

MINUTES OF REGULAR MEETING
March 16, 2023
RUBIDOUX COMMUNITY SERVICES DISTRICT

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

DIRECTORS ABSENT:

STAFF PRESENT: Brian Laddusaw, General Manager
Ted Beckwith, District Engineer
Martha Perez, Accounts Payable Manager
Miguel Valdez, Director of Operations
Melissa Trujillo, Human Resources

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Murphy, at 4:00 P.M., Thursday, March 16, 2023, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

*Director Murphy requested Item 18 be moved to 4:45. There will be a break at 4:40.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for March 2, 2022, Board Meeting.

Director Skerbelis moved, and Director Trueba seconded to approve the March 2, 2023, 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 March 17, 2023, Salaries, Expenses and Transfers.

Consideration to Approve the March 17, 2023, Salaries, Expenses and Transfers.

Director Skerbelis moved, and Director Trueba seconded to Approve the March 17, 2023, 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

Mr. Ed Flanagan from the public addressed the board regarding the meter readers driving the wrong way on the road as they read the meters. Additionally, he had an issue with the trash trucks leaking as they are driving the roads. He stated that the trucks need to be checked more frequently. Staff informed him that if he sees any leaks or messes, he can call the office and the office staff will reach out to Burrtec, who will then send out a cleanup team.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

There was nothing to offer at this time.

ITEM 8. MANAGER'S REPORT

Operations Report:

Miguel Valdez reported on the water/wastewater report for the month of February, production was an average of just under 3.32 mgd per day and an average of 1.66 mg/day was the wastewater flow to Riverside. On average 0 mg/day of water to JCSD. The projected sales to JCSD are at zero sales currently. Well No. 1 produced 0.8% of the water, Well No. 2 produced 16.2%, Well No. 4 produced 11.1% and Well No. 6 produced 17.5%, Well No. 8 produced 53.5% and Well No. 18 produced 1% of the water.

Emergency and Fire Report:

Chief Otterman reported the Incidents Reported for the month of February 2023 and Special District Rubidoux CSD. Station 38 had a total of 272 calls. 183 calls, 67.3% were medical aides. Additionally, there was a report for the City of Jurupa Valley. There were 31 False Alarms, 11.4%, 3 Other Misc, 1.1%, 6 Other Fire, 2.2%, 22 Public Service Assist, 8.1%, 2 Standby, 0.7%, 18 Traffic Collisions, 6.6%, 1 Vehicle Fire, 0.7% and 2 Wildland Fires, 0.7%.

Brian spoke about Meet the Machines at the Skyview Event Center, presented by Jurupa Area Recreation and Park District. This will take place on April 15, 2023, from 9:00-1:00 pm. RCSD will be participating in this again. Secondly, the communications consultant would like to

interview two (2) board members who would be willing to participate in these one-on-one interviews. There are two dates available with multiple times. Please contact Melissa.

ITEM 9. PUBLIC HEARING - Second Reading and Consideration to Adopt Ordinance No. 2023-133, An Ordinance Establishing Board Member Stipends. DM 2023-24.

BACKGROUND

On February 2, 2023, at the regularly scheduled Rubidoux Community Services District (“District”) Board of Director’s (“Board”) meeting, the Board directed staff to prepare draft Ordinance No. 2023-133 and schedule its introduction (First Reading) at the February 16, 2023, regular Board meeting. On February 16, 2023, prior to the First Reading of Ordinance No. 2023-133, the Board motioned and voted to table the First Reading until March 2, 2023. On March 2, 2023, the Board conducted the First Reading of Ordinance No. 2023-133. Subsequent to the First Reading, staff was directed by the Board to continue with the Ordinance adoption schedule, which is as follows:

- March 16, 2023 (**TONIGHT**) – Second Reading, Public Hearing, and Consideration to Adopt Ordinance No. 2023-133
- May 15, 2023 – Effective Date of Ordinance No. 2023-133 (60 days past adoption)

This evening’s Public Hearing for Ordinance No. 2023-133 was posted on the District’s administration office windows, on the District’s website, and noticed in the Press-Enterprise Newspaper.

As of the writing of this Director’s Memorandum, staff has not received any oral or written comments from the public as it pertains to Ordinance No. 2023-133. Additionally, no changes were made to draft Ordinance No. 2023-133 since the First Reading on March 2, 2023.

