

**MINUTES OF REGULAR MEETING**  
**August 3, 2023**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

**DIRECTORS ABSENT:** John Skerbelis

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

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Murphy, at 4:00 P.M., Thursday, August 3, 2023, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for July 20, 2023, Board Meeting.

**Director Murphy moved, and Director Muniz seconded to approve the July 20, 2023, Regular Board Minutes as presented.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1**

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

**ITEM 5. Consideration to Approve the August 4, 2023, Salaries, Expenses and Transfers.**

Consideration to Approve the August 4, 2023, Salaries, Expenses and Transfers.

**Director Trowbridge moved, and Director Muniz seconded to Approve the August 4, 2023, Salaries, Expenses and Transfers.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1**

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

**ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS**

There was no one in attendance.

**ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

There was nothing to offer at this time.

**ITEM 8. MANAGER’S REPORT**

**Operations Report:**

Presented at the second board meeting of the month.

**Emergency and Incident Report:**

Due to the current wildfires in the area, the Emergency Report for June 2023 will not be presented to the Board. It’s available in the Board packet for reading.

**Manager’s Report:**

General Manager Laddusaw reported there is a RAC next Wednesday at 10:30. Staff presented the Board with some swag for emergency preparedness and some items with the District logo on them. The stipend increase became effective August 1, 2023. This will be on the September checks. There will be a presentation on the water hardness in the District, and there will be some information on Fire Station 38 at the next meeting. The financial statement audit will begin next week.

**ITEM 9. Consider Award of a Contract for Professional Services for RIO (Regulatory Compliance Software). DM 2023-71.**

**BACKGROUND**

The Division of Drinking Water (“DDW”) is part of the State Water Resource Control Board (“SWRCB”). It sets and enforces drinking water quality standards. The Rubidoux Community Services District (“District”) must adhere to specific water quality sampling requirements, laid

out by the DDW, to ensure the water supplied to customers meets the necessary safety standards. The District will benefit from modernizing its water quality reporting methods by adopting a trusted cloud-based data management platform. Furthermore, with the ubiquity of hand-held, mobile devices, and the major role they play in communication today, remotely connecting to such a platform has never been so effortless and secure. Aquatic Informatics' Rio ("Rio") is a lightweight and relatively inexpensive solution to help centralize water quality reporting data via an online database, while maintaining flexibility and connectivity through its web-based collection application.

To date, the reports generated by the District and sent to the DDW are organized through templated Microsoft Excel spreadsheets. Although these spreadsheets are satisfactory for presenting required information, they lack the centralization necessary for easily querying and re-using raw data for future applications. If data were input directly to Rio, it could manage the reports and store flexibly accessible data, greatly reducing time spent manipulating spreadsheets distributed across the system.

Lack of timely compliance can be costly due to fines issued by DDW and the expense of mailers to notify customers. Having redundancy in the collection and reporting of data can minimize this risk. An example of a redundant task is alarming staff about missing samples. Currently, staff is responsible for ensuring samples are taken on time. Rio can be programmed to notify staff when samples on the schedule have not been received by the District's water quality testing consultant. Babcock Labs' database to its own, and quickly analyze for missing samples or data. Further, manually scheduling sample intervals can lead to errors which the District must avoid. Automated notifications will help solve problems with scheduling timely data reporting. Alerts can also be set for regulatory limit violations, which will provide staff with a much faster, and more robust notification system, to ensure compliance is maintained in a timely manner.

With the ability to deploy mobile app devices to field staff, tablets running Rio become the point of system data entry, leaving less room for error, and more time for analysis of captured information. By distributing data input tasks to staff members at the source of recordings, data flow bottlenecks loosen, visibility is increased, and accessibility happens more quickly. All of this will occur on a wider scale saving considerable time throughout the DDW required reporting process.

The ability to compile and query information into meaningful reports is a cornerstone for any database. Visual aids such as these can be helpful when trying to visualize trends. Rio features the ability to produce both generic and customized reports by allowing end-users the ability to create and edit their own.

Many elements of the database itself can be edited and personalized by end-users, while other aspects can be changed, with the help of Rio's staff, to ensure the software will maintain flexibility during times of growth and change.

Lastly, Rio provides dedicated backups and IT support. Due to the cloud-based nature of Rio, the responsibility of initial system setup, and IT maintenance is shared between the District and Rio staff, easing the burden of system administration for the District.

The Rio Professional Services (One-Time Service Fee) is \$7,850. This will cover the cost of implementation, configuration, and support during system setup. The initial subscription is

\$8,500, bringing the total cost to \$16,350 for the first year of operation. An annual subscription fee of \$8,500 is required for each subsequent year.

