

MINUTES OF REGULAR MEETING
May 18, 2023
RUBIDOUX COMMUNITY SERVICES DISTRICT

DIRECTORS PRESENT: Armando Muniz
Bernard Murphy
John Skerbelis
F. Forest Trowbridge

DIRECTORS ABSENT: Hank Trueba, Jr.

STAFF PRESENT: Brian Laddusaw, General Manager
Ted Beckwith, Director of Engineering
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

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Murphy, at 3:30 P.M., Thursday, May 18, 2023, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

4. CLOSED SESSION – Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District

Recess at 3:55 P.M. until reconvene for regular agenda items.

Reconvene: the meeting of the Board of Directors of the Rubidoux Community Services District by President Murphy, at 4:07 P.M., Thursday, May 18, 2023, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 6. Report:

No reportable action.

ITEM 7. APPROVAL OF MINUTES

Approval of Minutes for May 4, 2023, Board Meeting.

Director Skerbelis moved, and Director Murphy seconded to approve the May 4, 2023, Regular Board Minutes as presented.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

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

ITEM 8. Consideration to Approve the May 19, 2023, Salaries, Expenses and Transfers.

Consideration to Approve the May 19, 2023, Salaries, Expenses and Transfers.

Director Trowbridge moved, and Director Skerbelis seconded to Approve the May 19, 2023, Salaries, Expenses and Transfers.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

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

ITEM 9. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS

There were no members of the public to address the board at this time.

ITEM 10. CORRESPONDENCE AND RELATED INFORMATION

There was nothing to offer at this time.

ITEM 11. MANAGER'S REPORT

a) Operations Report:

Miguel Valdez reported on the water/wastewater report for the month of April, production was an average of just under 2.57 mgd per day and an average of 1.66 mg/day was the wastewater flow to Riverside. On average 0 mg/day of water to JCSD. The projected sales to JCSD are at zero sales currently. Well No. 1 produced 0% of the water, Well No. 2 produced 15%, Well No. 4 produced 12% and Well No. 6 produced 22%, Well No. 8 produced 51% and Well No. 18 produced 0% of the water.

b) Emergency and Fire Report:

Battalion Chief Otterman reported the Incidents Reported for the month of April 2023 and Special District Rubidoux CSD. Station 38 had a total of 248 calls. 185 calls, 74.6% were medical aides. Additionally, there was a report for the City of Jurupa Valley. There were 21 False Alarms, 8.5%, 1 Other Misc, 0.4%, 6 Other Fire, 2.4%, 6 Public Service Assist, 2.4%, 4 Standby, 1.6%, 19 Traffic Collisions, 7.7%, and 4 Vehicle Fires, 1.6%.

c) Follow up to questions at prior Board Meeting and other updates:

Director of Engineering, Ted Beckwith informed the board that the District is the recipient of a grant for \$1.5 million for advanced metering infrastructure (AMI meters), however, the cost to implement this will be \$4.3 million. The award is from the U.S. Bureau of Reclamation. There will be more information to come regarding this project.

Maureen Erbeznik joined the meeting by teleconference to go over upcoming AB 1668 and SB 606, as well as water conservation efforts. These were passed in 2018. This sets a budget for every retail water agency in California. It has 4 calculated volumes of water and it is an aggregate. It has a budget for residential for residential indoor water use, which starts at 55 gal/day, and goes down to 42 gal/day in 2030; it has a volume of water for residential outdoor water use, which is based upon a formula for efficient outdoor water use based upon actual landscape area, for local weather, and an efficiency factor; it has a volume of water for CII outdoor, what would be landscape irrigation meters, which would have to be dedicated irrigation meters (it's the same formula for efficient water use); it has water loss. The same set of standards for every retail water agency (RCSD) and that's what goes into the volume of water. There are some applicable variances if there's unique water produced in your territory. This becomes your quantitative aggregate water use objective. There are also some compliant standards you have to do because there are not a lot of data on commercial, industrial, institutional water use.

