

HOME GARDENS SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
SEPTEMBER 26, 2023

The Regular Meeting of the Board of Directors of the Home Gardens Sanitary District was called to order by the President, Efrain Barajas, at 7:30 p.m. at the office of the District, 13538 Magnolia Ave., Corona, CA 92879.

Directors present were: Barajas, Garrison, Samson Runion, Serrato and Cacho. Also present were: Alan Burns, District Counsel; Tracey LaBonte, General Manager; Tania Duarte, Administrative Assistant & Tim Beld, Representative for Riverside Insurance Agency, Inc. Doug Dove, Representative from Bartle Wells Associates and Jeff Sims, District Engineer were present remotely.

Public Comment:

Patron Rafaela Lira Lira, appeared before the Board asking why her request for a refund was denied. She explained why she believed she was billed wrongfully. She is requesting for the Board to reconsider. The Board determined that it would be agendaized for the next meeting to consider.

Public Hearing to Consider Increases in the Sewer Capacity Fee:

1. The public hearing was opened by President Barajas.
2. Doug Dove presented the Final Sewer Capacity Fee Report and Jeff Sims, District Engineer answered any questions the Board had.
3. The public hearing was closed.

4. A motion was made by Director Serrato, seconded by Director Samson Runion, and unanimously carried to adopt Ordinance No. 520, An Ordinance of The Home Gardens Sanitary District Board of Directors Amending The Operations Code to Increase Sewer Capacity Charges and Equity Buy-In.

Items for discussion and consideration:

2. Tim Beld gave an overview of the proposal that was presented to The Home Gardens Sanitary District for General Liability Insurance. The Glatfelter Public Entities Policy was discussed. Motion was made by Director Cacho, seconded by Director Garrison, and unanimously carried to accept the renewal policy for Glatfelter Public Entities.

President Barajas moved back to item IV on the agenda.

Hearing for Delinquent Accounts:

The Meeting was called to public hearing at 8:00 p.m. District Counsel Alan Burns presented an overview of the hearing, which was presided over by the President, Efrain Barajas. The hearing was being held pursuant to Health and Safety Code Section 6523.2. No persons notified of this hearing appeared to present evidence of why they should not be disconnected from the public sewer system. The General Manager was called to present the status of the accounts. Tracey LaBonte testified that the status of accounts as presented in the attached "Notice of Hearing" was accurate and that all persons on the list had been duly notified of the hearing. Motion was made by Director Serrato, seconded by Director Garrison, and unanimously carried to disconnect those properties in the

"Notice of Hearing" from the sewer system on or after October 16, 2023. This hearing concluded at 8:03 p.m.

Minutes of the regular meeting of August 22, 2023 were presented for approval. Motion was made by Director Garrison, seconded by Director Cacho, and unanimously carried to approve the minutes as presented.

Expenditures for the month of September were presented and discussed. Motion was made by Director Garrison, seconded by Director Serrato, and unanimously carried to approve the monthly expenditures as presented.

Manager LaBonte presented the Budget Efficiency and Income/Revenue Reports. Discussion followed.

Staff Report:

1. On August 21<sup>st</sup>, Chuck from Chuck's Fire Extinguisher Service came and serviced all three extinguishers.
2. On August 23<sup>rd</sup>, we received notice from LAFCO the results of the election of the Countywide Oversight Committee. Russ Martin from Mission Springs Water District won the seat with a total of 10 votes. Karen Alexander is the 1<sup>st</sup> alternate, and Steven Pastor is the 2<sup>nd</sup> alternate.
3. Some time in mid-September we received a counterfeit \$100 bill. We don't know who we received it from. General Manager LaBonte has done additional training to spot counterfeit bills and has required each staff member to have another staff member verify each \$100 bill the District receives.

4. On September 18<sup>th</sup>, Dragonfly Heating & Cooling came and replaced the insulation lining on the bottom of the furnace closet that had been flooded in the previous month.

