

Rubidoux Community Services District

Board of Directors

John Skerbelis
Hank Trueba Jr.
Bernard Murphy
Armando Muniz
F. Forest Trowbridge

General Manager

Jeffrey D. Sims



Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

NOTICE AND AGENDA FOR THE RUBIDOUX COMMUNITY SERVICES DISTRICT BOARD MEETING

Thursday, November 4, 2021 at 4:00 PM

Pursuant to Paragraph 3 of Executive Order N-29-20, executed by the Governor of California on March 17, 2020 as a response to mitigating the spread of corona virus known as COVID-19:

During this regular meeting of the Rubidoux Community Services District Board of Directors, members of the public will have the choice to attend and address the Board in person or attend and address the Board via Zoom.

Note the following:

All persons including members of the public, Board Members, and staff attending the Board Meeting in-person are required to wear a face covering while inside District Facilities if they are not vaccinated against COVID-19 consistent with approved Cal/OSHA emergency temporary standards on COVID-19 infection prevention. If you do not have a face covering, one will be provided upon request.

Members of the public wanting to attend and/or address the Board may do so by:

- Using the Zoom App or website for free at: <https://zoom.us/>
 - o Once installed ahead of the meeting, you may choose your audio source as either computer speakers/microphone or telephone.
 - o If you wish to make public comments via the Zoom platform, the Board Secretary will identify you at your time to speak.
 - o Meeting ID is **433-532-2766**.

- Calling into the meeting at any one of the following numbers:

+1 669 900 9128
+1 346 248 7799

+1 301 715 8592
+1 312 626 6799
+1 646 558 8656
+1 253 215 8782

Only one person at a time may speak by telephone and only after being recognized by the Secretary of the Board.

1. Call to Order – John Skerbelis, President
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for the October 21, 2021 Regular Meeting
5. Consideration to Approve November 5, 2021, Salaries, Expenses and Transfers
6. Public Comment

Members of the public are encouraged to address the Board of Directors. Anyone who wishes to speak on an item not on the published agenda must submit a comment request card to the General Manager or designee. Each speaker should begin by identifying themselves for the record and is allowed up to three-minutes.

No one may give their time to a speaker during the public comment period of the meeting. It is requested that all present refrain from any action that might disrupt the orderly course of the meeting. Coarse, crude, profane, or vulgar language, or unsolicited comments from the audience, which disrupts or disturbs the Board meeting, may result in exclusion from the meeting.

The Ralph M. Brown Act, Government Code 54950, et. seq. prohibits members of the Board of Directors from taking formal action or discuss items not on the published agenda. As a result, immediate response to public comment may be limited.

7. Correspondence and Related Information
8. Manager's Report (Second Meeting each Month):
 - a) Operations Report
 - b) Emergency and Incident Report

ACTION ITEMS:

- 9 Consider Award of Professional Services Contract for Preparation of a District-Wide Condition Assessment: **DM 2021-77**
10. Consider Adoption of Resolution No. 2021-883 Supporting USBR WaterSMART Water and Efficiency Grant Funding: **DM 2021-78**
11. Consider Consulting Agreement for HAZWOPER Training: **DM 2021-79**
12. **CLOSED EXECUTIVE SESSION** – Pursuant to Government Code Section 54956.9: Baker Litigation Case No. RIC2003649.
13. **CLOSED EXECUTIVE SESSION** – Pursuant to Government Code Section 54956.9: Threatened Litigation. One Case.
15. Directors Comments - Non-action
16. Adjournment

Closed Session: At any time during the regular session, the Board may adjourn to a closed executive session to consider matter of litigation, personnel, negotiations, or to deliberate on decisions as allowed and pursuant with the open meetings laws. Discussion of litigation is within the Attorney/Client privilege and may be held in closed session.

Authority: Government code 11126-(a) (d) (q).

4. APPROVAL OF:
MINUTES FOR OCTOBER 21, 2021, REGULAR MEETING

**MINUTES OF REGULAR MEETING
October 21, 2021
RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

DIRECTORS ABSENT:

STAFF PRESENT: Jeffrey Sims, General Manager
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, October 21, 2021, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 4. APPROVAL OF MINUTES

Approval of Minutes for October 7, 2021, Board Meeting.

Director Trueba moved, and Director Murphy seconded to approve the October 7, 2021, Regular Board Minutes.

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 October 22, 2021, Salaries, Expenses and Transfers.

Consideration to Approve the October 22, 2021, Salaries, Expenses and Transfers.

Director Trowbridge moved, and Director Trueba seconded to Approve the October 22, 2021, Salaries, Expenses and Transfers.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

There were no members of the public to address the board.

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

There was nothing to offer.

ITEM 8. MANAGER'S REPORT

Operations Report:

Miguel Valdez reported on the water/wastewater report for the month of September, potable water production was an average of 4.95 MGD per day. There was an average of 1.71 mg/day of wastewater flow to Riverside. Well No. 1A produced 49% of the water for the month of July, Well No. 2 produced 22%, Well No. 4 produced 24%, and Well No. 6 produced 5%.

Emergency and Fire Report:

Chief Veik was on the call with Chief Andrew Kibby, and Jason Rodney. Chief Veik presented the Incidents Report for the month of September 2021. Rubidoux CSD Station 38 had a total of 291 calls. Of the calls 201 were medical aides. Additionally, there was a report for the City of Jurupa Valley. There were 23 traffic collisions, and 6 wildland fires.

Sand is being delivered to Station 18 at 7545 Mission Blvd., and Station 16 at 9270 Limonite already has sand. They are going to avoid putting sand outside of Station 38 because they don't have a lot of room and they don't want additional problems with some of the homeless challenges they are having in front of and adjacent to Station 38. They do not want to draw any unnecessary attention to the station.

Chief Kibby stated the staff at the station is being extra diligent to mitigate the problems with the graffiti and the homeless population. Staff is making sure doors are closed. The staff is generally on 6-7 calls per day.

Jeff Sims stated Blais & Associates is working on a Homeland Security Grant application. Staff has been looking at adding a barrier on top of the masonry walls. Mr. Sims asked Chief Kibby

how much money has been allocated through the Homeland Security Grant Program for the entire county. Chief Kibby stated he does not have the exact figures. The process for the application is a very rigid process and the state is very defined on the items they will support. He will get back to the board with the numbers. Mr. Sims stated that the district will try to put in for cameras, a security system, and potentially the perimeter fencing adds.

Director Murphy: I went by the fire station and looked at the dirt lot behind it. One of the things I noted that there were about six (6) vehicles that people are living out of. There were also trash cans inside the fence. Do we provide trash service at the dirt lot?

B. Jennings: No. Are you asking the black barrels?

Director Murphy: The same kind as my house, the black, blue, and grey.

B. Jennings: They probably walked away with them, and they ended up there.

Director Murphy: They have trash, they want to get rid of it, so they take trash barrels. If a trash barrel is missing, somebody calls over here or Burrtec?

B. Jennings: They call here.

Director Murphy: Ok. How often do trash cans come up missing?

B. Jennings: Not too often, but on occasion. Windy days, but other than that, not too often.

Director Murphy: There is a gate there that says No Trespassing. Does somebody own that lot, or are they just squatting there?

J. Sims: That was the lot the District contemplated purchasing through the County Tax Sale process, but we had concerns about contamination.

Director Murphy: That used to be a metal shop there. I recall that. The county is still going through the process of doing a tax lien sale?

J. Sims: That would be my understanding.

Director Murphy: Alright. Most likely they're just squatting?

J. Sims: That would be the guess.

Director Murphy: So, the owner would be the county, that's what we think?

J. Sims: The county was offering to sell it to us.

Director Murphy: The county was offering to sell it, so they still own it. What's the likelihood that we can get city code enforcement to talk to the county about it?

B. Jennings: It would take a phone call to the City of Jurupa Valley code enforcement. Do you want us to do that?

Director Murphy: Yes. I was at the county building that we looked at and the guy said, “we maintain our properties once a week.” That’s what he told me. So, the county’s supposed to be maintaining their properties once a week, according to them. They put up this green awning stuff at that building we were talking about moving in. Maybe the county can go by and maintain that piece of property. Maybe they can get those trash cans and return them. I think that might be worth a phone call.

J. Sims: We’ll look into it.

B. Laddusaw: Can we back track really fast?

Jeff Sims reported that every so often utility districts should do a comprehensive cost of service study. We included that in our budget that we were going to get this done during this budget year. One of the efforts we needed to do is to get a request for proposal prepared. Director of Finance, Brian Laddusaw, has been working hard on it. We have sent the RFP to you. You will be seeing that come back very shortly. Brian will be going over the timeline.

Brian Laddusaw reported to the board that cost for service study has been in the works for a while. The timeline for this beginning to end will be about a year. It is a long process that is detailed and cumbersome. The request for the RFP went out to approximately ten consultants. There is a timeline for them to ask/clarify any questions or comments. There is a timeline for which we respond to that (in November). In December, we will start choosing final candidates and interviewing the candidates. The goal is to ask the board to consider approval of a contract with the selected consultant at the Boards’ first meeting in January. That’s the initial timeline. From there, there will be several workshops probably in early spring which the consultant will come in and give a more granular detail description of what they’re working on and how that will impact the district. The scope is essentially what the experts will be working on. They’re going to help us design a rate model for water and sewer for five years. They’re going to have a financial model, how we can plug and play, whether we delay limitation, or we implement fully and what that means to the district. There will be components where we can set aside money for water replacement, capital improvements, liability, and reimagining our water and sewer capacity fees. It is a comprehensive study that we are requesting proposals for and it’s nothing that the district has ever done before, or at least in my time here. This is what the JCSD’s and the WMWD’s do. This will be a piece of work; it will be a model that can be used and will be a very good asset. This is the industry way of doing business.

Director Murphy: Unless there’s some big change with the lawsuit, there’s most definitely going to be a rate increase. So, having the justification for the amount of money we’re going to be raising the rates makes sense.

Jeff Sims: The idea would be is to have a model that’s sophisticated enough and how this will work.

Director Murphy: At the last meeting we had the percentages for the poll.

B. Jennings: We have the results for the poll from the accounts.

Director Murphy: So, there are 3 commercial accounts, 30 rent and 22 own.

B. Jennings: That switched a little bit from the percentages, if you recall.

Director Murphy: It was 5 to 1, now it's 3 to 2. Ok, that's the information I was looking for. Super good deal. Thanks a lot for that effort, I know it was a pain.

B. Jennings: You're welcome. Glad to hear it.

ITEM 9. Receive and File Statement of Cash Asset Schedule Report Ending September 2021. DM 2021-69.

BACKGROUND

Attached for the Board of Directors' consideration is the September 2021 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$14,165.41 for District controlled accounts. With respect to District "Funds in Trust", we show \$597.52 which has been earned and posted. The District has a combined YTD interest earned total of \$14,762.93 as of September 30, 2021.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$6,813,162.14 ending July 31, 2021. That's **\$1,304,278.35 LESS** than July 1, 2021, beginning balance of \$8,118,046.97.

Further, the District's Field/Admin Fund current fund balance is \$690,795.56.

Submitted for the Board of Directors consideration is the *September 2021, Statement of Cash Asset Schedule Report* for your review and acceptance this afternoon.

Director Murphy moved, and Director Trueba seconded to Receive and File the Statement of Cash for the Month of September 2021 for the Rubidoux Community Services District.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 10. Receive and File and Move to Issue Rubidoux Community Services District Draft Financial Statements for Fiscal Year Ending June 30, 2021. DM 2021-70.

BACKGROUND

On October 7, 2021, during the previously held Rubidoux Community Services District (District) Board of Directors meeting, the Board was presented with the District's draft financial statements were prepared by the CPA firm of Rogers, Anderson, Malody, and Scott (RAMS). The financial statements include RAMS independent auditor's report and contains management's discussion and analysis, government-wide financial statements, fund financial statements, notes

to the financial statements, required supplementary information, other information, and the independent auditor's report on internal control.

The purpose of providing the draft financial statements during the first meeting of the month was to allow ample time for all Director's to review and provide comments back to staff. As of the writing of this memorandum, staff has not received comments from any of the Directors. Staff has not made any modifications to the original draft financial statements either. Therefore, the draft financial statements distributed with DM 2021-68 represents the final draft financial statements for the Directors to receive, file and move to issuance. Due to the length of the financial statements and the fact no modifications were made since first introduced; the final draft financial statements are not included again as an attachment to tonight's memorandum. One hard copy of the draft financial statements is available at the Administrative Building for review or an electronic copy can be accessed on the District website in the 'Meetings' subsection of the 'About the District' drop down list for October 7, 2021.

Staff gave a detailed presentation to the board of directors on the Draft Financial Statements for Fiscal Year ending June 30, 2021.

