

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

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

DIRECTORS PRESENT: Bernard Murphy
John Skerbelis
Hank Trueba, Jr.
Armando Muniz

STAFF PRESENT: Brian Laddusaw, General Manager
Brandon Thomas, Assistant General Manager
Ted Beckwith, Director of Engineering
Miguel Valdez, Director of Operations
Kirk Hamblin, Director of Finance and Administration
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
Laura Roughton, Board of Director, Western Municipal
Water District
Dave Lopez, RCSD Former GM
Cherryl DeGano, Albert A. Webb Associates representative

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, November 7, 2024, in-person and by teleconferencing at the District's Administrative Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 2. PLEDGE OF ALLEGIANCE – General Manager

ITEM 3. ROLL CALL – General Manager

*****Director Murphy requested ITEM 6. CONSENT CALENDAR D. DM 2024-83: Consideration of Vote on Revised Bylaws for the California Special Districts Association and F. DM 2024-85: Consider Proposal from Albert A. Webb Associates for Professional Services to Add Electrical Plans and Specifications to the Bell Town Lift Station Project move to ITEM 9. ACTION/DISCUSSION ITEMS. *****

ITEM 4. PUBLIC COMMENTS

No public comments.

5. DM 2024-81: Consider Adoption of Resolution No. 2024-920, A Resolution of the Rubidoux Community Services District Recognizing and Honoring Director Armando Muniz for His Service to the District and the Community

BACKGROUND:

The Rubidoux Community Services District (“District”) wishes to honor Director Armando Muniz, a dedicated Board of Directors member since 1992. After 32 years of continuous service, Director Muniz decided not to seek re-election for another four-year term, marking the end of his distinguished tenure on December 6, 2024.

Throughout his time on the Board, Director Muniz played a pivotal role in overseeing the District’s development, adapting to the growing needs of the Jurupa Valley community, and upholding the District’s mission to “provide high quality water service, sewer disposal, trash, and fire mitigation services at the best value for our customers.” Serving as Board President nine times, he guided numerous projects from vision to reality, notably the construction of the Anita B. Smith and Leland Thompson Water Treatment Plants. These facilities remain vital to meeting the community's increasing demand for clean water and showcase Director Muniz’s commitment to essential infrastructure that benefits current and future generations.

In 1992, when Director Muniz began his service, the District managed revenues of \$3.9 million, with total assets amounting to \$22.7 million. Today, District-wide revenues have grown to \$27 million, and total assets now exceed \$89 million. These figures underscore not only the District’s physical and financial expansion but also Director Muniz’s role in ensuring stable growth through strategic investments and sound decision-making over three transformative decades.

Director Muniz's contributions extend well beyond his role with the District. Known widely in the Jurupa Valley community, he served as a teacher and wrestling coach at Rubidoux High School from 1987 until his retirement, impacting the lives of countless students. His community involvement includes active participation in the Veterans of Foreign Wars, the Jurupa Lions Club, and the Jurupa Valley Boxing Club, where he has shared his knowledge, leadership, and mentorship with new generations. His legacy of service and commitment is deeply woven into the fabric of Jurupa Valley, setting an example of civic engagement and community pride.

In recognition of his remarkable leadership, dedication, and commitment to the District’s Board, employees, and the broader community, Resolution No. 2024-920 has been prepared for adoption at this evening’s Board meeting. This resolution honors not only Director Muniz’s individual accomplishments but also the broader legacy he leaves behind—a District that has grown stronger under his stewardship and a community enriched by his lifelong dedication.

Director Muniz’s impact extends well beyond his contributions to Rubidoux Community Services District. In preparation for this evening’s action to consider and adopt Resolution No. 2024-920, District staff collaborated with various agencies and organizations throughout Jurupa Valley to coordinate additional recognition efforts. Each organization enthusiastically joined in honoring Director Muniz, as evidenced by the proclamations presented and the presence of community representatives here tonight.