#### **WRCRWA Regular Meeting of the Executive Committee**

September 14, 2023

#### **4A. Adopt Resolutions 23-005 and 23-006 Updating Authorized Staff Positions that can Approve WRCRWA Financial Transactions**

The Executive Committee voted to recommend that the Board of Directors approve the proposed resolutions to add Western's AGM and Controller positions to the authorized positions to make WRCRWA Financial Transactions (LAIF R 23-005, and other transactions R 23-006). The positions added are all leadership positions in Western's organization and must comply with both Western and WRCRWA adopted purchasing policies.

#### **4B. Consider Adoption of Resolution 23-004, Updating the Authority's Investment Policy**

The Executive Committee voted to recommend that the Board of Directors approve the updated investment policy with the main changes being to increase the maximum maturity of Municipal Securities, US Treasuries, and Federal agencies from 5 to 10 years. This allows for greater portfolio diversification and is consistent with Gov. Codes. The last update was in June of 2019.

**4C. Approve an Amendment to the Professional Services Contract with Webb for the Anaerobic Digester No. 3 Project for Engineering Support During Construction**

The Executive Committee voted to recommend that the Board of Directors approve an Amendment to Webb's contract in the amount of \$24,050 to a total of \$479,433 (design and engineering support). Due to delays in procurement of materials and equipment, the duration of the construction process was extended by 7 months. The project is currently 90% complete and this should be sufficient to complete the project.

**4D. Approve Professional Services Contract with Lee & Ro, Inc. for the Design of the Emergency Bypass Pump at WRCRWA's SRPS**

Orange County Sanitation District ("OCSD") owns and operates the Inland Empire Brine Line ("IEBL"). WRCRWA has an emergency connection to the IEBL at the South Regional Pump Station ("SRPS"). The SRPS was originally designed and permitted for this emergency connection to the IEBL. This connection has since the late 1990's enabled flows to go into the IEBL when there have been power interruptions to the SRPS or equipment failures. Of these "emergencies" power interruptions have become an issue as the WRCRWA has done a good job at maintaining the pumps and motor controls at SRPS to avoid failures that would lead to IEBL discharges. Given the increasing number of SCE power shutoffs, planned and unplanned, OCSD has mandated WRCRWA come up with a way to reduce/eliminate emergency WRCRWA discharges to the IEBL. Staff sought and received a \$0.938 M grant fund through the Local Hazard Mitigation Grant Program to address this issue. The solution is to add a diesel generator at the SRPS to back up SCE Power. Also, City of Norco flows can be diverted to City of

Corona, thus limiting SRPS flows to only Western and HGSD during an emergency. During "emergencies" from power outage, the diesel generator will provide power. During an emergency caused by SRPS equipment failure, or Treatment Plant failure, Western and HGSD would have to discharge to the IEBL. The later failure potential has been greatly reduced with redundant processes at the plant and multiple pumps at SRPS.

Staff issued an RFP and received two proposals. Lee and Ro, Inc. were selected after a panel review. Their professional services contract is \$384,095. The grant funding covers this cost. It is anticipated all costs associated with this effort not covered by the grant funding will be paid on a proportionate basis by WRCRWA Members with conveyance capacity.

The Executive Committee Board voted to recommend that the Board of Directors approve the proposed Professional Services Contract with Lee & Ro, Inc. for the Design of the Emergency Bypass Pump at WRCRWA's SRPS in the amount of \$384,095.

**4E. Award Construction Contract to Mike Prlich and Sons, Inc. for the WRCRWA Temescal Siphon Improvements**

The inlet structure to the Temescal Siphon is corroded and needs to be replaced. CDM Smith prepared the plans, and the approved plans were publicly bid. Mike Prlich and Sons, Inc. was the lowest bid at \$869,500. CDM Smith has in addition requested a \$46,320 approval for engineering support during construction. The total project cost including past expenses is \$1,142,000. This cost was budgeted in the WRCRWA Conveyance Asset Replacement Reserve Fund. It is anticipated that the cost will be shared on a proportionate basis by WRCRWA Members with

conveyance capacity. Executive Committee Member Blais did object to the shared costs, stating that the City of Norco doesn't use this portion of the conveyance system. The City of Corona also doesn't use this portion of the conveyance system but did not object to sharing the cost.

The Executive Committee voted to recommend awarding the Construction Contract to Mike Prlich and Sons, Inc. for the WRCRWA Temescal Siphon Improvements with the City of Norco voting No and JCSD abstaining.

