

MINUTES OF REGULAR MEETING
January 19, 2023
RUBIDOUX COMMUNITY SERVICES DISTRICT

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

DIRECTORS ABSENT:

STAFF PRESENT: Brian Laddusaw, General Manager
Ted Beckwith, Director of Engineering
Martha Perez, Customer Service/Accounts Payable Mgr.
Miguel Valdez, Director of Operations
Melissa Trujillo, Human Resources

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Murphy, at 4:00 P.M., Thursday, January 19, 2023, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for January 19, 2022, Board Meeting.

Director Trueba moved, and Director Skerbelis seconded to approve the January 19, 2023, Regular Board Minutes as presented.

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 January 20, 2023, Salaries, Expenses and Transfers.

Consideration to Approve the January 20, 2023, Salaries, Expenses and Transfers.

Director Skerbelis moved, and Director Trueba seconded to Approve the January 20, 2023, Salaries, Expenses and Transfers.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

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

There was an article from Kron4.com regarding the California reservoirs rise after weeks of storms drench the state. The reservoirs are still below their historical averages, but the rain has been helpful when it comes to the prolonged drought we've been in for 15-20 years. The second article talks about some of the issues with stormwater and not being able to capture stormwater runoff. The LADWP has invested some money as part of a pilot program to try to capture that. It's an important strategy for the state of California to do that.

ITEM 8. MANAGER'S REPORT

Operations Report:

Miguel Valdez reported on the water/wastewater report for the month of December, production was an average of just under 3.3 mgd per day and an average of 1.67 mg/day was the wastewater flow to Riverside. On average 0 mg/day of water to JCSD. The projected sales to JCSD are at zero sales currently. Well No. 18 produced 2%, No. 1 produced 0.2% of the water, Well No. 2 produced 44.3%, Well No. 4 produced 24.7% and Well No. 6 produced 16.6%, Well No. 8 produced 85.7% and Well No. 18 produced 2% of the water.

Emergency and Fire Report:

Chief Ottoman reported the Incidents Reported for the month of December 2022 and Special District Rubidoux CSD. Station 38 had a total of 266 calls. 183 calls, 68.8% were medical aides. Additionally, there was a report for the City of Jurupa Valley. There were 24 False Alarms, 9%, 4 Other Misc, 1.5%, 11 Other Fire, 4.1%, 16 Public Service Assist, 6.0%, 3 Res Fire 1.1%, 1 Ringing Alarm 0.4%, 5 Standby, 1.9%, 17 Traffic Collisions, 6.4%, 1 Vehicle Fire, 0.4% and 43 Wildland Fires, 1.3%.

The Incidents Reported for the year of 2022 and Special District Rubidoux CSD and both (Code 2, Alpha, Omega, Code, Charlie, Delta, Bravo, Echo). Station 38 had a total of 3,368 calls. 2,218 calls, 65.9% were medical aides. There were 317 False Alarms, 9.4%, 36 Other Misc, 1.1%, 117

Other Fire, 3.5%, 279 Public Service Assist, 8.3%, 21 Res Fire 117.1%, 1 Ringing Alarm 0.4%, 5 Standby, 1.9%, 17 Traffic Collisions, 6.4%, 1 Vehicle Fire, 0.4% and 1 Wildland Fires, 1.3%.

Anyone who needs Ethics Training, please reach out to Melissa and she can help with that. At the next meeting February 2, staff will present some slides on teleconferencing, what we did when COVID happened. Some of those will go away when the State of Emergency ends at the end of February and some of them may continue. There will be more information at the next meeting. Director Trueba asked Mr. Laddusaw to distribute a pamphlet on IE Works. It's an apprenticeship program specifically designed to tackle water and wastewater agencies in the Inland Empire. There is a workshop a week from Saturday.

Ted Beckwith presented the following:

There was a statewide ban on the watering of non-functional turf (NFT) with potable water that came from the State Water Resources Control Board on June 16, 2022. The ban is effective for one year unless extended.

