

MINUTES OF REGULAR MEETING
November 5, 2020
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
Brian Jennings, Manager Budgeting & Accounting
Miguel Valdez, Manager M & O

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by Director Murphy, at 4:00 P.M., Thursday, November 5, 2020, at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California. Directors Muniz, Skerbelis, Trowbridge and Trueba attended via Zoom.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for October 15, 2020, Board Meeting.

Director Muniz moved and Director Skerbelis seconded to approve the October 15, 2020 Regular Meeting 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 November 6, 2020 Salaries, Expenses and Transfers.

Consideration to Approve the November 6, 2020 Salaries, Expenses and Transfers.

Director Skerbelis moved and Director Muniz seconded to Approve the November 6, 2020 Salaries, Expenses and Transfers.

Roll call:

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

Noes – 0

Abstain – 0

Away – 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

There was nothing to offer at this time.

ITEM 8. MANAGER’S REPORT

Operations Report:

The General Manager reported the front office customer service counter was re-opened on November 2, 2020. A supply of masks and hand sanitizer was placed in the lobby along with signs indicating masks must be worn to enter the building.

A new phone system was installed and now being used. With the new phone system, calls can be routed to staff’s mobile phones. This enables customer calls to be routed to the Customer Service Representatives working remotely (at home). Also, the new system allowed for discontinuance of the answering service, saving the District \$500 a month. Now when customers call after hours, a phone tree routes the call to the On-Call staff person for response.

Director Skerbelis requested a policy be brought to the Board to consider requiring all persons attending Board Meetings in person to wear a face covering consistent with current state of California guidelines.

Emergency and Fire Report:

Presented at the second board meeting of the month.

**ITEM 9. Consider Proposals and Options for Termite Eradication of Fire Station.
DM 2020-76.**

BACKGROUND

At the regularly scheduled August 20, 2020 meeting of the Rubidoux Community Services District (“District”) Board of Directors, during the manager’s report agenda item, staff notified the Board and conducted a brief presentation of a termite infestation currently affecting Fire Station 38. As you know, Fire Station 38 is owned by the District and the overall operating and maintenance costs of the structure is the responsibility of the District. At the time staff was notified of the termite issue in August, it was believed termite damage might be covered under the District’s property coverage insurance policy. After a discussion with our carrier, it was determined this kind of damage was not covered. Due to the impact prolonged termite damage can have on the structural integrity of Fire Station 38, absent coverage, the District had no choice but to proceed with eradication efforts. Chief Tovar, who at the time was the Battalion Chief assigned to Station 38, began the process of coordinating with pest control vendors to inspect the station for termite damage and to provide the Chief with a conclusion of their findings and recommendations for eradication. A total of three pest control vendors inspected the fire station. During this time, Chief Tovar was reassigned, and Battalion Chief Andrew Kibby was assigned to Fire Station 38 as his successor. The consensus among the three vendors, prior to the discussion of pricing, was the eradication process would take approximately 72 hours. Thus, to maintain a continuity of Fire Station 38’s operations, Chief Kibby mentioned the need to set up a remote workstation for the firemen/firewomen during this time. At his recommendation, he noted these remote workstations/sleeping arrangements could be accomplished with the renting of RV’s and placing them behind the station to keep the engine company in the primary roll area of Fire Station 38.

Below is a summary of the various options presented to staff for eradicating the termite infestation at Fire Station 38 followed by staff and Chief Kibby’s joint recommendation on how to proceed.

Pest Control Vendor Options:

1. Orkin (Attach 1) –

	<u>1-Year Warranty</u>	<u>**5 Year Warranty</u>
Fumigation	\$ 10,547.00	\$ 14,345.00
*Tile Roof Replacement	\$ 3,255.00	\$ 3,255.00
	<u>\$ 13,802.00</u>	<u>\$ 17,600.00</u>

*Optional but recommended due to potential for cracked roof tiles during tenting process
 **When paid upfront at time of fumigation, equates to 5th year free (yearly value of warranty is \$1,266)

2. Terminix (Attach 2) –

	<u>1-Year Warranty</u>	<u>*5 Year Warranty</u>
Fumigation	\$ 13,000.00	\$ 20,099.20

Note: Tile replacement service not offered.
 Note: Warranty purchased on year by year basis
 *Provided for comparison purposes with Orkin

3. Vacate (Provided Verbid Only) –

Fumigation \$ 12,000.00

Note: Tile replacement service not offered.

