

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, March 7, 2024**

DIRECTORS PRESENT: Bernard Murphy
John Skerbelis
F. Forest Trowbridge

DIRECTORS VIA ZOOM: Hank Trueba, Jr.

DIRECTORS ABSENT: Armando Muniz

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

VISITORS (SIGNED IN): Chief William Otterman, Fire Station 38 Personnel

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, March 7, 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

***LATE AGENDA ADDITION- 8H CLOSED SESSION**

ITEM 4. PUBLIC COMMENTS

No public comments were provided during the meeting.

ITEM 5. CONSENT CALENDAR

The Board of Directors (“Board”) requested CONSENT CALENDAR ITEM 5A. Approval of Minutes for February 15, 2024, Regular Meeting to be moved/added to “ACTION/DISCUSSION ITEMS” as Item 8F.

The Board also requested CONSENT CALENDAR ITEM 5E. DM 2024-16: Consider Adopting Resolution No. 2024-911, A Resolution Concurring in the Nomination of John Skerbelis to the CSDA Board of Directors to be moved/added to “ACTION/DISCUSSION ITEMS” as Item 8G.

- A. Approval of Minutes for February 15, 2024, Regular Meeting
- B. Consideration to Approve March 15, 2024, Salaries, Expenses and Transfers
- C. **DM 2014-14:** Consider Approval of California Environmental Quality Act (“CEQA”) Notice of Exemption (“Noe”) for Construction of Water Interconnection (Interie) with West Valley District at Wilson and Fleetwood Secrets and Authorize Staff to File it with the Appropriate Agencies
- D. **DM 2024-15:** Consider Approval of a California Environmental Quality Act (“CEQA”) Notice of Exemption (“NoE”) for Construction of a Pressure Reducing Valve (“PRV”) in the Loring Ranch Area and Authorize Staff to File it with the Appropriate Agencies
- E. **DM 2024-16:** Consider Adopting Resolution No. 2024-911, A Resolution Concurring in the Nomination of John Skerbelis to the CSDA Board of Directors
- F. **DM 2024-17:** Consider Application to Purchase Tax-Defaulted Property from Riverside County

Director Murphy moved, and Director Trowbridge seconded to:

- 1. Approve the following items on the Consent Calendar: ITEM 5B, 5C, 5D, and 5F.**
- 2. Move Item 5A to Item 8F and move Item 5E to Item 8G.**

Roll call:

Ayes – 4

Noes – 0

Abstain – 0

Absent – 1

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

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION

General Manager Brian Laddusaw (“GM Laddusaw”) included an article from the enewspaper.presenterprise.com- Food Recycling is Slow to Start. The article discusses how many programs are behind while collection adapt to tons of new compost. It’s been two years since California launched an effort to keep organic waste out of landfills, the state is so far behind on getting food recycling programs up and running that it’s widely accepted next year’s

ambitious waste-reduction targets won't be met. He also included an article from the sfchronicle.com Here's where California reservoir levels stand after this week's storms. Nearly all of California's major reservoirs are holding more than 100% of their historic average water levels for this time of year after recent storms across the state gave several a boost. Average total water storage across the state's 48 biggest reservoirs has also been climbing since the beginning of the year, topping 70% of capacity as of Thursday, according to state data. California's reservoirs overall are holding 118% of their average levels of water for this time of year.

ITEM 7. REPORTS

A. Operations Report (Second Meeting Each Month)

B. Emergency and Incident Report (Second Meeting Each Month)

The Emergency and Incident Report had been referred from the February 15, 2024, Board meeting to today's scheduled meeting on March 7, 2024. Fire Station 38 Chief Otterman presented the month activity report for January 2024. Station 38 received a total of 340 calls. 36 were false alarm calls, 1 was Haz Mat, 248 were medical, 4 were other fires, 5 were other miscellaneous, 11 were public service assistant, 2 were ringing alarm, 3 were standby, 26 were traffic collisions, 2 were vehicle fires, and 2 were wildland fires.

C. General Manager and Staff Reports / Updates

GM Laddusaw commented on the Form 700's the Board and District Officials needed to complete by March 1, 2024. Director Muniz has not submitted the form as of the Board Meeting. Director Trueba will assist Director Muniz in completing the Form 700's. GM Laddusaw presented to the Board pictures from the Study Session that took place on February 15th at the City of Jurupa Valley to discuss the American Rescue Plan Act (ARPA). He also presented pictures from the Retail Agency Roundtable 2024 scheduled on February 21st from 12:00 PM to 1:30 PM hosted by Western Water featuring guest speaker Adel Hagekhalil General Manager of the Metropolitan Water District. He also updated the Board on the new District signs on Well 8 and Leland Thompson. He informed the Board of the upcoming Meet the Machines scheduled for Saturday, April 13th from 9 am- 1pm. As well as the District 4 Town Hall Meeting scheduled for Tuesday, March 12th from 6:30 PM- 8:30 PM.

D. Committee Reports

GM Laddusaw reported the Regional Advisory Committee (RAC) including Director Skerbelis and Director Murphy met on Tuesday, February 27, 2024, to Review Reconciliation Materials and Staff Correspondence Related to FY 2022|2023 City of Riverside Wastewater Treatment Plant Treatment Charges and Surcharge Costs. The Solid Waste Committee met on Wednesday, February 28, 2024, to consider expenditure of CalRecycle SB 1383 Local Assistance Grant Program Monies. The Committee members include Director Skerbelis and Director Trueba.

ITEM 8. ACTION/DISCUSSION ITEMS.

- A. **DM 2024-18:** Consider Reimbursement Agreements with Highpointe Development for Construction of a Water Distribution Pipeline Carried in the Rubidoux Community Services District 2022 Water Master Plan

BACKGROUND:

Highpointe Development, also referred to Highpointe Emerald Ridge, LLC (“Developer”) is developing two separate and distinct tracts of homes within Rubidoux Community Services District’s (“District”) service area in an area commonly called Emerald Ridge North (“Project”). The Project encompasses single-family residences in the area bounded approximately by Rattlesnake Mountain on the northwest, Canal Street on the south, Murial Way on the west, and 26th Street on the east. There exist two distinct tracts within this boundary, both of which are currently owned by the Developer. These tracts are Tract 32721 and Tract 36947 and are depicted in Attachment 1. These are considered together in this Director’s Memorandum as the two tracts are interrelated, are being developed by the same Developer and the Canal Street Pipeline is partially in each of the tracts.

The District’s 2022 Water Master Plan (“Master Plan”) was adopted by the Board of Directors on June 16, 2022. The 2022 Water Master Plan includes the construction of an 18” diameter water transmission pipeline to replace an existing 10” diameter water transmission pipeline in Alta Street, herein referenced as the “Atkinson Tank Pipeline” for consistency with the Master Plan. The Master Plan also shows abandonment of the 12” water transmission pipeline from the Atkinson Reservoir to La Canada Street with this pipeline replaced by a new 18” water transmission pipeline in the new La Canada Street alignment between the east and west ends of the project. As the name of this street was not known at the time of the preparation of the Master Plan it was called the Canal Street Pipeline in the Master Plan. Therefore, for the purposes of this Director’s Memorandum and the Agreements presented herein, this pipeline will be referred to as the “Canal Street Pipeline” for consistency with the Master Plan nomenclature.

The Developer proposes to abandon various easements in both tracts and streets for in-tract circulation improvements and to enable more lots to be built. The Developer also proposes to replace these easements with new easements in favor of the District in both tracts. Staff has reviewed this and find these various abandoned easements and new easements appropriate. These abandoned easements and new easements will be shown on the Final Tract Maps and the District will accept these and sign attestations of acceptance at the time the maps record. This will be brought to the Board of Directors at a future board meeting when the maps are ready to record. These various abandoned and new easements are shown int Attachment 2 for reference.

