

**MINUTES OF REGULAR MEETING
November 17, 2022
RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

DIRECTORS ABSENT:

STAFF PRESENT: Brian Laddusaw, Director of Finance and Administration
Brian Jennings, Customer Service / Accounts Payable
Manager
Miguel Valdez, Director of Operations
Martha Perez, Customer Service / Accounts Payable
Manager

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 17, 2022, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for November 3, 2022, Board Meeting.

Director Muniz moved, and Director Skerbelis seconded to approve the November 3, 2022, 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 November 18, 2022, Salaries, Expenses and Transfers.

Consideration to Approve the November 18, 2022, Salaries, Expenses and Transfers.

Director Murphy moved, and Director Muniz seconded to Approve the November 18, 2022, 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 the Associated Press regarding California suing 3M, Dupont, 16 other companies over ‘forever chemicals’ that taint water.

ITEM 8. MANAGER’S REPORT

Operations Report:

Miguel Valdez reported on the water/wastewater report for the month of October. Water production averaged 6.0 mgd per day. Wastewater discharge averaged 1.69 mgd to Riverside. On average 1.60 mgd of water was sent to JCSD. The District annual projected sales budget to JCSD is at about half, which is tracking as projected. Well No. 18 produced 26%, Well No. 1 produced 1% of the water, Well No. 2 produced 19%, Well No. 4 produced 10%, Well No. 6 produced 20%, Well No. 8 produced 34 %, and Well No. 18 produced 16% of the water.

Emergency and Fire Report:

Chief Otterman reported the Incidents Reported for the month of October 2022 and Special District Rubidoux CSD. Station 38 had a total of 278 calls. 186 calls, 66.9% were medical aides. Additionally, there was a report for the City of Jurupa Valley. There were 1 Commercial Fire, 0.4%, 21 False Alarms, 7.6%, 1 Haz Mat, 7.6%, 7 Other Fire, 2.5%, 22 Public Service Assist, 7.9%, 2 Res Fire 0.7%, 3 Ringing Alarm 1.1%, 2 Standby, 0.3%, 25 Traffic Collisions, 9%, 5 Vehicle Fire, 1.8% and 3 Wildland Fires, 1.1%.

Manager’s Report:

Brian Laddusaw shared with the board photos from the Veteran’s Day parade. There was a memo put together as a response to Prop. 218 on the rate increase. The sign for the fire station should be in and installed in January.

ITEM 9. Receive and File Statement of Cash Asset Schedule Report Ending October 2022. DM 2022-101.

BACKGROUND

Attached for the Board of Directors' consideration is the October 2022 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$97,302.36 for District controlled accounts. With respect to District "Funds in Trust", we show \$4,220.15 which has been earned and posted. The district has a combined YTD interest earned total of \$101,522.51 as of October 31, 2022.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$11,456,793.91 ending October 31, 2022. That's **\$2,446,607.66 MORE** than July 1, 2022, beginning balance of \$9,010,186.25.

Further, the District's Field/Admin Fund current fund balance is \$763,841.65.

Submitted for the Board of Directors consideration is the *October 2022, 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 October 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. Award of Contract for Construction of Perimeter Security Improvements at Fire Station #38. DM 2022-102.

BACKGROUND

The Rubidoux Community Services District ("District") is responsible for providing Fire Protection Services within the District's boundary and provides this service through a contract with Riverside County Fire/CalFire ("County Fire") for staffing and equipment. Fire Station 38 property and building are District owned and as the owner, the District is responsible for its ongoing upkeep. Funding to pay County Fire for contract services and ongoing expenses related to upkeep of Fire Station 38 comes from the District's share of property taxes paid by property owners within the District service boundary. The District retains reserves from this funding source for upkeep and improvements to Fire Station 38.

In May 1988, the Board adopted Ordinance No. 85 establishing certain fire protection mitigation fees to be used by the District to *“construct and/or equip new fire station facilities, or for equipment at existing facilities...”* with the intended purpose of restricting these monies for non-recurring expenditures, or in other words, long-lived assets or betterments or improvements to existing facilities. Fire mitigation fees are collected by District personnel at the same time other water and sewer capacity fees are collected. Currently, the District collects \$815 per single family residence and \$.41 per square foot for each commercial building.

There is a considerable population of unsheltered and unhoused people in the City of Jurupa Valley, particularly in the area the District serves. Additionally, other unhoused persons roam the streets about Fire Station 38. County Fire staff suspect people occupying the adjacent lot are responsible for break-ins and breaches of the perimeter wall surrounding Fire Station 38. Recently there have been acts of vandalism and theft within the perimeter of Fire Station 38. These acts include breaking into storage building and stealing equipment and breaking into County Fire staff personal vehicles. When these events happen, staff files a report with the County and the District property insurance carrier.

