

**MINUTES OF REGULAR MEETING**  
**September 7, 2023**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

**DIRECTORS PRESENT:** Bernard Murphy  
John Skerbelis  
F. Forest Trowbridge  
Armando Muniz

**DIRECTORS ABSENT:** Hank Trueba, Jr.

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

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Murphy, at 4:00 P.M., Thursday, September 7, 2023, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for August 17, 2023, Board Meeting.

**Director Skerbelis moved, and Director Muniz seconded to approve the August 17, 2023, Regular Board Minutes as presented.**

**Roll call:**

Ayes – 4 (Muniz, Murphy, Skerbelis, Trowbridge)  
Noes – 0  
Abstain – 0  
Absent – 1 (Trueba)

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

**ITEM 5. Consideration to Approve the September 8, 2023, Salaries, Expenses and Transfers.**

Consideration to Approve the September 8, 2023, Salaries, Expenses and Transfers.

**Director Trowbridge moved, and Director Skerbelis seconded to Approve the September 8, 2023, Salaries, Expenses and Transfers.**

**Roll call:**

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

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

**ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS**

Customer Doug Herbert (3730 Pontiac Avenue) addressed the board with an issue of putting out his trash cans on Friday before he leaves for the weekend. His place of business is closed on the weekends; however, the scheduled trash pick up is for Monday morning before the business opens. Consequently, what happens is members of the public will throw things in the bin, which could make it overflow and so forth. Staff said they can add a lock to the bins, or they can look into having Burrtec changing the route pickup.

**ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

There was an article from California Local titled: “Community Services Districts, Explained: When County Government Isn’t Enough”. Since RCSD is the first CSD in 1952, it is an interesting read.

**ITEM 8. MANAGER’S REPORT**

**Operations Report:**

Presented at the second board meeting of the month.

**Emergency and Incident Report:**

Presented at the second board meeting of the month.

**Manager’s Report:**

September 19, 2023 at 9:30 a.m. is the oral argument for the appeal against the City of Riverside. There is a stream link that is provided.

Ted Beckwith reported on Fire Station 38 follow up from the previous meeting. Melissa contacted several inspection agencies. Staff will be moving forward on this. Regarding 5473 Mission Blvd., he reported he has a few proposals to do Value Engineering to scale down the scope to bring it to a lower price for the new building.

## **ITEM 9. Consider Adjustments to Agenda Format. DM 2023-79.**

### **BACKGROUND**

Every meeting conducted by the Rubidoux Community Services District (“District”) Board of Directors (“Directors”) must have a written agenda. A public meeting agenda is a structured outline or list of items to be discussed and addressed during the meeting which is open to the public. It serves as a guide for participants, including Board Members, staff, and the public, outlining the topics that will be covered and the order in which they will be addressed. A well-constructed agenda helps ensure meetings are organized, focused, and productive, allowing for effective communication and decision-making.

The District has largely maintained a consistent agenda format from year to year, incorporating slight modifications over the past few years to accommodate:

- Remote/teleconferencing participation instructions.
- Disclosures related to Covid-19
- Disclosures related to public comment.
- Staff/Managers update to Board questions from previous meetings

District staff continuously strives to enhance the efficiency and effectiveness of the District’s board meetings, and additional, permanent modifications to the agenda structure can significantly contribute to achieving these goals. The District is dedicated to transparency, collaboration, and community-driven results. Keeping this in focus, staff reviewed the District’s current agenda format and highlighted areas where changes could enhance meeting dynamics, engagement, and decision-making efficiency.

The proposed, permanent adjustments are summarized as follows:

1. Condensed remote/teleconferencing instructions.
2. Additional disclosures:
  - a. Additions to the Agenda – Details the Board action required for late additions to the agenda.
  - b. Disability accommodations – Provides information to members of the public with a disability or with limited English proficiency who wish to participate in the public meeting on how to request accommodation leading up to the meeting.
3. Consent calendar – Aggregates routine matters into a single agenda item and enables the Board to address non-controversial items efficiently which allows more time for in-depth discussions on action items.
4. Declaration of posting – Demonstrates the District’s commitment to transparency.
5. Reorder public comment item to be considered after roll call, consistent with other public agencies, and allows members of the public to be heard prior to the Board working through consent calendar and action items.
6. Next meeting – Informs the Board and participating members of the public when the next regular Board meeting will be held.

