

MINUTES OF REGULAR MEETING
February 17, 2022
RUBIDOUX COMMUNITY SERVICES DISTRICT

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

DIRECTORS ABSENT: Armando Muniz

STAFF PRESENT: Jeffrey Sims, General Manager
Brian Laddusaw, Finance Director
Ted Beckwith, District Engineer
Brian Jennings, Customer Service Manager
Miguel Valdez, Operations 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, February 17, 2022, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

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

Director Murphy moved, and Director Trueba seconded to approve the February 3, 2022, Regular Board Minutes as presented.

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 February 18, 2022, Salaries, Expenses and Transfers.

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

Director Skerbelis moved, and Director Trowbridge seconded to Approve the February 18, 2022, 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

No correspondence included.

ITEM 8. MANAGER’S REPORT

Operations Report:

Miguel Valdez reported on the water/wastewater report for the month of January, 2022. Potable water production was an average of 2.41 mgd per day. Wastewater collected averaged 1.63 mgd. Well No. 18 produced 59%, Well No. 1 produced 6% of the water, Well No. 4 produced 5% and Well No. 6 produced 9% and Well No. 8 produced 21% of the water.

Emergency and Fire Report:

Chief Veik reported the Incidents Reported for the month of January 2022. Fire Station 38 had a total of 287 calls, quite a bit above our normal history of calls. 204 calls were medical aides. Additionally, there were 13 traffic collisions, 4.5%, 10 public service calls, 3.5%, and 3 wildland fires, 1%.

Inspector Big Joe made 25 business inspections.

Director Murphy inquired if warming fires/cooking fires are allowed, or not allowed down at the river bottom.

Chief Veik responded that it is illegal. There are two components to this- 1) It is trespassing. 2) Under the health and safety code people cannot be denied the right to cook food; however, when it’s done in a hazardous setting that could impact life or property, it’s illegal. It falls under 451 of the Penal Code. Any type of fire in the river bottom is a hazardous environment making it illegal.

Vacant property north of Station 38 follow-up:

Brian Laddusaw reported that in early January 2022 the County Sheriff came out and posted a “Notice of Eviction” sign at the property. Occupants on the property were given 30-days to vacate the property. It looks like it’s gotten better, based on what he saw when he was out there a week prior. He saw 2-3 RV’s and a lot of trash. The 30-day period has expired. It is unknown if the County Sheriff will be returning to see if it is vacated or what the status is on that.

Director Murphy: So, there’s not supposed to be anybody there, but we know that there is stuff there. Would it be possible for someone to go in and physically remove the stuff? Who would have the legal authority to go in and remove the stuff?

GM Sims: Responded that he had filed an online complaint on the city website after the original break-ins at the fire station. The City of Jurupa Valley followed up a few weeks later. They are trying to file notice for abatement. The person who owns the property purposely avoids being served.

Director Murphy: Inquired about the District having a weed abatement contract and that if an owner does not properly take care of a property, then someone can go on the property to then take care of it.

GM Sims: Yes

Director Murphy: There is an agency that can go in and physically remove the contents?

GM Sims: Either the City of Jurupa Valley via code enforcement, which may also include County Sherrif.

Director Murphy: He wanted to know what the timeframe is to get through the process to pay someone to go and physically remove what’s there.

Director Skerbelis: Explained that Code Enforcement will file a Notice of Violation; they will then go back and file a second notice. They will then start fining with citations. It will eventually get to a point where they will hire a contractor and the contractor will go in and abate the site. It will all stem with code enforcement.

Ted Beckwith: He met with a local structural engineer to look at the perimeter and survey Fire Station 38. The structural engineer submitted a proposal for add metal rods on the perimeter block walls. They will also be adding some lattice work in the area by the bar-b-que to seal it off. This will be on the March 3, 2022 Board Meeting agenda with the bids/proposals to increase the security around the perimeter of the property.

Director Murphy has requested in the Manager’s Report in April the total number of times fire resources had to go out to the river and be on the bridges looking for people floating down the river.

GM Sims: Informed the Board that as the Cost of Service Study is being we include an analysis to determine if the District’s fire mitigation fee needs to be adjusted to cover added fire prevention facilities.

