

**MINUTES OF REGULAR MEETING**  
**November 4, 2021**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

**DIRECTORS ABSENT:** Hank Trueba, Jr.

**STAFF PRESENT:** Jeffrey Sims, General Manager  
Brian Laddusaw, Director of Finance  
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 President Skerbelis, at 4:00 P.M., Thursday, November 4, 2021, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for October 21, 2021, Board Meeting.

Director Trowbridge stated that Items 10 and 11 both stated carried unanimously incorrectly.

Item 10 and Item 11 both should read the motion carried, not unanimously.

**Director Murphy moved, and Director Trowbridge seconded to approve the October 21, 2021, Regular Board Minutes as amended.**

**Roll call:**

**Ayes – 3 (Murphy, Skerbelis, Trowbridge)**

**Noes – 0**

**Abstain – 0**

**Absent – 2 (Muniz, Trueba)**

**The motion was carried by majority vote.**

**ITEM 5. Consideration to Approve the November 5, 2021, Salaries, Expenses and Transfers.**

Consideration to Approve the November 5, 2021, Salaries, Expenses and Transfers.

**Director Murphy moved, and Director Trowbridge seconded to Approve the November 5, 2021, Salaries, Expenses and Transfers.**

**Roll call:**

**Ayes – 3 (Murphy, Skerbelis, Trowbridge)**

**Noes – 0**

**Abstain – 0**

**Absent – 2 (Muniz, Trueba)**

**The motion was carried by majority vote.**

## **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 nothing to offer.

## **ITEM 8. MANAGER’S REPORT**

### **Operations Report:**

Jeff Sims reported that an employee was accosted by someone at Memorial Park while he was working.

Director Murphy requested staff at the next Manager’s provide an update on LAFCO and an update regarding 3715 Avalon. Mr. Sims responded on the 3715 Avalon property indicating the District decided not to purchase the property after the environmental survey came back. The Fire Station directly adjacent to the westerly property line has had some vandalism and thefts thought by actions of people appearing to live in an encampment on the 3715 Avalon property. Mr. Sims has contacted the county to find out who currently owns the property. The information has been forwarded to the Jurupa Valley Code Enforcement. Staff has heard back that they will inspect the property. Chief Veik has also done the same in forwarding information to the city. The property is privately owned now.

### **Emergency and Fire Report:**

Presented at the second board meeting of the month.

## **ITEM 9. Consider Award of Professional Services Contract for Preparation of a District-Wide Condition Assessment. DM 2021-77.**

### **BACKGROUND**

The Rubidoux Community Services District (“District”) own and operates water and wastewater facilities that have been in operation since as early as 1952 when the District was formed. The District has limited condition and maintenance records on many of the existing facilities. Having historical facility records would be helpful in creating a long-term plan for future maintenance, refurbishment, and replacement of facilities.

The District’s Existing Facilities can be characterized in the following broad categories:

- Well Pumping plants
- Water Treatment Facilities
- Booster Pumping Plants
- Wastewater Lift Stations
- Water and Sewer Pipelines

It is known some of the District’s wells have dated electrical installations and are only repaired when necessary due to breakdowns and stoppages. Some wells have had to be completely refurbished. An example is Well 18 which was refurbished to increase production reduced by well casing fouling. The District uses the following wells for potable water sources: 1A, 2, 4, 6, 8 and 18. Only Well 18 has been recently refurbished. The District also has the following non-potable wells: 3, 5, 7, 11, 14, 19 and 20. None of these wells have had their condition assessed but may need to be put into service as system demand grows.

The District’s Water Treatment Facility at the Anita B. Smith Water Treatment Facility (Smith Facility) was put into service in 1995 to treat groundwater (raw water) from Wells 4 and 6 for nitrate; perchlorate; and more recently per- and polyfluoroalkyl substances (PFAS). The original plant has not had a comprehensive condition assessment since it was originally constructed. Many components of the facility are outdated and obsolete. Some components are only available on the secondary market such as eBay and may be used or of questionable quality.

