

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, February 1, 2024**

DIRECTORS PRESENT: Bernard Murphy
John Skerbelis
F. Forest Trowbridge

DIRECTORS VIA ZOOM: Armando Muniz

DIRECTORS ABSENT: Hank Trueba, Jr.

STAFF PRESENT: Brian Laddusaw, General Manager
Ted Beckwith, Director of Engineering
Miguel Valdez, Director of Operations
Martha Perez, Customer Service/Accounts Payable
Manager
Melissa Trujillo, HR Generalist/Safety and Facilities
Coordinator

VISITORS VIA ZOOM: Patrick “Kit” Bobko, District Special Counsel

VISITORS (SIGNED IN): Mary Madrigal, RCSD Customer

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, February 1, 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

LATE AGENDA ADDITION- 8B CLOSED SESSION

Director Murphy moved, and Director Trowbridge seconded to approve the LATE AGENDA ADDITION- 8B CLOSED SESSION:

Roll call:

Ayes – 4

Noes – 0

Abstain – 0

Absent – 1

The motion was carried 4-0-0-1.

ITEM 4. PUBLIC COMMENTS

Mary Madrigal, RCSD customer, is having issues with the street flooding occurring on 25th Street and Van Dell Road. She had previously reported the issue to the City of Jurupa Valley, but the City was unable to assist her with the issue. Director Murphy provided Mary with his contact information and would be assisting her with the issue after the Board Meeting. The issue will be handled under the Riverside County Flood Control services.

ITEM 5. CONSENT CALENDAR

A. Approval of Minutes for January 18, 2024, Regular Meeting

B. Consideration to Approve February 2, 2024, Salaries, Expenses and Transfers

Director Trowbridge moved, and Director Murphy seconded to approve the Consent Calendar:

Roll call:

Ayes – 4

Noes – 0

Abstain – 0

Absent – 1

The motion was carried 4-0-0-1.

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION

None

ITEM 7. REPORTS

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

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

C. General Manager and Staff Reports / Updates

General Manager Brian Laddusaw (“GM Laddusaw”) commented on the Form 700’s the Board of Directors (“Board”) and District Officials will need to complete by March 1, 2024. Director Murphy and Director Muniz have not submitted the form as of the Board Meeting. Staff will mail a copy of the Form 700’s to Director Muniz. GM Laddusaw reminded the Board about the Retail Agency Roundtable 2024 invite scheduled for Wednesday, February 21, 2024, from 12:00 to 1:30pm hosted by Western Water featuring guest speaker Adel Hagekhalil General Manager of the Metropolitan Water District. Director Skerbelis and Director Trowbridge had previously agreed to attend the event. Director Trueba and Director Muniz will not be in attendance. Director Murphy confirmed he will be attending the event. Staff will register Director Murphy for the event. GM Laddusaw asked the Board to provide an update on the iPad’s/tablets. The Board will provide an update on the next scheduled Board meeting. GM Laddusaw also informed the Board of the scheduled study session meeting with the City of Jurupa Valley (“City”) on February 15th. The study session meeting is scheduled before the Council Meeting. GM Laddusaw will be discussing with the City and JCSD the Utility Rate Assistance Program. The City has proposed to provide the District and JCSD 1 million dollars from the American Rescue Plan Act funds received. Each single-family resident will be eligible for a \$35.00 credit towards their account. Director Murphy and Director Skerbelis will attend the study session meeting. GM Laddusaw provided the Board with an update on the Employee Handbook inquiry stating Policy 2141 Inclusive Workplace is currently under legal review. GM Laddusaw also thanked all who attended the IAC meeting that was scheduled for January 26th. Director of Operations Miguel Valdez provided the Board with an update of the flooding occurring on Arbuckle School Road. Director Murphy recommended the District staff to schedule a meeting with the City and discuss with the City possible solutions to fix the flooding issue.