The NFT applies to the turf maintained by:

- Commercial, Industrial, and Institutional (CII) customers
- Common areas of Homeowners Associations
- Common Interest Developments

Non-functional turf is mowed grass that is only decorative, not regularly used by people:

- Solely ornamental
- Not regularly used for human recreational purposes or for civic or community events
- Turf with trees are exempt
- Regulation gives agencies authorization to enforce infractions
Water suppliers and local government
- Violation of the NFT watering provision would be an infraction and subject to a fine of up to \$500

The State wants agencies to conduct customer outreach and education. Metropolitan Water District recommends an ordinance prohibiting installation and irrigation of NFT. The district is not bound to proceed with this, it is up to the Board.

NFT Options

Incentives Based

- Rewarded grant funds to be added to turf replacement incentive

Pursuing additional grant opportunities

- New water allocation methodology for drought emergency
- MWD to continue work to develop turf dashboard to assist Member Agencies in assessing NFT areas

State legislation

- Added to legislative affairs strategic plan for 2022-2023

On the District website there is a link for rebates that our customers are eligible to get through So Cal Water Smart, which is done by MWD. They can get their \$2.00 sq/ft rebate for replacing grass, there are smart sprinkler controllers, sprinkler nozzle replacements, low-flow flush toilets that are available through MWD.

Miguel Valdez gave an update on his personnel changes.

ITEM 9. Receive and File Statement of Cash Asset Schedule Report Ending December 2022. DM 2023-04.

BACKGROUND

Attached for the Board of Directors' consideration is the December 2022 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$97,328.67 for District controlled accounts. With respect to District "Funds in Trust", we show \$5,087.64 which has been earned and posted. The district has a combined YTD interest earned total of \$102,416.31 as of December 31, 2022.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$14,786,082.46 ending December 31, 2022. That's **\$5,775,896.21 MORE** than July 1, 2022, beginning balance of \$9,010,186.25.

Further, the District's Field/Admin Fund current fund balance is \$715,556.80.

Submitted for the Board of Directors consideration is the *December 2022, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

Director Trowbridge moved, and Director Murphy seconded to Receive and File the Statement of Cash for the Month of December 2022 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. Consideration to Increase Rubidoux Community Services District Board of Director's Stipend. DM 2023-05.

BACKGROUND

On January 5, 2022, at the regularly scheduled meeting of the Rubidoux Community Services District ("District") Board of Directors ("Board"), District staff was directed to agendize for discussion the Board's current meeting stipends. Pursuant to Resolution No. 2020-861 (Attachment A) the Board's current stipend amount for regular, special, or emergency meetings is \$155.13 and committee meetings is \$63.81 with a maximum of (10) service days per month. In accordance with California Water Code Section 20201, to increase a Community Services District's board compensation, it must be done via Ordinance and the increase may not exceed 5% for each calendar year. The Board last increased its compensation in calendar year 2020.

Should the Board wish to increase its compensation, the maximum possible adjustments are as follows:

Calendar Year	Board Meeting	Per Mtg Increase	Committee Meeting	Per Mtg Increase
2020 (current)	\$ 155.13		\$ 63.81	
2021 (+5%)	\$ 162.89	\$ 7.76	\$ 67.00	\$ 3.19
2022 (+5%)	\$ 171.03	\$ 8.14	\$ 70.35	\$ 3.35
2023 (+5%)	\$ 179.58	\$ 8.55	\$ 73.87	\$ 3.52
		<u>\$ 24.45</u>		<u>\$ 10.06</u>

If the Board adjusts its compensation to the maximum allowed under California law, the maximum monthly compensation the Board could earn would increase from \$1,551.30 to \$1,795.80. Additionally, the maximum per board meeting compensation could increase \$24.45 to \$179.58 and per committee meeting \$10.06 to \$73.87.

