

**MINUTES OF REGULAR MEETING**  
**March 2, 2023**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

**DIRECTORS ABSENT:**

**STAFF PRESENT:** Brian Laddusaw, General Manager  
Ted Beckwith, District Engineer  
Martha Perez, Accounts Payable Manager  
Miguel Valdez, Director of Operations  
Melissa Trujillo, Human Resources

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, March 2, 2023, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for February 16, 2022, Board Meeting.

**Director Skerbelis moved, and Director Muniz seconded to approve the February 16, 2023, Regular Board Minutes as presented.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 5. Consideration to Approve the March 3, 2023, Salaries, Expenses and Transfers.**

Consideration to Approve the March 3, 2023, Salaries, Expenses and Transfers.

**Director Skerbelis moved, and Director Trowbridge seconded to Approve the March 3, 2023, Salaries, Expenses and Transfers.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 6. PUBLIC ACKNOWLEDGE OF NON-AGENDA MATTERS**

A member of the community from 7371 Font Avenue addressed the board regarding his water being shut off for the amount of \$109.00. He stated that he will be a regular attendee from now on at the board meetings and he was there to see to it that all of the board members are fired. Martha Perez interjected that she helped the gentleman in the morning and that all protocols were followed. Unfortunately, while he was in the hospital, the shut of notices were not received. She was able to help him. He paid his bill in full and his water was turned back on within 30 minutes. He praised Ms. Perez for working with him on this matter.

**ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

There was nothing to offer at this time.

**ITEM 8. MANAGER'S REPORT**

**Operations Report:**

Presented at the second meeting of the month.

**Emergency and Fire Report:**

Presented at the second meeting of the month.

Scott with IE Works Program gave a presentation to the board with an overview, a history, and what they are doing practically on a ground that RCSD could participate in and how it benefits agencies to join the program.

Director Skerbelis requested this be agendized at the next meeting.

**Director Murphy moved and Director Skerbelis seconded this matter be agendized after staff has had adequate time to prepare a report as to their needs. This will consist of 1) HS program, 2) Pre-Apprenticeship program, 3) Registered Apprenticeship and 4) Internship programs within the program.**

**Roll call:**

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

**Noes – 0**

**Abstain – 1 (Trowbridge)**

**Absent – 0**

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

**ITEM 9. First Reading of Ordinance No. 2023-133, An Ordinance Establishing Board Member Stipends. DM 2023-20.**

**BACKGROUND**

On February 2, 2023, at the regularly scheduled Rubidoux Community Services District (“District”) Board of Director’s (“Board”) meeting, the Board directed staff to prepare draft Ordinance No. 2023-133 and schedule its introduction (First Reading) at the February 16, 2023, regular Board meeting. On February 16, 2023, prior to the First Reading of Ordinance No. 2023-133, the Board motioned and voted to table the First Reading until March 2, 2023. Following proper Ordinance adoption procedures, once the First Reading was rescheduled to March 2, 2023, the resulting Second Reading, Public Hearing, and effective date would have to be rescheduled as follows:

- March 16, 2023 – Second Reading, Public Hearing, and Adoption of Ordinance No. 2023-133
- May 15, 2023 – Effective Date of Ordinance No. 2023-133 (60 days past adoption)

The originally scheduled Public Hearing for March 2, 2023, was cancelled and will be re-noticed for March 16, 2023, in the Press Enterprise, on the District’s website, and at the District’s office. Draft Ordinance No. 2023-133 was modified accordingly to reflect these date changes. No Other changes were made.

Draft Ordinance No. 2023-133 includes the following adjustments to the Board Member stipends:

1. Adjust the Board member stipend for regular meetings (including special, emergency, advisory, etc.) and committee meetings to the maximum allowed under current California Water Code.

Regular: From \$155.13/meeting to **\$179.58/meeting**

Committee: From \$63.81/meeting to **\$73.87/meeting**

2. Adjust the Board member stipends automatically, on an annual basis, **commencing July 1, 2024**, to the maximum allowed under the then current California Water Code.

For reference, the current California Water Code allows for a maximum 5% annual increase.

Based on the above schedule, the Board would notice an adjustment to their stipend pay on their June 9, 2023 paycheck, as the Board is paid in arrears.