**SPECIAL RECOGNITION BREAK: PRESENTATION OF PROCLAMATIONS
HONORING DIRECTOR ARMANDO MUNIZ**

ACTION:

Director Skerbelis moved, and Director Trueba seconded to approve adopting Resolution No. 2024-920, A Resolution of the Rubidoux Community Services District Recognizing and Honoring Director Armando Muniz for His Service to the District and Community.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

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

RECESS @ 4:15 PM-4:19 PM

ITEM 6. CONSENT CALENDAR

***Director Murphy requested ITEM 6. CONSENT CALENDAR D. DM 2024-83: Consideration of Vote on Revised Bylaws for the California Special Districts Association and F. DM 2024-85: Consider Proposal from Albert A. Webb Associates for Professional Services to Add Electrical Plans and Specifications to the Bell Town Lift Station Project move to ITEM 9. ACTION/DISCUSSION ITEMS. ***

- A. Approval of Minutes for October 17, 2024, Regular Meeting
- B. Consideration to Approve November 8, 2024, Salaries, Expenses and Transfers
- C. **DM 2024-82:** Receive and File Statement of Cash Asset Schedule Report Ending September 2024
- D. ~~DM 2024-83: Consideration of Vote on Revised Bylaws for the California Special Districts Association~~
- E. **DM 2024-84:** Consider Acceptance of Water and Sewer Easements in Tract 38171
- F. ~~DM 2024-85: Consider Proposal from Albert A. Webb Associates for Professional Services to Add Electrical Plans and Specifications to the Bell Town Lift Station Project~~
- G. **DM 2024-86:** Consider Adopting Resolution No. 2024-921 and the California Environmental Quality Act Mitigated Negative Declaration (“MND”) for the Well 25 Project and Authorizing Staff to File the MND with the Riverside County Recorder’s Office

ACTION:

Director Murphy moved, and Director Trueba seconded to approve the Consent Calendar items A, B, C, E and G items. D and F were added to the 9. ACTION/DISCUSSION ITEMS.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

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

ITEM 7. CORRESPONDENCE AND RELATED INFORMATION

None

ITEM 8. REPORTS

A. Operations Report (Second Meeting Each Month)

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

C. General Manager and Staff Reports / Updates

General Manager Brian Laddusaw updated the Board on the City of Jurupa Valley's Salute to Veterans Parade and Celebration, scheduled for November 9th, beginning at 9 a.m. The Western Water Retail meeting is set for January 28th, from 11:30 a.m. to 2 p.m. He also reminded the Board of the Headshot Photo's taking place on December 5th from 3:00 p.m.-4:00 p.m. The IAC Meeting is scheduled for November 15th at 8:30 a.m. at RCSD board room. Director of Operations Miguel Valdez updated the Board on the Public Safety shut off notice that was previously scheduled. It was canceled. He also commented that the power had been shut off earlier that morning (November 7th) and the generators were turned on. Director of Engineering Ted Beckwith announced his retirement on December 3, 2024. Director of Finance and Administration Kirk Hamblin provided the Board with an update on the street light retro fitting. It is scheduled to begin on November 18th. Director Skerbelis inquired about the streetlights at his street.

D. Committee Reports

Finance & Budget Committee capacity fees Nexus Report Prop 218.

ITEM 9. ACTION/DISCUSSION ITEMS.

*****Director Murphy moved ITEM 9. ACTION/DISCUSSION ITEMS. C. DM 2024-89 – CLOSED SESSION: Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community**

Services District and D. DM 2024-90 – CLOSED SESSION: Pursuant to California Government Code Section 54957(b)(1): Evaluation of District General Manager for the next scheduled Board Meeting on Thursday, November 21, 2024. ***

A. DM 2024-87: Distribution for Review and Discussion – Rubidoux Community Services District Draft Financial Statements for Fiscal Year Ending June 30, 2024

BACKGROUND:

Attached for the Board of Director’s review and discussion is Rubidoux Community Services District’s draft financial statements for the fiscal year ending June 30, 2024. The financial statements were prepared by the CPA firm of Rogers, Anderson, Malody, and Scott (RAMS). The financial statements include RAMS independent auditor’s report and contains management’s discussion and analysis, government-wide financial statements, fund financial statements, notes to the financial statements, required supplementary information, other information, and the independent auditor’s report on internal control.

The attached draft is currently going through the District’s final review, however, no material changes are anticipated. As has been the District’s practice, staff is presenting the Board with an advance copy to review at your leisure.

If you have any comments, questions, or concerns about anything in the draft financial statements, please bring it to staff’s attention anytime between now and Thursday November 14, 2024, to present a final version of the draft financial statements for the Board’s acceptance and filing.

RECOMMENDATION:

At the November 21, 2024, regular meeting, RAMS will be available to present the final draft financial statements to the Board of Directors, if requested by the Board. At the conclusion of final financial statement presentation and after any questions the Board members may have, the final draft financial statements will be presented to the Board for your acceptance and filing.

