

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, September 19, 2024**

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

DIRECTORS VIA ZOOM: Armando Muniz

STAFF PRESENT: Brian Laddusaw, General Manager
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): Diana Leja, RCSD Resident
Ross Leja, RCSD Resident

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, September 5, 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

***** Director Murphy moved to Modify the Agenda, and Director Trueba seconded to move CONSENT CALENDAR Items C. DM 2024-71:** Consider Adoption of Resolution No. 2024-918, A Resolution Authorizing the General Manager, or Designee, to Appy for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 U.S. Bureau of Reclamation Drought Response Program Drought Resiliency Projects – Intertie Project **and D. DM 2024-72:** Consider Adoption of Resolution No. 2024-919, A Resolution Authorizing the General Manager, or Designee, to Appy for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 U.S. Bureau of Reclamation Drought Response Program Drought Resiliency Projects – New Reservoirs Project **to ACTION / DISCUSSION ITEMS as Items 8C and 8D. *****

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

ITEM 4. PUBLIC COMMENTS

No public comments.

ITEM 5. CONSENT CALENDAR-

ACTION:

***** CONSENT CALENDAR Items C. DM 2024-71:** Consider Adoption of Resolution No. 2024-918, A Resolution Authorizing the General Manager, or Designee, to Appy for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 U.S. Bureau of Reclamation Drought Response Program Drought Resiliency Projects – Intertie Project **and D. DM 2024-72:** Consider Adoption of Resolution No. 2024-919, A Resolution Authorizing the General Manager, or Designee, to Appy for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 U.S. Bureau of Reclamation Drought Response Program Drought Resiliency Projects – New Reservoirs Project **MOVE to ACTION / DISCUSSION ITEMS *****

A. Approval of Minutes for September 5, 2024, Regular Meeting

***** Director Murphy requested a few edits to the Thursday, September 5, 2024, MINUTES OF REGULAR MEETING (EDITS IN RED FONT) *****

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, September 5, 2024**

DIRECTORS PRESENT: Bernard Murphy
F. Forest Trowbridge
John Skerbelis

DIRECTORS VIA ZOOM: Armando Muniz

DIRECTORS ABSENT: Hank Trueba, Jr.

STAFF PRESENT: Brian Laddusaw, General Manager

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

VISITORS (SIGNED IN): Diana Leja, RCSD Resident
Ross Leja, RCSD Resident

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, September 5, 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-
Director Murphy had comments/questions on Consent Calendar.

- A. Approval of Minutes for August 15, 2024, Regular Meeting- Director Murphy had two (2) comments on the minutes. Modified in RED.

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING- MODIFIED
Thursday, August 15, 2024**

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

DIRECTORS VIA ZOOM: 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): Kit Bobko, District Special Counsel
John Harper, District General Counsel via Zoom
Diana Leja, RCSD Resident
Ross Leja, RCSD Resident
Riverside County 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, August 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

*****Director Murphy requested to move item 5D. DM 2024-65:** Consider Adoption of Resolution No. 2024-917, A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 Bureau of Reclamation Water and Energy Efficiency Grant **and 5E. DM 2024-66:** Consider Proposal from Albert A. Webb Associates for Preparation of a U.S. Bureau of Reclamation WaterSMART Drought Response Grant Program Application **from ITEM 5. CONSENT CALENDAR to ITEM 8. ACTION/ DISCUSSION ITEM*****

ITEM 3. ROLL CALL – General Manager

ITEM 4. PUBLIC COMMENTS

No public comments.

ITEM 5. CONSENT CALENDAR

- A. Approval of Minutes for August 1, 2024, Regular Meeting
- B. Consideration to Approve August 16, 2024, Salaries, Expenses and Transfers
- C. **DM 2024-64:** Consider Proposal from Lillestrand Leadership Consulting to Develop a 5-Year Strategic Plan for Rubidoux Community Services District

- D. **DM 2024-65:** Consider Adoption of Resolution No. 2024-917, A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 Bureau of Reclamation Water and Energy Efficiency Grant
- E. **DM 2024-66:** Consider Proposal from Albert A. Webb Associates for Preparation of a U.S. Bureau of Reclamation WaterSMART Drought Response Grant Program Application

ACTION:

Director Murphy moved, and Director Muniz seconded to approve items A-C on the Consent Calendar, items D and E have been moved to Action/Discussion Items:

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION

No correspondence and related information was included for the meeting discussion.

ITEM 7. REPORTS

A. Operations Report (Second Meeting Each Month)

Director of Operations Miguel Valdez reported the Water and Wastewater production numbers for July. The average total well production in million gallons for potable water is 4.74. The total was 4.74. The Wastewater flow to Riverside average was 1.77. The consumption of JCSD was 0.0. Well No. 18 potable production was 35.6%. Well No. 8 was 27.9%. Well No. 6 produced 10.9%. Well No. 4 produced 13.9%. Well No. 2, and the Jurupa Tie- In produced 0.0%. Well No. 1 produced 11.7%.

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

Riverside County Fire Station 38 Personnel presented the incidents reported for the month of July 2024. The station had a total of 288 calls. It received 29 false alarm calls, 1 hazardous material, 199 medical calls, 10 other fire calls, 7 public service assistant calls, 1 rescue fire, 1 rescue, 3 ringing alarms, 4 standbys, 27 traffic collisions, 1 vehicle fires and 5 wildland fires.

C. General Manager and Staff Reports / Updates

General Manager Brian Laddusaw presented to the Board of Directors the 10th Annual State of the City Community of Businesses Conference invite. The conference is scheduled for September 24, 2024, at the Skyview Event Center. He also invited the Board of Directors to the 2024 Volunteer and Partners Recognition Event scheduled for August 22, 2024. The event will take place at the Community Action Partnership. The event is hosted by the Community Action Partnership of Riverside County.

D. Committee Reports

No committee meetings were held.

ITEM 8. ACTION/DISCUSSION ITEMS.

- A. DM 2024-67:** Consider At-Risk Development Agreement for Tract 38178 (Countryside Estates)

BACKGROUND:

The Rubidoux Community Services District (“District”) Board of Directors (“Board”) adopted the current Design and Construction Manual (“Manual”) in 2005. This Manual requires in Appendix “F” that the Tract Map for the development be approved by the City of Jurupa Valley (“City”), as successor to the County in 2011 when the City was incorporated and recorded with Riverside County Recorder’s Office (“County Recorder”).

Within the City and District, a tract of homes is under development by GDC-RCH Countryside, LP, (“Developer”) which is Tract 38178. The project, currently called “Countryside Estates”, includes a total of 31 detached single family residential lots and is located east between Riverview Drive and Limonite Frontage Road. The Tract Map for this development has not yet been approved by the City and therefore have not yet been recorded with the County Recorder. The Developer desires, however, to start construction on this project prior to approval and recording of the Tract Map. The City will soon permit the Developer to start grading the proposed streets and building pads and the next step in construction is to install the Water and Sewer Pipelines (“Pipelines”).

As the District’s Manual requires the Tract Map be recorded, technically the District cannot allow construction of the Pipelines at this time. Since the Manual is a legally adopted document by the Board, staff considers it appropriate to create an Agreement with the Developer to start construction and to bring the Agreement to the Board for approval before signing the Agreement. Similar agreements were considered and approved by the Board with different developers for Tract 37211 on March 21, 2024, pursuant to Directors Memorandum 2024-25 and Tracts 32721 and 36947, pursuant to Directors Memorandum 2024-45.

This Agreement is attached to this Director’s Memorandum and includes provisions placing the Developer at their own risk in constructing the Pipelines in that the installation of the Pipelines does not create a vested interest that the Tract Maps will be recorded in their present configuration and that if changes are made to the location of the streets wherein the Pipelines are placed the Developer will have to relocate the Pipelines at their own cost.

Coordination

As negotiations are still underway with the Developer on sewer extensions for the benefit of current Water customers for connection to the District sewer, the current agreement has DRAFT Water and Sewer Plans included. Staff will use the approved water and sewer plans in the final agreement to be circulated after these negotiations are complete and the Board has had the opportunity to consider the cost of construction of these extensions.