If the Board desires to increase their meeting stipend, Staff will prepare a draft Ordinance modifying the current rates and present it for review at an upcoming Board meeting. Any adjustments are subject to Ordinance adoption requirements which include a 1st and 2nd reading, public hearing, and 60 day delayed effective date.

After some discussion, it was decided to move forward with a Draft Ordinance to include the maximum pay increase from 2020-2023, then moving forward an automatic state allowed increase to be implemented at the beginning of each new Fiscal Year. Staff will bring the Draft Ordinance to the next meeting.

ITEM 11. Consider Award of Professional Services Contract with Krieger and Stewart for Design of Leland J. Thompson Water Treatment Plant Fe/Mn Filtration System Backwash Supply Pipeline. DM 2023-06.

BACKGROUND

The existing Leland J. Thompson Water Treatment Plant (Plant) removes manganese from raw water conveyed to the Plant from Well 1A and Well 18. The Plant was recently expanded to include an ion exchange filtration system for removal of per-and polyfluoroalkyl substances (PFAS) from Well 8 which does not require manganese removal.

The normal Plant operating pressure within the iron and manganese filtration system and ion exchange filtration system ranges between 130 psi and 170 psi, and the maximum pressure rating of the ion exchange filtration system is 175 psi. During construction of the new ion exchange filtration system, it was observed that high pressure surges within the existing iron and manganese filtration system resulted in pressure drops down to 20 psi followed by pressure spikes of 200 psi in a matter of 10 to 15 seconds. These surges are noticed throughout the water transmission and distribution system, including upstream of the iron and manganese filtration system and at the ion exchange filtration system. These high-pressure surges caused the existing 12" diameter raw water (RW) pipeline in 34th Street to move during construction of the Well 8 RW pipeline tie-in connection causing the need to shut down the system for worker safety during the tie-in procedure. Additionally, these pressure surges have caused water transmission pipeline ruptures in the Loring Ranch residential neighborhood on the west side of Mission Blvd., quite a

distance from the Plant. The high-pressure surges have also contributed to the bursting of a high-pressure relief rupture disc on one of the ion exchange filtration system vessels during commissioning of the Ion Exchange Filters. The District has spent over \$50,000 making repairs thought attributable to the pressure surges.

Each of the three existing iron and manganese filter vessels are equipped with five dual-acting pneumatically actuated (air-to-open and air-to-close) isolation valves to control the filter operation modes, including filtration, backwash, and rinse (purge) modes. Preliminary evaluation by District staff indicates the pressure surges may have been caused by the filter vessel rinse valves closing too fast after the rinse cycle is complete.

A portion of the original pneumatic actuators have been replaced since the system was placed into operation. The replacement actuators are not equipped with adjustable stops to limit the opening position of the valves and are from a different manufacturer than the original actuators. In addition, some of the actuators, including original and replacement actuators, have been equipped with air flow control valves (throttle check valves) to control the opening and closing speed of the valves. However, since the actuators are from multiple manufacturers and only some actuators are equipped with air flow control valves, it is believed that the filter isolation valves open and close at different speeds. This makes it difficult to adequately trouble shoot the pressure surge issue.

Each iron and manganese filter is equipped with an electronic, diaphragm-type effluent rate of flow control valve to limit the maximum flow rate of each filter vessel. However, the rate of flow control valves is hydraulically held in the full-open position at all times to avoid the effluent of each vessel being erroneously restricted during backwash and rinse modes of operation. The District has determined the effluent rate of flow control valves can remain in the full-open position at all times since the Plant is operating substantially below its maximum rating as each filter is rated for a maximum flow rate of 2,500 gpm.

In January 2022 under Director's Memorandum 2022-06 the board awarded a Task Order to Krieger and Stewart Engineers to perform an in-depth study of on-going pressure surge issues at the Leland Thompson Water Treatment Facility. The work product from this analysis was a Final Technical Memorandum.

