

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, November 6, 2025**

DIRECTORS PRESENT: Hank Trueba Jr.,
Diana Leja
Bernard Murphy
Leslie Altamirano
John Skerbelis

STAFF PRESENT: Brian Laddusaw, General Manager
Brandon Thomas, Assistant General Manager
Jaclyn Makarzec, Director of Engineering
Miguel Valdez, Director of Operations

VISITORS (SIGNED IN): John Harper, RCSD Legal Counsel, Via Zoom
Richard Wall, BBK Legal Counsel, Via Zoom
Ross Leja, Vice President of JARPD
Wendel Prude, Sr. Labor Relations Representative, LiUNA
777
Jose Lopez, Union Steward, RCSD Employee
George Ruiz, RCSD Resident

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 Trueba at 4:00 p.m. on Thursday, November 6, 2025, held in person and via teleconference 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

BOARD DELIBERATION / ACTION:

Director Murphy requested to remove the items below from the CONSENT CALENDAR for further discussion and deliberation.

Item B. Consideration to Approve November 7, 2025, Salaries, Expenses and Transfers;

- Item D. DM 2025-95:** Consider Authorization of Legal Services Agreement with Best Best & Krieger LLP for Special Counsel Assistance Regarding Capacity Fee Program;
- Item E. DM 2025-96:** Consideration to Approve Amendment No. 3 to Employment Agreement;
- Item F. DM 2025-97:** Consideration to Amend Salary Schedule for Fiscal Year 2025|2026

ITEM 4. PUBLIC COMMENTS

Ross Leja, Vice President of JARPD, expressed his personal thanks to the Board for donating candy to the Spooktacular event. The event was well attended, and Director Altamirano was present. JARPD will be sending RCSD a copy of their calendar of events.

Next, Wendel Prude, Sr. Labor Relations Representative for LiUNA 777, along with Jose Lopez, Union Steward, addressed the Board. Mr. Prude noted that he had not planned to present but wanted to discuss the increase in premium health rates. Staff developed a petition regarding the out-of-pocket costs. Mr. Lopez asked if the Board could consider covering the cost of the health premiums.

CLOSED SESSION: Start 4:15 PM End 5:46 PM

ITEM 5. DM 2025-92 – CLOSED SESSION: Pursuant to Government Code Section 54956.9(d)(2): Conference with Legal Counsel - Potential Litigation (One Case)

ITEM 6. DM 2025-93 – CLOSED SESSION: Pursuant to Government Code Section 54956.9(d)(2): Conference with Legal Counsel - Potential Litigation (Consideration of Special Counsel)

BOARD DELIBERATION / ACTION

Recess after Closed Session at 5:46 PM. No reportable action after Closed Session. Open Session resumed at 5:55 PM

ITEM 5. CONSENT CALENDAR

*****Strike out Items considered by Board as standalone items**

Refer to All Consent Calendar Items here:

<https://www.rcsd.org/2025-11-06-board-of-directors-board-meeting>

A. Approval of Minutes for October 16, 2025, Regular Meeting

~~B. Consideration to Approve November 7, 2025, Salaries, Expenses and Transfers~~

C. DM 2025-94: Receive and File Statement of Cash Asset Schedule Report Ending September 2025

~~D. DM 2025-95: Consider Authorization of Legal Services Agreement with Best Best & Krieger LLP for Special Counsel Assistance Regarding Capacity Fee Program~~

~~E. DM 2025-96: Consideration to Approve Amendment No. 3 to Employment Agreement~~

~~F. DM 2025-97: Consideration to Amend Salary Schedule for Fiscal Year 2025|2026~~

BOARD DELIBERATION / ACTION:

Director Skerbelis made a motion for approval of the amended Consent Calendar (Items A and C), Director Leja seconded the motion.

Roll Call Vote:

Ayes – 5 (Murphy, Trueba, Skerbelis Leja, Altamirano)

Noes – 0

Abstain – 0

Absent – 0

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

CONSENT CALENDAR ITEM REMOVED FOR FURTHER DISCUSSION:

B. Consideration to Approve November 7, 2025, Salaries, Expenses and Transfers

BOARD DELIBERATION / ACTION:

Director Murphy made a motion for approval, Director Skerbelis seconded the motion.

