

MINUTES OF REGULAR MEETING
June 17, 2021
RUBIDOUX COMMUNITY SERVICES DISTRICT

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

DIRECTORS ABSENT: Armando Muniz

STAFF PRESENT: Jeffrey Sims, General Manager
Brian Laddusaw, Director of Finance
Ted Beckwith, District Engineer
Brian Jennings, Customer Service Manager
Miguel Valdez, Director of Operations

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, June 17, 2021, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for June 3, 2021, Board Meeting as corrected.

Director Trueba moved, and Director Murphy seconded to approve the June 3, 2021, Regular Board Minutes.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

The motion was carried unanimously.

ITEM 5. Consideration to Approve the June 18, 2021, Salaries, Expenses and Transfers.

Consideration to Approve the June 18, 2021, Salaries, Expenses and Transfers.

Director Trowbridge moved, and Director Trueba seconded to Approve the June 18, 2021, Salaries, Expenses and Transfers.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

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 giving further affirmation of the EPA and different state agencies working towards dealing with the PFOA and PFOS.

There has been a lot of flux in state guidelines and from the CDC on mask wearing. Most current mask wearing guidance was emailed to the Directors. Mr. Sims stated that the Directors attending the Board Meeting in-person, that were vaccinated, were not wearing masks. The governor issued a new Order today, allowing everyone that has been vaccinated to be allowed to not wear a mask in meetings. Director Murphy inquired what is being done at the front door. Mr. Sims stated that customers are not required to wear a mask. Unvaccinated employees must wear a mask, unless they are in their own office.

ITEM 8. MANAGER’S REPORT

Operations Report:

For the month of May, a total of 144 MG of potable water was produced with an average day production of 4.65 MGD. Wastewater effluent sent to the City of Riverside totaled 52.63 MG for the month of May, with an average of 1.7 MGD.

Staff has been working with Trussell Technology for assistance with DDW on PFAS issues. The District is under an Order now to meet a running quarterly annual average for PFOA and PFOS. There was concern compliance would be an issue for PFOA based on quarter 1 and quarter 2 sampling, presupposing quarter 3 sampling for the wells would be similar. The compliance issue became exacerbated when learning the resin used for nitrate removal at the Smith Water Treatment Plant was releasing PFOA into the water just treated for PFOS and PFOA removal. To address this, Trussell helped coordinate confirmation of the issue, coordinate acquisition of new resin, and getting DDW approval for the resin change out and a blending strategy for Wells 2, 1A, and 8. We also got the operating permit for the GAC treatment at Well 6.

Emergency and Fire Report:

Chief Veik reported the Incidents Reported for the month of May 2021 and Special District Rubidoux CSD. Station 38 had a total of 231 calls. 71.4% were medical aides. Additionally,

there was a report for the City of Jurupa Valley. There were 16 traffic collisions, 2 vehicle fires and 4 wildland fires.

Director Murphy asked the Fire Chief, “When we do these fire inspections, for land that has overgrown vegetation, are we checking publicly owned land or just privately owned land?”

Chief Veik responded by indicating the answer is both. Whether land is owned by the City of Jurupa Valley or it’s owned by the RCSD, all entities have to be in compliance with local municipal codes. With Rubidoux, it is interesting because RCSD is in the City of Jurupa Valley necessitating compliance City of Jurupa Valley municipal code and all local, state and federal codes on weed abatement. So, the answer is we do both private property and publicly owned. There is one caveat, if it’s designated open spaces – for example, part of the Jurupa Cultural Center, for protected habitat, we are not going to mow down protected habitat. That would be breaking the law.

Director Murphy further stated: “What I am interested in knowing is if there is public land that’s protected by designated habitat that we would not modify the fuel because of that. I’m guessing there’s more than one site that falls in that category.”

Chief Veik: Absolutely, we have lots of publicly owned land within the city. One example is the Emerald Meadows property. All of us know when that used to be the horse training facility – a beautiful facility; it’s been let go for many years. Part of the local and county code, we won’t go in there – as much as I would like to, to completely mow that whole property. Essentially, it has to be cut up into parcels. It still needs some of the fire hazards, but as long as the fire breaks are put in, it’s inside the law. I would be glad to follow up on any lots or pieces of property that you folks think need some attention. I can work with big Joe and also Jurupa’s code enforcement section.

