

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, July 18, 2024**

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

DIRECTORS ABSENT: Armando Muniz

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

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

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, July 18, 2024, in-person and by teleconferencing at the District's Administrative Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 2. PLEDGE OF ALLEGIANCE – General Manager

ITEM 3. ROLL CALL – General Manager

ITEM 4. PUBLIC COMMENTS

No public comments.

ITEM 5. CONSENT CALENDAR

- A. Approval of Minutes for June 20, 2024, Regular Meeting
- B. Consideration to:

- A) Ratify the July 5, 2024, Salaries, Expenses and Transfers
- B) Approve the July 19, 2024, Salaries, Expenses and Transfers
- C. **DM 2024-58:** Consider Adoption of a Workplace Violence Prevention Plan
- D. **DM 2024-59:** Consideration to Approve and Authorize Retirement Payment for CalPERS Annual Unfunded Liability

ACTION:

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

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

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

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION

Correspondence and Related Information not included for the meeting.

ITEM 7. REPORTS

A. Operations Report (Second Meeting Each Month)

Director of Operations Miguel Valdez reported the Water and Wastewater production numbers. The average total well production in million gallons for potable water is 4.26. The total was 4.27. The Wastewater flow to Riverside average was 1.76. The consumption of JCSD was 0.0. Well No. 18 potable production was 38.7%. Well No. 8 was 39.1%. Well No. 6 produced 9.1%. Well No. 4 produced 13.0%. Well No. 2, Well No. 1 and the Jurupa Tie- In produced 0.0%.

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

Fire Station 38 Chief presented the incidents reported for the month of June 2024. The station had a total of 287 calls. It received 36 false alarm calls, 205 medical calls, 4 other fire calls, 4 other miscellaneous calls, 6 public service assistant calls, 1 ringing alarm, 3 standbys, 19 traffic collisions, 3 vehicle fires and 6 wildland fires.

C. General Manager and Staff Reports / Updates

Director of Operations Miguel Valdez gave the Board of Directors a presentation on the Vehicle Emissions Program. Advanced Clean Fleets (ACF) regulation the CARB ACF Regulation was

codified into law and is effective October 1, 2023. Strategy to accelerate a large-scale reduction in tailpipe emissions focusing on zero-emissions medium and heavy-duty vehicles. Applies to vehicles with a Gross Vehicle Weight Rating (GVWR) over 8,500 pounds. The District will have to decide how it will be moving forward with the Vehicle Emissions Program in the near future. GM Brian Laddusaw provided the Board with an update on SB 1383 along with an update on the outreach/ disbursement event summary. He also reminded the Board of the National Night out occurring August 6th from 6pm-8pm at Vernola Park in Jurupa Valley. He also mentioned the Board Installation and Community Awards Dinner on July 27th. Director Trueba and Director Skerbelis are scheduled to attend. He also told the Board of the election materials, those who are eligible to run for election received the materials. The last update by GM Laddusaw was a reminder of the IAC meeting scheduled for Friday, July 26th at the Riverside County Animal Services next Friday. Director of Engineering Ted Beckwith provided a brief update on the status of developer projects. Century clearing and grubbing previously graded lots to re-certify for Emerald Ridge South. Avalon Sewer Construction starts August 1st within tract construction to follow. Lennar has started grading operations on the project north of Canal for Emerald Ridge North. RC Hobbs is grading. Working on agreement for construction of Limonite Crossing Pipeline. Still pending sewer extensions. Seasons at Sagebrush (Opal/Canal/Pacific). Both Water and Sewer are going in currently District at Jurupa Valley appraisals ordered. Tract to record soon. Project to start in Fall. Thompson Plant Bypass Pipeline Project under way. Shutdown yesterday for tie-in with reservoirs at 60% and rising today. Emergency Generators pre bid job walk last week. Bid Opening scheduled for August 7th. Director of Finance Kirk Hamblin provided the Board with an update on the fire station LED lights. They will be installed, and the County of Riverside will replace them at no cost. He also is working on the Condition Assessment for the fire station emphasizes on the roof analysis. He provided Director Trowbridge with an update on the LED lights for the office. The lights would cost about \$7k-\$10k to be replaced. Lastly, he will be working on the finance money liquid investment to establish longer investments.