Staff has coordinated with GDC-RCH Countryside, LP (aka R.C. Hobbs, Developer) in the development of the attached Agreement and recommend the Board of Directors consider its approval. The previous agreements with similar language have been reviewed as to form by John Harper, District Council and Staff believes this agreement is therefore appropriate. This agreement differs, however, in that it recognizes the continuing negotiations between the Developer and District on the construction of the sewer extensions mentioned above as well as substituting the correct Developer's name and contact information for this project. These additional recitals have been reviewed by John Harper and have been found to be acceptable.

ACTION:

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

Sign the agreement titled "AT RISK CONSTRUCTION AGREEMENT WATER AND SEWER SYSTEM IMPROVEMENTS TRACT NO. 38171 (Countryside Estates)" between the District and Developer and to substitute final approved water and sewer plans into the agreement when they are complete.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

D. **DM 2024-65:** Consider Adoption of Resolution No. 2024-917, A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 Bureau of Reclamation Water and Energy Efficiency Grant

BACKGROUND:

In Fiscal Year ("FY") 2023, the Rubidoux Community Services District ("District") was awarded a grant from the U.S. Bureau of Reclamation ("USBR") under their WaterSMART "Water and Energy Efficiency Grant" Program ("Grant Program"). With the assistance of Albert A. Webb Associates ("Webb"), the District secured \$1.5 million in grant funding to help the District replace approximately 5,000 existing meters to Advanced Metering Infrastructure ("AMI") technology. These grant monies are earmarked for Phase I of the District's overall AMI Meter Replacement Project ("Project") which looks to replace 100% of the District's meters to

AMI. Phase I, which is currently in progress and expected to go to bid shortly, is expected to change-out approximately 75% of the District's meters and is expected to be completed by December 2026. This leaves about ±1,800 meters to be changed-out under Phase 2 of the Project.

On December 21, 2023, pursuant to Directors Memorandum ("DM") 2023-109, the District authorized a proposal from Webb to prepare a Phase 2 grant application under the same USBR Grant Program (Attachment 1). The original deadline for submitting this grant application was February 22, 2024. After consultation with District staff and Webb, it was determined expediting the grant application under the February 22, 2024, deadline was not in the best interest of the District to ensure the most accurate, complete, and comprehensive application was submitted to secure much needed funding. Thus, the District decided to submit the grant application in the FY 2025 funding cycle, which has a deadline of November 13, 2024.

The grant application is now substantially complete (Attachment 2). As part of the grant application, the District's Board of Directors ("Board") must consider and adopt a Resolution authorizing the General Manager, or designee, as representative with the USBR to facilitate all grant documents related to the WaterSMART "Water and Energy Efficiency Grant" Program.

Included as Attachment 3 to this DM is Resolution No. 2024-917, 'A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 Bureau of Reclamation Water and Energy Efficiency Grant.' Similar Resolutions were considered and adopted by the Board during Phase 1 of the grant application process. Resolutions No. 2022-893 and 2022-894 are attached for reference (Attachment 4 and 5).

Budget Considerations

The only budgetary considerations related to this DM is staff time spent on administrative tasks associated with reviewing and facilitating the grant application with Webb. Based on the current grant timeline, the USBR will announce selections in May 2025 and award funding in October 2025. If the District is successful in its grant application, the announcement month of May 2025 should allow for staff to incorporate Phase 2 projects costs into the District's FY 2025|2026 Budget.

ACTION:

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

Adopt Resolution No. 2024-917, 'A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 Bureau of Reclamation Water and Energy Efficiency Grant.'

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

- E. **DM 2024-66:** Consider Proposal from Albert A. Webb Associates for Preparation of a U.S. Bureau of Reclamation WaterSMART Drought Response Grant Program Application

BACKGROUND:

In March 2022, the Rubidoux Community Services District (“District”) Board of Directors (“Board”) first entered into a professional services agreement with Albert A. Webb Associates (“Webb”) to assist District staff in writing grant applications. Grant writing is a unique skillset and with the District only having 26 full-time equivalent employees, District staff does not possess the time nor expertise to write successful grant applications at the same level as Webb. Some of the advantages with leveraging the use of a professional grant writer include but are not limited to:

1. **Expertise and Experience:** Professional grant writers have specialized training and experience in researching, writing, and submitting grant proposals. They understand the nuances of grant applications, including specific requirements and formatting guidelines. This expertise can increase the chances of success in securing grant funding.
2. **Time Efficiency:** Preparing a grant proposal can be a time-consuming process. Professional grant writers can streamline the process, allowing the District’s staff to focus on their core responsibilities, which is particularly important for a small District like Rubidoux.
3. **Access to Funding Opportunities:** Professional grant writers often have access to databases and resources that provide information about various grant opportunities. They can help identify grants that are a good fit for the District’s mission and programs, increasing the likelihood of securing funding.
4. **Competitive Advantage:** Many grant opportunities are highly competitive, with numerous organizations vying for limited funds. Professional grant writers can help organizations craft compelling proposals that stand out from the competition.

The District has previously utilized Webb for grant application support services. In FY 2023, the District was awarded a grant from the U.S. Bureau of Reclamation (“USBR”) under their WaterSMART “Water and Energy Efficiency Grant” Program (“Grant Program”). With the assistance of Webb, the District secured \$1.5 million in grant funding to help the District replace approximately 5,000 existing meters to Advanced Metering Infrastructure (“AMI”) technology under what’s referred to as Phase I of the District’s overall AMI Meter Replacement Project (“Project”) which looks to replace 100% of the District’s meters to AMI. Earlier this evening, the Board reviewed the draft grant application for Phase 2 of the Project and considered the adoption of Resolution No. 2024-917 to allow the General Manager to facilitate all the grant documents. If the grant application under Phase 2 is successful, the District is hopeful to receive approximately \$769,000 in grant monies towards the Project.

Since 2020, the District has been successful on numerous grant application efforts, most of which have utilized the services of grant writing professionals. A summary of those awards is highlighted below:

TABLE 1	
Grant Program	Maximum District Award
CalOES FY 2020-21 Community Power Resiliency Program	\$ 300,000.00
SB 1383 Local Assistance Grant Program	\$ 53,174.00
SWRCB Water Arrearages Program	\$ 86,281.13
SWRCB Wastewater Arrearages Program	\$ 40,406.76
2023 U.S.B.R. WaterSmart Grant - AMI Meters	\$ 1,500,000.00
2023 U.S.B.R. WaterSmart Grant - Well 25 and Treatment	\$ 1,457,500.00
CalOES Hazard Mitigation Grant Program	\$ 168,525.50
Total	\$ 3,605,887.39

Currently there is a grant funding opportunity under the USBR WaterSMART Drought Response (Resiliency) Grant Program to facilitate the funding of two crucial District projects: 1) construction of an inter-agency interconnection with West Valley Water District and 2) replacement of Hunter 1 Reservoir and construction of a new 20th Street Reservoir.

