

MINUTES OF REGULAR MEETING
January 5, 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
Ted Beckwith, Director of Engineering
Martha Perez, Customer Service/AP Manager
Miguel Valdez, Director of Operations
Melissa Trujillo, HR Generalist

*Modification to the Agenda. Call to Order by President Bernard Murphy.

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, January 5, 2023, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for December 15, 2022, Board Meeting.

Director Trueba moved, and Director Muniz seconded to approve the December 15, 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 January 6, 2023, Salaries, Expenses and Transfers.

Consideration to Approve the January 6, 2023, Salaries, Expenses and Transfers.

Director Trowbridge moved, and Director Trueba seconded to Approve the January 6, 2023, 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

Paul Toor, Director of Public Works for the City of Jurupa Valley was present in the audience. He introduced himself to the Board.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

There was an article on the Department of Water Resources State Water Project initial allocations set for 5% of requested supplies for 2023. The SWP provides water to 29 public water agencies that serve 27 million Californians.

Currently the California aqueduct watershed is above the average water year. It is hoped that the water has a good snowpack in both the watersheds. The district is still just groundwater. It could affect RCSD in the future.

ITEM 8. MANAGER'S REPORT

Operations Report:

Presented at the second board meeting of the month.

Emergency and Fire Report:

Presented at the second board meeting of the month.

Brian Laddusaw updated the Board on Accounts Receivable as he has been doing quarterly for the past year. The last update was in September 2022. There has been a reduction since the end of the moratorium of approximately \$330,000. The balance is about \$30,000. He commended staff working with customers and reducing the balance.

Water Sales – We've been selling water to JCSD since April 2022. Last FY we sold just under 600 AF amounting to \$350,000. YTD in our current FY we have sold just under 900 AF, amounting to about \$938,000. We are currently not selling to JCSD during the Winter months.

SB 998 - The District has to extend payment arrangements. As of December 29, 2022 the District has 12 customers left on payment arrangements. United Lift hasn't changed. SWRCB was a one and done; so that hasn't changed and the LIHWAP (the most recent) we've had a few more customers take part in that program.

Updates on the Fire Station Sign – The sign will be installed weather permitting.

Staffing update – Jeff Sims and Brian Jennings are officially retired. Melissa started last month. We have a few openings which we are working towards filling by early February.

ITEM 9. Consider Professional Services Agreement for Engineering Services Associated with the Purchase of Land for the Future Goldenwest Booster Pump Site from the City of Jurupa Valley. DM 2023-01.

BACKGROUND

The Rubidoux Community Services District ("District") was successful in securing a grant in the amount of \$300,000 to procure three generators under the CalOES FY 20-21 Community Power Resiliency ("CPR") Program. Purchase orders for the generators have been issued with expected delivery dates in 2023. Additionally, the Board of Directors recently approved the District's 2022 Water Master Plan ("Water Master Plan"). Within the Water Master Plan, the refurbishment and expansion of the aged booster station on Golden West Avenue, commonly called the "Golden West Booster Station" is identified. Installation of a generator and expansion of the Golden West Booster Station is critical to the District's continued ability to reliably provide water service to the Hunter Pressure Zone and Skyline Pressure Zone.

There is inadequate space at the existing Golden West Booster Station to add a generator. In 2022, staff began negotiations with the City of Jurupa Valley to lease land within the public right-of-way owned by the City of Jurupa Valley ("City") between the roadways of Golden West Avenue and Limonite Avenue. The space sought for acquisition will be sufficient in size for the replacement pump station and generator. To install the generator as expeditiously as possible the District's original plan was to lease the land from the City of Jurupa Valley until purchase terms could be negotiated and finalized.

Webb and Associates ("Webb") is working with the District on the plans and contract documents and has provided the District a legal description and plat map to describe the lease area and the placement of the generators and future booster pumps at the new Golden West Booster Site. Webb and Associates is in process of developing Landscape Plans under a Professional Services Contract issued pursuant to DM 2022-91. Additionally, Webb and Associates prepared the 2022 Water Master Plan as well as the 2022 Wastewater Master Plan.

