

MINUTES OF REGULAR MEETING
October 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
Kirk Hamblin, Director of Finance and Administration
Ted Beckwith, Director of Engineering
Martha Perez, Customer Service/Accounts Payable Manager
Miguel Valdez, Director of Operations
Melissa Trujillo, HR Generalist/Safety and Facilities Coordinator

ITEM 1. 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, October 19, 2023, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 2. PLEDGE OF ALLEGIANCE – General Manager

ITEM 3. ROLL CALL – General Manager

ITEM 4. PUBLIC COMMENTS

No members of the public were present to provide public comment.

ITEM 5. CONSENT CALENDAR

A. Approval of Minutes for October 5, 2023, Regular Meeting

B. Consideration to Approve October 20, 2023, Salaries, Expenses and Transfers

Director Skerbelis moved, and Director Trowbridge seconded to approve the Consent Calendar as presented.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION

There was no correspondence and related information presented by staff.

ITEM 7. REPORT

A. Operations Report (Second Meeting Each Month)

Miguel Valdez reported on the water/wastewater report for the month of September, production was an average of just under 4.42 mgd per day and an average of 1.73 mg/day was the wastewater flow to Riverside. Well No. 1 produced 18% of the water, Well No. 2 produced 0%, Well No. 4 produced 5% and Well No. 6 produced 8%, Well No. 8 produced 37% and Well No. 18 produced 32% of the water.

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

Deferred to the November 2, 2023, meeting.

C. General Manager and Staff Report/Updates

Tomorrow there is a Community Leader's Water Briefing being sponsored by State Senator Richard Roth and Assemblymember Sabrina Cervantes. It will be at the Skyview Events Center at 11:00-1:00. The Veteran's Day Parade is November 11, 2023, here in Rubidoux for the second year in a row.

D. Committee Reports

There were no meetings to report on.

ITEM 8. ACTION/DISCUSSION ITEMS

A. DM 2023-96: Consider Award of Professional Services Contract for Preparation of the Rubidoux Community Services District ("District") Local Hazard Mitigation Plan ("LHMP").

BACKGROUND

The Board of Directors ("Board") adopted Resolution No. 2015-823 on September 17, 2015 to annex itself to the Riverside County ("County") Local Hazard Mitigation Plan. In 2020 the District applied for a grant for Federal Emergency Management Agency ("FEMA") monies through the Governor's California Office of Emergency Services ("CalOES") to perform structural upgrades to the District's reservoirs which have been identified as having safety and structural deficiencies in condition assessments provided to the District in early 2020. The District was subsequently denied grant funds for the much-needed rehabilitation of its reservoirs because it did not have a LHMP of its own but instead relied on the County's LHMP which is not specific enough to the District's needs.

In early 2023, the District applied for another grant through FEMA administered by CalOES for funding to prepare its own LHMP. In August 2023 the District was informed that it was successful in this grant application and was awarded a grant to prepare its own LHMP. This

grant is a 90/10 cost match grant meaning the grant pays 90% of the project costs and the District will pay for 10% of the project costs. The total estimated cost for grant determination is \$17,764,50. Additionally, the FEMA grant will pay up to \$8,645 in District administrative costs.

On September 21, 2023, the Board of Directors adopted Resolution No. 2023-909 under DM 2023-88 authorizing the General Manager to execute all required grant documents on behalf of the District regarding CalOES and FEMA.

Preparing a LHMP is a robust project involving identifying specific hazards of risk the District faces, drawing up a plan with input from staff and the public through public outreach, submitting the plan to FEMA through CalOES, public education of the plan, holding a public hearing to adopt the plan by a Resolution of the Board of Directors and finally project close-out with FEMA/CalOES. This whole process will take several months to more than a year.

District staff solicited proposals from qualified firms to prepare the LHMP from four firms. The proposal amounts are presented in the following table:

Consultant	Amount
Webb Associates	\$101,790
Micheal Baker Associates	\$97,150
Sturdivan Emergency Management	\$78,900
Emergency Planning Consultants	\$52,500

After diligent consideration staff has determined that Emergency Planning Consultants (“EPC”) should be accepted by the District to prepare the LHMP. Not only has EPC prepared the best cost proposal, but EPC also specializes in preparation of LHMP’s and has a broad list of current and previous clients, most notably, Jurupa Community Services District, Cucamonga Valley Water District, and the City of Fontana.

The District’s FY 2023-2024 Budget has funds in the amount of \$178,000 for the LHMP preparation at line item 43 in the Water Fund Budget and has received a grant to pay for 90% of the cost of the LHMP preparation. No budget amendment is necessary.

Director Muniz moved, and Director Trueba seconded to approve the following:

1. Authorize the General Manager or his designated representative to sign a Professionals Services Contract and Task Order with Emergency Planning Consultants in the amount of \$52,500 to prepare the LHMP.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS

Director Murphy brought to the table that today is California Earthquake Preparedness Day. Earthquakes are inevitable in Southern California and when they do happen his expectation is that staff will show up to work to fix things.

ITEM 10. NEXT MEETING – Thursday, November 2, 2023, at 4:00 p.m.

ITEM 11. ADJOURNMENT – President Murphy adjourned the meeting at 4:16 p.m.