Note: Warranty not offered.

Chief Kibby Comments –

- All vendors more or less provide same fumigation service to eradicate the termites.
- Discarded Vacate vendor as warranty was not offered.
- Preferred Orkin due to pricing and tile replacement option.

Remote Workstations/Sleeping Arrangement Options:

El Monte RV:

1. Family sleeper 30', Class A, Sleeps 6:
\$289 per day, 36 cents a mile
2. Family sleeper 35', Class A, Sleeps 6-8:
\$350 per day, 39 cents a mile

Notes:

- A \$1,000 security deposit is required per vehicle and refundable upon return of sleeper in satisfactory condition.
- Optional \$80 per night per sleeper insurance policy.
- Round trip El Monte RV to Fire Station 38 is approx. 23 miles
- A \$250 reservation fee required at time of booking which will be applied to overall balance
- Pricing of sleepers is fluid with demand and time of year. Sales representative noted rental dates closer to holidays would have an overall higher per night rental price than non-holidays.

Chief Kibby Comments:

- Due to the ongoing pandemic and remaining conscious of social distancing recommendations, Chief prefers renting two 30'. This will allow Fire Station 38 staff to spread out accordingly and designate one unit as the sleeping quarters and the other unit as operation quarters.

District Staff and Chief Kibby Joint Recommendation:

Based upon the options available to staff, taking into account pricing, warranty availability, budget considerations and the overall need to maintain a continuity of operations for Fire Station 38, staff, in conjunction with Chief Kibby, recommend the following package:

<u>Orkin</u>	<u>5 Year Warranty</u>
Fumigation	\$ 14,345.00
Tile Replacement	<u>\$ 3,255.00</u>
	\$ 17,600.00
<u>El Monte RV</u>	<u>30' Sleepers</u>
(2) 30' Sleepers – 3 Days	\$ 1,734.00
(2) Mileage – 23 Miles	\$ 16.56
(2) Rental Insurance	<u>\$ 480.00</u>
	<u>\$ 2,230.56</u>

Total Estimated Cost \$ 19,830.00

Note: This amount does not include the \$1,000 per sleeper refundable security deposit. Also, sleeper pricing is subject to seasonal fluctuations.

The total estimated amount of \$19,830.56 is considered a repair and maintenance cost and is not a betterment or improvement to the overall structure of Fire Station 38 and will be paid out of the Fire/Weed Abatement Fund Budget as a normal operating expense. Included in the board adopted fiscal year 2020-2021 budget is a line item for ‘Fire Station – Repairs and Maintenance’ totaling \$43,300, none of which have been expended by the Districts as of the writing of this Director’s Memorandum, thus the aforementioned budgeted amount is sufficient to cover this estimated expense.

Director Skerbelis made the motion and Director Trueba seconded the Board of Directors authorize the General Manager to expend up to \$15,000 for the following:

- 1. Execute a contract with Orkin to fumigate Fire Station 38 (including a one-year warranty on the work performed) with no tile replacements allowance.**
- 2. Execute a contract with El Monte RV to rent two 30’ sleepers.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 10. Receive and File the Budget to Actual Report for the Three Months Ended September 30, 2020. DM 2020-77.

At the June 20, 2019 Board Meeting, the Board of Directors adopted a (2) year budget for FY 2019-2020 and FY 2020-2021. Prior to this, it had been District practice to adopt single year budgets. A two (2) year budget was adopted for FY 2019-2020 and FY 2020-2021 to minimize the amount of staff time used year-after-year on the budget setting process. This decision is to improve efficiency of the overall budgeting process, as many times repetitive decisions are made during an annual budgeting process, thus freeing up staff for other activities. 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 during the course of a fiscal year. For example, DDW’s lowering of PFAS contaminant levels created the need for significant unanticipated expenses. As the Directors are aware, when District funds need to be encumbered and spent outside of our approved budgeted amounts, staff seeks Board approval of budget amendments through Board letters.

