

**RUBIDOUX COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING  
Thursday, February 19, 2026**

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

**DIRECTORS ABSENT:** Leslie Altamirano

**STAFF PRESENT:** Brian Laddusaw, General Manager  
Brandon Thomas, Assistant General Manager  
Jaclyn Makarzec, Director of Engineering  
Miguel Valdez, Director of Operations  
Kirk Hamblin, Director of Finance and Administration  
Martha Perez, Customer Service / Accounts Payable  
Manager  
Melissa Trujillo, Human Resources Generalist / Safety and  
Facilities Coordinator

**VISITORS (SIGNED IN):** John Harper, RCSD Legal Counsel, Via Zoom  
John Shulda, Lieutenant, Riverside County Sheriff  
Ross Leja, RCSD Customer  
Michael, Via Zoom

**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 Leja at 4:00 p.m. on Thursday, February 19, 2026, held in person and via teleconference at the District's Administrative Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 2. PLEDGE OF ALLEGIANCE** – Assistant General Manager

**ITEM 3. ROLL CALL** – Assistant General Manager

**ITEM 4. PUBLIC COMMENTS** – None

**ITEM 5. CONSENT CALENDAR**

- A. Approval of Minutes for February 5, 2026, Regular Meeting**
- B. Consideration to Approve February 20, 2026, Salaries, Expenses and Transfers**
- C. DM 2026-09: Receive and File Statement of Cash Asset Schedule Report Ending January 2026**
- D. DM 2026-10: Consideration to Accept Water and Sewer Facility Easements for Mission Village**

**BOARD DELIBERATION / ACTION**

**Director Murphy requested to pull ITEMS 5A and 5B from the CONSENT CALENDAR. These items were moved to Section 8 ‘ACTION / DISCUSSION ITEMS’.**

**Director Trueba made a motion for approval of the balance of the CONSENT CALENDAR (ITEMS 5C and 5D), Director Skerbelis seconded the motion.**

**Roll Call Vote:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Altamirano)**

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

**ITEM 6. CORRESPONDENCE AND RELATED INFORMATION – None**

**ITEM 7. REPORTS**

**A. Operations Report**

Director of Operations Miguel Valdez shared the Potable Water Production Report for the month of January 2026, reporting a total production of 313 acre-feet. He also presented the potable water and wastewater comparison report for January 2026, along with the reservoir capacity report. Chemical deliveries for the month included 1,437 gallons of 25% sodium bisulfite delivered to the Thompson Plant, approximately 25 tons of Morton NSF-certified white crystal salt delivered to the Smith Plant, and approximately 4,000 gallons of 12.5% sodium hypochlorite (liquid chlorine) delivered to the Thompson Plant, Smith Plant, and Well 8.

Mr. Valdez provided an update on the cross-connection/backflow software, Aqualy. In 2025, there were 602 backflows tested in the District; 69 failed, 55 were repaired and passed, 5 were replaced, and 14 remain pending repair. Reservoir updates included the installation of new level

transmitters at Atkinson and Watson in December 2025, with additional level transmitters scheduled for installation at Hunter and Perrone in January 2026. At the Smith Plant, the brine water pump was replaced, and upgrades commenced at the Anita B. Smith Water Treatment Plant, including new valves and a water softener. At the Thompson Plant, an 18-inch check valve was installed at the plant effluent. Within the Collections System, a radar transducer was installed at the Jurupa Hills Lift Station, floats were replaced at the Juan Diaz Lift Station, and the flow meter was repaired at the Riverside Wastewater Treatment Plant.

Mr. Valdez also reported on the sanitary sewer spill at 7500 Candlelight Drive on February 13, 2026, from 5:15 p.m. to 6:15 p.m. Approximately 300 gallons were spilled; all were recovered and returned to the sewer collection system. The spill was recovered by RCSD staff from the curb and gutter along Candlelight Drive. The incident was classified as a Category 3 spill, defined as greater than 50 gallons but less than 1,000 gallons that does not discharge to surface waters. CCTV inspection in the area of the spill was conducted on February 17, 2026, and additional CCTV inspection was scheduled for February 19 to review the entire neighborhood for sags, breaks, or grease intrusion points. Information gathered from the CCTV inspections will be used to determine necessary capital improvements. Customer outreach will also be conducted to emphasize the importance of not pouring fats, oils, and grease down the drain.

