

**RUBIDOUX COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING  
NOVEMBER 16, 2023**

**DIRECTORS PRESENT:** Armando Muniz  
Bernard Murphy  
John Skerbelis  
F. Forest Trowbridge  
Hank Trueba, Jr.

**DIRECTORS ABSENT:** None

**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

**VISITORS (SIGNED IN):** None

**ITEM 1. 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, November 16, 2023, 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 2, 2023, Regular Meeting
- B. Consideration to Approve November 17, 2023, Salaries, Expenses and Transfers

**Director Skerbelis moved, and Director Muniz seconded to approve the Consent Calendar as presented.**

**Roll call:**

Ayes – 5 (Muniz, Murphy, Skerbelis, Trowbridge, Trueba)  
Noes – 0  
Abstain – 0  
Absent – 0

**The motion was carried unanimously.**

**ITEM 6. CORRESPONDENCE AND RELATED INFORMATION**

The first article was from the California Water News Daily regarding the plans finalized for creating new water storage in northern California. Last week, the Bureau of Reclamation and Sites Project Authority released final plans to create new off stream water storage in the Sacramento Valley. The proposed reservoir sites would be the second largest off-stream reservoir in the nation and would increase Northern California’s water storage capacity by up to 15 percent. The second article was regarding Gov. Gavin Newsom fast tracks plan to build California's first new reservoir in nearly 50 years by msn.com.

**ITEM 7. REPORTS**

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

Director of Operations Miguel Valdez reported on the water/wastewater report for the month of October, production was an average of 4.23 mg per day and an average of 1.73 mg/day was the wastewater flow to Riverside. Well No. 18 produced 39% of water, Well No. 8 produced 3%, Well No. 6 produced 18%, Well No. 4 produced 10%, Well No. 2 produced 0%, Well No. 1 produced 30%, and JCSD Intertie produced 0% of water.

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

Chief Otterman reported the Incidents Reported for the month of October 2023 and Special District Rubidoux CSD. Station 38 had a total of 279 calls. 187 calls, 67.0% were medical aides. There were 41 False Alarms, 14.7%, 1 Multi-Fam Dwelling Fire 0.4%, 7 other fire 2.5%, 2 other miscellaneous 0.7%, 12 public service assistance 4.3%, 1 rescue fire 0.4%, 1 ringing alarm 0.4%, 3 standby 1.1%, 18 traffic collisions 6.5%, and 6 wildland fire 2.2%.

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

General Manager Brian Laddusaw commented on the Veteran's Day Celebration Parade and Festival event that was held on November 11, 2023. There is an IAC meeting scheduled for Friday, November 17, 2023, from 8:30 A.M. - 10:30 A.M. Directors are invited to attend, Miguel Valdez will be in attendance representing the District.

#### **D. Committee Reports**

There were no Committee Meetings to report.

### **ITEM 8. ACTION/DISCUSSION ITEMS.**

**A. DM 2023-100:** Receive, File, and Move to Issue Rubidoux Community Services District Draft Financial Statements for Fiscal Year Ending June 30, 2023

#### **BACKGROUND:**

During the Rubidoux Community Services District (District) Board of Directors meeting on November 2, 2023, the Board was presented with the District's draft financial statements for the fiscal year ending June 30, 2023. 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 purpose of providing the draft financial statements November 2, 2023, was to allow ample time for the Directors to review and provide comments back to staff. As of the writing of this memorandum, staff has not received comments from any of the Directors. Since November 2, 2023, staff has made minor, non-substantive changes to a couple of items in the draft financial statements with no adjustments made to the underlying numbers. The minor changes included grammatical, formatting, and spelling edits.

Due to the length of the financial statements and there only being minimal modifications made since presented on November 2, 2023, 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 in the "Meetings" subsection of the "About Us" drop down list under November 16, 2023.

#### **PRESENTATION BY RAMS**

**Director Trueba moved, and Director Muniz seconded to approve the following:**

At the conclusion of the presentation, staff recommends 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, 2023.