The Final Technical Memorandum was issued on July 11, 2022 and included several recommendations to remedy the pressure surge issues at the plant which were presented to the District by Krieger and Stewart in a meeting towards the end of July 2022.

Several of the tasks in the memorandum were operational in nature and District Field Staff made the suggested improvements to the Plants operations. These improvements have provided an incremental improvement in the surge problems at the Plant but have not completely solved them. In section 3 of the memorandum Krieger and Stewart recommends installation of a new backwash supply pipeline to be constructed in 34th street:

“Obtaining backwash supply water from just the east distribution system pipeline will not reduce the high-pressure surges to the same extent as obtaining backwash supply water from both the west and east distribution system pipelines, but will allow filter backwash to commence while still discharging treated water from the Plant to the distribution system. Ultimately, the proposed interconnecting pipeline will provide greater operational flexibility for the various flow rate demands.”

District staff requested proposals from its primary engineering consultants Krieger & Stewart Engineering ("Krieger and Stewart"), Webb Associates ("Webb") and TKE Engineering ("TKE") with Krieger and Stewart providing the lowest responsible bid for \$62,400 which also includes construction support services not included by Webb. Additionally, as Krieger and Stewart designed the Manganese Removal Plant and performed the pressure surge study, the firm is more familiar with the Plant and can bring that expertise to the District on this project.

The extent and nature of improvements and associated costs were not known during preparation of the approved FY 2022-23 Budget and no amount was funded for this project. Therefore a budget amendment is necessary to authorize this work therefore funds will need to be transferred from the Water Reserve fund and a new budget line item will need to be created. This budget line item is proposed to be: "Water Replacement Budget, Expenses, Item 10 Leland Thompson Water Treatment Pressure Surges" in the amount of \$70,000 to allow for an approximate 10% design contingency.

Director Murphy moved to approve \$80,000, and Director Trowbridge seconded the Board of Directors authorize the General Manager to:

- 1. Transfer \$80,000 from the Water Reserve Fund to the Water Replacement Fund.**
- 2. Issue a Task Order in a not-to-exceed amount of \$62,400 to Krieger & Stewart under Master Agreement RCSD 2022-02 to prepare the plans and documents for the installation of the Water Bypass Pipeline.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

The motion was carried by majority vote.

ITEM 12. Consider Award of Professional Services Contract with Krieger and Stewart for Design of Leland J. Thompson Water Treatment Plant Fe/Mn Filtration System Backwash Supply Pipeline. DM 2023-07.

BACKGROUND

Annually Rubidoux Community Services District ("District") is required to prepare and distribute by July 1 of each year its Consumer Confidence Report ("CCR") for the prior calendar year. This requirement is codified in California Code of Regulations Title 22, Chapter 15, Article 20 and California Health Code Section 116470.

The District requested Proposals from TKE Engineers ("TKE"), Webb and Associates ("Webb") and Krieger and Stewart Engineering Consultants ("Krieger and Stewart"). Krieger and Stewart were the only consultants to provide a proposal on this work.

Krieger & Stewart for several years prepared the District's annual CCR. They are uniquely qualified as they assist District staff with oversight of the permitting, sampling, and reporting regulatory requirements associated with the District's water and sewer enterprises. Krieger & Stewart's proposal to prepare the District's 2022 CCR is in an amount not-to-exceed \$15,900.

The Board approved FY 2023 Water Fund Budget Operating Expenses includes Line 27 (Regulatory Fee/State) in the amount of \$38,000. This money is budgeted and available for this work. Typically, the District provides Krieger & Stewart a contract to do this work early each calendar year so there is plenty of time to prepare, review, and complete the CCR on or before July 1.

