importantly, without competing against each other. Funding Group 1 allows for up to \$750,000 and Funding Group 2 allows for up to \$3,000,000. The only caveat is the max total funding for the District during this funding cycle is \$3,000,000. This will require the District to reduce the funding request amongst both groups to not exceed \$3,000,000 in the aggregate.

Given Webb’s proven track record of securing grant financing for critical District projects in the past, the District requested a proposal to assist staff in preparing a grant application for the aforementioned projects. The proposal is for \$23,980, or \$11,990 per application. For reference, the District paid \$11,000 for the Phase 2 AMI grant application in 2023.

### **Budget Considerations**

Included in the District’s Fiscal Year (“FY”) 2024|2025 Water Fund Budget is line 39 ‘Consulting Fees: Grant Support Services’ for \$15,000. This amount is insufficient to cover the cost of this work and the Board would need to amend the budget before proceeding forward with these efforts. Further, since most grant programs have two funding deadline periods, it’s likely the District may wish to apply for another grant in Winter 2025. Thus, staff recommends the Board consider amending the District’s FY 2024|2025 Water Fund Budget line 39 from \$15,000 to \$40,000, which will allow for District staff to issue a Task Order to Webb for \$23,980 for this work and provide an additional \$15,000 for the remainder of the fiscal year should staff deem it necessary to pursue an additional grant opportunity in early 2025. The budget amendment of \$25,000 would be funded from the District’s Water Fund Unrestricted Operating Reserve.

**Director Murphy moved, and Director Trueba seconded to authorize the General Manager to:**



1. Issue a Task Order to Albert A. Webb Associates in the amount of \$23,980 to assist staff with preparing a grant application under the U.S. Bureau of Reclamation's Drought Response Program to secure funding for the District's interconnection with West Valley Water District and facilitate the replacement and construction of two water storage reservoirs.

2. Amend the District's Fiscal Year 2024|2025 Water Fund Budget line 39 'Consulting Fees: Grant Support Services' from \$15,000 to \$40,000 funded from the District's Water Fund Unrestricted Operating Reserve.

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

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

**ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS**

Director Murphy commented on Planet Bids. He also asked the turn out of the bid that was previously scheduled. Director Trueba introduced Diana Leja and her husband Ross Leja who were in attendance at the Board meeting. No other Directors had comments.

**\*\*\*Recess at 4:26 pm, resume at 4:30 pm for CLOSED SESSION\*\*\***

**ITEM 8. ACTION/DISCUSSION ITEMS.**

**B. CLOSED SESSION** Start at 4:30pm: Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District

Closed Session Ends at: 5:04 pm

The Board of Directors had no reportable actions.

**ITEM 10. NEXT MEETING**

Thursday, September 5, 2024, at 4:00 P.M.

**ITEM 11. ADJOURNMENT**

President Skerbelis adjourned the meeting at 5:05 P.M.