

MINUTES OF REGULAR MEETING
January 21, 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
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 President Skerbelis, at 4:00 P.M., Thursday, January 21, 2020, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

President Skerbelis requested the Board add Item 19 to the agenda: Anticipated Litigation (Govt. Code 54956.9(d)(4). One case.

This will take a 4/5 vote to add the item to the agenda.

***Director Skerbelis made a motion and Director Trowbridge seconded the motion that the Board add agenda Item 19, Anticipated Litigation (Govt. Code 54956.9(d)(4). One case.**

Roll call:

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

Noes – 1 (Murphy)

Abstain – 0

Absent – 0

The motion was carried 4-1.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for December 17, 2020, Board Meeting.

Director Trueba moved, and Director Muniz seconded to approve the December 17, 2020 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 Ratify the January 7, 2021 and Approve the January 21, 2021 Salaries, Expenses and Transfers.

Consideration to:

A) Ratify the January 7, 2021 Salaries, Expenses and Transfers.

B) Approve the January 21, 2021 Salaries, Expenses and Transfers.

Director Muniz moved, and Director Trueba seconded to:

A) Ratify the January 7, 2021 Salaries, Expenses and Transfers

B) Approve the January 21, 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

Not used.

ITEM 8. MANAGER’S REPORT

Operations Report:

Miguel Valadez, Manager of Operations gave the Operations Report. There have been some power outages at the lift stations due to PSP’s by SCE during high wind events, but we have generators there so there was no impact. For the month of December, water production averaged

4.13 mg/day. Well No. 8 produced 53% of the production; Well No. 1 had 19% of production, Well No. 2 had 28.3% of production.

Emergency and Fire Report:

Chief Andrew Kibby gave the current Fire Report:

Incidents Reported for the month of December 2020 for Station 38 totaled of 303 calls. Of these 231 calls, 75%, were medical aides. Additionally, there was a report for the City of Jurupa Valley. There were 15 traffic collisions. For the City of Jurupa Valley, there was a total of 308 calls. This was a 21% increase in call volume compared to December 2019. There has been an increase from COVID-19 responses. The calendar year total for 2020 finished with 3,092 calls for service out of Station 38. The annual increase this year was 3% as compared to calendar year 2019.

County Fire started a new business inspection program in the District with funding split between Eastvale and Rubidoux. After the Wilson incident, Fire started getting online with the pallet yard storage facilities. They are working with the Riverside County Fire Marshal's office to establish a new ordinance to update it with the current California State Fire Code. They are trying to find a happy median between Jurupa Valley Ordinance 2018 and the Fire Code 2019 edition. One is much stricter than the other and they are trying to find a median between the two so that we don't take out all of the businesses in the area. Currently they are working on a temporary basis trying to work with each pallet yard until they can get a final result and nail it down. We are hopeful that within the next few weeks they should be able to have something that is set in code for the Jurupa Valley area. Joe has taken off into the business inspections which is an asset for the Fire Department and Fire Prevention. Some of the key trending hazards Joe is noting within the CSD's are Exiting; a lot of the Exits - the doors in the older buildings have not been maintained correctly and they are having exiting issues. Joe got trapped inside of the old county building on Mission Blvd. They have a gate on the front; he went to the knoxbox and got trapped in there when the door closed. Luckily, there was someone still there when he knocked on the door to let him out. In the restaurant businesses he is finding that the hoods are not being properly taken care of. He is making them aware that they need to clean out their grease traps in order to limit fire responses. Fire extinguishers – they either do not have them, or they are not being maintained; additionally, the staff in these businesses are unaware of how to use fire extinguishers in case of an emergency. Knoxboxes – many of the businesses have the knoxboxes, however the keys are incorrect. A lot of them do not have the knoxboxes. Joe is spending a lot of time educating the businesses rather than hitting them with violations. He is helping them get the corrections done and starting to build the program. He is doing a great job and the businesses are welcoming him to assist them.