The Treatment Facility at the Leland Thompson Water Treatment Facility (Thompson Facility) treats groundwater (raw water) for Manganese and Perchlorate as well the recently added Ion Exchange for removal of per- and polyfluoroalkyl substances (PFAS). While it newer and in better state of repair than the Smith Facility, it has not had an assessment done on its current condition.

The District has recently added treatment at Well 2 to remove PFAS, 1, 2, 3-TCP (TCP) with Granular Activated Carbon which is blended with water from the Thompson Facility to lower the nitrate and Perchlorate levels at the Avalon Testing Station.

None of the District’s Water Treatment Facilities have had a comprehensive assessment of their condition.

The District operates Booster Stations at Mission Avenue and at Golden West to move water from the 1066’ Pressure Zone to the 1238’ Pressure Zone (1066PZ and 1238PZ, respectively). Additionally, the District Operates the Skyloft Hydro-pneumatic Booster Station at Skyloft Drive to pressurize the water from the 1238PZ to serve lots at an elevation too high to get adequate pressure from the 1238PZ. The District also has a Booster Station at Jewel Street where the District’s boundary abuts the boundary of the Jurupa Community Services District (JCSD) for an inter-tie with JCSD for water transfers between districts. A comprehensive assessment of the District’s Booster Stations has never been done.

The District also operates six sewage lift stations. These include the Fleetwood Lift Station, the Belltown Lift Station, the Exmoor Lift Station, the Jurupa Hills Lift Station, the Juan Diaz Lift Station, and the Regional Lift Station. Each of these lift stations enables delivery of sewage for treatment at the Riverside Regional Water Quality Control Plant operated by the City of Riverside.

District Staff recognizes a need to understand the current condition of each of these facilities to plan for their future upkeep, repair, and maintenance to minimize the potential of catastrophic failures from occurring. The District has already performed condition assessments for each of the District's Storage Reservoirs which consist of Hunter, Perone, Watkins and Atkinson and needs to collect data on the condition of the entire water and wastewater system to prioritize preventive maintenance and repair efforts. As a note, the District's booked value of its entire Physical Plant is in excess of \$50,000,000.00.

The District has obtained a proposal from Krieger and Stewart (K&S) to investigate District Facilities and provide a comprehensive assessment of their condition along with recommendations of items needing immediate remediation and to develop a maintenance plan and schedule. K&S proposes to develop a database of District Facilities and do field investigations to determine the current condition and integrity of each of these facilities including their electrical, mechanical, and structural adequacy. Their proposal also includes an evaluation of lighting, storm water drainage and security of each site. Since the Smith Facility is the oldest and potentially needing the most attention to maintain adequate potable water supply, K&S will investigate this site first in detail, then the other sites.

After the investigation of each of the facilities is completed K&S will prepare a report of conditions and meet with staff to review and explain the results of the investigation and report. After this, K&S will prepare a Water and Sewer Improvements Plan for the Smith Facility specifically and other District Facilities in general. This plan will include prioritization of projects for future upgrades to the District's Physical Plant. This document will be a guide for District use in preparing a financial strategy to accommodate ongoing facility needs for current and projected system demands of current and future customers.

Krieger and Stewart's proposal for this scope of work is \$350,300.00. The schedule to complete the entire scope of work will take over a year to complete, concluding in the Spring of 2023. Out of concern about current needs of the Smith Facility, its condition assessment work will be accelerated so repair/replacement work budget can be included in the FY 22-23 budget.

The District's current FY 21-22 FY budget included \$300,000 for this effort under operational expenses with \$225,000 under Water CIP Budget Item #10, and \$75,000 under Sewer CIP Budget Item #4. Although the Krieger & Stewart Proposal exceeds the budgeted amount in the FY 21-22 budget the work will extend into the FY 22-23 Budget Year. Staff will include \$50,300 in the FY 22-23 Budget and will limit Krieger & Stewart efforts in FY 21-22 to not proceed beyond the amount of work that is in the current budget, \$300,000.