ACTION: Not an Action Item

B. DM 2024-88: Acceptance of Director Trowbridge’s “Letter of Resignation” from the Board and Direct Staff to Notify the Registrar of Voters of Intent to Make an Appointment

BACKGROUND:

On November 3, 2024, Rubidoux Community Services District (“District”) Board of Director (“Director”) Trowbridge resigned from the Board effective immediately. This information was provided to the Board via Memorandum on November 4, 2024. Director Trowbridge allowed staff to provide the Letter of Resignation (“Letter”) to the Board as an attachment to the Memorandum but due to the health reasons cited in the Letter, staff felt it would not be appropriate to include as an attachment to this staff report.

The Board now must appoint a new individual to the Board for the remainder of former Director Trowbridge's term, which ends December 4, 2026. Attached for the Board's review is Government Code Section 1780, Chapter 4, Article 2, which addressed Board Vacancies. The District has always opted to make an appointment to the Board. However, staff is disclosing below all options for the Board's consideration.

Option 1: From the effective date of notification, November 3, 2024, or the date on which the Board was notified, November 4, 2024, whichever is later, the Board may elect to make an appointment to fill the vacancy. Such appointment must be within the prescribed sixty (60) day time frame. In this instance, the latter of the two dates was the Board notification date, November 4, 2024, thus the Board must make an appointment by Friday, January 3, 2025.

Or

Option 2: Within the same sixty (60) day period the Board may call an election on the next established election date. In the event there is not a general election scheduled within the sixty (60) days; a special election would be called. In this case, as the most recent General Election just concluded on November 5, 2024, Option 2 would require a Special Election. In either case the cost of such an election would be the responsibility of the District.

If the Board is unable or unwilling to fill the vacancy by appointment or calling of an election, the County Board of Supervisors of Riverside County may fill the vacancy within ninety (90) days from the effective date of the vacancy.

In the unlikely event the County Board of Supervisors does not act, the District must call a Special Election (at its own cost estimated between \$25,000 and \$35,000).

Assuming the Board does not want to proceed with a Special Election, nor allow the Riverside County Board of Supervisors to make the appointment, the Board must settle upon an appropriate appointment calendar to ensure a replacement Director is seated before the January 3, 2025, deadline.

Staff proposes the following Tentative Appointment Schedule:

- November 7, 2024:
 - o Accept the resignation of Director Trowbridge.
 - o Appoint for the unexpired term running until December 4, 2026.
 - o Authorize the "Notice of Board Vacancy" for posting as soon as possible, but no later than November 12, 2024
 - o Set deadline for receipt of Letters of Interest on December 12, 2024 (30 day notice period)
- December 18, 2024:
 - o Call a Special Regular Board Meeting for interviews and appointment
- No later than January 3, 2025:
 - o Notify the County of Riverside of the Board appointment

Further, pursuant to the Rubidoux Community Services District Board Policies and Procedures, Section 14, if a vacancy exists on the Board and a vote is taken to appoint an individual to fill

the vacancy, three (3) Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

ACTION:

Director Murphy moved, and Director Trueba seconded to approve Option 1: The Board must make an appointment by Friday, January 3, 2025. Applicants interested in the vacancy will need to submit a letter of interest by December 12, 2024, if zero letters of interest are received the deadline will be extended to Monday, December 16, 2024, end of business day.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

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

~~C. DM 2024-89 CLOSED SESSION: Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District~~

~~D. DM 2024-90 CLOSED SESSION: Pursuant to California Government Code Section 54957(b)(1): Evaluation of District General Manager~~

D. *DM 2024-83: Consideration of Vote on Revised Bylaws for the California Special Districts Association**

BACKGROUND:

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

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

As a member of the CSDA, the District holds regular voting rights on matters such as bylaw revisions, board elections, and other governance issues. The CSDA last updated its bylaws in 2021, with primary changes focused on:

- Rights of Regular Membership

- Retiree Membership
- Terminology updates (use of “member”)
- Procedures for Membership Termination
- Annual Report requirements
- Dual directorships with CSDA’s Alliance partner, the Special District Risk Management Authority (SDRMA)

After gathering member feedback over the past three years, CSDA has conducted a further review of its bylaws and is now proposing additional updates. These include substantive changes, summarized below, as well as minor wording and grammatical adjustments:

- Clarification that Retired Members are non-voting members
- Expanded detail on the membership termination process
- New sections under Article III, Section 2:
 - Early Assumption of Office
 - Change in Regular Voting Member Affiliation
- Adjustments to noticing, balloting, and election timelines to provide flexibility in board elections
- New section under Article III, Section 7, specifying that a CSDA director must be a board member or managerial employee of a Regular Member district in their elected or appointed Network to remain qualified
- Revised committee structure, allowing Committee Vice-Chairs (excluding the CSDA Finance Corporation Committee) to be representatives from Regular Member districts in good standing

Included as Attachment 1 is the complete text of the CSDA Bylaws, presented in “track changes” format for your convenience during the review process.