Brian Laddusaw reported on the delay of the termite fumigation for Fire Station 38 due to the high winds the week of the regularly scheduled service. It has been rescheduled for the following week.

ITEM 9. Receive and File Statement of Cash Asset Schedule Report Ending December 2020. DM 2021-01.

BACKGROUND

Attached for the Board of Directors’ consideration is the December 2020 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$100,375.89 for District controlled accounts. With respect to District “Funds in Trust”, we show \$4,217.10 which has been earned and posted. The District has a combined YTD interest earned total of \$104,592.99 as of December 31, 2020.

The District’s Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$6,335,812.12 ending December 31, 2020. That’s **\$535,351.50 LESS** than July 1, 2020, beginning balance of \$6,871,163.62.

Further, the District’s Field/Admin Fund current fund balance is \$624,957.10.

Submitted for the Board of Directors consideration is the *December 2020, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

Director Trowbridge moved, and Director Muniz seconded to Receive and File the Statement of Cash for the Month of December 2020 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 10. Consider Award of Professional Services Contract for Water and Sewer Master Plans, Urban Water Management Plan, American Water Infrastructure Act Risk Assessment and Operational Strategy. DM 2021-02.

BACKGROUND

Rubidoux Community Services District (“District”) as a public utility is required to prepare various documents on a periodic basis. Documents requiring preparation include: Water and Sewer Master Plan Updates, Urban Water Management Plan Update, and American Water Infrastructure Act (“AWIA”) Documents. These documents provide information useful in guiding decisions to meet current and future development within the District by identifying necessary facilities and their costs. After completion of these documents there will be updated information on customer demands and system hydraulics, which will provide foundational data to develop a Water System Operational Plan, useful for day-to-day operation optimization. Below is additional information on each of these necessary documents:

Update of 2015 Water and Sewer Master Plans

District Master Plans are used to identify future water and sewer facilities and costs needed to support current and new development within the District. The District last updated its Master Plans in 2015, and typically they should be updated every five (5) years, coinciding with required updates of the District's Urban Water Management Plan ("UWMP") on years ending in "0" and "5".

Updating the Master Plan includes confirmation of current District demands and developing estimates for ultimate build-out demands based on land use plans adopted by the City of Jurupa Valley. Hydraulic models are prepared for the water and sewer systems and the existing and ultimate demands are input. Deficiencies in the current District facilities to meet ultimate demands are identified, along with their project costs. For the Sewer Master Plan, this would include addition of trunk sewer mains, new lift stations, and various replacement of undersized sewer mains. For the Water Master Plan transmission pipelines, pump stations, storage needs, and supply requirements are detailed.

With this Water Master Plan update greater emphasis will be placed on water quality needs. As the Board is aware the State Water Resources Control Board Division of Drinking Water ("DDW") establishes various requirements for removal of contaminants such as TCP 1223, Manganese, Nitrate, and PFOS/PFOA among other constituents. Treatment processes for contaminants removals is expensive, both in initial construction and ongoing operation. In addition to these contaminants, ground water pumped and used by the District has relatively high levels of Total Dissolved Solids ("TDS"), consisting mainly of various salts. The City of Riverside Treatment has a limit on TDS of 650 ppm in sewage effluent delivered by the District to the City of Riverside. Currently the District delivers sewage to the City of Riverside with TDS of approximately 740 ppm. As part of the Master Plan Update, the District will identify options to meet the TDS limit. Options may include Reverse Osmosis ("RO") treatment or blending District water supply with low TDS water from other agencies. The costs of meeting this requirement is anticipated to represent a significant expense to the District and needs to be included in the District's determination of Water and Sewer Capacity Fees. Completing the Master Plan Updates will support the District's ability to prepare a comprehensive Cost-of-Service Report the Board of Directors can use in considering establishment of appropriate Capacity Fees and Rates. Given the complexities of the Master Plan Updates and Cost-of-Service Report, realistically it may take until Spring 2022 to adopt new Capacity Fees and a 5-year rate plan.

