

**MINUTES OF REGULAR MEETING**  
**June 16, 2022**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

**DIRECTORS ABSENT:**

**STAFF PRESENT:** Jeffrey Sims, General Manager  
Brian Laddusaw, Finance Director  
Ted Beckwith, District Engineer  
Y. Reyes, Asst. Engineer  
Brian Jennings, Customer Service Manager  
Miguel Valdez, Operations Manager

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Trueba, at 4:00 P.M., Thursday, June 16, 2022, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for May 19 and June 2, 2022, Board Meeting.

**Director Skerbelis moved, and Director Muniz seconded to approve the May 19, and June 2, 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 June 17, 2022, Salaries, Expenses and Transfers.**

Consideration to Approve the June 17, 2022, Salaries, Expenses and Transfers.

**Director Trowbridge moved, and Director Muniz seconded to Approve the June 17, 2022, Salaries, Expenses and Transfers.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

\*It was requested to President Trueba by General Manager Jeff Sims to move Agenda Item 15 before Agenda Item 9. President Trueba agreed.

**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 is a letter addressed to the governor written as a coalition by general managers to raise the level of awareness for new water policy decisions by policy makers in Sacramento. Solve the Water Crisis is another coalition that is being worked on. Historically with climate change, what is being said and being accepted as fact, is precipitation events – whether it be snow or rainfall, happens in shorter durations but in a more intense manner. Due to an uptick in temperature, snowpack in the Sierras and in the Rockies the water runs off faster. State Policy makers continue the solution to dealing with drought is conservation and so conservation is something we have to do. The goal of the water managers is to help policy makers understand more than residential conservation is needed as residential water use amounts to less than 10% of the total water consumed within the state annually. The state needs to build infrastructure to augment facilities built in the 1960's when the state had half as many people.

**ITEM 8. MANAGER'S REPORT**

**Operations Report:**

Miguel Valdez reported on the water/wastewater report for the month of May. Water production was an average of 6.95 MGD. Wastewater totaled an average of 1.69 MGD delivered to Riverside for treatment. On average 2.32 MGD of water was exported to JCSD. Well No. 18 produced 25%, No. 1 produced 26.3% of the water, Well No. 4 produced 9% and Well No. 6 produced 14.3% and Well No. 8 produced 26 % of the water.

**Emergency and Fire Report:**

Chief Veik reported the Incidents Reported for the month of May 2022 and Special District Rubidoux CSD. Station 38 had a total of 258 calls. 166 calls, 64.3% were medical aides. Additionally, there was a report for the City of Jurupa Valley. There were 21 traffic collisions, 8.1%, 22 public service calls, 8.5%, and 2 wildland fires, .8%. We are on the normal average.

Jerry Adams is the new inspector. There were 33 annual business inspections and 1 planning and development meeting. There was a significant traffic collision this morning on the westbound 15 at Rubidoux Blvd. There was a victim trapped in the vehicle and the firefighters were able to successfully extricate the victim and safely get the person to the hospital. There was a Haz Mat incident with fire at Burrtec. A private company brought hazardous materials in where they caught fire, but everything was put out safely.

Brian Laddusaw met with some staff at the fire station, and they are going over some of the repairs and some of the on-going maintenance issues. It looks like some of the landscaping will be put off for a little bit while we focus first on the security fencing to be installed, with some drought tolerant landscaping to follow that later.

Director Murphy inquired about the employees who responded on Thanksgiving Day and their job classification. Response by Director of Operations Miguel Valdez: It was the standby person. He was a UM1, a UM2 and me.

Director Murphy inquired about the low-income flier he received in a recent billing statement and if there had been any response to the flier. Additionally, there were no fliers in the lobby. Response by Customer Service Manager Brian Jennings: There have been 2 inquiries. The district does keep a record. Staff will make sure there are fliers in the lobby.