Year one (1) of the biennial budget ended June 30, 2020. At the September 3, 2020 Board Meeting, staff presented the unaudited actual revenue and expense information compared to budgeted amounts for the year ended This information, as presented to the Board, did not include the usual

adjustments made by the District’s auditors, RAMS, for items like CalPERS pension liability and other post-employment benefit liability adjustments. A month later, at the October 15, 2020 Board Meeting, staff presented the final draft version of the District’s Financial Statements. The Financial Statements were approved by the Board unanimously and later issued October 16, 2020. Subsequent to the Board’s approval, District staff recorded all proposed adjustments into our accounting software and closed the year accordingly.

Currently, the District is in the second year of the biennial budget. Attached for the Board of Directors’ consideration is the Budget vs. Actual Report for the Three Months Ended September 30, 2020. Over the next few months, District staff will begin the budgeting process for fiscal year 2021-2022 and on, thus, providing quarterly updates of the District’s finances will be important information to have when the process commences in early 2021. Consistent with previous budgeting cycles, District staff will be holding Budget Workshops to incorporate Board participation. You will be notified separately when those are scheduled.

Director Skerbelis moved and Director Trowbridge seconded to “Receive and File” the Budget vs. Actual Report for the Three Months Ended September 30, 2020 to the Rubidoux Community Services District Board of Directors.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 11. Consider Ratification of Contract for Architectural Services for New Office Space. DM 2020-78.

BACKGROUND

The City of Jurupa Valley (“City”) is interested in purchasing the County Fleet Services Building and surrounding Property (“Building”) on the corner of Crestmore and Mission Blvd. The City has discussed partnering with Rubidoux Community Services District (“District”) with purchase and co-use of the Building, including a possible sheriff substation. This is a long-term decision involving a potential partnership where the District would be the minority owner and committing to significant expense – both in debt service and initial tenant improvements. Given these factors it is prudent for the District, on behalf of its rate payers and customers, to determine if the building is right for its use and occupancy. This also includes looking at costs associated with this purchase beyond the initial purchase price. These costs include costs to modify the building to make it useable for co-use (“Tenant Improvements”) and ongoing operational/maintenance costs.

District staff has discussed this internally and has come up with some options for the Board to consider which are as follows:

1. Purchase the Fleet Services Building in partnership with the City and do necessary Tenant Improvements to modify to meet co-use needs.

2. “Modernize” the existing District office building to bring it to current standards for access compliance, energy efficiency, seismic resistance, and better space utilization. This option would include building a new Operation Building to replace the aged and undersized facility on Pacific.*
3. Remove existing District building and build a new Operation Building to replace the aged and undersized facility on Pacific.*
4. Do nothing and continue to occupy our current facilities on Rubidoux Blvd. and Pacific in their current condition.

*It should be understood Items 2 and 3 refer to the property on Rubidoux Blvd. where the existing office is located and the 2.3 acres between RCSD and Stater Brothers is also available for development as a warehouse for field operations, eliminating the need for the District Field Office at Limonite and Pyrite.

On October 8, 2020 District staff was advised the City desires to make an offer for the County Fleet Building sometime in December. On October 14, 2020, a meeting was held at the City of Jurupa Valley attended by George Wentz, Rod Butler, and Councilman Chris Barajas of the City, and Board Directors John Skerbelis and Hank Trueba Jr. and District staff. At this meeting joint use of the building was discussed, including the possibility of forming a Joint Powers Authority (JPA) to own the building. The City proposed a 60% - 40% ownership split with the City owning 60%. The proposed JPA would own the building with the Board of the JPA comprised of 3 board members from the City and 2 from the District.

The City has not provided specifics on their utilization of the building. In prior meetings with the City, District staff has recommended co-funding the hiring of a consultant to assist with a building usage program. A building usage program would assist in answering questions regarding use of the building such as: 1) use of shared areas of the building, 2) how the space is split between the City and District, 3) tenant improvements initially needed, 4) technological separation requirements, 5) operational costs, and 6) details to be included in purchase and JPA formation agreements.