Update of the 2015 Urban Water Management Plan

To comply with DDW requirements, the District's 2015 UWMP needs updating. This update is required to be done every five years and generally coincides with Master Plan Updates. The Urban Water Management Plan is a report that is generated identifying future growth and development within the District and how the District will have sufficient water to serve the needs of a growing population over the next 20 years. It also discusses compliance with water conservation requirements and water reuse efforts.

American Water Infrastructure Act Documents

Congress passed and the President signed into law the American Water Infrastructure Act on October 23, 2018. This act requires water agencies such as the District serving more than 3,300 people to develop or update Risk and Vulnerability Assessments, and Emergency Response Plans (ERP's). The law specifies components the Risk and Vulnerability Assessments and ERP must address and establishes deadlines by which water systems must certify to EPA completion.

The deadline for agencies serving between 3301 and 49,999 customers to certify and submit the risk assessment and ERP is June 30, 2021. The District falls within this range of customers and needs to have this effort completed by June 30, 2021.

Operational Plan

The removal of PFOS and PFOA from drinking water requires the use of filter media in pressure vessels. Over time the material (resin or granulated activated carbon (“GAC”)) needs to be replaced. The goal is to extend the life of the media so as much water as possible can be treated with the least number of media change outs. Media change out costs approximately \$50,000 per pressure vessel. Complicating this treatment process is avoiding fouling of the media. Fouling of the media is a result of bacteriological growth within the media when media sits unused for an extended period. Essentially the bacteriological growth inhibits the water from passing through the media and reduces the effectiveness of media reaction to the contaminants. To avoid fouling water needs to run through the filter media regularly. There will be seven (7) GAC Filters and six (6) Ion Exchange Filters filled with resin in the District’s system by the end of July 2021.

Once the treatment processes are completed, the District will not need to operate all production wells during peak usage times. The District has flexibility in well and associated treatment processes operations to match customer demand, which fluctuates generally with temperature. In the past it was not a consideration as to when to run individual wells because there was no filter media to consider. This will no longer be the case when the treatment systems are in place. To address this, the District needs to have an Operational Plan to look at historic minimum and maximum demands and have a strategy as to when to run the wells to keep the filter media from fouling. A secondary benefit of an Operational Plan is to be able to run the well pumps at times when electricity cost is lower to save money on pumping costs. The District will have more water supply than it uses and should be in the position to sell water to other agencies. This consideration will be contemplated into the Operational Plan.

These four efforts being performed in combination will generate information that will be useful in each individual plan. To that end, staff prepared a Request for Proposal seeking proposals for all four efforts to be completed by one consultant with anticipation there would be some economies of scale.

A total of four proposals were received. Firms submitting included: Krieger and Stewart, Water Systems Consulting, Inc., Hansen, Allen & Luce, Inc., and Webb Associates. Staff considered the proposal from Hansen, Allen & Luce, Inc. as non-responsive to the RFP and incomplete.

Given the work to be proposed on, the firm selected after completing the work, would have a deep understanding of the District and lead to a long-term relationship. Besides being able to produce the work product requested in the Request for Proposal, staff also considered the following:

1. Staffing resources assigned to complete the work.
2. Function in the capacity as the District Engineer – being the District’s consultant most familiar with the District and act as a resource for engineering, regulatory, and operational needs on an ongoing basis.
3. Understanding of the work requested and demonstrating it in the proposal and follow up calls.

4. Relationships with other area public agencies the District may work with for water supply to mitigate TDS issues.
5. Ability to meet completion deadlines specifically on AWIA and UWMP efforts.

Of the three firms, Webb Associates is the recommended firm. Although Krieger and Stewart and WSC provided excellent proposals, Webb Associates demonstrated great familiarity with other area public agencies anticipated to be beneficial to the District. Webb is the long-term District Engineer for Jurupa Community Services District (“JCSD”) and actively updating JCSD’s master plans and working on import water supply alternatives. As the Board may recall, the District and JCSD executed a Memorandum of Understanding to collaborate and partner on water supply efforts. Using the same engineer should foster planning with mutual benefit and easier to coordinate.

