

**RUBIDOUX COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING  
Thursday, November 21, 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  
Chief William Otterman, Fire Station 38

**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 21, 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. PUBLIC COMMENTS**

No public comments.

**ITEM 5. CONSENT CALENDAR**

A. Approval of Minutes for November 7, 2024, Regular Meeting

- B. Consideration to Approve November 22, 2024, Salaries, Expenses and Transfers
- C. **DM 2024-91:** Consider Proposal for Consulting Services with Willdan Engineering

**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 6. CORRESPONDENCE AND RELATED INFORMATION**

None

**ITEM 7. REPORTS**

**A. Operations Report (Second Meeting Each Month)**

Director of Operations Miguel Valdez reported the Water and Wastewater production numbers for October. The average total well production in million gallons for potable water is 4.76. The total was 5.19. The Wastewater flow to Riverside average was 1.76. The consumption of JCSD was 0.0. Well No. 18 potable production was 31.6%. Well No. 8 was 32.8%. Well No. 6 produced 20.5%. Well No. 4 produced 9.9%. Well No. 2, and the Jurupa Tie- In produced 0.0%. Well No. 1 produced 5.1%.

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

Riverside County Fire Station 38 Chief Otterman presented the incidents reported for the month of October 2024. The station had a total of 290 calls. It received 32 false alarm calls, 192 medical calls, 12 other fire calls, 5 other miscellaneous, 7 public service assistant calls, 2 ringing alarms, 4 standbys, 26 traffic collisions, 1 vehicle fire, and 9 wildland fires.

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

General Manager (GM) Brian Laddusaw shared with the Board pictures from the City of Jurupa Valley's Salute to Veterans Parade and Celebration, which took place on November 9th, starting at 9 a.m. He also informed the Board that the Western Water Retail meeting is scheduled for January 28th, from 11:30 a.m. to 2 p.m. GM Laddusaw notified the Board that the headshot photo session, originally planned for December 5th from 3:00 p.m. to 4:00 p.m., was canceled due to a Board of Directors vacancy and the absence of a Director of Engineering. The headshots will be rescheduled once the vacancies are filled. He provided an update on the Board of

Directors vacancy and its status. Director Murphy inquired about the phone and internet outage that occurred the previous week. Director of Finance and Administration Kirk Hamblin responded to Director Murphy's question and informed the Board about the incident. He explained that an individual had set fire to one of the utility poles, damaging the District's service wires. As a result, internet and phone services were down for a couple of days until AT&T completed the repairs.

**D. Committee Reports**

The Personnel Committee met on November 20, 2024. Their recommendation will be taken to the Board for full Board consideration on Thursday, December 5, 2024.

**ITEM 9. ACTION/DISCUSSION ITEMS.**

- A. DM 2024-92:** Receive, File and Move to Issue Rubidoux Community Services District Draft Financial Statements for Fiscal Year Ending June 30, 2024

**BACKGROUND:**

During the Rubidoux Community Services District ("District") Board of Directors meeting on November 7, 2024, the Board was presented with the 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 draft financial statements were provided on November 7, 2024, to allow Directors ample time to review and submit comments to staff. As of the date of this memorandum, staff has received comments only from Director Murphy, which have been addressed. No other Directors have submitted feedback. Since their distribution on November 7, 2024, no changes have been made to the draft financial statements.

Due to no changes to the draft provided on November 7, 2024, the final draft financial statements are not included again as an attachment to tonight's memorandum. One hard copy of the draft financial statements is available at the Administrative Building for review, or an electronic copy can be accessed on the District website within the November 7, 2024 board packet.

**PRESENTATION BY RAMS**

**ACTION:**

**Director Trueba moved, and Director Muniz seconded to approve acceptance of the work by RAMS and to receive, file and move to issue the Rubidoux Community Services District draft financial statements for fiscal year ending June 30, 2024.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

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

**B. DM 2024-93: Consider Surplus of General Manager Vehicle and Award a Purchase Contract for One New Four-Door Sport Utility Vehicle**

**BACKGROUND:**

The General Manager (“GM”) of Rubidoux Community Services District (“District”) has historically been provided a vehicle for District business purposes to ensure consistent, reliable transportation for official duties, including attending meeting, overseeing operations, and responding to time-sensitive needs across the service area. This practice allows the GM to perform essential functions efficiently, ensuring the continued effective management of the District’s operations and its responsibilities to the stakeholders. The provision of a dedicated vehicle also helps ensure GM’s availability for on-call situations and other urgent matters that may arise outside of regular working hours.

