

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, February 20, 2025**

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

STAFF PRESENT: Brian Laddusaw, General Manager
Brandon Thomas, Assistant General Manager
Jaclyn Makarzec, Director of Engineering
Kirk Hamblin, Director of Finance and Administration
Miguel Valdez, Director of Engineering
Melissa Trujillo, HR Generalist/Safety and Facilities
Coordinator

VISITORS (SIGNED IN): Ross Leja, RCSD Resident

ITEM 1. CALL TO ORDER

The meeting of the Board of Directors of the Rubidoux Community Services District by President Trueba, at 4:00 PM Thursday, February 20, 2025, 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 February 6, 2025, Regular Meeting
- B. Consideration to Approve the February 21, 2025, Salaries, Expenses and Transfers

- C. DM 2025-08: Consider Approval of Task Order under the Master Service Agreement with Stellar Technology & Automation for the OT/SCADA Master Plan and Specification
- D. DM 2025-09: Receive and File Statement of Cash Asset Schedule Report Ending December 2024
- E. DM 2025-10: Consider Adoption of Resolution No. 2025-923, A Resolution of the Board of Directors of the Rubidoux Community Services District Authorizing Signers for Financial Transactions with Designated Financial Institutions

ACTION:

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

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

The motion was carried 5-0-0-0.

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION

ITEM 7. REPORTS

A. Operations Report (Second Meeting Each Month)

The Operations Report included the Potable Water Production report for 2024/2025 Calendar Years. In January, potable water production totaled 344 acre-feet. The Reservoir Capacity Report was also included for the month of December 2024 and January 2025.

Chemical deliveries for the reporting period included the following:

- Sodium Bisulfite 25%: 3,036 gallons delivered to the Thompson Plant.
- Morton NSF Certified White Crystal Salt: None delivered to the Smith Plant.
- Sodium Hypochlorite 12.5% (Liquid Chloride): 3,000 gallons delivered to the Thompson Plant, Smith Plant, and Well 8.

The Operations Report also included information on SCE Public Safety Power Shutoffs, which began on Monday, January 20, 2025, around 2:00 a.m. and lasted through Wednesday, January 22, 2025, affecting Ridgeline Booster, Well 8, Goldenwest Booster, Exmoor Lift Station, Regional Lift Station, Juan Diaz Lift Station, Jurupa Hills Lift Station, Thompson Plant, Smith Plant, Well 8, Fleetwood Lift Station, and Belltown Lift Station.

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

Riverside County Fire Station 38 Chief Otterman presented the incidents reported for the months of December 2024 and January 2025. In December the station had a total of 296 calls. It received 31 false alarm calls, 204 medical calls, 6 other fire calls, 2 other miscellaneous, 9 public service assistant calls, 3 rescue fires, 2 rescue, 1 ringing alarms, 5 standbys, 28 traffic collisions, 2 vehicle fire, and 3 wildland fires. In January the station had a total of 314 calls. It received 3 com fire calls, 53 false alarms, 193 medical calls, 12 other fire calls, 1 other miscellaneous call, 4 public service assist calls, 1 rescue fire call, 1 rescue call, 1 ringing alarm call, 15 standby calls, 28 traffic collision calls and 2 wildland fire calls.

C. General Manager and Staff Reports / Updates

GM Laddusaw presented to the Board an in-person tour of the Pure Water Southern California demonstration facility in Carson, CA. The trip is scheduled for Friday, March 28th, from 8:00 AM to 3:30 PM and will include transportation to and from the facility, as well as lunch. This will be a joint tour with Director Armstrong and our colleagues at EMWD, starting and ending at Western Water’s headquarters on Meridian Parkway.

Directors Skerbelis and Leja have expressed interest in attending. Director Murphy will be unavailable. Directors Trueba and Altamirano will follow up with GM Laddusaw regarding their attendance.

The Meet the Machines event is scheduled for Saturday, March 15th, from 9:00 AM to 1:00 PM at the Skyview Event Center, located at 5257 Wineville Ave., JV. The District will be participating in the event, and attendance is free.

The RCSD Committee Assignment list was signed by Board President Trueba and distributed to the Board.

AGM Thomas informed the Board that the RCSD/JCSD tour will be classified as a Special Meeting. However, since JCSD will not be available on the originally scheduled date, the Board decided to reschedule the tour to mid-March.

Director of Engineering Jaclyn provided the Board with an update on the Avalon and Mission intersections and the new sewer installation. The new sewer installation was required due to a new housing development bypass. Completion is pending final approval.

D. Committee Reports

A Regional Advisory Committee Meeting will be held on March 10th at 1:00 PM. Director Murphy will be in attendance. GM Laddusaw will discuss the next Trash Committee Meeting with Director Murphy and Director Skerbelis after the Board meeting.

ITEM 8. ACTION/DISCUSSION ITEMS.

- A. **DM 2025-11:** Discussion and Request for Board Input on the Rubidoux Community Services District Strategic Plan Development

BACKGROUND:

On August 15, 2024, pursuant to Director’s Memorandum (“DM”) 2024-64, the Rubidoux Community Services District (“District”) Board of Directors (“Board”) accepted a proposal from Lillestrand Leadership Consulting to develop a 5-Year Strategic Plan (“Strategic Plan”) (Attachment 1). While the District has effectively managed its day-to-day operations, it has never had a formalized long-term strategic plan to guide its growth, address emerging challenges, and align with future needs.