Although Krieger and Stewart were not selected for this effort, the District will continue to utilize them on other efforts. Currently they provide regulatory assistance and assist with oversight of the District’s Pretreatment Program. They will continue to provide plan checking, construction management, and inspections.

Webb Associates proposal, attached, was from cost standpoint competitive with Krieger and Stewart’s proposal. Although this is a professional services contract and qualification based rather than price based, pricing was competitive and comparable. This work was not anticipated when the two-year District Budget was prepared in early 2019. Due to timing constraints, this work needs to be started rather than waiting for approval of the FY 2021-2022 Budget. Therefore, an amendment for the FY 2020-2021 Budget is necessary. Webb Associates proposal of \$311,540 is composed of the following:

Water and Sewer Master Plans	\$144,600
Urban Water Management Plan	\$68,700
Operational Plan Development	\$38,630
AWIA Compliance	\$39,610

The Water and Sewer Master Plan Update and AWIA Compliance work involve the water and sewer enterprises. As such, staff proposes half of the Water and Sewer Master Plan Update and AWIA Compliance costs be funded from the Sewer Enterprise. The proposed Budget Amendment is as follows:

Sewer Enterprise: Allocate \$92,105 from Sewer Fund Reserves to the Sewer Operating Fund
 Water Enterprise: Allocate \$219,435 from Water Fund Reserves to the Water Operating Fund

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

- 1. Amend the FY 2020-2021 Budget:
 Allocate \$92,105 from Sewer Fund Reserves to the Sewer Operating Fund
 Allocate \$219,435 from Water Fund Reserves to the Water Operating Fund**
- 2. Approve a professional services contract in the amount of \$311,540 with Webb Associates for the preparation of the Water and Sewer Master Plans, Urban Water Management Plan, American Water Infrastructure Act Risk Assessment and Operational Strategy for the District.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 11. Consider Purchase of Two Regular Cab Pickup Trucks. DM 2021-03.

BACKGROUND

On Wednesday, December 30, 2020, the District received bids for the replacement of a 2014 Ford F150 truck used primarily for water enterprise functions. Staff requested bids for a replacement truck with the following criteria: model year 2021, series 150/1500 (1/2 ton), regular (single) cab pickup truck. Bidding documents were delivered to 10 dealerships (Chevrolet, Ford, and Dodge/Chrysler) in the local area. Two bids were received. Fairview Ford in San Bernardino submitted the lowest bid when combining cost of the new vehicle, trade-in, and warranty cost.

If approved, the new truck will replace a 2014 Ford F150 (last five of the VIN 09183) with approximately 70,000 miles. Delivery specification of March 5, 2021 may be delayed due to COVID-19, however the delay is acceptable.

The low bid was submitted by Fairview Ford in San Bernardino for a total bid of \$13,775.52 (including taxes, extended warranty, and trade-in). Copies of the bids are attached.

Based on the favorable bid, staff became interested in discussing disposition of the 2016 Ford Taurus SHO used by former GM's Lopez and Appel. This vehicle is not used by the current GM and sits idle. Instead of letting it sit and depreciate further, staff recommends it be traded in for another half-ton single cab truck. A truck will have greater functionality for Operations and is needed when the currently vacant System Operator II position is filled. As the Board may recall, due to COVID-19 mitigation measures all Operation staff are provided separate vehicles to enable social distancing.

As noted above, bids were requested from 10 local dealerships for a half-ton, single cab truck. Fairview Ford was the low bidder of the two bids received. Given their low bid on the first truck, staff contacted Fairview Ford for a quote for a second Regular Cab Pickup Truck. Fairview Ford's quote for a new 2021 Ford F150 (single cab, ½ ton) with additive warranty is the same as that for the first truck. With the trade-in value for the 2016 Ford Taurus, the net cost for the second truck is \$8,275.52. Staff verified trade-in value for the 2016 Ford Taurus provided by Fairview Ford is consistent with values in Kelly Blue Book and NADA.