## **ITEM 15. Consideration and Adoption of the Rubidoux Community Services District 2022 Annual Water Supply and Demand Assessment. DM 2022-57.**

### **BACKGROUND**

In June 2021, the Board of Directors approved the Rubidoux Community Services District (District's) Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP). Water Code Section 10632 requires urban water suppliers to prepare and adopt a WSCP that consists of several prescriptive elements, including the Annual Water Supply and Demand Assessment, or "Annual Assessment." Water Code section 10632.1 requires that urban water suppliers shall conduct an Annual Assessment pursuant to subdivision (a) of Section 10632, beginning on or before July 1, 2022, and every year thereafter. This includes the submissions of an annual water shortage assessment report to DWR with information for anticipated shortage, triggered shortage response actions, compliance and enforcement actions, and communication actions consistent with the supplier's WSCP.

As a result of worsening drought conditions in the state, Governor Gavin Newsom issued Executive Order N-7-22 (EO) on March 28, 2022, and the State Water Resources Control Board approved a resolution on May 24, 2022 pursuant to the EO, which requires suppliers to submit a preliminary shortage report by June 1, 2022 in addition to statutory deadline of July 1, 2022. Said resolution also requires all water suppliers to implement their Stage 2 water conservation actions pursuant to the WSCP. District staff sent a draft Annual Assessment to DWR on May 31, 2022. After July 1, 2022, DWR will summarize all of the Annual Assessments in a report for the State Water Resources Control Board.

The Annual Assessment uses the District's Annual Assessment procedures from the current WSCP, along with supporting information from the UWMP, to predict shortages (if any) over the next 12-months considering reasonably available water supplies and projected water

demands from July 1, 2022 through June 1, 2023, assuming it is a single-dry year. To further evaluate and assist in preparing the Annual Water Supply and Demand Assessment, Albert A. Webb Associates was contracted by the District to prepare the Annual Assessment because of their knowledge of the District's UWMP and WSCP. Compiling all of the District's water supply data from the last year, the team has prepared a PowerPoint presentation for the Board to recap the process and findings of the Annual Water Supply and Demand Assessment (as shown in Attachment 1 and summarized in Attachment 2).

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

- 1. Approve the Annual Water Supply and Demand Assessment; and**
- 2. Authorize staff to file the Annual Water Supply and Demand Assessment with the California Department of Water Resources (DWR) on or before July 1, 2022.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 9. PUBLIC HEARING – Consideration to Adopt Resolution No. 2022-889, a Resolution Adjusting the Solid Waste Collection and Disposal Charges for Residential, Commercial and Industrial Customers. DM 2022-47.**

### **BACKGROUND**

As authorized by the Board of Directors and attached for your review and consideration is Resolution No. 2022-889, which if adopted, will result in rate adjustments to all Rubidoux Community Services District (“RCSD”) residential, commercial, and industrial solid waste collection and disposal services. Prior to consideration by the Board, Proposition 218 notice requirements must be satisfied. Those requirements include the following:

- All affected property owners and tenants received the Proposition 218 notification;
- Proposition 218 notifications were mailed on April 29, 2022, at least 45-days before the public protest hearing date;
- The notice was provided in English and Spanish (not a Proposition 218 requirement); and
- Identified the public protest hearing location, time, and date affording all parties the ability to file their protests up to and including the hearing date.

On April 29, 2022, the District mailed 9,317 notices. The District received 581 non-deliverable notices from the post office, thereby adjusting the total mailed to 8,736. Proposition 218 requires 50% plus 1 protest votes to defeat such proposed rates. As of the writing of the writing of this

Memorandum, the District has received two (2) written protests against the proposed increase, well below the required 4,369.

Finally, Proposition 218 requires the public agency to conduct a Public Protest Hearing. At the conclusion of tonight's Public Protest Hearing, the Board will tally all protests submitted (written or oral) as part of the protest vote, determining if the required 50% plus 1 protest vote threshold is met. The Board will be asked to approve the Solid Waste rate adjustment should the protest vote count be below 4,369.

The notice of tonight's pending adoption of Resolution No. 2022-889 was printed in the legal section of the Press-Enterprise newspaper as well as on the District website and available for inspection at the District's office front counter.

**Director Trueba opened the Public Protest Hearing.**

One customer asked if the district was going to provide bags for separating the trash into the bins.

Response: No

Another customer asked if they need to wash the items before putting them into the recycling bins.

Response: No

Another customer asked if we are in a drought and is she going to get fined if she uses more water?