- 1) Intertie with West Valley Water District – Historically, the District has been 100% groundwater (“GW”) reliant. Although the District currently has an interconnection with Jurupa Community Services District (“JCSD”), the District’s current production capacity (supply) over demand has allowed the District to wholesale water to JCSD during the summer months. The District could purchase water from JCSD as part of a total dissolved solids (“TDS”) concentration reduction strategy but this could only be facilitated in the winter months, when JCSD’s demand is low. The District does not view this interconnection as a viable emergency connection year round. Understanding the need for redundant supply to enhance the reliability of the water distribution system year round, the District in 2020 began working on a 5-party agreement with Western Municipal Water District, San Bernardino Valley Municipal Water District, West Valley Water District, and Metropolitan Water District to provide up to 2,000 acre-feet/year (“AFY”) of low TDS State Water Project water to the District. This agreement was formally executed by all parties in June 2024. Design of the interconnection is now substantially complete and is considered “shovel ready”. Since access to an additional 2,000 AFY of water is not an imminent need for the District, the District can seek grant financing to cover up to 50% of the project cost. Absent grant financing, the District would have to facilitate this infrastructure through existing reserves, debt financing, or condition a developer to build it and would require the issuance of EDU fee credits for their project. Subsidizing the construction of the interconnection via grant monies provides the lowest cost option for the District and its rate-payers.
- 2) Reservoir replacement and construction – The District has four water storage reservoirs currently in operation: Atkinson, Perrone, Watson, and Hunter 1. In December 2019, the Board of Directors authorized a professional services contract with Harper & Associates to inspect the tanks with specific emphasis on: 1) corrosion evaluation, 2) structural/seismic, and 3) safety evaluation. The results of the assessment were not good, but otherwise not unexpected given the age and usage of the tanks over the years. All tanks require substantial structural and safety upgrades to meet AWWA and OSHA regulations. In August 2023, the Board adopted a multi-year Corrective Action Plan to address the deficiencies in the existing water storage reservoirs. Further, in the District’s 2022 Water Master Plan, Hunter 1 was identified as needing to be replaced altogether.

Hunter 1 is a 0.4 MG water storage reservoir in the District’s 1238-foot pressure zone. Facilitating this replacement is deemed critical. Additionally, in the District’s 2022 Water Master Plan is a new 3.65 MG water storage reservoir to provide additional storage to the Atkinson (1066-foot) pressure zone. Sizing criteria was based on fire flow storage requirements for the Atkinson Zone. Although grant monies under this program cannot be used for repairs and maintenance, they can be utilized for the replacement of Hunter 1 and construction of a new 5th water storage reservoir, currently called the 20th Street Tank. Both tanks are crucial for the long-term sustainability and growth of the District.

The USBR Drought Response Grant Program has two funding groups and thus allows the District to apply for grant funding under both groups but most importantly, without competing against each other. Funding Group 1 allows for up to \$750,000 and Funding Group 2 allows for up to \$3,000,000. The only caveat is the max total funding for the District during this funding cycle is \$3,000,000. This will require the District to reduce the funding request amongst both groups to not exceed \$3,000,000 in the aggregate.

Given Webb’s proven track record of securing grant financing for critical District projects in the past, the District requested a proposal to assist staff in preparing a grant application for the aforementioned projects. The proposal is for \$23,980, or \$11,990 per application. For reference, the District paid \$11,000 for the Phase 2 AMI grant application in 2023.

Budget Considerations

Included in the District’s Fiscal Year (“FY”) 2024|2025 Water Fund Budget is line 39 ‘Consulting Fees: Grant Support Services’ for \$15,000. This amount is insufficient to cover the cost of this work and the Board would need to amend the budget before proceeding forward with these efforts. Further, since most grant programs have two funding deadline periods, it’s likely the District may wish to apply for another grant in Winter 2025. Thus, staff recommends the Board consider amending the District’s FY 2024|2025 Water Fund Budget line 39 from \$15,000 to \$40,000, which will allow for District staff to issue a Task Order to Webb for \$23,980 for this work and provide an additional \$15,000 for the remainder of the fiscal year should staff deem it necessary to pursue an additional grant opportunity in early 2025. The budget amendment of \$25,000 would be funded from the District’s Water Fund Unrestricted Operating Reserve.

ACTION: - ~~MODIFIED in RED- STRIKE OUT WORD~~

Director Murphy asked if Albert A. Webb Associates had already started billing on this ~~job~~ project and GM Brian Laddusaw answered no.

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

1. Issue a Task Order to Albert A. Webb Associates in the amount of \$23,980 to assist staff with preparing a grant application under the U.S. Bureau of Reclamation’s Drought Response Program to secure funding for the District’s interconnection with West Valley Water District and facilitate the replacement and construction of two water storage reservoirs.
2. Amend the District’s Fiscal Year 2024|2025 Water Fund Budget line 39 ‘Consulting Fees: Grant Support Services’ from \$15,000 to \$40,000 funded from the District’s Water Fund Unrestricted Operating Reserve.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

ITEM 9. DIRECTOR’S COMMENTS AND REQUESTS- ~~MODIFIED in RED- STRIKE OUT WORD~~

Director Murphy commented on Planet Bids. He also noted the turn out of the pre-bid was 27 and when 1 bid was received, he commented more people showed up to the pre-bid than ~~the~~ bid. Director Trueba introduced Diana Leja and her husband Ross Leja who were in attendance at the Board meeting. No other Directors had comments.

*****Recess at 4:26 pm, resume at 4:30 pm for CLOSED SESSION*****

ITEM 8. ACTION/DISCUSSION ITEMS.

B. CLOSED SESSION Start at 4:30pm: Pursuant to Government Code Section 54956.9:
Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs.
Rubidoux Community Services District

Closed Session Ends at: 5:04 pm

The Board of Directors had no reportable actions.

ITEM 10. NEXT MEETING

Thursday, September 5, 2024, at 4:00 P.M.

ITEM 11. ADJOURNMENT

President Skerbelis adjourned the meeting at 5:05 P.M.

ACTION:

Director Murphy moved, and Director Skerbelis seconded to approve the Approval of the Modified Minutes for August 15, 2024, Regular Meeting.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

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

Director Murphy had a few comments/questions on Salaries, Expenses and Transfers.

B. Consideration to Approve September 6, 2024, Salaries, Expenses and Transfers

Director Murphy had a question regarding the appraisal for Tract Map 38318, specifically for lots 8, 17, and 18 for well sites. He asked if this was solely for well sites. GM Brian Laddusaw responded that it was for well sites and the expansion of the Leland Thompson Plant. Director Murphy then inquired whether, in 5 to 10 years, there would be a need for an expansion of the Fire Station. GM Laddusaw stated that he has been informed there will be no need for a new Fire Station, only additional personnel at the existing station. Director Murphy commented that the Fire Station was built to accommodate three (3) crews, and in the future, services like paramedics or another Fire Station may need to be added. Director Skerbelis mentioned that the station on Camino Real is also undergoing work. Director Murphy asked for confirmation that they are not looking for land to build a new Fire Station, and GM Laddusaw confirmed that lot 8 is for the expansion of the Leland Thompson Plant, while lots 17 and 18 are needed in the mid-term.

C. DM 2024-68: Receive and File Statement of Cash Asset Schedule Report Ending July 2024

ACTION:

Director Murphy moved, and Director Trowbridge seconded to approve the items B. Consideration to Approve September 6, 2024, Salaries, Expenses and Transfers and C. DM 2024-68: Receive and File Statement of Cash Asset Schedule Report Ending July 2024 on the Consent Calendar:

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

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

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION

No correspondence and related information was included for the meeting discussion.

ITEM 7. REPORTS

C. Operations Report (Second Meeting Each Month)

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

C. General Manager and Staff Reports / Updates

General Manager Brian Laddusaw presented the 10th Annual State of the City Community of Businesses Conference invitation to the Board of Directors. The conference is scheduled for September 24, 2024, at the Skyview Event Center. The District receives four (4) complimentary tickets for being members of the Chamber of Commerce. He also provided an update on the General Election. Since the number of candidates does not exceed the number of offices to be filled, and no petition requesting that the election be held was filed by August 14, 2024, the scheduled election will not take place. The County Board of Supervisors will appoint the qualified candidates to office in lieu of an election, and they will serve as if they had been elected. Certificates of Appointment in Lieu of Election will be issued after the Board of Supervisors takes action. The District will not have to pay the election costs.

GM Laddusaw also updated the Board on the LAFCO Annexation, covering eight areas comprising 282 acres, 178 single-family residences, and commercial/industrial lots. The Plan of Service was signed in January 2024. Some issues included the survey rejecting the Plan of Service (POS) due to insufficient instrument numbers, and the POS omitting two areas in the District's CAD without a record with LAFCO. To remedy this, LAFCO and TKE found alternative document numbers, and the missing areas will be included in the revised POS. The timeline is as follows:

- September 2024: New legal descriptions and plats prepared for the two new areas.
- October 2024: Revised POS submitted to Survey.
- November 2024: Tax Negotiation/Resolution.
- December 2024: LAFCO Board Meeting for Annexation Approval.