If no material changes are proposed to DRAFT Ordinance No. 2023-133, staff recommends the Board continue with the timeline above and schedule the 2<sup>nd</sup> Reading and Public Hearing at the regularly scheduled March 16, 2023 Board meeting.

**Director Trowbridge moved, and Director Murphy seconded to schedule the 2<sup>nd</sup> reading and public hearing at the next board meeting, March 16, 2023.**

**Roll call:**

**Ayes – 2 (Murphy, Trowbridge)**

**Noes – 2 (Skerbelis, Trueba)**

**Abstain – 1 (Muniz)**

**Absent – 0**

**The motion was 2 Ayes, 2 Noes, 1 Abstain. Staff was instructed to proceed with the motion item for next meeting, March 16, 2023.**

**ITEM 10. Riverside LAFCO 2023 Election – Regular Special District Member – Western and Eastern Region. DM 2023-21.**

### **BACKGROUND**

The Riverside Local Agency Formation Commission (“LAFCO”) has a seven-member commission comprised of two members representing the County of Riverside, two members representing Cities within Riverside County, two members representing Special Districts within Riverside County, and one member representing the Public. There is one alternative for each member type and commissioners serve four-year terms. Of the two members representing Special Districts, one comes from the western portion of the county and one comes from the eastern portion of the county. The Rubidoux Community Services District (“District”) lies within the western region.

On January 19, 2023, staff received correspondence from LAFCO indicating a vacancy of its Regular Special District Member – Western Area representative and was soliciting a call for nominations for any Board Member (“Board”) interested in filling the position. The term of the western vacant position will run until May 4, 2026.

During the regularly scheduled Board meeting on February 2, 2023, Vice-President Skerbelis indicated interest in the LAFCO Regular Special District Member position and the Board subsequently supported nominating Vice-President Skerbelis to be considered for the position. Staff submitted the Special District Selection Committee 2023 Western Region Nomination Form to LAFCO on February 6, 2023 (attached).

On February 23, 2023, staff received the LAFCO Special District Selection Committee 2023 Official Election Ballot and instructions. The ballot allows for the District to submit a vote for the western and eastern region. LAFCO conducts its voting using Instant Runoff Voting (“IRV”) which eliminates the requirement for the expensive and lengthy process of sending out a second runoff ballot to achieve a majority. An example of demonstrating how IRV works is attached. To submit the ballot the Board needs to rank each region’s nominees in the order of preference, using “1” for the District’s first choice, “2” for the District’s second choice and so on. Ranking more than one candidate will not work against the District’s first choice candidate, however, voting for only one candidate is allowed. For example, if the Board ranks Vice-President Skerbelis as their first preference for the Western Region, then the “1” is circled next to his name and then the District could either stop there or proceed with ranking the remaining five candidates. All completed ballots must be received by LAFCO no later than March 27, 2023.

**Director Murphy moved, and Director Skerbelis seconded to fill it out will John Skerbelis for the Western Region and Bruce Underwood for the Eastern Region.**

**Roll call:**

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

**Noes – 0**

**Abstain – 1 (Trowbridge)**

**Absent – 0**

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

**ITEM 11. Consider Adopting Resolution No. 2023-902, a Resolution Concurring in the Nomination of John Skerbelis to the CSDA Board of Directors. DM 2023-22.**

### **BACKGROUND**

California Special District Association (“CSDA”) is receiving nominations for candidates to fill a Board of Director position, specifically Seat C for the Southern Network. This position is becoming available due to the current incumbent’s term expiring. The incumbent is Arlene Schafer, the Board Vice-President of Costa Mesa Sanitary District, who is running for re-election. CSDA is accepting nominations until March 31, 2023.

At the February 16, 2023, Rubidoux Community Services District (“District”) Board of Directors (“Board”) Meeting, staff suggested the Board consider the following actions:

- Deliberate and determine which Director or Directors, if any, are interested in being considered for the CSDA Seat C – Southern Network Board of Directors seat.
- If multiple Directors are interested, select a preferred candidate.
- Direct staff to prepare Resolution for nomination of preferred candidate.