## **5 Updates**

### **5A. Capital Projects - Anaerobic Digester #3 and Odor Mitigation**

Anaerobic Digester #3:

- Expected Completion Date January 2024.
- 243 calendar days added to original schedule due to weather delays and supply chain issues.
- Original Contract Amount \$6,719,380
- Change Orders (0.18%) \$12,038

Odor Mitigation Project:

- Expected Completion Date-December 2023 (2 months past original date)
- Original Contract Amount \$4,351,203
- Change Orders (0.5%) \$22,000

### **5B. Whole Effluent Toxicity Testing**

Effluent wastewater toxicity testing is testing high. The limit is 1.0 TUC. WRCRWA is testing from 1.2 to 1.7 TUC. The NPDES Permit has no numeric limit therefore there is no violation but there is a trigger limit of 1.0 TUC or above biweekly testing

must be done. Testing and analysis is still being conducted to find out the reason for the high toxicity in the effluent wastewater.

**5D. Property Insurance Renewal**

The cost of the Annual Property Insurance Renewal is \$45,000 higher than budgeted. The Administrator believes that they won't have to ask for additional money.

**5E. Possible Development of a Rotation Policy for WRCRWA Executive Committee Chair and Vice Chair**

The administrator asked the Executive Committee if they would like a similar Rotation Policy as the Board of Directors for Chair and Vice Chair. The Committee was not particularly concerned with having a Policy.

**5F. WRCRWA Community Tour, Saturday, October 7, 2023, 9:00 a.m. to 11:00 a.m.**

The Administrator and Operator discussed the tour and extended the invitation to the other agencies. They also stated that once the projects are finished, they intend on doing a ribbon cutting event at the Treatment Plant.

**7A. Closed Session**

Conference with Real Property Negotiators (Government Code Section 54956.8)

Property: Recycled Water

Under Negotiation: Price and Payment Terms



Items for discussion and consideration:

1. The Board discussed August's Monthly Status Report from G & G Environmental Compliance.
3. A motion was made by Director Cacho, seconded by Director Serrato, and unanimously carried to approve the Grant of Non-Exclusive Private Sewer Easement (Sixth & Magnolia) with minor changes if needed.
4. A motion was made by Director Serrato, seconded by Director Garrison, and unanimously carried to approve the Notice of Special Meeting to WRCRWA Treatment Plant.
5. The Board discussed next month's WRCRWA Treatment Plant Tour.
6. The Board discussed the Home Gardens Sanitary District Annual Compliance Report for Fiscal Year Ending June 30, 2023 in accordance with Government code §66013. This report is now available to the public.
7. The Final Rate Study by Bartle Wells was distributed.

Closed Session: None.

Directors Comments: None

There being no further business, President Efrain Barajas adjourned the meeting at 8:52 p.m.



---

Grady Garrison, Secretary

The foregoing minutes were approved by the Board of Directors of the Home Gardens Sanitary District at the regularly scheduled meeting of said Board October 24, 2023.

Signed:

  
Efrain Barajas, President

  
Grady Garrison, Secretary

## ORDINANCE NO. 520

### AN ORDINANCE OF THE HOME GARDENS SANITARY DISTRICT BOARD OF DIRECTORS AMENDING THE OPERATIONS CODE TO INCREASE SEWER CAPACITY CHARGES AND EQUITY BUY-IN

**WHEREAS,** the District constructed a sewer system and has paid for treatment capacity in the Western Riverside County Regional Wastewater Authority treatment plant;

**WHEREAS,** the District must pay for new facilities and replacement costs for existing capacity as well as other capital operations and maintenance;

**WHEREAS,** new development must pay its share of these costs, as well as pay for an equity buy-in for existing facilities for which others have paid; and

**WHEREAS,** the District must account for such fees and charges in its annual accounting pursuant to Government Code §66013;

**WHEREAS,** the Board of Directors has conducted a study to determine if an increase is justified and has considered the Bartle Wells Associates Sewer Capacity Fee Update; and

**WHEREAS,** the Board has noticed a public hearing to consider increases in the charges in accordance with Government Code §66013.

