

**RUBIDOUX COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING  
Thursday, January 4, 2024**

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

**DIRECTORS ABSENT:** Armando Muniz

**STAFF PRESENT:** Brian Laddusaw, General Manager  
Kirk Hamblin, Director of Finance and Administration  
Miguel Valdez, Director of Operations  
Martha Perez, Customer Service/Accounts Payable  
Manager  
Melissa Trujillo, HR Generalist/Safety and Facilities  
Coordinator

**VISITORS (SIGNED IN):** None

**ITEM 1. 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, January 4, 2024, in-person and by teleconferencing at the District's Administrative Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 2. PLEDGE OF ALLEGIANCE – General Manager**

**ITEM 3. ROLL CALL – General Manager**

**ITEM 4. PUBLIC COMMENTS**

No public comments.

**ITEM 5. CONSENT CALENDAR**

- A. Approval of Minutes for December 21, 2023, Regular Meeting
- B. Consideration to Approve January 5, 2024, Salaries, Expenses and Transfers

- C. **DM 2024-01:** Consider Revisions to the Rubidoux Community Services District Credit Card Policy

**Director Murphy moved, and Director Trueba seconded to approve the Consent Calendar as presented.**

**Roll call:**

**Ayes – 4**

**Noes – 0**

**Abstain – 0**

**Absent – 1**

**The motion was carried 4-0-0-1.**

## **ITEM 6. CORRESPONDENCE AND RELATED INFORMATION**

None.

## **ITEM 7. REPORTS**

- A. **Operations Report** (Second Meeting Each Month)
- B. **Emergency and Incident Report** (Second Meeting Each Month)
- C. **General Manager and Staff Reports / Updates**

General Manager Brian Laddusaw commented on the Form 700's the Board of Directors and District Officials will need to complete by March 1, 2024. He also commented on the employee wages paid out during the coronavirus (Covid-19) pandemic. Detailed information was provided to the Board via memorandum.

- D. **Committee Reports**

There were no Committee Meetings to report.

## **ITEM 8. ACTION/DISCUSSION ITEMS.**

- A. **DM 2024-02:** Consider Awarding a Construction Contract for a Backwash Supply Pipeline and Other Miscellaneous Improvements to the Leland Thompson Water Treatment Facility

### **BACKGROUND:**

The existing Leland J. Thompson Water Treatment Plant ("Plant") removes manganese from raw water conveyed to the Plant from Well 1A and Well 18. The Plant was recently expanded to

include an ion exchange filtration system for removal of per- and polyfluoroalkyl substances (“PFAS”) from Well 1A and Well 18 downstream of the manganese filtration system, as well as water from Well 8 which does not require manganese removal.

The normal Plant operating pressure within the iron and manganese filtration system and ion exchange filtration system ranges between 130 psi and 170 psi, and the maximum pressure rating of the ion exchange filtration system is 175 psi. During construction of the new ion exchange filtration system, it was observed that high pressure surges within the existing iron and manganese filtration system resulted in pressure drops down to 20 psi followed by pressure spikes of 200 psi in a matter of 10 to 15 seconds. These surges are noticed throughout the water transmission and distribution system, including upstream of the iron and manganese filtration system and at the ion exchange filtration system. These high-pressure surges caused the existing 12" diameter raw water (“RW”) pipeline in 34th Street to move during construction of the Well 8 RW pipeline tie-in connection causing the need to shut down the system for worker safety during the tie-in procedure. Additionally, these pressure surges have caused water transmission pipeline ruptures in the Loring Ranch residential neighborhood on the west side of Mission Boulevard, quite a distance from the Plant. The high-pressure surges have also contributed to the bursting of a high-pressure relief rupture disc on one of the ion exchange filtration system vessels during commissioning of the Ion Exchange Filters. The District has spent over \$50,000 making repairs thought attributable to the pressure surges.

Each of the three existing iron and manganese filter vessels are equipped with five dual-acting pneumatically actuated (air-to-open and air-to-close) isolation valves to control the filter operation modes, including filtration, backwash, and rinse (purge) modes. Preliminary evaluation by District staff indicates the pressure surges may have been caused by the filter vessel rinse valves closing too fast after the rinse cycle is complete.

A portion of the original pneumatic actuators have been replaced since the system was placed into operation. The replacement actuators are not equipped with adjustable stops to limit the opening position of the valves and are from a different manufacturer than the original actuators. In addition, some of the actuators, including original and replacement actuators, have been equipped with air flow control valves (throttle check valves) to control the opening and closing speed of the valves. However, since the actuators are from multiple manufacturers and only some actuators are equipped with air flow control valves, it is believed that the filter isolation valves open and close at different speeds. This makes it difficult to adequately troubleshoot the pressure surge issue.

