

**MINUTES OF REGULAR MEETING
November 21, 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
Jeff Sims, Assistant General Manager/District Engineer
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, November 21, 2019, at the District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for November 7, 2019, Regular Board Meeting.

Director Muniz moved and Director Skerbelis seconded to approve November 7, 2019 Minutes.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 5. Consideration to Approve the November 22, 2019 the Salaries, Expenses and Transfers.

Consideration to approve November 22, 2019, Salaries, Expenses and Transfers.

Director Trowbridge moved and Director Muniz seconded to Approve the November 22, 2019 Salaries, Expenses and Transfers.

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

Noes – 0

Abstain – 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 at this time.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

The first article piece of information was a packet from the American Water Works Association. It gave a briefing on PFAS. It gave a basic overview of what PFAS and what the contaminants are.

ITEM 8. MANAGER’S REPORT

Operations Report:

The water demands are down due to the cooler weather. Everything is operating as it should be.

Emergency and Fire Report:

There was no report for the month.

ITEM 9. Receive and File the October Statement of Cash Assets Schedule. DM 2019-60.

BACKGROUND

Attached for the Board of Directors’ consideration is the October 2019 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$217,711.07 for District controlled accounts. With respect to District “Funds in Trust”, we show \$9,379.80 which has been earned and posted. The District has a combined YTD interest earned total of \$227,090,871 as of October 31, 2019.

With respect to the District’s Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$5,527,233.11 ending September 30, 2019. That’s **\$600,767.19 LESS** than July 1, 2018, beginning balance of \$6,139,000.30.

Further, the District’s Field/Admin Fund current fund balance is \$515,323.93.

Submitted for the Board of Directors consideration is the *October 2019, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

Director Muniz moved and Director Trowbridge seconded to Receive and File the Statement of Cash for the Month of October 2019 for the Rubidoux Community Services District.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 10. Review Annual Board of Directors Reorganization Policy for Calendar Year 2020. DM 2019-61.

BACKGROUND

Since 1991, the Rubidoux Community Services District Board of Directors have practiced the custom of the yearly rotation of the vice president position. Last December, Vice President Trueba was affirmed president for 2019 and Director Muniz was elected vice president. In keeping with the practice, Director Muniz will serve as president for 2020 and consequently the Board will need to elect a vice president.

At the December 19, 2019 Board meeting, the Board will affirm Director Muniz as president for 2020. Once Director Muniz assumes the presidency, the Board will then consider the nomination and election of a vice president for 2020, and eventual rotation to Board president in 2021.

Information item only.

ITEM 11. Receive the Draft Employee Handbook for Review. DM 2019-61.

BACKGROUND

At the last Board meeting, Staff distributed the Draft Employee Handbook for your review and comments (DM 2019-58). Subject handbook supersedes and replaces the current handbook which has been in effect since September 2006. The handbook was developed, in part, using templates and models from other public associations and agencies. Further, there are specific policies and procedures that only apply to the District, which were authored by Staff.

The purpose of any employee handbook is to provide the employee with a useful document on benefits, policies, procedures, and legislated workplace requirements.

Director Skerbelis moved and Director Muniz seconded the Board of Directors pull this item from the agenda and bring it back at a future meeting, due to request from the union representative.

ROLL CALL

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

Noes – 1 (Murphy)

Abstain – 0

The motion was carried with a vote of 4 Ayes to 1 No.

ITEM 12. Approve Sewer Main Construction Contract. DM 2019-63.

BACKGROUND

In August 2017 the Board authorized Staff to hire TKE Engineering, Inc. to proceed with design services for the Avalon Street Sewer Improvements. These sewer improvements are required for the District to service the proposed Emerald Ridge development, a 400-home subdivision. The project consists of approximately 700 LF of sewer pipeline, manholes, laterals, connections, and pavement repairs within Avalon Street and Raye Street. Recently, the City of Jurupa Valley informed Staff they intend to re-surface the streets in the area of the planned sewer project in February 2020. Once the streets are re-surfaced, the City typically imposes a 2-year moratorium on street cuts. The only street being re-surfaced within the sewer project area is Raye Street.

The ultimate construction of the Avalon Street Sewer Improvement Project will facilitate the sewer improvements necessary for the proposed Emerald Ridge Development. The developer anticipates the development moving forward within 2 years. Typically, Staff recommends not proceeding until the developer begins to move forward. However, to avoid the 2-year moratorium, Staff recommends the Raye Street portion of the sewer project be constructed by a contractor prior to the February 2020 City street re-surfacing project. The Raye Street portion consists of approximately 70 LF of sewer, one manhole and the reconnection of a mobile home park lateral.