Recently the District asked for clarification from CalOES on whether the Generators under the grant need to be sited or just purchased. CalOES replied to the District the Generators only need to be purchased with the funds from the Grant but the funds must be expended by March 1, 2023. With this information in hand, it became less urgent to obtain the land via a lease agreement with the City; consequently, the District can now proceed to purchase rather than lease the land. Staff therefore made the decision to proceed with purchasing the land from the City of Jurupa Valley. Purchasing the land requires more due diligence and research than does leasing the land,

therefore taking more time to accomplish. Part of the process of purchasing the land requires a Pro Forma Title Report and a Phase 1 Environmental Study.

As Webb has been working on this project and is familiar with it, Staff requested Webb aid the District by providing a Pro Forma Title Search and Phase 1 Environmental Study as well as Engineering Support Services necessary to purchase the property from the City Staff received a proposal from Webb to prepare the Pro Forma Title Report, Phase 1 Environmental Study and Related Engineering Support Services for the purchase of land in the right-of-way between Golden West Avenue and Limonite Avenue. This proposal is in the amount of \$10,552. Staff believes it is too prudent to have a contingency for this work in the amount of \$1,448, bringing the total to \$12,000. Line 76 of the Water Fund Budget in the approved 2022-23 Fiscal Year Budget includes \$100,000 of which approximately \$85,000 has not been encumbered for the CalOES Generator Project and is available for use. Staff purposes using \$12,000 of this appropriation for the preparation of a Pro Forma Title Report, Phase I Environmental Study, and Related Engineering Support Services for due diligence associated with the purchase of this land.

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

- 1. Appropriate \$12,000 from Line 76 of the Water Fund Budget for preparation of the landscape plans.**
- 2. Sign a Task Order in the amount of \$10,522 with Webb and Associates to prepare the Pro Forma Title Report, Phase 1 Environmental Study and associated Engineering Support Services.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

**ITEM 10. Acceptance for Recordation of Easements for Agua Mansa Commerce Park.
DM 2023-02.**

BACKGROUND

Some time ago, the Rubidoux Community Services District (“District”) annexed into its boundary an area of land near El Rivino Rd. and the Riverside Cement Company, a development called Agua Mansa Commerce Park, under Parcel Map 37528. The development consisted of several large industrial warehouse buildings. Associated streets, parking lots and utilities. The Agua Mansa Commerce Park Phase I, II and III, LLC (“Developer”) designed and subsequently built, under District inspection and oversight utilizing Krieger and Stewart Engineers, both new sewer and water pipelines which will soon be dedicated to the District via a Gant Deed and Bill of Sale. Additionally, there are several easements necessary for the District to access waste

discharge monitoring manholes, blow off devices and fire hydrants that are on Developer owned property.

Furthermore, the sewer and water pipelines serving this Development cross property owned by CalPortland Company. An additional easement from CalPortland in favor of the District is required for the District to have future access to the pipelines for operations and maintenance. This is a singular access easement for both sewer and water pipelines.

The District has worked with the Developer's engineer with the aid of Krieger and Stewart to identify and create these necessary access easements in favor of the District from both the Developer and CalPortland. The easements, which consist of both Metes and Bounds Legal Descriptions and Plat Maps, conform to the requirements of the District and are attached to this board letter for consideration. Krieger and Stewart provided a letter indicating these easements are correct and meet the requirements of the District in regard to easements.

Finally, the District needs to Sign a Certificate of Acceptance and record the Easements with the County. A copy of the Certificate of Acceptance for easements granted to the District from each entity is attached to this board letter.

The District has not established a set precedent when it comes to accepting and recording easements. Staff consulted with District Counsel John Harper in regard to the acceptance of easements and was advised easements can be accepted by Board Action on an agenda item without the necessity of a separate Resolution. Therefore, no Resolution has been prepared.

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

- 1. Accept the Easements for the District's Use.**
- 2. Have the Board President sign the Certificate of Acceptance of the Easements and authorize the General Manager to sign attesting to the Certificate of Acceptance.**
- 3. Authorize District Staff to record the Easements with the County of Riverside Recorder's Office.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

**ITEM 11. Update on Water Supply Actions by Metropolitan Water District.
DM 2023-03.**

BACKGROUND

Metropolitan Water District ("MWD") on average imports about half of the water used in Southern California from the Colorado River and from the Northern Sierra, via the State Water Project ("SWP"). The tributary to the Colorado River has been in a 20-year drought period, and the last 3-years in California have been the driest in California's recorded history. This has resulted in Lake Mead and Lake Powell at their lowest water levels since they were being filled when build and record low SWP deliveries.