Response: There's no fine in Jurupa Valley, but if she can conserve it would be better. RCSD is in a drought contingency plan, a stage 2 – voluntary conservation.

Another customer asked if for the trash do they dig a hole or do they burn it?

Response: Neither. The solid waste they take to the dump in the landfill. The green waste gets composted.

**Director Trueba closed the Public Hearing.**

**There were 3 verbal No votes in the room, plus the 2 written protests, well below the 50% plus 1 protest vote required to defeat.**

**Director Murphy moved, and Director Trueba seconded the Board of Director's Adopt Resolution No. 2022-889, a Resolution Adjusting the Solid Waste Collection and Disposal Charges for Residential, Commercial and Industrial Customers for FY 2022-2023.**

**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 Statement of Cash Asset Schedule Report Ending May 2022. DM 2022-52.**

**BACKGROUND**

Attached for the Board of Directors' consideration is the May 2022 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$47,144.88 for District controlled accounts. With respect to District "Funds in Trust", we show \$2,109.63 which has been earned and posted. The district has a combined YTD interest earned total of \$49,254.51 as of May 31, 2022.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$8,509,909.78 ending May 31, 2022. That's **\$391,862.81 MORE** than July 1, 2021, beginning balance of \$8,118,046.97.

Further, the District's Field/Admin Fund current fund balance is \$722,034.18.

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

**Director Murphy moved, and Director Skerbelis seconded to Receive and File the Statement of Cash for the Month of May 2022 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 11. Consideration to Adopt Draft Rubidoux Community Services District Operations and Capital Improvements Budgets and Salary Schedule for Fiscal Year 2022-2023. DM 2022-53.**

**BACKGROUND**

Attached for the Board of Directors' consideration is the proposed Fiscal Year 2022-2023 ("FY 2023") Budget for the Rubidoux Community Services District ("RCSD") Operating and Capital Funds. Additionally, attached to the Budget is the District's FY 2023 Salary Schedule.

The District's budgeting cycle is a multi-month process beginning in late January 2022. During this time, District management met on a weekly basis to discuss all facets of the District's operations which ultimately become factors when setting budgetary figures. Items considered include but are not limited to the following:

- Current and forecasted operational challenges related to supply chain shortages, inflation, and new treatment processes
- New District job classes, retiring employees and successor training, and anticipated Cost of Living Adjustments
- Critical capital infrastructure spending related to the water and sewer enterprise
- Costs and debt service associated with the Field/Admin. Building project
- Allocation of central services and discretionary property tax revenue
- Preventative maintenance programs and other programmatic initiatives
- SB 1383 compliance and administrative costs
- TDS mitigation due to continuous elevated levels above 650 mg/l (maximum allowed based on City of Riverside discharge permit)
- Potential capital contribution to the City of Riverside for wastewater treatment plant upgrades

Each week during the budgeting cycle, management would continuously assign costs to the District's operational and capital fund budgets. As costs were assigned, management simultaneously looked at anticipated revenues associated with each enterprise to determine if sufficient revenues could be generated at the District's current rates or if a rate adjustment was necessary. Due to significant challenges facing the District as noted above, rate adjustments across all three enterprises were necessary for FY 2023. District staff conducted and the Board participated in various rate setting events beginning in March 2022. The timeline of events is highlighted below.

### **RATE ADJUSTMENT TIMELINES:**

#### Solid Waste:

- Solid Waste Committee Meetings – March 16, April 6, and April 13, 2022
- Regular Board Meeting – April 21, (DM 2022-30 Approve Rate Increase and Set Proposition 218 Public Protest Hearing)
- Budget Workshops – May 5, May 19, and June 2, 2022
- Regular Board Meeting – June 16, 2022 ( DM 2022- 51 Public Protest Hearing and Resolution No. 2022-889 Consideration and Adoption)

#### Wastewater –

- Budget Workshop – May 5, 2022
- Regular Board Meeting – May 5, 2022 (DM 2022-41 Consideration to Prepare Draft Ordinance Adjusting Rate)
- Budget Workshop – May 19, 2022
- Regular Board Meeting – May 19, 2022 (DM 2022-43, 1<sup>st</sup> Reading of Ordinance No. 2022-131)
- Budget Workshop – June 2, 2022
- Regular Board Meeting – June 2, 2022 (DM 2022-47 Reading of Ordinance No. 2022-131 and Public Hearing)

