

MINUTES OF REGULAR MEETING
February 18, 2021
RUBIDOUX COMMUNITY SERVICES DISTRICT

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

DIRECTORS ABSENT:

STAFF PRESENT: Jeffrey Sims, General Manager
Ted Beckwith, Director of Engineering
Brian Laddusaw, Director of Finance/Admin
Brian Jennings, Customer Service Manager
Lee Bugbee, System Operator III

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, February 18, 2020, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

*At opening of the meeting and upon President Skerbelis request, an Emergency Closed Session was added as Agenda item 12 and original Agenda item 12 and 13 were renumbered to item 13 and 14, respectively.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for February 4, 2021, Board Meeting.

Director Muniz moved, and Director Trueba seconded to approve the February 4, 2021 Regular Board Minutes.

Roll call:

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

Noes – 0

Abstain – 0

Away – 0

The motion was carried unanimously.

ITEM 5. Consideration to Approve the February 19, 2021 Salaries, Expenses and Transfers.

Consideration to Approve the February 19, 2021 Salaries, Expenses and Transfers.

Director Trowbridge moved, and Director Trueba seconded to Approve the February 19, 2021 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 at this time.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

No correspondence or related information to report at this time.

ITEM 8. MANAGER’S REPORT

Operations Report:

Mr. Lee Bugbee, System Operator III for the District, reported on the emergency and incident report. There was a coliform positive on three of the Bac-T sites. We sample 10 sites weekly with a total of 30 sites. We are allowed to fail 5% of the District on a monthly basis, which would be two (2). The total coliform requires us to resample, which we did on February 11, 2021 – two (2) days after the initial failure. Both the coliform and the e-coli were absent on all nine (9) sites which we resampled. The next ten (10) samples were taken this week. All ten (10) were coliform and e-coli negative. Currently I am working on a new, revised total coliform report that’s started up. It requires us to do a site inspection of all our wells, reservoirs, booster stations, sample sites, and system sample sites. I am required to have the report done by March 12, 2021. Any questions?

JS: Any idea where it came from?

LB: That’s why we have to do the inspection. It is our belief that we are using a new sample person and we think that he wasn’t being as cautious as he should be, and the weather at that time was breezy. Something could have gotten into the bottle when it was still open. We don’t believe it came from our wells or treatment plants or anything like that.

JS: What happened last week on Riverview where the water was gushing out the cones were all around it by the Lion’s club.

LB: To be honest with you, I don’t know. I’m a treatment operator. I’ll find out and let Miguel know for 2 weeks from now.

JS: We'll look into it.

BM: I'm interested in the locations that tested positive.

LB: I can answer that. One was on Avenue Juan Diaz near Riverview; another one was at Mary Ellem near Rodeo; and the other was on Raven near Rathke.

BM: So those are sample sites that are three (3) foot tall, green kind of rectangular thing?

LB: Correct.

BM: Alright. That answers my question. Thanks.

LB: On the reservoir report on January 24, 2021, there is a dip in that line. That was an oddball thing that happened. On the 23rd, we got a call out on our SCADA system for low reservoir level. Our standby guy came out and inspected our wells, and everything was running like normal, so we couldn't figure it out. We had him start inspecting our construction sites within the District; Shadow Rock over on Pacific, we found nothing there. We went to Flabob Airport where the school construction site is. We found a hydrant was blown off and all the water was going into the storm drain right next to it off of 42nd street – possibly. We lost 6.5 mg over a nine (9) hour period of time. It took an additional eighteen (18) hours to recoup all that loss. This is an example to let you know how important our SCADA system is and our needs to upgrade that.

JS: We filed a claim with the contractor for the cost of losses for the water, the staff time, both for the response and for the fill up for the tank. Fortunately, it was close to a storm drain and a sewer pipe so there wasn't any flooding.

Emergency and Fire Report:

Incidents Reported for the month of January 2021 and Special District Rubidoux CSD. Station 38 had a total of 282 calls. The difference being calls outside the District service area. Of those 198 calls, 70.2% were medical aides. Additionally, there was a report for the City of Jurupa Valley. There were 24 traffic collisions.