Each iron and manganese filter is equipped with an electronic, diaphragm-type effluent rate of flow control valve to limit the maximum flow rate of each filter vessel. However, the rate of flow control valves is hydraulically held in the full-open position at all times to avoid the effluent of each vessel being erroneously restricted during backwash and rinse modes of operation. The District has determined the effluent rate of flow control valves can remain in the full-open position at all times since the Plant is operating substantially below its maximum rating as each filter is rated for a maximum flow rate of 2,500 gpm.

In January 2023 under Director’s Memorandum 2023-06 the board awarded a Task Order to Krieger and Stewart Engineers to perform an in-depth study of on-going pressure surge issues at the Leland Thompson Water Treatment Facility. The work product from this analysis was a Final Technical Memorandum.

The Final Technical Memorandum was issued on July 11, 2022, and included several recommendations to remedy the pressure surge issues at the plant which were presented to the District by Krieger and Stewart in a meeting towards the end of July 2022.

Several of the tasks in the memorandum were operational in nature and District Field Staff made the suggested improvements to the Plants operations. These improvements have provided an incremental improvement in the surge problems at the Plant but have not completely solved them. In section 3 of the memorandum Krieger and Stewart recommends installation of a new backwash supply pipeline to be constructed in 34<sup>th</sup> street:

“Obtaining backwash supply water from just the east distribution system pipeline will not reduce the high-pressure surges to the same extent as obtaining backwash supply water from both the west and east distribution system pipelines but will allow filter backwash to commence while still discharging treated water from the Plant to the distribution system. Ultimately, the proposed interconnecting pipeline will provide greater operational flexibility for the various flow rate demands.”

Well 2 has levels of Perchlorates and Nitrates which exceed the Maximum Contaminate Level (“MCL”). To resolve this, water from Well 2 is blended in a pipeline which runs from the Thompson Plant to Avalon Street along the 34<sup>th</sup> Street alignment. Currently there is a valve which must be closed while Well 2 is running to prevent water from Well 2 entering the Distribution System without proper blending with the water from the Thompson Plant. The District engaged Krieger and Stewart under DM 2023-06 to design a bypass pipeline which will allow water to enter the plant from both the east and west side of the distribution system while Well 2 is in operation. Plans were completed in September 2023, but Staff asked Krieger and Stewart to add additional items to the bid set after the initial plans were prepared as they can be completed by the contractor while they are already working on the project saving the cost of doing it under a change order or by a separate contract which will have additional mobilization costs.

The additional improvements include re-routing a pipe so the rinse water from the backwash is not discharged into the system but rather into the waste tank on the Leland Thompson site. Furthermore, the District needs to provide additional valving and piping so when pulling regulatory water quality samples for Well 8 the required flushing before sampling Well 8 can discharge into the waste tank at the Thompson Plant rather than onto Daly Street, causing potential flooding of neighboring properties on Daly Street. Although Well 8 is several blocks from the Thompson Plant, the valving and additional piping can be located at the Thompson Plant where raw water from Well 8 enters the Thompson Plant.

The District advertised this project in the Press Enterprise and invited several contractors to bid on the project. Six Prime Contractors attended the Job Walk but only one contractor submitted a timely bid. The contractor submitting the bid is G & A Nelos (“Nelos”), the contractor that just finished the Market Street Water Pipeline relocation Project. The District is very pleased with the quality of Nelos’ work and has no reservations about granting this work to them. The bid submitted by Nelos has been found to be in order and is in the amount of \$534,000. Staff recommends a 10% Construction Contingency be added to this in the amount of \$53,400. This brings the total construction contract cost to \$587,400. Krieger and Stewart reviewed the contract documents and found them in order, providing a memo recommending the District award the contract to Nelos. A second contractor did prepare a bid but missed the deadline for submitting

the bid, so their bid was disqualified. As a point of reference, their bid was found to be higher than that submitted by Nelos.

The District is purchasing the new butterfly valves associated with this project and having them installed by the contractor (Owner Furnished, Contractor Installed or “OFCI”). The District obtained a quote from Core & Main for these valves in the amount of \$56,972.52. No contingency is necessary on the purchase of these valves.

During construction, the District will need construction oversight, submittal review, inspection, soils work during compaction of trenches and surveying work provided. The District requested a proposal from Krieger and Stewart for this work. Krieger and Stewart’s proposal for this work is \$159,800 of which \$6,176 is the cost of the additional engineering design mentioned above which was requested by the District. As this proposal is for more hours than it will likely take there is no contingency necessary and a Not to Exceed Task Order will be issued. It is highly likely the total amount authorized will not be exceeded as the project is expected to take less than the 12 weeks utilized to prepare the proposal.

