

**RUBIDOUX COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

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

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

**STAFF PRESENT:** Brian Laddusaw, General Manager  
Brandon Thomas, Assistant General Manager  
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  
Kim Johnson, RCSD Resident  
Laura Roughton, Western Municipal Board

**ITEM 1. (CLOSED SESSION AT 3:00 PM) CALL TO ORDER**

The meeting of the Board of Directors of the Rubidoux Community Services District by President Skerbelis, at 3:00 PM Thursday, December 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. DM 2024-94 – CLOSED SESSION:** Pursuant to California Government Code Section 54957(b)(1): Evaluation of District General Manager

**ITEM 5. (4:00 PM) CALL TO ORDER (REGULAR MEETING) – John Skerbelis, President**

**ITEM 6. REPORT – Actions Taken in Closed Session**

The Board authorized a 3.0% compensation adjustment to the General Manager's compensation.

**ITEM 7. PUBLIC COMMENTS**

No public comments.

**ITEM 8. CONSENT CALENDAR**

- A. Approval of Minutes for November 21, 2024, Regular Meeting
- B. Consideration to Approve December 6, 2024, Salaries, Expenses and Transfers
- C. **DM 2024-95:** Receive and File Statement of Cash Asset Schedule Report Ending October 2024
- D. **DM 2024-96:** Consider Approval of a New District Staff Position, Associated Job Description, and Updates to the Fiscal Year 2024|2025 Salary Schedule and Organizational Chart
- E. **DM 2024-97:** Consider Adoption of Resolution No. 2024-922, A Resolution of the Rubidoux Community Services District Recognizing and Honoring Director F. Forest Trowbridge for His Service to the District and the Community

**ACTION:**

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

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

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

**ITEM 9. CORRESPONDENCE AND RELATED INFORMATION**

None

**ITEM 10. 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 shared with the Board the Western Water Retail meeting is scheduled for January 28th, from 11:30 a.m. to 2:00 p.m.

**D. Committee Reports**

None.

**ITEM 11. ACTION/DISCUSSION ITEMS.**

- A. DM 2024-98:** Reconsider 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.

At the November 7, 2024, Board Meeting, staff presented DM 2024-85, but the Board deferred action, requesting further investigation into performing the electrical work “in kind” using in-house resources. Upon further review, staff determined that the existing electrical service and capacity are insufficient to support the power requirements for the new pumps. Specifically, upgrading from a 240V 3 Phase system to a 480V 3 Phase system is essential to properly modernize the lift station. To proceed with competitive bidding, a comprehensive bid package

must include wet well relining, pump replacement, and detailed electrical drawings and specifications.

**Budget Considerations**

The District allocated \$50,000 for this project under Line 4 of the FY 2024|2025 Sewer Capital Improvement Project Budget. No budget amendment is required at this stage. Staff recommends approving a contingency of \$4,350 (~17%) and issuing a Task Order to Webb for a not-to-exceed amount of \$25,650, with any expenditure beyond this amount requiring prior staff approval. This brings the total authorization to \$30,000, leaving a remaining balance of \$20,000 within the design and engineering budget.

It is important to note that the District will need to publicly bid this project and provide construction oversight during the implementation phase. These aspects will be addressed in a future Director’s Memorandum, which may necessitate a budget amendment at that time.

**ACTION:**

**Director Murphy moved, and Director Trueba seconded to authorize the General Manager to utilize \$30,000 of funds in line 4 of the FY 2024|2025 Sewer Capital Improvement Project Budget for this effort. Issue a Task Order to Albert A. Webb Associates in the not-to-exceed amount of \$25,650 to prepare plans and specifications for rehabilitation of the Bell Town Lift Station. Staff will confirm if the current generators run accordingly at 480V.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

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

**B. DM 2024-99: Consider Annual Board of Directors Reorganization for Calendar Year 2025**

**BACKGROUND:**

The 2024 General Election has concluded, though as of the writing of this Director’s Memorandum, it has not yet been certified by the Registrar of Voters, County of Riverside. Given that three individuals, including two incumbents, expressed interest in the three at-large positions open for this election cycle, the Rubidoux Community Services District (“District”) Board of Directors (“Board”) election was removed from the ballot. This process, known as an appointment in lieu of election, results in significant cost savings for the District.