Funding for vehicle purchases is included in this year's water operating budget. The total budget for vehicle replacements in the approved District FY 2020-2021 Budget is \$65,000.00. Of this budget, \$19,608 was previously authorized for purchase of a new meter reading Jeep. Adding the

net costs for two Ford F150 trucks (\$22,051.04) the total vehicle expenditures for FY 2020-2021 will be \$41,659.04, leaving \$23,340.96 unused.

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

- 1. Purchase a 2021 Ford F150 Regular Cab Pickup Truck from Fairview Ford in San Bernardino for a total amount of \$13,775.52 (with extended warranty and trade-in); and**
- 2. Surplus for trade-in the District’s 2014 Ford F150 (VIN: 1FMTMF1CM2EK09183) and accept Fairview Ford’s trade-in offer of \$11,000.**
- 3. Purchase second 2021 Ford F150 Regular Cab Pickup Truck from Fairview Ford in San Bernardino for a total amount of \$8,275.52 (with extended warranty and trade-in); and**
- 4. Surplus for trade-in the District’s 2016 Ford Taurus (VIN: 1FAHP2KT6GG117431) and accept Fairview Ford’s trade-in offer of \$16,500.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 13. Award of a Contract for PFAS Treatment at PFAS Treatment at MN Plant #2. DM 2021-04

BACKGROUND:

Construction Project Contract

As the Board may recall, The State Water Resources Control Board Division of Drinking Water (“DDW”) has issued Rubidoux Community Services District (“District”) a New General Order for Monitoring of Perfluoroalkyl Substances (Health and Safety Code Section 116378) Starting October 2020, attached. The Order establishes sampling and testing for PFOA and PFOS beginning the 4th Quarter of 2020. DDW expects the new order will increase public reporting requirements, guidance on detections, and determination of Response Level exceedances using an annual average of quarterly samples. Current notification and response levels for PFAS chemicals are listed below:

PFAS Compound	Notification Level	Response Level
	(ng/L)	(ng/L)
Perfluorooctanic acid (PFOA)	5.1	10
Perfluorooctanesulfonic acid (PFOS)	6.5	40

Current sampling results reflect all District wells will have difficulty meeting the lowered PFOA Response Level of 10 ng/L. Most District wells currently are at, or just above the PFOA Response Level without treatment.

The District hired Hazen and Sawyer (“Hazen”) to prepare the design for an Ion Exchange (IX) system to remove the PFOS and PFOA from the drinking water under DM 2020-11 and DM 2020-47.

Hazen prepared final designs and specifications for the IX System and provided a Bid Package addressing treatment requirements for Wells 1A, 8, and 18. The District advertised for competitive bids starting November 30, 2020. The treatment process will use ion exchange and include three trains of six pressure vessels in a lead-lag configuration filled with resin. The treatment process will be located at the Thompson Treatment Plant given there is available space and proximity to Wells 1A, 8, and 18. With the anticipation of sampling and reporting starting no later than 3rd Quarter of this year, the District will need to have the treatment system in operation by Summer 2021 to enable meeting the running quarterly average over four quarters.

The District held a bid opening on January 7, 2021 at 1:30 p.m. A total of 8 bids for the construction of the IX System were received ranging from \$1,872,900 to \$3,043,709. The bid packages were sent to Hazen on January 8, 2021 for their review and input. After review, it has been determined that the lowest responsible bidder was submitted by Pacific Hydrotech (“PacHydro”) in the amount of \$1,872,200. Staff has also determined that a contingency of 25% or \$468,225 should be added to the contract amount to provide contingency funding for any unforeseen circumstances resulting in change orders during construction. Award of the construction contract with contingency totals \$2,241,125. As a note the Engineer’s Estimate for the construction of the IX System was \$2,343,750.