Director Trueba moved, and Director Muniz seconded the Board of Directors accept the work by RAMS and receive, file, and move to issue the Rubidoux Community Services District draft financial statements for fiscal year ending June 30, 2021.

Roll call:

Ayes – 4 (Skerbelis, Trowbridge, Trueba)

Noes – 1 (Murphy)

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 11. Award Professional Services Contract for Water Conservation Consulting Services. DM 2021-71.

BACKGROUND

California water retailers are facing arduous new requirements for water efficiency standards put forth in State Framework Legislation SB 606 and AB 1668.

SB 606 and AB 1668, passed in 2018, intends to "make water conservation a California way of life" by providing a framework for water conservation and efficiency. The bills direct state agencies Department of Water Resources Control Board to develop overall water efficiency targets (also referred to as water use objectives) for each retail water agency based on the combination of indoor water use, outdoor water use, and water loss.

Using the adopted standards, each urban retail water agency will annually, beginning January 2024, calculate its own urban water use objective, based on the water needed in its service area for efficient indoor residential water use, outdoor residential water use, commercial, industrial and institutional irrigation with dedicated meters, and reasonable amounts of system water loss,

along with considerations of other unique local uses (i.e. variances), and a “bonus incentive” or credit for potable water reuse. Retailer non-compliance with its water use objective may result in substantial monetary penalties of up to \$10,000 per day.

This legislation mandates agencies implement water use tracking and conservation strategies.

Rubidoux Community Services District (District) will be required to regularly track and report gallons per capita per day (GPCD) and most likely will need to implement additional conservation programs to meet state criteria outlined in the legislation.

The District obtained a proposal from Maureen Erbeznik and Associates, a water efficiency expert to provide expertise on water efficiency initiatives, determine State Framework Water Use Objective compliance, and development of a plan to ensure the District meets the legislative requirements. The cost of the professional services of Maureen Erbeznik and Associates is not-to-exceed \$10,000.00.

As the Board may be aware, the District is also in the process of doing a Request for Proposal for a Comprehensive Cost of Service Study (CCOSS), and as such will be evaluating potential methods for promoting efficient water use through the rate structure. Ms. Erbeznik will provide expert advice to the District on conservation concepts to embed in the rates as well as potential drought rates that will be required for the District to comply with the requirements of its Water Shortage Contingency Plan. Ms. Erbeznik’s input on water shortage rate structure will be instrumental in creating drought rates that are defensible because of her vast knowledge and experience in water efficiency initiatives.

In the 2021-22 Fiscal Year Budget, the Board allocated \$120,000.00 in the Water Fund Budget, line item 39 for the CCOSS. The District proposes utilizing \$10,000.00 of this budget to pay for the services of Maureen Erbeznik and Associates.

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

- 1. Utilize \$10,000.00 of the approved Water Fund Budget, Line 39 for this effort.**
- 2. Authorize the General Manager issue a Task Order to Maureen Erbeznik and Associates in the amount of \$10,000 for this effort.**

Roll call:

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

Noes – 1 (Skerbelis)

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 12. Consider Award of a Contract for Professional Services for the Preparation of Bid Documents for the Replacement of a Water Pipeline Crossing Market Street due to Construction of a New Bridge Approach. DM 2021-72.

BACKGROUND

The County of Riverside, Transportation and Land Management Agency (TLMA) is in the process of preparing bid documents for the Market Street Bridge Replacement Project. The Engineer for TLMA sent to Rubidoux Community Services District (District) plans depicting the location of the new bridge approach. Based on information shown in these plans an existing District owned Water Pipeline crossing Market Street near Via Cerro and 24th Street needs to be relocated. 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 needs to have a set of plans and specifications for relocation of the pipeline so this work can be included in the overall Bridge Project bidding package. Staff requested and received from Krieger and Stewart (K&S) a proposal for doing this engineering work. Their estimate is attached and includes optional bid assistance in the event this work is not included in the County's Bridge Project Bid Package and the District proceeds with bidding this work separately. Staff recommends approving the entire proposal including the optional bid assistance but not authorize them to proceed with the optional work until it is confirmed the District would need to bid this work separately. The total proposal is \$53,000 including the optional bid assistance work valued at \$3,400. If the Board authorizes staff to proceed with this effort, the task order issued to Krieger and Stewart would have a Phase I amount of \$49,600, and an optional Phase 2 amount of \$3,400.

Since this water replacement effort was not anticipated during the FY 2022 Budget preparation effort, a budget amendment will be necessary. The amendment proposes moving \$53,000 from Water Fund reserves to the Water Replacement Fund – Operating Expenses with a new project expense referred to as Market Street Bridge Pipeline Relocation.

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

- 1. Amend the FY 2022 Budget by moving \$53,000 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.**
- 2. Sign a phased Task Order to Webb and Associates to perform this work with Phase I in the amount of \$49,600 for design, and Phase 2 in the amount of \$3,400 for bidding assistance (which will be used only if the water pipeline relocation is bid separate from the overall County Market Street Bridge Project).**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 13. Consider Ratification of Task Order to Webb and Associates for Writing a Grant Application for AMI Meters. DM 2021-73.

BACKGROUND

At its October 7, 2021, Board Meeting the Board of Directors approved the expenditure of funds to purchase and install new Mag Meters for all District's production wells to accurately determine the amount of water pumped from the ground, treated, and then delivered to the District's Customers. This is the first step the District is taking to address an annual estimated 150 MG of unaccounted water. The annual value of unaccounted water is approximately \$400,000.

The well production meters measure the amount of water produced by the District. The customer meters are the District's cash registers as they measure the water passing from the District's system to the customer. Water measured by the customer meters is used to determine the customer's bill. Most of the meters in the District are aged Positive Displacement Meters. As this type of meter ages, they will read "Slow" meaning they register less water than the amount of water passing through the meter. It was also mentioned to the Board at the October 7 Board Meeting the District needs to embark on a meter replacement program to replace these older customer meters with new meters using Advanced Metering Infrastructure (AMI) Meters. AMI meters operate over cellular data and can be read remotely. Having this type of technology would enable the District to identify high water users and communicate with them so the District can comply with new State Regulations requiring the District to stay within water budgets provided by the State or pay fines of up to \$10,000 per day. These meters also will reduce staff time involved in reading meters, alleviating the potential need for additional staff to read meters as the number of connections grow over time. It is estimated that replacement of all meters in the District will exceed \$4,000,000.00.

On October 11, Webb and Associates brought to the attention of the District staff grant funding for replacement of existing meters with AMI meters is available from the United States Bureau of Reclamation (USBR) Water Smart Grant Program for AMI Meter Installations. This Grant would pay 40% of the cost of replacing the meters in the District, saving the District approximately \$1,600,000.00. The deadline for applying for this grant is November 3, 2021. District staff requested a proposal from Webb and Associates provided a proposal in the amount of \$11,600 and the General Manager signed the proposal so the grant application preparation work could start immediately to meet the submittal deadline.

This work was not included in the FY 2021-22 District Budget. To proceed, a budget amendment will be needed by moving \$12,000 from Water Fund Reserves to the Water Replacement Project Budget – Operating Expense (new line item: Customer Meter Replacement).

Director Murphy moved, and Director Trueba seconded the Board of Directors approve the following actions:

- 1. A budget amendment of the FY 2021-22 District by moving \$12,000 from Water Fund Reserves to the Water Replacement Project Budget – Operating Expense (new line item: Customer Meter Replacement).**

- 2. Ratify the General Manager’s signing of a Task Order to Webb and Associates in the not-to-exceed amount of \$11,600 for this effort.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 14. Award Professional Services Contract for Water Efficiency Software. DM 2021-74.

BACKGROUND

In 2018, the State Water Resources Control Board and the Department of Water Resources (DWR) passed two water conservation bills, SB 606 and AB 1668. The two bills establish water use objectives and long-term standards for efficient water use that apply to urban retail water suppliers and is comprised of indoor residential water use, outdoor residential water use, commercial, industrial, and institutional (CII) irrigation, and water loss. The mandates fall on urban water suppliers not customers to set annual water budgets and prepare for drought. The DWR is responsible for implementing and enforcing water use efficiency programs required by SB 606 and AB 1668 which must be in place by 2024. Non-compliance will result in substantial monetary penalties of up to \$10,000 per day.

Eagle Aerial Solutions has developed WaterView, a web-based water efficiency software to assist districts in meeting the water efficiency goals that will be mandated by the new state legislation and avoiding fines for exceeding annual water budgets. WaterView provides a Graphical Information System (GIS) based mapping solution that incorporates imagery data, demographic data to assess indoor water use, Evapro-Transportation (ET) data, district water use data, and Eagle Aerial generated irrigated vegetation data. The data can measure the efficiency of water conservation efforts and can be set up to communicate directly with customers in terms of their water efficiency trends. It is the only software solution designed specifically to integrate this data to attain efficiency objectives to achieve compliance with DWR requirements.

The annual subscription cost and one time set up fee for the WaterView software provided by Eagle Aerial is \$18,488 for the first year. Afterwards the annual subscription cost is \$15,988 for each of the following two years (3-year contract) which will be included in subsequent budgets.

The cost of the Eagle Aerial WaterView Software implementation is included in the current District Water Fund budget of \$80,000 for IT Upgrades in the Water Fund Budget under Line Item #62.

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

1. Utilize \$18,488.00 of the approved IT Upgrades as provided in the Water Fund Budget line item #62 to pay Eagle Aerial for the WaterView Software service.
2. Authorize the General Manager sign an agreement with Eagle Aerial for the WaterView software and three-year subscription agreement.

Roll call:

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

Noes – 1 (Skerbelis)

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 15. Consideration to Approve the Updated Rubidoux Community Services District Sewer System Management Plan (SSMP). DM 2021-75.

BACKGROUND

In May 2006, the State Wastewater Resources Control Board (SWRQB) adopted Order No. 2006-003 DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems prescribing the minimum requirements to prevent sanitary sewer overflows (SSO) from publicly owned or operated sewer systems. As a sewer system operator, the Rubidoux Community Services District (“District”) is subject to and must comply with the requirements of the SSO Permit. In April 2015, the RCSD Board of Director’s approved the latest adoption of the District’s SSMP through DM 2015-15.

In accordance with SWRCB requirements, the SSMP must be periodically reviewed and updated to keep information current. In January 2021, through DM 2021-06 the District employed the services of Krieger and Stewart (K&S) to conduct the review and update of the SSMP.

The 2021 revision of the SSMP includes previously noted changes that were administrative in nature and minor changes throughout the entire document.

Due to the sheer volume of the document (over 500 pages), only the title page and table of contents sections are attached to this Directors Memorandum. An electronic version of the entire draft document has been uploaded to the District’s website. It can be found at the following web address: <https://www.rcsd.org/sewer-system-management-plan-september-2021>

Director Murphy moved, and Director Trueba seconded the Board of Directors approve and adopt the 2021 update of the Sewer System Management Plan (SSMP).

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 16. Consider Annual On-Call Professional Services Contract with Blais & Associates. DM 2021-76.

BACKGROUND

Blaise and Associates (“B&A”) provides grant research, writing, and management services and has over the past couple of years prepared various applications on behalf of Rubidoux Community Services District (“District”) for grant funding opportunities. Through one of those efforts, the District received \$300,000 from the state of California to mitigate power shut offs during planned outages.

B&A stays current on available grant funding opportunities and can make themselves available to District staff to answer questions about eligibility of funding for various projects, and programs the District may want to undertake. 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 \$2,760 which would be charged on a time and material basis and assume 24 hours per year of time. If there is a project and funding programming that match up well, B&A would then provide us with a separate cost proposal to assist the District with preparation of the actual funding application.

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

- Base on-call research and support (this requested authorization for \$2,760)
- Grant application development (quoted as requested)
- Post-award grant reporting and management (quoted as requested)
- Post award grant management software (quoted as requested)

The attached proposal also provides additional information about B&A and their approach to successful grant programs. Given current staffing constraints, the District uses current staff to meet day-to-day core functions. Having B&A work for the District is an efficient way to identify, research, and apply for 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: Water Supply Projects.

Director Trowbridge moved, and Director Trueba seconded the Board of Directors authorize the General Manager to issue a contract to B&A in the amount of \$2,760 for on-call research and support during FY 2022.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried unanimously.

ITEM 17. Directors Comments

Director Murphy commented on the touring of the building on Mission Blvd. He stated that he is hoping things go smoothly with the county on this. He would like to know whether the plan is to buy or lease. He noted two things: 1) It seemed that the bathrooms were a little differently located than the floor plan that was given versus the floor plan he saw when he was there. It is his recommendation that the architect receives from the county the as-built drawings or record drawings of the actual construction. They're probably in a digital format, but a hard copy is sometimes all you can get, and 2) When we toured that facility, they had cubicles, six of them. One of the cubicles was totally occupied by file drawers. I place an emphasis on the new layout that there is adequate space to store stuff. He also reiterated that the Board room does not have to be the most important, not having the dais.

