

MINUTES OF REGULAR MEETING
August 18, 2022
RUBIDOUX COMMUNITY SERVICES DISTRICT

DIRECTORS PRESENT: Armando Muniz
Bernard Murphy
John Skerbelis
F.Forest Trowbridge

DIRECTORS ABSENT: Hank Trueba, Jr.

STAFF PRESENT: Jeff 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 Vice President Murphy, at 4:00 P.M., Thursday, August 18, 2022, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

General Manager Sims requested to modify the agenda and to move Agenda Item 15 after Agenda Item 10.

Director Murphy moved, and Director Skerbelis seconded to move Agenda Item 15 after Agenda Item 10.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

The motion was carried unanimously.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for August 4, 2022, Board Meeting.

Director Skerbelis moved, and Director Murphy seconded to approve the August 4, 2022, Regular Board Minutes as presented.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

The motion was carried unanimously.

ITEM 5. Consideration to Approve the August 19, 2022, Salaries, Expenses and Transfers.

Consideration to Approve the August 19, 2022, Salaries, Expenses and Transfers.

Director Murphy moved, and Director Skerbelis seconded to Approve the August 19, 2022, Salaries, Expenses and Transfers.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

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

There was an article from the California Chamber. It was on the California Governor Releasing Water Supply Strategy and Calling for Regulatory Modernization. Governor Newsom announced a four-point strategy to increase California’s water supplies and help the state adapt to the extreme weather patterns anticipated by climate experts.

- Creating storage space for up to 4 million acre-feet of water
- Making new water available for use by desalinating ocean water and salty water in groundwater basins
- Rehabilitating dams to regain storage capacity.
- Recycling and reusing at least 800,000 acre-feet of wastewater per year by 2030

The Governor will work with the Legislature to establish:

- A more expeditious process for completing, reviewing and finalizing California Environmental Quality Act (CEQA)
- A voluntary permitting process for water infrastructure projects administered by the Governor’s Office of Planning and Research (OPR).

- A streamlined regulatory process

ITEM 8. MANAGER’S REPORT

Operations Report:

Miguel Valdez reported on the water/wastewater report for the month of July, production was an average of 7.86 mgd per day and an average of 1.69 mg/day was the wastewater flow to Riverside. On average 2.69 mg/day of water to JCSD. Well No. 18 produced 22.5%, No. 1 produced 18.9% of the water, Well No. 4 produced 8.0% and Well No. 6 produced 14.6% and Well No. 8 produced 23.4 % of the water.

Emergency and Fire Report:

Chief Veik reported the Incidents Reported for the month of July 2022 and Special District Rubidoux CSD. Station 38 had a total of 324 calls. 216 calls, 66.7% were medical aides. Additionally, there was a report for the City of Jurupa Valley. There were 19 traffic collisions, 5.9%, 33 public service calls, 10.2%, and 8 wildland fires, 2.5%.

ITEM 9. Receive and File Statement of Cash Asset Schedule Report Ending July 2022. DM 2022-75.

BACKGROUND

Attached for the Board of Directors’ consideration is the June 2022 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$31,383.92 for District controlled accounts. With respect to District “Funds in Trust”, we show \$1,399.84 which has been earned and posted. The district has a combined YTD interest earned total of \$32,783.76 as of July 31, 2022.

The District’s Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$7,656,332.54 ending July 31, 2022. That’s **\$1,353,853.71 LESS** than July 1, 2022, beginning balance of \$9,010,186.25.

Further, the District’s Field/Admin Fund current fund balance is \$735,188.83.

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

Director Skerbelis moved, and Director Murphy seconded to Receive and File the Statement of Cash for the Month of July 2022 for the Rubidoux Community Services District.

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

The motion was carried unanimously.

ITEM 10. Consider Proposal from Maurine Erbeznik & Associates for Assistance with Compliance with SB 606 and AB 1668 Establishing Water Budgets and Conservation Efforts. DM 2022-77.

BACKGROUND

California water retailers such as Rubidoux Community Services District (“District”) need to prepare to meet water efficiency standards as put forth in State Framework Legislation SB606 and AB1668, which became law in 2018. This legislation authorizes the Department of Water Resources (“DWR”) and State Water Resources Control Board (“SWRCB”) to develop and enforce overall water efficiency targets for each retail agency within the state of California.

The DWR and SWRCB have adopted standards in conformance with this legislation and accordingly each urban retail water agency, including the District, is required to annually calculate its own urban water use objective. The water use objectives are based on the water needed for efficient indoor residential water use and outdoor residential water within the District’s service area. Outdoor uses for commercial and industrial land uses are to have dedicated irrigation meters. The District will need to formulate a calculated water budget, limit system water loss, and consider other local unique requirements for water conservation. It is anticipated the state will institute water budgets linked to population and provide the District with a set gallon per capita per day amount (“GPCD”).

Non-compliance may result in substantial monetary penalties of up to \$10,000 per day for the District. The legislation makes clear agencies will need to track water use and conservation moving forward. The District will be required to regularly track and report GPCD and likely will need to implement additional conservation programs to stay within the mandated water use budget.