Director Murphy asked who was involved in the tax negotiations. GM Laddusaw responded who the three (3) affected agencies were. Director Murphy also asked for clarification on the term "instrument number," as he is familiar with a document recorded with a recordation number from the County Recorder. Staff confirmed they are the same. Director Murphy noted that while documents were prepared and recorded, the recordation number is unknown, so the County will accept the LAFCO number. LAFCO has copies of what the County should have but couldn't find, especially for areas 7 and 8, which will be included.

Director Murphy commented that the timeline seemed a little aggressive and emphasized the importance of taking the time needed.

GM Laddusaw also provided the Board with an update on the Field & Administration Building efforts, starting with the Fleet Services Building at 5293 Mission Blvd. (2018 purchase price ≈ \$10,200,000). In 2018, the District submitted a non-binding Letter of Interest to purchase the property, followed by a 2019 bid that included a \$1,500,000 down payment and a transfer of half the District's property tax base for TRA's 28-054 and 28-109 in perpetuity. The bid was rejected, and the property was sold to the City of Jurupa Valley.

The District's current combined approach involves two properties: 5473 Mission (Family Resource Center) and 3590 Rubidoux.

- Phase 1a: Purchase and remodel 5473 Mission for administration (near-term).
- Phase 1b: Remodel 3590 Rubidoux for field operations (near-term).
- Phase 2: Construct a vehicle/apparatus and storage building on the vacant lot at 3590 Rubidoux (mid-term).

The preferred option (Option 3) is to fully remodel and expand 3590 Rubidoux. The .67-acre lot includes a 6,190 sq. ft. building with a tentative floor plan that includes:

- 12 offices (avg. 149 sq. ft. each),
- 9 workstations (avg. 87 sq. ft. each),
- 22 seats,
- 2 conference rooms (avg. 225 sq. ft. each),
- a boardroom (826 sq. ft.), and
- a break room (514 sq. ft.).

The estimated cost for the remodel is \$4,234,000 (as of July 2024).

Phasing:

- Phase 1a: Site work at 3590 Rubidoux and construction of the Customer Service Area/Board Room. Temporary relocation of the General Manager, HR Generalist, and Director of Finance to 5473 Mission, with Board meetings moved to an alternate location.
- Phase 1b: Construction of administrative offices, with Customer Service moving into the new area, while the General Manager, HR Generalist, and Director of Finance remain at 5473 Mission. Board meetings will return to 3590 Rubidoux.

The timeline is as follows:

- September – October 2024: Detailed budget and financing strategy.
- October 2024: Finance and Budget Committee approves the budget and financing strategy.
- October – December 2024: RFP for Architectural Design Services.
- December 2024: Board authorization to issue a task order for the architect.
- January – March 2025: Design and furniture selection.
- March 2025: Board approves design.
- April – June 2025: Construction documents and bidding.
- July 2025: Board awards the construction contract.

Director Murphy asked about the current temperature control at the Field Office, and Director of Operations Miguel Valdez confirmed that the building has air conditioning. Director Murphy also inquired about the estimated costs before the bid. He noted that the estimated cost for the Mission property was initially about \$1 million, but bids came in at \$3.7 million. He clarified that the estimate included expanded and existing structures and the cost difference. Ruhnu Clarke Architects provided the original estimate, but the work was outsourced to a third-party vendor, which led to a different scheme with higher costs. Director Murphy expressed concerns about the significant discrepancy in costs and recommended the District consider hiring different architects. He also suggested engaging with field personnel regarding their needs for the building. Additionally, he recommended finding a new vendor to reassess the estimated costs.

Director Skerbelis commented on the option of having a steel building for vehicles and discussed the pros and cons of using steel for the structure.

D. Committee Reports

No committee meetings were held.

*****Recess at 5:05 pm, Resume Meeting at 5:10 pm*****

ITEM 8. ACTION/DISCUSSION ITEMS.

- A. **DM 2024-69:** Consider Reimbursement Agreement with Countryside Estates GDC-RCH Countryside, LP (“R.C. Hobbs”) for Construction of a Water Distribution Pipeline Carried in the Rubidoux Community Services District 2022 Water Master Plan

BACKGROUND:

R.C. Hobbs Construction (hereinafter referred to as the “Developer”) is developing a tract of homes within Rubidoux Community Services District’s (“District”) service area in an area commonly called Countryside Estates (“Project”). The Project encompasses single-family residences in the area bounded approximately by Riverview Drive to the South, Limonite Frontage Road to the North and residential parcels to the east and west. The Project is Tract 38171 and is currently owned by the Developer. Tentative Tract Map 38171 is included as Exhibit A within Attachment 1 (“Agreement”).

The District’s 2022 Water Master Plan (“Master Plan”) was adopted by the Board of Directors (“Board”) on June 16, 2022. The Master Plan includes the construction of a 12” diameter water transmission pipeline to replace an existing 6” diameter water transmission pipeline which runs across Limonite Avenue from the Goldenwest Booster Pump to a 12” water transmission pipeline in Limonite Frontage Road, immediately to the north of Tract 38171. Increasing the size of this pipeline will not only provide for better water delivery to the Project but also the surrounding existing homes. This pipeline is herein referred to as the “Limonite Crossing Pipeline” for consistency with the Master Plan.

Construction Cost Estimates and Associated Water Capacity Fee EDU Credits

Staff authorized Albert A. Webb Associates (“Webb”), who assisted the District in preparation of the 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 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 District’s Water capacity fees collected. The current \$6,800 per equivalent-dwelling-unit (“EDU”) is being used for the purposes of this Agreement. 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. This Agreement contains language to permit the District to adjust the number of EDU fee 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 Agreement because the Developer and District have agreed to the adjustment by fact of the Agreement 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.

Webb has prepared the updated cost estimate which is included in the Agreement attached to this Director’s Memorandum. The estimated cost of the Limonite Crossing Pipeline is \$320,000. There are 31 dwelling units in Tract 38171. The current water connection fee for a ¾” meter is \$6,800. Each ¾” meter connected to the District’s water system is defined as one EDU. The total amount reimbursable by EDU credits is \$210,800, calculated as \$6,800 times 31 dwellings. The Project balance, currently estimated at \$109,200, will be paid to the Developer in cash as indicated in the Agreement. These monies would be paid from the District’s Water LAIF Mainline account.

Coordination

District staff has coordinated with the Developer and District Counsel in the drafting of the attached Agreement and recommend the Board of Directors consider their approval.

ACTION:

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

To sign the agreement with the Developer entitled, “REIMBURSEMENT AGREEMENT - LIMONITE CROSSING WATER TRANSMISSION PIPELINE REALIGNMENT AND UPGRADE FOR TRACT NO. 38171.”

Roll call:

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

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

B. DM 2024-70: Update to Request for Board of Directors Input on District Paid Sewer Extensions at Tract 38171 (Countryside Estates) per DM 2024-24

BACKGROUND:

At the Board of Directors (“Board”) directive, Rubidoux Community Services District (“District”) staff requested R.C. Hobbs (“Developer”) to add sewer extensions to three homes along Limonite Frontage Road to the sewer plans being prepared by the engineer for Tract 38171 (“Project”). These extensions are not shown in the District’s 2022 Wastewater Master Plan but have been included in the Sewer Improvement Plans for the Project and as shown in Attachment 2.

At the March 21, 2024 meeting of the Board of Directors, staff presented their findings on these sewer extensions and recommended to the Board that the District not proceed forward with building the sewer extensions for the benefit of three water customers currently using septic systems for their wastewater needs.

The Board directed staff to do more analysis of the situation which has been completed. This analysis consisted of:

- Contacting the customers to see if they are interested in connecting to the District’s wastewater collection system.
- Clarification of the easements required for the sewer connections being an additional cost to the District.
- Looking into whether the customers, the Developer or the District was going to pay the cost of installing these sewer extensions.
- Meeting with the customers and the Developer to discuss the logistics of building the sewer extensions and an easement across one of the customers parcels.