For the Raye Street portion of the Avalon Street Sewer Improvement Project will facilitate the sewer improvements necessary for the proposed Emerald Ridge Development. The developer anticipates the development moving forward within 2 years. Typically, Staff recommends not proceeding until the developer begins to move forward. However, to avoid the 2-year moratorium, Staff recommends the Raye Street portion of the sewer project be constructed by a contractor prior to the February 2020 City street re-surfacing project. The Raye Street portion consists of approximately 70 LF of sewer, one manhole and the reconnection of a mobile home park lateral.

For the Raye Street portion of the sewer, Staff received cost estimates from three contractors; Genesis Construction, SRD Engineering, and Trautwein Construction. The cost estimates are: \$78,465.00, \$67,205.00, and \$58,000.00 respectively. No irregularities were noted, and Staff's recommendation is to enter into a construction contract with Trautwein Construction.

To facilitate this project, Staff requested an engineering services proposal from TKE Engineering to prepare the City encroachment permit application, traffic control plans,

construction staking, and geotechnical services. TKE has done numerous engineering services for the District and is well qualified. TKE's \$9,270.00 proposal was reviewed and evaluated, and it is Staff's recommendation to authorize these services to TKE.

Director Skerberlis moved and Director Trowbridge seconded the Rubidoux Community Services District Board of Directors approve using approved FY 2019-2020 Budget, under the Sewer Capital Improvement Project (CIP) Budget the following:

- 1. Authorize Staff to enter into a construction contract with Trautwein Construction in the amount of \$58,000;**
- 2. Approve the engineering services proposal from TKE Engineering in the amount of \$9,270.00;**
- 3. Establish a project contingency in the amount of 15% of the construction cost, or \$7,500.00 (rounded).**

ROLL CALL

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 13. Purchase Tax-Defaulted Properties from the County of Riverside. DM 2019-64.

BACKGROUND

The County of Riverside Treasurer-Tax Collector periodically distributes a list of tax-defaulted properties that have become subject to the Treasurer-Tax Collector's Power of Sale. This list is made available to public agencies prior to making the properties available to private purchasers. Public agencies can submit an "Application to Purchase Tax-Defaulted Property from County" ("Application") for available properties located within its service boundaries. If the tax-defaulted property is not brought current by the current owner, and the County finds the Application acceptable, the County can then enter negotiations with the Public Agency to enter into an agreement on the property purchase. The purchase price should be approximately the "redemption amount" due for the property, which is the owed taxes and fees due the County.

Staff has reviewed the list of assessor parcel numbers identifying properties within Jurupa Valley, and more specifically within the Rubidoux Community Services District's ("District") service boundary. Two properties may be beneficia to the District to consider submitting Applications to purchase.

1. APN: 179-111-004; a 0.54-acre vacant property on Avalon Street adjacent to the District Fire Station fronting Mission Blvd. This property could be used to locate District treatment facilities as it is close to major water transmission piping in Mission Blvd. The County values the property at \$138,520. The redemption amount is \$10,886.90, or 7.9% of the current property value.
2. APN: 179-260-044; a 0.12-acre vacant property fronting Mission Blvd. Although this property is small, it is surrounded by other vacant properties between Mission Blvd. and 37th Street. This property could potentially be combined with other vacant properties to locate a new District Administrative building. The County values the property at \$40,360. The redemption amount is \$6,374.93, or 15.8% of the current property value.

The District has acquired tax-default property from the County in the past. Specifically, the property where the Leland Thompson Water Treatment Facility is located. The District acquired the property in 1999 and eventually developed it with manganese treatment works in 2011.

Since the redemption value of these tax-defaulted properties is low in comparison to the current property value, acquiring and holding on to them presents little risk to the District. Acquisition also provides an easier path forward when implementing future projects.

Director Trowbridge moved and Director Skerbelis seconded the Board of Directors authorize the General Manager to submit Applications to the County for APN 179-111-004 and APN 179-260-044 to acquire the properties at the redemption amount of \$17,241.83 plus associated staff and legal time to complete the transaction, estimated not exceed a total of \$25,000. Funding of this to come from the Water Fund Budget – Asset Acquisitions Fund.

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

Noes – 0

Abstain – 0

The motion was carried unanimously.

ITEM 14. CLOSED EXECUTIVE SESSION – Pursuant to Government Code Section 54957.6:

Labor Negotiations (MOU Re-Opener). Healthcare Allowance Adjustment.
Agency Negotiator: Steven Appel, General Manager

The Board voted to approve the union's request to increase the District's healthcare coverage allowance from \$1,818.00 per month, per employee to \$1,858.00 per month, per employee. This will be an increase of \$40 per month, per employee – beginning January 1, 2020.

The motion was carried unanimously.

**ITEM 15. CLOSED EXECUTIVE SESSION – Pursuant to Government Code
Section 54957: Public Employment**

Title: General Manager

The Board accepted General Manager Appels retirement letter and agreed to his extended use of accrued vacation prior to his retirement.

ITEM 16. Directors Comments.

Director Trueba adjourned the meeting at 5:08 pm.