RCSD was rated against all of the standards. According to the new California standards, RCSD is looking at a low compliance rating for 2030 in regards to both the quantitative aspect of the aggregate water use objective as well as some of the tasks. The district has made great progress over the last year with water use in general decreasing by 22%. The standards are getting tighter even if the district is in compliance. The state has not finalized the standards for the year yet. If the district has to report next year, we are in compliance with indoor/outdoor residential water use component of the compliance. She recommended that the district focus on outdoor landscape and irrigation measures. There is a large quantity of customers (approx. 2,000) who are over their water allocation based on the water view data. For the CII (commercial, industrial, institutional) dedicated irrigation for 2024, the district is looking high. The next two components of the objective there are no performance standard, it's tasks that need to be done. These are commercial, industrial, institutional meters. The requirement is that if they use more than 500,000 gallons/per year of water use, the district must install a dedicated irrigation meter or an in-lieu technology, and then implement that as part of the practices. The last component also has to do with the CII (the mixed meters). The requirement is that the accounts must be categorized into around 20 water centric accounts. These are the components of the objectives. She recommended getting ahead of the game because the district might have to report in January. The process for penalties is the state will send notifications at first and then they'll send letters. It says in the legislation up to \$1,000/day in fines if you don't meet it.

General Manager Laddusaw shared with the board that some of the board and some District staff members toured the City of Riverside Wastewater Treatment Plant. The next tour is June 6 for the RCSD facilities. The Burrtec tour will be June 20. The IAC meeting is May 19, 2023, (tomorrow) at 8:30 am, the District will be hosting at our offices.

ITEM 12. Consider Award of Professional Services Agreement to Krieger & Stewart for Preparation of Spill Emergency Response Plan: DM 2023-46.

BACKGROUND

The State Water Resources Control Board ("SWRCB") requires agencies to have a current Sanitary Sewer Management Plan ("SSMP") per Order No. 2006-0003-DWQ. Each Enrollee under SWRCB Order No. 2006-003-DWQ("Order") is required to have a SSMP demonstrating through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, it has the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system.
- Require sewers and connections be properly designed and constructed.
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency.
- Limit the discharge of fats, oils, and grease and other debris causing blockages.
- Enforce any violation of its sewer ordinances.

The SWRCB adopted Order No. 2022-0103-DWQ (the Sewer System General Order). In the Order it states the Overflow Emergency Response Plan must be replaced with the Spill Emergency Response Plan. To remain in compliance with the SWRCB, the Spill Emergency Response Plan must be updated and implemented by June 5, 2023. While similar to the Overflow Emergency Response Plan, the Spill Emergency Response Plan is intended to ensure prompt detection and response to spills, to reduce spill volumes, and to collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to do the following:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring, and reporting requirements of the Sanitary Sewer General Order, State laws and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors duly implement the Spill Emergency Response Plan and are appropriately trained to do so;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and advise impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;

- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in the Sewer System General Order; and
- Annually review and assess effectiveness of the Spill Emergency Response Plan, and update the plan as needed.

Staff received a proposal from Krieger & Stewart to perform this work in the amount of \$17,200. The preparation and implementation of an updated Spill Emergency Response Plan was not planned for nor included in the District's FY 2022-2023 Sewer Fund Budget. Included in the Sewer Fund Budget is Ln. 14 'Hydrowash' which has an amended budget amount of \$247,500. As of the writing of this Director's Memorandum, the account has a balance of approximately \$61,000. The remaining \$186,500 in unappropriated monies is sufficient to cover additional hydro washing expenses to be incurred the remainder of the fiscal year. Staff recommends amending the FY 2022-2023 Sewer Fund Budget by re-allocating \$17,200 from the District's hydro wash account to the District's engineering fees account and issue a task order to Krieger & Stewart in an amount equal to \$17,200 for this work.

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

1. **Amend the FY 2022-2023 Sewer Fund Budget by allocating \$17,200 from the District's hydro washing account to the District's engineering fees account.**
2. **Issue a Professional Services Agreement and Task Order to Krieger & Stewart Engineering Consultants in the amount not-to-exceed \$17,200 for preparation of a Spill Emergency Response Plan.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

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

ITEM 13. Consider Award of Construction Contract to Relocate a Water Pipeline Crossing Market Street: DM 2023-47.