Director Murphy: What I’m interested in is making sure publicly owned land provides a defensible space to its neighbors and that we do that in a manner that is acceptable to whatever environmental concerns there might be. I don’t have a very good understanding of which parcels those are, but I’d like to get a better understanding of that. I’ll look forward to talking to you about that at a future date.

Chief: Absolutely, if we can work on that together we can get all those questions answered.

ITEM 9. Consider Approving Vote for John Skerbelis to the Board of Directors of California special District Association Southern Network, Seat A. DM 2021-35.

BACKGROUND

Rubidoux Community Services District (“District”) is a member of the California Special Districts Association (“CSDA”). CSDA is a not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

It has a membership of over 1,000 organizations throughout California representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare, and community services districts. CSDA

provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special district's management and operational effectiveness.

CSDA's Board of Directors Southern Network, Seat A voting is open May 28, 2021, through July 16, 2021.

At its March 18, 2021, Board Meeting, District Board of Directors approved Resolution no. 2021-873, attached, nominating Board President Skerbelis as a candidate for the CSDA Board of Directors Southern Network, Seat A position. CSDA has provided District staff with the ballot and staff is requesting Board approval to cast the District's vote for President Skerbelis consistent with prior support of the Board recognized with approval of Resolution No. 2021-873.

Director Trueba moved, and Director Murphy seconded the Board of Directors authorize the General Manager to complete the CSDA Ballot by casting the District's vote for John Skerbelis for the CSDA Board of Directors Southern Network – Seat A open position.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

The motion was carried unanimously.

ITEM 10. Receive and File Statement of Cash Asset Schedule Report Ending May 2021. DM 2021-36.

BACKGROUND

Attached for the Board of Directors' consideration is the May 2021 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$146,835.09 for District controlled accounts. With respect to District "Funds in Trust", we show \$6,169.76 which has been earned and posted. The District has a combined YTD interest earned total of \$153,004.85 as of May 31, 2021.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$7,207,300.61 ending April 30, 2021. That's **\$336,136.99 MORE** than July 1, 2020, beginning balance of \$6,871,163.62.

Further, the District's Field/Admin Fund current fund balance is \$656,800.62.

Submitted for the Board of Directors consideration is the *May 2021, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

Director Trueba moved, and Director Trowbridge seconded to Receive and File the Statement of Cash for the Month of May 2021 for the Rubidoux Community Services District.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

The motion was carried unanimously.

ITEM 11. PUBLIC HEARING – Consider Adopting Rubidoux Community Services District 2020 Urban Water Management Plan. DM 2021-37.

BACKGROUND

The Urban Water Management Planning Act requires every urban water supplier to update and adopt its Urban Water Management Plan (“UWMP”) at least once every five (5) years on or before July 1 in years ending in six and one. California Water Code Section 10642 requires agencies to make their plans available for public inspection prior to adoption and conduct a public hearing at which the public may submit or verbalize comments on the draft 2020 UWMP.

For purposes of the Urban Water Management Planning Act an “urban water supplier” is a supplier providing water for municipal purposes either directly or indirectly to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually. Rubidoux Community Services District (“District”) exceeds both criteria and is required to update its UWMP. The District on January 21, 2021, authorized a professional services agreement with Albert A. Webb Associates (“Webb”) for preparation of the District’s 2020 UWMP and the District’s 2020 Water Shortage Contingency Plan (“WSCP”). The District 2020 WSCP is included as Section 8 within the 2020 UWMP. The 2020 UWMP is an update of the District’s 2015 UWMP and reflects current demand projections and water supplies.

Autumn DeWoody of Webb will make a presentation regarding the UWMP for the Board and public. After the presentation is made, a Public Hearing will be opened so the public can provide input. Once the public input is complete and assuming there are no substantive modifications required to the UWMP, the Board can close the Public Hearing and then consider adoption of Resolution No. 2021 – 878 signifying approval of the District 2020 UWMP, and Resolution No. 2021-879 signifying approval of the District 2020 WSCP.

In compliance with California Water Code appropriate notifications were made so the District’s draft 2020 UWMP could be reviewed by interested parties and provide input to the District regarding the draft 2020 UWMP.