**Roll call:**

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

Noes – 1 (Murphy)

Abstain – 0

Absent – 0

**The motion was carried with a 4-1-0-0 vote.**

**B. 2023-101:** Consideration to Approve Amendment No. 1 to Employment Agreement and Amend Salary Schedule for Fiscal Year 2023|2024

**BACKGROUND:**

On October 6, 2022, the Rubidoux Community Services District (“District”) Board of Directors (“Board”) entered into an Employment Agreement (“Agreement”) with Brian Laddusaw (“Employee”) to serve as the District’s General Manager. The Agreement became effective December 30, 2022, and is for a period of three (3) years, through December 30, 2025, unless sooner terminated or extended by the parties as set forth in the Agreement. The Agreement is included as Attachment 1 to this Director’s Memorandum.

Pursuant to Section 6 of the Agreement, entitled “*Performance Evaluation*”, the Board shall review and evaluate the performance of the Employee in writing on an annual basis at the second Board meeting of every December, the Employee’s anniversary month. For 2023, the second Board meeting in December is December 21, 2023.

On November 2, 2023, at the regularly scheduled Board meeting, under Closed Session Item 8D, the Employee proposed an evaluation timeline for the Board to consider. After careful deliberation, the Board decided to conduct the Employee evaluation during the Closed Session Item on November 2, 2023, eliminating the need for the recommended timeline. At the conclusion of the evaluation, the Board and Employee agreed to a 5.00% increase in the Employees’ base salary. Further, the Board directed the Employee to draft the appropriate language as an amendment to the original Agreement dated October 6, 2022.

Included as Attachment 2 is the First Amendment to Employment Agreement (“First Amendment”) reflecting these agreed upon changes. Except as modified in the First Amendment, the original Agreement shall remain in full force and effect. A summary of the changes expressly memorialized in the First Amendment are as follows:

**Section 4. COMPENSATION**

- A. Base Salary. The parties agree to adjust the Employee’s base salary to \$245,107.20, which represents a 5.00% increase from the previously adopted District Salary Schedule for Fiscal Year 2023|2024 (“FY 23|24”) on June 15, 2023, and effective July 1, 2023.
- B. Increase in Base Salary. The parties agree to modify the first sentence to allow for annual increases in base salary as “determined by the Board” and “in its sole discretion”. Additionally, any agreed upon salary increase must be expressly memorialized in a subsequent written and executed amendment to the Agreement.

The adjustments to Section 4 above would have an effective date of December 30, 2023, which is consistent with the Employee's position anniversary date.

Should the Board consider and approve the First Amendment to the Employment Agreement, the District's FY 23|24 Salary Schedule would require updating to align with the Employee's salary adjustment. Included as Attachment 3 is the District's FY 23|24 Salary Schedule, amended to reflect this change. No other salaries have been adjusted with the proposed amended Salary Schedule.

Under the advice of the District's General Counsel and consistent with the Brown Act, adjustments to the General Manager's compensation must be made in open session. Lastly, the First Amendment and Salary Schedule will be considered as separate action items, as noted below.

**Director Skerbelis moved, and Director Trueba seconded to approve the following:**

1. Approve and adopt the First Amendment to Employment Agreement between Rubidoux Community Services District and Brian Laddusaw.
2. Approve and adopt the amended Rubidoux Community Services District Fiscal Year 2023|2024 Salary Schedule effective December 30, 2023.

**Roll call:**

Ayes – 5 (Muniz, Murphy, Skerbelis, Trowbridge, Trueba)

Noes – 0

Abstain – 0

Absent – 0

**The motion was carried unanimously.**

**C. 2023-102:** Consideration to Schedule Employees' Annual End-of-Year Luncheon

**BACKGROUND:**

For many years Rubidoux Community Services District ("District") employees have participated in a year-end pot-luck luncheon. As the Board of Directors ("Board") are aware, no public funds are used for the luncheon. In recent years, the Board has been asked to voluntarily contribute money toward the luncheon. This year no voluntary monetary contribution from the Board is required. However, since the luncheon is a pot-luck event, the Board is welcome to bring desserts or sides if they so choose.

The purpose of this Directors Memorandum is to invite the Board of Directors to the December 13, 2023 (Wednesday), luncheon at noon. All District employees and Directors are invited.

No action; information only.

**ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS**

Director Murphy commented on the issue with the MOU language interpretation. It was also discussed at the next meeting the Director's will comment on the tablets, if they all agree the District will vote on purchasing two additional tablets for the Directors usage in January.

**ITEM 10. NEXT MEETING**

Thursday, December 7, 2023, at 4:00 P.M.

**ITEM 11. ADJOURNMENT**

Director Murphy adjourned the meeting at 4:34 P.M.