

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, April 3, 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
Martha Perez, Customer Service/Accounts Payable
Manager
Melissa Trujillo, HR Generalist/Safety and Facilities
Coordinator

VISITORS (SIGNED IN): Ross Leja, RCSD Resident
Patrick K. Bobko, District Counsel
Chief William Otterman, Fire Station 38
Chief Eric Sauerwein, Fire Station 38

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, April 3, 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.

Chief Otterman Introducing New Battalion Chief Sauerwein

Chief Eric Sauerwein is introduced as one of the new Battalion Chiefs serving the Rubidoux, Jurupa Valley, and Eastvale areas. His extensive career in firefighting is outlined, including his experience as a paramedic, fire apparatus engineer, and fire captain. Chief Eric Sauerwein has

expertise in truck operations and has contributed to training programs. He now oversees dispatches at the Emergency Command Center.

ITEM 5. DM 2025-22 – CLOSED SESSION: Pursuant to Government Code Section 54956.9: Legal Counsel Status on Litigation Case No. CIVDS 1310520, City of Riverside vs. Rubidoux Community Services District

Start at 4:05 p.m. No reportable actions. End at 5:00 p.m.

10-minute recess break: Start at 5:00 p.m., end at 5:10 p.m.

Resume meeting: Start at 5:10 p.m.

ITEM 6. CONSENT CALENDAR

- A. Approval of Minutes for March 20, 2025, Regular Meeting
- B. Consideration to Approve April 4, 2025, Salaries, Expenses and Transfers
- C. DM 2025-23: Consider acceptance of easements for Emerald Ridge North Development

ACTION:

Director Murphy moved, and Director Altamirano 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 7. CORRESPONDENCE AND RELATED INFORMATION

Correspondence and related information were not included.

ITEM 8. REPORTS

- A. **Operations Report** (Second Meeting Each Month)
- B. **Emergency and Incident Report** (Second Meeting Each Month)
- C. **General Manager and Staff Reports / Updates**

The Mayor's Prayer Breakfast is coming up, scheduled for May 1, 2025. The City of Jurupa Valley Public Works will hold their Public Works Open House again this year, scheduled for May 9th. The MET Pure Life Water tour was scheduled for March 28, and pictures from the tour were shared.

D. Committee Reports

The Solid Waste Committee discussion included the drop off of trash items at Agua Mansa. The City of Riverside is having an event on April 19. Additionally, the Community event for the City of Jurupa Valley will take place on the same day. Director Murphy will be attending the events to compare both events. The City event will be held at Patriot High School. Director Murphy also commented that the IAC meeting was scheduled for March 28 at the Fire Station, where an update was provided on the Clay fire. The City discussed providing compensation for those affected by the Safety Power Shutoffs. Director Murphy mentioned that RCSD can assist with weed abatement to reduce the risk of fires.

ITEM 9. ACTION/DISCUSSION ITEMS.

A. DM 2025-24: Staff Presentation: Rubidoux Community Services District Geographic Information System (GIS)

BACKGROUND:

Rubidoux Community Services District (“District”) currently utilizes ArcGIS Online by ESRI (“ArcGIS”) as an asset database for water and sewer facilities (pipelines, valves, appurtenances, manholes, service lines, etc.). Each facility contains the following data:

- Type of facility (valve, pipeline, fire hydrant, air valve, sewer lateral, cleanout, etc.)
- Year of construction
- Pressure zone
- Record Drawing number
- Status (active, abandoned, open, closed)

ArcGIS data corresponds to Atlas Sheets (most recently updated in 2015) and are provided to Developers and Consultants as required for projects. Over 95% of existing Record Drawings have been scanned (digitized) and added to the District’s ArcGIS database; the remaining Record Drawings not currently in ArcGIS are in process of being added.

ArcGIS Format

- ArcGIS Online (Currently used by RCSD)
 - Cloud based fully functional GIS database
 - Less customization
 - Limited by storage (can pay for additional storage)
 - Security is based on ESRI’s security standards
 - Not available without internet connection
- Mobile Applications (Currently used by the District)
 - Field Maps App is used to view maps with GIS data, locate asset information from mobile devices and tablets.