Finally, Mr. Valdez shared details regarding a theft and vandalism incident at the Anita B. Smith Water Treatment Facility. The incident was discovered on February 12, 2026, at approximately 7:00 a.m. by a contractor, and a police report was filed with the Riverside County Sheriff's Office (Case No. JV260430046). Preliminary cost estimates include approximately \$70,000 in stolen materials and tools and \$30,000 in repair costs, for a total estimated impact of \$100,000. Electrical conductors were cut and removed from an installed cable tray, a forklift was unlawfully started and used to damage the rear perimeter fence, multiple fence breaches occurred, and the Motor Control Center room was forcibly entered. Stolen items included electricians' tools stored on site and multiple reels of electrical wire, with the forklift used to transport materials over the perimeter fence. The incident caused significant disruption to ongoing project activities.

West Coast Security & Patrol was retained for continuous on-site monitoring as of February 12. The District is coordinating with the Sheriff's Office, contractors, and its insurance company. Local recycling centers have been notified, and surrounding businesses have been contacted to review CCTV footage. Temporary perimeter fencing repairs have been completed, the site has been secured, and fencing was repaired by Elrod. A perimeter intrusion alarm, new keypad, and audible alarm were installed on February 17 by Post Alarm Systems. The plant remains intact and fully operational. Enhanced permanent security measures are being implemented, and final cost and schedule impact assessments are pending.

### **BOARD DELIBERATION / ACTION**

Director Murphy asked about the backflow preventers. How many 1-inch and 1½-inch units had problems? Also, which components were having issues the potable water supply or the fire supply?

Regarding the sewer, he would be interested to know whether we checked the manhole shaft and what steps were taken. Initial reports showed the lateral.

In regard to the theft of materials and tools, were the tools the contractor's or the District's? Were the materials the contractor's or the District's?

Did we experience any disruption in water production?

At least a police report was taken because he has not had that experience in the past.

Director Leja asked if the contractor's tool will be covered by his own insurance.

#### B. Emergency and Incident Report

Chief Voigt could not attend the scheduled Board meeting, but the Emergency and Incident Report was included in the Board packet located here:

<https://www.rcsd.org/2026-02-19-board-of-directors-board-meeting>

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

The Assistant General Manager, Brandon Thomas, shared information with the Board regarding the Special Board Meeting for the Governance Workshop, scheduled for March 12 at 4:00 p.m. Director of Engineering Jaclyn Makarzec presented to the Board on the meter replacement project. General Manager Brian Laddusaw informed the Board that the next RAC meeting is scheduled for April 23 at 1:30 p.m. at City Hall.

#### D. Engineering / Project Percentage Update.

Director of Engineering Jaclyn Makarzec presented the Board with the following information:

Pursuant to Board Policy Section 17. Board Meeting Agenda Paragraph 1

The General Manager shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may contact the General Manager and request any item to be placed on the agenda at least five days prior to the date of the meeting.

Include on the next agenda the following:

The approximate percentage of the cost for:

The Main Campus construction/remodel

The Reverse Osmosis Plant

BY

Existing Rate Payers

Developer Fees

Include in this format

Item of work	Developer Fees	Existing Rate Payers
Main Campus construction/remodel	40% - 60%	40% - 60%
Reverse Osmosis Plant	100%	0%

E. Committee Reports – None

F. Jurupa Unified School District – None

## ITEM 8. ACTION / DISCUSSION ITEMS

### ITEM 5A. Approval of Minutes for February 5, 2026, Regular Meeting

The Minutes for February 5, 2026, Regular Meeting can be viewed here:  
<https://www.rcsd.org/2026-02-19-board-of-directors-board-meeting>

### **BOARD DELIBERATION / ACTION**

Director Murphy had a couple of questions regarding the AMI meter cost. He also requested to add the following statement to page 7 above “Budget Consideration,” “Staff expects more than one bidder.

Director Leja recommended that Miguel Rubalcava be added to the Visitors Sign-In list and that, moving forward, staff provide an option for visitors to sign into the meeting.