Chief Veik: We may need to add a paramedic squad (a pickup truck with a service body), and a firefighter engineer to operate it; and a firefighter 2 paramedic to make it a paramedic squad.

GM Sims: Touched on procedures with the SB 998 requirements. Staff still needs to meet with counsel before things are put into place.

ITEM 9. Receive and File Statement of Cash Asset Schedule Report Ending December 2021. DM 2022-12.

BACKGROUND

Attached for the Board of Directors' consideration is the January 2022 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$34,188.73 for District controlled accounts. With respect to District "Funds in Trust", we show \$1,498.45 which has been earned and posted. The District has a combined YTD interest earned total of \$35,687.18 as of January 31, 2022.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$7,269,996.18 ending January 31, 2021. That's **\$848,050.79 LESS** than July 1, 2021, beginning balance of \$8,118,046.97.

Further, the District's Field/Admin Fund current fund balance is \$723,964.85.

Submitted for the Board of Directors consideration is the *January 2022, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

Director Trowbridge moved, and Director Trueba seconded to Receive and File the Statement of Cash for the Month of January 2022 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 10. Consider New Public hearing date for Ordinance No. 2021-129. DM 2022-13.

BACKGROUND

The Board of Directors of Rubidoux Community Services District ("District") at its February 3, 2022, Board Meeting considered the First Reading of Ordinance No. 2021-129 and authorized the General Manager to prepare the Notice of Public Hearing for publishing in the Press Enterprise and District website no later than February 7, 2022. The timing of publishing the Notice by February 7, 2022, was to meet Brown Act requirements of notifying the public a minimum of 10 days in advance of the Public Hearing where the District Board would consider a

second reading and adopting Ordinance No. 2021-129. DM 2022-09, attached, shows the schedule staff proposed for Notices and the second reading.

On February 4, 2022, staff was made aware the Press Enterprise would not be able to have the Notice published in the February 7, 2022, edition as the Press Enterprise requires three business days once a Notice is received. In hindsight staff should have sent the Notice in by February 1 or 2, and had the Board not approved the first reading of Ordinance No. 2021-129, the Notice could have been stopped.

Since the requisite timing requirements cannot be met as approved on February 3, 2022, staff proposes moving the second reading of Ordinance No. 2021-129 to the March 2, 2022, Board Meeting. This will provide sufficient time to get the Notice published and meet the minimum 10-day public notice requirements. As the Board may recall Ordinance No. 2021-129, is an Ordinance of the Board of Directors of Rubidoux Community Services District Adopting Mandatory Organic Waste Disposal and Making a Determination of Exemption Under CEQA Guidelines Section 15061 (B)(3) and 156308.

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

- 1. Reschedule the Second Reading of Ordinance No. 2021-129 entitled – “An Ordinance of the Board of Directors of Rubidoux Community Services District Adopting Mandatory Organic Waste Disposal Reduction and Making a Determination of Exemption Under CEQA Guidelines Sections 15061 (B)(3) and 15308” for March 3, 2022.**
- 2. Reschedule the Public Hearing for Adoption of Ordinance No. 2021-129 at the regular Board Meeting for March 3, 2022.**
- 3. Direct staff to file the Notice of Exemption with appropriate agencies.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

The motion was carried unanimously.

ITEM 11. Consider LAFCO Call for Nomination – Regular Special District Member - Western. DM 2022-14.

BACKGROUND

The Riverside Local Agency Formation Commission (“LAFCO”) has a seven-member commission comprised of two members representing the County of Riverside, two members representing Cities within Riverside County, two members representing Special Districts within Riverside County, two members representing Special Districts within Riverside County, and one

member representing the Public. There is one alternative for each member type. The incumbent Phil Williams four-year term expires May 2, 2022. Phil Williams is on the Board of Directors of Elsinore Valley Municipal Water District and has held the LAFCO Special District Member – Western Area since 2003.

District staff received correspondence from LAFCO indicating LAFCO’s call for nominations for LAFCO Special District Member – Western Area. Director Skerbelis has indicated to staff an interest in being considered for this LAFCO commission position.

The process recommended for the Board to consider is as follows.