The District considered and budgeted for this software in its Fiscal Year 2023-2024 Water Fund Budget under line 75 ‘IT Upgrades and Implementation’ which has a budgeted amount of \$100,000. Staff requests using \$16,350 of this pay for the first year of the Rio Software. The recurring annual subscription will be budgeted as an operating cost in each successive year.

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

- 1. Authorize the General Manager to sign an agreement for the RIO software license.**
- 2. Utilize \$16,350 of the Fiscal Year 2023-2024 Water Fund Budget line 75 to pay Aquatic Informatics for this service.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1**

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

**ITEM 10. Consider Award of a Contract for Professional Services for Sedaru (Regulatory Compliance Software). DM 2023-72.**

### **BACKGROUND**

The Rubidoux Community Services District (“District”) has a fully functional Geographical Information System (“GIS”) called ArcGIS which is developed and maintained by a company called ESRI. A GIS system is a computer-based tool used to capture, store, manage, analyze, and present geospatial data. It combines various types of geographic data, such as maps, satellite imagery, aerial photographs, and tabular data to create visual representations and perform spatial analysis. The District’s GIS has been used effectively since its deployment in 2021; however, it remains underutilized as an asset and operational management software platform. Third-party vendors have integrated with the ESRI GIS platform, taking advantage of its robust programming interface. Building upon ArcGIS’ solid foundation, there are additional opportunities available. Sedaru is a software solution that will provide the District with GIS-based operations management, asset management, and a mobile data-entry application.

The District has a need for better management of its operations which is how the District runs day-to-day. It also needs an improved way to manage its Water Enterprise assets which are composed of potable and non-potable wells, distribution pipelines, treatment facilities, booster stations and reservoirs; and its Sewer Enterprise assets which include a pipeline collection system and lift stations. Currently, work orders for repairs and customer requests are paper intensive. These items originate from customer/public calls to the Customer Service Department who then print a physical Work Order and place it in a bin at the Administrative Office for field

staff to pick up and respond to. This current workflow is inefficient and typically requires the District's field staff to pickup and respond to. This current workflow is inefficient and typically requires the District's field staff to make multiple trips to the Administrative Office for new Work Orders. The District can generate between 40 and 120 Work Orders a week depending on time of year, meter reading routes, billing cycles, etc.

Operations Management and Network Intelligence (OMNI) is the module within Sedaru that ties all systems configurability together, along with that of ESRI's GIS functionality.

Mobile data-entry applications allow field staff to quickly add, remove and update the status of District assets instantaneously, using mobile devices. Work Orders can be transmitted to the Field Staff via the Sedaru platform that outlines the tasks that need to be performed without staff having to retrieve the work order in the office.

Sedaru provides a mobile Application called Fieldforce for field crews to interact with the water and sewer system mapping via the District's existing GIS. It also allows field crews to log key infrastructure performance data and will notify field staff of new work orders, displaying the details thereof via email or mobile messages. This saves field staff time, and the District fuel cost, as it would no longer be necessary for the work order recipients to drive back to the office before starting their tasks. Sedaru can streamline the management of daily operations of the District's water and sewer system by tracking, monitoring, and analyzing trends to anticipate required maintenance. Alerts and notifications are sent to personnel when certain thresholds or predictive models indicate potential maintenance needs or asset risks.

The Districts assets database has not been updated since 2015 with updates often handwritten on printed paper maps. This information does not show on digital system maps shared with engineers designing future Capital Improvement Projects ("CIP") or designing projects for private development.

Field staff will be able to seamlessly transfer their historic asset location knowledge from paper maps and institutional knowledge of the District's water and sewer system to the GIS-based System Maps via the Sedaru field application utilizing a handheld device. Due to Sedaru's integration with ArcGIS, data collected from the field is made immediately available to the entire GIS system. The geolocations of the assets, based on the GPS coordinates of the device, are also automatically captured.

The District has system outages either caused by planned construction or during system failures being repaired on an emergency basis. Currently door-knocking and hand drawn maps are required for outage notifications. Sedaru will alleviate these manual tasks through GIS mapping of affected areas, using the "Outage" module. Outage will expedite resolution by isolating water leaks through suggested valve closing sequences. Additionally, water loss can be calculated for both leaks and fire hydrant flushing. These results are documented based on location and time. With the new requirements by the State Division of Water Resources ("DDW") for water loss reporting, Sedaru's ability to query captured data will allow the District to conveniently compile necessary information to report to the DDW.