He also commented on the State driven water efficiency and conservation programs coming down. He thinks it is important to not paint ourselves in a corner when we are adopting plans. This attitude to make water conservation a way of life, is not my attitude.

It seems like when you're dealing with Sacramento, they have a one up man ship way about themselves; they've got some law that they pass and now they've got to do more in the next. I don't think there's anything we can do on this end. I would just like to comment on it.

Director Skerbelis adjourned the meeting at 5:38 PM.

5. CONSIDERATION TO:

APPROVE NOVEMBER 5, 2021, SALARIES, EXPENSES AND TRANSFERS

RUBIDOUX COMMUNITY SERVICES DISTRICT
NOVEMBER 4, 2021 (BOARD MEETING)
FUND TRANSFER AUTHORIZATION

NET PAYROLL 11/12/21	69,870.00
WIRE TRANSFER: FEDERAL PAYROLL TAXES 11/15/21	26,200.00
WIRE TRANSFER: STATE PAYROLL TAXES 11/15/21	6,000.00
WIRE TRANSFER: TO CREDIT UNION	2,630.00
WIRE TRANSFER: PERS RETIREMENT	16,200.00
WIRE TRANSFER: PERS HEALTH PREMIUMS	34,994.00
WIRE TRANSFER: PERS RETIRED HEALTH PREMIUMS AND FEES	1,673.00
WIRE TRANSFER: SECTION 125	50.00
WIRE TRANSFER: SECTION 457 AND 401(A)	3,460.00

CHECKING ACCOUNT TRANSFERS FOR ACCOUNTS PAYABLE:

11/5/2021 WATER FUND TO GENERAL FUND-Payables	707,638.24
WATER FUND TO GENERAL FUND-Trash	162,140.10
WATER FUND TO SEWER FUND	116,632.31
 SEWER FUND TO GENERAL FUND-Payables	 322,768.03

INTERFUND TRANSFERS:

11/5/2021 SEWER FUND CHECKING TO LAIF SEWER OP	800.00
SEWER FUND CHECKING TO LAIF SEWER ML	5,200.00
SEWER FUND CHECKING TO GENERAL FUND CHECKING	1,658.85
SEWER FUND CHECKING TO WATER FUND CHECKING	-
LAIF SEWER OP TO SEWER FUND CHECKING	209,000.00
LAIF WASTEWATER REPLACEMENT TO LAIF SEWER OP	-
LAIF SEWER ML TO LAIF SEWER OP	1,080.00
GENERAL FUND CHECKING TO LAIF PROP TAX	105.00
GENERAL FUND CHECKING TO LAIF FIRE MITIGATION	26,895.00
GENERAL FUND PROP TAX TO GENERAL FUND CHECKING	-
GENERAL FUND CHECKING TO SEWER FUND CHECKING	5,200.00
GENERAL FUND CHECKING TO WATER FUND CHECKING	20,556.00
LAIF GENERAL TO GENERAL FUND CHECKING	-
LAIF PROPERTY TAX TO GENERAL FUND CHECKING	167,000.00
WATER FUND CHECKING TO LAIF-COP PAYBACK	33,100.00
WATER FUND CHECKING TO LAIF-W.R.	4,900.00
WATER FUND CHECKING TO GENERAL FUND CHECKING	6,635.42
LAIF WATER ML TO LAIF WATER REPLACEMENT	-
LAIF WATER ML TO LAIF WATER OPS	568,563.22
LAIF WATER OP TO WATER FUND CHECKING	576,000.00
WATER FUND CHECKING TO LAIF WATER OP	444.00
WATER FUND CHECKING TO LAIF WATER ML	4,556.00

NOTES PAYABLE

<u>DESCRIPTION</u>	<u>BALANCE</u>		<u>PAYMENT</u>	<u>DUE DATE</u>
U.S. Bank Trust (1998 COP's Refunding)	2,560,000	Prin.	590,000	Dec-21
U.S. Bank Trust (1998 COP's Refunding)	269,535	Intr.	65,280	Dec-21
MN Plant-State Revolving Loan	3,872,390	Prin.	132,324	Jan-22
MN Plant-State Revolving Loan	680,059	Intr.	49,774	Jan-22

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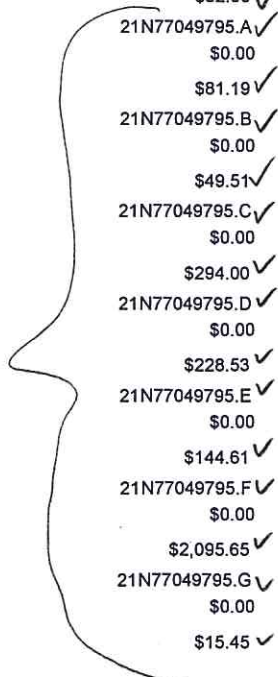
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PO Number		Immediate	GL Account	Check #	CC Reference #	Payment Date	Discount	Total Invoice
GL Date				Credit Card				
18	RDO EQUIPMENT / RDO EQUIPMENT CO. ✓							W7598335 ✓
R&M EQUIP		10/14/2021 ✓	N	N		11/13/2021 ✓	10/14/2021	\$0.00
11/4/2021 ✓								\$809.45 ✓
19	RAMS / ROGERS, ANDERSON, MALODY & SCOTT, LL ✓							66924 ✓
PRGSS BILL FYE '21		9/30/2021 ✓	N	N		10/30/2021 ✓	9/30/2021	\$0.00
11/4/2021 ✓								\$4,525.00 ✓
20	ROSS FENCE / ROSS FENCE COMPANY ✓							15110150-20 ✓
HYDRNT MTR RFND		10/15/2021 ✓	N	N		11/14/2021 ✓	10/15/2021	\$0.00
11/4/2021 ✓								\$2,453.33 ✓
21	SCAQMD / SCAQMD ✓							3891154 ✓
5245 34TH ICE/GEN		10/1/2021 ✓	N	N		12/1/2021 ✓	10/1/2021	\$0.00
11/4/2021 ✓								\$440.15 ✓
22	SCAQMD / SCAQMD ✓							3894838 ✓
5245 34TH ST FLT FEE		10/1/2021 ✓	N	N		10/31/2021 ✓	10/1/2021	\$0.00
11/4/2021 ✓								\$142.59 ✓
23	SCE / SCE ✓							21N700609292713 ✓
WTR PMP ENRGY		10/18/2021 ✓	N	N		11/8/2021 ✓	10/18/2021	\$0.00
11/4/2021 ✓								\$292.77 ✓
24	SCE / SCE ✓							21N700044576190 ✓
SWR PMP ENRGY		10/18/2021 ✓	N	N		11/8/2021 ✓	10/18/2021	\$0.00
11/4/2021 ✓								\$1,110.93 ✓
25	AQUA METRIC SALES / AQUA METRIC SALES CO ✓							INV0084991 ✓
3/4" MTRS		10/15/2021 ✓	N	N		11/14/2021 ✓	10/15/2021	\$0.00
11/4/2021 ✓								\$14,463.83 ✓
26	BPS B'S POOL SUPPLIES / B.P.S. B's POOL SUPPLIES ✓							111358 ✓
SODIUM HYPO		10/13/2021 ✓	N	N		11/12/2021 ✓	10/13/2021	\$0.00
11/4/2021 ✓								\$739.51 ✓
27	BURRTEC / BURRTEC WASTE INDUSTRIES, INC. ✓							N0819301871 ✓
SWR DISPOSAL		9/30/2021 ✓	N	N		10/30/2021 ✓	9/30/2021	\$0.00
11/4/2021 ✓								\$82.00 ✓
28	CHASE CARD SERVICES / CHASE CARD SERVICES ✓							21N77049795.A ✓
WRK LNCH/MTG FOOD		10/17/2021 ✓	N	N		11/11/2021 ✓	10/17/2021	\$0.00
11/4/2021 ✓								\$81.19 ✓
29	CHASE CARD SERVICES / CHASE CARD SERVICES ✓							21N77049795.B ✓
SUPPLIES		10/17/2021 ✓	N	N		11/11/2021 ✓	10/17/2021	\$0.00
11/4/2021 ✓								\$49.51 ✓
30	CHASE CARD SERVICES / CHASE CARD SERVICES ✓							21N77049795.C ✓
AWWA VLDZ		10/17/2021 ✓	N	N		11/11/2021 ✓	10/17/2021	\$0.00
11/4/2021 ✓								\$294.00 ✓
31	CHASE CARD SERVICES / CHASE CARD SERVICES ✓							21N77049795.D ✓
EDU VLDZ		10/17/2021 ✓	N	N		11/11/2021 ✓	10/17/2021	\$0.00
11/4/2021 ✓								\$228.53 ✓
32	CHASE CARD SERVICES / CHASE CARD SERVICES ✓							21N77049795.E ✓
GASOLINE		10/17/2021 ✓	N	N		11/11/2021 ✓	10/17/2021	\$0.00
11/4/2021 ✓								\$144.61 ✓
33	CHASE CARD SERVICES / CHASE CARD SERVICES ✓							21N77049795.F ✓
UNIFORMS		10/17/2021 ✓	N	N		11/11/2021 ✓	10/17/2021	\$0.00
11/4/2021 ✓								\$2,095.65 ✓
34	CHASE CARD SERVICES / CHASE CARD SERVICES ✓							21N77049795.G ✓
NOTARY		10/17/2021 ✓	N	N		11/11/2021 ✓	10/17/2021	\$0.00
11/4/2021 ✓								\$15.45 ✓

\$2,908.94



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PO Number		Immediate GL Account	Immediate GL Account		Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
35	FERGUSON / FERGUSON WTR WRKS #1083 ✓	10/12/2021 ✓	N	N				0776805 ✓
	COPPER TUBING					11/11/2021 ✓	10/12/2021	\$0.00
11/4/2021 ✓					N			\$2,127.27 ✓
36	GUERRERO'S / GUERRERO'S TIRES INC ✓	10/15/2021 ✓	N	N				20211015 ✓
	R&M TRK					11/14/2021 ✓	10/15/2021	\$0.00
11/4/2021 ✓					N			\$15.60 ✓
37	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓	10/15/2021 ✓	N	N				012L4268 ✓
	PVC PARTS					11/14/2021 ✓	10/15/2021	\$0.00
11/4/2021 ✓					N			\$484.19 ✓
38	HARRINGTON INDUSTRIAL / HARRINGTON INDUSTRI ✓	10/21/2021 ✓	N	N				012L4344 ✓
	PVC PARTS					11/20/2021 ✓	10/21/2021	\$0.00
11/4/2021 ✓					N			\$1,273.15 ✓
39	HOME DEPOT / HOME DEPOT CREDIT SERVICES ✓	10/20/2021 ✓	N	N				020383/9040851 ✓
	SUPPLIES					11/19/2021 ✓	10/20/2021	\$0.00
11/4/2021 ✓					N			\$303.09 ✓
40	HOUSTON HARRIS / HOUSTON & HARRIS PCS, INC. ✓	10/19/2021 ✓	N	N				21-24026 ✓
	HYDRO-WSH					11/18/2021 ✓	10/19/2021	\$0.00
11/4/2021 ✓					N			\$2,296.25 ✓
41	INFOSEND / INFOSEND, INC ✓	9/30/2021 ✓	N	N				199616.A ✓
	SEPT BILL PRNT					10/30/2021 ✓	9/30/2021	\$0.00
11/4/2021 ✓					N			\$1,907.63 ✓
42	INFOSEND / INFOSEND, INC ✓	9/30/2021 ✓	N	N				199616.B ✓
	SEPT PSTG					10/30/2021 ✓	9/30/2021	\$0.00
11/4/2021 ✓					N			\$2,711.04 ✓
43	INFOSEND / INFOSEND, INC ✓	10/19/2021 ✓	N	N				200565 ✓
	ULIFT MAILING					11/18/2021 ✓	10/19/2021	\$0.00
11/4/2021 ✓					N			\$808.59 ✓
44	INFOSEND / INFOSEND, INC ✓	10/19/2021 ✓	N	N				200573 ✓
	BILL PRNT PGRMG					11/18/2021 ✓	10/19/2021	\$0.00
11/4/2021 ✓					N			\$260.00 ✓
45	INFOSEND / INFOSEND, INC ✓	10/19/2021 ✓	N	N				200574 ✓
	BILL PRNT PGRMG					11/18/2021 ✓	10/19/2021	\$0.00
11/4/2021 ✓					N			\$260.00 ✓
46	INLAND WATER WORKS / INLAND WATER WORKS SU ✓	10/14/2021 ✓	N	N				S1050316.001 ✓
	6" FLANGE					11/13/2021 ✓	10/14/2021	\$0.00
11/4/2021 ✓					N			\$930.37 ✓
47	KH METALS / KH METALS & SUPPLY ✓	10/19/2021 ✓	N	N				0580856-IN ✓
	R&M WTR					11/18/2021 ✓	10/19/2021	\$0.00
11/4/2021 ✓					N			\$81.32 ✓
48	KH METALS / KH METALS & SUPPLY ✓	10/20/2021 ✓	N	N				0581011-IN ✓
	TOOLS					11/19/2021 ✓	10/20/2021	\$0.00
11/4/2021 ✓					N			\$477.86 ✓
49	KH METALS / KH METALS & SUPPLY ✓	10/20/2021 ✓	N	N				0581015-IN ✓
	PARTS					11/19/2021 ✓	10/20/2021	\$0.00
11/4/2021 ✓					N			\$373.08 ✓
50	MORTON SALT / MORTON SALT, INC. ✓	10/19/2021 ✓	N	N				5402420309 ✓
	SALT					11/18/2021 ✓	10/19/2021	\$0.00
11/4/2021 ✓					N			\$3,332.20 ✓
51	QUINN CAT / QUINN CAT / MACHINERY ✓	10/8/2021 ✓	N	N				WOG00011749 ✓
	R&M GEN EXMR					11/7/2021 ✓	10/8/2021	\$0.00
11/4/2021 ✓					N			\$617.74 ✓