Construction Cost Estimates and Associated Water Capacity Fee EDU Credits

Staff has authorized Webb and Associates (“Webb”), who assisted the District in preparation of the 2022 Master Plan to determine current project costs in accordance with Section 7.2.2 of the Master Plan which states the following:

7.2.2 Cost Index and Price Escalation

Construction costs can be expected to undergo long-term changes in keeping with corresponding changes in the national economy. The best available barometer of these changes is the Engineering News-Record Construction Cost Index (ENR-CCI), which is computed from prices of construction materials and labor. For purposes of this report, cost data are based on an ENR-CCI Los Angeles of 13,341.33 (March 2022). By reference to the ENR-CCI at any future date,

the estimated construction costs included herein can be adjusted to match the current costs at that future date.

This clause allows the estimated costs to be updated to the time when actual construction is undertaken.

Webb has prepared the updated cost estimates which will be taken to the Board for approval at a future board meeting, but it is appropriate and fair to use these cost estimates now as the cost estimates in the 2022 Master Plan were done in 2021 just prior to a significant increase in construction costs. Staff is currently analyzing the effect of these increased costs on the Water Capacity Fees collected but the current \$6,800 per EDU is used for the purposes of these agreements. The reimbursement to the Developer is in the form of EDU Fee Credits to the extent practicable where the construction cost is divided by the EDU Fee to determine the EDU Fee Credit amount. These agreements contain language to permit the District to adjust the number of EDU Credits based on the currently adopted EDU Fees if the fees are increased in the future. It is the intention of Staff to make this adjustment in the future if necessary without having to return to the board to amend the agreements because the Developer and District have agreed to the adjustment by fact of the agreements and the board will adopt any changes to the Water Capacity Fees at a properly noticed hearing at which time all developers will be able to express their concerns to the fee change.

Reimbursement Agreement Canal Street Water Transmission Pipeline Realignment and Upgrade for Tract 32721

The length of the District Water Facility as shown in the 2022 Water Master Plan is 1,752 lineal feet yet only 696 lineal feet is within Tract 32721 with the balance within Tract 36947. The District has conditioned the Developer to build this segment of pipeline as part of approval of the water improvement plans for the tract. This District Water Facility is included in the 2022 Water Master Plan and its cost is considered in the calculation of the District's Water Capacity Fee.

The Developer has requested a credit equaling the cost of the District Facility against Water Capacity Fees due for the Project. Staff has reviewed this credit request and has proposed the credit amount be based on the incremental difference in cost carried in the 2022 Water Master Plan between a 12" diameter and a 18" diameter water pipeline for 696 lineal feet. This equates to \$512,465. There are 20 EDU's in this tract for a total EDU Credit of \$136,000 (6,800 x 20 EDU's), leaving a balance of \$376,465 to be paid in cash. In other words, the Developer will be reimbursed by 20 EDU Credits and \$376,465 to build this pipeline because the cost of the pipeline exceeds the value of the EDU Credits. This is shown in the agreement as Exhibit 6. This will be paid from the District's CIP reserves which are created from Water Capacity Fees previously collected and to be collected from other developers in the District. This is fair and appropriate because Water Capacity Fees don't only go to support a particular project but go to construct necessary projects throughout the entire District. This agreement is Attachment 3.

Reimbursement Agreement Atkinson Tank, Alta and Canal Water Transmission Realignment and Upgrade for Tract 36947

Tract 36947 not only contains the balance of the Canal Street Pipeline it contains the entire Atkinson Tank Pipeline and a portion of the Alta Street Pipeline, which the Developer has been conditioned to build as part of the approval of the water improvement plans for the tract. The balance of the Canal Street Pipeline contained within Tract 36947 is 1,056 lineal feet and the

cost of this segment is \$777,535. The Atkinson Tank Pipeline and the portion of the Alta Pipeline within this tract are 816 lineal feet bringing the total length reimbursed to 1,872 lineal feet. The Developer desires to relocate a portion of the Atkinson Tank Pipeline to better fit within the street layout of the tract which increases the length of the pipe. As the Developer would have to pay to relocate this pipe at 10" diameter absent the upgrade in the Master Plan to 18" diameter, the District will only reimburse the cost of the upgrade in pipe size for this length. Additionally, there is a new casement required to pass under the Canal, the Union Pacific Railroad and the SARI line in Canal Street. As the District would have to pay for this casement and the balance of the Atkinson Tank Pipeline in order to upgrade it to 18", the casement and pipeline costs are fully reimbursable under this agreement for the length indicated in the agreement as Exhibit 7.

These District Water Facilities are included in the 2022 Water Master Plan their costs are considered in the calculation of the District's Water Capacity Fee. The Developer has requested a credit equaling the cost of the District Facilities against Water Capacity Fees due for the Project. The total reimbursement amount has been determined to be \$1,414,393. There are 184 EDU's in this tract for a total EDU Credit of \$1,251,200 (\$6,800 x 184 EDU's) leaving a balance of \$163,193 to be paid in cash. In other words, the Developer will be reimbursed by 184 EDU Credits and \$163,193 to build this pipeline because the cost of the pipeline exceeds the value of the EDU Credits. As previously mentioned, this is shown in Exhibit 7 of the agreement. This will be paid from the District's CIP reserves which are created from Water Capacity Fees previously collected and to be collected from other developers in the District. This is fair and appropriate because Water Capacity Fees don't only go to support a particular project but go to construct necessary projects throughout the entire District. This agreement is Attachment 4.

Pending Sale and Joinder

Highpointe Development entered into joint escrow to sell this project to Lennar Homes on November 22, 2023, whereupon Highpointe Development has agreed to convey both tracts to Lennar Homes upon close of escrow. This is addressed in the recitals of both agreements and also by a Joinder Signatory Page signed by an appropriate representative of Lennar Homes in both agreements. When the sale goes through, Lennar Homes will assume all responsibility under the terms of the agreements as outlined therein and then become the Developer as defined by the agreements. The agreements also allow for assignment of the agreements to another developer if agreed to in writing by the District.

As Lennar will have already agreed to assume the agreements and will become the Developer by definition and the District agrees to this, a simple assignment will be done by staff with assistance of District Counsel at the time this happens.

If the escrow does not go through, Highpointe will remain the Developer by definition, remain responsible for the terms of the agreements and any assignment other than to Lennar Homes will be brought back to the Board for approval to become effective.

Coordination

Staff and District Counsel John Harper have coordinated with Highpointe Development and Lennar Homes in the development of the attached Agreements and recommend the Board of Directors consider their approval.

PRESENTATION BY STAFF: Reimbursement Agreement with Highpointe Development

Director Murphy moved, and Director Trowbridge seconded to approve the following:

The authorization of the General Manager to sign two Agreements entitled – “Reimbursement Agreement – Canal Street Water Transmission Pipeline Realignment and Upgrade for Tract No. 32721” and “Reimbursement Agreement – Atkinson Tank, Alta and Canal Water Transmission Pipeline Realignment and Upgrade for Tract No. 36947”.

Roll call:

Ayes – 4

Noes – 0

Abstain – 0

Absent – 1

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

- B. DM 2024-19:** Consider Professional Services and Software License Agreement with 120 Water to Assist the Rubidoux Community Services District with its Lead and Copper Service Line Inventory

BACKGROUND:

The United States Environmental Protection Agency (“U.S. EPA”) issued revisions to the federal Lead and Copper Rule (“LCR”) on January 15, 2021. U.S. EPA’s new Lead and Copper Rule Revisions (“LCRR”) strengthen every aspect of the LCR to better protect communities and children in elementary schools and childcare facilities from the impacts of lead exposure. The primary goal of the new LCRR is to eliminate lead from the nation’s drinking water and empower communities through information. From 2021-2024, the LCRR will require community water systems (“CWS’s”) and non-transient non-community water systems (“NTNC’s”) throughout the United States, of which approximately 4,000 are in California, to conduct an inventory of service lines and determine the material of those lines and fittings. Rubidoux Community Services District (“District”) is classified as a community water system.

