RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

MINUTES OF REGULAR MEETING
Thursday, November 5, 2026

DIRECTORS PRESENT:	Diana Leja Leslie Altamirano John Skerbelis Bernard Murphy Hank Trueba Jr., Via Zoom
STAFF PRESENT:	Brandon Thomas, Assistant General Manager Jacklyn Makarzec, Director of Engineering Miguel Valdez, Director of Operations Kirk Hamblin, Director of Finance & Administration Martha Perez, Customer Services / Accounts Payable Manager Melissa Trujillo, Human Resources Generalist / Safety and Facilities Coordinator Billy Posey, Water Operations Supervisor Joshua Monday, Utility Maintenance Worker II - Water
VISITORS (SIGNED IN):	Theresa Brennan, RCSD Legal Counsel Riverside County Sheriff Deputy Shulda Michael Miller, Via Zoom Alexia Vazquez, JUSD Student Liaison Ross Leja, RCSD Customer

ITEM 1. CALL TO ORDER

The regular meeting of the Board of Directors of the Rubidoux Community Services District was called to order by President Leja at 4:00 p.m. on Thursday, November 5, 2026, held in person and via teleconference at the District's Administrative Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

ITEM 2. PLEDGE OF ALLEGIANCE – Assistant General Manager

ITEM 3. ROLL CALL – Assistant General Manager

ITEM 4. PUBLIC COMMENTS – None

ITEM 5. CONSENT CALENDAR

A. Approval of Minutes for October 15, 2026, Regular Meeting

B. Consideration to Approve November 6, 2026, Salaries, Expenses and Transfers

C. **DM 2026-92**: Consideration to Authorize Additional Engineering Services, Electrical Service, and Electrical Panel Procurement for the Goldenwest Reservoir

Director Murphy requested Item 5C be pulled from the Consent Calendar for further consideration and deliberation.

BOARD DELIBERATION / ACTION

Director Murphy made a motion to approve the balance of the Consent Calendar; Item A. 'Approval of Minutes for October 15, 2026, Regular Meeting,' and Item B. 'Consideration to approve November 6, 2026, Salaries, Expenses and Transfers.' Director Skerbelis seconded the motion.

Roll Call Vote:

Ayes – 5 (Skerbelis, Leja, Murphy, Trueba, Altamirano)
Noes – 0
Abstain – 0
Absent – 0

Result: Motion carried 5-0-0-0.

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION – None

ITEM 7. REPORTS

A. **Operations Report – None**

B. **Emergency and Incident Report – None**

C. **General Manager and Staff Reports / Updates**

Director of Operations Miguel Valdez introduced Joshua Monday, the District's new Utility Maintenance Worker II - Water, and Billy Posey, the District's new Water Operations Supervisor. Director of Finance & Administration Kirk Hamblin informed the Board of the scheduled phone outage on November 6 and distributed the auditors' letters for Board members to complete and submit the requested information.

D. **Committee Reports – None**

E. **Jurupa Unified School District – Student Liaison Report**

JUSD Student Alexia shared that CBS News completed a report at Patriot High School. The report included interviews with various student groups, including ASB, AVID, and the theater program. She also provided updates on the upcoming football game and Veterans Day celebration.

ITEM 8. ACTION / DISCUSSION ITEMS

Item 5C. DM 2026-92: Consideration to Authorize Additional Engineering Services, Electrical Service, and Electrical Panel Procurement for the Goldenwest Reservoir

BACKGROUND:

Staff requests authorization of an amount not to exceed $180,000 for engineering services, electrical service, and panel procurement for the Goldenwest Reservoir (Reservoir). Beginning this work now will address long lead times that could delay reservoir operation.

On August 7, 2025, the Board approved DM 2025-71, authorizing $149,400 for Krieger & Stewart, Inc. (K&S) to complete design work for the Goldenwest Reservoir on District-owned property near Sedona Drive. The reservoir will provide additional storage in the Atkinson Pressure Zone (1066 PZ).

K&S is designing a 5.0-million-gallon post-tensioned, prestressed concrete reservoir. Construction Drawings and Specifications are approximately 90% complete, and the District is preparing to provide the plans to the Developer for construction. New development has created a deficiency in required fire-flow storage, making timely completion a priority.

Additional Services and Advance Procurement

In order to place the Reservoir into service, a new Southern California Edison (SCE) service is needed for reservoir controls and related equipment. Based on recent project experience, obtaining approval for a SCE electrical service plan can take up to one year.

On October 8, 2026, K&S submitted an Additional Services Proposal for $35,100 under Task Order No. K&S2025-07 for this Scope of Work (**Attachment 1**).
The Scope of Work in the Additional Services Proposal from K&S and its subconsultant, Southern California Utility Solutions, incudes the following: prepare the application and applicant design, coordinate SCE review, and obtain the service plan. The proposal includes one dry utility pre-trench meeting and limited additional coordination. SCE review and installation charges are separate from this engineering fee.

In addition to the development of an electrical service plan, electrical panels are critical to reservoir operation and may take up to nine months to procure. Staff recommends advancing SCE coordination and panel procurement while the remaining design and Developer construction agreement proceed.

Budget Considerations

The proposed authorization is as follows:

Description	Amount
K&S additional design engineering and SCE coordination	$35,100
SCE review and installation of electrical facilities allowance	$50,000
Electrical panel procurement allowance	$50,000
Anticipated expenditures subtotal	**$135,100**
Contingency	$44,900
Total authorization not to exceed	**$180,000**

The SCE and electrical panel amounts are planning allowances. SCE will determine its charges after approval of the electrical service plan. The contingency provides capacity for changes in utility requirements, final installation costs, and equipment pricing within the overall $180,000 authorization.