ITEM 9. Consider CSDA Board of Directors Call for Nominations. DM 2021-08.

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.

District staff received correspondence from CSDA indicating CSDA'S call for nominations for CSDA Board of Directors Seat A.

CSDA governance involves a Board of Directors comprised of six networks with three seats for each network. The networks are geographic areas within the state of California. The District is in the Southern Network. The three representative Board of Director members for each network are on staggered three-year terms. Seat A for the Southern Network has an expiring term, thus the call by CSDA for nominations to fill this position. The seat is currently filled by Jo MacKenzie – Director Vista Irrigation District. Ms. MacKinzie's bio from Vista Irrigation District is attached. She indicates her intent to run for re-election for Seat A, Southern Section. The other two Southern Network Directors not currently up for re-election are Don Bartz – GM, Phelan Pinon Hills CSD, and Arlene Schafer, Board Member at Costa Mesa Sanitary District.

If any of the District's Board Members are interested in submitting to CSDA for the election to fill the upcoming three-year term for Seat A, Southern Network, it is suggested the following schedule be followed.

February 18, 2021 – Board is presented information regarding the CSDA Seat A, Southern Network call for candidates.

March 4, 2021 – Staff will include an Action Item for the District Board to nominate a Director.

March 18, 2021 – Staff will include an Action Item for the District Board to consider adopting a Resolution supporting the Director from the District as a candidate for CSDA Seat A, Southern Network Board of Directors for the 2022-2024 term.

March 19-26, 2021 – Staff sends CSDA adopted District Resolution and Candidate Information Sheet.

CSDA's deadline is March 29, 2021 for receipt of candidate nominations. Voting will begin May 28, 2021 and end July 16, 2021. The successful candidate will be notified no later than July 20, 2021 with all new CSDA Board Members introduced at the Annual CSDA conference in Monterey, CA in August 2021.

The attached correspondence from CSDA dated January 28, 2021 goes into more details regarding the process. It is recommended Board Members review this in preparation of consideration of nominating a Director on March 4, 2021 at the Board's regularly scheduled Board meeting.

Information Item Only.

ITEM 10. Receive and File Statement of Cash Asset Schedule Report Ending January 2021. DM 2021-09.

BACKGROUND

Attached for the Board of Directors' consideration is the January 2021 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$127,369.93 for District controlled accounts. With respect to District "Funds in Trust", we show \$5,371.50 which has been earned and posted. The District has a combined YTD interest earned total of \$132,741.43 as of January 31, 2021.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$7,514,812.27 ending January 31, 2021. That's **\$643,687.65 MORE** than July 1, 2020, beginning balance of \$6,871,163.62.

Further, the District's Field/Admin Fund current fund balance is \$626,048.04.

Submitted for the Board of Directors consideration is the *January 2021, 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 January 2021 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 11. Consider Award of Contract to Construct Foundation and Place Vessels for Well No. 6 GAC Treatment. DM 2021-10.

BACKGROUND

As the Board of Directors may recall, Rubidoux Community Services District ("District") needs to add Granulated Activated Carbon ("GAC") filtration treatment to meet lower Notification Limit ("NL") and Response Limit ("RL") for PFAS contaminants established by California State Water Quality Resources Control Board Department of Drinking Water ("DDW"). Two components of PFAS contaminants are PFOA and PFOS. The new NL and RL are 5.1 ppt and 10 ppt for PFOA, and are 6.5 ppt and 40 ppt for PFOS, respectively. The new NL and RL are 5.1 ppt and 10 ppt for PFOA, and are 6.5 ppt and 40 ppt for PFOS, respectively. Conducted tenting and laboratory results indicate all District potable wells are at or just above these limits. DDW has issued the District and Order requiring quarterly sampling and if the annual average exceeds the lowered limits, the District will need to notify its customers they are being served water with contaminants above the limits set by DDW. The annual average reporting occurs in 4th quarter of Calendar Year 2021. To be below the limits, treatment systems are being added at all District potable wells.