On January 20, 2021, federal Executive Order 13990 directed all federal agencies to undertake review and action, as appropriate, to address the promulgation of federal regulations and other actions during the prior four years. Of those actions, the LCRR was specifically identified as an agency action requiring review. Consequently, U.S. EPA delayed the effective and compliance dates established in the LCRR to December 16, 2021, and October 16, 2024, respectively. U.S. EPA also engaged with local communities, states, local governments, utilities, and stakeholders for input regarding any changes that should be made to the LCRR.

On December 16, 2021, following U.S. EPA engagement activities, U.S. EPA published Docket No. EPA-HQ-OW-2021-0255 in the federal register. The LCRR compliance and effective dates listed above, as well as the text from the January 15, 2021, regulation, were not changed and became effective. Within the Docket, U.S. EPA committed to propose and revise the LCRR by October 2024 with the Lead and Copper Rule Improvements (“LCRI”). The LCRI are expected

to delay the implementation of portions of the LCRR beyond the October 16, 2024, compliance date, however, the U.S. EPA has not delayed the service line material inventory requirements in the LCRR.

As stated previously, the U.S. EPA's LCRR require all California CWS and NTNC water systems to develop and submit a service line material inventory to the Division of Drinking Water ("DDW") by October 16, 2024.

The inventory must include all service lines connecting the water main to the building inlet, regardless of ownership status (e.g., customer-owned and system-owned portions). In other words, even though the District does not own the service line between the meter and the customer's building, be it a residence, industrial or commercial property, the District is responsible for creating the inventory to submit to the DDW.

Each service line must be categorized as one of the following:

- Lead
- Non-lead
- Galvanized requiring replacement (GRR)
- Lead status unknown.

The DDW allows for predictive modeling and for interpolation in areas to make assumptions about the existence of Lead and Copper Service Lines based on the age of construction, existence of ordinances prohibiting Lead and Copper Service Lines or consideration that areas or neighborhoods have a high probability of having similar service lines. To this end, staff sought out proposals for assistance from several consultants to prepare the inventory for submittal to the DDW. Staff received and reviewed the proposals and held interviews with representatives of each to determine which would provide the best solution at the lowest cost. The consultants considered were Blue Conduit, Trinnex and 120Water. Blue Conduit's proposal is \$69,000; Trinnex's is \$39,500 and 120Water's proposal is \$21,000 plus charges for consumables during the inventory collection process.

Staff has determined 120Water's proposal represents the best value for the District as it is lower in cost than the other proposals and staff anticipates not needing all the consumables in their proposal. To cover the cost of potential consumables which won't be known until the inventory collection progresses, staff recommends adding \$10,000 to the base proposal, bringing the total to \$31,000 which is less than next lowest proposal. The consumables include things such as mailing of surveys, letters and postcards to the properties identified as needing physical inspections by District field staff. Staff recommends phased Task Orders be issued to the consultant. The initial Task Order of \$21,000 will be issued to 120Water with the acceptance of this proposal by the Board and staff will have authorization to issue additional Task Orders for the consumables as they become known up to \$10,000.

Budget Considerations:

This standalone consulting work was not considered by staff when preparing the F.Y. 2023|2024 Water Fund Budget. Historically, when proposals are brought to the Board for consideration without a previously approved budget, staff recommend funding these efforts from unrestricted reserves. At the end of February, the District is now eight (8) months into the current fiscal year and has begun the budgeting process for F.Y. 2024|2025. These efforts include looking at the

year-to-date financial information of F.Y. 2023|2024 and annualizing the amounts to serve as a baseline for establishing the new F.Y. 2024|2025 budget. Based on the results of this analysis, staff anticipates F.Y. 2023|2024 Water Fund Budget Ln 46 ‘Consulting Fees: Operator Training/SOPs’ (“Ln 46”) should have sufficient capacity to reallocate monies to cover the cost of the Lead and Copper Service Lines inventory proposal. Currently, Ln 46 has incurred approximately \$49,000 in expenses. This number was annualized and is expected to be \$73,000 by the end of the fiscal year. Ln 46 has an approved budget of \$150,000, or \$77,000 in excess capacity. Instead of paying for the Lead and Copper Service Line Inventory work through unrestricted reserves, staff recommends a budget amendment to reallocate \$31,000 from Ln. 46 and create a new consulting fees account in the Water Fund Budget titled ‘Consulting Fees: Lead and Copper Service Line Inventory’ in the amount of \$31,000. Approving this recommendation will result in a budget neutral effect.

Director Trowbridge moved, and Director Murphy seconded to approve the following:

1. Reallocate \$31,000 of the F.Y. 2023|2024 Water Fund Budget Ln. 46 ‘Consulting Fees: Operator Training/SOPs’ to a new account in the F.Y. 2023|2024 Water Fund Budget titled ‘Consulting Fees: Lead and Copper Service Line Inventory’.
2. Accept the proposal from 120Water and issue phased Task Orders up to \$31,000 to assist staff in developing its Lead and Copper Service Line Inventory.

Roll call:

Ayes – 4

Noes – 0

Abstain – 0

Absent – 1

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

- C. DM 2024-20:** Consider Updates to Certain Policies of the Rubidoux Community Services District Employee Handbook

BACKGROUND:

The Rubidoux Community Services District (“District”) Employee Handbook (“Handbook”) is designed to be a user-friendly source of general information about the District, compensation, benefits, policies, and state and federal laws. The Handbook contains a wide variety of information that should be especially useful to new hires as well as current staff. It serves as reinforcement to all employees of the importance of the District’s mission and goals and as a reminder to employees of the vital role they play in the District.

The Handbook is not a replacement for the current Memorandum of Understanding (“MOU”) between the District and employees represented by the Laborers’ International Union of North America, Local 777 (“Union”), but rather supplements the MOU.

The District's Board of Directors ("Board") last updated the Handbook in its entirety on June 17, 2021 (DM 2021-40). Since 2021, there have been various revisions to the Handbook approved by the Board to include changes in California law and statutes. On January 18, 2024, during the regular meeting of the Board, staff presented Director's Memorandum ("DM") 2024-04 to the Board for consideration. DM 2024-04 proposed modifications to the existing Handbook based upon the advice of the District's labor counsel to keep the Handbook compliant with current state laws and statutes. The updates included but were not limited to grammatical, formatting, numbering changes, as well as eliminating the use of gender specific pronouns to make it more gender neutral as reference to the employee.

Additionally, the District's labor counsel and staff proposed modifications to the sick leave policy to comply with the updated state law. The changes include the following verbiage, "Full time employees will always be provided with no less than three (3) days of sick leave by their 120th day of employment and upon their 120th anniversary day in any subsequent year of employment and two (2) additional days of sick leave on their 200th day of employment and every subsequent 200th day anniversary."

A "redlined" copy of the proposed Handbook modifications was attached to the original DM 2024-04 in the January 18, 2024, Board packet. This Board packet can still be viewed on the District's website at www.rcsd.org.

During Board deliberation of DM 2024-04 on January 18, 2024, the Board directed staff investigate the requirements of keeping Policy #2141 in the Handbook as written. It's worth noting, Policy #2141 has been included in the Handbook since 2021.

At the advice of the District's labor counsel, they noted Policy #2141 *"as currently written is consistent with California law and that while it could be an option to remove the policy, they [District] would still have to follow the practice that is set forth in the current written policy."*

This means the District, in its discretion, can remove Policy #2141 in its entirety but remains obligated to operate in a manner consistent with the Policy, as doing so is a requirement of California law. Because of this requirement, staff proposes Policy #2141 remain in the Handbook as a prudent business practice. Removing the written policy but still being required to comply with the laws for which the Policy was written will undoubtedly lead to confusion amongst staff and management. Having a clear and concise Handbook provides clarity to the workplace to prevent misunderstandings and conflicts while also reducing the risk of legal issues or penalties.

Based on the determination above, no revisions have been made to the Draft Handbook as presented to the Board as DM 2024-04 on January 18, 2024. Due to the length of the Handbook, the current draft is not included as an attachment to Director's Memorandum ("DM") 2024-20 but may be reviewed on the District's website at www.rcsd.org in the January 18, 2024, meeting subsection of the webpage within the PDF entitled 'Board Packet 2024-01-18' or provided to the Board at their request.