This practice is also memorialized in the GM’s Employment Agreement (“Agreement”), dated October 6, 2022, and effective December 30, 2022.

Pursuant to Section 5(J) of the Agreement, *“The District shall furnish Employee with a District vehicle and shall provide for fueling, insurance, and maintenance thereof. The District agrees to replace the vehicle consistent with current District practice to minimize maintenance costs and optimize trade-in value which may or may not occur during the term of this Agreement.”*

District practice has been to replace the GM’s vehicle every 4-5 years, depending on mileage and wear and tear. The current GM’s vehicle was purchased in 2014 and has over 70,000 miles, well past its useful life. Staff recommends the District surplus the existing GM vehicle and replace it with a similar, reliable model.

Given the District’s need for reliability, cost-effectiveness, and the ability to transport Board members to meeting and site visits when required, a mid-size Sport Utility Vehicle (SUV) is the most practical and financially sound option. A mid-size SUV offers ample space for transporting multiple individuals, materials, and equipment, making it ideal for District business, while maintaining fuel efficiency and lower maintenance costs compared to larger vehicles.

The continued use of the GM’s current vehicle, which has reached the end of its useful life, poses increasing risks related to maintenance costs and vehicle performance. By replacing it with a new mid-size SUV, the District can mitigate these risks, avoid unforeseen repairs, and support the efficient operations of the District.

In October and November 2024, the District issued a ‘Notice Inviting Bids for Vehicle Purchase’ to six Ford dealerships. The District’s fleet predominantly consists of Ford vehicles due to their

consistently competitive bid responses, reliability, and responsive service support over the years. This consistency simplifies maintenance and ensures parts availability. Based on these factors, staff specifically solicited bids for a mid-size Ford SUV, the Ford Explorer, as the recommended replacement for the GM's vehicle. Additionally, the District has a long-standing practice of purchasing extended warranties for all new fleet acquisitions, and all bids received included the cost of this warranty.

Of the six dealerships invited to bid, the District received four responses. However, one bidder noted a trade-in value calculation error and chose not to re-submit, while another was unable to confirm stock availability and pricing by the required deadline, leaving two qualified bidders. Both qualified bids are included as Attachment 1. The lowest responsive bid was submitted by Citrus Motors at \$47,666.22, inclusive of taxes and the extended warranty. This bid also incorporates a \$7,000 trade-in value for the existing GM's vehicle, a 2014 Jeep Cherokee. The proposed replacement vehicle meets or exceeds all minimum requirements outlined in the bid notice.

### **Budget Considerations**

District staff accounted for this vehicle replacement during the preparation of the Fiscal Year 2024|2025 General Fund Budget, specifically under line 59, with an allocated amount of \$60,000 (Attachment 2). Staff recommends utilizing \$47,666.22 for the purchase of the new Ford Explorer from Citrus Motors, along with a contingency of \$2,333.78, for a total requested authorization of \$50,000. This contingency, if utilized, would still result in a total cost lower than the next lowest bid. This authorization includes surplusing the existing General Manager's vehicle, a 2014 Jeep Cherokee, as part of the transaction.

### **ACTION:**

**Director Murphy moved, and Director Trueba seconded to approve to authorize the General Manager to Surplus the 2014 Jeep Cherokee SUV, VIN # 1C4PJMCS0EW303364 and accept Citrus Motors trade-in offer of \$6,500 for subject vehicle. Additionally, to purchase a new 2025 Ford Explorer SUV from Citrus Motors for a total amount of \$48,166.22 (with extended warranty and trade-in).**

### **Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

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

**\*\*\*Recess Break at 4:29 p.m.-4:37 p.m.\*\*\***

**\*\*\*CLOSED SESSION @ 4:37 p.m.\*\*\***

- 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**

**\*\*\*RESUME from CLOSED SESSION @ 5:16 p.m.\*\*\***

**The Directors reported back from CLOSED SESSION notifying staff there will be a scheduled CLOSED SESSION for Thursday, December 5, 2024, at 3:00 p.m. to evaluate the District’s General Manager.**

**ITEM 10. DIRECTOR’S COMMENTS AND REQUESTS**

Director Skerbelis thanked the staff for the excellent job they did on the street and in the area where he resides. Director Trueba shared an invitation to the City’s tree lighting event, scheduled for Wednesday, December 4, 2024. No other Directors had comments or requests.

**ITEM 11. NEXT MEETING**

Thursday, December 5, 2024, at 4:00 p.m.

**ITEM 12. ADJOURNMENT**

President Skerbelis adjourned the meeting at 5:18 P.M.