D. Committee Reports

No committee meetings were held.

ITEM 8. ACTION/DISCUSSION ITEMS.

- A. DM 2024-60:** Consider Adopting Resolution No. 2024-916, A Resolution Authorizing the Relocation of the Fallen Firefighter Monument from the District Administration Building to Fire Station 38

BACKGROUND:

The Rubidoux Community Services District ("District") was duly formed by the Riverside County Board of Supervisors on November 24, 1952 for the purpose of collecting, treating, and disposing of wastewater, and the collection and disposal of solid waste for the residents of Rubidoux. The District began providing water and fire protection services within its boundaries in 1956 via a ballot proposition on June 5, 1956, passed by the voters. The West Riverside Fire District was added to the District in 1958 by another election. Around 1990, the District started contracting with Riverside County / CalFire for fire protection services.

In 1971 a Monument to Fallen Firefighters (“Monument”) was dedicated in front of what is now the District Administration Building. With the construction of Fire Station 38 in 2006 at the corner of Mission Blvd and Avalon Street and subsequent relocation of fire personnel to that location the Monument has not been updated with any fallen firefighter since 1993. Additionally, the District is going to re-landscape the area between the District Administration Building and Rubidoux Blvd with drought tolerant landscaping where the Monument is located as a demonstration to its customers and to comply with the upcoming non-functional turf regulations promulgated by the State of California.

After consultation between District staff and Station 38 personnel, it was determined the Monument was best suited to be relocated to the Station 38 site. Further, both parties agreed to investigate previous fire personnel to determine if additional names should be added.

Staff had discussions related to the relocation of the Monument with the Board of Directors at a recent Board Meeting at which time the Board supported moving the Monument but requested staff prepare a Board Resolution authorizing the District to move the Monument from its current location to the Fire Station 38 location. This Director’s Memorandum follows that directive by requesting the Board adopt Resolution No. 2024-916, A Resolution Authorizing the Relocation of the Fallen Firefighter Monument from the District Administration Building to Fire Station 38.

Budget Considerations

The District intends to move the Monument under its own forces but should minimal outside assistance be needed or names added; staff recommend a budget not-to-exceed of \$5,000 for this effort. Included in the District’s Fiscal Year (“FY”) 2024|2025 Fire / Weed Abatement Fund Budget is line 12, ‘*Miscellaneous: Fire*’ in the amount of \$5,200. This amount is sufficient to cover the not-to-exceed sum of \$5,000. Staff recommends the Board authorize the use of these budgeted monies, up to \$5,000, if necessary.

ACTION:

Director Trowbridge moved, and Director Trueba seconded to authorize the General Manager to:

1. Adopt Resolution No. 2024-916, A Resolution Authorizing the Relocation of the Fallen Firefighter Monument from the District Administration Building to Fire Station 38.
2. Authorize the use of funds, up to \$5,000, of the FY 2024|2025 Fire / Weed Abatement Fund Budget line 12, ‘*Miscellaneous: Fire*’ to relocate and potentially add names to the Monument.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Muniz)

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

B. DM 2024-61: PUBLIC HEARING – Second Reading and Adoption of Ordinance No. 2024-138, An Ordinance of the Rubidoux Community Services District Authorizing the Adoption of Financial Policy Number 1040 ‘Procurement Policy’

BACKGROUND:

The purpose of this memorandum is to seek the Rubidoux Community Services District (“District”) Board of Directors’ (“Board”) approval for the adoption of Financial Policy Number 1040 ‘Procurement Policy’ (“Policy”). This policy is designed to streamline the District’s procurement processes and ensure compliance with legal and regulatory requirements. A duly adopted and effective Policy is a mandatory prerequisite for spending Federal grant awards. In 2023, the District was successful with two (2) United States Bureau of Reclamation (“USBR”) grant awards totaling nearly \$3.0 million. Absent a Policy, the District would be precluded from seeking reimbursement of the \$3.0 million towards eligible projects costs and alternatively these crucial projects would require funding from current District’s reserves or potentially debt based financing with a high interest rate market.