\$4,618.67

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PO Number		Immediate GL Account			Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
52	QUINN CAT / QUINN CAT / MACHINERY ✓							WOG00011750 ✓
R&M GEN REGIONAL		10/8/2021 ✓	N	N		11/7/2021 ✓	10/8/2021	\$0.00
11/4/2021 ✓					N			\$795.59 ✓
53	QUINN CAT / QUINN CAT / MACHINERY ✓							WOG00011751 ✓
R&M GEN REG 125		10/8/2021 ✓	N	N		11/7/2021 ✓	10/8/2021	\$0.00
11/4/2021 ✓					N			\$659.53 ✓
54	QUINN CAT / QUINN CAT / MACHINERY ✓							WOG00011752 ✓
R&M GEN NO3		10/8/2021 ✓	N	N		11/7/2021 ✓	10/8/2021	\$0.00
11/4/2021 ✓					N			\$1,292.02 ✓
55	QUINN CAT / QUINN CAT / MACHINERY ✓							WOG00011761 ✓
R&M GEN PORTBL45		10/11/2021 ✓	N	N		11/10/2021 ✓	10/11/2021	\$0.00
11/4/2021 ✓					N			\$1,216.33 ✓
56	QUINN CAT / QUINN CAT / MACHINERY ✓							WOG00011762 ✓
R&M GEN MAIN		10/11/2021 ✓	N	N		11/10/2021 ✓	10/11/2021	\$0.00
11/4/2021 ✓					N			\$565.71 ✓
57	QUINN CAT / QUINN CAT / MACHINERY ✓							WOG00011763 ✓
R&M GEN #8		10/11/2021 ✓	N	N		11/10/2021 ✓	10/11/2021	\$0.00
11/4/2021 ✓					N			\$1,057.60 ✓
58	RIVERSIDE COUNTY TREASURER TAX / RIVERSIDE C ✓							2021001428611 ✓
PROP TAX		10/13/2021 ✓	N	N		11/12/2021 ✓	10/13/2021	\$0.00
11/4/2021 ✓					N			\$45.90 ✓
59	SCE / SCE ✓							21N700136714571 ✓
SWR PMP ENRGY		10/19/2021 ✓	N	N		11/8/2021 ✓	10/19/2021	\$0.00
11/4/2021 ✓					N			\$2,903.78 ✓
60	SCE / SCE ✓							21N700179651118 ✓
SWR PMP ENRGY		10/19/2021 ✓	N	N		11/8/2021 ✓	10/19/2021	\$0.00
11/4/2021 ✓					N			\$384.14 ✓
61	SCG / SCG ✓							21N05925730565 ✓
FIRE STN UTLTY		10/1/2021 ✓	N	N		11/5/2021 ✓	10/1/2021	\$0.00
11/4/2021 ✓					N			\$26.66 ✓
62	SCG / SCG ✓							21N17882256005 ✓
MAIN OFC UTLTY		10/1/2021 ✓	N	N		11/5/2021 ✓	10/1/2021	\$0.00
11/4/2021 ✓					N			\$5.16 ✓
63	SOCAL TRUCK / SOCAL TRUCKWORKS ✓							11194 ✓
R&M TRK		10/15/2021 ✓	N	N		11/14/2021 ✓	10/15/2021	\$0.00
11/4/2021 ✓					N			\$577.72 ✓
64	WESTERN PALLET / WESTERN PALLET SUPPLY & LO ✓							15110150-21 ✓
HYDRNT MTR RFND		10/21/2021 ✓	N	N		11/20/2021 ✓	10/21/2021	\$0.00
11/4/2021 ✓					N			\$2,745.67 ✓
65	AKELA / AKELA PEST CONTROL INC ✓							011559900 ✓
PEST CNTRL		10/25/2021 ✓	N	N		11/24/2021 ✓	10/25/2021	\$0.00
11/4/2021 ✓					N			\$174.00 ✓
66	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CJ11415-0267 ✓
WTR ANALYSES		10/9/2021 ✓	N	N		11/8/2021 ✓	10/9/2021	\$0.00
11/4/2021 ✓					N			\$198.45 ✓
67	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CJ11416-0267 ✓
WTR ANALYSES		10/19/2021 ✓	N	N		11/18/2021 ✓	10/19/2021	\$0.00
11/4/2021 ✓					N			\$220.50 ✓
68	BABCOCK E S SONS INC / BABCOCK, E S & SONS, IN ✓							CJ11499-0267 ✓
WTR ANALYSES		10/20/2021 ✓	N	N		11/19/2021 ✓	10/20/2021	\$0.00
11/4/2021 ✓					N			\$15.00 ✓

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PO Number		Immediate GL Account	GL Account		Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
86	KH METALS / KH METALS & SUPPLY ✓	10/21/2021 ✓	N	N				0581132-IN ✓
GAUGE						11/20/2021 ✓	10/21/2021	\$0.00
11/4/2021 ✓					N			\$32.16 ✓
87	MASTER'S / MASTER'S SERVICES (GLACIER) ✓	10/6/2021 ✓	N	N				00000311005 ✓
BTL WTR						11/5/2021 ✓	10/6/2021	\$0.00
11/4/2021 ✓					N			\$76.45 ✓
88	MASTER'S / MASTER'S SERVICES (GLACIER) ✓	10/20/2021 ✓	N	N				00000329637 ✓
BTL WTR						11/19/2021 ✓	10/20/2021	\$0.00
11/4/2021 ✓					N			\$55.60 ✓
89	MERIT OIL / MERIT OIL COMPANY ✓	10/20/2021 ✓	N	N				674122 ✓
GASOLINE						11/4/2021 ✓	10/20/2021	\$0.00
11/4/2021 ✓					N			\$1,438.74 ✓
90	QUINN CAT / QUINN CAT / MACHINERY ✓	10/20/2021 ✓	N	N				WOG00011815 ✓
R&M GEN JUAN DZ						11/19/2021 ✓	10/20/2021	\$0.00
11/4/2021 ✓					N			\$603.16 ✓
91	QUINN CAT / QUINN CAT / MACHINERY ✓	10/20/2021 ✓	N	N				WOG00011816 ✓
R&M GEN JURUPA LFT						11/19/2021 ✓	10/20/2021	\$0.00
11/4/2021 ✓					N			\$620.34 ✓
92	QUINN CAT / QUINN CAT / MACHINERY ✓	10/20/2021 ✓	N	N				WOG00011817 ✓
R&M GEN BLTWN						11/19/2021 ✓	10/20/2021	\$0.00
11/4/2021 ✓					N			\$792.51 ✓
93	QUINN CAT / QUINN CAT / MACHINERY ✓	10/20/2021 ✓	N	N				WOG00011818 ✓
R&M GEN #125						11/19/2021 ✓	10/20/2021	\$0.00
11/4/2021 ✓					N			\$590.74 ✓
94	QUINN CAT / QUINN CAT / MACHINERY ✓	10/20/2021 ✓	N	N				WOG00011819 ✓
R&M GEN MN2						11/19/2021 ✓	10/20/2021	\$0.00
11/4/2021 ✓					N			\$1,723.46 ✓
95	ROYAL INDUSTRIAL / ROYAL INDUSTRIAL SOLUTIONS ✓	10/15/2021 ✓	N	N				6441-1035334 ✓
TOOL						11/14/2021 ✓	10/15/2021	\$0.00
11/4/2021 ✓					N			\$83.61 ✓
96	SCE / SCE ✓	10/22/2021 ✓	N	N				21N700456862263.A ✓
WTR PMP ENRGY						11/12/2021 ✓	10/22/2021	\$0.00
11/4/2021 ✓					N			\$28,587.09 ✓
97	SCE / SCE ✓	10/22/2021 ✓	N	N				21N700456862263.B ✓
NO3 PLT PMP ENRGY						11/12/2021 ✓	10/22/2021	\$0.00
11/4/2021 ✓					N			\$15,965.49 ✓
98	SCE / SCE ✓	10/22/2021 ✓	N	N				21N700456862263.C ✓
FLD OFC UTLTY						11/12/2021 ✓	10/22/2021	\$0.00
11/4/2021 ✓					N			\$186.02 ✓
99	CROWN ACE HARDWARE / CROWN ACE HARDWARE ✓	10/26/2021 ✓	N	N				083966 ✓
PVC PARTS						11/25/2021 ✓	10/26/2021	\$0.00
11/4/2021 ✓					N			\$10.28 ✓
100	DURNEY DON / DURNEY, DON ✓	10/27/2021 ✓	N	N				20211027 ✓
GRDNG/WEED ABATE						11/26/2021 ✓	10/27/2021	\$0.00
11/4/2021 ✓					N			\$1,077.50 ✓
101	ELECTRONICS WAREHOUSE / ELECTRONICS WARE ✓	10/27/2021 ✓	N	N				T-256166 ✓
CONNECTORS						11/26/2021 ✓	10/27/2021	\$0.00
11/4/2021 ✓					N			\$43.50 ✓
102	HARPER BURNS LLP / HARPER & BURNS LLP ✓	11/1/2021 ✓	N	N				20211101.A ✓
OCT ' LGL SVC						12/1/2021 ✓	11/1/2021	\$0.00
11/4/2021 ✓					N			\$688.75 ✓

44,738.60

21N700456862263.A ✓
 \$0.00
 \$28,587.09 ✓
 21N700456862263.B ✓
 \$0.00
 \$15,965.49 ✓
 21N700456862263.C ✓
 \$0.00
 \$186.02 ✓

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PO Number		Immediate GL Account	Immediate GL Account		Check #		Payment Date	Discount
GL Date					Credit Card	CC Reference #		Total Invoice
120	TKE ENGINEERING / TKE ENGINEERING, INC. ✓	10/21/2021 ✓	N	N			11/21/2021 ✓ 10/21/2021	2021-782 ✓ \$0.00
11/4/2021 ✓					N			\$350.00 ✓
121	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓	10/28/2021 ✓	N	N			11/27/2021 ✓ 10/28/2021	1014_102721.A ✓ \$0.00
11/4/2021 ✓					N			\$51,107.53 ✓
122	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓	10/28/2021 ✓	N	N			11/27/2021 ✓ 10/28/2021	1014_102721.B ✓ \$0.00
11/4/2021 ✓					N			\$111,032.57 ✓
123	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓	10/28/2021 ✓	N	N			11/27/2021 ✓ 10/28/2021	1014_102721.C ✓ \$0.00
11/4/2021 ✓					N			(\$5,110.75) ✓
124	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓	10/28/2021 ✓	N	N			11/27/2021 ✓ 10/28/2021	1014_102721.D ✓ \$0.00
11/4/2021 ✓					N			(\$887.71) ✓
125	TRI-CO DISPOSAL INC / TRI-CO DISPOSAL, INC ✓	10/28/2021 ✓	N	N			11/27/2021 ✓ 10/28/2021	1014_102721.E ✓ \$0.00
11/4/2021 ✓					N			(\$3,000.00) ✓
126	TRUSSELL TECHNOLOGIES / TRUSSELL TECHNOLOGIES ✓	10/15/2021 ✓	N	N			11/14/2021 ✓ 10/15/2021	0000008097 ✓ \$0.00
11/4/2021 ✓					N			\$7,142.50 ✓
127	WEBB ALBERT A ASSOC / WEBB, ALBERT A. ASSOCIATES ✓	9/25/2021 ✓	N	N			10/25/2021 ✓ 9/25/2021	213625 ✓ \$0.00
11/4/2021 ✓					N			\$162.50 ✓

\$153,141.64

}

Grand Totals

Total Direct Expense:	\$1,225,084.68
Total Direct Expense Adj:	(\$8,998.46) ①
Total Non-Electronic Transactions:	\$1,216,086.22 ②

Report Summary

	Report Selection Criteria	
Report Type:	Condensed	
Transaction Number:	Start	End
	Start	End

① 8,998.46

8,998.46 Tri-Co

0.00

② 1,216,086.22

1,216,086.22 x-fer Sch

0.00

ms

11-1-21

6. ACKNOWLEDGEMENTS – THIS IS THE TIME FOR MEMBERS
OF THE PUBLIC TO ADDRESS THE BOARD ON ANY NON-
AGENDA MATTER.

7. CORRESPONDENCE AND RELATED INFORMATION

8. **MANAGER'S REPORT (Second Meeting each Month)**

- a) Operations Report
- b) Emergency and Incident Report

9. CONSIDER AWARD OF PROFESSIONAL SERVICES CONTRACT FOR
PREPARATION OF A DISTRICT-WIDE CONDITION ASSESSMENT:

DM 2021-77

Rubidoux Community Services District

Board of Directors

John Skerbelis
Hank Trueba Jr.
Armando Muniz
Bernard Murphy
F. Forest Trowbridge

General Manager
Jeffrey D. Sims



Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2021-77

November 4, 2021

To: Rubidoux Community Services District
Board of Directors

Subject: Consider Award of Professional Services Contract for Preparation of a District-Wide Condition Assessment

BACKGROUND:

The Rubidoux Community Services District ("District") owns 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 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 and 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 and Stewart efforts in FY 21/22 to not proceed beyond the amount of work that is in the current budget, \$300,000.