Similarly, prioritization of pipeline replacement projects can be evaluated, along with consequence of failure analysis, to facilitate capital improvement planning. Sedaru will also work in conjunction with the District's Wastewater Operations existing method of capturing Closed Circuit Television ("CCTV") videos of sewer main and lateral assessments. Currently these images are stored on a USB drive in a drawer. Sedaru will allow for the images to be stored

at the location captured as a layer on the Districts GIS Maps, accessible to any user with proper permission to access the data.

DigAlert (811) is the underground utility locating system used by all utilities to prevent damage to underground infrastructure. Sedaru can generate DigAlert Tickets in real-time, via the mobile app “Sedaru Connect – 811”, allowing for swift resolution with automated response. In addition, photos can be stored and accessible through the application.

As can be seen Sedaru is a powerful tool which will leverage the District’s existing GIS to provide increased productivity, efficiency and analysis of data the District already has. The following is a brief description of each module in Sedaru is provided below, including the module name and functionality.

- **The Sedaru Platform Implementation:** Sedaru Hosted GIS (Basic GIS Setup to connect to OMNI) is a one-time setup of the custom GIS, hosted within the Sedaru platform.
- **The Sedaru Workflow Implementation: Water Valve & Hydrant service** is a one-time setup of hydrant, valve, pipe, and lateral asset types in the Sedaru platform.
- **Sedaru Workflow Implementation: Water Mains & Laterals** is a one-time setup of main, lateral, and meter asset types in the Sedaru platform.
- **Sedaru Workflow Implementation: Sewer Maintenance** is a one-time setup of sewer main, manhole, and lateral asset types in the Sedaru platform
- **Sedaru Workflow Implementation: Water Meter** is a one-time setup of the meter asset type in the Sedaru platform. It offers out-of-the forms to manage meter assets including meter install, meter changeout, turn on/turn off, and meter investigation.
- **Sedaru Connect Implementation: 811** is a one-time setup of two 811 account connections, used for managing DigAlerts.
- **The Sedaru Professional Services** has a one-time setup fee of \$2,775 for Hosting as-builts in Aquatic Informatics’ Amazon Cloud.
- **The Sedaru Outage Service** manages leaks, breaks, and planned shutdowns.
- **The Sedaru Platform User Module** grants 10 user accounts access to the platforms within Sedaru. For example, OMNI, Fieldforce, and “Outage”.
- **The Sedaru Platform: OMNI & Fieldforce Service** is composed of the two core platforms, through which users will interact with Sedaru. OMNI being the main hub, tying together most of the system elements, and Fieldforce being the mobile solution for field staff. This module also covers the annual hosting fee for as-builts in Aquatic Informatics’ secure Amazon Cloud server.

The costs of the Sedaru Platform and each of its modules is indicted in the table below.

<b>Product</b>	<b>One Time Fee</b>	<b>Annual Subscription</b>
<b>Sedaru Hosted GIS</b> – Sedaru will host the Customer’s ESRI GIS data and serve through Sedaru OMNI using standard Sedaru map symbology.	\$2,775.00	
<b>Sedaru Workflow Implementation: Water Valve &amp; Hydrant</b> This service includes the setup of hydrant, valve, pipe, and lateral asset types in the Sedaru platform.	\$7,631.25	
<b>Sedaru Workflow Implementation: Water Mains &amp; Laterals</b> This service includes the setup of main, lateral, and meter asset types in the Sedaru platform.	\$6,937.50	
<b>Sedaru Workflow Implementation: Sewer Maintenance</b> This service includes the setup of sewer main, manhole, and lateral asset type in the Sedaru platform.	\$4,856.25	
<b>Sedaru Workflow Implementation: Water Meter</b> This service includes the setup of the meter asset type in the Sedaru platform.	\$4,162.50	
<b>Sedaru Workflow Implementation: 811</b> Sedaru Connect for 811 implementation services and annual service.	\$6,105.00	\$3,750.00
<b>Custom Professional Services</b> – Atlas Map link	\$2,775.00	
<b>Sedaru Implementation: Outage:</b> Sedaru implementation services for Outage. And Annual subscription to Sedaru Outage for Managing Leaks, Breaks, and Planned Shutdowns	\$13,650.00	\$10,000.00
<b>Sedaru Platform User</b> – Fieldforce for work and asset management and field data collection on a mobile device.		\$18,001.44
<b>Sedaru Platform: OMNI &amp; Fieldforce:</b> Annual subscription to Sedaru Platform for Operations Management and Network Intelligence (OMNI) System for Work Order and Asset Management, and access to Fieldforce for Work Order and Field Data Collection on a Mobile Device. This also covers the annual maintenance on the as-built server.		\$2,700.00
<b>Total</b>	<b>\$48,892.50</b>	<b>\$34,451.44</b>

The total first-time cost consists of the One Time Fee and the first year’s annual subscription and is a total of both columns above and amounts to \$83,343.94. The District has in its FY 2023-2024 Wate Fund Budget \$100,000 in line #75 for ‘IT Upgrades and Implementation’. Assuming the Board authorizes Staff to purchase the RIO Software under DM 2023-71, \$83,650 remains in this line item. Staff requests using \$83,343.94 of this to pay for the first year of Sedaru Software as outlined above. The recurring annual subscriptions will be budgeted as an operating cost in each successive year.