**Director Murphy moved, and Director Trowbridge seconded authorizing the General Manager to:**

- 1. Approve utilizing currently budgeted funds for the District-wide Condition Assessment in Water CIP Budget item #10 and the Sewer CIP Budget item #4 to pay for the condition assessment in the amount of \$300,000.**

2. **Sign a Task Order with Krieger & Stewart in a Not-to-Exceed amount of \$300,000 to perform most of the scope proposed under their proposal.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Trueba)**

**The motion was carried by majority vote.**

**ITEM 10. Consider Adoption of Resolution No. 2021-883 Supporting USBR WaterSMART Water and Efficiency Grant Funding. DM 2021-78.**

### **BACKGROUND**

On October 11, Webb and Associates advised Rubidoux Community Services District (“District”) staff of an opportunity to apply for grant funding available through the United States Bureau of Reclamation (USBR) WaterSMART Water and Efficiency Program FY 2022 for replacement of existing meters with Advanced Metering Infrastructure (AMI). AMI includes installation of new meters throughout the District with technology enabling two-way communication between the District and the customer. The infrastructure beyond the actual meter includes software and fixed base radio equipment to allow continuous monitoring of usage so 1) the District can advise the customer when there appears to be abnormally high usage (leak), and 2) the customer can access usage records from their computer or phone.

This USBR grant can pay up to 40% of the cost of implementing an AMI solution. The preliminary estimated cost for AMI is just over \$4 million so with an award of a grant for 40%, the District could save approximately \$1,600,000.00. The deadline for applying for the grant is November 3, 2021.

Webb and Associates is preparing the grant application on behalf of the District. USBR requests with the grant application a resolution adopted by the Board indicating –

1. Board authorization for the General Manager, or designee, to sign a cooperative agreement with USBR for the grand funding if the District is successful with its application.
2. The District’s intent to provide the 60% matching local funding should USBR award a grant to the District. Assuming the AMI project will cost approximately \$4 million, the District will be required to have local matching funds of \$2.4 million over a three-year project implementation period.

As discussed in prior Board Meetings the District has a significant unaccounted water concern. This means, the District is underbilling customers for the actual amount of water being produced, treated, and used by the customers. The unaccounted water needs to be addressed on both the supply side and the demand side. Currently the District has secured six new mag meters to install

on all wells (supply side) and these meters will be installed before the end of Calendar Year 2021. Once installed, the District will be able to accurately measure all water put into the potable water system. The approximately 6,500 customer meters on the demand side are aged and as the meters age the meters read slow, meaning the meters under report actual customer usage. Lost revenue from the unaccounted water is estimated to be approximately \$400,000 per year.

If the District is successful in receiving grant funding from USBR, the \$2.4 million of local matching funds the District will need to spend will have a six (6) year payback period based on having the ability to recover \$400,000 of revenue now lost due to inaccurate metering.

**Director Trowbridge moved, and Director Murphy seconded approval of Resolution 2021-883; a Resolution of The Board of Directors of the Rubidoux Community Services District Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the 2022 Bureau of Reclamation Water and Energy Efficiency Grant.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Trueba)**

**The motion was carried by majority vote.**

**ITEM 11. Consider Consulting Agreement for HAZWOPER Training. DM 2021-79.**

### **BACKGROUND**

HAZWOPER training is required by OSHA under Federal Code of Regulations 29 CFR Part 1910.120. This 40-hour HAZWOPER training is required for workers who have risk of exposure to hazardous materials while on the job. This training covers policies, practices and procedures that reduce the risk of injury and illness related to harmful exposures on the worksite.

District treatment operators and utility workers are exposed to liquid chlorine used to disinfect potable water at various treatment sites throughout the District. An accidental chlorine spill can lead to worker injury and the need to contain and clean up a spill. The training will teach staff how to properly handle chlorine, protect themselves with proper use of personal protective equipment, and clean up an accidental spill. The 40-Hour HAZWOPER training requires an 8-hour refresher course each year.