RECOMMENDATION:

Staff recommends the Board of Directors consider 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 and Stewart in a Not to Exceed amount of \$300,000 to perform most of the scope proposed under their proposal.

Respectfully,



JEFFREY D. SIMS, P. E.
General Manager

Attach:

1. Krieger and Stewart Proposal for the Condition Assessment of Existing Water and Wastewater Facilities for the Rubidoux Community Services District



August 9, 2021
Revised September 9, 2021

000-161.42A

Ted Beckwith, Director of Engineering
Rubidoux Community Services District
3590 Rubidoux Boulevard
Jurupa Valley, CA 92509

Via Email to tbeckwith@rcsd.org

Subject: Engineering Services Proposal for
Condition Assessment of Existing Water and Wastewater Facilities

Dear Mr. Beckwith:

We appreciate the opportunity to submit our proposal for completing a condition assessment of the District's existing Water and Wastewater Facilities. Our proposal consists of the following sections:

Section 1	Project Understanding and Approach
Section 2	Detailed Scope of Services
Section 3	Estimated Fee and Schedule

As shown therein, our estimated fee to provide the requested services is \$350,300. We propose to provide these services in accordance with our Master Agreement dated February 9, 2021.

With respect to Krieger & Stewart's team, Charles A. Krieger will serve as Principal in Charge, Brandon C. Valadez will serve as Project Manager and Lead Project Engineer, and technical advisors consisting of senior staff. We will be assisted by our staff of registered and graduate engineers, technicians, drafters, and administrative support personnel to ensure completion of project tasks in accordance with the project schedule. Our team members will be continuously available and responsive to District staff and management during all phases of the project. Further, Krieger & Stewart's project team is ready to commence services as shown in Section 3 of our Proposal.

Again, we appreciate the opportunity to submit our proposal for providing subject services, and are available to discuss our proposal with you at your convenience. If you have any questions or require additional information, please call.

Sincerely,

KRIEGER & STEWART

 
Charles A. Krieger Brandon C. Valadez

BCV/JBM/blt
000-161P42-Pro-R1

Attachment: Proposal



SECTION 1 - PROJECT UNDERSTANDING AND APPROACH

INTRODUCTION

Krieger & Stewart's proposal is based on information and knowledge gathered from the following sources:

- Conferences and correspondences with District staff
- 2015 Water and Sewer Master Plans
- Krieger & Stewart's longstanding history of providing design and construction engineering services for the District
- Extensive experience in assessing the condition of existing equipment and materials and developing design criteria for upgrades and improvements

GENERAL

We understand that the District owns and operates water and wastewater facilities that have been in operation since as early as 1952, when the District was established. We also understand that the District has limited records on the condition of the existing facilities but would like to create a long-term plan for constructing necessary improvements to the facilities.

For purposes of this proposal, we have categorized existing District facilities ("Existing Facilities") as follows:

- Water Treatment Facilities
- Booster Pumping Plants
- Well Pumping Plants
- Wastewater Lift Stations

The engineering services required consist of:

- (1) Creating a user-friendly Database of Existing Facilities, including Water Treatment Facilities, Booster Pumping Plants, Well Pumping Plants, and Wastewater Lift Stations (collectively referred to hereafter as "Existing Facilities").

- (2) Assessing the condition of the Anita B. Smith Water Treatment Facility and preparing a Smith Facility Improvements Plan for the facility (to be completed separately from all other Existing Facilities).

- (3) Assessing the condition of all remaining Existing Facilities (i.e. Non-Smith Facilities) and preparing a Water and Sewer Improvements Plan (WSIP).

EXISTING FACILITIES

Water Treatment Facilities

- **Anita B. Smith Water Treatment Facility**

The Anita B. Smith Water Treatment Facility (Smith Facility) was constructed in 1995 and treats groundwater (raw water) from Wells 4 and 6 for nitrate; perchlorate; and per- and polyfluoroalkyl substances (PFAS). The Smith Facility consists of the following systems and equipment:

- Nitrate filtration system, including two (2) influent cartridge filters, three (3) vertical fixed-bed ion exchange pressure vessels (ion exchange resin recently replaced in all three vessels), pneumatically actuated valving systems, and continuous combined filter effluent nitrate monitoring system
- Perchlorate and PFAS filtration systems, including two (2) vertical granulated activated carbon (GAC) pressure vessels for Well 4 and three (3) vertical GAC pressure vessels for Well 6
- Recycled water system, including two (2) recycled water pumping units and one (1) recycled water storage tank
- Waste system, including three (3) 10,000 gallon displacement water storage tanks and two (2) waste discharge pumping units
- Brine generation system, including one (1) 75-ton brine storage tank, two (2) brine pumping units, and water softening system



- Treated water disinfection system, including two (2) 375 gallon sodium hypochlorite (12.5 % concentration) polyethylene storage tanks, three (3) diaphragm metering pumps, and continuous free chlorine residual monitoring
- Treated water booster station, including forebay (formerly used as an air stripper), three (3) vertical turbine pumping units (two large pumping units and one small pumping unit), treated/raw water blending system, and continuous blended water nitrate monitoring system
- Emergency diesel engine driven generator set (genset) with sound attenuated enclosure and remote fuel tank
- Control Building (mobile modular building)
- Associated piping, valves, and appurtenances
- Associated electrical power, instrumentation, and control components

➤ **La Verne Mahnke Water Treatment Facility**

The La Verne Mahnke Water Treatment Facility (Mahnke Facility) was constructed in 1996 to remove manganese from Well 1 water and expanded in 2004 to remove manganese from Well 8 and 17 water. In addition to Wells 1, 8, and 17, the Mahnke Facility has also treated water from Well 18 and is currently treating water from Well 1A. Wells 1 and 17 have since been abandoned; Well 8 no longer requires manganese treatment; and Well 18 is now treated for manganese at the Leland J. Thompson Water Treatment Facility. However, the Mahnke Facility will no longer be used for treatment due to water from Wells 1A, 8, and 18 needing to be treated for PFAS, which will occur at the Leland J. Thompson Water Treatment Facility (currently being expanded). The Mahnke Facility includes the following equipment and systems:

- Manganese (and iron) filtration system, including two (2) horizontal reaction vessels and two (2) horizontal catalytic oxidation pressure filtration vessels
- Sodium hypochlorite system, including one (1) 1,000 gallon double-wall polyethylene storage

tank, one (1) double-diaphragm chemical metering pump, and continuous free chlorine residual monitoring system

- Sodium bisulfite system
- Filter backwash recycle system, including two (2) 10,000 gallon bolted steel reclaimed water storage tanks and two (2) reclaimed water pumping units
- 500 gallon surge tank
- Metal equipment building
- Associated piping, valves, supports, and appurtenances
- Associated electrical power, instrumentation, and control components

➤ **Leland J. Thompson Water Treatment Facility**

In conjunction with the Mahnke Facility, the Leland J. Thompson Water Treatment Facility (Thompson Facility) treats groundwater from Wells 1A and 18 for iron and manganese removal. Due to the recently reduced reporting limits for PFAS, the Thompson Facility is currently being expanded to include PFAS treatment.

The Thompson Facility includes the following equipment and systems:

- Iron and manganese filtration system, including three (3) horizontal catalytic oxidation pressure filtration vessels and pneumatically actuated valving systems
- 300 lb/day onsite sodium hypochlorite generation system (0.8% concentration), including sodium hypochlorite generator, water softening system, brine dilution system, and hydrogen dilution air blower system
- Brine generation system, including 15-ton brine storage tank
- One (1) 5,400 gallon double-walled fiber reinforced plastic (FRP) sodium hypochlorite storage tank
- Three (3) sodium hypochlorite diaphragm chemical metering pumps
- One (1) 130,000 gallon (nominal) capacity welded steel backwash waste storage tank



- Recycled water pump station, including two (2) vertical turbine pumping units
- Waste filtrate transfer pump station, including one (1) self-priming pumping unit
- Emergency diesel engine driven genset with sound attenuated enclosure and base fuel tank
- Masonry block equipment building
- Associated piping, valves, supports, and appurtenances
- Associated electrical power, instrumentation, and control components

The Thompson Facility is currently being expanded to include a PFAS filtration system, consisting of the following:

- Two (2) influent cartridge filters
- Six (6) vertical ion exchange pressure filtration vessels
- Sodium bisulfite dechlorination system, including outdoor storage tank and chemical feed system
- Associated piping, valves, supports, and appurtenances
- Associated electrical power, instrumentation, and control components

➤ **Well 2 Water Treatment Facility**

The Well 2 Water Treatment Facility (Well 2 Facility) treats groundwater from Well 2 for PFAS and 1,2,3-Trichloropropane (1,2,3-TCP, or simply TCP) with GAC. The treated water is disinfected with chlorine (sodium hypochlorite) then blended with the treated water discharged from the Thompson Facility to comply with nitrate level discharge requirements. The Well 2 Facility includes the following equipment and systems:

- Two (2) GAC pressure vessels
- Sodium hypochlorite disinfection system

Booster Pumping Plants

➤ **Goldenwest Booster Pumping Plant**

- Pumps water from the Atkinson Pressure Zone (1066') to the Hunter Pressure Zone (1238')
- Two (2) pumping units (50 hp @ 425 gpm and 100 hp @ 1,020 gpm)

➤ **Mission Booster Pumping Plant**

- Pumps water from Atkinson Pressure Zone (1066') to the Hunter Pressure Zone (1238')
- One (1) pumping unit (60 hp @ 710 gpm)

➤ **Skyloft Hydropneumatic Booster Pumping Plant**

- Pumps water from the Hunter Pressure Zone (1238') to the Ridgeline Pressure Zone
- Three (3) pumping units (15 hp @ 400 gpm, 15 hp @ 430 gpm, and 5 hp @ 180 gpm)

➤ **Jewel Street Booster Pumping Plant**

- Interagency connection with Jurupa Community Services District (JCS D)

Well Pumping Plants

➤ **Potable Wells**

Six (6) potable wells: Well Nos. 1A, 2, 4, 6, 8, and 18, which are all treated for potable water use at the water treatment facilities described above.

➤ **Non-Potable Wells**

Seven (7) non-potable wells: Well Nos. 3, 5, 7, 11, 14, 19, and 20.

Wastewater Lift Stations

➤ **Fleetwood Lift Station**

- Two (2) 7 hp pumping units (430 gpm each)
- 400± LF of 8" force main

➤ **Belltown Lift Station**

- Two (2) 4 hp pumping units (150 gpm each)
- 800± LF of 4" force main



- **Exmoor Lift Station**
 - Two (2) 15 hp pumping units (625 gpm each)
 - 900± LF of 8" force main
- **Jurupa Hills Lift Station**
 - Two (2) 10 hp pumping units (500 gpm each)
 - 1,300± LF of 6" force main
- **Juan Diaz Lift Station**
 - Two (2) submersible non-clog sewage pumping units (7.5 hp @ 420 gpm each)
 - 50± LF of parallel 6" force mains
 - 40 kW emergency diesel engine driven genset
 - Masonry block control building
- **Regional Lift Station**
 - Four (4) non-clog submersible sewage pumping units (50 hp @ 1,850 gpm each)
 - 12,200± LF of parallel 14" and 18" force mains
 - Debris basket
 - Biofilter odor control system
 - Grinder system
 - 300 kW emergency diesel engine driven genset with base fuel tank
 - Masonry block control building

All six (6) lift stations deliver wastewater to the Riverside Regional Water Quality Control Plant owned and operated by the City of Riverside.

