

**MINUTES OF REGULAR MEETING**  
**September 16, 2021**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

**DIRECTORS ABSENT:** None

**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, September 16, 2021, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for August 19, 2021, Board Meeting.

**Director Trueba moved, and Director Muniz seconded to approve the August 19, 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 September 17, 2021, Salaries, Expenses and Transfers.**

Consideration to Approve the September 17, 2021, Salaries, Expenses and Transfers.

**Director Murphy moved, and Director Trowbridge seconded to Approve the September 17, 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**

Staff had nothing to offer at this time.

**ITEM 8. MANAGER’S REPORT**

**Operations Report:**

Miguel Valdez reported on the water/wastewater report for the month of August. Potable water production was an average of 5.1 mgd per day. An average of 1.68 mg/day of wastewater flow was sent to Riverside for treatment and disposal. Well No. 1A produced 45% of the water for the month of July, Well No. 2 produced 20%, Well No. 4 produced 24% and Well No. 6 produced 7%.

**Emergency and Fire Report:**

Chief Viek reported on Fire Response Incidents for the month of August 2021 and Special District Rubidoux CSD. Station 38 had a total of 307 calls. T Of those calls 73.7% (241) were medical aides. Additionally, there was a Fire Response report for the City of Jurupa Valley. There were 22 traffic collisions and 7 wildland fires.

The Fire Inspector Report for August: There were a total of 30 annual business inspections completed, which included some re-inspects. There were 104 weed abatement inspections. There was 1 Planning Development meeting and 1 Special Event meeting. There was a structure fire on Monday morning, September 13 at Avalon north of Fire Station 38. There was also the greater alarm fire at the Mission Plaza.

**Director Murphy:** On the Mission Plaza fire event, there was a fire inspection prior to that. I was just wondering if the businesses had a rear door that was padlocked, is that correct?

**Chief:** I cannot answer that. I do not know, but I can certainly find out and get back to you.

**Director Skerbelis:** I thought we answered that.

**Director Murphy:** I asked the question about emergency (egress?) doors. I received an email and one of the comments on one of the businesses was that the rear door was padlocked. I just want to follow up on that. So, if next month you could let me know.

**Chief:** Absolutely.

**Director Murphy:** Making sure people can get out of buildings is important. The other question I have is – I was stopped at a signal, and I saw a fire vehicle come by and it was a bulldozer. I guess that was for a wildland fire or something like that. Could you please describe what happens when a bulldozer is deployed to other members to the board?

**Chief:** Sure, I'd be glad to. Part of our arsenal that we use to fight wildland fires is to attack the fires aggressively from the air and the ground. The City of Jurupa Valley has one the largest wildland fire protection agreements with Cal Fire in the state. When we dispatch ground resources, we dispatch engines, fire crews that have chainsaws, hand tools, and construct fire lines around the fire. Basically, you're separating the burned material from the unburned material. That's essentially what a fire line is. One of our tools we can use that puts in that fire line much faster than a crew is a bulldozer. In our fighting arsenal bulldozers are very effective. They are challenging to move around with all the traffic during rush hour traffic. Absolutely one of the key pieces of our tools. We've got to attack the fires from the air with air tankers and helicopters.

**Director Murphy:** So, do you guys use those bulldozers to get access or are you using it to move around fuel?

**Chief:** We use the bulldozers to construct fire roads. Let's say there's a road that's washed out, we can use the bulldozer to fix a road temporarily to get fire engines and crews there.

**Director Murphy:** After you've had an incident where you've used these bulldozers is there some kind of work done aftermath?

**Chief:** Absolutely. Any time we go to an incident, and we disturb the natural state of the ground, the watershed, whether with hand lines or with bulldozers, once the fire has been completely mopped up, and completely cold for a few days, we must go back and do fire line repair. We have to knock down the dozer piles. That's all part of wildland fire patrol. Once the fire's mitigated, we've got to set the soil back up to handle the rains and ultimately reduce flooding and protect our eco-system.