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

- 1. Authorize the General Manager sign an agreement with Aquatic Informatics for the Sedaru software license.**
- 2. Utilize \$83,343.94 of the \$100,000 in the FY 2023-2024 Water Fund Budget line item #75 to pay Aquatic Informatics for Sedaru Software service.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1**

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

**ITEM 11. Consider Adopting Resolution No. 2023-907, a Resolution Rescinding Resolution No. 2022-897, and Adopting a Revised Discontinuation of Residential Water Service for Non-Payment Policy. DM 2023-73.**

**BACKGROUND**

Senate Bill 998 (“SB 998”) requires retail water agencies, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on discontinuation of water service of residences for non-payment. The policy requires a customer to be delinquent for a period of at least 60 days before water service to the customer can be shut off by the water agency. SB 998 further provides that if the customer is willing to sign an alternative payment arrangement to pay the delinquent balance amount on their account over a series of payments while keeping their recent balances on their account current, they would avoid being shutoff.

The Rubidoux Community Services District (“District”) was required to comply with SB 998 by its effective date of February 1, 2020. The District adopted a *Discontinuation of Residential Water Service for Non-Payment Policy* (“Water Shutoff Policy”) with Resolution No. 2019-859. Shortly thereafter through a series of executive orders and senate bills related to COVID-19, a water shutoff moratorium was put into place on March 4, 2020, and remained in place until December 31, 2021. For a period of twenty-two months the District was unable to shut off customers’ water meters for non-payment pursuant to its newly adopted policy.

Starting January 1, 2022, delinquent customers no longer were provided the protection of a water shutoff moratorium, and the District began to implement its written shutoff policy.

In preparation of the moratorium ending, staff reviewed the original policy adopted by the Board of Directors (“Directors”) on December 5, 2019. Staff determined the policy could use some modifications better align it with existing District procedures regarding mailing final notices and the posting of red cards while remaining compliant with the requirements of SB 998. In addition. The District created forms customers can complete when certifying medical and/or financial hardship, or when applying for a payment arrangement. On February 3, 2022, the Board of Directors adopted Resolution No. 2022-884 to update the policy and to rescind Resolution No. 2019-859, the District’s original Water Shutoff Policy.

The Water Shutoff Policy was further modified in September 2022 with Resolution No. 2022-897 which modified the cutoff time for which a customer could pay their bill to avoid discontinuation from 4:00 p.m. to the regular close of business usually 5:00 p.m.

Included in the original language of the policy adopted in December 2019, under section 4.4, was a requirement the District would post the notice of imminent discontinuation, known as the red



card, in a conspicuous place at the service address along with a copy of the policy. It was District practice to include this policy in English and Spanish but due to the length of the policy and to save on costs, the District condensed the policy into pamphlet form. Nonetheless, the District incurs approximately \$4,000 per year in printing costs and about 2 hours in staff time per month, or 24 hours per year, to attach the written policy to each red card. The District prepares about 300 red cards each month. Further, these costs are expected to increase year-over-year due to inflationary pressures and wage cost-of-living adjustments.

SB 998 has no requirements for community water systems to attach its Water Shutoff Policy to each notice of imminent discontinuation but this was done so merely as a courtesy to District customers. To save on printing costs and staff time, staff recommends the District end this practice of attaching its Water Shutoff Policy to each red card and instead provide a cost-effective alternative, like a QR Code, a customer can scan with their phone which will direct them to the District's website to review the policy in their preferred language. Additionally, customers may continue to request a copy of the policy over the phone or in-person, and one will be provided at no cost.