Construction Oversight Contract

Given the complexities of this project, Construction Management and Contract Administration services will be necessary and staff recommends hiring a consultant with expertise to do this. This effort includes inspecting all aspects of the work, including but not limited to installation of the Ion Exchange Vessels, Piping and Associated Electrical Controls, as well as responding to contractor Requests for Information (RFI’s). This scope of work also includes keeping accurate daily diaries, performing inspections including pre-construction inspections to document the District’s existing facilities on site in case they are damaged during construction, verifying the contractor’s construction staking, resolving deficiencies, reviewing contractor partial pay requests, and providing “red-lined” construction plans of the as-built condition for use by Hazen and Sawyer and the District to update the design plans to become record drawings. They will also assist with review of contractor compliance with requirements in the specifications included to meet grant funding requirements for reimbursement of eligible expenses if the District is awarded a grant from United States Bureau of Reclamation. As the Board may recall, a grant application was submitted last year to USBR seeking \$1 million in grant funding for this work and it is anticipated notifications will be in the next 2 – 4 months. The Construction Oversight will also include observing the Start Up of the system to insure it is properly commissioned and runs as expected when it is initialized.

Staff obtained a Professional Services Proposal from Krieger and Stewart for Construction Oversight during construction to ensure that the project is being built in accordance with the Project Plans and Specifications and for oversight of the Start Up Procedures and

Commissioning at the end of construction. This proposal is in the amount of \$140,400 for Construction Management and Contract Administration along with an optional \$8,200 for Oversight of Start-Up Procedures. This is a total of \$148,600.

Owner Furnished Electrical

The District uses Center Electric for coordinating and installing and programming electrical components at its wells and treatment facilities. With this project, Center Electric will be hired to coordinate integration of this new treatment process with electrical systems and controls already in place for Wells 1A, 8 and 18, along with the manganese removal facilities already in place at the Leland Thompson Plant. A budget of not-to-exceed \$200,000 (equipment, labor, and contingency) is anticipated for costs associated with Center Electric's involvement.

Total Cost

Total construction related costs is obtained by summing the costs of construction costs with contingency for Pacific Hydrotech, construction oversight expense with Krieger and Stewart, and effort by Center Electric. The total is \$2,589,725. In addition to these costs, prior expenses already committed include:

1. Purchase of IX System from Evoqua	\$1,282,073.91
2. Pre-purchase of resin from Evoqua	\$ 785,037.05
3. Basis of design by Hazen	\$ 155,444.00
4. Final Design of IX System by Hazen	\$ 244,238.00
5. Geotechnical by Converse	\$ 29,600.00

The estimated grand total cost to attain start-up of the IX System is \$5,086,117.96. This total excludes any grant funding or unused contingency.

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

- 1. Amend the FY 2020-2021 Budget to move \$2,589.725 from Water Fund Reserves to the CIP to cover the cost of doing this project.**
- 2. Approve a contract in the amount of \$1,872,900 to Pacific Hydrotech for the required construction of the PFAS Treatment at MN Plant #2 per the attached proposal and Recommendation of Award Letter from Hazen.**
- 3. Approve a Professional Services Contract for Construction Oversight with Krieger and Stewart in the amount of \$148,600.**
- 4. Approve a Purchase Order for Center Electric in the amount of \$200,000.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 14. Consider Purchase of a Sewer By-Pass Pump. DM 2021-05

BACKGROUND:

Rubidoux Community Services District (“District”) operates a sewer collection system to collect sewage from customers and send it to the City of Riverside for treatment and disposal. The collection system is comprised of gravity pipelines, force mains, and lift stations. On a routine basis, the gravity pipelines and lift stations are cleaned to remove solids, and Fats, Oils and Grease (“FOG”). The goal of clearing debris from the collection system is to avoid Sanitary Sewage Overflows (“SSO”), essentially situations where sewage overflows from the collection system and becomes a health hazard.