Congratulations to returning Directors Murphy and Skerbelis on their new four-year terms.

This election cycle also marks the conclusion of longtime Director Armando Muniz's distinguished service, as he chose not to seek re-election. Director Muniz will soon rotate off the Board, and incoming Director Diana Leja will take his place. Directors Murphy, Skerbelis, and Leja will serve terms extending through December 1, 2028.

Before the Board can proceed with its reorganization for Calendar Year 2025, all newly termed Directors (Murphy, Skerbelis, and Leja) must take the Oath of Office. The Oath will be administered by the District's General Manager.

**BREAK: OATH OF OFFICE (Attachment 1)**

Since 1991, the District's Board has upheld the tradition of annually rotating the Vice-President position into the President role for the following calendar year. In December 2023, Vice-President Skerbelis was affirmed as President for Calendar Year 2024, while Director Trueba was elected as Vice-President.

If the Board continues this longstanding practice of title rotation, Vice-President Trueba will assume the role of Board President for Calendar Year 2025, covering the period from December 2024 through December 2025. Consequently, the Board will need to elect a new Vice-President to serve during this time and subsequently transition to President in 2026.

Additionally, as part of this annual leadership transition, the newly installed President will assume responsibility for determining the District Committee assignments for the upcoming calendar year. This process ensures continuity in leadership and the effective delegation of Board responsibilities.

For the December 5, 2024, Board meeting, the Board should consider the following order of events:

**1. Recognition of Vice-President Trueba as Incoming Board President**

The Board will formally recognize Vice-President Trueba as the Board President for Calendar Year 2025.

**2. President Trueba Assumes Leadership of the Meeting**

President Trueba will assume the role of Board President and conduct the remainder of the meeting.

**3. Board Consideration and Vote for Vice-President (Calendar Year 2025)**

The Board will consider nominations and vote to select the Vice-President for Calendar Year 2025. This position includes a planned rotation to Board President in 2026.

**4. Initiation of Committee Assignments for Calendar Year 2025**

President Trueba will begin the process of assigning members to District Committees for the upcoming year.

Note: Due to the current Board vacancy, President Trueba may opt to defer finalizing Committee assignments until after the December 19, 2024, Board meeting, when the Board is expected to appoint a new member to fill the vacancy. All Committee assignments should be completed by January 2, 2025, Board meeting.

Supporting documents for the assignment process include:

- **Attachment 2:** A blank Committee assignment sheet for Calendar Year 2025, which can serve as a tool for organizing assignments.
- **Attachment 3:** The Calendar Year 2024 Committee assignments for reference.

This sequence ensures a seamless transition in Board leadership and supports effective planning for the year ahead.

**ACTION:**

**Director Murphy moved, and Director Skerbelis seconded, to approve Vice-President Trueba as Board President for the calendar year 2025. The Board also elected Vice-President Leja for the calendar year 2025. Lastly, President Trueba will seek input from fellow Board members regarding their preferred committee assignments and will deliver a finalized calendar year 2025 committee assignment list to the General Manager no later than January 2, 2025.**

**Roll call:**

**Ayes – 4 (Murphy, Trueba, Skerbelis, Leja)**

**Noes – 0**

**Abstain – 0**

**Absent – 0**

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

**ITEM 12. DIRECTOR’S COMMENTS AND REQUESTS**

Director Murphy commented on the public safety shutoff notice. He also emphasized that every vote should count. He conducted a survey by asking the Board of Directors who had to "cure" their ballot. Director Leja shared that she had to cure her ballot. Director Trueba reported that a home burned on Avalon Street. He also shared his experience at the City’s Santa event. Director Leja thanked her family and friends for supporting her in her new role as a Board member for RCSD. Director Skerbelis had no comments or requests.

**ITEM 13. NEXT MEETING**

Thursday, December 19, 2024, at 4:00 p.m.

**ITEM 14. ADJOURNMENT**

President Skerbelis adjourned the meeting at 4:27 P.M.