As a result of these actions Staff found the following:

- There are three lots, two of which are owned by one customer and the other owned by a substance abuse rehabilitation organization.
- Only one customer, the owner of two lots on the west side of the Project was responsive to the District’s inquiry and is interested in connecting to the District’s wastewater collection system.

- Due to the lack of response, it is assumed that the owner of the third parcel is not interested in connecting to the District's wastewater collection system and the sewer extension pipeline will not be built to the parcel on the east side of the Project and a revised cost estimate was obtained for the sewer extension on the west side of the Project.
- The Developer has indicated the easements to the benefit of the District for constructing the sewer extensions would be at no cost to the District.
- The Developer has indicated that they will not bear the cost of constructing the sewer extension pipeline.
- The owner of the two lots on the west side has indicated they would like the District to bear the cost of the sewer extension.
- Under a separate agreement with the owner of the Parcels to the west of the Project the Developer has agreed to replace the driveway approach of the owner of the two lots in exchange for a small easement crossing the driveway approach and this easement fire truck access only.

The connection of these homes will result in them no longer being on septic systems which tend to increase nitrates in the local ground water. The District has no wells in this area that are affected by the discharge of effluent from these septic systems, but the ground water gradient (the direction of ground water flow) is towards the District's neighbors, Jurupa Community Services District ("JCSD"). JCSD provides water to its customers in the City of Jurupa Valley and other areas to the west of the District. JCSD obtains water from a variety of sources, including groundwater, the Chino Desalter and the State Water Project. Leaving these homes on septic or connection of these homes to the District's public sewer does not change the water quality of the District since the District doesn't currently have wells in the area.

The District requested a new revised cost estimate from the Developer (Attachment 3). The estimated cost is \$61,569 which includes soft costs such as engineering design, engineering (both office and field), soils investigation as well as plan check and inspection costs. The cost of constructing these sewer extensions is \$30,785 per home. Due to the volatility in construction costs realized in the last few years, actual costs of this project could be 10-15% or more than estimated.

As the District requested the Developer to prepare the plans for the extensions and the inspection of these plans, the District should reimburse the developer for the soft costs of engineering and plan review. This portion of the estimate is \$13,468 but the inspection has not yet been done. Staff will request a full accounting of these actual costs from the Developer and will recommend the Board to pay these costs at a future board meeting.

If the owner of these homes decide to connect to the District's sewer the District would collect a sewer capacity fee of \$5,200/unit based on the current capacity fee rate adopted by the Board. Although the District could potentially collect \$10,400 (\$5,200 x 2) in new EDU revenues, since the sewer extension was not included in the District's 2022 Wastewater Master Plan, the District would be disallowed from offsetting the project costs with these potential revenues. Further, if the Board does consider moving forward and constructing the sewer extension, there is no guarantee the customers would hire their own contractor to tie into the District's sewer nor pay the \$5,200 capacity fee. Additionally, this project would require funding from the District's Wastewater Operating Reserve. As of August 29, 2024, this account has a balance of \$1,625,572. Authorizing this project would earmark 3.8% $[(\$61,569 / \$1,625,572) \times 100\%]$ of the current fund balance for the benefit of one customer. Connection to these new sewer extensions would probably only occur if the owners had a failure in their septic system and have no additional

leach field area available or if the cost of installing a new leach field exceeds the cost of both constructing a new lateral from their home to connect to this District sewer extension *plus* the cost of the sewer capacity fee.

The cost of constructing these extensions is more than 3% of the balance in the Wastewater Operating Reserve. Staff does not consider it prudent to use this reserve fund to serve three homes which are not current sewer customers with funds generated from the monthly sewer rate paid by existing customers. For this reason, the possibility that the residents may never connect to these sewer extensions and the lack of this effort protecting the District's groundwater supply, staff considers the cost of constructing these sewer extensions to exceed the benefit of constructing them.

Staff also contacted District General Counsel, John Harper on this issue to get input from him. He responded via email with his thoughts about the sewer extensions. His input is as follows:

“Since the extension isn't required by the tract, I'm not sure why the District would pay for the extension rather than the property owner. Paying for the engineering, which would be reimbursed by the property owner if there is a future construction of the extension by the property owner makes sense, although I may not understand all the facts behind the District's desire to do the construction.”

Upon inquiry as to whether this effort would set a precedent for future homeowners wanting to connect, he said:

“There is no precedent, assuming that the other 400 septic users don't have District sewer lines available for connection. If each of the 400 are essentially in the same position as this property owner, while there is no precedent in the sense that there would be a legal requirement to connect any of the 400 who would request and are in the same cost position as this property owner, it would certainly raise questions as to why this property owner specifically, and there would be some need to justify the expenditure of public money for this property owner's benefit only, something which I don't see. The issue is whether this is an illegal gift of public funds for a private benefit (although the elimination of septic is certainly a public purpose). Is it possible to enter into a reimbursement agreement repaid over time, or perhaps repayment agreement/lien upon sale of either residence?”

The cost of constructing the sewer extension is estimated at \$30,785 per property. Extrapolating this cost across the roughly 400 current septic users equate to \$12.3 million. As mentioned by General Counsel Harper above, there is no legal precedent set by proceeding forward with this extension but should transferring all current septic users to the District's sewer system become a policy decision by the Board, the District may realize CIP costs up to \$12.3 million to facilitate this construction. To fund this work, the District may need to defund other sewer projects or increase sewer rates.

It is possible, as General Counsel Harper suggests, however, for the District to enter into an agreement with the owner of these two parcels to allow the owner to reimburse utilizing a payment plan to pay the cost to construct these sewer extensions over time.

ACTION:

The Board of Directors requested that staff facilitate a meeting between the property owner and the contractor. Director Skerbelis wants to assist the customer, stating that the easement issue with the contractor remains unresolved. The contractor needs to provide the paperwork for the recorded easement before the permit is issued. Director Murphy commented that the minimum goal was achieved by identifying the easement, and now staff needs to ensure that the project moves forward. He also mentioned that the redlines on the map showing who has sewer or septic were well done and requested an updated map in the Board room if the building is remodeled.

C. CLOSED SESSION: Pursuant to California Government Code Section 54956.9: Status Update on PFAS Contamination Litigation Case, Rubidoux CSD v. 3M, DuPont, BASF, and Tyco

*****Closed Session Starts at 5:43 pm, Closed Session Ends at: 5:49 pm*****

The Board of Directors did not have any comments to report back on.

ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS

Director Muniz asked who the new Board member would be and when his last meeting would take place. Director Skerbelis informed him that Diana Leja would be taking his place during the scheduled meeting on Thursday, December 5th. Director Muniz commented that he would attend a Board meeting soon. No other Directors had comments or questions.

ITEM 10. NEXT MEETING

Thursday, September 19, 2024, at 4:00 P.M.

ITEM 11. ADJOURNMENT

President Skerbelis adjourned the meeting at 5:50 P.M.

B. Consideration to Approve September 20, 2024, Salaries, Expenses and Transfers

Director Murphy moved, and Director Trueba seconded to approve the Consent Calendar with the Modifications to the Thursday, September 5, 2024, MINUTES OF REGULAR MEETING and removal of Items C. DM 2024-71 and D. DM 2024-72 from the Consent Calendar to Action/Discussion Items.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

- C. ~~DM 2024-71: Consider Adoption of Resolution No. 2024-918, A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 U.S. Bureau of Reclamation Drought Response Program Drought Resiliency Projects Intertie Project~~
- D. ~~DM 2024-72: Consider Adoption of Resolution No. 2024-919, A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 U.S. Bureau of Reclamation Drought Response Program Drought Resiliency Projects New Reservoirs Project~~

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION

No correspondence and related information included for the meeting discussion.