Draft Resolution No. 2023-907 only provides one change to the current Water Shutoff Policy, adopted with Resolution 2022-897, which is to remove the requirement under section 4.4 to provide the Water Shutoff Policy with each red card. No other changes were made to the Water Shutoff Policy. For reference, staff provided the following three attachments:

1. Current Water Shutoff Policy (As adopted with Resolution No. 2022-897)
2. Redlined Water Shutoff Policy (updates to section 4.4 only)
3. Revised Water Shutoff Policy (considered with Resolution No. 2023-907)

**Director Trowbridge moved, and Director Muniz seconded adoption of Resolution No. 2023-907, a Resolution Rescinding Resolution No. 2022-897, and Adopting a Revised Discontinuation of Residential Water Service for Non-Payment Policy.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1**

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

**ITEM 12. PUBLIC HEARING – Second Reading of and Adoption of Ordinance No. 2023-134, an Ordinance of the Rubidoux Community Services District Authorizing the Adjustment of Certain Monthly User Charges for the Collection, Treatment, and Disposal of Wastewater. DM 2023-72.**

### **BACKGROUND**

On July 6, 2023, at the regularly scheduled Rubidoux Community Services District (“District”) Board of Director’s (“Board”) meeting, the Board directed staff to prepare draft Ordinance No. 2023-134 and schedule its introduction (First Reading) for July 20, 2023. The proposed

Ordinance will adjust certain monthly charges for the collection, treatment, and disposal of wastewater. The proposed adjustment is based on the fully noticed year one (1) rate of the 5-year defensible rate plan adopted by the Board of December 15, 2022.

The proposed adjustment will have varying effects on the District's customers depending on customer classification. For instance, all single family and multi-family residential customers will notice a slight decrease in their monthly sewer rate with this adjustment, going from \$29.92 to \$29.55, a \$0.37 per month reduction. Additionally, non-residential customers (commercial, industrial, institutional) will be assessed a monthly fixed and variable charge for their wastewater bill. The variable charge begins on units 8+ of water consumption. The basis behind the charge for water consumption as a component of the wastewater rate is due to the significant demand water consumption has on the District's wastewater collection system. Non-residential customers who contribute more to the capacity of the District's collection system and require more treatment at the City or Riverside ("Riverside") Wastewater Treatment Plant will now pay more under the new rate model.

During the First Reading of draft Ordinance No. 2023-134 on July 20, 2023, no Board members provided alterations or comments as it pertained to draft Ordinance No. 2023-134. At the conclusion of the First Reading, the Board directed staff to schedule a Public Hearing and Final Reading (Second Reading) of draft Ordinance No. 2023-134 at the August 3, 2023, regularly scheduled Board meeting.

This afternoon's Public Hearing for Ordinance No. 2023-134 was posted at the District's office, on the District's website, and noticed in the Press-Enterprise no less than 10 days prior to today.

As of the writing of this Memorandum, District staff received no comments, oral or written, from members of the public as it pertains to draft Ordinance No. 2023-134.

At the conclusion of this afternoon's Public Hearing and Final Reading, District staff recommend the Board consider adoption of Ordinance No. 2023-134. The Ordinance will have an effective date no earlier than thirty (30) days from today or September 3, 2023.

**President Murphy Opened the Public Hearing. There were no members of the public in attendance of the Hearing. President Murphy Closed the Public Hearing.**

**Director Muniz moved, and Director Trowbridge seconded Adoption of Ordinance No. 2023-134, an Ordinance Authorizing the Adjustment of Certain Monthly User Charges for the Collection, Treatment, and Disposal of Wastewater for Rubidoux Community Services District.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1**

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

**ITEM 13. PUBLIC HEARING – Second Reading and Adoption of Ordinance No. 2023-135. An Ordinance of the Rubidoux Community Services District Authorizing the Adjustment of Certain Water Rates for the Delivery of Potable Water to Residential, Commercial, and Industrial Customers.  
DM 2023-75.**

**BACKGROUND**

On July 6, 2023, at the regularly scheduled Rubidoux Community Services District (“District”) Board of Director’s (“Board”) meeting, the Board directed staff to prepare draft Ordinance No. 2023-135 and schedule its introduction (First Reading) for July 20, 2023. The proposed Ordinance will adjust certain monthly charges for the delivery of potable water to residential, commercial, and industrial customers. The proposed adjustment is based on the fully noticed year one (1) rate of the 5-year defensible rate plan adopted by the Board on December 15, 2022.

The proposed adjustment will have varying effects on the District’s customers depending on customer classification. For instance, a residential customer with a ¾” meter would see an increase in their fixed charge while a residential customer with a 2” meter would see a decrease in their fixed charge. Also, residential and non-residential customers will now have the same fixed charge by meter size. Non-residential customers will no longer be paying a higher fixed charge for a ¾” meter than a residential customer with the same ¾” meter. Further, residential and non-residential customers will pay a lesser charge for each additional dwelling unit serviced by the same meter.