1. Determine which Directors are interested in being considered by Rubidoux Community Services District (“District”)
2. Deliberate and identify which Director from the District is to be nominated
3. Authorize the Board President to sign on behalf of the District the Special District Selection Committee 2022 Nominee Form completed with the name of the District’s selected Board Member

The Nomination Form is due to LAFCO no later than March 2, 2022. If LAFCO receives more than one nominee, LAFCO will send out to each Special District a ballot to vote for one of the nominees. Based on correspondence received from Phil Williams it appears he is seeking to re-election.

The attached correspondence from LAFCO dated January 10, 2022, goes into more details regarding the process. It is recommended Board Members review this in preparation of consideration of nominating a Director at the Board’s regularly scheduled Board Meeting on February 17, 2022.

Director Trueba moved, and Director Murphy seconded the Board of Directors Nominate John Skerbelis for the LAFCO Special District Member – Western Area and authorize President Trueba to sign the Special District Selection Committee 2022 Nomination Form.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

The motion was carried unanimously.

ITEM 12. Consider Approving Consulting Engineering Proposal to Prepare Rubidoux Community Services District 2021 Consumer Confidence Report. DM 2022-15.

BACKGROUND

Annually Rubidoux Community Services District (“District”) is required to prepare and distribute by July 1 of each year its Consumer Confidence Report (“CCR”) for the prior calendar year. This requirement is codified in California Code of Regulations Title 22, Chapter 15, Article 20 and California Health and Safety Code Section 116470.

Krieger and Stewart Engineering Consultants (“Krieger & Stewart”) for several years prepared the District’s annual CCR. They are uniquely qualified as they assist District staff with oversight of the permitting, sampling, and reporting regulatory requirements associated with the District’s water and sewer enterprises. As in prior years, Krieger & Stewart has provided a proposal to prepare the District’s 2021 CCR, attached. The not-to-exceed cost proposal is \$8,250.00.

The approved FY 2022 District Budget under the Water Fund Operating Expenses Line 27 (Regulatory Fee/State), \$26,200 is budgeted and available for this work. Typically, the District provides Krieger and Stewart a contract to do this work early each calendar year so there is plenty of time to prepare, review, and complete the CCR on or before July 1.

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

- 1. Issue Krieger & Stewart a Master Consulting Agreement and associated Task Order in the amount of not-to-exceed \$8,250.00.**
- 2. Expend up to \$8,250.00 of funds from the Water Fund Operating Expenses Line 27 (Regulatory Fee/State) in the approved FY 2022 Budget for this work.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

ITEM 13. Consider Agreement to Provide Water to Rubidoux Community Services District. DM 2022-16.

Struck from the Agenda.

ITEM 14. Consider Additional Professional Services for Water and Wastewater Master Planning in the Emerald Ridge Area. DM 2022-17.

BACKGROUND

As the Board may recall, the Rubidoux Community Services District (“District”) contracted with Albert A. Webb Engineering (“Webb”) to provide updates to the District’s Water and Wastewater Master Plans. The Board may also recall from prior discussion there are two new housing developments currently being designed in the area known as “Emerald Ridge”, located generally in the area known as “Emerald Ridge”, located generally in the area bounded by

Avalon Street to the south, State Highway 60 (60 Freeway) to the west, the mountain to the north and 30th Street to the east. Additionally, the UPRR, Canal Street, and the Inland Empire Brine Line (“IEBL”) bisect the project in the westerly to easterly direction.

The two tracts being developed in this area are Tract 26947 owned by Highpointe Development (“Highpointe”), and Tract 37640 owned by Century Communities (“Century”). While working with these developers and their design engineers, it became apparent changes to the existing and proposed updates of the District’s Water and Wastewater (Sewer) Master Plans were inevitable to enhance operations of District owned water and sewer pipelines in this area.

The Atkinson Reservoir (“Tank”) exists north of the Highpoint Development. In the 2015 Water Master Plan as well as the Draft 2021-22 Water Master Plan there are two 24” diameter water pipelines serving this Tank in an “in-out” configuration. It became apparent to District to the west of the Highpoint Development. Instead, it is now proposed a 24” diameter pipeline be installed in proposed Street ‘A’ of Highpointe’s Tract 36947 which runs around the base of the mountain. This alternative alignment avoids installation of a replacement 24” diameter pipeline in rugged terrain within an existing District easement for the existing 10” diameter water pipeline currently serving customers in the area.