ITEM 7. REPORTS

A. Operations Report (Second Meeting Each Month)

Director of Operations Miguel Valdez reported the water and wastewater production numbers for August. The average total well production for potable water was 5.51 million gallons. The total production was 5.51 million gallons. The average wastewater flow to Riverside was 1.81 million gallons, and the consumption from JCSD was 0.0.

Well No. 18 produced 31.0% of potable water, Well No. 8 produced 27.5%, Well No. 6 produced 5.3%, Well No. 4 produced 8.4%, Well No. 2 and the Jurupa Tie-In produced 0.0%, and Well No. 1 produced 27.8%.

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

Personnel unavailable due to fire emergency services will attend when they become available.

C. General Manager and Staff Reports / Updates

General Manager Brian Laddusaw presented the invitation for the 10th Annual State of the City Community of Businesses Conference to the Board of Directors. The conference is scheduled for September 24, 2024, at the Skyview Event Center. The District receives four (4) complimentary tickets as members of the Chamber of Commerce. Director Murphy and Director Trowbridge confirmed their attendance, and Director Trueba will be attending on behalf of the Chamber of Commerce. Director Skerbelis will confirm his attendance with Brian by Friday.

GM Laddusaw also discussed the Candidates Meet and Greet, scheduled for Wednesday, October 2, 2024, from 5 p.m. to 7 p.m. The event is open to the public and will take place at Del Sol Academy, located at 11626 Forsythia St., Jurupa Valley, CA 91752.

Lastly, GM Laddusaw provided the Board with an update on the Assistant General Manager recruitment.

D. Committee Reports

No committee meetings were held.

ITEM 8. ACTION/DISCUSSION ITEMS.

- A. **DM 2024-73:** Consider Professional Services Contract to Prepare Bid Specifications for the Advanced Metering Infrastructure (AMI) Project

*** Presentation by GM Brian Laddusaw***

BACKGROUND:

In 2023, the District was awarded a Water and Energy Efficiency Grant (“Grant”) from the United States Bureau of Reclamation (“USBR”) to convert existing District meters to AMI meters. This Grant is in the amount of \$1,500,000 and these funds need to be utilized by the end of 2026 to replace the meters covered in the Grant. The Grant requires a 50% cost share; thus, the District will need to accumulate a project cost of \$3,000,000 to utilize all \$1,500,000 of the Grant funds. The Grant will only pay for approximately 5,000 of the District’s approximate 7,000 meters. This is Phase 1 of the overall meter replacement program. The District intends to apply for another USBR grant, referred to as Phase 2, for the balance of the meters in November 2024 with the assistance of Albert A. Webb & Associates (“Webb”). The grant application for Phase 2 is substantially complete and awaiting final review by District staff. Further, in April 2024 via Directors Memorandum (“DM”) 2024-30, Krieger and Stewart Engineers (“K&S”) assisted the District in amending its Design and Construction Manual by including AMI meter specifications.

Since that time the District adopted a Procurement Policy (“Policy”) as Ordinance No. 2024-138 with an effective date of August 18, 2024, under DM 2024-61. This Policy is necessary to meet the terms of the grant guidelines and, amongst other things, requires the District to get 3 informal competitive proposals for projects which cost more than \$10,000 unless extenuating circumstances exist. For this project both of the District’s primary engineering consultants have worked on this project and are familiar with the details of the project. No other consultants are familiar with the intricacies of the AMI project. For this reason, staff deemed only two proposals would suffice in accordance with Section 1040.19 of the Policy. This reasoning and determination will be documented in the project file.

Staff received a proposal from Webb in the amount of \$58,398 plus an optional amount of \$7,069 for a board presentation with a completion date of February 2025. The total amount is \$65,467.

The second proposal from K&S is in the amount of \$29,100 plus an optional amount of \$2,047 for a board presentation with a completion date of December 2024. The total amount is \$31,150 (rounded).

Both proposals were based on the same scope. K&S had the better proposal not only based upon price but also on completion time.

BUDGET CONSIDERATIONS:

The District has budgeted \$1,500,000 for the AMI project in line 12 of the Water Capital Improvement Project Budget for Fiscal Year 2024|2025 and has adequate funds available for this work. Staff recommends utilizing \$35,000 of this budgeted money for this effort to provide for a contingency of \$3,850 which is approximately 10% of the proposal amount for unforeseen circumstances in preparation of the bid package.

ACTION:

Director Murphy moved, and Director Trueba seconded to authorize the General Manager, or his designee, to issue a task order to Krieger and Stewart Engineers in the amount of \$31,150 to prepare bid specifications for the procurement and installation of the Advanced Metering Infrastructure Project.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

B. DM 2024-74: Consider Approval of Agreement with West Valley Water District to Deliver Imported Water

BACKGROUND:

Rubidoux Community Services District’s (“RCSD”) sole source of water supply for its approximate 5,000 AFY of demand is local groundwater which is pumped from the Riverside South Basin. This groundwater is treated for compliance with all State of California Division of Drinking Water regulations and permits. Currently the only intertie RCSD has is a connection with Jurupa Community Services District (“JCSD”). The JCSD intertie currently can only provide short-term emergency supply to RCSD. For JCSD to be a continuous supply alternative to RCSD, JCSD needs to complete transmission pipelines within its service area, and develop additional water supplies as their current groundwater supply is fully committed to meet its customer demand.

RCSD also has investigated purchasing Metropolitan Water District (“MWD”) water supply purchased through Western Municipal Water District (“Western”) and wheeling it to RCSD through the City of Riverside (“Riverside”) water system. This alternative was determined economically unfeasible due to the cost of supply, wheeling charges to Riverside, and capital costs for required transmission improvements within Riverside’s water system. In addition to cost factors, MWD water introduced into Riverside’s system to be wheeled to RCSD would lose its water quality benefits needed by RCSD. Water from MWD’s Mills Treatment Plant is State Water Project water with a low total dissolved solids (“TDS”) concentration. When introduced for wheeling into Riverside’s water system, low TDS MWD water would be commingled with Riverside’s water supply and any water quality benefits would be used by Riverside customers prior to reaching RCSD’s point of connection.

As part of seeking to improve its water supply redundancy RCSD also wants to improve its overall water quality specifically lowering the concentration of TDS. As the Board of Directors is aware, RCSD has 3.055 MGD of sewer treatment and disposal rights acquired through contracts with Riverside. Currently RCSD uses approximately 1.7 MGD of these rights. Sewage collected in RCSDs service area delivered to Riverside for treatment and disposal has a TDS concentration of approximately 790 mg/L. Riverside’s NPDES Permit for its treatment plant states the maximum TDS concentration in recycled water it discharges to the Santa Ana River is 650 mg/L. Currently the TDS concentration in recycled water discharged to the Santa Ana River by Riverside is approximately 590 mg/L. Although Riverside is well below the 650 mg/L TDS limit, it is concerned RCSD is utilizing TDS capacity of other dischargers to the Riverside WWTP and objects to new areas being annexed to RCSD for sewer service until RCSD demonstrates it has a physical solution to lower TDS concentration in sewage delivered to Riverside.

Based on estimated ultimate RCSD water demands, RCSD needs approximately 2,000 AFY of low TDS concentration water supply to lower the TDS concentration of the water supplied to its customers so sewage delivered to Riverside is at or below 650 mg/L TDS.

RCSD is a retail water provider within Western’s General District and in 2020 RCSD discussions were initiated by RCSD staff with Western staff to look for ways to move low TDS concentration MWD water into RCSD other than wheeling through Riverside’s system as discussed above. The alternative was to move MWD water through West Valley Water District (“West Valley”). West Valley and RCSD boundaries are shared along RCSDs northerly boundary and have potable water pipelines within a few feet of one another near the intersection of Wilson and Fleetwood. The physical implementation of an intertie was determined to be fairly simple and relatively inexpensive, estimated at approximately \$1,000,000. However, there were significant institutional hurdles to overcome. The main issue is a non-compete clause disallowing sales of MWD water supply between State Water Project Contractors absent agreement between the involved State Water Project Contractors.