<u>Date</u>	<u>Notice</u>	<u>Code Section</u>
March 10, 2021	Notice 1: 60-day notice	WC 10621 (b)
April 28, 2021	Notice 2: public hearing notice	WC 10642

June 3 & 10, 2021	Public Notice in newspaper	WC 10642 and GC 6066
June 3, 2021	Public Posting on District website & hardcopy of UWMP made available at District customer counter	WC 10642

The UWP is the periodic document urban water suppliers used to describe and evaluate sources of water, efficient uses of water, demand management measures, implementation strategy and schedule, and other relevant information and programs. A UWMP is required for a water supplier to be eligible for Department of Water Resources administered state grants and loans and drought assistance. Information within is used by the state to aggregate statewide water conditions and issues. That information is used to propagate public policy with goal to ensure the state has adequate safe and reliable water supply.

As of the writing of this Director’s Memorandum, no written or oral comments have been received regarding the District’s intent to adopt the 2020 UWMP. A hardcopy of the 2020 UWMP is available for review at the District office located at 3590 Rubidoux Blvd., Jurupa Valley, CA and on the District’s website – www.rcsd.org.

After the presentation by Webb, and input by the public, the Board can consider approving the District’s 2020 UWMP by adoption of Resolution No. 2021-878.

Autumn DeWoody, Senior Environmental Analyst, and Brad Socket, Senior Engineer, both of Webb & Associates gave a detailed power point presentation regarding the UWMP with some additional input from General Manager Jeff Sims.

Director Skerbelis opened the Public Hearing.

There were no members of the public present to speak.

Director Skerbelis closed the Public Hearing.

Director Trueba moved, and Director Murphy seconded the Rubidoux Community Services District Board of Directors adopt the Rubidoux Community Services District 2020 Urban Water management Plan through adoption of Resolution No. 2021-878 and approval of Resolution No. 2021-879, Water Storage Contingency Plan.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

The motion was carried unanimously.

ITEM 12. Consider Approving a Five (5) Year Cooperative Agreement for Fire Protection and Emergency Services with the County of Riverside. DM 2021-38.

BACKGROUND

Rubidoux Community Services District (“District”) contracts for fire protection and emergency services through the California Department of forestry and Fire Protection (“Cal Fire”) via a three (3) cooperative agreement with the County of Riverside. The current agreement with the County of Riverside is set to expire June 30, 2021. Over the last few months, District management met with various Cal Fire personnel to discuss joint interest in a new agreement. The District received the attached draft cooperative agreement with all related exhibits for the Board to consider.

Staff has reviewed the draft cooperative agreement in conjunction with the existing cooperative agreement and note the following differences:

1. Cooperative Agreement – Rubidoux Community Services District and County of Riverside

Overall, the draft language I the new contract remains relatively unchanged from previous versions of the contract, including the current agreement expiring June 30, 2021. One difference to note in the draft cooperative agreement is a five (5) year term. This renewal period was the first time five (5) year contracts were offered by the County. Historically, the District has operated under three (3) year contracts. A five (5) year agreement as opposed to a three (3) agreement gives the District more long-term ability with regards to fire protection and emergency services for its customers. Management has more financial awareness given the estimated cost structure provided in Exhibit A can be used for budgetary forecasts and long-term financial planning.

2. Exhibit A – Itemized Detail of Level of Service and Associated Costs for Each FY Covered

With the proposed 5-year Cooperative Agreement, the County provided an itemized detail on the level of service and associated costs for each fiscal year covered by the agreement (Exhibit A). Exhibit A for each year includes estimated salary costs based on full-time equivalent (“FTE”) employee, support services, direct charges and fire engine use.