**Director Murphy:** Do you find you're applying these bulldozers to the same areas frequently or you're not always going back to the same place with bulldozers?

**Chief:** Essentially when we have incidents, they are very often, as you know they can be in the same geographic areas, but very rarely the exact spot.

**Director Murphy:** Alright, that answers my questions.

**Jeff Sims:** I'd like to talk about the emails we got responding to questions at a recent board meeting regarding Fire Inspections at the Mission Plaza that recently experienced a major fire event. Joe Lewis responded on August 24<sup>th</sup>. He said regarding the Mission fire, the building had

3 separate businesses: La Noria Market, Launder Land Wash and Dry, and Rubidoux Mission Family Dentistry. La Noria and the dentist office were inspected on December 14, 2020. Launder Land was inspected on December 15, 2020. There were violations. Launder Land had the back door with emergency latches closed with padlocks. They were verified as corrected on January 20, 2021.

**Director Murphy:** So, there was a business that had one of these egress doors that had been padlocked.

**Jeff Sims:** They got a notice of violation, and it was inspected and corrected.

**Director Murphy:** Well, I'm glad that happened before the fire. I'm glad that it was inspected, and the problem was corrected before the fire. Sorry that there was a fire, but it could have been worse if people had gotten trapped inside.

**Jeff Sims:** So, does that satisfy the question you had?

**Director Murphy:** That answers my question. My concern was if there were any rear doors that had been pad locked shut. It turns out when they had the fire inspection there were some and that was corrected. I think that's evident that the effort to have businesses inspected on an annual basis or whatever the frequency is, is important because people, in the event of a fire need to be able to get out. I think that went well, in the most unfortunate circumstances where the building burnt down. There could have been loss of life.

**Jeff Sims:** It could have been worse or catastrophic.

Jeff reported that we are in the back straight away ready to hit the finish line on the addition of the ion exchange for the PFAS contaminant removal for the treatment system. I'm optimistic. Some issues have come up over the past few days, but hopefully they'll get resolved. I fully anticipate we'll be compliant. The goal is to get the quarterly samples before September 30<sup>th</sup> and the samples come back with the non-detect for PFOA/PFOS. That project will not be complete by then, there's still some work to be done. The delay on that (3-4 weeks) will not be a big deal. There are a few things that are still delayed.

**Director Murphy:** What is the percentage status on the LAFCO thing?

**Sims:** Thank you for asking. We did have a meeting with Crystal Craig who is the LAFCO Assistant Executive Director, Gary Thompson, and our engineer Terry Renner from TKE. We are down to the end of that as well. They gave us the actual application to start working on. They are working on the application and it's in the process.

There has been a spike in leaks, but staff is doing a good job staying on top of it. Currently we have not budgeted a lot of money for replacement projects. We are just wrapping up the RFP to go out for the comprehensive cost of service study. That will take a variety of variables of replacement reserves, operating reserves, look at our rates, and look at our capacity fees. We will probably be coming to you in the beginning of December with a request to award to hire a financial consultant with specificity on reserves for replacements. The Board needs to be mindful that as we go forward that there's sufficient funding being put into replacements.

**ITEM 9. Receive and File Statement of Cash Asset Schedule Report Ending August 2021. DM 2021-61.**

**BACKGROUND**

Attached for the Board of Directors' consideration is the August 2021 Statement of Cash Asset Schedule Report for all District Fund Accounts. Our YTD interest is \$14,138.77 for District controlled accounts. With respect to District "Funds in Trust", we show \$594.18 which has been earned and posted. The District has a combined YTD interest earned total of \$14,732.95 as of August 31, 2021.

The District's Operating Funds (Excluding Restricted Funds and Operating Reserves), we show a balance of \$6,689,162.14 ending July 31, 2021. That's **\$1,428,884.83 LESS** than July 1, 2021, beginning balance of \$8,118,046.97.