Director Trowbridge moved, and Director Muniz seconded the Board of Directors authorize the General Manager to:

- 1. Issue Krieger & Stewart Task Order in the amount not-to-exceed \$15,900 under Master Agreement RCSD 2022-02.**
- 2. Expend up to \$15,900 of funds from the Water Fund Budget Operating Expenses Line 27 (Regulatory Fee/State) in the approved FY 2023 Budget for this work.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 13. Consider Award of Professional Services Contract with Pringle and Associates for Inspection and Construction Management & Oversight for the Modernization of the District's Administration Building at 5473 Mission Blvd. DM 2023-08.

BACKGROUND

In November 2022, the District closed escrow on the property at 5473 Mission Blvd. for its new Administration Building ("Building") and had previously hired Ruhnau Clarke Architects ("Ruhnau Clarke") for preparation of the design, plans and bid documents for the modernization of the building to make it better suit the District's needs. The Plans are nearly complete and specifications are being finalized. Once finished, the project will be advertised to solicit bids. Staff anticipates the construction on this project to be completed in September or October of 2023.

During the course of construction on the Building, the District must have inspection, construction management, and oversight, all of which were not included in the scope of work provided by Ruhnau Clarke as is typical for Architectural Services Contracts. These duties include but are not limited to the following:

- a) Be on-site throughout duration of the project.
- b) Attend weekly meeting, as necessary.

- c) Attend project meetings, as necessary.
- d) Prepare daily/monthly reports.
- e) Act as liaison with regulatory agencies.
- f) Document the construction progress with photographs.
- g) Inspect and verify that Contractor's As-Built documents are maintained and kept up to date.
- h) Verify Contractor's Monthly Payment Requests accurately represent the amount of work completed when billed.
- i) Inspection of work under construction for conformance with the Plans, Specifications as well as Codes and Regulations governing construction.
- j) Verify all material delivered to the site relating to the project is in accordance with the Plans, Specifications as well as Codes and Regulations governing construction.

District Staff lacks the time, expertise, and resources to perform these duties and have asked Ruhnau Clarke for assistance in this matter. Ruhnau Clarke provided the District with recommendations for inspectors certified with the State of California Division of the State Architect's ("DSA") for consideration. Staff sent emails in December 2022 to the firms provided by Ruhnau Clarke. Only one firm responded to the request, Sandy Pringle and Associates, Inc. ("Pringle"). Staff believes its prudent to have inspection and oversight in place before the project goes out to bid so the consultant providing this work will be familiar with the bidders and pre-bid requests for information and addenda.

Pringle is well qualified to perform this work and will provide an inspector on a part-time basis to provide inspection and oversight of the work. The inspector they will provide is a DSA Certified Inspector familiar with this scope of work. The proposal provided by Pringle includes inspection for up to 4 hours a day, 5 days a week during construction, which is expected to be 34 weeks (approximately 8 months) duration. Pringle's proposal is for a not-to-exceed amount of \$57,800. The loan proceeds of approximately \$1,500,000 acquired in August 2022 were not earmarked for this work and were or will be used to purchase the Building and to fund construction costs. Alternatively, the District has utilized monies available in its Field/Admin Building Fund. As of the writing of this Director's Memorandum the District's Field/Admin Building Fund has a balance of approximately \$708,000 with Ruhnau Clarke's potential remaining billings at \$272,000. This leaves available monies of \$436,000. Staff recommends the Board amend the District's FY 2022-23 Field/Admin Building Fund Budget by adding the cost of Pringle's proposal to Line 2 'Admin/Field Bldg. Proj.' adjusting the total budget amount to \$414,000. Additionally, staff recommends the Board issue Pringle a Master Consulting Agreement and associated Task Order in the amount of \$57,800 for this work.