SPECIFIC PROJECT UNDERSTANDING AND APPROACH

Database of Existing Facilities

The Database of Existing Facilities (Database) will be generated based on Record Construction Drawings; facility site visits and field investigations; and pertinent information and data provided by District staff.

The Database will identify facility equipment components and associated quantity; size; year originally constructed; material(s); pump and motor

data; pump curve data; operating conditions; genset data; and design capacity, range, or parameter. Where possible, the Database will also identify the year that equipment components were replaced or refurbished.

The Database will also include structural information for buildings, sunshade structures, metal enclosures, and onsite water storage tanks (i.e. building material and year constructed). In addition to the above, we will incorporate specific items for the following (as applicable to individual facilities):

- **Water Treatment Facilities**
 - Added Treatment Technologies
 - Removed Treatment Technologies
 - Media Composition and Quantities
- **Well Pumping Plants**
 - Historic Pumping and Static Water Levels
 - Well Driller's Reports
- **Wastewater Lift Stations**
 - Wet Well Capacity
 - Concrete Lining Materials
 - Odor Control Systems

We will compile this information into a categorized and filterable spreadsheet database.

We understand that the District is currently researching alternative software options to support the ability to track items digitally, which the information provided from the Database could be incorporated upon District's adoption of software or remain as a standalone document.

Site Visits and Field Investigations

We propose to visit each Existing Facility two (2) times: once with District staff to tour the facilities and review Staff's specific concerns and a second time to perform our detailed field investigations. During our detailed field investigations, we will visually inspect and assess/evaluate the condition of all facility equipment and components, as described below.



➤ **Water Treatment Facilities, Booster Pumping Plants, and Well Pumping Plants**

- We will visually inspect treatment vessels and associated valving systems and abovegrade process piping, supports, and appurtenances for damage, leakage, corrosion, and functionality.
- We will evaluate the removal of abandoned equipment as well as the need/desire for redundant equipment (e.g. compressed air systems, etc.), treatment optimization (e.g. addition of new monitoring and control components/systems, etc.), automation (e.g. automated valving and blending systems, automatic water softening resin regeneration, etc.), improved effluent water quality (e.g. static mixers, etc.), improved access to equipment, relocating problematic (i.e. high maintenance) under-slab piping,
- We will visually inspect all pumping units for damage, fluid leaks, vibration, noise, coatings, and corrosion. Our investigations will not include removal of any pumping units inspect impellers or bowls (vertical turbine pumps). We understand that District desires that pumps be equipped with mechanical packing in lieu of mechanical seals.
- We will visually inspect all abovegrade piping, supports and valves for damage, leakage, and corrosion.
- We will inspect all pipe supports, anchorage, and grout pads damage and corrosion and verify that the supports are adjusted correctly and are in acceptable operating condition.
- We will visually inspect all chemical metering pumps, valves, and piping for damage, leakage, corrosion, and functionality.
- We will visually inspect all chemical storage tanks for damage, leakage, corrosion, and double containment adequacy.
- We will visually inspect all onsite water storage tanks for damage, leakage, and corrosion. A structural or seismic analysis will not be included in our assessment; however, we will identify visibly apparent structural issues and concerns regarding age of the tank and/or type of construction. Interior evaluation of storage

tanks will be limited to visual inspection through the tank roof access hatch.

- We will visually inspect major structural components as they affect structural reliability and provide recommendations for repair or replacement. A structural or seismic analysis will not be included in our assessment; however, we will identify visibly apparent structural issues and concerns regarding age of the facility and/or type of construction.

➤ **Wastewater Lift Stations**

- We will evaluate the structural integrity of the wet wells and dry wells. We will utilize ice pick probes to evaluate deteriorated concrete (dry wells only) and visually inspect and document concrete cracks, visible structural distress, and corrosion as it affects structural reliability. Based on our evaluation, we will provide recommendations for repair or replacement.
- We will evaluate the adequacy of existing methods of fall protection for preventing personnel from falling into wet wells, and provide recommendations for alternative methods for improved fall protection if necessary, including installation of safety grating or nets below hatches or installing portable railing around hatches.
- We will evaluate access hatches for corrosion, damage, and general condition.
- We will inspect pipe supports, anchorage, and grout pads inside wet wells and dry wells for corrosion and damage and verify that the supports are adjusted correctly and are in acceptable operating condition.
- We will evaluate existing odor control equipment, if present, and make recommendations regarding upgrades or modifications.
- For lift stations that are not equipped with odor control, we will evaluate lift station site limitations as related to odor control equipment and provide recommendations as to the type of odor control equipment and location.



- We will visually inspect major structural components as they affect structural reliability and provide recommendations for repair or replacement. A structural or seismic analysis will not be included in our assessment; however, we will identify visibly apparent structural issues and concerns regarding age of the facility and/or type of construction.

➤ Electrical Facilities

At all Existing Facilities we will visually inspect all exposed electrical conduit, unit control panels (120V and less), switchgear and motor control centers (exterior only), and instrumentation for rust; corrosion; damage, swelling and blistering of coatings; and functionality. We understand that all SCADA facilities have been evaluated by Center Electric Services, Inc. (Center Electric). Therefore, inspection of SCADA components, including PLCs, PLC enclosures, radio/telemetry components, etc. are not included in our evaluation.

➤ Site Facilities

At all Existing Facilities:

- We will evaluate site lighting for illumination and location, corrosion, functionality, etc.
- We will evaluate site drainage and drainage facilities.
- We will visually inspect site perimeter fencing and access gates for corrosion, deterioration, and general operation.



SECTION 2 - DETAILED SCOPE OF SERVICES

GENERAL

We have organized our Scope of Services into the following major tasks:

- Task 1 - Smith Facility Improvements Plan
- Task 2 - Coordination Meeting (Non-Smith Facilities)
- Task 3 - Records Review, Site Visits, and Field Investigations (Non-Smith Facilities)
- Task 4 - Database of Existing Facilities
- Task 5 - Engineering Assessment (Non-Smith Facilities)
- Task 6 - Water and Sewer Improvements Plan (WSIP)

Note: **Task 1** consists of the services strictly related to the Anita B. Smith Treatment Facility (Smith Facility) and **Tasks 2 through 6** are applicable to the remaining Existing Facilities.

Engineering services proposed for the above components are described in the following subsections.

TASK 1 - SMITH FACILITY IMPROVEMENTS PLAN

Task 1A - Smith Coordination Meeting

We will meet with District staff following our review of drawings and information related to the Smith Facility. During the meeting, we anticipate discussion of the following items:

- Goals and objectives
- Results of our review of existing records and information related to the assessments of the Smith Facility (**Task 1B**)
- Approach for site visit and field investigation, including Preliminary Site Visit Plan (**Task 1B**)
- Information received from District staff during site visit tours (**Task 1C**)

- Summary of all Smith Facility equipment, current operating conditions, and related issues/problems presented by District staff during the site visit tour (**Task 1C**)

Prior to the meeting, we will prepare a meeting agenda and, after the meeting, we will prepare a meeting minutes memorandum, which will include meeting attendees, discussion items, and required follow-up action items.

Task 1B - Smith Records Review and Site Visit Plan

- We will perform a detailed review of the data, reports, drawings, and studies related to the Smith Facility provided by the District, including:
 - Record Construction Drawings
 - Record Shop Drawings and Operation and Maintenance (O&M) Manuals
 - Operational Records (i.e. SCADA data) for flow rates and pressures
 - Operational Records for static and pumping water levels for Wells 4 and 6
 - SCADA Evaluation Service Reports prepared by Center Electric Services, Inc. (Center Electric)
- We will prepare a Preliminary Smith Site Visit Plan, including:
 - List of equipment and components in operation
 - List of suspected abandoned facilities or facilities no longer in service
 - Design flow rates and anticipated operating flow rates
 - Record conflicts
 - Facility-specific site investigation forms with priority rankings for observations at each facility, which will be the basis for quantifying and assessing the in-field condition of facilities as identified in **Task 1C**.

Engineering Services Proposal for Condition Assessment of Existing Water and Wastewater Facilities



Once complete, we will submit an electronic copy (in PDF format) of the Preliminary Smith Site Visit Plan for District staff review.

Task 1C - Smith Site Visit with District Staff

Prior to the Smith Coordination Meeting (**Task 1A**), we will tour the Smith Facility with District staff to review specific issues identified by District staff and perform our preliminary assessment.

Task 1D - Smith Field Investigation

We will conduct a field investigation at the Smith Facility to assess the existing equipment and components in detail and identify any conflicts between record drawings and constructed facilities to verify all existing field conditions, constraints, and equipment. We anticipate that the field investigation will take place after the Smith Coordination Meeting (**Task 1A**) to identify any conflicts between record drawings and constructed facilities after receiving input from District staff on our preliminary assessment.

Task 1E - Draft Smith Engineering Assessment

We will prepare a Draft Smith Engineering Assessment summarizing the condition of Smith Facility equipment and components and recommended improvements (modify, repair, replace, or remove). The Draft Smith Engineering Assessment will be based on the following:

- Information and direction received from District staff at the Smith Coordination Meeting
- Review of District's existing data, reports, drawings, and studies including the SCADA Evaluation Service Reports by Center Electric.
- Field investigation

The Smith Engineering Assessment will include the following:

- Photographs of the existing equipment and facilities
- Preliminary list of improvements related to material and equipment selections, sizing, and quantities
- Preliminary list of structural improvements, including materials and design parameters

- Preliminary list of electrical improvements, including power distribution
- Preliminary list of SCADA improvements based on the SCADA Evaluation Service Reports prepared by Center Electric

Once complete, we will submit an electronic copy (in PDF format) of the Draft Smith Engineering Assessment to District staff for review.

Task 1F - Draft Smith Engineering Assessment Review Meeting

After submitting the Draft Smith Engineering Assessment to the District, we will arrange a meeting with District staff to review the draft in detail and obtain District review comments. The meeting will be used to review our findings and preliminary recommendations regarding the Smith Facility and potential improvements, in order to establish a consensus prior to commencing preparation of the Draft Smith Facility Improvements Plan.

Prior to the meeting, we will prepare a meeting agenda and, after the meeting, we will prepare a meeting minutes memorandum, which will include meeting attendees, discussion items, and required follow-up action items.

Task 1G - Final Smith Engineering Assessment

Based on comments received from District staff at the Draft Smith Engineering Assessment Review Meeting, we will prepare the Final Smith Engineering Assessment and submit an electronic copy (in PDF format) for District records.

Task 1H - Draft Smith Facility Improvements Plan

In addition to the information included in the Smith Engineering Assessment, the Draft Smith Facility Improvements Plan will include proposed projects and project prioritization (i.e. ranked as critical, high, medium, and low urgency). Determination for project urgency will be based on the Smith Engineering Assessment and cost estimates. Projects will be packaged together based on prioritization in conjunction with the ability to minimize prolonged



interruption to facility operations as well as combining projects in a logical manner.

The Draft Smith Facility Improvements Plan will also include budgetary (planning level) project cost and duration estimates. The budgetary project cost estimates will include construction costs; labor, materials, equipment, and associated escalation; bypass pumping requirements; redundancy; construction contingencies; and allowances for administration, legal, and engineering fees. The project duration estimates will include design and construction durations. The construction duration estimates will be derived from estimated construction schedules that include all major work components and equipment/material procurement, submittal preparation and review, fabrication, and delivery times.

Once the Draft Smith Facility Improvements Plan is complete, we will submit an electronic copy (in PDF format) of the Draft Smith Facility Improvements Plan to District staff for review.

Task 1I - Draft Smith Facility Improvements Plan Review Meeting

After submitting the Draft Smith Facility Improvements Plan to the District, we will arrange a review meeting with District staff to review the Draft Smith Facility Improvements Plan in detail and obtain District review comments. The meeting will be used to review the proposed project packaging, project prioritization, estimated budgetary project costs, and estimated project durations.

Prior to the meeting, we will prepare a meeting agenda and, after the meeting, we will prepare a meeting minutes memorandum, which will include meeting attendees, discussion items, and required follow-up action items.

Task 1J - Final Smith Facility Improvements Plan

Based on comments received from the District regarding the Draft Smith Facility Improvements Plan, including any changes to the proposed project rankings and groupings, we will prepare the Final Improvements Plan. The Final Smith Facility Improvements Plan will include all information included in the Smith Engineering Assessment, improvement projects, project prioritization, project cost estimates, and project duration estimates.