#### Water –

- Budget Workshop – May 5, 2022
- Regular Board Meeting – May 5, 2022 (DM 2022-41 Consideration to Prepare Draft Ordinance Adjusting Rate)

- Budget Workshop – May 19, 2022
- Regular Board Meeting May 19, 2022 (DM 2022-44 1<sup>st</sup> Reading of Ordinance No. 2022-132)
- Budget Workshop – June 2, 2022
- Regular Board Meeting – June 2, 2022 (DM 2022-48 2<sup>nd</sup> Reading of Ordinance No. 2022-132 and Public Hearing)

Since the District’s 3<sup>rd</sup> and final budget workshop on June 2, 2022, staff reviewed the draft budget a final time to determine if all budgetary figures appeared appropriate for the Board’s consideration and adoption this evening. After further consideration and based upon an updated proposal provided from one of the District’s consultants staff’s only update to the draft budget since Budget Workshop #3 was in the General Fund Budget Line No. 32 ‘Consulting Fee: Communication/Outreach’ which increased from \$10,000 to \$25,000. As this budgetary item was an allocable central service, the District’s fire and enterprise funds admin. Expense increased slightly to cover the added cost. Also, staff received no other comments from the Board as it relates to the FY 2023 draft budget since Budget Workshop #3.

**Director Skerbelis moved, and Director Muniz seconded the Board of Directors to Adopt Draft Rubidoux Community Services District Operations and Capital Improvement Budgets and Salary Schedule for Fiscal Year 2022-2023.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 12. Consider Award of Contract for Professional Services to Prepare Standard Operating Procedures for Smith, Thompson, and Well 2 Facilities. DM 2022-54.**

**BACKGROUND**

As the Board is aware, the Rubidoux Community Services District (“the District”) has implemented several major treatment facilities. The Thompson Treatment Plant has oxidation treatment processes to remove manganese and iron, and an ion exchange system (IX) to remove PFAS and 1,2,3 TCP. The Anita B. Smith Treatment Plant has granular activated carbon (“GAC”) and IX to remove 1,2,3 TCP, PFAS, Nitrates, and Perchlorates. Well 2 uses GAC filtration treatment to remove 1,2,3 TCP and PFAS. These water treatment process upgrades come with new regulatory requirements from the Division of Drinking Water (DDW) and added new duties/responsibilities from the District’s operation staff. In order to ensure optimal operation of the facilities and compliance with regulatory requirements, the District recommends training for the staff. Optimizing operation of the treatment facilities will ensure the District will be able to extend the useful life of the treatment media and reduce operation and maintenance costs with an overarching goal of keeping District rates for the customers as low as possible. To go along with operator training the District needs to develop standard operating procedures (SOP’s). These SOP’s will provide step-by-step instructions for routine procedures and alarm

responses so all operators (current and future) perform operations in a way that optimizes treatment performance, extends equipment lifetime, and complies with Division of Drinking Water regulations. Having SOPs memorializes District institutional knowledge, which has long-term benefits for continuity of business as staff resources changeout over time.

The District has asked Trussell Technologies to provide a scope of services and cost proposal to develop an operator training program and to prepare detailed step-by-step SOP's for responding to alarms and performing routine operating procedures at the Smith WTF, the Thompson WTF, and Well 2 WTF. They have submitted a proposal to the District in the amount of \$239,010 for this effort, attached. The cost for these services is included in the 2022-23 Water Fund Budget.

In August of 2021, the Board approved a Contract for Professional Services for Trussell Technologies to Prepare Operation Plans for the Division of Drinking Water Permits. The operator training and SOP's detailed in the scope of work will build-off of the Operation Plans Trussell Technologies prepared. As a reminder the Operation Plans enabled DDW to update the District Operating Permits for the Smith and Thompson WTFs. The work also has had an unexpected ancillary benefit of reduced sampling requirements being approved by DDW. The reduced sampling requirements results in recurrent annual savings benefit to the District of approximately \$120,000 per year. It is anticipated that with the proposed training and SOP, efficiency gained in daily operator activities will produce tangible and meaningful cost savings benefiting the District and its customers.