NOW, THEREFORE, the Board of Directors of the Home Gardens Sanitary District does hereby ORDAIN as follows:

**Section 1.** That Section 4.02.010 of the Home Gardens Sanitary District Operations Code is amended to read:

#### **4.02.010 SEWER FACILITY EQUITY BUY-IN CONTRIBUTION AND INSPECTION FEES.**

Every applicant for a permit to install, add to, alter, relocate or replace any drainage or sewage system discharging to, or which will discharge into District lines, shall be made on the forms provided for that purpose at the principal office of the District and shall be subject to the charge as follows:

- a) Inspection Permit: Shall be set by resolution.
- b) Residential dwelling unit equity buy in contribution \$3,670.00.
- c) For new commercial and industrial buildings, an equity buy in contribution sum based on the estimated daily sewage flow and a sewer facilities charge of \$14.68 per gallon for normal domestic sewage. Such sewage shall not exceed the

maximum value for biochemical oxygen demand (BOD) of 230 mg/l and for suspended solids (SS) of 200 mg/l. The daily sewage flow used to calculate the fee shall be as follows:


1. Offices- 0.15 gal/day/ sq. ft.
2. Stores-0.10 gallon per day per square foot.
3. Industrial /Warehouse (excluding process waste flows)- 0.03 gal/day/ sq. ft.
4. Gas Stations-500 gallons per day per stall.
5. Schools- 15 gallons per day per student.
6. All other categories shall be evaluated by the District's engineers using readily available information to determine the estimated maximum daily sewage flow.
7. For non-domestic sewage having values of BOD greater than 230 mg/l and or SS greater than 200 mg/l, the facilities charge rate shall be increased to cover all additional costs to the District for the treatment and disposal of such sewage.
8. All changes of use will be evaluated from time to time and adjusted and or approved accordingly in respect to additional charges in regard to pretreatment, quantities and quality of gallons discharged to the public sewer system.
9. All non-residential discharges to the District's system are subject to review by the District to determine the quantity or quality of the flows, If these are found to exceed the values used to calculate the sewer facilities charges paid, the permittee shall be subject to additional charges based on the excess amount and the current rate for the sewer facilities charge.
10. Residential Connections shall run with the land and are generally non-transferable. Equity buy in contribution charges based on the size or type of structure serviced, including square footage and stalls, shall also run with the land and are generally transferable. Any sums paid as part of the equity buy in contribution permit process that is attributable to the processing of the sewage, including quality and quantity charged, to the extent that the same may be readily identified and segregated, may, at the District's discretion, be transferred by written memorialization in the District records identifying the calculations and approved by the District Engineer and Manager.

11. Monies received for Equity buy in purposes shall be deposited with other equity buy in money and any interest shall accrue to that fund. Said fund shall only be used to pay for capital facilities that will benefit the properties that contributed said funds. Said money shall not be commingled with any other money of the District except for investments.
12. Industrial/warehouse/office uses have been calculated based on generally accepted principals of sanitary engineering. Should competent engineering data support a different intensity for a proposed use, those facts may be presented to the Board of Directors who may approve an adjustment to the use calculation if so justified. The applicant for such consideration may be required to record a restriction on the property that sets forth the circumstances for the adjustment of the calculation so that if the use changes to a more intense use, that appropriate buy-in fees are then paid for the difference in intensification.

**Section 2.** Should any part, clause or section of this Ordinance be declared by any Court of competent jurisdiction to be invalid, the remaining provisions of this Ordinance shall nevertheless be and remain in full force and effect and the Board of Directors of the Home Gardens Sanitary District of Riverside County, California, hereby declares that each and every section, clause, provision or part of this Ordinance would have been adopted and made a part of this Ordinance without the adoption of any portion thereof and that the invalidity of any part or provision hereof shall not in any way affect the validity or enforcement of the remaining provisions of this Ordinance that may stand on their own.

**Section 3.** The District shall cause this ordinance to be posted in three public places for one week in accordance with Health and Safety Code Section 6490 and it shall be effective thereafter.

PASSED AND ADOPTED this 26<sup>th</sup> day of September 2023.

  
Secretary

  
President

APPROVED AS TO FORM:

  
District Counsel