Further, the District's Field/Admin Fund current fund balance is \$682,366.56.

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

**Director Trowbridge moved, and Director Muniz seconded to Receive and File the Statement of Cash for the Month of August 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. Consider Architectural Services for Due Diligence Related to 5473 Mission Blvd., Jurupa Valley. DM 2021-62.**

**BACKGROUND**

Recently the County of Riverside has indicated it intends to surplus a building it owns at 5473 Mission Blvd., Jurupa Valley, CA This property includes a 3,528 SF building build around the year 2000 and approximately 32 parking spaces and 3 handicap spaces. Currently the building is vacant after the County Family Resources Center use ended June 30, 2021.

Staff has visited the site and it is obvious the property would not be suitable to house the combined Rubidoux Community Services District ("District") administrative and field functions. Investigating use of 5473 Mission Blvd. for the District contemplates moving District Administrative functions to 5473 Mission Blvd., and having District Field functions consolidated

at 3590 Rubidoux Blvd. The Pacific Avenue building where Field Functions are currently partially located would be vacated.

Per discussion with the County, the County wants to surplus (sell) 5473 Mission Blvd. and since the District was the first in expressing interest has offered the District the following options:

1. A low-cost annual lease rate and they continue to own the property; the District would assume cost of maintenance and related expenses associated with the building.
2. Initiating the surplus process to sell the property without a lease period. Under this option, all public entities would be noticed of the opportunity of making an offer to purchase.

Although the building is in relatively good shape, there are two major concerns the District would need to address with occupying 5473 Mission. First is security of the perimeter of the property, and second, security for customer interface for bill pay, etc.

The County has indicated it understands the District will need to do its due diligence to decide to either lease or buy the building. To that end the County is preparing a Right of Entry in favor of the District to provide the District access to 5473 Mission for a period of 2-3 months to do due diligence work. Ruhnau Clarke Architects of Riverside, CA has helped the District in the past and has provided the District with a proposal in the amount of \$6,750 to provide a basic office layout, necessary building and site improvements, and an initial budget for the work. Staff believes it prudent to get professional assistance in making this type of decision.

This work can be funded using budget included in the approved District FY 2022 Budget – General Fund; Line 45 – Office Improvements.

**Director Trueba moved, and Director Trowbridge seconded the Board of Directors authorize the General Manager sign a Task Order with Ruhnau Clark Architects in the amount of \$6,750 for due diligence efforts associated with 5473 Mission Blvd.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

#### **ITEM 11. Directors Comments**

Director Murphy commented that at a prior meeting we approved a computer system for getting our information on the computer. One of the comments that was made was that we have people who have access that were appropriately credentialed. I know that at the city they have a website to go on and there's a field where you pick, and a PDF of plans come up. Those are publicly approved. The plans for the construction of water improvements are publicly approved and

they're public record, so any person can come walking in the front door and ask for those. I'm not real clear on what appropriately credentialed means. If we can have an explanation of that either at a future meeting or now, that would be helpful.

**Ted Beckwith** responded: I think that has to do with things like our water treatment facility, our lift stations, those kinds of things. It's a general water distribution collection system.

**Director Murphy:** So, the improvements that we own that are within the public right-of-way, we would have that available to anyhow?

**Ted Beckwith:** Correct.

**Director Murphy:** Improvements that are available on our property, someone would have to be appropriately credentialed?

**Ted Beckwith:** That's correct.

**Jeff Sims:** It appears that our legal counsel has filed a Notice of Appeal" on the City of Riverside lawsuit matter. Our legal team has added an appellate specialist. His name is Joe Kaplach . I met with him and John Schatz on a Zoom call. I was very impressed with him. He is a no-nonsense guy and indicates the appeal will be based on a narrow matters of law it appears the trial court failed to address appropriately. It will probably be another 15-18 month process for the appellate process.

Director Skerbelis adjourned the meeting at 4:50 PM.