Staff obtained two quotes for the 40-Hour HAZWOPER training with the lowest quote from Fire Dog Training. Their quote of \$5,500 includes two 40-hour sessions enabling half the field staff to be available to cover District functions while the other half is in training.

Funding for this effort is proposed to come from Line #29 of the Water Fund Budget – Employee Education and Training of \$15,000.

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

- 1. Utilize \$5,500 of the approved Employee Education and Training as provided in the Water Fund Budget Line Item #29 to pay Fire Dog HAZMAT Training Specialist for the HAZMAT training.**
- 2. Enter into a master consulting agreement and issue a task order to Fire Dog HAZMAT Training Specialist.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Trueba)**

**The motion was carried by majority vote.**

**The Board went into Closed Executive Session at 4:38 P.M.**

**ITEM 12. CLOSED EXECUTIVE SESSION – Pursuant to Government Code Section 54956.9: Baker Litigation Case No. RIC2003649.**

**ITEM 13. CLOSED EXECUTIVE SESSION – Pursuant to Government Code Section 54956.9: Threatened Litigation. One Case.**

**The Board came out of Closed Executive Session at 4:56 P.M. There were no reportable actions.**

**ITEM 15. Directors Comments**

Director Murphy commented on writing a letter trying to get action from the county supervisors to look into assistance for District customers in arrears on their District bill. Essentially, we have around 6,000 customers, and 600 in arrearage, and we have 5 who have received assistance. That is 1% of people in the arrears. People are going to come asking for help. We should have a copy of the application for assistance available. It looks like for 55% (renters) of the customers that will get red notices, we can hand them a piece of paper; but for 45% (owners) of the customers there's no application to get assistance. That's for residential property owners and commercial property. I'd like to bring this to the attention of the county supervisors. There's this gap that has fallen out on the horizon. What I don't know is when the state moratorium is going to end. What date we will be putting out red cards and shutting off water? I don't know what dates those will be. I'd like some specific date that says "x" number of customers are in arrears and "x" number of customers have received assistance checks from said agencies. Hopefully we can bring this to the attention of the County Supervisors. It looks like half the people there is just no help for them.

Sims: So, the number of people in arrearages?

Murphy: What I'm looking for is some date. The number of people in arrears; the number of people we have received assistance; Brian said we have received five assistance checks from United Lift. Then the total number of District 6,500? I'm looking for those 3 numbers; and then 3 dates - what is the date the state moratorium is going to end? Do we know that?

Laddusaw: As it stands today, December 31, but that was supposed to end September 30 and it was extended.

Murphy: So, let's say it's December 31. That means red tags could be put out some time in April?

Sims: It will be 3-4 months later due to SB 998 shutoff.

Murphy: So, shutoff date would be March 1, April 1. We would, physically shutoff meters?

Sims: Meter shut off could be some time in spring. We would go through the process of 70+ days once customers have gone past due. That doesn't prohibit people from appealing it and being put on a payment plan.

Murphy: If the moratorium ends.

Sims: The theoretical date the first shutoff date is April 1.

Murphy: That's the information I'm looking for. I'm going to write this letter and send it to the County Supervisors and go down and talk to them and call for a public hearing and say, "Look, April of next year people are going to be in arrears and have meters shut off and only 1% of the people who have had a problem have gotten help for this. Not being able to get the application to ask for assistance is a problem to be rectified." They may listen.

Sims: I don't know why the website was shut down. Suffice it to say, the greatest hope that I have is that the state water board has been working with all the water agencies statewide on an arrearages survey for 3-4 months. I think Brian is supposed to have the data in soon. I think it really comes down to a final allocation of money to allocate to the districts for arrearages.

Laddusaw: June 15, 2021 was the date the state is using to determine the total of water bill arrearages in the State of California.

I don't know how much money we are going to get but suffice it to say if we get the money, it will be up to that date - there will be a gap at least 6 months potentially, but at least arrearages won't be as big.

Murphy: So, I think that the more help the people can get will be better.

Director Skerbelis adjourned the meeting at 5:08 PM.