The attached news release from MWD dated December 14, 2022 provides a high-level overview of the water supply problems facing Southern California and MWD agencies dependent on MWD imported supplies. In the absence of a greater than normal wet winter, there will be continued calls for water conservation. MWD in 2008 adopted its Water Supply Allocation Plan ("WSAP") allowing it to make mandatory water conservation requirements and assess surcharges if agencies exceed their imported water supply allocation. Per the Draft resolution of MWD, MWD is declaring a regional drought condition for its entire service area and calling all MWD member agencies:

1. Review the adequacy of their current drought response measures.
2. Make all reasonably practicable changes in their operations to reduce their use of MWD's SWP and Colorado River Supplies, including those already in storage.
3. Immediately mandate and implement such conservation requirements, water-use efficiency measures, and drought-related limitations as appropriate to reduce the use of MWDs SWP and Colorado River supplies, including those already in storage. These measures should reflect actions identified in adopted Water Supply Conservation Plans ("WSAP") at a minimum Level 2 and recommended Level 3 as appropriate for their specific local conditions.

Western Municipal Water District ("Western") is a member agency of MWD and as such Western is subject to MWDs WSAP. It is anticipated Western will pass through supply allocations and surcharges consistent with MWDs WSAP on all agencies within its service area. The water supply allocations will be on imported supply, which Rubidoux Community Services District ("District") currently does not receive.

Although the District currently receives no imported water supply and continues to have sufficient local groundwater supplies, obtaining access to imported water supply remains a long-term goal of the District. Imported water supply will improve water quality, and diversity of the District's overall supply portfolio. MWD and the state of California are realizing continued investment in storage, and conveyance along with recycling will better address capture and use of available supplies during cyclical drought conditions. Historically the state and MWD have been reliable in meeting water supply needs, and it is anticipated this will continue.

As the Board may recall the District worked with several agencies to MWD to wheel up to 2,000 AFY of low TDS imported water to the District through a physical interconnection with West Valley Water District. A five-party agreement was approved by four of the five involved water

agencies, with MWD not approving due to water supply concerns over the past two years. The District needs low TDS water to use as a diluent to lower the TDS concentration of its wastewater sent to the City of Riverside. Staff continues to monitor this matter with Western as a member agency of MWD and working with Western for other alternatives to increase low TDS water supply to the District. Other water supplies being investigated include purchase and conveyance of local groundwater supplies within the Bunker Basin. If these supplies can be secured, they would be wheeled through the same facilities the District would use to get imported MWD water to West Valley Water District and then to the District. The District has already designed the physical intertie with West Valley Water District and ready to bid and build once securing an agreement with MWD for imported water or securing an agreement for local groundwater out of Bunker Basin.

In late December 2022, the District received and reviewed a revised agreement from MWD which is materially the same as the agreement approved by the Board in 2022. This revised agreement is editorial in nature but the content and intent are the same as that approved by the Board previously. Staff has obtained an opinion from District Counsel that this agreement does not need new board action for expediency of approval from all five parties but is included as an attachment to this DM for Board review. Western Municipal Water District also is not going back to their board with these editorial changes.

This Directors Memorandum is informational only and no action is requested. Staff continues to monitor state, MWD, Western and local agency actions related to water supply with the goal of securing a physical connection to enhance water supply and quality.

Information item only.

ITEM 12. Directors Comments

Director Murphy distributed the committee assignments. Regarding agenda items and the Zoom call ins. He would like to get some input from the board at the next meeting on having some agenda items time certain so if there is a known guest coming in, they would know what time they would be coming in/on. He would like to have the Closed Sessions early, possibly before the meeting starts. He would again like the board's input at the next meeting. (possibly start those meetings at 3:30)

If the governor ends the COVID emergency in February, are we going to continue to have the Zoom meetings or not? We'll need to know what we are going to do about that by the March meetings.

Director Murphy adjourned the meeting at 4:40 PM.