Director Murphy moved to approve \$65,000, and Director Trowbridge seconded the Board of Directors authorize the General Manager to:

- 1. Issue a Master Consulting Agreement and associated Task Order in the amount not-to-exceed \$65,000 to Sandy Pringle Associates, Inc.; Read and review the bid documents again.**
- 2. Amend the FY 2022-2023 Field/Admin Building Fund Budget Line 2 'Admin/Field Bldg. Proj.' from \$356,200 to \$414,000.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

**ITEM 14. Consider Award of Professional Services Contract Webb and Associates for Due Diligence Services Related to Property Acquisitions at the District at Jurupa Valley for Future Well Sites and Expansion of the Leland Thompson Water Treatment Facility.
DM 2023-09.**

BACKGROUND

The 2022 Rubidoux Community Services District's Water Master Plan ("Water Master Plan") identifies three (3) well sites in the area long known as "Emerald Meadows" which is generally bounded by the Santa Ana River on the Southeast, the 60 Freeway on the Northeast, Rubidoux Blvd on the Northwest and 34th Street on the Southwest. This area is now under Specific Plan Development with the City of Jurupa Valley and has been renamed to "The District at Jurupa Valley" ("Project"). The area consists of mixed development ranging from multi-family, commercial and industrial speculation warehouses being developed by EM RANCH OWNER, LLC ("Developer").

The well sites are identified as Well 22, Well 23 and Well 24 in the Water Master Plan. The Project also abuts the District's Leland Thompson Water Treatment Facility ("Thompson Plant") on 34th street. To develop these well sites the District will need additional land to treat the raw water and it is more efficient to treat the water at one location than at each individual well head site. Additionally, the current process for "forward flushing" the PFAS removal from the Ion Exchange Vessels requires a location for discharge of the flushing effluent. Furthermore, Well 18 needs occasional flushing to prevent fouling of the well casing. Currently, the District performs these flushing procedures on land adjacent to the Thompson Plant and owned by the Developer. Each time the District flushes it obtains a temporary access agreement from the Developer.

The Developer has available to the District two parcels of land within the Development Area and has these parcels identified on their Parcel Map ("Map") under review by the City as a Tentative Parcel Map. The Developer also has available a parcel of land approximately one (1) acre in size which abuts the Thompson Plant. The Developer has offered to transfer title of these small well sites and larger treatment facility site upon recordation of the Map. Staff is currently drafting an agreement with the Developer to purchase these parcels when the Map records. This agreement will be presented to the Board when it is complete. It is anticipated this agreement will be presented to the board in February 2023.

These parcels are of interest to the District in they not only provide the land necessary to develop two out of the three well sites in the Water Master Plan but there is sufficient land in the parcel identified as Parcel 10 to expand the Thompson Plant which is necessary to treat raw water from these new sources and provides an area to develop a retention basin on District owned property in which to discharge the flushing water.

The Developer has included these parcels in their Map for the District to purchase and it is prudent for the District to do proper due diligence on this purchase by performing a Phase One Environmental Assessment on the project. Webb and Associates ("Webb") has been consulting with the District on the preliminary design and hydraulics for both sewer and water and is knowledgeable on the specifics of the project. Webb provided a proposal to perform the Phase One Environmental Assessment on this project in the amount of \$16,196. A reasonable contingency of 10% is applied to this for unforeseen circumstances. Rounding this brings the total to \$18,000.

When the District's FY 2022-23 Budget was developed in early 2022, this opportunity to obtain land for these well sites or expansion of the Thompson Plant was not foreseen therefore a budget amendment is necessary to perform due diligence on acquiring these sites. Staff requests the budget amendment and issuance of a Task Order to Webb for this work but will not execute Task Order until such time as the Developer is closer to recording the Map.

Director Trowbridge moved, and Director Trueba seconded the Board of Directors authorize the General Manager to:

- 1. Amend the District's FY 2022-2023 Water Capital Improvement Project Budget by adding a new expense as Line 12 'District at J.V. Wells Sites/Thompson Plant Expansion' in an amount equal to \$18,000.**
- 2. Issue a Task Order in a not-to-exceed amount of \$16,196 to Webb and Associates under Master Agreement RCSD 2022-03 to prepare the Phase One Environmental Assessment on these parcels of land when appropriate.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 15. Directors Comments

Director Murphy adjourned the meeting at 5:10 PM.