Extra emphasis is put on known “hot spots” where FOG and debris build up. Those areas are identified and cleaned more often. However, despite best efforts SSO’s do occur. SSO’s generally happen when there is an illegal discharging of materials into the collection system, or there is an equipment failure at a lift station (mechanical, electrical). When this happens, District staff responds to the emergency to unclog the pipeline or repair the lift station.

The District has trailer mounted vactor equipment however this equipment has limitations in reach and pumping capacity. Staff contracts with Houston & Harris, a contractor with large vactor trucks, to do routine work and respond during emergencies when the District’s trailer mounted vactor equipment is determined to be insufficient.

Since sewage is collected 24/7 – 365, by-pass pumping is sometimes necessary to make repairs and minimize SSO’s. For example – a sewer pipeline is determined to have a failed crown (top of pipeline above the water line) due to corrosion causing dirt to fall in and clog sewage flow. In this example the pipe needs to be repaired/replaced while maintaining continuous sewage flow. Staff will go to the manhole immediately upstream of the failure location, install a plug on the downstream side of the manhole and pump flows from the manhole through temporary piping and discharge it to a manhole downstream of the failure location. Similarly, if there was a situation where a lift station needs repairs, a temporary pump can be used to pump through temporary piping to a downstream manhole where gravity flow begins. The District currently does not have equipment to do by-pass pumping.

Staff has identified equipment needed to do by-pass pumping. This includes:

1. Sound attenuated pump
2. Trailer mounting so pump can be moved from location to location
3. Appropriate hoses and fittings
4. Floats to control pump on and off settings

Xylem, a vendor focused mainly on sewer pumping systems, has provided the District a quote in the amount of \$67,334.03 for the needed equipment (with tax). This is rounded up to \$70,000 to cover miscellaneous expenses.

This expense was not included in the approved District FY 2020-2021 Budget and will require a budget amendment to move forward with the purchase. Given the District has the responsibility to minimize SSO's, it is recommended proceeding with this purchase and amend the FY 2020-2021 Budget by reallocating \$70,000 within the Sewer Fund.

The approved FY 2020-2021 Budget is in Year Two of a two-year budget. When the budget was prepared in early 2019, the line item for Riverside Treatment Costs included flow from Aramark Uniform Service. As the Board may recall Aramark sewage flows (approximately 0.2 MGD) was removed from the District's sewer collection system in November 2019 and diverted to the Inland Empire Brine Line. This action reduced the amount of sewage collected in the District with high Total Dissolved Solids (TDS), and helps the District come closer to being compliant with achieving the necessary 650 mg/l TDS limit. The reduction in flow directly lowers the amount of treatment charges Riverside will charge the District. It is estimated Riverside Treatment charges will be \$150,000 less than what was budgeted in FY 2020-2021 Sewer Operating Expenses. The excess budget could be redeployed, in part, to fund the \$70,000 expense to purchase the proposed sewer by-pass pump. This recommended amendment specifically would:

1. Reduce the Sewer Operating Fund Budget line item "Riverside City Treatment Costs" from \$2,000,000 to \$1,930,000.
2. Increase Sewer Operating Fund Budget "Asset Acquisitions" with a new line item for By-Pass Pump in the amount of \$70,000.

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

1. **Amend the FY 2020-2021 Budget Item as follows:**
 - a. **Reduce the Sewer Operating Fund Budget line item "Riverside City Treatment Costs from \$2,000,000 to \$1,930,000.**
 - b. **Increase Sewer Operating Fund Budget "Asset Acquisitions" with a new line item for By-Pass Pump in the amount of \$70,000; and**
2. **Issue a Purchase Order to Xylem in the amount of \$70,000 to purchase the Dri-Pipe By-Pass Sewer Pump, trailer kit and various hoses as outlined in Xylem Sale Quotation 117020575 dated December 10, 2020.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 15. Consider Award of Professional Services Agreement to Krieger and Stewart for Updating RCSD's 2015 Sanitary Sewer Management Plan. DM 2021-06