The proposed rate adjustment will also condense the existing variable rate tiers. Tiers will be reduced as follows: single-family residential customers will move from five (5) tiers to three (3), multi-family residential from 5 tiers to two (2), and non-residential and non-residential customers will pay a lesser charge for each additional dwelling unit serviced by the same meter.

The proposed rate adjustment will also condense the existing variable rate tiers. Tiers will be reduced as follows: single-family residential customers will move from five (5) tiers to three (3), multi-family residential from 5 tiers to two (2), and non-residential from 5 tiers to one (1) uniform rate. The reduction of the tiers aligns with the methodology established during the District’s Comprehensive Costs of Services Study (“COSS”). For example, the breakpoints shown for residential customers equate to the winter average, summer average, and excessive usage as determined from the district’s historical consumption data. A full listing of the proposed fixed and variable charges is included as Exhibit “A” to Ordinance No. 2023-135.

The proposed adjustments to the water enterprise are necessary to cover current operating costs to continue providing high quality and reliable potable water for the health, welfare, and safety of the community and residents. Further, the proposed adjustments will enable the District to fund major maintenance and asset replacement and work towards achieving its target level undesignated reserve balance.

During the First Reading of draft Ordinance No. 2023-135, on July 20, 2023, no Board members provided alterations or comments as it pertained to draft Ordinance No. 2023-135. At the conclusion of the First Reading, the Board directed staff to schedule a Public Hearing and Final Reading (Second Reading) of draft Ordinance No. 2023-135 at the August 3, regularly scheduled Board meeting.

This afternoon's Public Hearing for Ordinance No. 2023-135 was posted at the District's office, on the District's website, and noticed in the Press-Enterprise no less than 10 days prior to today.

As of the writing of this Memorandum, District staff received no comments, oral or written, from members of the public as it pertains to draft Ordinance No. 2023-135.

At the conclusion of this afternoon's Public Hearing and Final Reading, District staff recommend the Board consider adoption of Ordinance No. 2023-135. The Ordinance will have an effective date no earlier than thirty (30) days from today or September 3, 2023.

**President Murphy Opened the Public Hearing. There were no members of the public in attendance of the Hearing. President Murphy Closed the Public Hearing.**

**Director Trowbridge moved, and Director Muniz seconded Adoption of Ordinance No. 2023-135, an Ordinance Authorizing the Adjustment of Certain, Water Rates for the Delivery of Potable Water to Residential, Commercial, and Industrial Customers for Rubidoux Community Services District.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1**

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

**ITEM 14. Consider Ratification of a Task Order for Professional Services for District Wide Reservoir Corrective Action Plan with Harper and Associates Engineers. DM 2023-76.**

## **BACKGROUND**

The Rubidoux Community Services District ("District") operates a water pumping, transmission, and distribution system. This system consists of wells and pumps which feed treatment plants that in turn feed the water transmission and distribution system. The water transmission system is divided into zones at varying elevations, namely the 1066PZ and 1238PZ are also sometimes referred to as the Atkinson and Hunter pressure zone, respectively. Each of these pressure zones ("PZ's") has two gravity water storage reservoirs, commonly called tanks. The term "Pressure Zone" refers to the elevation above sea level at which the water in the gravity storage tanks is maintained. The higher 1238 PZ is additionally fed by booster pumps, one located on Mission Blvd. And the other located on Goldenwest Avenue. The reason the District is split into separate pressure zones is because the pressure in the system is provided by the weight of the water in the gravity storage tank and the weight of water only in the 1238' elevation would create excessive pressure in the lower areas of the District such as Loring Ranch. Additionally, there is a small hydropneumatics pressure zone, the 1258-foot pressure zone or Ridgeline PZ, consisting of a pressurized vessel (as opposed to a gravity reservoir) fed via pumps off the 1238 PZ.

The District currently has four water storage reservoirs in use of varying age and condition. Two of these reservoirs are in the 1066PZ and two are in the 1238PZ. In 2019, the District hired

Harper and Associates Engineers to perform condition assessments of the District's four water storage reservoirs.