Personnel Committee:

Prior to re-introducing the Employee Handbook (as first presented on January 18, 2024, under DM 2024-04), to the full Board for consideration, staff first discussed the re-introduction with the Personnel Committee. On February 14, 2024, the Personnel Committee considered the

proposed modifications to the Employee Handbook. This included reviewing the District’s labor counsel’s advice which recommended leaving Policy #2141 in the Handbook and with its current language. At the conclusion of the Committee’s deliberation, both Committee members unanimously voted to approve the following recommendations:

1. Approve the revised Rubidoux Community Services District Employee Handbook, as drafted for DM 2024-04 on January 18, 2024.
2. Direct the General Manager to agendize the revised Employee Handbook for consideration by the full Board at the regularly scheduled March 7, 2024, Board of Directors meeting.

PRESENTATION BY STAFF

The Board deliberated and Director Murphy moved a motion to remove Policy 2141 Inclusive Workplace Policy from the Employee Handbook. The motion made was not seconded. The motion by Director Murphy was not carried.

Director Skerbelis moved, and Director Trowbridge seconded to approve the following:

Modifications to the Rubidoux Community Services District’s Employee Handbook as first drafted and introduced on January 18, 2024, under DM 2024-04.

Roll call:

- Ayes – 3**
- Noes – 1**
- Abstain – 0**
- Absent – 1**

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

- D. DM 2024-21: Consider Expenditure of CalRecycle SB 1383 Local Assistance Grant Program Monies**

BACKGROUND:

Rubidoux Community Services District (“District”) provides solid waste collection for customers within its service boundaries. The District accomplishes this service through an agreement with Burrtec Waste Industries, Inc. (“Burrtec”). On September 19, 2016, Senate Bill 1383 (“SB 1383”), the Short-lived Climate Pollutant Reduction Act, was signed into law mandating all jurisdictions providing solid waste collection to adopt an organic recycling ordinance. The main goal of SB 1383 is to reduce organic waste disposal by 75 percent and increase edible food recovery by 20 percent by the year 2025. This legislation requires businesses, multi-family dwellings, and single-family residential properties to have access to recycling programs that collect food waste, green waste, wood waste, and fibers such as paper and cardboard.

The State of California relies on the California Department of Resources Recycling and Recovery, known as CalRecycle, a department within the California Environmental Protection

Agency to develop regulations associated with waste and recycling laws passed by the legislature.

To comply with SB 1383 the District is mandated to:

- Provide organic waste collection services to all District solid waste customers including green waste, wood waste, food waste, etc.; and
- Implement an edible food recovery program recovering edible food from commercial edible food generators; and
- Provide education and outreach to haulers, generators, and edible food recovery organizations; and
- Procure recycled organic waste products such as compost, renewable gas, and mulch; and
- Plan and secure access for recycling and increasing edible food recovery capacity; and
- Monitor compliance efforts and conduct enforcement for annual reporting requirements.

Public Resources Code sections 48000 et seq. authorize CalRecycle to administer various grant programs in furtherance of the State of California’s efforts to reduce, recycle, and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety of the environment. In 2021, CalRecycle began administering a grant program meant to provide aid in the implementation of regulations adopted by CalRecycle. This non-competitive grant program provided funding to local jurisdictions to assist with the implementation of regulation requirements associated with SB 1383.

On February 3, 2022, under Director’s Memorandum (“DM”) 2022-11, the Board of Directors (“Board”) adopted Resolution No. 2022-885, *A Resolution of the Board of Directors Authorizing Submittal of Application(s) for All CalRecycle Grants the Rubidoux Community Services District is Eligible.* (Attachment 1) The District applied for a total of \$49,550 and specified on the grant application the money would be used towards eligible grant expenses which included:

1. Marketing/Promotion/Outreach (Food waste pails)
2. SB 1383 education

The District received a total of \$53,174 in grant monies from CalRecycle. With interest earnings, this amount has grown to \$55,379 as of March 7, 2024. The interest earnings of \$2,205 carry the same grant stipulations as the original principal amount. These funds are not allowed to offset operational costs charged by Burrtec. Further, the funds must be spent by Thursday, May 2, 2024. If the funds are not utilized the funds will have to be returned to CalRecycle. After several discussions with staff, the proposed plan is to spend the funds on the following items to assist the customers in the implementation of SB 1383.

Item:	Quantity:	Cost:
2 Gallon Compost Bin	2,800	\$ 52,258.83
Food Waste Labels	2,800	\$ 1,668.23
Giveaway Flyers	6,725	\$ 1,492.54
Total Cost:		\$ 55,419.60

To expend all the grant monies but minimize additional “out-of-pocket” expenses, the District can purchase 2,800 bins. Including bin labels and educational materials, the total anticipated cost of this proposal is \$55,419.60. With the grant offset, the District’s contribution is expected to be

less than \$100. Included in the FY 2023|2024 Trash Fund Budget is line 8 ‘SB 1383 Administrative Expenses’. As of the writing of this DM, no monies have been charged to this expense account nor is the account expected to incur significant costs the remainder of the year. Staff proposes allocating \$5,500 (10% of grant expenditure proposal) from this line item as a contingency buffer to cover any unanticipated cost overages from the purchase of the pails and the hosting of the events.

District customers will be eligible to receive a free food waste bin and are limited to one per household. The bin will be labeled accordingly to assist customers with the food waste process. The labels are custom labels created specifically for food waste bins. The bins will be available for pick up on a first come, first served basis and while supplies last. The giveaway of the bins is scheduled to take place on Wednesday, April 17th, and Wednesday, April 24th from 3-6 PM in the District parking lot. The event will be hosted by District staff. Customers will be asked to sign in by providing their name, address, telephone number/email. The sign in sheets will be kept for record keeping.

If customers are unable to attend the giveaway scheduled events the remainder of the bins will be available for customers to pick up during regular office hours Monday-Friday 8 AM-5 PM at the front counter. Customers will be notified in advance of the giveaway events. The giveaway events notice will be mailed to all District customers, posted on the District’s website, and social media channels prior to the events taking place.

Solid Waste Committee:

On February 28, 2024, the Solid Waste Committee considered the proposed expenditure of the CalRecycle SB 1383 Local Assistance Grant Program monies as described above. The Committee deliberated on the expenditure of the grant monies, on staff’s budget considerations, and on the community outreach events. At the conclusion of the Committee’s deliberation, both Committee members unanimously voted to approve the following recommendations:

1. Approve the expenditure of the SB 1383 Local Assistance Grant Program monies.
2. Allocate \$5,500 from the FY 2023|2024 Trash Fund Budget line 8 ‘SB 1383 Administrative Expenses’ to cover unanticipated cost overages.
3. Schedule the free giveaway events on Wednesday, April 17th and Wednesday, April 24th, from 3-6 PM.
4. Direct the General Manager to agendize recommendation items 1-3 for consideration by the full Board at the regularly scheduled March 7, 2024, Board of Directors meeting.

PRESENTATION BY STAFF

Director Murphy requested for staff to provide a yearly report on the results of the bins. Staff will receive the information from Burrtec. The time period will be measured from the date the bins are distributed to a year from that distribution date.

Director Murphy moved, and Director Skerbelis seconded to approve the following:

1. Approve the expenditure of the SB 1383 Local Assistance Grant Program monies.
2. Allocate \$5,500 from the FY 2023|2024 Trash Fund Budget line 8 ‘SB 1383 Administrative Expenses’ to cover unanticipated cost overages.

3. Schedule the free giveaway events on Wednesday, April 17th and Wednesday, April 24th from 3-6 PM (Tentative Dates, subject to change)
4. Provide the Board a yearly report with the results of the outcome of the bins.