Once the Final Smith Facility Improvements Plan is complete, we will submit an electronic copy (in PDF format) to the District. The Final Smith Facility Improvements Plan will also be attached to the Final WSIP (Task 6C) as an appendix.

TASK 2 - COORDINATION MEETING (NON-SMITH FACILITIES)

We will meet with District staff following our review of project related drawings and information for the remaining Existing Facilities. During the meeting, we anticipate discussion of the following items:

- Project goals and objectives
- Results of our review of existing records and information related to the assessments of the Existing Facilities (Task 3A)
- Information received from District staff during site visit tours (Task 3C)
- Approach for site visits and field investigations, including proposed documentation (Tasks 3D through 3F)
- Approach for development of Preliminary Database of Existing Facilities (Task 4)

Prior to the meeting, we will prepare a meeting agenda and, after the meeting, we will prepare a meeting minutes memorandum, which will include meeting attendees, discussion items, and required follow-up action items.

TASK 3 - RECORDS REVIEW, SITE VISITS, AND FIELD INVESTIGATIONS (NON-SMITH FACILITIES)

Task 3A - Records Review and Site Visit Plan

- We will perform a detailed review of the data, reports, drawings, and studies provided by the District for the remaining Existing Facilities, including:
 - Record Construction Drawings
 - Record Shop Drawings and Operation and Maintenance (O&M) Manuals



- Operational Records (i.e. SCADA data) for flow rates and pressures
 - Operational Records for well static and pumping water levels
 - SCADA Evaluation Service Reports prepared by Center Electric Services, Inc. (Center Electric)
- We will prepare a Preliminary Site Visit Plan for all remaining Existing Facilities including:
- List of facilities in operation
 - List of suspected abandoned facilities or facilities no longer in service
 - Design flow rates and anticipated operating flow rates
 - Record conflicts
 - Facility-specific site investigation forms with priority rankings for observations at each facility, which will be the basis for quantifying and assessing the in-field condition of facilities as identified in **Tasks 3D through 3F**.

Once complete, we will submit an electronic copy (in PDF format) of the Preliminary Site Visit Plan for District staff review.

Task 3B - Site Visit Plan Review Meeting

Prior to commencing our detailed field investigations (**Tasks 3D through 3F**) of the remaining Existing Facilities, we will participate in a meeting with District staff to review in detail our Preliminary Site Visit Plan.

Prior to the meeting, we will prepare a meeting agenda and, after the meeting, we will prepare a meeting minutes memorandum, which will include meeting attendees, discussion items, and required follow-up action items.

Task 3C - Site Visits with District Staff

We will tour the remaining Existing Facilities with District staff to review specific issues identified by District staff and perform our preliminary assessment. We anticipate that these site visits will take place before the Coordination Meeting (**Task 2**) to review the

existing facilities and obtain a preliminary assessment of the facilities, in accordance with the following:

- One (1) visit to the Mahnke and Thompson Facilities and Wells 1A, 8, and 18
- One (1) visit to the Well 2 Facility, Wells 2, 3, 5, 7, 19, and 20
- One (1) visit to Wells 11 and 14, the Goldenwest Booster Pumping Plant, and Jewel Booster Pumping Plant
- One (1) visit to the Mission Booster Pumping Plant and Skyloft Hydropneumatic Booster Pumping Plant
- One (1) visit to the Jurupa Hills Lift Station, Juan Diaz Lift Station, and Regional Lift Station
- One (1) visit to the Exmoor Lift Station, Belltown Lift Station, and Fleetwood Lift Station

Task 3D - Field Investigations at Water Treatment Facilities

We will conduct field investigations at each remaining Water Treatment Facility to assess the existing facilities in detail and identify any conflicts between record drawings and constructed facilities to verify all existing field conditions, constraints, and equipment. We anticipate one (1) site visit will be required for each facility to obtain the necessary information. We anticipate that the field investigations will take place after the Coordination Meeting (**Task 2**) to identify any conflicts between Record Drawings and constructed facilities after receiving input from District staff on our preliminary assessment.

Task 3E - Field Investigations at Booster and Well Pumping Plants

We will conduct field investigations at each Booster Pumping Plant and each remaining Well Pumping Plant to assess the existing facilities in detail and identify any conflicts between record drawings and constructed facilities to verify all existing field conditions, constraints, and equipment. We anticipate one (1) site visit will be required for each facility to obtain the necessary information. We anticipate that the field investigations will take place after the Coordination Meeting (**Task 2**) to identify any conflicts between

Engineering Services Proposal for Condition Assessment of Existing Water and Wastewater Facilities



Record Drawings and constructed facilities after receiving input from District staff on our preliminary assessment.

Task 3F - Field Investigations at Wastewater Lift Stations

We will conduct field investigations at each Wastewater Lift Station to assess the existing facilities in detail and identify any conflicts between record drawings and constructed facilities to verify all existing field conditions, constraints, and equipment. We anticipate one (1) site visit will be required for each facility to obtain the necessary information. We anticipate that the field investigations will take place after the Coordination Meeting (**Task 2**) to identify any conflicts between Record Drawings and constructed facilities after receiving input from District staff on our preliminary assessment.

TASK 4 - DATABASE OF EXISTING FACILITIES

Task 4A - Preliminary Draft Database of Existing Facilities

The Preliminary Draft Database will include proposed information for one (1) of each type of Existing Facility. Once complete, we will submit an electronic copy (in PDF format) of the Preliminary Draft Database for District review.

Task 4B - Preliminary Draft Database Review Meeting

We will meet with District staff to review the Preliminary Draft Database.

Prior to the meeting, we will prepare a meeting agenda and, after the meeting, we will prepare a meeting minutes memorandum, which will include meeting attendees, discussion items, and required follow-up action items.

Task 4C - Final Draft Database of Existing Facilities

Upon receiving District comments on the Preliminary Draft Database, we will commence preparation of the Final Draft Database. The Final Draft Database will incorporate District staff's comments received on the

Preliminary Draft Database and include applicable information for all Existing Facilities, including all information obtained during our site visit tours and detailed field investigations.

Task 4D - Final Draft Database Review Meeting

We will meet with District staff to review the Final Draft Database.

Prior to the meeting, we will prepare a meeting agenda and, after the meeting, we will prepare a meeting minutes memorandum, which will include meeting attendees, discussion items, and required follow-up action items.

Task 4E - Final Database of Existing Facilities

Upon receiving District comments on the Final Draft Database, we will prepare the Final Database. The Final Database will incorporate District staff's comments on the Final Draft Database.

TASK 5 - ENGINEERING ASSESSMENT (NON-SMITH FACILITIES)

Task 5A - Draft Engineering Assessment

We will prepare a Draft Engineering Assessment summarizing the condition of the remaining Existing Facilities and recommended improvements (modify, repair, replace, or remove). The Draft Engineering Assessment will be based on the following:

- Information and direction received from District staff at the Coordination Meeting
- Review of District's existing data, reports, drawings, and studies including SCADA Evaluation Service Reports by Center Electric.
- Field investigations

The Draft Engineering Assessment will include the following:

- Photographs of the existing equipment and facilities
- Preliminary list of improvements related to material and equipment selections, sizing, and quantities

Engineering Services Proposal for Condition Assessment of Existing Water and Wastewater Facilities



- Preliminary list of structural improvements, including materials and design parameters
- Preliminary list of electrical improvements, including power distribution
- Preliminary list of SCADA improvements based on the SCADA Evaluation Service Reports prepared by Center Electric

Once complete, we will submit an electronic copy (in PDF format) of the Draft Engineering Assessment to District staff for review.

Task 5B - Draft Engineering Assessment Review Meeting

After submitting the Draft Engineering Assessment to the District, we will arrange a meeting with District staff to review the draft in detail and obtain District review comments. The meeting will be used to review our findings and preliminary recommendations regarding the remaining Existing Facilities and potential improvements, in order to establish a consensus prior to commencing preparation of the Draft WSIP.

Prior to the meeting, we will prepare a meeting agenda and, after the meeting, we will prepare a meeting minutes memorandum, which will include meeting attendees, discussion items, and required follow-up action items.

Task 5C - Final Engineering Assessment

Based on comments received from District staff at the Draft Engineering Assessment Review Meeting, we will prepare the Final Engineering Assessment and submit an electronic copy (in PDF format) for District records.

TASK 6 - WATER AND SEWER IMPROVEMENTS PLAN (WSIP)

Task 6A - Draft WSIP

In addition to the information included in the Non-Smith Facilities Engineering Assessment, the Draft WSIP will include proposed projects and project prioritization (i.e. ranked as critical, high, medium, and

low urgency) for the remaining Existing Facilities (excluding the Smith Facility). Determination for project urgency will be based on the Non-Smith Facilities Engineering Assessment and cost estimates. Projects will be packaged together based on prioritization in conjunction with the ability to minimize prolonged interruption to facility operations as well as combining projects in a logical manner.

The Draft WSIP will also include budgetary (planning level) project cost and duration estimates. The budgetary project cost estimates will include construction costs; labor, materials, equipment, and associated escalation; bypass pumping requirements; redundancy; construction contingencies; and allowances for administration, legal, and engineering fees. The project duration estimates will include design and construction durations. The construction duration estimates will be derived from estimated construction schedules that include all major work components and equipment/material procurement, submittal preparation and review, fabrication, and delivery times.

Once the Draft WSIP is complete, we will submit an electronic copy (in PDF format) of the Draft WSIP to District staff for review.

Task 6B - Draft WSIP Review Meeting

After submitting the Draft WSIP to the District, we will arrange a review meeting with District staff to review the Draft WSIP in detail and obtain District review comments. The meeting will be used to review the proposed project packaging, project prioritization, estimated budgetary project costs, and estimated project durations.

Prior to the meeting, we will prepare a meeting agenda and, after the meeting, we will prepare a meeting minutes memorandum, which will include meeting attendees, discussion items, and required follow-up action items.



Task 6C - Final WSIP

Based on comments received from the District regarding the Draft WSIP, including any changes to the proposed project rankings and groupings, we will prepare the Final WSIP. The Final WSIP will include all information included in the Non-Smith Facilities Engineering Assessment, improvement projects, project prioritization, project cost estimates, and project duration estimates. In addition, the Smith Facility Improvements Plan will be attached as an appendix.

Once the Final WSIP is complete, we will submit an electronic copy (in PDF format) to the District.



SECTION 3 - FEE AND SCHEDULE

FEE ESTIMATE

As shown in attached **Table 3-1**, our estimated fee to provide the services outlined in **Section 2, Detailed Scope of Services**, is \$350,300. Our fee estimate is based on the rates in our **2021 Fee Schedule** in accordance with our Master Agreement dated February 9, 2021

Our estimated fee is subject to negotiation based on clarification or revision of the Scope of Services.

PROJECT SCHEDULE

Attached **Table 3-2** presents our proposed schedule for completing the engineering services outlined in **Section 2, Detailed Scope of Services**.

As shown in **Table 3-2**, we propose to commence services October 4, 2021 and estimate completion of **Task 1** (Smith Facility) in just over 5 months, or by mid-March 2022, and completion of **Tasks 2 through 6** (Non-Smith Facilities) within 11 months thereafter, or by mid-February 2023.