Around this same time, the Division of Drinking Water ("DDW") issued new regulations requiring the District to treat and remove PFAS contaminants from the potable water delivered to its customers. As the Board of Directors ("Board") is aware, all six of the District's wells pumped for potable supplies contained PFAS contaminants. To comply with the new DDW regulations, the District's options were limited and included only: 1) remove well from the distribution system; 2) if the well must stay in service for supply needs, the District must notify each customer in writing of the potential adverse health effects and publish a notice in the newspaper; and 3) implement treatment or obtain other sources of water to ensure all water delivered to customers is compliant with the DDW quality standards. During this time, the District was 100% reliant on groundwater for potable supplies so removing wells from service was not a viable option. Further, notifying customers of potential adverse health risks in water was an undesirable option due to the impact it would have on public trust of a community water system. Thus, the District implemented treatment solutions to remove the contaminants in the groundwater. The District spent considerable time, effort, and money, around \$5.5 million in infrastructure costs alone, mitigating PFAS in its groundwater to continue providing safe and reliable drinking water to its customers. Overlapping with the PFAS contaminant compliance, the District dealt with a global pandemic caused by the outbreak of Covid-19. These two occurrences which transversed over multiple years, have slowed District progress in dealing with the condition of its storage reservoirs, some of which are over 50-years old and either nearing or exceeding their expected useful life.

This was discussed at length with the Board in a recent Board meeting. It was also brought to the forefront by the DDW's June 29, 2023 Sanitary Survey wherein the DDW has a requirement the District provide to the DDW a Corrective Action Plan ("CAP") outlining the District's plans for dealing with deficiencies identified in its reservoirs in the 2019 Harper and Associates Engineering Reservoir Condition Assessments. This CAP is due to DDW on or before August 31, 2023. Although it's a requirement of DDW, this CAP is much needed to guide the District in the rehabilitation or replacement of its aging water storage reservoirs.

Staff contacted three consultants to assist with the preparation of the CAP. Proposals were obtained from Webb and Associates ("Webb"), Krieger and Stewart Engineers ("K&S") and Harper and Associates Engineers ("HAE").

Webb is the author of the District's Water and Wastewater Master Plans and knowledgeable of the District's water system. Their proposal is for \$19,301. K&S performs consulting for the District in preparation of designs for new pipelines, wells and treatment facilities. Their proposal is for \$16,900. HAE prepared the condition assessment in 2019 and specializes in storage reservoir design, construction and rehabilitation. Their proposal is for \$12,060.

All three consultants are qualified to perform this work, and each has knowledge of the District's water transmission and distribution system. Since HAE has the lowest cost proposal and is well skilled in the construction and rehabilitation of reservoirs, staff engaged HAE to perform this much needed CAP. Since this CAP must be submitted to the DDW by August 31, 2023, staff issued a Task Order to HAE to begin this work. Staff brought this to the attention of the Board at the July 20, 2023 Board meeting and no objection was made at that time.

The District has funds available in its Fiscal Year 2023-2024 Water Replacement Fund Budget at Line Item #5 in the amount of \$150,000 specifically for this work. Harper and Associates Engineers proposal of \$12,060 for preparation of the District Wide Reservoir Corrective Action Plan is well below the amount in the District's Budget for this effort. Once the work is completed by HAE, it is expected additional budgeted monies will be appropriated at a future Board meeting to implement the Corrective Action Plan.

**Director Trowbridge moved and Director Muniz seconded approval to authorize the General Manager to:**

- 1. Ratify the Task Order issued to Harper and Associates Engineers in the amount of \$12,060 for preparation of the District Wide Reservoir Corrective Action Plan Utilizing Funds in the District's Fiscal Year 2023-2024 Water Replacement Fund Budget Line Item #5.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1**

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

**ITEM 15. Consider Proposal from Webb and Associates for Creating Separate Bid Sets for the CalOES Generator Project. DM 2023-77.**

### **BACKGROUND**

The Rubidoux Community Services District ("District") received a \$300,000 grant from the California Governor's Office of Emergency Services ("CalOES") to install emergency generators at three sites, namely Well 1A, Well and the Goldenwest Booster Station. The generators have been ordered from Quinn Caterpillar ("Quinn") and the District has paid for them to follow the terms of the grant. All but one is still in transit to the District due to lingering supply chain restraints. The one which has been delivered is being stored at the supplier's facility in Riverside. The remaining two are expected by the end of the year.

To take delivery of the generators and install them as they become available, the District needs to install them under separate contracts and has requested Webb and Associates ("Webb") provide three separate bid sets, one for each site receiving a generator. Additionally, the District needs assistance in permitting of the installations with Southern California Gas Company ("SoCal Gas") and the South Coast Air Quality Management District ("AQMD") and has requested Webb assist with obtaining these permits and approvals.

Webb provided a proposal of \$21,683 for these services. The District has three budget line items in the Water Capital Improvement Budget, one for each site. There is \$370,000 for the Goldenwest Booster Station site in Line Item #6, \$266,000 for the Well 2 site in Line Item #13, and \$221,000 for the Well 1A site in Line Item #14 for this work, a total of \$857,000. Staff recommends utilizing these budgeted monies and splitting this cost to each except for the costs

for the SoCal Gas work which is solely assigned to Well 2 because it is the only generator which will be run on natural gas due to its proximity to the Ina Arbuckle School site. The portion of the cost associated with SoCal Gas is \$2,597 leaving a balance of \$19,086 (\$21,683 - \$2,597) to be split between the three sites. The allocation will be \$6,362 (\$19,086/3) for each of Well 1A and the Goldenwest Booster sites and \$8,959 (\$2,597 - \$19,086/3) for the Well 2 site.