The deadline for submitting a District vote is November 20, 2024.

District staff has thoroughly reviewed the proposed changes and has no objections to the suggested revisions. Therefore, staff recommends that the Board cast a “Yes” vote in favor of the revised CSDA Bylaws.

Budget Considerations

The only potential cost to the District will stem from staff time allocated to administrative tasks related to the voting process.

ACTION:

Director Muniz moved, and Director Trueba second to approve to authorize the General Manager to cast a “Yes” vote on the revised Bylaws of the California Special Districts Association.

Roll call:

Ayes – 3 (Trueba, Skerbelis, Muniz)

Noes – 1 (Murphy)

Abstain – 0

Absent – 0

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

F. *DM 2024-85: Consider Proposal from Albert A. Webb Associates for Professional Services to Add Electrical Plans and Specifications to the Bell Town Lift Station Project**

BACKGROUND:

Sewer lift stations are used in the sewage collection system where low points occur due to topography and terrain. The sewage is collected in a wet well at the lift station and then pumps are used to lift the sewage from the wet well into a pressurized pipe called a forced main to a point where it can be released into the sewage collection system and flow under gravity forces, no longer needing to be pressurized. Essentially, the sewage is “lifted” from a low point to a higher point to get it to the District’s Regional Lift Station.

The Rubidoux Community Services District (“District”) has several locations where the sewage collection system needs to be lifted. One of these lift stations is in the area of the District commonly referred to as “Bell Town”. The Bell Town Lift Station (“Lift Station”) was built between late 1982 and 1983 and has been in continuous operation since that time. The wet well at the Lift Station consists of a 6-foot diameter epoxy lined concrete pipe resting on a concrete pad. The wet well is showing signs of deterioration due to the corrosive nature of sewage and needs to be relined with an epoxy coating.

The wet well has two pumps, a lead pump, and a lag pump. The lead pump operates when the sewage in the wet well gets to a preset elevation and the lag pump comes on when the sewage in the wet well gets to a higher elevation. These pumps are actuated by water level sensors in the wet well. The pumps in the wet well are beyond their service life and need to be replaced.

The District awarded a professional services contract under DM 2024-07 to Albert A. Webb Associates (“Webb”) to prepare plans bid specifications for this work. During the course of the investigative work for the lift station rehabilitation project, it was discovered the existing electrical panels, conduits and wiring is also corroded and is in an unsafe condition. Webb has provided a proposal to prepare Electrical Plans to add to the bid documents to have the contractors bid on this work when bidding on the rehabilitation work for the lift station.

The District included \$50,000 for this effort in line 4 of the F.Y. 2024|2025 Sewer Capital Improvement Project Budget. No budget amendment is necessary. Staff recommends a contingency of \$4,350 (~17%) and issuing a Task Order to Webb for this work for a not to exceed amount of \$25,650 with any expenditure over \$25,650 subject to prior Staff approval. Combined this brings the total authorization to \$30,000 leaving a balance of \$20,000 in the design and engineering budget. It should also be noted that the District will need to publicly bid this project and will need construction oversight during the actual construction. This will be addressed under a future Director’s Memorandum and may require a budget amendment at that time.

ACTION:

Director Trueba moved, and Director Muniz seconded to defer item to future meeting to further discuss the action item.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

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

ITEM 10. DIRECTOR'S COMMENTS AND REQUESTS

Director Murphy commented on Southern California Edison's (SCE) power shutoffs. He also commented on the landscape efficiency factor. If anyone is interested in further discussion or has any questions, he will be available to discuss them after the meeting. Director Muniz thanked everyone for his recognition celebration. No other Directors had comments or requests.

ITEM 11. NEXT MEETING

Thursday, November 21, 2024, at 4:00 p.m.

ITEM 12. ADJOURNMENT

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