For sewer related improvements, District Staff understands the existing sewer facilities are currently in an easement just south of Avalon Street from 30th Street to the east of 60 Freeway and do not have hydraulic capacity for proposed new flows without being replaced. The current sewer facilities in the area consist of two hydraulically flat (“flat”) parallel sewer pipelines, one in an easement on property fronting 30th Street and the other in a cross-lot easement spanning 10 lots between 30th Street and the 60 Freeway. These parallel pipelines join and then cross under the 60 Freeway in another very flat sewer pipeline and continue in a south westerly direction in a flat 8” diameter pipeline in Pontiac Street. This sewer is scheduled for replacement in the 2015 Wastewater Master Plan but has not yet been replaced as it is adequate for current flows. Adding any additional flows will precipitate replacement of this sewer. The existing sewer pipelines are problematic at best under current conditions given their location within easements and lack of hydraulic capacity to convey additional flows. Adding the additional flow from nearly 400 new homes is untenable.

Pontiac Street is a very narrow street and recently re-paved by the City of Jurupa Valley. Although replacement of sewer pipeline in Pontiac Street is shown in the 2015 and First Draft of the 2021 Wastewater Master Plans, District Staff has decided to move this Master Planned Sewer Pipeline from Pontiac Street to Avalon Street. A portion of this work in Raye Street was done before Raye Street was re-paved during the same City of Jurupa Valley initiated re-paving project for Pontiac Street. The design of the sewer pipeline in Avalon Street under the 60 Freeway to Raye Street was approved by the Board under DM 2017-43, and the construction of the Raye Street portion of the sewer pipeline was approved under DM 2019-63. A continuation of these prior efforts by moving the alignment of Master Planned Sewer from Pontiac Street to Avalon Street on both sides of the 60 Freeway better fits into overall planning for current and future sewer flows in the area.

Given both these situations impact the proposed master planned water and wastewater pipelines in this area, District staff requested Webb to do some additional studies to investigate alternative alignments and designs for both water and sewer pipelines. Webb will investigate re-aligning the Master Planned 24” diameter water transmission pipeline from the easement at the Atkinson Reservoir to the new ‘A’ Street in Highpointe’s Tract 36947 and look at several different

scenarios for re-aligned Master Planned Wastewater Collection Pipelines on the northeast side of the 60 Freeway where the “Emerald Ridge” Project is proposed to be built. It should be noted mass grading operations have commenced for the Century Tract 37640.

The effort for sewer pipeline modeling and for water pipeline modeling is approximately equal and the District has received a proposal for this work from Webb in the amount of \$10,371. Staff proposes a budget amendment transferring \$5,250 from the Water Fund Reserves and adding \$5,250 to the existing FY 2021-22 Sewer Fund Budget Line Item 27 Engineering Fees: Master Plans. These transfers will be adequate to fund this additional effort.

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

- 1. Execute an agreement with Albert A. Webb Engineering for design services associated with the Waster and Wastewater Modeling for the Emerald Ridge Development for a cost of \$10,371.**
- 2. Amend the FY 2021-22 Budget by transferring \$5,250 from the Water Fund Reserves and adding \$5,250 to the existing FY 2021-22 Water Fund Budget Line Item 44 Engineering Fees: Master Plans.**
- 3. Amend the FY 2021-22 Budget by transferring \$5,250 from the Sewer Fund Reserves and adding \$5,250 to the existing FY 2021-22 Sewer Fund Budget Line Item 27 Engineering Fees: Master Plans.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

The motion was carried unanimously.

ITEM 15. Directors Comments

Director Murphy stated that his expectation for the inflation rate that’s in the MOU will exceed the threshold for an opening on contract negotiations. He expects there will be a contract opener and that staff will bring it to the board. He does not see the need to have it added as an emergency to the agenda. It can be put on the agenda in regular order. He requested information he will need prior to making a decision on it. In addition, he would like copies of the chart on the last page of the last three MOU’s. He would like this information prior to this appearing on the agenda.

Director Trueba adjourned the meeting at 4:52 PM.