As a reminder, draft Ordinance No. 2023-133 includes the following adjustments to the Board Member stipends:

1. Adjust the Board member stipend for regular meetings (including special, emergency, advisory, etc.) and committee meetings to the maximum allowed under current California Water Code.

Regular: From \$155.13/meeting to **\$179.58/meeting**

Committee: From \$63.81/meeting to **\$73.87/meeting**

2. Adjust the Board member stipends automatically, on an annual basis, **commencing July 1, 2024**, to the maximum allowed under the then current California Water Code. For reference, the current California Water Code allows for a maximum 5% annual increase.

If Ordinance No. 2023-133 is adopted at the conclusion of this evening's Public Hearing, the effective date of Ordinance No. 2023-133 would be May 15, 2023. The Board would notice an adjustment to their stipend pay on their June 9, 2023 paycheck, as the Board is paid in arrears.

Director Murphy opened the PUBLIC HEARING.
Member of the public Ed Flanagan commented off the topic.

Director Murphy closed the PUBLIC HEARING.

Director Trowbridge moved, and Director Muniz seconded to adopt Ordinance No. 2023-133, An Ordinance Establishing Board Member Stipends.

Roll call:

Ayes – 2 (Murphy, Trowbridge)
Noes – 3 (Muniz, Skerbelis, Trueba)
Abstain – 0
Absent – 0

The vote was 2 Ayes, 3 Noes.
The motion failed.

ITEM 10. Receive and File Statement of Cash Asset Schedule Report Ending February 2023. DM 2023-25.

BACKGROUND

Attached for the Board of Directors' consideration is the February 2023 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$230,749.55 for District controlled accounts. With respect to District "Funds in Trust", we show \$9,036.94 which has been earned and posted. The district has a combined YTD interest earned total of \$239,786.49 as of February 28, 2023.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$14,178,660.16 ending February 28, 2023. That's **\$5,168,473.91 MORE** than July 1, 2022, beginning balance of \$9,010,186.25.

Further, the District's Field/Admin Fund current fund balance is \$720,684.77.

Submitted for the Board of Directors consideration is the *February 2023, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

Director Muniz moved, and Director Skerbelis seconded to Receive and File the Statement of Cash for the Month of February 2023 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. Consider Proposal with Compensation Systems, Inc. to Provide Actuarial Valuation Services for the District’s Other Post-Employment Benefits Plan. DM 2023-26.

BACKGROUND

Under California Government Code §26909, Rubidoux Community Services District (“District”) is required to undergo an audit of its financial statements at the of each fiscal year. The audit must be conducted by a county auditor or by a Certified Public Accountant (“CPA”). Historically, the District has contracted with a CPA firm to conduct its audits and issue an opinion on its financial statements. In May 2022, the District’s Board of Directors (“Board”) agreed to a 5-year cost proposal with Rogers, Anderson, Malody, & Scott (“RAMS”) to perform the District’s audits through FY 2026.

Currently, the District offers its employees participation in a Defined Benefit Pension Plan (“Plan”) administered by the California Public Employees’ Retirement System (“CalPERS”). CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members, who must be public employees and beneficiaries. The District sponsors three plans: two miscellaneous and one safety. Each year, the District’s CalPERS plans are valued by an actuary as part of CalPERS annual valuation process. As a result, the valuation will establish, at the end of each fiscal year, total benefits already earned by current and former employees covered by CalPERS. This amount is then compared to total plan assets. Plan assets are established through normal payroll contributions, yearly unfunded liability payments, and from return on investments of already deposited plan assets. Liabilities in excess of plan assets creates an unfunded accrued liability (“UAL”). The UAL is included in the District’s financial statements as a liability to the District.

Additionally, the District has established a single-employer Retiree Healthcare Plan otherwise considered an Other Post-Employment Benefit (“OPEB”). This coverage is available for employees who have retired from the District and maintain their health insurance through CalPERS. The District’s current contribution cap is \$196 per month per retiree. Similar to the District’s Plans administered through CalPERS, the District’s OPEB plan must be valued by an actuary each fiscal year with the resulting liability included on the District’s financial statements. CalPERS does not perform actuarial services for the District’s OPEB plan. Additionally, the District’s current auditor, RAMS, is disallowed from performing actuarial services on the plan since they already perform the audit work for the District and would give rise to an independence issue. Thus, since 2019, the District has contracted with Total Compensations Systems, Inc. (“Total Comp”) to perform the actuarial work on the District’s OPEB plan.