**Director Murphy made a motion to approve Minutes as modified for February 5, 2026, Regular Meeting, Director Trueba seconded the motion.**

**Roll Call Vote:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Altamirano)**

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

**ITEM 5B. Consideration to Approve February 20, 2026, Salaries, Expenses and Transfers**

February 20, 2026, Salaries, Expenses and Transfers can be viewed here:

<https://www.rcsd.org/2026-02-19-board-of-directors-board-meeting>

**BOARD DELIBERATION / ACTION**

**Director Murphy had a couple of questions regarding the Fire Station leak invoice, Rubidoux Mortuary invoice and Walker Wholesale Electric invoice.**

**Director Murphy made a motion to approve February 20, 2026, Salaries, Expenses and Transfers, Director Trueba seconded the motion.**

**Roll Call Vote:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Altamirano)**

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

**A. DM 2026-11: Consideration to Enter Master Services Agreement and Issue Task Order for Preparation of 2026 Regional Geotechnical Report**

**BACKGROUND:**

The Rubidoux Community Services District (“District”), has multiple Capital Improvement Projects (CIP) anticipated over the next few years. The design work associated with each CIP will require an understanding of the soils to determine seismic requirements which will require a geotechnical report.

In order to expedite both current and anticipated design projects, the District has published a Request for Proposals to qualified Consulting Firms to obtain a 2026 Regional Geotechnical Report. The District solicited proposals from four Geotechnical Engineering Firms and published to PlanetBids.

### **Discussion**

The 2026 Regional Geotechnical Report will include geotechnical reports for District proposed Capital Improvement Projects. The selected Consultant will be responsible for preparing a comprehensive 2026 Regional Geotechnical Report in accordance with California Building Code (CBC) 2025 and ASCE 7-22 requirements for a Risk Category IV facility. Data will be used for projects in accordance with AWWA D100, AWWA D110, and general pipeline/foundation/structure design. Each site shall have a field investigation and Geotechnical Engineer shall perform a Site Specific Analysis if required.

The following sites shall be included within the District:

1. Proximal locations to reservoirs in the Atkinson Pressure Zone
2. Proximal locations to reservoirs in the Hunter Pressure Zone
3. Along Sedona Drive
4. Along 34th Street
5. Four to Six other locations to be determined to create a regional understanding of the lithology

The work associated with the Project has an expedited timeframe of completion by April 10, 2026. Each of the Proposals received will be ranked in accordance with Part VI Selection Process of the RFP and awarded to the Consultant with the highest ranked score (**Attachment 1**).

The District anticipates the Proposals to be up to \$200,000 for the Work.

### **Budget Considerations**

The District has received confirmation that two (2) of the four (4) Consultants solicited will submit a proposal. In addition, the District also has publicly advertised the RFP by posting to PlanetBids in accordance with the District's Procurement Policy. While this work was not accounted for during preparation of the 2025|2026 Fiscal Year, existing and future design projects will require preparation of a Geotechnical Report, for these projects, work completed as part of the 2026 Regional Geotechnical Report can be leveraged so that the work is not repeated twice (decreasing design costs) and assist with expediting designs.

District Staff proposes creating a new line item '2026 Regional Geotechnical Report' and appropriating \$200,000 from the District's Water Fund Unrestricted Reserves. The District's Water Fund Unrestricted Reserves is anticipated to have a balance greater than \$5 million at the end of this Fiscal Year which is sufficient to cover this work.

### **BOARD DELIBERATION / ACTION**

**Director Murphy moved to approve the following actions:**

- 1. A budget amendment to the FY 2025–2026 Water Capital Improvement Project Budget, creating a new line item for the 2026 Regional Geotechnical Report and appropriating \$200,000 from the District’s Water Fund unrestricted reserves to support the amended line item.**
- 2. Authorize the Director of Engineering to enter into a Master Services Agreement and issue a Task Order to the highest-ranked consultant in accordance with an RFP, in an amount not to exceed \$200,000.**
- 3. Direct the Director of Engineering to provide an update to the Board of Directors at the next Board meeting regarding the proposals received and the selected consultant.**

**Director Trueba seconded the motion.**

**Roll Call Vote:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Altamirano)**

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

**B. DM 2026-12: RCSD - JCSD Boundary Line Clean-Up Project**

**BACKGROUND:**

The Rubidoux Community Services District (RCSD, District) is located in the City of Jurupa Valley and is adjacent to Jurupa Community Services District (JCSD). Both RCSD and JCSD provide water and sewer services to customers in the City of Jurupa Valley and share a service boundary along the Manor Drive corridor. Legacy infrastructure and historical service conditions have resulted in service inefficiencies that are inconsistent with each Agency’s intended service area. As such, the District recently completed a reorganization with the Riverside Local Agency Formation Commission (LAFCO) which was approved per LAFCO Resolution No. 32-25.