RCSD is a retail agency of Western who is a member agency of MWD. West Valley is a retail agency within San Bernardino Valley Municipal Water District (“Valley District”). Both MWD and Valley District are State Water Project Contractors. To overcome the non-compete clause mentioned above, a five-party agreement involving RCSD, West Valley, Valley District, Western, and MWD was developed and eventually fully executed on June 11, 2024. The five-party agreement provides for up to 2,000 AFY of low TDS concentration State Water Project water to be delivered through Valley District to West Valley, which ultimately will be wheeled by West Valley to RCSD for its use.

Concurrent with finalizing the five-party agreement, RCSD and West Valley staff have coordinated on the preparation of an agreement to memorialize the terms and conditions between the two agencies for the wheeling of water secured through the five-party agreement. The attached agreement – “AGREEMENT BETWEEN WEST VALLEY WATER DISTRICT AND RUBIDOUX COMMUNITY SERVICES DISTRICT” (“Wheeling Agreement”) has the following basic terms:

1. RCSD will prepare the intertie plans for review and approval by West Valley and MWD
2. RCSD will pay Western for water supply which is the then current MWD rate for full service untreated Tier 1 water plus Western’s administrative costs.

3. RCSD will pay West Valley a rate/AF (“wheeling rate”) to move the water supply through its water system to RCSD. The FY 24/25 wheeling rate is \$411/AF
4. West Valley will adjust its wheeling rate annually based on the increase in the annual average from the prior year in the CPI for Riverside-San Bernardino-Ontario area.
5. The term of the Wheeling Agreement runs with the term of the five-party agreement.
6. RCSD will build the intertie at its sole cost.
7. RCSD will own and maintain the intertie including meters and valves, including required calibrations and replacement.

Once the five-party agreement and this Wheeling Agreement is fully executed, RCSD will be capable to implement the construction of the intertie with West Valley and begin receiving water with low TDS concentration. Timing of the construction of the intertie and delivery of water will be linked to certain “triggers” related to TDS concentration level in RCSDs sewage delivered to Riverside, and new development activity in RCSD. It is anticipated it will be several years before the triggers are met. Further, the District is seeking grant funding to offset some of the costs of the intertie.

To summarize, this Wheeling Agreement along with the fully executed five-party agreement enables RCSD to have access to 2,000 AFY of redundant water supply and ability to resolve TDS water quality issues. From a water supply standpoint, 2,000 AFY represents around 40% of RCSDs current demand, and around 20% of RCSDs ultimate demand. Finally, the Wheeling Agreement provides a physical solution to address Riverside’s TDS concerns and lifting Riverside objections to annexations of new areas into RCSD.

DIRECTOR COMMENTS:

Director Skerbelis commented on the differences between the quotes the District received.

Director Murphy clarified Phases 1 and 2 of the project. He also noted that the District currently has a Meter Reader who reads all the meters. He inquired about what duties the Meter Reader will be assigned once the new system is implemented. Director Miguel confirmed that staff will handle any issues that arise with the AMI meters, and additional tasks will be assigned to the employee. The AMI meters will provide continuous readings.

Director Murphy shared his experience with electronic metering, stating that he has one so that Southern California Edison does not need to send out staff. He also mentioned the power safety shutoffs. He received new meters but noticed a reduction in service. Director Murphy emphasized the importance of maintaining the current level of service and ensuring that personnel have tasks to do. He also recommended that the specifications be written broadly to allow flexibility, so that the District is not limited to purchasing meters from a single company.

ACTION:

Director Murphy moved, and Director Trueba seconded to authorize the General Manager to execute The Wheeling Agreement entitled - AGREEMENT BETWEEN WEST VALLEY WATER DISTRICT AND RUBIDOUX COMMUNITY SERVICES DISTRICT.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

- C. **DM 2024-71:** Consider Adoption of Resolution No. 2024-918, A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 U.S. Bureau of Reclamation Drought Response Program Drought Resiliency Projects – Intertie Project

BACKGROUND:

On August 15, 2024, pursuant to Director Memorandum (“DM”) 2024-66, the Rubidoux Community Services District (“District”) Board of Directors (“Board”) authorized the issuance of a Task Order to Albert A. Webb Associates (“Webb”) to assist District staff with preparing a grant application under the U.S Bureau of Reclamation’s (“USBR”) Drought Response Program to secure funding for the District’s interconnection project with West Valley Water District (Attachment 1).

Historically, the District has been 100% groundwater (“GW”) reliant. Although the District currently has an interconnection with Jurupa Community Services District (“JCSD”), the District’s current production capacity (supply) over demand has allowed the District to wholesale water to JCSD during the summer months. The District could purchase water from JCSD as part of a total dissolved solids (“TDS”) concentration strategy, but this could only be facilitated in the winter months, when JCSD’s demand is low. The District does not currently view this interconnection as a viable year round source of supply, but more so as an emergency connection. Understanding the need for redundant supply to enhance the reliability of the water distribution system year round, the District in 2020 began working on a 5-party agreement with Western Municipal Water District, San Bernardino Valley Municipal Water District, West Valley Water District, and Metropolitan Water District to provide up to 2,000 acre-feet/year (“AFY”) of low TDS State Water Project water to the District. The water would be imported at the north end of the District, after the construction of an interconnection with West Valley Water District at the corner of Wilson Street and Fleetwood Drive. This agreement was formally executed by all parties in June 2024. More information on the mechanics of the 5-party agreement and the necessary operational agreement with West Valley Water District for the delivery of imported water are provided under tonight’s DM 2024-74.

Design of the interconnection is now substantially complete and is considered “shovel ready”. Since access to an additional 2,000 AFY of water is not an imminent need for the District, the District is seeking grant financing to offset some of the construction costs. Absent grant financing, the District would have to facilitate this infrastructure through existing reserves, debt financing, or condition a developer to build it and would require issuance of EDU fee credits for their project. Subsidizing the construction of the interconnection via grant monies provides the lowest cost option for the District and its rate-payers.

The USBR Drought Response Program Drought Resiliency funding opportunity has two funding groups, Funding Group I and Funding Group II. Funding Group I provides up to \$750,000 in federal funds for projects that generally can be completed in two years. Funding Group II

provides up to \$3,000,000 in federal funds for projects that generally can be completed in three years. The District is allowed to submit a grant application for each funding group and neither application will compete with the other for federal monies. The caveat is the District is limited in total funding across the two groups to \$3,000,000. Thus, the District is disallowed from seeking the maximum funding of \$750,000 and \$3,000,000 under this funding opportunity.

The current estimated cost of construction for this interconnection is \$1,484,600 and the District is requesting a federal cost share of \$500,000, or approximately 34% of the project costs. As mentioned above, the District is unable to request a federal cost share of 50%, or \$742,300 since the District is seeking a \$2,500,000 federal cost share for its reservoirs project.

Webb is working towards the October 7, 2024, grant application deadline and as required by all USBR grants, the District must adopt a resolution authorizing the General Manager, or designee, to apply for, receive, and administer the grant. Included as Attachment 2 is Resolution No. 2024-918, ‘A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a cooperative agreement, and Administer a Grant for the FY 2025 U.S. Bureau of Reclamation Drought Response Program Drought Resiliency Projects – Intertie Project.’

Budget Considerations

The Board previously authorized the work of Webb to assist staff in preparing this grant application via DM 2024-66. The only budgetary considerations related to this DM is staff time spent on administrative tasks associated with reviewing and facilitating the grant application and associated documents with Webb. Based on the current grant timeline, the USBR will announce selections in March 2025 and award funding in September 2025.

ACTION:

Director Trueba moved, and Director Trowbridge seconded to Adopt Resolution No. 2024-918, ‘A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a cooperative agreement, and Administer a Grant for the FY 2025 U.S. Bureau of Reclamation Drought Response Program Drought Resiliency Projects – Intertie Project.’