Roll call:

Ayes – 3

Noes – 1

Abstain – 0

Absent – 1

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

E. DM 2024-22: Consider Ballots for Riverside LAFCO 2024 Elections

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 Alternate Special District Member – Countywide representative and was soliciting a call for nominations for any Board Member (“Board”) interested in filling the position. The term of the vacant position will run from May 6, 2024, until May 1, 2028. Further, included in the correspondence was a notice of vacancy for a Regular Special District Member – Eastern Region. Although the District lies with the western region and is precluded from being nominated for this vacancy, the District, being a member of the Special District Selection Committee may cast a ballot for this position.

During the regularly scheduled Board meeting on January 4, 2024, Director Murphy indicated interest in the LAFCO Alternate Special District Member position and the Board subsequently supported nominating Director Murphy to be considered for the position. Staff submitted the Special District Selection Committee 2024 Countywide Alternate Member Nomination Form to LAFCO on January 8, 2024 (Attachment 1).

On February 15, 2024, staff received the LAFCO Special District Selection Committee 2024 Official Election Ballot and instructions for the Alternate Special District Member – Countywide and Regular Special District Member – Eastern Region (Attachments 2-4). Director Murphy is included on the Alternate Special District Member – Countywide ballot. There are a total of five (5) nominees. The Regular Special District Member – Eastern Region ballot includes two (2) nominees.

LAFCO conducts its voting using Instant Runoff Voting (“IRV”) which eliminates the requirement for the expensive and lengthy process of sending out a second runoff ballot to achieve a majority. An example of demonstrating how IRV works is attached (Attachment 5). To submit the ballot the Board needs to rank each region’s nominees in the order of preference, using “1” for the District’s first choice, “2” for the District’s second choice and so on. Ranking more than one candidate will not work against the District’s first choice candidate, however, voting for only one candidate is allowed. For example, if the Board ranks Director Murphy as their first preference for the Alternate Special District Member - Countywide, then the “1” is circled next to his name and then the District could either stop there or proceed with ranking the remaining five candidates. All completed ballots must be received by LAFCO no later than April 15, 2024.

Staff is seeking direction for both ballots and recommends the following actions:

Alternate Special District Member – Countywide

Director Murphy was nominated by the Board for the Alternate Special District Member – Countywide vacancy on January 4, 2024. The Board should consider:

1. Rank Director Murphy as candidate “1”.

AND

2. Deliberate and rank the remaining candidates **OR** leave the remaining ballot blank.

Regular Special District Member – Eastern Region

The District lies within the western region thus was precluded from being considered for an eastern region position. Nonetheless, the District is allowed to submit a ballot for the eastern region vacancy. The District received a candidate statement for Bruce Underwood, one of the two candidates on the ballot. Staff is making no recommendation for ranking preference and is merely providing the information for consideration. The Board should consider:

1. Deliberate and rank the two candidates and submit the ballot.

OR

2. Not submit a ballot.

PRESENTATION BY STAFF

Director Skerbelis moved, and Director Murphy seconded to approve the following:

1. LAFCO Alternate Special District Member – Countywide Rank Director Murphy as candidate “1” and leave the remaining ballot blank.
2. Regular Special District Member – Eastern Region not submit a ballot.

3. Authorize the Board President to sign the ballot on behalf of the District and direct the General Manager to submit the ballot(s) to LAFCO on or before April 15, 2024.

Roll call:

Ayes – 4

Noes – 0

Abstain – 0

Absent – 1

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

CONSENT CALENDAR ITEM 5A. Approval of Minutes for February 15, 2024, Regular Meeting to be moved/added to “ACTION/DISCUSSION ITEMS” as Item 8F.

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, February 15, 2024**

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

DIRECTORS ABSENT: Armando Muniz

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

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, February 15, 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

ITEM 5. CONSENT CALENDAR

- A. Approval of Minutes for February 1, 2024, Regular Meeting
- B. Consideration to Approve:
 - 1. February 16, 2024, Salaries, Expenses and Transfers
 - 2. March 1, 2024, Salaries, Expenses and Transfers
- C. **DM 2024-08:** Consider Proposal of Support Services Agreement with PlanetBids
- D. **DM 2024-09:** Receive and File Statement of Cash Asset Schedule Report Ending December 2023

Director Trueba moved, and Director Murphy seconded to approve the Consent Calendar:

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

C. Operations Report (Second Meeting Each Month)

Director of Operations Miguel Valdez reported on the water/wastewater report for the month of January, production was an average of 3.09 mg per day and an average of 1.71 mg/day was the wastewater flow to Riverside. Well No. 18 produced 45.2% of water, Well No. 8 produced 0.0%,

Well No. 6 produced 19.6%, Well No. 4 produced 10.6%, Well No. 2 produced 0.0%, Well No. 1 produced 24.5%, and JCSD Intertie produced 0% of water.

D. Emergency and Incident Report (Second Meeting Each Month)

Fire Station 38 Personnel were not in attendance at the meeting. The Emergency and Incident Report will be moved to the first scheduled Board Meeting on March 7, 2024.

E. General Manager and Staff Reports / Updates

General Manager Brian Laddusaw (“GM Laddusaw”) commented on the Form 700’s the Board of Directors (“Board”) and District Officials will need to complete by March 1, 2024. Director Murphy and Director Muniz have not submitted the form as of the Board Meeting. GM Laddusaw reminded the Board about the Retail Agency Roundtable 2024 invite scheduled for Wednesday, February 21, 2024, from 12:00 to 1:30 PM hosted by Western Water featuring guest speaker Adel Hagekhalil General Manager of the Metropolitan Water District. Director Skerbelis, Director Trowbridge, and Director Murphy had previously agreed to attend the event. Director Trueba and Director Muniz will not be in attendance. GM Laddusaw also reminded the Board about the scheduled Study Session taking place at the City of Jurupa Valley to discuss the American Rescue Plan Act (ARPA). The Study Session is scheduled for 6:00 PM following the Council Meeting at 7:00 PM. Director Skerbelis, Director Trueba, and Director Murphy will attend the Study Session with GM Laddusaw.

D. Committee Reports

GM Laddusaw provided the Board with an update on the Personnel Committee, the Regional Advisory Committee (RAC), and the Solid Waste Committee. The Personnel Committee met on Wednesday, February 14th to discuss the status of the Employee Handbook. The Committee members of the Personnel Committee are Director Skerbelis and Director Trowbridge. They approved for staff to proceed with the Employee Handbook recommended updates and not make any changes to policy 2141 Inclusive Workplace Policy. The Employee Handbook will be taken to the full Board for approval at the next scheduled Board meeting. The RAC Committee has been scheduled to meet on Tuesday, February 27th at 4:00 PM. The Board members include Director Murphy and Director Skerbelis. The Solid Waste Committee will be meeting on Wednesday, February 28th at 11:00 AM. The Board members include Director Skerbelis and Director Trueba.

ITEM 8. ACTION/DISCUSSION ITEMS.

A. DM 2024-10: Consider a Professional Services Contract with Webb and Associates for the Basis of Design for the Leland Thompson Water Treatment Facility Expansion

BACKGROUND:

The Rubidoux Community Services District (“District”) operates a Water Treatment Facility called the Leland Thompson Water Treatment Facility (“Thompson Plant”) located on the east side of 34th Street between Crestmore Road and Daly Street. The Thompson Plant was originally built in the 1990’s to treat for Manganese present in the District’s well water. In 2019 the Division of Drinking Water issued an order for compliance with new regulations lowering

permitted limits for PFAS and related constituents (hereinafter referred to as “PFAS”) in the drinking water provided by the District to its customers. The District retained an engineering firm, Hazen and Sawyer in 2020 to design an Ion Exchange System to remove PFAS from the drinking water. The Ion Exchange System is in addition to the existing Manganese treatment at the Thompson Plant. The Ion Exchange System was placed into service in September 2021.