**Director Muniz moved and Director Murphy seconded the Board of Directors authorize the General Manager to sign a Task Order with Webb and Associates in the amount of \$21,683 to perform this additional work and utilize the appropriate FY 2023-2024 Water Capital Improvement Project Budget line items for each of the three projects.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1**

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

**ITEM 16. Consider Reimbursement Agreement Regarding Avalon Sewer Improvements (Highpointe – Tract No. 36974) – Amended August 3, 2023. DM 2023-78.**

### **BACKGROUND**

At the July 6, 2023 meeting of the Rubidoux Community Services District (“District”) Board of Directors (“Board”), the Board approved an agreement with Highpointe Development (“Highpointe”) for Highpointe to construct certain portions of sewer pipeline in Avalon Street which are a part of the District’s 2022 Wastewater Master Plan. These portions of sewer need to either be installed or upgraded to serve the needs of this development and an adjacent development proposed by Century Communities (“Century”). As both developers are going through the planning phase simultaneously, identical agreements were drafted with both parties and agendized for Board consideration on July 6, 2023. If either Highpointe or Century take the lead on the Avalon Street sewer upgrades, they would be eligible for reimbursements through sewer capacity fees.

Shortly before the Board meeting on July 6, 2023, Century requested to remove the agreement from the agenda to allow them time to clarify some of the terms of the agreement, including the reimbursement amounts shown on Exhibit E of the agreement. Upon staff request, the Board removed the item from the agenda at the beginning of the July 6 meeting. Subsequently clarifying language was added to the agreement in Section 6e to indicate how Century’s Community Facilities District (“CFD”) reimbursement works in conjunction with the agreement. Additionally, a new, clearer Exhibit E was created. This agreement was acted upon and approved by the Board at the subsequent Board meeting on July 20, 2023.

The original intent was for both developers to have reciprocal agreements such that whichever developer builds first, they would become eligible for reimbursement. Due to the proposed changes made by Century for their respective agreement, staff engaged Highpointe to consider similar changes. Further, Highpointe also has a CFD funding mechanism, CFD 20, not originally

considered when the agreement was first approved by the Board on July 6<sup>th</sup>. To have the agreement language the same in both agreements with Century and Highpointe, staff is returning to the board to include the same changes from the Century agreement in the revised Highpointe agreement.

Section 6e of the agreement has been revised from reading:

e. Nothing in this agreement shall relieve Developer, its subsidiaries, partnerships, or any other entity from the requirement to pay all rates and fees which shall apply to the Project pursuant to the Rules and Regulations as the same may be revised from time to time.

To read as follows:

e. Nothing in this agreement shall relieve Developer, its subsidiaries, partnerships, or any other entity from the requirement to pay all rates and fees which shall apply to the Project pursuant to the Rules and Regulations as the same may be revised from time to time. Further, nothing in this agreement shall prevent the Developer from being reimbursed for the cost of the Developer Sewer Improvements from CFD bond proceeds pursuant to the “Joint Community Facilities Agreement by and among Jurupa Unified School District, Rubidoux Community Services District and Highpointe Development with Respect to Community Facilities District No. 20” dated August 5, 2021.

There is no financial impact to the District related to these changes as they are clarifications only.

**Director Muniz moved, and Director Trowbridge seconded Approval of the amended agreement entitled “Reimbursement Agreement Master Planned Sewer System Improvements Tract No. 36974 (Highpointe Emerald Ridge) – Amended August 3, 2023”.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1**

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

#### **ITEM 17. Directors Comments**

The directors expressed a concern about how the bid opening went for the new office. GM Laddusaw reported that all of the bids came back higher than expected. Staff is working through the Adhoc committee for the next course of action. The committee will meet next on Monday, August 14, 2023. Director Murphy suggested putting it on eBid board for more circulation. Staff met with the architect and they were quite shocked with the results as staff was. Staff is looking at a few options: a) educate the architects and maybe they will lower their bid; b) or come up with more money and proceed forward.



Having a conversation with our engineers and architects about having them try to come up with more accurate numbers on the engineers estimates which is a new thing. The numbers are currently changing rapidly.

Director Murphy adjourned the meeting at 5:48 PM.