In 2018, when negotiating the District’s current cooperative agreement, the county provided the following estimated costs to the District:

<u>Fiscal Year</u>	<u>Exhibit A Estimate</u>	<u>\$ Change</u>	<u>% Change</u>
Fiscal Year 2021-2022	\$ 2,338,091		
Fiscal Year 2022-2023	\$ 2,447,769	\$109,678	4.7%
Fiscal Year 2023-2024	\$ 2,562,887	\$115,118	4.7%
Fiscal Year 2024-2025	\$ 2,683,718	\$120,831	4.7%
Fiscal Year 2025-2026	\$ 2,810,547	\$126,829	4.7%
	<u>\$ 12,843,012</u>		

As can be seen in the above tables the District budgeted \$2,660,273 for FY 2020-2021 Fire Services based on the expiring 3-year Cooperative Agreement. For FY 2020-2022 proposed with the new 5-year Cooperative Agreement the budget amount is \$2,338,091, or \$322,182 lower. Per discussion with County Fire staff the reduction in anticipated costs, which ultimately is beneficial to the District, is a result of a 26% staff benefit reduction to Cal Fire personnel state-wide and the spin-off of the Emergency Management Department reducing administrative

support costs passed onto its customers (District) from Cal Fire. If Cal Fire has the 26% reduction reinstated, staff estimates this will add approximately \$100,000 to the estimated costs above.

Lastly, based on the estimated cost schedule above, year-over-year increase is anticipated to be approximately 4.7%.

3. Exhibit C – Fire Engine Use Agreement

Overall, the draft language in the new exhibit remains relatively unchanged from previous versions. The annual cost for use of the fire engine for Station 38 is \$36,250 based upon a factor of 1/20 of the replacement cost of an engine with a replacement cost of \$725,000.

4. Exhibit D – Fire Marshall Agreement

On August 6, 2020, the Board approved upgrading the existing Fire Prevention Technician to a Fire Systems Inspector. The rationale for the upgrade in position was explained due to:

- a. State mandated facility inspections such as health care facilities
- b. Ongoing weed abatement inspections and administration
- c. Annual business inspections (fire extinguishers, smoke detectors, ingress/egress, etc.)

The upgrade added approximately \$10,000 in additional expense by the District.

Exhibit D is new to the District and highlights the duties and responsibilities of the County and District related to the Fire Systems Inspector.

Further, District General Counsel has reviewed the draft agreement and did not have any concerns.

Director Murphy moved, and Director Trueba seconded the Board of Directors approve the Rubidoux Community Services District and County of Riverside Cooperative Agreement and related exhibits for a five (5) year term commencing July 1, 2021, through June 30, 2026.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

The motion was carried unanimously.

ITEM 13. Consideration to Adopt Draft Rubidoux Community Services District Operations and Capital Improvement Budgets for Fiscal Year 2021-2022. DM 2021-39.

BACKGROUND

Attached for the Board of Directors' consideration is the proposed Fiscal Year 2021-2022 ("FY2022") Budget for the Rubidoux Community Services District's ("District") Operating and Capital Funds. Currently, the District is in the last month of a two (2) year budget. A two (2) year budget was adopted for FY 2019-2020 and 2020-2021 to minimize the amount of staff time used year-over-year on the budget setting process. This decision was to improve efficiency of the overall budgeting process, as many repetitive decisions are made during annual budgeting processes. Although staff does its best during the budgeting process to ensure the budget is as accurate as possible, certain unforeseen items, regulations, etc. affect the District throughout a fiscal year. For example, DDW's lowering of PFAS contaminant levels created the need for significant unanticipated expenses. When District funds need to be encumbered and spent outside of the approved budgeted amounts, staff seeks Board approval of budget amendments through Board letters. Although this is an acceptable practice, staff seeks to avoid doing budget amendments as unanticipated expenses not accounted for in the current budget have lingering effects into future budgets and rate setting efforts.

Due to the ongoing uncertainty of expenses associated with PFAS treatment as seen these last two years, staff reverted to an annual budgeting cycle as opposed to a biennial budgeting cycle. Staff believes this will reduce the number of budget amendments.

Over the last two (2) months, staff has hosted three budget workshops for the Budget and Finance Committee which is comprised of all Board members. At the Board's June 3, 2021, Board Meeting, the Board adopted rate increases for water, sewer, and trash services using assumptions included for the preparation of the FY 2022 Budget.

PRESENTATION BY STAFF (BUDGET WORKSHOP SUMMARY AND HIGHLIGHTS)

Since the presentation of the draft budget at Budget Workshop 3, there have been no additional modifications.