BACKGROUND

The County of Riverside Transportation and Land Management Agency ("TLMA") is planning to go out to bid for the Market Street Bridge Replacement Project in 2024 but the City of Jurupa Valley ("City") is preparing to go out to bid in the Summer of 2023 to do improvements of the

intersection at 24th Street, Via Cerro and Market Street. The District's existing water pipeline serving the Agua Mansa area is within the intersection the City is going to improve. The Engineer for TLMA sent to Rubidoux Community Services District ("District") a request for the District to complete the relocation of the District's water pipeline on or before June 1, 2023, but has since moved the completion date to August 1.

The relocation of the District's water pipeline is necessary because the required depth of cover over the District owned water pipeline will not be sufficient during the re-construction of the intersection and placement of new road base. There is no way to protect this shallow depth pipeline during placement and compaction of road base because any method of protection would obstruct and interfere with the installation of the road base.

The District contracted with Krieger & Stewart in 2021 under DM 2021-72 to have plans and specifications prepared for the relocation of this pipeline and has also awarded a contract to Krieger & Stewart for Construction Oversight Services under DM 2023-31 in March of 2023. The District advertised for construction of this project in April of 2023 and opened sealed bids at 2:00 pm on April 19, 2023. Krieger & Stewart assisted the District in review of the bids and provided a letter of recommendation which is attached.

The bids were as follows:

Contractor	Bid Amount
G&A Nelos Construction, Inc.	\$297,900.00
Kirtley Construction, Inc. dba TK Construction	\$340,085.00
GCI Construction, Inc.	\$383,616.00
Empire Equipment Service, Inc.	\$431,793.58
Hemet Manufacturing Company Inc. dba Genesis Construction	\$802,960.00

The low bidder is G&A Nelos Construction, Inc. with a Total Bid in the amount of \$297,900.00.

G&A Nelos Construction, Inc.'s bid contained two minor, correctable irregularities. First, their Bid Bond form was incomplete and was missing the corporate seal. Second, the Certification of Bidding Documents was missing the corporate seal; however, these irregularities have been corrected by G&A Nelos Construction, Inc. All other components of G&A Nelos Construction, Inc.'s bid were complete and met the requirements of the Contract Documents. Upon further investigation it was determined that the three lowest bidders each had discrepancies in their bid documents. Staff consulted with District Counsel, John Harper and was advised that since none of the lowest bidders had a bid with no discrepancies the District could proceed to award the contract to the lowest bidder once the bid documents were corrected. G&A Nelos Construction corrected their bid documents.

Included in the FY 2022-2023 Water Replacement Fund Budget is Ln. 5 'Market St. Bridge Pipeline and Relocation' for \$200,000. On March 16, the Board authorized construction oversight on this project with Krieger & Stewart for \$30,000. District staff recommends awarding a construction contract to G&A Nelos Construction, Inc. and providing a construction contingency of 20%, or \$62,100, bringing the total construction cost to \$360,000. Construction costs and construction oversight bring the total project cost to \$390,000. As this project will most likely stretch two fiscal years, it's anticipated the current budget amount for this project of \$200,000 is sufficient to cover project costs for this year and staff will adequately budget for the

remaining project costs for FY 2023-2023. No budget amendment is recommended with the authorization of this construction contract.

The District anticipates a construction timeframe of approximately 4 to 6 weeks with completion expected by early July, meeting the City's Time line to start their planned improvements in the Summer of 2023.

Director Skerbelis moved, and Director Trowbridge seconded the Board of Director's authorize the General Manager to:

- 1. Execute a Construction Contract with G&A Nelos Construction, Inc. in the amount of \$297,000.00.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

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

ITEM 14. Consider Award of Professional Services Contract for Hydraulics and Design of Pressure Reducing Valves in Loring Ranch to Webb & Associates. DM 2023-48.

BACKGROUND

The District has numerous pipeline failures in the area known as Loring Ranch which is located south of Flabob Airport and north of Crestmore Road and east of 46th Street. This area is at the lowest elevation in the District and therefore has the highest system pressures in the water pipelines. As part of the original development of Loring Ranch a Pressure Reducing Valve ("PRV") was installed near the intersection of Capary Road and Caddo Avenue. At some point, this PRV was removed. Additionally, as later phases of Loring Ranch area to water pipelines in 46th Street. When this connection was made, no PRV was installed.