The Strategic Plan will serve as a roadmap for the District, ensuring its mission, vision, and objectives align with community expectations, regulatory requirements, and economic and environmental conditions. Additionally, the plan will help the District prioritize projects, allocate resources effectively, and establish measurable goals to track progress.

Strategic Plan Development Process

Staff began work on the Strategic Plan in November 2024, meeting three times with the District’s consultant. Throughout this process, staff has focused on the following key areas:

- Mission Statement
- Core Values
- Vision
- Organizational Needs Assessment
- Strategic Initiatives
- Major Objectives

Board Engagement & Input Request

To ensure the Strategic Plan reflects the District’s long-term vision and priorities, staff is seeking Board input through a series of targeted questions (Attachment 2). The feedback gathered will help refine the mission, values, strategic initiatives, and major objectives. While all responses will be carefully considered, staff will exercise discretion in determining which input is incorporated into the final Strategic Plan.

The first question focuses on the District’s Mission Statement, which should clearly define the purpose of the District, i.e., “Why are we in business?” The origin of the current Mission Statement is unknown, and discussions with a former 30+ year General Manager indicate it was likely drafted by staff without Board collaboration. Given the importance of the Strategic Plan, staff is seeking to modernize the Mission Statement with Board feedback.

The remaining questions aim to gather insights on key elements of the Strategic Plan, including:

- Establishing priorities by ranking the top five areas the District should focus on.
- Identifying key challenges that may impact operations and service delivery.
- Defining a vision for community outreach and education efforts.
- Shaping public perception, including how the District should be viewed and the appearance of its facilities.
- Anticipating external factors that could influence the success of the Strategic Plan.

Next Steps & Timeline

Staff requests that Board members provide thoughtful responses to the engagement questions by Tuesday, March 4, 2025, to allow for incorporation and discussion at the next regularly scheduled Board meeting on March 6, 2025. Once responses are received, staff will review and consider the feedback in finalizing the Strategic Plan. However, not all comments may be incorporated into the final version.

Upon completion, the Strategic Plan will be agendaized for formal Board adoption, with final approval anticipated in Spring 2025.

ACTION:

No action is required at this time. Staff requests that the Board review the questions in Attachment 2 and provide responses to staff no later than Tuesday, March 4, 2025, ahead of the next regularly scheduled Board meeting on March 6, 2025. These responses will be considered in the development of the Strategic Plan.

- B. **DM 2025-12** Consider Establishing an Ad Hoc Committee to Review and Recommend Revisions to the Rubidoux Community Services District Board Policies and Procedures Manual

BACKGROUND:

The Rubidoux Community Services District (“District”) Board of Directors (“Board”) operates under a Board Policies and Procedures Manual (“Manual”), which serves as the guiding document for governance and decision-making processes. To ensure continued compliance with legal requirements, alignment with best practices, and clarity in Board operations, periodic reviews of the Manual are essential. The current Manual has not undergone a comprehensive review since April 2017, making it an appropriate time to evaluate and, if necessary, update its provisions.

One effective way to facilitate this review is by establishing an Ad Hoc Committee. This focused group will allow for an efficient and thorough examination of the Manual. As outlined in Section 16 of the Manual, the duties of the Ad Hoc Committee shall be specified at the time of its appointment, and the Committee will be dissolved upon the completion of its task and submission of its final report.

If the Board chooses to proceed with the establishment of an Ad Hoc Committee, staff suggests the following primary objectives for the Committee:

- Identify sections of the Manual that require updates due to legal, regulatory, or operational changes.
- Ensure consistency and clarity in governance policies.
- Recommend modifications that enhance transparency, accountability, and Board efficiency.
- Present proposed revisions to the full Board for consideration and approval.

It is suggested that the Ad Hoc Committee consist of two Board members to maintain a focused and efficient review process. Should the Committee be formed, it will collaborate with District staff and legal counsel, as needed, to ensure that the revised Manual reflects both current best

practices and statutory requirements. The Ad Hoc Committee will dissolve upon completion of its assignment and acceptance of its recommendations by the full Board.

Budget Considerations

Minimal fiscal impact is anticipated, as the review process will primarily involve Board members and existing staff resources. Board members assigned to the Ad Hoc Committee will receive a per-meeting stipend of \$73.87. Any necessary review by legal counsel may incur minor costs, which will be covered within the existing budget.

ACTION:

The Board determined that Legal Counsel (General Counsel) should review the current Board Policies and Procedures Manual first to provide necessary legal changes before the Board proceeds with preference changes. The Board decided against establishing an Ad Hoc Committee but will instead facilitate this effort through normal Board meetings during open session.

ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS

Director Murphy commented that the City is scheduling a meeting to discuss the public safety shutoff. They are currently waiting for the Jurupa Unified School District to provide its availability. Director Altamirano thanked everyone for the updates and their work. No other directors had any comments.

ITEM 10. NEXT MEETING

Thursday, March 6, 2025, at 4:00 p.m.

ITEM 11. ADJOURNMENT

President Trueba adjourned the meeting at 4:37 P.M.