Staff has requested Maurine Erbeznik & Associates (“ME&A”) to assist the District in meeting these new regulatory requirements. ME&A has provided an updated proposal, attached, in a not-to-exceed amount of \$15,000 to assist the District in this effort.

The Board previously authorized ME&A to assist the District on water budgeting and conservation efforts under DM 2021-71 but this funding was not utilized and remains in reserves due to being put on hold by staff due to other pressing District priorities. Staff now seeks use of the \$10,000 previously approved by the Board and due to additive scope items requesting an additional \$5,000, for a total of \$15,000 to work on water budget and conservation efforts for compliance with SB606 and AB1668. Additive scope is to assist the District with programmatic efforts to incentive conservation. This will include helping the District translate use of its authorities within the District’s Ordinance adopting its Drought Contingency Plan. This work will also be used as part of the rate and fee considerations underway with the District’s cost of service work by IB Consulting.

Maurine Erbeznik gave a presentation on Assistance with Compliance with SB 606 and AB 1668 Establishing Water Budgets and Conservation Efforts.

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

1. Rescind the prior task order for \$10,000 issued to ME&A.
2. Re-authorize \$10,000 authorized previously by DM 2021-71 but not spent in the 2021-22 Fiscal Year
3. Approve a transfer from the Water Fund Reserves to the Water Fund Operating Budget in the amount of \$5,000
4. Approve a task order with ME&A in the amount of \$15,000 to perform the scope of work as outlined in the ME&A Proposal dated June 26, 2022.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

The motion was carried unanimously.

Roll Call taken again after the Zoom Call was lost due to technical difficulties.

DIRECTORS PRESENT: Armando Muniz
Bernard Murphy
John Skerbelis
F.Forest Trowbridge

DIRECTORS ABSENT: Hank Trueba, Jr.

ITEM 15. CLOSED EXECUTIVE SESSION – Pursuant to Government Code 54956.8:

Real Property Negotiations

Property: 5473 Mission Blvd., Jurupa Valley, CA

Agency Negotiator: Jeff Sims, General Manager

Under Negotiation: Purchase Contract Terms, Financing

5:20

There was no reportable action.

ITEM 11. Consider Proposal from Webb & Associates for Development of a Legal Description and Plat Map for the Golden West Booster Station Site. DM 2022-77.

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 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, so staff has started negotiations with the City of Jurupa Valley to lease land within the public right-of-way owned by the City of Jurupa Valley between the roadways of Golden West Avenue and Limonite Avenue. To install the generator as expeditiously as possible the plan is to lease the land from the City of Jurupa Valley until purchase terms can be negotiated and finalized. As a part of the lease or eventual purchase transaction, the District needs to prepare a Legal Description and Plat Map (“Legal and Plat”) to define the limits of the lease area to present to the City of Jurupa Valley. Ultimately the Legal and Plat will be recorded with the County Recorder’s Office.

Webb and Associates is working with the District on the Design plans and contract documents for the placement of each of the three generators at various sites including the Golden West Booster Site. Webb and Associates also completed the newly adopted 2022 Water Master Plan as well as the 2022 Wastewater Master Plan. As part of siting a generator at the Golden West Booster Site, Webb’s plans include a second phase for the relocation and upgrading of the booster pumps for better reliability and redundancy. This Legal and Plat will include enough land for placement of the permanent generator now and the relocation of the Booster Station in the future.

Staff has requested and obtained a proposal from Webb Associates to prepare the Legal and Plat for the lease area in the right-of-way between Golden West Avenue and Limonite Avenue. This proposal is in the amount of \$3,500. Line 76 of the Water Fund Budget in the 2022-23 Fiscal Year Budget includes \$100,000 for the CalOES Generator Project. Staff proposes using \$3,500 of this appropriation for the effort to develop the legal documents to lease and eventually purchase this land.

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

- 1. Expend \$3,500 from Line 76 of the Water Fund Budget for preparation of a Legal and Plat to obtain land for placement of the Emergency Generator and for the future pump station.**
- 2. Sign a Task Order in the amount of \$3,500 with Webb and Associates to prepare the Legal and Plat.**

Roll call:

Ayes – 3 (Muniz, Murphy, Skerbelis)

Noes – 0

Away – 1 (Trowbridge)

Absent – 1 (Trueba)

The motion was carried 3 Ayes, 1 Away, 1 Absent.

***Director Trowbridge is back on the audio call.**

ITEM 12. Consider Proposal with Albert A. Webb Associates for Preparation of Water Loss Audit Preparation and Audit Validation Services. DM 2022-78.

BACKGROUND

California Water Code requires urban retail water suppliers with more than 3,000 service connections or produce more than 3,000 acre-feet of water per year to conduct and submit validated water loss audit reports to the Department of Water Resources (“DWR”) annually on or before October 1 each year. Rubidoux Community Services District (“District”) exceeds both service connection and annual production minimum limits.

The mandatory validated audits are an effort to track water losses associated with water distribution systems. With this information the goal is to identify areas for efficiency improvement and cost recovery from real water losses. The State Water Resources Control Board is responsible for setting future performance standards for mandatory water management and the volume of water losses.