Staff believes these proposed adjustments will contribute positively to the District’s Board meetings, fostering a more engaged and collaborative environment while maintaining a focus on the District’s mission and community needs.

Director Murphy had three (3) comments. In the board packet there's the last three pages that's attach and approve. On the third to the last page, it's the third paragraph (which he read). He wanted the word Secretary changed to President of the board. On the second to last the page he had two comments. For Item 7 Reports, he requested adding an Item B, Committee Reports. The third item is for Public Comments. It states someone from the public is given three (3) minutes for comments. He thinks that five (5) minutes should be given to the public to speak.

**Director Murphy moved to approve the new agenda template as amended which included the following changes from the original staff recommendation:**

- 1. On Page 1, under the Zoom info, change reference from "Secretary" to "President".**
- 2. Under Item 4 'Public Comments', change reference from "three" minutes to "five" minutes.**
- 3. Under Item 9 'Report', add subsection D. 'Committee Reports'.**

**Director Skerbelis seconded the motion as amended beginning at the next regularly scheduled Board meeting on September 21, 2023.**

**Roll call:**

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

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

**ITEM 10. Consider Purchase of Tablets and Support Services for the Board of Directors. DM 2023-82.**

Director Murphy directed staff to re-schedule this memorandum for the next regularly scheduled Board meeting on September 21, 2023.

**ITEM 11. Consider award of Professional Services Contract for Condition Assessment of the Ridgeline Hydropneumatic Storage Tank. DM 2023-87.**

### **BACKGROUND**

In 2019 under DM 2019-72 the Board of Directors ("Board") of the Rubidoux Community Services District ("District") authorized a condition assessment of its four potable water tank reservoirs by Harper and Associates. The condition assessment was completed in early 2020. This assessment did not include an assessment of the hydropneumatics storage vessel serving the Ridgeline Pressure Zone ("PZ") which is fed by the 1238' Hunter PZ and is a part of the 1238' PZ.

This PZ serves 36 homes which are at an elevation too high to have adequate pressure from the Hunter PZ which operates off the weight of water in the Hunter and Perrone storage tanks. In June 2023, the Division of Drinking Water ("DDW") requested the District provide a Corrective

Action Plan (“CAP”) to respond to the 2020 condition assessment prepared by Harper and Associates. In conjunction with providing the CAP, staff deemed it prudent to have Harper and Associates present to the board the findings of the 2020 condition assessment and the CAP as the Board had previously requested additional information about the status of the District’s storage reservoirs.

In this presentation, it was recognized that the hydropneumatic storage tank was not included in the original reservoir condition assessment. Staff received a proposal from Harper and Associates to perform this assessment which will necessitate draining the storage tank for a few hours during which 36 customers will be without water. The District will notify these customers of the outage in advance by mail and via door tags.

Harper’s proposal is for \$3,200. The District has in its FY 2023-24 Water Replacement Fund Budget \$100,000 for the 1238’ PZ Improvements. As the hydropneumatics reservoir is a part of the 1238’ PZ, staff will use this available funding to pay for this effort.

**Director Trowbridge moved, and Director Skerbelis seconded the Board of Directors authorize the General Manager to sign a Task Order with Harper and Associates in the amount of \$3,200 to provide an inspection and report of the hydropneumatics storage tank serving the Ridgeline PZ.**

**Roll call:**

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

Noes – 0

Abstain – 0

Absent – 1 (Trueba)

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

**ITEM 12. Directors Comments**

The were no Director comments during the meeting.

**ITEM 13. Adjournment**

Director Murphy adjourned the meeting at 4:31 PM.