The District pumps water from three wells for treatment at the Thompson Plant, namely 1A, 8 and 18 with the treated water blended with Well 2 in a pipeline running along 34th Street to the intersection of 34th Street with Avalon Street. All these wells were previously pumped at a pressure of around 125psi going into the Manganese removal vessels at the Thompson Plant. With the addition of the Ion Exchange System vessels for PFAS removal, the raw water needs to be pumped at an even higher pressure of approximately 160psi to 170psi due to pressure losses going through the Ion Exchange System vessels. The water coming out of these vessels is again around 125psi due to these pressure losses. A pressure of 125psi is necessary to “lift” the water from the elevation of 780’ at the Thompson Plant to the 1066’ elevation of the reservoirs in the Atkinson Pressure Zone.

The Manganese treatment vessels need to be cleaned by a process called “backwashing”. When these vessels go through the necessary backwash process, water is pulled from the transmission and distribution system causing flow reversal, high pressure fluctuations and water hammer which has resulted in pipe breaks in the Loring Ranch area and catastrophic failure of valve stems at the Thompson Plant itself.

Staff has determined reducing the operational pressure at the Thompson Plant and providing a Backwash Supply Reservoir will be advantageous to overall operations and safety of the Thompson Plant and eliminate blow outs, breaks and leaks in the system, especially in the Loring Ranch area.

The existing Mahnke Water Treatment Facility (“Mahnke Plant”) is near the Thompson Plant at the corner of 34th Street and Crestmore Road. This plant is non-operational with the treatment previously performed at this plant for Well 1 and later Well 1A moved to the Thompson Plant. Additionally, a new development called The District at Jurupa Valley (“Development”) is being processed by E.M. Ranch Owner, LLC, (“the Developer”) through the City of Jurupa Valley for Entitlements and recordation of the tract map. Included in this tract map is a lot (formally referred to “Lot 10” but the latest Tract Map shows it as “Lot 8” so it will be hereinafter referred to as “Lot 8”) adjacent to the Thompson Plant site for which the District has an existing agreement to obtain Lot 8 at fair market value. The District intends to obtain this property by negotiating a fair price with the Developer based on appraised value. This lot adjoins the Thompson Plant and extends southerly on 34th street such that it is immediately across 34th Street from the Mahnke Plant at the intersection of 34th Street with Crestmore Road.

Currently the District is developing Well 25 on the west side of Mission Blvd and will be bringing raw water from the well site to the Thompson Plant for treatment via a raw water transmission pipeline on Daly Street. Also, the District has an agreement with the Developer to obtain two additional lots within the Development for construction of future wells as the District grows to build out. The Thompson Plant is nearing capacity for additional treatment on the existing “footprint” of the plant for these additional wells and after the acquisition of Lot 8 the District will have land across the street from the non-operational Mahnke Plant.

New and expanded water treatment operations for the new wells in the area surrounding the Thompson Plant will be developed on these combined properties and include additional vessels for Manganese and PFAS treatment as needed for the new wells and a blending reservoir to blend water from Well 2 rather than blending in the pipeline along Avalon Street. This reservoir will also be utilized as a source of water for the backwash water for the Manganese vessels. Additionally, the raw water can be pumped and treated at a lower operating pressure than it is currently with the addition of new booster pumps installed after treatment to lift the water to the reservoirs.

The Basis of Design is a road map to follow to get from where the District is now to where it needs to be in a few years as additional development and associated demands on the District's water delivery, in this specific case a plan on how to develop the District's water treatment strategy at the Thompson Plant to provide increased capacity and reliability going forward. The Basis of Design Report will include preliminary hydraulics, pump sizing, reservoir sizing, siting of the improvements providing increased capacity and reliability, allowing the District to properly plan for the construction of these new facilities going forward.

The District obtained two proposals from its primary engineering consultants, namely Krieger & Stewart ("K&S") and Webb and Associates ("Webb"). Both firms are considered competent to prepare the Basis of Design for the Leland Thompson Water Treatment Facility Expansion and upgrade. K&S submitted a proposal for \$54,600 and Webb submitted a proposal for \$82,420.

Webb's proposal is more complete and includes additional scope for the following:

- Site Visit to document the existing site,
- Preparation of Process Schematics which are necessary to develop the future design,
- Two Workshops with District Staff which are essential in properly communicating the District's needs and expectations – Webb will meet with staff to present the Draft Basis of Design and then the Final Basis of Design incorporating Staff comments.

Additionally, Webb's proposal includes more effort in data gathering, site visit, equipment sizing and process schematic layout than does Krieger and Stewart's. Additionally, Webb has prepared the Districts' current Water Master Plan (and Wastewater Master Plan) and is currently working on developing the previously mentioned Well 25. For these reasons, staff consider Webb's proposal to better suit the needs of the District in this extremely important task.

BUDGETARY CONSIDERATIONS:

The District did not anticipate this work for F.Y. 2023|2024 and did not include it in the budget but it has become apparent to prioritize these efforts. Several events have transpired since the budget was developed nearly a year ago. These include high pressure in the piping within the Thompson Plant causing catastrophic valve failure, pressure fluctuations and generally high residual pressures in the Loring Ranch area causing pipeline failures, the award of nearly a \$1.5 million grant for the development of Well 25, development of the EM Ranch Owner property moving ahead sooner than expected as well as several tracts under development all requiring the District be prepared to provide adequate water supplies to these future customers. In F.Y. 2022|23, the District received large water capacity fee payments from the Lennar Shadow Rock Development and the Agua Mansa Commerce Park Development.

Although the expansion and revised operation of the Thompson Plant is not specifically included in the 2022 Water Master Plan, several wells are included and included in the cost for developing these wells is the associated cost of developing treatment for these wells. This treatment will occur at the Thompson Plant and this work is therefore part of the cost of developing future wells. Staff proposes a budget amendment of \$100,000 from the District’s CIP Reserve Budget into the District’s F.Y. 2023|2024 CIP Budget creating a new line item called “Leland Thompson Water Treatment Facility Basis of Design” for this effort and use these funds to issue a task order to Webb and Associates for this work. Furthermore, staff recommends a contingency be included for this work in the amount of \$17,580, bringing the total amount authorized to \$100,000. Of this \$100,000, staff will issue a Task Order to Webb for \$82,400 with the ability to issue additional task orders for this effort up to a total of \$100,000 if deemed necessary.

Director Trowbridge moved, and Director Trueba seconded to approve the following:

3. Create a new Budget line item in the F.Y. 2023|2024 CIP Budget called “Leland Thompson Water Treatment Facility Basis of Design”.
4. Transfer \$100,000 from the District’s CIP Reserve Budget into this newly created Budget line item.
5. Sign a Task Order with Webb and Associates in the amount of \$82,420 for the Thompson Plant Basis of Design Effort.

Roll call:

Ayes – 4

Noes – 0

Abstain – 0

Absent – 1

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

B. DM 2024-11: Consider a Professional Services Contract with Webb and Associates for a Phase II Environmental Study for Purchase of a Parcel of Land for the Leland Thompson Water Treatment Facility Expansion

BACKGROUND:

The Rubidoux Community Services District (“District”) operates a Water Treatment Facility called the Leland Thompson Water Treatment Facility (“Thompson Plant”) located on the east side of 34th Street between Crestmore Road and Daly Street. The Thompson Plant was originally built in the 1990’s to treat for Manganese present in the District’s well water. In 2019 the Division of Drinking Water issued an order for compliance with new regulations lowering permitted limits for PFAS and related constituents (hereinafter referred to as “PFAS”) in the drinking water provided by the District to its customers. The District retained an engineering firm, Hazen and Sawyer in 2020 to design an Ion Exchange System to remove PFAS from the drinking water. The Ion Exchange System is in addition to the existing Manganese treatment at the Thompson Plant. The Ion Exchange System was placed into service in September 2021.