At the conclusion of the staff report, the Directors deliberated and selected their preferred candidate, Vice-President John Skerbelis, to be nominated by the District for the CSDA Seat C Southern Network Board of Director position.

The next step is for the Board to consider adopting Resolution No. 2023-902, a Resolution Concurring in the Nomination of John Skerbelis to the CSDA Board of Directors for Seat C of the Southern Network. If adopted, Resolution No. 2023-902 must accompany the 2023 Board of Directors Nomination Form along with the 2023 CSDA Board Candidate Information Sheet and must be submitted to the CSDA on or before March 31, 2023. Voting will begin June 5, 2023, and end July 14, 2023. The successful candidate will be notified no later than July 18, 2023, with all new CSDA Board Members introduced at the Annual CSDA Conference in Monterey, CA in August 2023.

**Director Murphy moved, and Director Skerbelis seconded the Board of Directors to:**

**1) Adopt Resolution No. 2023-902, a Resolution Concurring the Nomination of John Skerbelis to the CSDA Board of Directors for Seat C; 2) Authorize the Board President to complete the 2023 the 2023 Board of Directors Nomination Form; 3) Authorize the nominee, Vice-President John Skerbelis, to complete the 2023 CSDA Board Candidate Information Sheet and 4) Direct the District General Manager to submit Resolution No. 2023-902, the completed 2023 Board of Directors Nomination Form, and the completed 2023 CSDA Board Candidate Information Sheet to the CSDA on or before March 31, 2023.**

**Roll call:**

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

**Noes – 0**

**Abstain – 1 (Trowbridge)**

**Absent – 0**

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

**ITEM 12. Consider Proposal to Provide Commercial Driver’s License Class “A” Training to Field Employees. DM 2023-23.**

### **BACKGROUND**

Rubidoux Community Services District (“District”) is authorized to employ twenty-six (26) full-time equivalent (“FTE”) employees and two (2) part-time employees. Each employee working within their position has a job description which describes the duties, responsibilities, required qualifications, and reporting relationships of a particular role. Included in the Utility Maintenance Worker and Systems Operator job class series is a requirement for the employee working in the role to obtain a Department of Motor Vehicles Commercial Driver’s License Class “A” designation within their first year of employment. Due to the significant cost and time associated with obtaining a Class “A” designation, District practice has been to coordinate and pay for the necessary driving school and training.

Over the last few years, the District has seen turnover in the Utility Maintenance Worker and Systems Operator job class series mostly due to retirements. Additionally, the Systems Operator job class series added a new FTE beginning fiscal year 2022-2023. Not all the individuals hired by the District to fill those vacant positions had a Class “A” designation and thus made it necessary for the District to facilitate this training.

Proper Class “A” training can last between 3-4 weeks and due to the already limited crew sizes at the District, staff plans to stagger the training amongst the individuals needing it over the remaining of this fiscal year and next to ensure the District has proper coverage and maintains a continuity of operations.

The District received proposals from two vendors who provide the necessary classroom time and behind the wheel training sufficient for a Class “A” designation. They were:

Vendor	Amount	Employees	Total
Jager Trans Inc.	\$ 2,605	4	\$ 10,420
United Truck Driving School	\$ 6,550	4	\$ 26,200

Staff plans to facilitate Class “A” training for four employees this fiscal year. Of the two proposals, Jager Trans Inc. was significantly less and came at a cost savings of approximately \$16,000 to the District. The proposal received from Jager Trans Inc. is attached for reference.

Included in fiscal year 2022-2023 Water Fund Budget is line 29 ‘Employee Education and Training’ for \$28,100 as staff anticipated and built in the cost of this training during preparation of the budget. Through February 2023, staff has utilized approximately \$3,500 of the budgeted \$28,100 leaving \$24,600 in unappropriated monies for the remaining four months of the fiscal year. Utilizing \$10,420 of this amount will leave \$14,180 for the remaining fiscal year, which is sufficient for any remaining employee education and training expenses not yet incurred.

**Director Murphy moved and Director Skerbelis seconded the Proposal to Provide Commercial Driver’s License Class “A” Training to Field Employees be moved to the Personnel Committee.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 13. Directors Comments**

Director Murphy adjourned the meeting at 5:19 PM.