D. Committee Reports

The Trash Disposal Committee met on January 23rd with the City of Jurupa Valley. The members of the Committee include Director Skerbelis and Director Trueba. The City discussed the current contract with Burrtec and the possibility of taking over the RCSD area of service. Director Murphy commented that the City has bad customer service. The Board members are not interested in the City taking over RCSD area of trash service.

ITEM 8. ACTION/DISCUSSION ITEMS.

- A. DM 2024-07:** Consider Proposal from Webb and Associates for Engineering Design Services for the Rehabilitation of the Bell Town Lift Station

BACKGROUND:

Sewer lift stations are used in the sewage collection system where low points occur due to topography and terrain. The sewage is collected in a wet well at the lift station and then pumps are used to lift the sewage from the wet well into a pressurized pipe called a forced main to a point where it can be released into the sewage collection system and flow under gravity forces, no longer needing to be pressurized. Essentially, the sewage is “lifted” from a low point to a higher point to get it to the District’s Regional Lift Station.

The Rubidoux Community Services District (“District”) has several locations where the sewage collection system needs to be lifted. One of these lift stations is in the area of the District commonly referred to as “Bell Town”. The Bell Town Lift Station (“Lift Station”) was built between late 1982 and 1983 and has been in continuous operation since that time. The wet well at the Lift Station consists of a 6-foot diameter epoxy lined concrete pipe resting on a concrete pad. The wet well is showing signs of deterioration due to the corrosive nature of sewage and needs to be relined with an epoxy coating.

The wet well has two pumps, a lead pump, and a lag pump. The lead pump operates when the sewage in the wet well gets to a preset elevation and the lag pump comes on when the sewage in the wet well gets to a higher elevation. These pumps are actuated by water level sensors in the wet well. The pumps in the wet well are beyond their service life and need to be replaced.

As this project must be publicly bid, plans and specifications are needed to do so. The District obtained two proposals from its primary engineering consultants, namely Krieger & Stewart (“K&S”) and Webb and Associates (“Webb”). Both firms are considered competent to prepare plans and specifications for the rehabilitation of the Lift Station. K&S submitted a proposal for \$99,600. Webb submitted a proposal for \$44,574. It should be noted that the K&S proposal included design of bypass piping which the District will perform under its own forces.

The District anticipated this work in preparation of the F.Y. 2023|2024 Budget and included \$100,000 for this effort in line 4 of the Sewer Replacement Project Budget. No budget amendment is necessary. Staff recommends a contingency of \$5,426 (~12%) and issuing a Task Order to Webb for this work for a not to exceed amount of \$44,574 with any expenditure over \$44,574 subject to prior Staff approval. It should also be noted that the District will need to publicly bid this project and will need construction oversight during the actual construction. This will be addressed under a future Director’s Memorandum and may require a budget amendment at that time.

Director Murphy moved, and Director Trowbridge seconded to approve the following:

1. Utilize \$50,000 of funds in line 4 of the F.Y. 2023|2024 Sewer Replacement Project Budget for this effort, and
2. Issue a Task Order to Albert A. Webb and Associates in the not to exceed amount of \$44,574 to prepare plans and specifications for rehabilitation of the Bell Town Lift Station.

Roll call:

Ayes – 4

Noes – 0

Abstain – 0

Absent – 1

The motion was carried 4-0-0-1.

- B. CLOSED SESSION (Scheduled for 4:30 PM Moved to CLOSED SESSION at 4:28 PM):** Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District.

RESUME FROM CLOSED SESSION: 4:42 PM. No comments to report back on.

ITEM 9. DIRECTOR'S COMMENTS AND REQUESTS

Director Trowbridge commented on the landscape occurring on Gold West, the City Director of Operations confirmed the landscape was being moved forward. Director Murphy commented on the IAC meeting and the discussion regarding the homeless, he believes action needs to be taken to assist the individuals. Director Muniz commented he was glad to be able to have attend the meeting via Zoom. Director Skerbellis did not have any comments.

ITEM 10. NEXT MEETING

Thursday, February 15, 2024, at 4:00 P.M.

ITEM 11. ADJOURNMENT

President Skerbelis adjourned the meeting at 4:49 P.M.