The District has added treatment for Well 4 by using GAC with two Pressure Vessels ("PV's") in parallel (Q =1100 gpm). Additionally, treatment for Well 2 is done with two GAC PV's in

parallel (Q = 900 gpm). The District is also in the process of developing an Ion Exchange (“IX”) system in series to treat water produced from Wells 1A, 8 and 18 (Q = 4900 gpm). The last well is Well 6. The District’s Board has previously authorized purchase of three refurbished PV’s to treat water produced at Well 6 (Q – 2200 gpm). These PV’s are currently being refurbished and will soon be ready to ship to the District.

To proceed with installation of these PV’s at Well 6 the District hired TKE Engineering to prepare bidding documents for the installation work. This work consists of a concrete foundation to support the PV’s and all associated piping to connect the wells to the PV’s for treatment and connection back to the District’s water distribution system. The District advertised the project following the public bid process and bid opening was February 8, 2021.

The District received 4 bids with the lowest responsible bid received from Atom Engineering Construction, Incorporated in the amount of \$96,398. Staff requested and the Board approved appropriations for a portion of this work in Director’s Memorandum 2020-57 the Board authorized funds for the Crane Rental with Operator (to place the PV’s in place) and the Concrete Foundation and Tank Anchorage plus the proportionate part of the contingency. This totaled \$56,754. Not requested in DM 2020-57 were additional items such as preparing and implementing a Water Pollution Control Plan required by the NPDES, Bid Bonds, protection of nearby utilities, or disposal of spoils and asphalt removed to place the concrete pad. The Contractor’s Bid is \$96,398 or \$42,644 more than previously approved for this work in DM 2020-57. In addition to provide for potential change orders, staff recommends a 10% Contingency beyond what the Contractor has bid, or \$9,640 resulting in a total of an additional \$52,283 required to complete this work.

As part of the District’s overall PFAS mitigation efforts, staff in DM 2020-62 requested funds for Converse Consultants to prepare a Geotechnical Investigation and provide Construction Testing and Inspection for the recently awarded Ion Exchange PFAS Removal Project at Mn Plant #2. It was later determined Hazen and Sawyer, the lead consulting engineering firm on the IX PFAS Removal Project, had already included the cost of the required Geotechnical Investigation from Converse Consultants for the Well No. 6 concrete pad. The value of that work already included in the IX PFAS Removal Project is \$13,875 and can be reallocated for this work. It is proposed to re-allocate these funds to Construct the Foundation and Place Vessels for Well No. 6 GAC Treatment. Both allocations for these projects are from the Water Capital Improvement Projects (CIP) Fund. Total additional funds needed results in a net amount of \$38,409 and summarized below:

Low Bid for Well No. 6 Concrete Pad	\$ 96,398
10% Contingency	\$ 4,640
Total	<u>\$106,038</u>
Reallocate approvals from DM 2020-57	<\$53,754>
Reallocate approvals from DM 2020-62	<\$13,875>
Net Budget Amendment Required	<u>\$ 38,409</u>

Director Skerbelis moved, and Director Muniz seconded the Board of Directors approve the General Manager to:

- 1. Amend the FY 2020-2021 Budget by moving the GAC Pressure Vessel Installation Project funding of \$38,409 from Water Fund Reserves to the Water Capital Improvement Projects (CIP) Fund.**
- 2. Re-allocate funds from the previously approved professional services contract with Converse Consultants for the Ion Exchange Project to the Well 6 Project in the amount of \$13,875.**
- 3. Approve a contract with Atom Engineering Construction in the amount of \$96,398 to perform work per attached bid using the Water Capital Improvement (CIP) Fund.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

***Add Agenda Item 12 Closed Executive Session, renumber original Item 12 and 13 to 13 and 14, respectively.**

Board went into Closed Session absent staff.

ITEM 12. CLOSED EXECUTIVE SESSION: Pursuant to Government Code Section 54956.9.

No Reportable Action

ITEM 13. Directors Comments.

ITEM 14. Adjournment

Director Skerbelis adjourned the meeting at 4:53 PM.