Roll call:

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

Noes – 1 (Murphy)

Abstain – 0

Absent – 0

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

D. **DM 2024-72:** Consider Adoption of Resolution No. 2024-919, A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a Cooperative Agreement, and Administer a Grant for the FY 2025 U.S. Bureau of Reclamation Drought Response Program Drought Resiliency Projects – New Reservoirs Project

BACKGROUND:

On August 15, 2024, pursuant to Director Memorandum (“DM”) 2024-66, the Rubidoux Community Services District (“District”) Board of Directors (“Board”) authorized the issuance of a Task Order to Albert A. Webb Associates (“Webb”) to assist District staff with preparing a grant application under the U.S Bureau of Reclamation’s (“USBR”) Drought Response Program to secure funding for the District’s new reservoir replacement and construction projects (Attachment 1).

The District has four water storage reservoirs currently in operation: Atkinson, Perrone, Watson, and Hunter 1. In December 2019, the Board authorized a professional services contract with Harper & Associates to inspect the tanks with specific emphasis on: 1) corrosion evaluation, 2) structural/seismic, and 3) safety evaluation. The results of the assessment were not good, but otherwise not unexpected given the age and usage of the tanks over the years. All tanks require substantial structural and safety upgrades to meet AWWA and OSHA regulations. In August 2023, the Board adopted a multi-year Corrective Action Plan to address the deficiencies in the existing water storage reservoirs. Further, in the District’s 2022 Water Master Plan, Hunter 1 was identified as needing to be replaced altogether. Hunter 1 is a 0.4 MG water storage reservoir in the District’s 1238-foot pressure zone. Facilitating this replacement is deemed critical. Additionally, in the District’s 2022 Water Master Plan is a new 3.65 MG water storage reservoir to provide additional storage to the Atkinson (1066-foot) pressure zone. Sizing criteria was based on fire flow storage requirements for the Atkinson Zone. Although grant monies under this program cannot be used for repairs and maintenance, they can be utilized for the replacement of Hunter 1 and construction of a new 5th water storage reservoir, currently called the 20th Street Tank. Both tanks are crucial for the long-term sustainability and growth of the District.

The District is seeking grant financing to offset some of the construction costs. Absent grant financing, the District would have to facilitate this infrastructure through existing reserves, debt financing, or condition a developer to build it and would require issuance of EDU fee credits for their project. Subsidizing the construction of the new reservoirs via grant monies provides the lowest cost option for the District and its rate-payers.

The USBR Drought Response Program Drought Resiliency funding opportunity has two funding groups, Funding Group I and Funding Group II. Funding Group I provides up to \$750,000 in federal funds for projects that generally can be completed in two years. Funding Group II provides up to \$3,000,000 in federal funds for projects that generally can be completed in three years. The District is allowed to submit a grant application for each funding group and neither application will compete with the other for federal monies. The caveat is the District is limited in total funding across the two groups to \$3,000,000. Thus, the District is disallowed from seeking the maximum funding of \$750,000 and \$3,000,000 under this funding opportunity. The new reservoirs project grant application is being submitted under Funding Group II.

The current estimated project costs for the two new water storage reservoirs are:

New Water Reservoirs Cost Breakdown			
Item/Description	Hunter 1	20th Street	Total
Construction	\$ 1,192,000	\$ 5,150,200	\$ 6,342,200
Engineering	\$ 119,200	\$ 515,020	\$ 634,220
Construction Management and Inspection	\$ 238,400	\$ 1,030,040	\$ 1,268,440
Contingency	\$ 119,200	\$ 515,020	\$ 634,220
Total Estimated Project Costs	\$ 1,668,800	\$ 7,210,280	\$ 8,879,080

The District is requesting a federal cost share of \$2,500,000, or approximately 29% of the total estimated project costs. Due to the magnitude of the project, the District is unable to request a federal cost share of 50%. If the District’s grant application is successful in receiving the \$2,500,000 maximum being requested, the District plans to allocate the monies to the two projects as follows:

New Water Reservoirs Cost Breakdown			
Item/Description	Hunter 1	20th Street	Total
Construction	\$ 1,192,000	\$ 5,150,200	\$ 6,342,200
Engineering	\$ 119,200	\$ 515,020	\$ 634,220
Construction Management and Inspection	\$ 238,400	\$ 1,030,040	\$ 1,268,440
Contingency	\$ 119,200	\$ 515,020	\$ 634,220
Total Estimated Project Costs	\$ 1,668,800	\$ 7,210,280	\$ 8,879,080
Potential Grant Offset (50%- Max \$2,500,000)	\$ 834,400	\$ 1,665,600	\$ 2,500,000
Total Estimated Project Costs in Excess of Potential Grant Funds	\$ 834,400	\$ 5,544,680	\$ 6,379,080

Webb is working towards the October 7, 2024, grant application deadline and as required by all USBR grants, the District must adopt a resolution authorizing the General Manager, or designee, to apply for, receive, and administer the grant. Included as Attachment 2 is Resolution No. 2024-919, *‘A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a cooperative agreement, and Administer a Grant for the FY 2025 U.S. Bureau of Reclamation Drought Response Program Drought Resiliency Projects – Reservoirs Project.’*

Budget Considerations

The Board previously authorized the work of Webb to assist staff in preparing this grant application via DM 2024-66. The only budgetary considerations related to this DM is staff time spent on administrative tasks associated with reviewing and facilitating the grant application and associated documents with Webb. Based on the current grant timeline, the USBR will announce selections in March 2025 and award funding in September 2025.

ACTION:

Director Trowbridge moved, and Director Trueba seconded to Adopt Resolution No. 2024-919, *‘A Resolution Authorizing the General Manager, or Designee, to Apply for, Receive, and Enter into a cooperative agreement, and Administer a Grant for the FY 2025 U.S. Bureau of Reclamation Drought Response Program Drought Resiliency Projects – Reservoirs Project.’*

Roll call:

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

Noes – 1 (Murphy)

Abstain – 0

Absent – 0

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

ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS

Director Murphy commented on the LAFCO presentation that General Manager Brian Laddusaw gave during the last Board meeting. It was mentioned that the surveyor we use had to go to the Recorder's Office to look for documents but was unable to find them. Director Murphy looked into the matter and found that LAFCO commonly does not record documents at the Recorder's Office. The only places to find those documents are at LAFCO, the surveyor's office, or the individual agency. If you wanted to see all the documents the County Recorder's Office has, you would need to request them or access the server to view them. There are 42 documents, and they lack instructions, which is why the surveyor, Rick, could not locate the reports.

There was also an update on the Field & Administration building. Director Murphy reviewed the presentation and had a few questions. His understanding of the timeline is that the GM would like to present the proposal to the Finance & Budget Committee rather than the Building Committee. GM Laddusaw confirmed this. Director Murphy asked why the change from the Building Committee, and GM Laddusaw responded that based on comments he had received, he preferred to present it to the Finance & Budget Committee.

Director Murphy's understanding is that Phase 1 would complete the Administrative Office, and Phase 2 would focus on the other building, including parking spots. He requested that, as the Board members leave the meeting, they take a look at the number of parking spots available. He also asked them to look at the Field Office. Director Murphy observed that during the day, employees at the Field Office park in front of each other.

Director Skerbelis commented that there is a large lot behind the Administration building. Director Murphy noted that it's a large dirt lot, and suggested that they could implement a policy requiring Office personnel not to park on the pavement. He added that if contractors are coming to work and the district continues hiring personnel, they will need to add additional parking spaces.

Director Trowbridge then commented on Gracie Torres, who is running for Riverside County Supervisor. She is currently on the Board for the Western Municipal Water District, and he encouraged the Board to look into her campaign. Director Murphy added that Gracie Torres also works for Riverside County Flood Control.

Director Muniz commented that he would like to attend Board meetings in person and expressed regret that he won't be able to attend meetings after the elections. He stated that he enjoys being a representative of the community. Director Skerbelis thanked Director Muniz. No other Directors had comments.

ITEM 10. NEXT MEETING

Thursday, October 3, 2024, at 4:00 p.m.

ITEM 11. ADJOURNMENT

President Skerbelis adjourned the meeting at 4:42 P.M.