- Survey 123 App is a form-based tool to gather data in-field. The District is currently developing a form to document leaks to assist with determining water loss and in compliance with new State requirements for leak tracking.
- Custom widgets (Apps) can be created using ArcGIS' Web AppBuilder tool
- Enterprise (On-Premises, not used by the District)
 - Fully customizable GIS database
 - Storage limit is based on server
 - Direct control over security
 - Available without internet connection (must be connected to the internal network via VPN)

Looking Ahead

ArcGIS is a powerful tool with many ArcGIS “Solutions” available for managing data related to water and sewer facilities. The District is currently reviewing the following for potential implementation:

- “Plans and Drawings”
 - Allows Record Drawings to be accessible by simply selecting the facility
- “Lead Service Line Inventory”
 - Allows District to update inventory as required (based on future requirements) without outsourcing
 - District currently has a Consultant which manages the Lead Service Line Inventory (in a non-ESRI based GIS)
- “Backflow Inspections:”
 - Allows District to streamline inspections and compliance for cross connection
- “ROW and Easement Data Management”
 - Allows easement data to be documented geographically and located for future use
- “Sewer Manhole Inspections”
 - Allows District to track and document sewer manhole conditions and systematically replace infrastructure

Next Steps

District Staff are working with IT to determine server requirements for installation of ArcGIS Enterprise for greater control and customization of the District’s GIS. Additionally, District Staff are in discussions with ESRI to obtain training for best practices when implementing ArcGIS “Solutions”. Within the next year, District Staff have a goal of implementing the following “Solutions”:

- “Plans and Drawings”
- “Lead Service Line Inventory”

In addition to this, District Staff are developing customized widgets to support compliance and Operations needs.

ACTION:

This is an informational item. No action is required.

B. DM 2025-25: Discussion and Request for Board Input on Updating 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 this an appropriate time to evaluate and, if necessary, update its provisions.

At the regular Board meeting on February 20, 2025, pursuant to Directors Memorandum (“DM”) 2025-12, the Board elected to review and update the Manual collectively, rather than establishing an ad hoc committee of two Board members. The directive provided by the Board outlined the following process:

1. The Manual will be reviewed and revised by the entire Board.
2. The Manual will first be reviewed by the District’s General Counsel, who will identify any necessary modifications based on changes in laws or regulations.
3. After receiving input from General Counsel, the Board will deliberate on any preference-based revisions in Open Session during regularly scheduled Board meetings.

On February 24, 2025, the current version of the Manual was submitted to the District’s General Counsel for review. General Counsel determined that the existing Manual is "excellently written and there has been no change in the law which would require modification." However, two clarifying revisions were recommended:

1. **Section 8 – Board Meetings:** Addition of a new paragraph:

“Teleconference meetings may be used for any meeting within the subject matter jurisdiction of the legislative body, in accordance with Government Code Section 54953.”

2. **Section 10 – Attendance at Meetings:** Addition of a new paragraph:

“Health-related absences and participation must comply with the applicable provisions of Government Code Section 54953.”

These revisions have been incorporated into a redlined version of the Manual, provided as Attachment 1. No other substantive changes have been made at this time.

Additionally, District staff has received proposed preference changes from one Board member, which are included as Attachment 2. These proposed changes were also reviewed by the District’s General Counsel, who confirmed that they present no legal concerns and that the Board has the discretion to expand upon the minimum statutory requirements as deemed appropriate.

To move forward with finalizing the updated Manual, the Board must review the proposed changes outlined in Attachment 1 and Attachment 2. The Board should discuss these revisions, determine whether to adopt them as presented, amend them, or propose alternative modifications.

ACTION:

Director Murphy moved, and Director Trueba seconded, that the legal changes be incorporated into the Board Policies and Procedures, with a draft version to be provided to the Board at the next meeting for future consideration and approval.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

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

ITEM 10. DIRECTOR'S COMMENTS AND REQUESTS

Director Altamirano thanked the staff for their presentations. Director Murphy commented that the second bullet point on page 23 of the Board Policies and Procedures discusses what Board members should refrain from doing, specifically regarding emails. Board members should not send emails containing profanity. He plans to follow the Board Policies and Procedures. No other Directors had comments or questions.

ITEM 11. NEXT MEETING

Thursday, April 17, 2025, at 4:00 p.m.

ITEM 12. ADJOURNMENT

President Trueba adjourned the meeting at 6:10 P.M.