Roll Call Vote:

Ayes – 5 (Murphy, Trueba, Skerbelis Leja, Altamirano)

Noes – 0

Abstain – 0

Absent – 0

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

D. DM 2025-95: Consider Authorization of Legal Services Agreement with Best Best & Krieger LLP for Special Counsel Assistance Regarding Capacity Fee Program

BOARD DELIBERATION / ACTION:

Director Altamirano made a motion for approval, Director Murphy seconded the motion.

Roll Call Vote:

Ayes – 5 (Murphy, Trueba, Skerbelis Leja, Altamirano)

Noes – 0
Abstain – 0
Absent – 0

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

E. DM 2025-96: Consideration to Approve Amendment No. 3 to Employment Agreement

BOARD DELIBERATION / ACTION:

Director Skerbelis made a motion for approval, Director Trueba seconded the motion.

Roll Call Vote:

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

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

F. DM 2025-97: Consideration to Amend Salary Schedule for Fiscal Year 2025|2026

BOARD DELIBERATION / ACTION:

Director Altamirano made a motion for approval, Director Leja seconded the motion.

Roll Call Vote:

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

ITEM 8. CORRESPONDENCE AND RELATED INFORMATION - None

ITEM 9. REPORTS

- A. Operations Report - None**
- B. Emergency and Incident Report - None**
- C. General Manager and Staff Reports / Updates**

The Chamber of Commerce luncheon will be held next Thursday, with Chad Bianco serving as the guest speaker. The Flabob Veterans Day Event is scheduled for Saturday, November 8th, and staff will be attending. The Annual Western Retail Discussion is set for Thursday, January 22nd. Last Thursday, we held a Halloween celebration for the staff, and a potluck is scheduled for November 19th. Western Water partnered with the Theater National to teach students about water conservation and perform a show for TK and kindergarten students. Staff also attended the Water Wise Pro event related to water, which was attended by both staff and Board members. Cal Fire provided their annual report.

Brandon, Assistant General Manager, shared with the Board the status of the Hazard Mitigation Plan, and an update on the Denmark trip will be provided at a later date. We are tentatively scheduling a Board Training Special Meeting for Wednesday, December 10th, at 2:00 p.m.; however, Director Murphy is only available after 4:00 p.m.

Jaelyn, Director of Engineering, shared that Juliee, our next Assistant/Associate Engineer, will be attending the next Board meeting to introduce herself.

D. Committee Reports

- a. Street Lighting Committee (October 22, 2025 – 10:30 AM) – Cancelled**
- b. Street Lighting Committee (November 6, 2025 – 3:00 PM)**

GM Brian Laddusaw provided an update on the Street Lighting Committee. Director Murphy requested to have the transcript, minutes, and recording posted on the website.

ITEM 10. ACTION / DISCUSSION ITEMS

- A. DM 2025-98: Consideration to Issue Task Order Amendment to Albert A. Webb Associates for Well 25 Grant Coordination for Section 106 Consultation Process**

BACKGROUND:

The Rubidoux Community Services District (“District”) received funding from the United States Bureau of Reclamation (USBR) to construct a new potable water well, Well 25. The funding received for this project was part of a larger award package for which Western Municipal Water District is the managing entity. The District received direction from the Board of Directors to hold all design work for Well 25 until the conclusion of the *Additional Environmental Assessment of The Groundwater* which was approved by the Board of Directors on August 7, 2025 (**DM 2025-72**).

Typically, investigatory work is exempt from certain requirements of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), however, in consultation with Western Municipal Water District, the work requires authorization from USBR and may require compliance with NEPA (dependent on USBR's determination).

This year, USBR began allowing Grant Recipients to assist with preparation of the necessary consultations per Section 106 of the National Historic Preservation Act through the State Historic Preservation Officer which are required to finalize NEPA and allow the project to perform ground disturbing activities.

While the design work is on hold and USBR is on shutdown, the District would like to authorize Albert A. Webb and Associates (Webb) to proceed with Consultation work to assist with expediting the exploratory work.