Director Trowbridge moved, and Director Trueba seconded the Board of Directors adopt the Rubidoux Community Services District Fiscal Year 2021-2022 Operating and Capital Fund Budgets.

Roll call:

Ayes – 3 (Skerbelis, Trowbridge, Trueba)

Noes – 1 (Murphy)

Abstain – 0

Absent – 1 (Muniz)

The motion was carried by majority vote.

ITEM 14. Presentation for Review and Discussion of the Rubidoux Community Services District Draft Employee Handbook. DM 2021-40.

BACKGROUND

The Rubidoux Community Services District (“District”) Employee Handbook (“Handbook”) is designed to be a user-friendly source of general information about the District, compensation, benefits, policies, and state and federal laws. The Handbook contains a wide variety of information that should be especially useful to new hires as well as current staff. It serves as reinforcement to all employees of the importance of the District’s mission and goals and as a reminder to employees of the vital role they play at the District.

The Handbook is not a replacement for the current and upcoming Memorandum of Understanding (“MOU”) between the District and employees represented by the Laborers’ International Union of North America, Local 777, but rather supplements the MOU.

The District’s Board of Directors last updated the Handbook in its entirety in September 2006, there have been six revisions to the Handbook modifying various policies with the most urgent need for revision. The last revisions to the Handbook modifying various policies with the most urgent need for revision. The last revisions were done in August 2016. Since that time, California law and statutes have regularly changed year-over-year making portions of the District’s original Handbook outdated. In 2019, staff began updating the Handbook to conform to more recent law. In addition, staff reviewed the original Handbook in detail and suggested various substantive changes for the betterment of the District. Due to changes in District staff and union representatives, updates to the Handbook stalled, but recently have been actively worked on.

Once all substantive changes were made by District staff, the District’s labor counsel reviewed the Handbook in its entirety and modified the verbiage accordingly to conform with current state law and statutes.

The draft Handbook was then presented to the Personnel Committee on February 4, 2021. Staff asked the Personnel Committee to review the Handbook in its entirety and provide staff with comments or revisions as necessary. None were noted. On March 4, 2021, staff presented the draft Handbook once again to the Personnel Committee. At the conclusion of the Personnel Committee, the Committee recommended staff provide the draft Handbook and commence negotiations with union representation, LIUNA 777. Staff and District labor counsel met with the union representative along with the District’s union stewards on June 8, 2021, to discuss the draft Handbook. The union requested one change regarding language associated with Policy #2104 ‘Disciplinary Action’. At the advice of labor counsel, the change was minimal and was included.

In addition, since the approval of the draft Handbook by the Personnel Committee on March 4, 2021, staff made minimal changes to the following policies to remain consistent with the MOU:

1. Policy #2112 ‘Employee Promotion’
2. Policy #2130 ‘Performance Evaluation’

The revised draft Handbook, including the changes noted above, was discussed, and approved by the union represented employees by majority vote on June 10, 2021.

Due to the size of the document, staff is presenting the draft Handbook to the full Board for review. Staff will agendize consideration of adoption of the draft Handbook at the regularly scheduled July 15, 2021, meeting of the Board of Director’s. Also, for ease of review, staff prepared two supplemental documents to help the Board review and understand the changes.

1. Old Policy to New Policy Mapping

2. Index of Changes

Please provide any suggested changes or modifications to the draft Handbook to staff by July 8, 2021, so they can be incorporated into the final draft version of the Handbook for the Board to consider.

Director Murphy moved, and Director Trowbridge seconded the Board of Directors Approval of the Rubidoux Community Services District Employee Handbook.

Roll call:

Ayes – 3 (Murphy, Trowbridge, Trueba)

Noes – 0

Abstain – 1 (Skerbelis)

Absent – 1 (Muniz)

The motion was carried by majority vote.

ITEM 15. Reconsideration of Rubidoux Community Services District Resolution No 2018-840, a Resolution that Cancels Certain Regular Meetings. DM 2021-41.