Further, effective procurement practices are essential for the efficient operation of the District. Currently, the District’s procurement process lacks a standardized framework for handling repetitive and large-scale procurement needs, which can lead to inefficiencies and inconsistent practices.

The Policy will formalize the current District practice of utilizing Master Agreements and Task Orders. Master Agreements establish pre-negotiated terms and conditions with vendors, while Task Orders detail specific projects or tasks under these agreements. This approach allows for quicker response times, better vendor relationships, and improved budget management. Master Agreements and Task Orders are mostly used with professional and consulting services vendors (i.e., accounting, architectural, engineering, etc.)

Key Features of the Policy

- Establishment of purchasing agent procurement limitations and contract authorization.
- Defined procurement processes with segregation by public works and non-public works projects.
- Master Agreements: Establish overarching terms and conditions for goods and services with selected vendors.
- Task Orders: Issue detailed, project-specific work orders under the Master Agreements, defining the scope, schedule, deliverables, and pricing for each task.
- Streamlined Process: Simplifies and speeds up procurement by clearly defining procurement requirements based on legal and monetary considerations.
- Compliance and Monitoring: Ensures adherence to legal requirements and includes provisions for performance monitoring and regular reporting.

Benefits

Adopting this Procurement Policy will offer several benefits:

- Efficiency: Reduces administrative workload and expedites the procurement process.
- Transparency: Ensures clear and consistent procurement practices.
- Compliance: Aligns with legal and regulatory requirements.
- Fulfills procurement policy required for federal funded projects. (Uniform Guidance)
- Required Policy by Independent Auditors.
- Increased documentation and support.

Timeline:

For an Ordinance to be properly adopted, the District must adhere to the following criteria:

1. First and Second Reading of Draft Ordinance – No less than 2 weeks apart.
2. Public Hearing (not a protest hearing) with a minimum 10-day notice period. Must notice public in Press Enterprise, on the District’s website, and on the District’s administrative office windows.
3. Requires a 30-day delayed effective date.

On June 20, 2024 pursuant to DM 2024-54, the Board authorized the following adoption timeline:

- Regular Board Meeting – June 20, 2024 (1st Reading of Ordinance)
- Regular Board Meeting – July 18, 2024 (2nd Reading of Ordinance and Public Hearing) – Today’s Meeting
- Effective – August 18, 2024

During the first reading, the Board asked staff to investigate the security protocols related to the electronic bidding process via PlanetBids. This inquiry was investigated and responded to on July 11, 2024. Further, an additional inquiry was born from this response which was also responded to on July 11, 2024. Staff have received no other comments specifically related to Policy No. 1040 from the Board or members of the public.

This afternoon’s Public Hearing for Ordinance No. 2024-138 was posted at the District office, on the District website, and noticed in the Press-Enterprise no less than 10 days prior to today.

ACTION:

Director Skerbelis moved, and Director Trowbridge seconded to authorize the General Manager to:

1. Adopt Ordinance No. 2024-138 with an effective date of August 18, 2024.

Roll call:

Ayes – 3 (Trueba, Skerbelis, Trowbridge)

Noes – 1 (Murphy)

Abstain – 0

Absent – 1 (Muniz)

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

ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS

Director Murphy commented on the City of Jurupa Valley agenda. The agenda has an action item for delinquent solid waste accounts. Those who have delinquent accounts will have liens put on their property tax. No other Directors had comments.

ITEM 10. NEXT MEETING

Thursday, August 1, 2024, at 4:00 P.M.

ITEM 11. ADJOURNMENT

President Skerbelis adjourned the meeting at 5:16 P.M.