Budget Considerations

The Well 25 Project was included during the preparation of the Fiscal Year (“FY”) 2025|2026 Water Capital Improvement Project (CIP) Budget, Line Item 6 Well 25 Project (USBR – Drought (DSP) – Wstrn).

District staff received a proposal from Webb to perform the *Section 106 Consultation for the Well 25 Project* for a cost of (\$7,300) (Attachment 1); as this work involves consultation with other Government Agencies and document revisions, the District would like to issue a Task Order for a total amount of \$10,000 (\$7,300 proposal and \$2,700 for any unforeseen coordination or revisions required). The District did not issue a request for proposal for this work as it is additional consulting work associated with an existing ongoing project and the work is considered Additional Services consistent with work being performed.

As the total cost for the *Section 106 Consultation for the Well 25 Project* is within the budgeted amount on the FY 2025|2026 Water Capital Improvement Project (CIP) Budget, Line Item 6 Well 25 Project (USBR – Drought (DSP) – Wstrn), no revisions to the FY 2025|2026 Water CIP Budget for this work are required.

BOARD DELIBERATION / ACTION:

Director Altamirano made a motion to approve the Task Order to Albert A. Webb Associates in the amount of \$7,300 from the FY2025–2026 Water Capital Improvement Project (CIP) Budget, Line Item 6, Well 25 Project (USBR – Drought (DSP) – Wstrn), to perform the necessary work. Future Task Orders may be issued to Albert A. Webb Associates as required for unforeseen circumstances, in an amount up to an additional \$2,700 from the FY2025–2026 Water Capital Improvement Project (CIP) Budget, Line Item 6, Well 25 Project (USBR – Drought (DSP) – Wstrn). Director Skerbelis seconded the motion.

Roll Call Vote:

Ayes – 4 (Trueba, Skerbelis Leja, Altamirano)

Noes – 1 (Murphy)

Abstain – 0

Absent – 0

B. DM 2025-99: Consider Ratification of Award of Professional Services Contract and Task Order to Krieger & Stewart for Design Work for Four Existing Reservoirs for CalOES Grant Application

BACKGROUND:

The Rubidoux Community Services District (“District”) owns and maintains four (4) potable water tanks with a total capacity of approximately 6.4 million gallons which provide drinking water to the entire District (see Table 1). The District's Consultant Harper & Associates Engineering, Inc. (“Harper”) was previously authorized (per **DM 2025-68**) to prepare an updated Structural/Seismic Analysis of the Four Welded Storage Tanks to assess their seismic resiliency for current AWWA D100, ASCE 7-22, and CBC 2025 codes. These codes increase the seismic coefficient which then increases the reinforcement, anchorage, or height needed for a tank. The codes are updated every few years with some updates being more extensive than others. However, overtime, the trend in the codes is to be more stringent and to design for greater intensity earthquakes.

Table 1. Description of Four Existing Tanks

Reservoir Name	Pressure Zone Served	Capacity	Years Constructed
Atkinson	1066	2 MG	1969
Tom Watson	1066	3 MG	1992
Tony Perrone	1238	1 MG	1992
Hunter 1	1238	0.4 MG	1960

The analysis completed by Harper's Subconsultant, Kelsey Structural, identified significant deficiencies in the tanks requiring retrofit or replacement (Reports available upon request). Additionally, due to the significant costs for the retrofit work, a Preliminary Design Report (PDR) was completed by Harper comparing the anticipated construction costs between retrofit and full tank replacement for each tank. The PDR determined that the preferred option for the District to ensure longevity, dependency, and reliability of the tanks is to replace each tank in its entirety rather than retrofit the tanks (**Attachment No. 1**).

The updated Structural/Seismic Analysis of the Four Welded Storage Tanks analyzed the existing tanks for two (2) scenarios:

1. A design earthquake event per AWWA D100, ASCE 7-22, and CBC 2025 which are the typical design criteria for a new tank; and
2. With an earthquake lower than current standards.

The results of both identified significant deficiencies in the ringwall foundation, tank wall thickness, and insufficient freeboard (for sloshing).