Under Governmental Accounting Standards Board (“GASB”) 74 and 75, a full valuation is required of the District’s OPEB benefits every other year while a “roll-forward” valuation is allowed in between. The District is required to perform a full valuation for FY 2023. The District received a proposal from Total Comp for a full valuation for FY 2024, which are:

Full GASB 74/75 GASB 74/75 w/10% Discount

Fee for Full Valuation	\$3,700	\$3,330
Roll-forward Valuation for 2 nd Year	\$1,850	\$1,665

Based on the terms of the proposal, the District has the option of a 10% discount on both valuations if the District remits 50% payment upon commencement of the work and the remaining 50% upon issuance of the final report. It's noted in the proposal, the discount period would expire December 2022. Staff discussed this discount period with Total Comp who agreed to honor it. Historically, the District has followed this payment strategy and taken benefit of the 10% discount offered by Total Plan. Staff recommends the Board accept the proposal from Total Plan for a full valuation for FY 2023 and "roll-forward" valuation for FY 2024.

The costs of the valuation for FY 2023 was mistakenly omitted from the District's General Fund Budget line 33 'Auditors Fees'. Staff recommends the Board consider a budget amendment to the District's General Fund Budget line 33 'Auditors Fees' would adjust to \$35,330. Additionally, if the proposal is approved by the Board, staff will budget for the "roll-forward" valuation cost in FY 2024's budget.

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

- 1. Accept the proposal from Total Compensation Systems, Inc. for FY 2023 and 2024 valuation services of the Districts Other Post-Employment Benefits Plan.**
- 2. Sign a Consulting Services Agreement with Total Compensation Systems, Inc. and issue a Task Order in the amount of \$3,330.**
- 3. Amend the FY 2023 General Fund Budget line 33 'Auditors Fees' to \$35,330.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 12. Consider Proposal with Jager Trans Inc. to Provide Commercial Driver's License Class "A" Training to Field Employees. DM 2023-27.

BACKGROUND

Rubidoux Community Services District ("District") is authorized to employ twenty-six (26) full-time equivalent ("FTE") employees and two (2) part-time employees. Each employee working within their position has a job description which describes the duties, responsibilities, required qualifications, and reporting relationships of a particular role. Included in the Utility Maintenance Worker and Systems Operator job class series is a requirement for the employee working in the role to obtain a Department of Motor Vehicles Commercial Driver's License Class "A" designation within their first year of employment. Due to the significant cost and time

associated with obtaining a Class “A” designation, District practice has been to coordinate and pay for the necessary driving school and training.

Over the last few years, the District has seen turnover in the Utility Maintenance Worker and Systems Operator job class series mostly due to retirements. Additionally, the Systems Operator job class series added a new FTE beginning fiscal year 2022-2023. Not all the individuals hired by the District to fill those vacant positions had a Class “A” designation and thus made it necessary for the District to facilitate this training.

Proper Class “A” training can last between 3-4 weeks and due to the already limited crew sizes at the District, staff plans to stagger the training amongst the individuals needing it over the remaining of this fiscal year and next to ensure the District has proper coverage and maintains a continuity of operations.

The District received proposals from two vendors who provide the necessary classroom time and behind the wheel training sufficient for a Class “A” designation. They were:

Vendor	Amount	Employees	Total
Jager Trans Inc.	\$ 2,605	4	\$ 10,420
United Truck Driving School	\$ 6,550	4	\$ 26,200

Staff plans to facilitate Class “A” training for four employees this fiscal year. Of the two proposals, Jager Trans Inc. was significantly less and came at a cost savings of approximately \$16,000 to the District. The proposal received from Jager Trans Inc. is attached for reference.

Included in fiscal year 2022-2023 Water Fund Budget is line 29 ‘Employee Education and Training’ for \$28,100 as staff anticipated and built in the cost of this training during preparation of the budget. Through February 2023, staff has utilized approximately \$3,500 of the budgeted \$28,100 leaving \$24,600 in unappropriated monies for the remaining four months of the fiscal year. Utilizing \$10,420 of this amount will leave \$14,180 for the remaining fiscal year, which is sufficient for any remaining employee education and training expenses not yet incurred.

On March 13, 2023, this item was considered by the Personnel Committee. The Personnel Committee unanimously voted to accept the proposal from Jager Trans Inc. and directed the General Manager to agendize the proposal for consideration by the full Board at tonight’s regularly scheduled meeting.