BACKGROUND

At the regularly scheduled meeting of the Board of Directors (“Board”) on May 17, 2018, the Board considered and adopted Resolution 2018-840, a Resolution of the Board of Directors that Cancels Certain Regular Meetings of the Rubidoux Community Services District (“District”). Prior to the formal adoption of Resolution No. 2018-840, it was a matter of practice for over 25 years to cancel the first Board Meetings of January and July. This practice addressed 1) potential lack of qualifying quorum should Board Members miss the meetings due to holiday plans, 2) District staff members having scheduled holiday/vacation time off to spend with family and/or travel over the holiday season, and 3) business (public and private) generally slows down for the above reasons over these holiday periods.

Although the first Board meetings of January and July are cancelled now as a matter of policy (Resolution No. 2018-840), should the need arise for an emergency meeting during these periods or any time during the calendar year, the Brown Act provides for calling of such meetings.

Resolution No. 2018-840 states it may be rescinded in its entirety or a portion thereof by resolution of the Board of Directors. Staff is presenting this information specifically for Board awareness. Consideration to direct staff to prepare a resolution rescinding Resolution No. 2018-840 is at the discretion of the Board. Based on the current policy of Resolution No. 2018-840 staff will post a Notice of Cancellation for the July 1, 2021, Regular Board Meeting.

No Action necessary.

ITEM 16. Consideration to file a Notice of Completion for the Well 6 GAC Vessel Installation – Acceptance of Contract Work. DM 2021-42.

BACKGROUND

At the February 18, 2021, regular meeting of the Rubidoux Community Services District (District) the Board of Directors approved DM 2021-10, awarding a contract to Atom Engineering Construction (Atom) for the Well 6 GAC Vessel Project. The total funding approval was \$106,038 comprised of the contract amount of \$96,398 plus a contingency of 10%, or \$9,640.

The foundation construction and vessel placement is completed and Well 6 is projected to produce approximately 2,200 gallons per minute (GPM) equating to 2,100 acre-feet per year at 60% run time. Well 6 along with Well 4 GAC treated water will supply water to the existing Anita B. Smith Nitrate Removal Plant. GAC treatment is being added to remove PFAS contaminants to meet the Division of Drinking Water's (DDW) Order having lowered notification and response limits for PFOA and PFOS. As a note, absent addition of the GAC treatment for PFAS contaminant removal, Well No. 6 would have to be taken out of service to comply with the DDW Order.

The work performed by Atom is complete. There was one Change Order to the contract resulting in a net contract increase of \$100. Atom completed the work in a safe and efficient manner and in accordance with District specifications. The adjusted total contract amount is \$96,498, \$9,540 below the total authorized construction funding. This Change Order authorized additional hours for a crane and associated labor in the amount of \$3,500 to receive and install pipe manifolds not included in the original contract but eliminated the District's need to hire a crane separately. It also authorized removal of contract work to anchor the vessels to the concrete. The District will hire a separate contractor (Penhall) to drill necessary holes and District staff will epoxy in the anchor bolts to complete the anchorage work.

Atom has only submitted only one invoice dated June 10, 2021, for the total contract amount less 5% retention. The first part of this Director's Memorandum is to authorize staff to issue a check for \$91,773.10 for the work completed by Atom.

A final step in the construction process is for the District to accept the work as complete and file/record a Notice of Completion (NOC) with the County of Riverside. Once executed and recorded, the NOC starts a 35-day period before the District pays the remaining held contract retention.

Director Trowbridge moved, and Director Trueba seconded the Board of Directors:

- 1. Accept the work performed by Atom Engineering Construction for Well No. 6 GAC Vessel Installation Project as complete and conforming to the bid specifications.**
- 2. Authorize the General Manager or designee to execute and file the Notice of Completion for the project in the amount of \$96,498.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

The motion was carried unanimously.

ITEM 17. CLOSED EXECUTIVE SESSION – Conference with Labor Negotiators Pursuant to Government Code Section 54957.6:

Agency Designate Representatives: Jeff Sims – General Manager, Brian Laddusaw – Director of Finance and Administration, Brad Neufeld – District Labor Counsel Employee Organization: Laborers International Union of North America, Local 777.

The Laborers International Union of North America, Local 777 for a 3-year MOU between the District and Local 777 effective July 1, 2021, through June 30, 2024.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

ITEM 18. Directors Comments

Director Skerbelis thanked Miguel and Brian of District staff for all the hard work they have done, it was a big undertaking.

Director Skerbelis adjourned the meeting at 6:33 PM.