An immediate option to mitigate seismic damage is to reduce the operating levels, however, the District has insufficient fire flow storage in the tanks (as identified in the 2022 Water Master Plan (“Master Plan”), prepared by Albert A. Webb Associates (“Webb”)) and any decrease in volume will result in an even greater deficiency of emergency or fire flow storage. As such, the District has applied for a grant from CalOES to mitigate this immediate threat and requires a submission of 60% Plans, Specifications, Cost Estimates, Notices of Exemptions, and other associated engineering work to be submitted by November 6, 2025.

District Staff reviewed existing available Record Drawings for the tanks and determined that Krieger & Stewart, Inc. (“K&S”) completed two (2) of the four (4) original Plan sets for the tanks and has specific knowledge of the tank sites. As the design work involves complete replacement of the existing reservoirs, K&S is uniquely qualified to assist the District in this work as they are aware of the history of the sites and the initial design.

Additionally, because this is an immediate concern to the reliability of water delivered to the public, District Staff discussed the ratification of award to K&S during the Manager's comments section of the October 16, 2025, Board Meeting.

Discussion

Section 1040.27.3 of the District’s Procurement Policy permits the District to procure by noncompetitive proposals under the following circumstance applicable to this project:

"b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;"

The existing tanks seismic deficiencies have the following exigent concerns:

- The condition poses a real and imminent threat to public health, safety, or essential public services (e.g., water supply, fire protection, sanitation).
- Delay caused by competitive solicitation could exacerbate the danger or increase the likelihood of system failure.
- The procurement is limited to addressing the immediate threat — not the entire long-term project.

Budget Considerations

District Staff received a proposal from K&S to complete the design of all four of the existing tanks including CEQA Notice of Exemption and design to meet the latest ASCE 7, AWWA D100, and CBC 2025 codes with a cost of \$349,400 rounded (**Attachment No. 2**). As the work will also include responding to additional Requests for Information and Coordination with CalOES as well as potential for future unforeseen conditions, the District would like to issue a Task Order for \$349,400 with authorization for District Staff to issue additional Task Orders up to a total of \$430,000 (cost of proposal with approximately 23% contingency).

The design of the Four Existing Tanks requires a budget amendment and Staff proposes creating a New Expense Line Item from the Fiscal Year (“FY”) 2025|2026 Water Capital Improvement Project (CIP) Budget, funded from the District's Water Fund Unrestricted Reserves Account. Staff anticipates the balance for the Water Fund Unrestricted Reserves Account to be 5.9 million dollars at the end of the 2025|2026 Fiscal Year, which is more than sufficient to cover the cost of this work.

BOARD DELIBERATION / ACTION:

Director Murphy made a motion to approve a New Expense Line Item from the FY 2025|2026 Water Capital Improvement Project (CIP) Budget, funded by the Water Fund Unrestricted Reserves for the Design Work of the Four Existing Tanks in the amount of \$430,000. Ratify the issuance of a Task Order to Krieger & Stewart, Inc. in the amount of \$349,400 from the New Expense Line Item from the FY 2025|2026 Water Capital Improvement Project (CIP) Budget, to perform the necessary design work to complete the Contract Documents for the Four Existing Reservoirs. Issue future Task Orders to Krieger & Stewart, Inc as required for unforeseen circumstances in an amount up to an additional \$80,600 from the New Expense Line Item from the FY2025|2026 Water Capital Improvement Project (CIP) Budget. If any single Task Order exceeds \$75,000, Staff will require future Board Action. Ratification of Board Approval for Filing of CEQA Notices of Exemption for Atkinson, Tom Watson, Tony Perrone, and Hunter 1, potable water tanks. Director Altamirano seconded the motion.