Director Trowbridge moved and Director Trueba seconded the Board of Directors:

- 1. Accept the proposal from Jager Trans Inc. to train four (4) employees for their Class “A” designation.**
- 2. Authorize the General Manager to issue a Task Order and enter into a Professional Services Agreement with Jager Trans Inc. in the amount of \$10,420.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

***Recess at 4:40 PM. Closed Session will convene at 4:45 PM with Agenda Item 18.**

ITEM 18. CLOSED SESSION – Pursuant to Government Code Section 54956.9:

Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District

Closed Session ended 5:06 PM.

There was no reportable action.

***Recess at 5:06 PM. Regular meeting resumed at 5:11 PM.**

ITEM 13. Consider Proposal with Occupational Safety Training Systems, Inc. to Provide Safety Training to Employees. DM 2023-28.

BACKGROUND

Rubidoux Community Services District (“District”) is authorized to employ twenty-six (26) full-time equivalent (“FTE”) employees and two (2) part-time employees. Each employee working within their position has a job description which describes the duties, responsibilities, required qualifications, and reporting relationships of a particular role. Education and training are important tools for informing workers, supervisors, and managers about workplace hazards and controls so they can work more safely and be more productive.

Education and training provide managers, supervisors, and workers with:

- Knowledge and skills needed to do their work safely and avoid creating hazards which could place themselves or others at risk.
- Awareness and understanding of workplace hazards and how to identify, report and control them.
- Specialized training, when their work involves unique hazards.

Additional training may be needed depending on the roles assigned to individual managers, supervisors, and workers. For example, managers, and supervisors may need specific training to ensure they can fulfill their roles in providing leadership, direction, and resources for the health and safety of the organization and its staff. Workers assigned specific roles in the organization (utility maintenance, system operators, meter reader, etc.) may need different and unique training to ensure their full participation and understanding of those functions.

Historically, most of the District’s industry specific training (water and wastewater) has been done via 15-30 – minute webinars provided through the District’s Workers’ Compensation provider. This training, although efficient and cost advantageous, failed to provide employees with an in-depth knowledge and understanding of the subject matter which is crucial when working in a critical infrastructure industry for topics such as: ladder use, heat illness prevention, lock out/tag out, traffic control, trenching/shoring, backhoe operator safety, among others.

The District has identified its current safety program as a weakness which needs addressing. District staff believe training on these topics are best when done live and in-person. It facilitates student interaction, engagement, and content retention. The District received a proposal from Occupational Safety Training Systems, Inc. (“OSTS”) to address these needs. OSTS works with a number of public agencies including Jurupa Community Services District.

The proposal includes all the priority topics staff wishes to address the remaining of FY 2022-2023 and into the subsequent FY 2023-2024. The proposed FY 2022-2023 training schedule includes:

Topic	Amount	Cost Allocation	
		General Fund	Water Fund
Traffic Control	\$ 1,795.00	\$ -	\$ 1,795.00
Trenching, Shoring, and Excavating Awareness	\$ 700.00	\$ -	\$ 700.00
Trenching, Shoring, and Excavating Competent Person	\$ 1,400.00	\$ -	\$ 1,400.00
Backhoe Operator Safety	\$ 830.00	\$ -	\$ 830.00
CPR/First Aid/AED/Boodborne Pathogens	\$ 3,250.00	\$ 930.00	\$ 2,320.00
	\$ 7,975.00	\$ 930.00	\$ 7,045.00

The remaining trainings on the proposal not identified above will be budgeted for in fiscal year 2023-2024 and District staff will seek approval and authorization for those trainings in a subsequent Board meeting. Additionally, the trainings noted above will be allocated to the appropriate fund dependent on the type of District employee receiving the training. Most of the trainings on the schedule will be for the benefit of the District field staff while all District employees (administrative and field) will be trained on first aid. District staff has not received District-wide first aid training since 2019.

BUDGET CONSIDERATIONS:

The cost of these trainings was factored in when preparing the District’s fiscal year 2022-2023 budget and the budget considerations are as follows:

Budget - Fiscal Year 2022 2023	Budgetted Amount	Year-to-Date (inc. appropriations)	Available Funds	Cost Allocation	Remaining Funds
GF Budget Ln. 37 'EE Education and Training'	\$ 10,000.00	\$ 6,767.38	\$ 3,232.62	\$ 930.00	\$ 2,302.62
WF Budget Ln. 29 'EE Education and Training'	\$ 28,100.00	\$ 16,956.26	\$ 11,143.74	\$ 7,045.00	\$ 4,098.74

Should the Board consider and approve the proposal, no budget amendment is necessary nor being recommended by staff. Current unallocated budgeted monies are sufficient to cover these training courses for the remainder of fiscal year 2022-2023 while also leaving capacity in the budget for additional employee education and training expenses not yet incurred.