Additionally, Senate Bill 555 requires water loss audits to be validated before they are submitted to DWR. All data and supporting documents must be submitted to a “certified water loss auditor” for verification of the calculations.

The District has requested Albert A. Webb and Associates (Webb), who is a certified water loss auditor, for a proposal for the water loss audit and validation for calendar year (CY) 2021. Webb has submitted the attached proposal in the amount of \$4,200 to perform the CY 2021 audit and validation.

Funds are available for this work in the approved Fiscal Year 22-23 Budget in the Water Fund Operating Budget Line 38 – Consulting Fees Water Supply Projects.

Director Trowbridge moved, and Director Muniz seconded the Board of Directors authorize the General Manager to sign execute a task order with Webb in the amount of \$4,200 to perform this work.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

The motion was carried unanimously.

ITEM 13. Consider Annual On-Call Professional Service Contract with Blas & Associates. DM 2022-79.

BACKGROUND

Blais & Associates (“B&A”) provides grant research, writing, and associated grant management services and has assisted Rubidoux Community Services District (“District”) with submittals on various grant funding opportunities. Most recently B&A helped the District secure \$300,000 in funding from CalOES for emergency generators to mitigate planned/unplanned power shut offs due to high wind events, and \$53,000 in funding from CalRecycle for funding programmatic costs associated with implementation of SB 1383- organic waste program.

B&A’s core business model is to stay current on available grant funding opportunities, maintain contacts with various funding entities, and write grant applications. They make themselves available to District staff to answer questions about eligibility of funding for various projects, and programs the District may want to undertake.

Like in past years, staff requested B&A to provide the District with a proposal for on-call grant research and support for this fiscal year. Their proposal is for \$4,500 which would be charged on a time and material basis and provides approximately 36 hours of consultant time. If a District project is found to match up well with a funding opportunity, B&A would then provide a cost proposal to assist the District with preparation of the actual funding application.

Attached is comprehensive proposal from B&A describing various services it can provide These include:

- Grant funding needs assessment (District staff declines the effort)
- Base on-call research and support (this requested authorization for (\$4,500)
- Grant application development (quoted as requested)
- Post-award grant reporting ad management (quoted as requested)
- Post award grant management software (quoted as requested)

Given current staffing resources, District staff is fully utilized to meet routine day-to-day core functions. It is recommended the Board consider continued use of B&A to provide professional and experienced grant support. Having B&A work for the District is an efficient way to identify, research, and apply for grant funding while retaining staff time for core business functions.

Funding for this effort is proposed to come from Line 38 of the Water Fund Budget – Consulting Fees: Grant Support Services. In the FY 2023 Budget \$15,000 was budget and available for use.

Director Muniz moved, and Director Trowbridge seconded the Board of Directors authorize the General Manager to issue a Task Order to B&A in the amount of \$4,500.00 for on-call research and support during FY 2023.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

The motion was carried unanimously.

ITEM 14. Consider Budget Amendment to FY 2023 Budget for LAFCO Fees Associated with District Boundary Reorganization and Sphere of Influence Amendment. DM 2022-80.

BACKGROUND

On March 5, 2020, the Board of Directors of Rubidoux Community Services District (“District”) authorized hiring TKE Engineering, Inc. (“TKE”) to develop documentation for applying for a reorganization of the District’s service boundary through the Riverside Local Agency Formation Commission (“Riverside LAFCO”). Attached DM 2020-12 provides background information considered by the Board on March 5, 2020. The service boundary reorganization and sphere of influence amendment includes eight areas. Over the past two plus years TKE and staff have worked with Riverside LAFCO to move this effort forward for eventual consideration and approval by the Riverside LAFCO.

The District received an email, attached, from Riverside LAFCO identifying fees required to formally initiate approval hearings. The fees requested include:

1. District Reorganization Fee	\$11,160.00	Payable to Riverside LAFCO
2. Sphere of Influence Amendment	\$ 1,290.00	Payable to Riverside LAFCO
3. Riverside County Survey Deposit	\$ 1,000.00	Payable to Riverside County

The approved District FY 2023 Budget did not include budget for these fees. In prior years the General Fund Operating Expenses funded effort on this effort. To enable payment of the requested fees, it is recommended the Board consider a budget amendment to the FY 2023 Budget by allocating \$13,450 of District General Fund Reserves to General Fund Budget Operating Expenses Line 38 – Annexation Work.

Director Trowbridge moved, and Director Muniz seconded the Board of Directors authorize the following:

- 1. Approval of an amendment to the FY 2023 Budget by allocating \$13,450 of District General Fund Reserves to General Budget Operating Expenses Line 38 – Annexation Work.**
- 2. Issue a check payable to Riverside LAFCO in the amount of \$12,450 for District Reorganization Fee and Sphere of Influence Amendment.**
- 3. Issue a check payable to Riverside County in the amount of \$1,000 as a deposit for survey associated work performed by Riverside County staff.0po**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

The motion was carried unanimously.

ITEM 16. Directors Comments

Director Trueba adjourned the meeting at 5:38 PM.