District staff met with County Fire staff to discuss options to secure Fire Station 38. Increasing physical difficulty of scaling the existing masonry perimeter fencing seems to be the best option.

In March 2022, the Board of Director’s (“Board”) approved a professional services contract with T&B Structural Engineering (T&B) in Riverside for the preparation of plans and details for the construction of perimeter security improvements. The President of the firm met with District staff at the Fire Station to discuss preparation of plans and details to improve the perimeter wall as this was determined to be the best available deterrent to individuals climbing over. Proposed enhancements include adding vertical metal fencing affixed to the existing masonry wall, enlarging gates, and making the existing masonry wall less climbable. These improvements would include both vehicle access gates, closing decorative holes in the wall surrounding the HVAC Equipment and the Fireman’s outdoor patio, and completing the enclosure of the lattice cover over the patio. The height of the gate facing Mission Blvd. will be increased and work with the existing supports on the block wall on each side of the gate.

T&B Engineering completed the Fire Station perimeter security enhancement plans in October. The District was responsible for administering the bidding process. The District invited several local fence contractors, the welder that takes care of most of the District’s welding needs and Louis Tozser Design, Inc. to bid on the project. A mandatory job walk was held on October 27, 2022 at 10 am at the Fire Station Site. In attendance was Crist Benson with Econo Fence, Art Guerro with ProFuzion Welding, Louis Tozser with Louis Tozser Design, Inc and Oak Hills Contractors, Miguel Valdez, Ted Beckwith and Jeff Sims with the District. At the Job walk a few questions were posed and revised plans were sent to all bidders attending the job walk via email on November 4, 2022. A bid opening was held in the District Office as indicated to the invited bidders when the invitation when out. Two bids were received: 1) Econo Fence in the amount of \$305,295 and 2) Oak Hills Contractors in the amount of \$113,150. Oak Hills has the required liability and workman’s compensation insurance and will provide appropriate certified payroll for prevailing wage. Staff finds Oak Hills Contractors to be qualified to perform the work.

Budget and Cash Considerations

The District budgeted \$250,000 in its FY 22-23 Fire/Weed Abatement Fund Budget line 18 ‘Misc. Asset Acq./Replacements’ specifically for expenditures like these. The District has already used

or appropriated approximately \$42,000 of the \$250,000 for the water heater, sign replacement, and design work provided by T&B leaving an unused amount of \$208,000. The remaining \$208,000 of unused budgeted monies is sufficient to cover the estimated cost of the project of \$113,150 with Oak Hills Contractors and no budget amendment is necessary. Additionally, as of the writing of this Memorandum, the District has approximately \$2.215 million in its Fire Mitigation cash account, which serves as the funding source for this type of expenditure.

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

- 1. Execute a Construction Contract with Oak Hills Contractors in the amount of \$113,150.**
- 2. Appropriate unused budgeted monies from the FY 22-23 Fire/Weed Abatement Fund Budget line 18 ‘Misc. Asset Acq./Replacement’ in the amount of \$113,150 and authorize expenditures for the project cost from the Fire Mitigation cash account.**

Roll call:

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

Noes – 0

Abstain – 1 (Trueba)

Absent – 0

The motion was carried 4 Yes, 0 Noes, and 1 Abstain.

ITEM 11. Directors Comments

Director Murphy: 1) Thanked staff for their work on Infosend. 2) He went to a luncheon at WMWD and received some information on water; the states going to be worrying about water next year and the year after that.

3) There’s an issue on the CPI-W. He received a letter from the general manager and had it listed as two ways:

a) Use the Riverside, San Bernardino, Ontario areas CPI-W current year March to the preceding year March as the two reference points to calculate the change in the CPI.

b) Use the average of the six reported CPI-W data points for the Riverside, San Bernardino, Ontario area between the current year March and the preceding year March.

Director Murphy will be sending an email to the general manager regarding the above issue upon his return.

In December, Brian Laddusaw will be updating the Board regarding the delinquent accounts. They are going down, which is good.

Director Trueba: What is the next step regarding the improvements on Mission, what are we doing next?

Laddusaw: It’s in process. The architect is basically done with the plans. There will need to be a project manager hired.

Jennings: An update on what's being done at 5473 building. The locks have been changed to so that the county can no longer have access. The gate is locked with our own lock. A roll off has been dropped off and the landscaping will be removed.

Director Trueba adjourned the meeting at 4:30 PM.