This request is additional to the design work previously authorized under DM 2025-71 and is for the Goldenwest Reservoir project (**Attachment 2**)

The adopted Fiscal Year 2026|2027 ("FY 26|27") Water Capital Improvement Project Budget includes $40,000 in Line Item 12 - Goldenwest Reservoir (Design). Staff recommends transferring the additional $180,000 from Water Fund Unrestricted reserves to increase the total Line Item 12 - Goldenwest Reservoir (Design) to $220,000.

BOARD DELIBERATION / ACTION

Director Murphy made a motion to approve a total authorization not to exceed $180,000 for the Goldenwest Reservoir and authorize the General Manager to execute an amendment to Task Order No. K&S2025-07 in the amount of $35,100, consistent with K&S's October 8, 2026, additional services proposal for SCE service coordination, allocate $50,000 for SCE review and installation of the required electrical facilities and execute the necessary service documents and payments, allocate $50,000 for the procurement of the electrical panels required for reservoir operation in accordance with District purchasing

requirements, utilize the $44,900 contingency for necessary costs associated with the work, provided total expenditures do not exceed $180,000, and amend the FY 2026/2027 Water Capital Improvement Project Budget, Line Item 12 – Goldenwest Reservoir (Design), from $40,000 to $220,000, with the additional funding to be drawn from the Water Fund Unrestricted Reserves. Director Trueba seconded the motion.

Roll Call Vote:

Ayes – 5 (Skerbelis, Leja, Murphy, Trueba, Altamirano)
Noes – 0
Abstain – 0
Absent – 0

Result: Motion carried 5-0-0-0.

A. **DM 2026-93**: Status Update – Fire Station 38 Tile Roof Replacement Project

BACKGROUND:

At its October 1, 2026 meeting, the Board authorized an emergency award of the Fire Station 38 Tile Roof Replacement Project to HYT Construction, Inc. ("HYT") for a total amount not to exceed $295,000, including a $25,000 District-controlled contingency. The Board subsequently received a status update at its October 15, 2026 meeting pursuant to Public Contract Code section 22050.

This memorandum provides a further update on the project's progress, schedule and budget.

Project Status

As of the preparation of this memorandum, the roof replacement was nearing completion, with final completion anticipated by the end of the day on Wednesday, October 28, 2026. The project is expected to be completed on schedule and before the original October 30, 2026 deadline. Staff will provide the Board with a real-time status update at the November 5, 2026 meeting.

The project proceeded without any major construction hurdles, despite the rain and wind events encountered during the work. The original project scope remained unchanged, and the contractor was able to maintain progress toward the required completion date.

Only minimal additional work associated with contingency items was necessary. HYT is expected to bill for these items, but the associated costs are anticipated to remain below the $25,000 contingency authorized by the Board. The total project cost is therefore expected to remain within the approved not-to-exceed amount of $295,000.

Budget Considerations

The Board previously approved a $100,000 budget amendment increasing Fire / Weed Abatement Fund Budget Line Item 20 from $250,000 to $350,000 using restricted Fire Mitigation monies.

Included in the check disbursements presented at the November 5, 2026 meeting are two invoices totaling $250,000 related to the roof replacement project. Additional payment will be made for any remaining contract balance and authorized contingency work, subject to verification of the final invoices and completion of the contract requirements. Total project payments will not exceed the Board-approved amount of $295,000.

BOARD DELIBERATION / ACTION

Director Skerbelis made a motion to receive, file, and terminate the emergency status update regarding the Fire Station 38 Tile Roof Replacement Project pursuant to Public Contract Code Section 22050. Director Altamirano seconded the motion.

Roll Call Vote:

Ayes – 4 (Skerbelis, Leja, Altamirano, Trueba)
Noes – 1 (Murphy)
Abstain – 0
Absent – 0

Result: Motion carried 4-1-0-0.

The Board convened in Closed Session at 4:25 p.m.

B. **DM 2026-94**: **CLOSED SESSION** – Pursuant to Government Code Section 54956.9(d)(1): Conference with Legal Counsel – Existing Litigation, Name of Case: Shawn Fredrickson v. City of Jurupa Valley, et al, Riverside County Superior Court Case No. CVRI2605954

C. **DM 2026-95**: **CLOSED SESSION** – Pursuant to California Government Code Section 54957(b)(1): Evaluation of District General Manager

BOARD DELIBERATION / ACTION

The Board reconvened in Open Session at 4:48 p.m.

The Board reported that no reportable action was taken during Closed Session.

ITEM 9. DIRECTORS COMMENTS AND REQUESTS

Director Skerbelis requested, based on recent emails received by staff, that staff review the District's Collections Policy and provide a report at the December 3 Board meeting reflecting the delinquent bills.

Director Murphy requested the following information:

> I am again requesting, when providing comparable prices please include all adjacent Agencies. Please find them listed below.
>
> Water
>
> West Valley Water District
>
> Fontana Water Company
>
> Jurupa Community Service District
>
> City of Riverside
>
> Sewer
>
> Edgemont Sewer District
>
> Jurupa Community Service District
>
> City of Riverside
>
> Trash
>
> Burrtec (Fontana)
>
> City of Jurupa Valley
>
> City of Riverside

No other Directors had comments or requests.

ITEM 10. NEXT MEETING

Thursday, November 19, 2026, at 4:00 p.m.

ITEM 11. ADJOURNMENT

President Leja adjourned the meeting at 4:51 p.m.