On March 13, 2023, this item was considered by the Personnel Committee. The Personnel Committee unanimously voted to accept the proposal from Occupational Safety Training Systems Inc. and directed the General Manager to agendize the proposal for consideration by the full Board at tonight’s regularly scheduled meeting.

Director Skerbelis moved and Director Trowbridge seconded the Board of Directors:

- 1. Accept the proposal from Occupational Safety Training Systems Inc. to train District staff on the topics noted in Table 1.**
- 2. Authorize the General Manager to issue a Task Order and enter into a Professional Services Agreement with Occupational Safety Training Systems Inc. in the amount of \$7,975.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 14. Consider Proposal from TKE for Additional Services for LAFCO Adjustments to RCSD Service Area Boundary. DM 2023-29.

BACKGROUND

The Rubidoux Community Services District (“District”) Board of Directors (“Board”) awarded a Professional Services Contract to TKE Engineering (“TKE”) in March 2020 under DM 2020-12 to assist the District in making adjustments to its service boundary. TKE is nearing completion of the work and final approval from LAFCO, Jurupa Community Services District and West Valley Water District is expected in April. During this process, it was determined several areas needed to be modified and additional work outside the original scope approved for TKE was necessary. Extra work included modifications to the sphere of influence and District boundary, as well as creating separate boundaries for water and sewer, and incorporation of additional areas with more than 3 miles of the boundary length and 8 million square feet. This extra work is detailed in-depth in the attached letter from TKE.

TKE has requested an increase in project funding to cover the cost of performing this extra work in the amount of \$25,620 to complete the Local Agency Formation Commission of Riverside County (“LAFCO”) Annexation and Boundary Adjustment Project, bringing the total cost to \$65,070. It should be noted this is still less than the second lowest proposal of \$97,164 in 2020. The extra work was necessary to obtain approval from LAFCO and is reasonable. Under DM 2020-12 \$40,000 was initially authorized by the Board. Now an additional \$25,700 is necessary to finish the work.

Staff proposes the District’s Board of Directors consider amending the District’s FY 2022-2023 Budget by allocating \$20,560 from the Water Operating Reserve and \$5,140 from the Sewer Operating Reserve to “Property Taxes – General Secured”.

Director Murphy moved and Director Trowbridge seconded the Board of Directors:

- 1. Issue a Task Order to TKE in the amount of \$25,700 to pay for the additional services.**

- 2. Amend the FY 2022-2023 Budget to allocate \$20,560 from the Water Operating Reserve and \$5,140 from the Sewer Operating Reserve to “Property Taxes – General Secured”.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 15. Consider Proposal from TKE for Engineering Design Work to Move a Water Pipeline from the Jurupa Community Services District to the Rubidoux Community Services District. DM 2023-30.

BACKGROUND

The Rubidoux Community Services District (“District”) is in process of completing a boundary cleanup between the District and neighboring Jurupa Community Services District (“JCSD”) and West Valley Water District (“WVWD”). As part of this cleanup and after meeting with JCSD staff, it was determined houses in the area identified as “Area 2” in the Local Agency Formation Commission of Riverside County (“LAFCO”) Plan of Service will need to have their water service transferred from JCSD to the District so these residents are serviced by one district for both water and sewer service. To accomplish this, some water pipeline modifications will need to be done and associated plans and specifications developed in order to bid the project.

TKE Engineering (“TKE”) is the engineering firm performing the LAFCO Plan of Service and Boundary Annexation cleanup scope of work and is most familiar with the project. Staff requested a proposal from TKE to perform this engineering work so the water pipeline can be transferred to the District when LAFCO completes the application for the boundary cleanup.

TKE proposes to do this engineering work for \$27,750. Adding a contingency of approximately 10% brings the total to \$30,000. As this work will be necessary for the District to satisfy the terms of the Plan of Service, the District will include the associated construction work in the upcoming 2023-2024 Fiscal Year Budget but the cost for the associated design work is not in the 2022-2023 Fiscal Year Budget. A budget amendment is requested to move \$30,000 from the Water Fund Operating Reserve Budget to the Water Fund Capital Improvement Project Budget to fund this work.