Roll Call Vote:

Ayes – 5 (Murphy, Trueba, Skerbelis Leja, Altamirano)

Noes – 0

Abstain – 0

Absent – 0

C. DM 2025-100: Consider Adoption of JCSD Agreement No. 962 Through Cooperative Use for On-Call Well, Booster, Motor, and Sewer Equipment Maintenance Services

BACKGROUND

Rubidoux Community Services District ("RCS D", "District") maintains critical potable water and sewer infrastructure, consisting of wells, booster stations, motors, sewer lift stations, and related mechanical systems. Timely maintenance and rehabilitation of this equipment is essential to maintaining service reliability, extending asset life, and preventing emergency failures. Maintenance and rehabilitation of this equipment typically consists of:

- Removing (pulling) and rehabilitating vertical turbine pumps and motors
- Booster station motor and drive replacements
- Well casing and column pipe repairs

- Sewer lift station pump and motor service
- Alignment, startup, and field testing

In 2024, Jurupa Community Services District (“JCSD”) conducted a competitive solicitation and awarded Contract No. 962 ("JCSD Contract") for On-Call Well, Booster, Motor, and Sewer Equipment Maintenance Services to four (4) highly specialized Contractors:

- Layne Christensen Company
- General Pump Company
- Sabina Drives
- Superior Electric Motors

The JCSD Contract includes scope and pricing for typical maintenance and rehabilitation of both water and sewer-related mechanical repairs which align with existing and future District needs, including but not limited to:

- Removing (pulling) and rehabilitating vertical turbine pumps and motors
- Booster station motor and drive replacements
- Well casing and column pipe repairs
- Sewer lift station pump and motor service
- Alignment, startup, and field testing

RCSD has received written confirmation from all four (4) Contractors that they will honor the pricing, terms, and conditions of the JCSD Contract for services performed on behalf of RCSD. In addition, JCSD has formally authorized RCSD to utilize Contract No. 962 under a Cooperative Use arrangement.

Discussion

Section 1040.25.8 of RCSD’s Procurement Policy permits the District to enter into state and local intergovernmental agreements “where appropriate or use of common or shared goods and services,” provided that the contracts awarded by other public agencies were obtained through a competitive process and that such use is expressly authorized by the original contracting agency. This process, commonly referred to as a cooperative use or inter-entity agreement, offers several operational benefits:

- Expedited delivery of critical well and sewer repairs by avoiding a full RFP process
- Pre-established, competitively bid pricing for specialized services
- Reduced administrative costs while maintaining transparency and fairness
- Board oversight maintained for task orders exceeding \$75,000

The JCSD Contract was competitively bid in accordance with the California Public Contract Code and is valid through July 2027. Upon expiration, RCSD will prepare its own solicitation for on-call well, booster, motor, and sewer equipment services.

BOARD DELIBERATION / ACTION:

Director Murphy made a motion to defer the item. Motion failed with no second. Director Skerbelis made a motion to Adopt JCSD Contract No. 962 – On-Call Well, Booster, Motor, and Sewer Equipment Maintenance Services – for use by RCSD through a cooperative use agreement as authorized by RCSD Procurement Policy Section 1040.25.8. Authorize the General Manager to execute all necessary documents to formalize the Cooperative Use Agreement and administer the Contract in accordance with its terms. Authorize the General Manager, or their designee, to issue Task Orders under the Agreement consistent with the adopted FY 2025|2026 Water and Sewer Operations Budgets; any individual Task Order exceeding \$75,000 shall require prior authorization from Board of Directors. Director Altamirano seconded the motion.

Roll Call Vote:

Ayes – 4 (Trueba, Skerbelis Leja, Altamirano)

Noes – 1 (Murphy)

Abstain – 0

Absent – 0

ITEM 11. DIRECTORS COMMENTS AND REQUESTS

Director Altamirano commented on the candy donated to the Spooktacular event. She also requested that Healthcare Premiums be added to the next agenda for discussion. She congratulated Brian on his renewed employment contract.

Director Murphy commented that SNAP benefits are not available to them. He printed out a list of private entities to share with customers. The fire department will be requesting funds for the service study. Director Murphy would like to know the cost to build the fire station and what that cost would be in today's dollars.

No other Directors had comments.

ITEM 12. NEXT MEETING

The next regular meeting is scheduled for Thursday, November 20, 2025, at 4:00 p.m.

ITEM 13. ADJOURNMENT

President Trueba adjourned the meeting at 6:49 p.m.