The District pumps water from three wells for treatment at the Thompson Plant, namely 1A, 8 and 18 with the treated water blended with Well 2 in a pipeline running along 34th Street to the intersection of 34th Street with Avalon Street. All these wells were previously pumped at a pressure of around 125psi going into the Manganese removal vessels at the Thompson Plant. With the addition of the Ion Exchange System vessels for PFAS removal, the raw water needs to be pumped at an even higher pressure of approximately 160psi to 170psi due to pressure losses going through the Ion Exchange System vessels. The water coming out of these vessels is again around 125psi due to these pressure losses. A pressure of 125psi is necessary to “lift” the water from the elevation of 780’ at the Thompson Plant to the 1066’ elevation of the reservoirs in the Atkinson Pressure Zone.

The Manganese treatment vessels need to be cleaned by a process called “backwashing”. When these vessels go through the necessary backwash process, water is pulled from the transmission and distribution system causing flow reversal, high pressure fluctuations and water hammer which has resulted in pipe breaks in the Loring Ranch area and catastrophic failure of valve stems at the Thompson Plant itself.

Staff has determined reducing the operational pressure at the Thompson Plant and providing a Backwash Supply Reservoir will be advantageous to overall operations and safety of the Thompson Plan and eliminate blow outs, breaks and leaks in the system, especially in the Loring Ranch area.

The existing Mahnke Water Treatment Facility (“Mahnke Plant”) is near the Thompson Plant at the corner of 34th Street and Crestmore Road. This plant is non-operational with the treatment previously performed at this plant for Well 1 and later Well 1A moved to the Thompson Plant. Additionally, a new development called The District at Jurupa Valley (“Development”) is being processed by E.M. Ranch Owner, LLC, (“the Developer”) through the City of Jurupa Valley for Entitlements and recordation of the tract map. Included in this tract map is a lot (formally referred to “Lot 10” but the latest Tract Map shows it as “Lot 8” so it will be hereinafter referred to as “Lot 8”) adjacent to the Thompson Plant sight for which the District has an existing agreement to obtain Lot 8 at fair market value. The District intends to obtain this property by negotiating a fair price with the Developer based on appraised value. This lot adjoins the Thompson Plant and extends southerly on 34th street such that it is immediately across 34th Street from the Mahnke Plant at the intersection of 34th Street with Crestmore Road.

Currently the District is developing Well 25 on the west side of Mission Blvd and will be bringing raw water from the well site to the Thompson Plant for treatment via a raw water transmission pipeline on Daly Street. Also, the District has an agreement with the Developer to obtain two additional lots within the Development for construction of future wells as the District grows to build out. The Thompson Plant is nearing capacity for additional treatment on the existing “footprint” of the plant for these additional wells and after the acquisition of Lot 8 will be across the street from the non-operational Mahnke Plant.

New and expanded water treatment operations for the new wells in the area surrounding the Thompson Plant will be developed on these combined properties and include additional vessels for Manganese and PFAS treatment as needed for the new wells and a blending reservoir to blend water from Well 2 rather than blending in the pipeline along Avalon Street. This reservoir will also be utilized as a source of water for the backwash water for the Manganese vessels. Additionally, the raw water can be pumped and treated at a lower operating pressure than it is

currently with the addition of new booster pumps installed after treatment to lift the water to the reservoirs.

Recognizing these needs, staff conditioned the Developer to provide parcels of land for the expansion of the Leland Thompson Water Treatment Facility in addition to two future well sites within the Development. The District has entered into an agreement with the Developer whereupon the Developer agrees to sell these parcels to the District at fair market value as determined by appraisals. The District further amended the agreement to purchase the site for the Thompson Plant expansion ahead of the purchase of the well sites. Additionally, the amended agreement allowed for purchase of the parcel for the expansion of the Thompson Plant with cash or reimbursement using Water Capacity / Connection Fees to have more flexibility in the timing to purchase the parcel.

The District authorized and performed a Phase I Environmental Assessment (“Phase I EA”) on the two well sites and the parcel adjacent to the Leland Thompson Plant. The Phase I EA consists only of a review of records for known environmental hazards, a review of historic aerial photography and a visual site reconnaissance without an in-depth analysis of the potential for unknown spills and contamination.

Staff is aware of and knowledgeable of the storage of diesel tractors and trailers on the site prior to the performance of the Phase I EA which were removed with the site cleared of all debris and brush before the site reconnaissance was performed. This resulted in the Phase I EA coming back with no issues reported. For this reason, staff feels it is prudent to perform a Phase II Environmental Assessment (“Phase II EA”) on the site. This is not to preclude the District purchasing the site as the District needs land to expand the Thompson Plant but rather part of Due Diligence in purchasing the land. If it is known that some level of remediation will be necessary, the costs of the remediation can be considered in the purchase price of the parcel.

The Phase I EA was provided by Webb and Associates (“Webb”) and presented to the District in December 2023. A copy of the Phase I EA is available in the District Office for review. The report concludes, “This assessment has revealed no evidence of recognized environmental conditions, controlled recognized environmental conditions, or significant data gaps in connection with the Subject Property.” Nevertheless, it is considered prudent to perform a Phase II EA which consists of doing a few shallow (4’ deep) open trench excavations, grabbing soil samples and sending them to the laboratory for analysis.

Staff requested a proposal from Webb for the Phase II EA. Webb’s proposal is for \$10,400 for the field exploratory work, lab work and preparation of a report of findings. No contingency is expected for this scope of work, so the total request is \$10,400.

BUDGETARY CONSIDERATIONS:

Included in the District’s FY 2023|2024 Water Capital Improvement Project (“CIP”) Budget is line 9 ‘District at JV Well Sites/LT Expansion’ in the amount of \$18,000. Staff proposes the District utilize \$10,400 of these budgeted monies for this effort. No budget amendment is necessary.

Director Trowbridge moved, and Director Trueba seconded to approve the following:

1. Utilize \$10,400 of the FY 2023|2024 Water Capital Improvement Project (“CIP”) Budget amount of \$18,000 for the Phase II Environmental Assessment work.
2. Sign a Task Order with Webb and Associates in the amount of \$10,400 for this effort.

Roll call:

Ayes – 4

Noes – 0

Abstain – 0

Absent – 1

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

C. DM 2024-12: Consider American Rescue Plan Act Utility Bill Assistance Grant Agreement with the City of Jurupa Valley

BACKGROUND:

On March 21, 2021, President Biden signed the American Rescue Plan Act (ARPA) into law. The \$1.9 trillion package was intended to directly combat the COVID-19 pandemic and the resulting economic impacts. ARPA allocated \$350 billion towards the State and Local Fiscal Recovery Fund (SLFRF) as fiscal relief for state and local governments.

The City of Jurupa Valley (“City”) received approximately \$28,077,013 in ARPA funding.

Based on the availability of ARPA-allocated funds, the City has decided to provide funding to subrecipients to further the purposes of ARPA. The City offered to enter into a subrecipient agreement with Rubidoux Community Services District (“District”).

The purpose of this Agreement is to promote public health and address the negative economic impacts of the COVID-19 public health emergency by providing two-hundred eight thousand, nine hundred fifteen dollars (\$208,915) in ARPA funds to the District for utility account credits for Jurupa Valley residents within the District’s service area.

During the COVID-19 Pandemic many customers of the District and other people in the City of Jurupa Valley were unable to pay all or portions of their water, sewer or trash bills or were otherwise adversely affected economically through loss of jobs, inability to work, need to care for ill family members, their own illness resulting from the COVID-19 Pandemic.

This Agreement will provide a means by which the City and the District can provide some financial assistance to those people in Jurupa Valley adversely affected by the COVID-19 Pandemic and customers of the District.

This Agreement shall likely become effective on February 15, 2024 (the “Effective Date”) and if approved shall terminate on December 31, 2026, subject to early termination under section 7 (“Term of Agreement”).

Based upon the agreement, the City stipulates the District to apply the funds equally across all single-family residences.

Currently the District serves a total of 5,969 single residential customers within its service area. To ensure equitable distribution of the grant funds, it has been decided that each eligible customer will receive a utility account credit of \$35.00. This amount has been determined based on the available grant funds and the number of eligible customers served by the District.