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

- 1. Approve a Task Order in the amount of \$239,010 to Trussell Technologies to perform work per the attached scope of work and fee proposal.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 13. Consideration to Adopt the 2022 Rubidoux Community Services District Water Master Plan: DM 2022-55.**

### **BACKGROUND**

At the June 2, 2022 Rubidoux Community Services District (“District”) Board meeting, each of the Directors were given a copy of the draft 2022 Water Master Plan Update. Additionally, a copy of the draft plan has been placed on the District’s website for public review. Staff also presented the content of the Water Master Plan and how it is used by the District. This introduction was provided so the Board could have time to review the document in preparation of considering its adoption.

The Water Master Plan is an important document to the District. Its' purpose is to analyze the current state of the District's water production, transmission, and distribution facilities and identifies deficiencies to be corrected. The plan also identifies needed future facilities to meet projected growth within the District's service area. It provides staff with a roadmap for needed future water facilities and it is a fundamental part of the District's financial strategy. It is used as the basis for setting rates and capacity fees going forward.

Staff is prepared to answer questions from the Board of Directors or public in respect to the Water Master Plan.

**Director Skerbelis moved, and Director Muniz seconded the Board of Directors adopt the 2022 Rubidoux Community Services Water Master Plan.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 14. Consideration and Adoption of the Rubidoux Community Services District 2022 Wastewater Master Plan Update. DM 2022-56.**

**BACKGROUND**

At the June 2, 2022 Rubidoux Community Services District ("District") Board meeting, each of the Directors were given a copy of the draft 2022 Wastewater Master Plan Update. Additionally, a copy of the draft plan has been placed on the District's website for public review. Staff also presented the content of the Wastewater Master Plan and how it is used by the District. This introduction was provided so the Board could have time to review the document in preparation of considering its adoption.

The Water Master Plan is an important document to the District. It's purpose is to analyze the current state of the District's wastewater conveyance facilities, lift stations, and treatment capacity utilization and identifies deficiencies to be corrected. The plan also identifies needed future facilities to meet projected growth within the District's service area. It provides staff with a roadmap for needed future water facilities and it is a fundamental part of the District's financial strategy. It is used as the basis for setting rates and capacity fees going forward.

Staff is prepared to answer questions from the Board of Directors or public in respect to the Wastewater Master Plan.

**Director Muniz moved, and Director Murphy seconded the Board of Directors adopt the 2022 Rubidoux Community Services Wastewater Master Plan.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 16. California Special District Association Board of Directors Election, Seat B – Southern Network for Term 2023-2025. DM 2022-58.**

**BACKGROUND**

Rubidoux Community Services District (“District”) is a member of the California Special Districts Association (“CSDA”). CSDA is a not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

It has a membership of over 1,000 organizations throughout California representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare, and community services districts. CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special district’s management and operational effectiveness.

CSDA’s Board of Directors Seat B – Southern Network voting is open through July 8, 2022. The District is eligible to cast a vote for this election.

There are three candidates seeking Seat B – Southern Network for a 2-year term include:

1. Don Bartz – Phelan Pinion Hills Community Services District (Incumbent)
2. Ken Eldter – Fallbrook Public Utility District
3. Beverli Marshall – Valley Sanitary District

Attached for the Board’s review are the “Candidate Information Sheet” for each of the candidates and supplemental information for Mr. Bartz and Ms. Marshall.

It is requested the Board provide direction on which candidate to submit the Districts’ vote.

**Director Trueba moved, and Director Muniz seconded to vote in support of Don Bartz for the CSDA Board.**

**Roll call:**

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

**Noes – 0**

**Abstain – 1 (Murphy)**

**Absent – 0**

**The motion was carried 4 Ayes, 1 Abstain.**

**ITEM 17. Directors Comments**

Director Murphy thanked staff for having the senior discount forms out for the public.

Director Trueba adjourned the meeting at 5:45 PM.