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

- 1. To issue a Task Order to TKE in the amount of \$27,750 to pay for the additional services.**
- 2. Amend the FY 2022-2023 Budget to allocate \$30,000 from the Water Fund Operating Reserve Budget to the Water Fund Capital Improvement Project Budget.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 16. Consider Award of Contract for Professional Services with Krieger and Stewart for Construction for the Replacement of a Water Pipeline Crossing Market Street. DM 2023-31.

BACKGROUND

The County of Riverside Transportation and Land Management Agency (“TLMA”) is planning to go out to bid for the Market Street Bridge Replacement Project late summer to early fall, 2023. This replacement project consists of replacing the existing bridge on Market Street crossing the Santa Ana River with a new 4-lane bridge as well as a new traffic approaches on each side of the river. The District’s existing water pipeline serving the Agua Mansa area is within the bridge approach. The Engineer for TLMA sent to Rubidoux Community Services District (“District”) a request for the District to complete the relocation of the District’s water pipeline on or before June 1, 2023 but has since moved the completion date to August 1.

Based on information shown in these plans an existing District owned water pipeline crosses Market Street near Via Cerro and 24th Street and must be relocated before TLMA commences with their project. The relocation is necessary because the required depth of cover over the District owned water pipeline will not be sufficient during construction of the bridge and placement of new road base. There is no way to protect this shallow depth pipeline during placement and compaction of road base because any method of protection would obstruct and interfere with the installation of the road base.

The District contracted with Krieger and Stewart in 2021 under DM 2021-72, attached, to have plans and specifications prepared for the relocation of this pipeline and these plans are complete with the exception of a few final specifications which are being completed now. The District will go to bid with this project at the end of March and expects to award a construction contract in late April or early May. The District anticipates a construction time-frame of approximately 4-6 weeks with completion expected by mid-June. It should be noted the actual construction will only take 3 or 4 weeks but there will be time constraints due to traffic control along Market Street and additional time should be considered and allotted.

The District will need submittal review, construction staking, construction inspection during the course of the work and preparation of accurate as-built drawings. Staff has requested a proposal from Krieger and Stewart to perform these services. It is prudent to have the inspection and project oversight contract in place before the bidding so the oversight team can become familiar with the chosen contractor from the day the notice to proceed is given to the successful contractor. The proposal is for \$23,900. Staff believes a contingency of \$6,100 for unforeseen

expenses is necessary as the contractor has not been chosen at this time and there may be additional unforeseen costs. This brings the total for this effort to \$30,000.

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

- 1. Amend the FY 2022-23 Budget by moving \$30,000 from Water Fund reserves to the Water Replacement Fund – Operating Expenses with a new project expense referred to as the Market Street Bridge Pipeline Relocation Project.**
- 2. Sign a phased Task Order to Krieger and Stewart to perform construction oversight on the Market Street Bridge Pipeline Relocation Project in the amount of \$23,900.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 17. Professional Services Agreement with Webb and Associates to Generate a Map of Easements from Meets and Bounds Descriptions for Easements at the Proposed Goldenwest Site . DM 2023-32.

BACKGROUND

The Rubidoux Community Services District (“District”) has been moving forward with the acquisition of land in the Right of Way between Limonite and Goldenwest within the City of Jurupa Valley (“City”). As part of this effort, under DM 2023-01, the District engaged Webb and Associates to do a Title Report and Phase 1 Environmental Assessment as a part of the due diligence in obtaining the property. The Title Report has been received and it contains several Meets and Bounds Legal Descriptions of various easements in the area but does not have Plat Maps associated with the Meets and Bounds Legal Descriptions so it is difficult to know where these easements occur on the map relative to the Goldenwest Booster Pump Site.

Staff asked Webb to provide a proposal to plot the legal descriptions on a map for ease of use in locating the easements. Webb has provided a proposal to perform this work in the amount of \$4,500. There are funds available for this effort in Line 76 of the Water Fund Budget as indicated in DM 2023-01. Staff proposes utilizing \$5,000 from this budget item to allow for a small contingency on this effort.

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

1. **Appropriate \$5,000 from Line 76 of the Water Fund Budget for preparation of the map showing easements in the area of the Goldenwest Booster pump.**
2. **Sign a phased Task Order in the amount of \$4,500 with Webb and Associates to prepare map.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 19. Directors Comments

Director Murphy stated that the Solid Waste Committee met and the trash rates will be going up. Next year more businesses will have to divert their food from the landfill to something else. There will be more to come.

Director Murphy adjourned the meeting at 5:43 PM.