The total cost of this project is \$804,172.52 as outlined below:

Construction Contract	
Bid amount:	\$ 534,000.00
Contingency	10% \$ 53,400.00
Valves	\$ 56,972.52
Construction Oversight	\$ 159,800.00
Total Authorization	\$ 804,172.52

**Budget Considerations:**

Included in the District’s FY 2023|2024 Water Replacement Project Budget is Line 6 ‘LT WTF Fe/Mn System Backwash Pipe’ in the amount of \$335,000. This amount is insufficient to cover the cost of this work and will require a budget amendment. Staff recommends the Board amend the District’s FY 2023|2024 Water Replacement Project Budget from \$335,000 to \$805,000, an addition of \$470,000, with the excess funding coming from the District’s Water Fund Unrestricted Operating Reserve Fund. As of January 4, 2024, the District’s Water Fund Unrestricted Operating Reserve Fund has a balance of approximately \$5 million, which is more than sufficient to cover this budget amendment.

**Director Murphy moved, and Director Trueba seconded to approve the following:**

1. Amend the District’s FY 2023|2024 Water Replacement Project Budget Line 6 from \$335,000 to \$805,000 and include a transfer from the District’s Water Fund Unrestricted Operating Reserve Fund in the amount of \$470,000.
2. Sign a contract with G&A Nelos for Construction of the Leland Thompson Water Treatment Facility Backwash Supply Pipeline.
3. Issue a Purchase Order to Core & Main for \$56,972.52 for the purchase of the necessary valves.

3. Issue a Task Order in a not to exceed amount of \$159,800 to Krieger and Stewart under Master Agreement RCSD 2022-02 to prepare the plans and documents for the installation of the Water Bypass Pipeline.

**Roll call:**

**Ayes – 4**

**Noes – 0**

**Abstain – 0**

**Absent – 1**

**The motion was carried 4-0-0-1.**

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- B. DM 2024-03:** Consider Riverside Local Agency Formation Commission Call for Nominations – Alternate Special District Member – Countywide

**BACKGROUND:**

The Riverside Local Agency Formation Commission (“LAFCO”) has a seven-member commission comprised of two members representing the County of Riverside, two members representing Cities within Riverside County, two members representing Special Districts within Riverside County, and one member representing the Public. There is one alternate for each member type and commissioners serve four-year terms. Of the two members representing Special Districts, one comes from the western portion of the county, and one comes from the eastern portion of the county. The Rubidoux Community Services District (“District”) lies within the western region.

On December 14, 2023, staff received correspondence from LAFCO indicating a vacancy of its Regular Special District Member – Eastern Area representative and its countywide Alternate Special District Member (Attachment A). The purpose of the correspondence was a call for nominations to fill the two vacant positions. Since the District lies within the western region, the District will only be able to nominate a Board of Director (“Director”) for the Alternate Special District Member. The nomination period began Friday, December 15, 2023, and will close Tuesday, February 13, 2024. Any Director of the District may be nominated to fill the Alternate Special District Member position. The term of this position will run until May 1, 2028.

The process recommended for the Board to consider is as follows:

1. Determine which Director or Directors, if any, are interested in being considered for the Alternate Special District Member – Countywide.
2. Deliberate and identify which Director from the District is to be nominated.
3. Authorize the Board President to sign on behalf of the District the Special District Selection Committee 2024 Nomination Form completed with the name of the District’s selected Board Member.

The Nomination Form is due to LAFCO no later than February 13, 2024. If LAFCO receives more than one nominee, LAFCO will send out to each Special District a ballot to vote for one of the nominees.

Attachment A goes into more details regarding the process. It is recommended Board Members review this in preparation of considering a nominee at the Board's regularly scheduled Board Meeting on January 4, 2024.

**Director Skerbelis moved, and Director Trueba seconded to approve the following:**

1. Nominate Director Murphy for the LAFCO Alternate Special District Member – Countywide election.
2. Authorize the Board President to execute the Nomination Form for Director Murphy and submit to LAFCO.
3. Authorize the General Manager to seek contact information for the elected officials of all Special Districts in Riverside County from LAFCO

**Roll call:**

**Ayes – 3**

**Noes – 1**

**Abstain – 0**

**Absent – 1**

**The motion was carried 3-1-0-1.**

**ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS**

Director Murphy commented on the transient population surrounding the District Administration Office. He also commented on the drainpipe clogging issues off Arbuckle. He asked District staff to assess the issue and provide an update on the next Board meeting. Director Trueba commented on the City's interest to discuss Burrtec's current contract with the District.

**ITEM 10. NEXT MEETING**

Thursday, January 18, 2024, at 4:00 P.M.

**ITEM 11. ADJOURNMENT**

President Skerbelis adjourned the meeting at 4:26 P.M.