Developing a building usage program is an expertise staff recommends seeking assistance. Due to the accelerated timing the City is now working towards, District staff obtained a Professional Services Cost Proposal (“Proposal”) from the local Riverside architectural firm of Ruhnau Clarke for a Feasibility Study. This Proposal includes:

1. Phase One: is in the amount of \$1,800 and is for an “Approach and Concerns Outline” which consists of a series of scoping and cost questions to consider with the City if the District were to purchase the building in partnership with the City and a brief study of existing space and preliminary suggestions on how to divide the County Fleet Building.
2. Phase Two: is in the amount of \$24,300 and is for an “Option Analysis” to investigate the District’s needs and program requirements for the first three options listed above including scope and preliminary costs of each option for budgeting purpose. The cost analysis would be magnitude of order level to give staff and the Board a general idea of relative costing between the options.
3. The reimbursable is in the amount of \$500 and is for the cost of printing, courier services and other minor incidentals.

Due to the City’s fast schedule and the fact there are 3 weeks between District Board Meetings from the middle of October until the first week in November the General Manager engaged Rhunau

Clarke with the intent of seeking ratification by the Board at the November 5, 2020 Board Meeting. As explained at the October 15, 2020 Board Meeting during General Manager comments, participation with the City in purchase of the Fleet Building is a decision with long-term ramifications to the District. This includes suitability of use, co-ownership details, and costs.

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

- 1. Amend the FY 2020-2021 Budget by moving the Feasibility Analysis funding of \$26,600 from Water Fund Reserves to the Field/Admin Building Fund.**
- 2. Ratify a contract with Ruhnau Clark Architects in the amount of \$26,600 to perform Architectural Services.**

Roll call:

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

Noes – 0

Abstain – 0

Away – 0

The motion carried unanimously.

ITEM 12. Consider Approval of the Notice of CEQA Categorical Exemption for Anita B. Smith Well 6 GAC Project and Authorization for Staff to File it with the Appropriate Agencies. DM 2020-79.

BACKGROUND

As the Board may recall, the Rubidoux Community Services District (“District”) needs to add treatment to meet lower Notification Limit (“NL”) and Response Limit (“RL”) for PFAS contaminants established by the State of California State Water 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. Conducted testing and laboratory results indicate all potable water supply wells in the District are at or above these limits. Absent treatment to lower the PFAS contaminants to below the DDW limits, the District will need to notify its customers they are being served water with PFAS contaminants above the limits set by DDW.

The District is in process of developing a Granular Activated Carbon Filtration System (“Project”) to treat water for Well 6 (Q = 2,200 gpm). The purpose of the Project is to remove PFAS contaminants to below the new NL. A part of the approval and permitting process for the Project is for the District to file a Notice of Exemption (“NOE”) with the County and Office of Planning and Research State Clearing House indicating the Project is categorically exempt from the California Environmental Quality Act (CEQA).

Categorical exemptions are identified in Section 15300 of the State CEQA Guidelines as “*a list of classes of projects which have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provision of CEQA.*” To determine whether a

project is categorically exempt from CEQA, certain findings must be made for a project to verify it qualifies for a specific exemption class and can appropriately be exempted from the requirement for the preparation of a higher-level environmental document. An analysis of these requirements has been done for the District by TKE Engineering finding the District meets the requirements for Categorical Exemption for this Project.

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

- 1. Find in its sole discretion the Project meets the requirements for a Categorical Exemption for both Class 1 and Class 3 Exemptions (CEQA Section 15301(b) and Section 15303(e)) appropriate for the project.**
- 2. Authorize the General Manager or designee to sign the NOE.**
- 3. Direct staff to file the NOE with appropriate agencies.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 13. Closed Session - None

ITEM 14. Directors Comments

Director Murphy stated that upon his arrival to the District for the Board Meeting that afternoon a sign was on the door stating, “Masks Required”. There is a difference between “Masks Required” and “Masks Provided”. This agency is a monopoly. People who get their water from here do not have a choice to go somewhere else. Requiring them to have a mask is a burden. If we’re a monopoly, that’s why we have a governing board, we ought to recognize that. Director Skerbelis stated “if you are required to wear a mask in the grocery store and the auto parts store then certainly a mask should be worn in our District Office.”

Director Murphy adjourned the meeting at 4:57 PM.