BACKGROUND:

The State Water Resources Control Board ("SWRCB") requires agencies to have a current Sanitary Sewer Management Plan ("SSMP") per Order No. 2006-0003-DWQ. Each Enrollee under SWRCB Order No. 2006-0003-DWQ("Order") is required to have a SSMP demonstrating through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, it has the necessary legal authority to:

- A. Prevent illicit discharges into its sanitary system.
- B. Require sewers and connections be properly designed and constructed.
- C. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency.
- D. Limit the discharge of fats, oils, and grease and other debris causing blockages.
- E. Enforce any violation of its sewer ordinances.

Rubidoux Community Services District ("District") as an Enrollee under the Order prepared an SSMP, which was last updated in January 2015. Section D.14 of the Order states, in part, "The SSMP must be updated every five (5) years and must include any significant program changes." The District needs to comply with this and requested Krieger and Stewart Engineering Consultants to provide a proposal to update RCSD's 2015 SSMP. Krieger and Stewart prepared the 2015 SSMP and their proposal to do the update is not-to-exceed \$10,000.

This is a programmatic operational expense. In the District's Approved FY 2020-2021 Budget – Sewer Fund, \$50,000 was budgeted for Feasibility Studies related to the District's sewer enterprise. This funding is available for this necessary effort.

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

- 1. Utilize \$10,000 from the Approved FY 2020-2021 Budget – Sewer Fund, Feasibility Studies.**
- 2. Issue a Professional Services Agreement to Krieger and Stewart Engineering Consultants in the amount of not-to-exceed \$10,000 for updating of the District's 2015 SSMP.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 16. Closed Session: Closed Session: RE PROPERTY NEGOTIATIONS – Discussion concerning price and terms. Negotiator: Jeffrey D. Sims.

ITEM 17. CLOSED EXECUTIVE SESSION: Pursuant to Government Code Section 54956.9: Baker Litigation Case No. RIC 2003649.

ITEM 18. CLOSED EXECUTIVE SESSION: Pursuant to Government Code Section 54956.9: Threatened Litigation. One Case.

ITEM 19. CLOSED EXECUTIVE SESSION: Pursuant to Government Code Section 54956.9: Anticipated Litigation. One Case.

The Board provided direction to the general manager to execute a legal services agreement with SL Environmental.

ITEM 20. Directors Comments

Director Murphy requested the assignments for the committees for the current year. President Skerbelis stated the assignments have been forwarded to the general manager. General Manager Jeff Sims confirmed he has the assignments and will be forwarding them to the Board. Director Murphy additionally inquired about the previous year's dealing with the union regarding, policies and procedures. Brian Laddusaw has been working with counsel. We have gone back through those, updated them to have all the references to statutes brought current. All of those have been updated and very soon we are going to be presenting that to the union representatives and start the process again.

Director Murphy: My understanding is this year we will be negotiating with them on the Memorandum of Understanding?

GM Sims: Yes, that's correct. The management team just met yesterday talking about some of the possibilities we may want to discuss in the MOU which are separate and distinct from the policies and procedures manual.

Director Murphy: I would look at getting those two negotiations tied together so that when you're meeting with them on one, you're meeting with them on the other.

GM Sims: Not a bad idea. Brian sent a memo to notify the union representative to get this started. March 12, 2021 is the date the union needs to provide any requests for the MOU. Brian Laddusaw been working diligently on the policies and procedures manual.

Brian Laddusaw: I think COVID affected that. The union representative changed over the summertime. The new representative is new to the district. The policies and procedures have been updated with the most current state law and statues. We will first be going to the Personnel Committee; from there we will go to the Union; and after all of that has been signed off, we will go to the full Board. This should all be happening within the next few weeks.

Director Skerbelis adjourned the meeting at 6:00 PM.