The pipelines in the Loring Ranch area are asbestos cement and are nearing the end of their lifecycle. Due to high system pressures in the area, several water pipeline failures have occurred. Each time there has been a break in the Loring Ranch area it takes approximately 4 to 8 hours of staff time of 2-3 field employees plus material costs for pipe and couplings to complete the repair. Once the break is repaired, the District incurs about \$30,000 in asphalt repair costs. Staff believes that the probability of additional failures can be reduced by reducing the system pressure in the area and has therefore requested Webb and Associates ("Webb") to investigate the issue.

The District is also working towards reducing the pressure surges occurring during the back wash process of the Manganese Filters at the Leland Thompson Water Treatment Facility by implementing several changes in the process including a bypass pipeline for which construction documents are currently under development. The reduction of these pressure surges introduced into the water transmission system in combination with installing PRV valves in Loring Ranch

where most pipeline failures are seen should serve to eliminate these pipeline failures although the District will need to plan for future replacement of these pipelines going forward.

Webb prepared the District's Water Master Plan and as part of this work has performed the District's Hydraulic modeling. Webb is best suited to perform the hydraulics to determine the effects of replacing the PRV which was removed and the possibility of installing a new PRV near 46th Street and Loring Ranch. Webb provided a proposal in the amount of \$53,692 to do the investigation and engineering design of a new PRV near the intersection of Loring Ranch and 46th Street if it is needed. It is prudent to include a provision for additional unanticipated work and staff recommends allocating \$60,000 for this effort.

This work was not anticipated when developing the FY 2022-23 District Budget and a budget amendment is necessary. Due to the type of work to be performed by Webb, this project is best suited to be funded from the District's Water Replacement Fund. Staff recommends amending the District's FY 2022-2023 budget by adding this project to the District's Water Replacement Fund budget for FY 2022-2023 in the amount of \$60,000, to cover any unforeseen additional costs.

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

- 1. Amend the FY 2022-2023 Water Replacement Fund Budget to include this new project in the amount of \$60,000.**
- 2. Issue a Task Order in the amount of \$53,692 to Webb & Associates to perform this task.**

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

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

ITEM 15. Consider Call for Nominations for a Special District Member of the LAFCO Countywide Oversight Board: DM 2023-49

BACKGROUND

The Riverside Local Agency Formation Commission ("LAFCO") currently has a vacancy for its Countywide Oversight Board ("CWOB"). A call for nominations was issued by LAFCO seeking potential nominees interested in the position. The Rubidoux Community Services District ("District") is a member of the Independent Special Districts in Riverside County ("SDSC"). Each Independent SDSC was granted the authority to appoint one (1) special district representative to the oversight board pursuant to Health and Safety Code Section 34179.

As part of the dissolution of redevelopment agencies (“RDAs”), oversight boards were established for each of the development successor agencies charged with winding down the affairs of the former RDAs. In September of 2015, Governor Brown signed SB 107, a bill which required the consolidation of RDA oversight boards. SB 107 mandated the consolidation of these boards by July 1, 2018, with a single new countywide board in each county. In Riverside County, the Existing 25 oversight boards were consolidated into a Countywide Oversight Board. The Law further directs the Independent SDSC in each county to appoint special district representatives to the board.

Every Board of Director of Rubidoux is eligible to be nominated for this appointment. The CWOB reviews complex governmental financial documents and although not a statutory requirement, previous experience or skills involving financial matters or prior experience on an existing oversight board might be helpful.

The nomination period for this position began May 10, 2023, and will conclude on June 9, 2023. If appointed, there is no specified expiration of the term, however, appointees serve at the pleasure of the SDSC. The attachments included with this Director’s Memorandum go into more details regarding the process. It is recommended Board Members review this in preparation of consideration of nominating a Director at the Board’s regularly scheduled Board Meeting on May 18, 2023.

Director Murphy nominated Director Skerbelis and Director Trowbridge seconded the nomination for the Special District Member of the LAFCO Countywide Oversight Board.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

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

ITEM 16. Directors Comments

Director Murphy adjourned the meeting at 5:15 PM.