The City decided that multi-unit properties will need to go through the City to receive assistance. This decision ensures that properties with multiple units are appropriately accounted for and that the grant funds are distributed efficiently and effectively. The City allocated funds for this purpose separately from this subrecipient agreement and outside the scope of the District's eligibility for use of the grant funds in the subrecipient agreement.

Director Murphy moved, and Director Trowbridge seconded to approve the following:

1. Sign the American Rescue Plan Act Utility Bill Assistance Grant Agreement with the City of Jurupa Valley.
2. Allocate the funds once received in accordance with the Agreement.

Roll call:

Ayes – 4

Noes – 0

Abstain – 0

Absent – 1

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

D. DM 2024-13: Consider California Special District Association Board of Directors Election Call for Nomination, Seat A – Southern Network For Term 2025-2027

BACKGROUND:

Rubidoux Community Services District (“District”) is a member of the California Special Districts Association (“CSDA”). CSDA is a not-for-profit association that was formed in 1969 to promote good governance and improve core local services through professional development, advocacy, and other services for all types of independent special districts.

It has a membership of over 1,000 organizations throughout California representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare, and community services districts. CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special district's management and operational effectiveness.

District staff received correspondence from CSDA indicating CSDA’s call for nominations for CSDA Board of Directors Seat A.

CSDA governance involves a Board of Directors comprised of six networks with three seats for each network. The networks are geographic areas within the state of California. The District is in the Southern Network. The three representative Board of Director members for each network are on staggered three-year terms. Seat A for the Southern Network has an expiring term, thus the call by CSDA for nominations to fill this position. The seat is currently filled by Jo MacKenzie – Director of Vista Irrigation District. Included in the correspondence received from CSDA was her intention of running for re-election for Seat A, Southern Section. The other two Southern Network Directors not currently up for re-election are Don Bartz – GM of Phelan Pinon Hills CSD, and Arlene Schafer – Board Vice-President of Costa Mesa Sanitary District.

If any of the District’s Board Members are interested in submitting to CSDA for the election to fill the upcoming three-year term for Seat A, Southern Network, it is suggested the following schedule and actions be followed:

➤ February 15, 2024 (tonight):

- A. Deliberate and determine which Director or Directors, if any, are interested in being considered for the CSDA Seat A – Southern Network Board of Directors seat.
- B. If multiple Directors are interested, select a preferred candidate.
- C. Direct staff to prepare Resolution for nomination of preferred candidate.

➤ March 7, 2024:

- A. Consider and adopt resolution for preferred candidate.
- B. Allow preferred candidate to complete candidate information sheet.
- C. Direct staff to submit resolution and candidate information sheet to appropriate CSDA staff.

When considering your interest, please note the commitment and expectations of a CSDA Board of Director:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participation in at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
- Attend, at minimum, the following CSDA annual events: Special District Legislative Days – held in the spring, and the CSDA annual conference – held in the fall.
- Complete all four modules of CSDA’s Special District Leadership Academy within 2 years of being elected.

CSDA’s deadline is April 10, 2024, for receipt of candidate nominations. Voting will begin June 10, 2024, and end July 26, 2024. The successful candidate will be notified no later than July 30, 2024, with all new CSDA Board Members introduced at the Annual CSDA Conference in Indian Wells, CA in September 2024.

The attached correspondence from the CSDA dated February 5, 2024, goes into more details regarding the process. It is recommended the Board review this in preparation of consideration of nominating a Director on February 15, 2024.

The Board deliberated and selected Director Skerbelis as the nominated candidate.

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

1. Nominate John Skerbelis for the CSDA Seat A – Southern Network position.
2. Direct staff to prepare a resolution with John Skerbelis as the nominee and agendize for consideration on March 7, 2024, at the regularly scheduled Board of Directors meeting.

Roll call:

Ayes – 4

Noes – 0

Abstain – 0

Absent – 1

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

ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS

Director Murphy provided an update on Mary Madrigal, RCSD customer, having issues with the street flooding occurring on 25th Street and Van Dell Road. She had previously reported the issue to the City of Jurupa Valley, but the City was unable to assist her and resolve the problem. Currently, Director Murphy is assisting her with the issue. He emailed Council member Leslie Altamirano on Wednesday, February 14th asking for assistance with the issue. Director Murphy will also be attending the Council meeting scheduled after the Board meeting at 7:00 PM to discuss the problem Mary Madrigal is having. He will keep the Board updated as he works through the issue. Director Trowbridge commented on the Riverside Charles Dickens Festival. The event will be held for the first time in a new venue located at the Jensen Alvarado Historic Ranch and Museum at 4307 Briggs Street Jurupa Valley, CA. 92509. It takes place February 24-25th. Director Trueba and Director Skerbelis had no comment and/or request.

ITEM 10. NEXT MEETING

Thursday, March 7, 2024, at 4:00 P.M.

ITEM 11. ADJOURNMENT

President Skerbelis adjourned the meeting at 4:48 P.M.

Director Skerbelis moved, and Director Murphy seconded to approve the minutes for the Board Meeting on February 15, 2024.

Roll call:

Ayes – 4

Noes – 0

Abstain – 0

Absent – 1

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

CONSENT CALENDAR ITEM 5E. DM 2024-16: Consider Adopting Resolution No. 2024-911, A Resolution Concurring in the Nomination of John Skerbelis to the CSDA Board of Directors to be moved/added to “ACTION/DISCUSSION ITEMS” as Item 8G.

BACKGROUND:

The California Special District Association (“CSDA”) is receiving nominations for candidates to fill a Board of Director position, specifically Seat A for the Southern Network. This position is becoming available due to the current incumbent’s term expiring. The incumbent is Jo MacKenzie, Director of Vista Irrigation District, who is running for re-election. CSDA is accepting nominations until April 10, 2024.

At the February 15, 2024, Rubidoux Community Services District (“District”) Board of Directors (“Board”) Meeting, staff suggested the Board consider the following actions:

- Deliberate and determine which Director or Directors, if any, are interested in being considered for the CSDA Seat A – Southern Network Board of Directors seat.
- If multiple Directors are interested, select a preferred candidate.
- Direct staff to prepare a Resolution for nomination of preferred candidate.

At the conclusion of the staff report, the Directors deliberated and selected their preferred candidate, President John Skerbelis, to be nominated by the District for the CSDA Seat A Southern Network Board of Director position.

The next step is for the Board to consider adopting Resolution No. 2024-911, A Resolution Concurring in the Nomination of John Skerbelis to the CSDA Board of Directors for Seat A of the Southern Network (Attachment 1). If adopted, Resolution No. 2024-911 must accompany the 2024 Board of Directors Nomination Form (Attachment 2) along with the 2024 CSDA Board Candidate Information Sheet (Attachment 3) and must be submitted to the CSDA on or before April 10, 2024. Voting will begin June 10, 2024, and end July 26, 2024. The successful candidate will be notified no later than July 30, 2024, with all new CSDA Board Members introduced at the Annual CSDA Conference in Indian Wells, CA in September 2024.

Director Skerbelis requested to pull the nomination; no other Director was interested in the nomination. The Board did not make a motion on the matter.

8H CLOSED SESSION

CLOSED SESSION at 5:13pm: Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District.

RESUME FROM CLOSED SESSION: 5:14 PM. No comments to report back on.

ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS

Director Murphy provided an update on Mary Madrigal, RCSD customer, having issues with the street flooding occurring on 25th Street and Van Dell Road. She had previously reported the issue to the City of Jurupa Valley, but the City was unable to assist her and resolve the problem. Currently, Director Murphy is assisting her with the issue. He emailed Council member Leslie Altamirano on Wednesday, February 14th asking for assistance with the issue. He has not received a response from Council member Leslie Altamirano. He will be following up with her. Director Skerbelis commented on the homeless individuals surrounding the building at 5473 Mission Blvd. JV. Director Trueba and Director Trowbridge had no comments.

ITEM 10. NEXT MEETING

Thursday, March 21, 2024, at 4:00 P.M.

ITEM 11. ADJOURNMENT

President Skerbelis adjourned the meeting at 5:19 P.M.