The reorganization includes the following:

- Detach 11 parcels along Sedona Drive from RCSD and annex to JCSD (customers are already served by JCSD)
- Convert 1 JCSD customer to RCSD along Jewel Street (previously served by JCSD but within RCSD's service area)
- Convert 1 JCSD customer to RCSD along Mission Boulevard (previously served by JCSD but within RCSD's service area)

- Detach 14 parcels along Margie Way from JCSD and annex to RCSD (customers are already served by RCSD)

As a result of the reorganization, the RCSD-JCSD Boundary Line Clean-Up Project (Project) was established.

The Project includes pipeline changes along Mission Boulevard and Jewel Street to transfer customers from JCSD to RCSD and to relocate one fire hydrant along Mission Boulevard. JCSD is serving as the lead agency for design, bidding, construction administration, and inspection for the Project.

### **Discussion**

JCSD has provided an Engineer's Estimate identifying RCSD's scope for the Project under Bid Schedules II and III which total \$43,050 with estimated soft costs of approximately \$12,000 (**Attachment 1**). Soft costs include contingency, geotechnical services, inspection, and construction management. Accordingly, the estimated planning-level cost to RCSD for this Project is approximately \$55,000.

JCSD anticipates awarding the construction contract on March 12, 2026. RCSD's final cost responsibility will be based on the awarded bid prices for Bid Schedules II and III, plus documented soft costs.

JCSD has prepared an inter-agency letter documenting roles, responsibilities, and cost participation (**Attachment 2**).

The addresses transferred from JCSD to RCSD as part of this project receive water service only. No sewer services are provided by RCSD to these addresses, and all properties remain served by existing septic systems. This project does not expand or modify RCSD sewer infrastructure.

### **Budget Considerations**

The project was not separately budgeted in the current fiscal year. RCSD's share of the project, estimated at approximately \$55,000, will be charged to Water Capital Improvement Project Budget Line 13 - Annexation Work.

Funding will be appropriated from the Water Fund Unrestricted Reserves.

The proposed budget amendments are as follows:

- Water CIP Budget Line 13 - Annexation Work from \$0 to \$55,000.

Sufficient funds are available within the Water Fund Unrestricted Reserves (Cash Asset Report pages 7&8 highlighted lines) to support this allocation. Final costs will be based on awarded bid amounts.

Coordination with Jurupa Community Services District for this project is consistent with Procurement Policy Section 1040.25.8 governing inter-agency agreements.

Jurupa Community Services District is serving as the lead agency for public works procurement in accordance with the California Public Contract Code and Procurement Policy Section 1040.3.

All work on RCSD-owned facilities shall be constructed in accordance with RCSD specifications, approved materials, and inspection requirements. No deviations shall occur without prior RCSD approval.

RCSD's financial participation is limited to Bid Schedule II and Bid Schedule III costs and documented soft costs as defined in the executed inter-agency letter.

### **BOARD DELIBERATION / ACTION**

**Director Trueba moved to approve the following actions:**

- 1. Approve a budget amendment to the FY 2025–2026 Water Capital Improvement Project Budget, increasing Water CIP Budget Line 13 – Annexation Work from \$0 to \$55,000, and appropriating \$55,000 from the District's Water Fund Unrestricted Reserves to fund the increase.**
- 2. Authorize the General Manager or Designee to execute the inter-agency letter with Jurupa Community Services District for the RCSD–JCSD Boundary Line Clean-Up Project and to process payment based on awarded bid amounts and documented soft costs associated with Bid Schedule II and Bid Schedule III.**

**Director Murphy seconded the motion.**

**Roll Call Vote:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 1 (Altamirano)**

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

### **C. DM 2026-13: Consideration to Enhance Security Infrastructure at Anita B. Smith Water Treatment Facility**

#### **BACKGROUND:**

The Rubidoux Community Services District (“District”), recently experienced security issues at the Anita B. Smith Water Treatment Facility. While security issues are an ongoing and historic challenge in the District, the recent break-in has resulted in the need to enhance security measures at critical facilities such as the Smith Plant.

The Smith Plant currently treats approximately 3,000 gpm of raw groundwater for nitrate and PFAS (Per- and polyfluoroalkyl substances). The recent break-in and damages are still being determined and preliminary estimates are around \$100,000. While the District is filing an

insurance claim, the site requires security until repairs are completed. The District is in process of hiring a security company to monitor the site each night for 12-hours and a full 24-hours each day on weekends. The quote for this service is approximately \$2,600 per week. Anticipated repair times are still being established.