**TABLE 3-1
RUBIDOUX COMMUNITY SERVICES DISTRICT
CONDITION ASSESSMENT OF EXISTING WATER AND WASTEWATER FACILITIES
ESTIMATED FEES FOR ENGINEERING SERVICES**

TASK / COMPONENT	PRINCIPAL IN CHARGE ⁽¹⁾		PROJECT MANAGER/LEAD ENGINEER ⁽²⁾		SENIOR ENGINEERS ⁽²⁾		ASSOCIATE ENGINEERS ⁽³⁾		STAFF ENGINEERS ⁽⁴⁾		TECHNICAL ADVISORS ⁽¹⁾		CADD SERVICES ⁽⁵⁾		CLERICAL ⁽⁶⁾		TOTAL
	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	\$
1. SMITH FACILITY IMPROVEMENTS PLAN																	
A. SMITH COORDINATION MEETING	4	992	6	1,320											8	880	3,192
B. SMITH RECORDS REVIEW AND SITE VISIT PLAN	2	496	6	1,320					12	1,896					4	440	4,152
C. SMITH SITE VISIT WITH DISTRICT STAFF			4	880	4	880											1,760
D. SMITH FIELD INVESTIGATION			6	1,320	6	1,320											2,640
E. DRAFT SMITH ENGINEERING ASSESSMENT	4	992	12	2,640				24	4,464	36	5,688	6	1,488		16	1,760	17,032
F. DRAFT SMITH ENGINEERING ASSESSMENT REVIEW MEETING	4	992	6	1,320				6	1,116						8	880	4,308
G. FINAL SMITH ENGINEERING ASSESSMENT	4	992	8	1,760				16	2,976	24	3,792	4	992		8	880	11,392
H. DRAFT SMITH FACILITY IMPROVEMENTS PLAN	4	992	16	3,520				32	5,952	48	7,584	8	1,984		16	1,760	21,792
I. DRAFT SMITH FACILITY IMPROVEMENTS PLAN REVIEW MEETING	4	992	6	1,320				2	372						8	880	3,564
J. FINAL SMITH FACILITY IMPROVEMENTS PLAN	2	496	8	1,760				16	2,976	24	3,792	4	992		8	880	10,896
TASK 1 SUBTOTAL:	28	6,944	78	17,160	10	2,200	96	17,856	144	22,752	22	5,456	0	0	76	8,360	80,728
2. COORDINATION MEETING (NON-SMITH FACILITIES)	4	992	8	1,760											12	1,320	4,072
3. RECORDS REVIEW, SITE VISITS, AND FIELD INVESTIGATIONS (NON-SMITH FACILITIES)																	
A. RECORDS REVIEW AND SITE VISIT PLAN	2	496	24	5,280					60	9,480					26	2,860	18,116
B. SITE VISIT PLAN REVIEW MEETING	4	992	6	1,320											8	880	3,192
C. SITE VISITS WITH DISTRICT STAFF			30	6,600	30	6,600											13,200
D. FIELD INVESTIGATIONS AT WATER TREATMENT FACILITIES			22	4,840	22	4,840											9,680
E. FIELD INVESTIGATIONS AT BOOSTER AND WELL PUMPING PLANTS			48	10,560	48	10,560											21,120
F. FIELD INVESTIGATIONS AT WASTEWATER LIFT STATIONS			32	7,040	32	7,040											14,080
TASK 3 SUBTOTAL:	6	1,488	162	35,640	132	29,040	0	0	60	9,480	0	0	0	0	34	3,740	79,388
4. DATABASE OF EXISTING FACILITIES																	
A. PRELIMINARY DRAFT DATABASE OF EXISTING FACILIT	6	1,488	34	7,480					42	6,636					48	5,280	20,884
B. PRELIMINARY DRAFT DATABASE REVIEW MEETING	4	992	6	1,320											10	1,100	3,412
C. FINAL DRAFT DATABASE OF EXISTING FACILITIES	6	1,488	20	4,400					56	8,848					40	4,400	19,136
D. FINAL DRAFT DATABASE REVIEW MEETING	4	992	6	1,320											10	1,100	3,412
E. FINAL DATABASE OF EXISTING FACILITIES	2	496	16	3,520					32	5,056					16	1,760	10,832
TASK 4 SUBTOTAL:	22	5,456	82	18,040	0	0	0	0	130	20,540	0	0	0	0	124	13,640	57,676



**TABLE 3-1
RUBIDOUX COMMUNITY SERVICES DISTRICT
CONDITION ASSESSMENT OF EXISTING WATER AND WASTEWATER FACILITIES
ESTIMATED FEES FOR ENGINEERING SERVICES**

TASK / COMPONENT	PRINCIPAL IN CHARGE ⁽¹⁾		PROJECT MANAGER/LEAD ENGINEER ⁽²⁾		SENIOR ENGINEERS ⁽²⁾		ASSOCIATE ENGINEERS ⁽³⁾		STAFF ENGINEERS ⁽⁴⁾		TECHNICAL ADVISORS ⁽¹⁾		CADD SERVICES ⁽⁵⁾		CLERICAL ⁽⁶⁾		TOTAL
	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	\$
5. ENGINEERING ASSESSMENT(NON-SMITH FACILITIES)																	
A. DRAFT ENGINEERING ASSESSMENT	6	1,488	24	5,280			56	10,416	80	12,640	12	2,976			24	2,640	35,440
B. DRAFT ENGINEERING ASSESSMENT REVIEW MEETING	4	992	6	1,320					6	948					10	1,100	4,360
C. FINAL ENGINEERING ASSESSMENT	2	496	12	2,640			24	4,464	30	4,740	4	992			8	880	14,212
TASK 5 SUBTOTAL:	12	2,976	42	9,240	0	0	80	14,880	116	18,328	16	3,968	0	0	42	4,620	54,012
6. WATER AND SEWER IMPROVEMENT PLAN (WSIP)																	
A. DRAFT WSIP	8	1,984	32	7,040			64	11,904	80	12,640	16	3,968	32	5,056	32	3,520	46,112
B. DRAFT WSIP REVIEW MEETING	6	1,488	8	1,760			8	1,488							12	1,320	6,056
C. FINAL WSIP	4	992	12	2,640			24	4,464	38	6,004	6	1,488	12	1,896	12	1,320	18,804
TASK 6 SUBTOTAL:	18	4,464	52	11,440	0	0	96	17,856	118	18,644	22	5,456	44	6,952	56	6,160	70,972
TASKS 1 - 6 SUBTOTAL:	90	22,320	424	93,280	142	31,240	272	50,592	568	89,744	60	14,880	44	6,952	344	37,840	346,848
																	REIMBURSABLES (1%): 3,468
																	ENGINEERING SERVICES TOTAL: 350,316
																	ENGINEERING SERVICES TOTAL (ROUNDED): 350,300
HOURLY RATES PER K&S 2021 FEE SCHEDULE:																	
⁽¹⁾ PRINCIPAL ENGINEER I	@	\$248	/Hr														
⁽²⁾ SENIOR ENGINEER II	@	\$220	/Hr														
⁽³⁾ ASSOCIATE ENGINEER I	@	\$186	/Hr														
⁽⁴⁾ STAFF ENGINEER II	@	\$158	/Hr														
⁽⁵⁾ CAD OPERATOR III	@	\$158	/Hr														
⁽⁶⁾ SECRETARY IV	@	\$110	/Hr														



10. CONSIDER ADOPTION OF RESOLUTION No. 2021-883 SUPPORTING USBR
WaterSMART WATER EFFICIENCY GRANT FUNDING:

DM 2021-78

Rubidoux Community Services District

Board of Directors

John Skerbelis
Hank Trueba Jr.
Armando Muniz
Bernard Murphy
F. Forest Trowbridge

General Manager
Jeffrey D. Sims



Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2021-78

November 4, 2021

To: Rubidoux Community Services District
Board of Directors

Subject: Consider Adoption of Resolution No. 2021-883 Supporting USBR WaterSMART Water and Efficiency Grant Funding

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 grant 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.

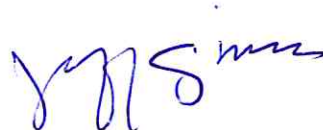
As discussed in prior Board Meetings the District has a significant unaccounted water concern. This means, the District is underbilling customers for the actual amount of water being produced, treated, and used by the customers. The unaccounted water needs to be addressed on both the supply side and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

RECOMMENDATION:

Staff recommends the Board of Directors consider approving 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

Respectfully,



JEFFREY D. SIMS, P. E.
General Manager

Attach:

1. Resolution No. 2021-883

RESOLUTION NO. 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

WHEREAS, the General Manager, or designee, of the Rubidoux Community Services District (“DISTRICT”), may legally bind the DISTRICT by his/her signature; and

WHEREAS, the DISTRICT wishes to enter into the Bureau of Reclamation’s Water and Energy Efficiency Grant for the DISTRICT to receive funding in the amount not to exceed \$1,600,000 under the WaterSMART: Water and Efficiency Grant for FY 2022 to implement water and energy efficiency through Advanced Metering Infrastructure; and DISTRICT will provide the amount of funding and/or in-kind contributions specified in the funding plan; and

WHEREAS, the DISTRICT Board of Directors and the General Manager have reviewed and support the application submitted, and

WHEREAS, the DISTRICT will work with the Bureau of Reclamation to meet established guidelines for entering into a cooperative agreement.

NOW BE IT THEREFORE, BE IT RESOLVED that the Board of Directors of the DISTRICT, hereby supports the application submitted and authorizes the General Manager to execute any and all documents associated with this grant process.

ADOPTED at the regular meeting of the Board of Directors of the Rubidoux Community Services District, held on the 4th of November 2021.

<signatures on following page>

**RUBIDOUX COMMUNITY SERVICES
DISTRICT**

John Skerbelis
Board President

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jeffrey D. Sims,
General Manager/Secretary
Rubidoux Community Services District

11. CONSIDER CONSULTING AGREEMENT FOR HAZWOPER TRAINING:

DM 2021-79

Rubidoux Community Services District

Board of Directors

John Skerbelis
Hank Trueba Jr.
Armando Muniz
Bernard Murphy
F. Forest Trowbridge

General Manager
Jeffrey D. Sims



Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

DIRECTORS MEMORANDUM 2021-79

November 4, 2021

To: Rubidoux Community Services District
 Board of Directors

Subject: Consideration to Approve Consulting Agreement for HAZWOPER Training

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.

RECOMMENDATION:

Staff recommends 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.

Respectfully,

A handwritten signature in blue ink, appearing to read "J.D. Sims".

JEFFREY D. SIMS, P. E.
General Manager

Attach:

1. Fire Dog Training Quote
2. Safety Net Quote

(709) 964-1279
gcoondog@msn.com



Training Quote #101821

Rubidoux Community Services District

3590 Rubidoux Blvd
Jurupa Valley, Ca 92509
Attn Yvonne Reyes

DATE: 10-18-2021

RE: Two 40 Hour HAZWOPER Classes
Four 10 Hour Days
Up to 18 people

To be held on: *Dates to be determined*
RCSD to provide printing of instructors PPTs
Firedog to provide 3 ring binders

Each employee will receive ERG handbook,
Certificate of compilation and a wallet I.D card

AMOUNT: \$ 5,500.00 payable *30 days net.*

PAYABLE TO: GREG COON
19435 Verbena Street
Apple Valley, Calif. 92308
gcoondog@msn.com
760 964-1279



MAIL PAYMENTS TO
SAFETYNET INC.
412 OLIVE AVENUE
PMB 201
HUNTINGTON BEACH, CA
92648-5142

Date Estimate #
10/15/2021 23461

SERVICE ESTIMATE

Name / Address
Rubidoux Community Services District 3590 Rubidoux Blvd Riverside, CA 92509

Ship To
Rubidoux Community Services District 3590 Rubidoux Blvd Riverside, CA 92509

Customer P.O.#	Payment Terms	Customer number
Prepaid	Prepaid	23461

Item	Description Of Products Or Services	Qty	Cost	Your Total
SN-1922	HAZWOPER 40 Hour - English Duration: 40 hrs 5 days On-site Maximum Student Count: 15	1	6,300.00	6,300.00
SN-Admin. Fees	SafetyNet Administrative Fees:Materials processing, Certificates, Cards, Shipping and Handling charges.	1	105.00	105.00
SN-Mileage	Mileage @ .65cents per mile. 5 days on site	110	0.65	71.50

Authorized Persons Signature _____

Date Approved _____

Your Total	\$6,476.50
-------------------	-------------------

**THIS ESTIMATE IS
GOOD FOR 30 DAYS**

Email approval to Cheryl@safetynetinc.com or fax to
951-840-2089.

We Accept VISA, AE, MC. Note there may be a 3.6%
Admin fee when paying with Credit Card.

Cancellations of confirmed non-refundable scheduled services or training made 48 business hours or less (Monday through Friday) prior to event are subject to an additional rescheduling fee of \$350.00 and any prepaid travel cost paid by SafetyNet Inc. is due.

Third Party indemnification: Customer agrees to and shall indemnify, defend, hold harmless and reimburse SAFETYNET, & SAFETYNET's officers, directors, shareholders, employees, agents, sub of SafetyNet Inc. and representatives for and against all claims brought by parties other than the parties to this Agreement which relate in any way to the services provided by SAFETYNET pursuant to this Agreement, including any claims for clean-up, losses, damages, penalties or fines brought by a governmental agency or anyone else. Customer assumes all responsibility for compliance with the requirements of OSHA, EPA or any government agency having jurisdiction over the customer's premises. SafetyNet Inc. and it's officers shall not be liable for penalties, violations, or damages caused by client or others for failure to perform, act, repair, secure, protect, or execute the rules, codes, standards or practices required by Law.

Phone #	Fax #	E-mail	Website
951-530-1602 Ext #202	951-840-2089	Cheryl@safetynetinc.com	www.safetynetinc.com

**12. CLOSED EXECUTIVE SESSION – PURSUANT TO GOVERNMENT CODE
SECTION 54956.9: BAKER LITIGATION CASE NO. RIC2003649**

13. **CLOSED EXECUTIVE SESSION** – PURSUANT TO GOVERNMENT CODE SECTION
54956.9: THREATENED LITIGATION.
ONE CASE.

15. DIRECTORS COMMENTS – NON-ACTION

16. ADJOURNMENT