Currently, at the Smith Plant, the District is in process of multiple upgrades including installation of a new water softening system, replacing pneumatically actuated butterfly valves with motor operated butterfly valves, SCADA Master Plan Development and implementation, and other improvements. These costly upgrades will allow the District to operate more efficiently and automatically, increase monitoring capabilities, and enhance operations.

However, due to the recent security break-in of the Smith Plant, an urgent and pressing need has presented itself to enhance security infrastructure by constructing a CMU (concrete masonry unit) block wall with wrought iron anti-climb deterrent along the perimeter of the Smith Plant. Additionally, District Staff has identified the need for installation of additional lighting and video surveillance cameras capable of connecting to the new SCADA system.

Staff has received one informal quote for this work of approximately \$130,000 and anticipates receiving three formal quotes/bids within the next week.

### **Discussion**

The urgent and pressing need to enhance security due to a recent break-in was not anticipated while the budget was being established. However, District Staff views this enhancement of security as critical to the reliable delivery of safe water.

While the District is still in process of securing bids and quotes for the CMU Block wall work, the District estimates the following costs:

1. Insurance Claim of approximately \$100,000 for repair work.
2. Weekly cost of approximately \$2,600 for security guard (12-hours each night and 24-hours each day of the weekend).
3. CMU block wall with wrought iron anti-climb deterrent
  - a. Initial Informal Bid of approximately \$130,000 (formal quote/bid pending, including prevailing wage adherence)
  - b. Due to work being prevailing wage, Staff estimates CMU block wall improvements may cost up to approximately \$180,000
4. Upgraded lighting and surveillance - cost estimates are in progress.

### **Budget Considerations**

To appropriately fund this unanticipated cost without impacting the budget capacity for other water system repairs, staff recommends amending the budget to be reallocated from the FY 2025|2026 Water Fund Budget, Line 21, 'Operating Expense: Treatment Media' to a Line 17, 'R&M Water System'.

This results in the following amended Water Fund Budget balances:

- Line 17 'R & M Water System' from \$580,000 to \$1,080,000
- Line 21 'Operating Expense: Treatment Media' from \$1,000,000 to \$500,000

Currently, Line 21 'Operating Expense: Treatment Media' is reserved for the purchase of the District's treatment process media, such as granular activated carbon ("GAC") and ion exchange ("IX") resin. The District has not needed to change out the media this fiscal year and as such the proposed budget reduction from \$1,000,000 to \$500,000 is sufficient to cover the remainder of the fiscal year.

### **BOARD DELIBERATION / ACTION**

**Director Murphy moved to approve the following actions:**

- 1. Approve a budget amendment for \$500,000 to the FY 2025|2026 Water Fund Unrestricted Reserves Budget.**
- 2. Authorize District Staff to award the CMU block wall work at the Smith Plant to the lowest responsive bid in an amount up to \$180,000.**
  - a) District Staff to provide an update to the Board of Directors at the next Board meeting with received bids, selection process, and anticipated contingency.**
- 3. Authorize District Staff to procure the required additional lighting and surveillance upgrades to enhance site security up to \$100,000.**
  - a) District Staff to provide an update to the Board of Directors at the next Board meeting.**

**Director Trueba seconded the motion.**

**Roll Call Vote:**

**Ayes – 3 (Trueba, Murphy, Leja)**

**Noes – 1 (Skerbelis)**

**Abstain – 0**

**Absent – 1 (Altamirano)**

**Result: Motion carried 3-1-0-1.**

### **ITEM 9. DIRECTORS COMMENTS AND REQUESTS**

Director Murphy thanked staff for providing the Engineering/Project Percentage update. He shared that he took his previous checks to the bank but was unable to cash them. He will bring them to the next meeting.

Director Leja thanked the Assistant General Manager and the General Manager for answering her questions prior to the Board meeting. She also thanked the staff who are working in the rain.

Director Skerbelis and Director Trueba had no comments.

**5 MINUTE RECESS: 5:26 PM**

**ITEM 10. DM 2026-14: CLOSED SESSION** – Pursuant to California Government Code Section 54957(b)(1): Evaluation of District General Manager

**BOARD DELIBERATION / ACTION**

**Start Close Session at 5:31 p.m. Resume at 5:37 p.m.**

**No reportable action.**

**ITEM 11. NEXT MEETING**

Thursday, March 5, 2026, at 4:00 p.m.

**ITEM 12. ADJOURNMENT**

President Leja adjourned the meeting at 5:38 p.m.