

**RUBIDOUX COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING  
Thursday, January 18, 2024**

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

**STAFF PRESENT:** Brian Laddusaw, General Manager  
Kirk Hamblin, Director of Finance and Administration  
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 (SIGNED IN):** Chief William Otterman, Fire Station 38 Personnel

**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, January 18, 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**

**ITEM 4. PUBLIC COMMENTS**

No public comments.

**ITEM 5. CONSENT CALENDAR**

**Director Murphy requested ITEM 5C DM 2024-04: Consider Updates to Certain Policies of the Rubidoux Community Services District Employee Handbook to be moved/added to 'ACTION/DISCUSSION ITEMS' as Item 8B.**

- A. Approval of Minutes for January 4, 2024, Regular Meeting
- B. Consideration to Approve January 19, 2024, Salaries, Expenses and Transfers
- C. **DM 2024-04:** Consider Updates to Certain Policies of the Rubidoux Community Services District Employee Handbook
- D. **DM 2024-05:** Consider Approval of Participation Agreement with Developer Related to Offsite Sewer Improvements for Tract No. 33617

**Director Murphy moved, and Director Muniz seconded to approve the Consent Calendar after removing ITEM 5C DM 2024-04.**

**Roll call:**

**Ayes – 5**

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

## **ITEM 6. CORRESPONDENCE AND RELATED INFORMATION**

General Manager Brian Laddusaw provided the Board of Directors with three articles from the Riverside Press-Enterprise. The first one was titled "Snow Total Below Normal," it was about the reversal from last year's wet winter leaving valuable water supply at just 25% of average. The second article was titled "Will SoCal's winter be wet? Wait and see." This article was about what California's water picture will look like in the next 12 months. The predictions are literally all over the map. After a measurement of the snowpack in the Sierra Nevada found only 7.5 inches of snow, 30% of average depth, the state Department of Water Resources put out a statement saying residents should prepare for flood or dry conditions in the months ahead. The third article was titled "County needs 123 firefighters/medics." The article addresses there are plenty of open paramedic jobs in Riverside County's Fire Department. They are faced with 123 vacant firefighters II/paramedic positions, a number equal to 40% of all the department's firefighter II/paramedics, officials are looking ways to solve a problem that led to overworked staff and lower level of care from first responders.

## **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 November, production was an average of 3.56 mg per day and an average of 1.69 mg/day was the wastewater flow to Riverside. Well No. 18 produced 53.3% of water, Well No. 8 produced

0.0%, Well No. 6 produced 5.6%, Well No. 4 produced 3.3%, Well No. 2 produced 0.0%, Well No. 1 produced 37.9%, and JCSD Intertie produced 0% of water.

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

Chief William Otterman reported the Incidents Reported for the Rubidoux Community Services District servicing area for the 2023 year. Station 38 had a total of 3,314 calls. 2 calls, 0.1% were Com Fire. There were 361 False Alarms, 10.9%, 1 Haz Mat 0.00%, 2,308 Medical 69.6%, 1 Multi-Fam Dwelling Fire 0.0%, 92 Other fire 2.8%, 37 Other Miscellaneous 1.1%, 111 Public Service Assist 3.3%, 10 Res Fire 0.3%, 7 Rescue 0.2%, 13 Ringing Alarm 0.4%, 38 Standby 1.1%, 260 Traffic Collision 7.8%, 23 Vehicle Fire 0.7%, 50 Wildland Fire 1.5%.

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

General Manager Brian Laddusaw updated the Board of Directors with 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 agreed to attend the event. Director Trueba and Director Muniz will not be in attendance. Director Murphy asked GM Laddusaw to follow up with him on the RSVP. GM Laddusaw also displayed the Riverside County Flood Control and Water Conservation District recruiting video posted on their website and Instagram. The video included Director Murphy.

**D. Committee Reports**

There were no Committee Meetings to report.

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

- A. DM 2024-06:** Consider Purchase and Sale Agreement with the City of Jurupa Valley to Acquire .28-Acres of Vacant Land for the Construction of the Goldenwest Booster Station

**BACKGROUND:**

The Rubidoux Community Services District (“District”) operates a water pumping, transmission, and distribution system which services 6,818 unique accounts, 6,278 of which are single and multi-family residential accounts and 540 are commercial accounts, and a population of roughly 40,000 residents within the City of Jurupa Valley. The water system consists of wells and pumps which feed treatment plants and in turn feed the water transmission and distribution system. The water transmission system is divided into zones at varying elevations, namely the 1066-foot and 1238-foot pressure zones, hereafter referred to as the Atkinson and Hunter pressures zones, respectively. Further, the District operates a small hydropneumatic pressure zone, the 1258-foot pressure zone, also referred to as the Ridgeline pressure zone. The term “pressure zone” refers to the elevation above sea level at which the water in the gravity storage tanks is maintained. The District is split into varying pressure zones because the pressure in the system is provided by the weight of the water in the gravity storage tanks and the weight of water only in the 1238’ elevation would create excessive pressure in the lower areas of the District such as Loring Ranch.

The District currently operates two water booster stations to lift water from the Atkinson Zone to the Hunter Zone. The first Booster Station, Mission Booster, is located at 6466 Mission Blvd., in a vault South of Mission Blvd., between Goldenwest Avenue and Stobbs Way. The second Booster Station, Goldenwest Booster, is located at 5599 Goldenwest Avenue, above ground, between Avenue Juan Batista and Pacific Avenue. A water booster station is a critical component of a water distribution system designed to ensure the consistent and reliable supply of pressurized water to consumers, especially in areas with challenging topography or areas where water pressure may be insufficient.

Due to space constraints at the two Booster Stations, the District is unable to affix a redundant source of power, like a generator, to the two sites. Absent a redundant source of power, should the Booster Stations lose power, the District would be unable to lift water to the two reservoirs in the Hunter Zone nor be able to serve potable water to the 5,200 Jurupa Valley residents currently residing there. The District does have a portable generator capable of being mobilized to the two sites should these Booster Stations lose power. But this approach requires staff time and effort and could lag depending on the time of day the power goes out. Without a redundant source of power, residents within the Hunter Zone would rely on reservoir storage levels for their water needs until the generator is up and running. Water is a precious and lifesaving resource and the District has an obligation to mitigate prolonged water shutoffs for its residents. Additionally, the current Goldenwest Booster Station site consists of a one 50-horsepower (“HP”) pump capable of providing 500 gallons-per-minute of design flow and another 100 HP pump capable of providing 1,500 gpm. Currently, the larger of the two pumping units is offline due to insufficient discharge piping. Thus, the District is limited to a 500 gallons-per-minute pumping capacity. Furthermore, the existing asset is nearing the end of its useful life and the spacing limitations prohibit the ability to install a third auxiliary pump for system redundancy and for safely servicing the pumps.

Understanding this is not a long-term solution for system efficiency and reliability, the District’s 2022 Water Master Plan called for the construction of a new Goldenwest Booster Station, equipped with a diesel generator and higher pumping capacities, to ensure the residents of Jurupa Valley have a consistent source of water. The generator was purchased with grant monies received from the California Governor’s Office of Emergency Services (“CalOES”). To achieve a Booster Station with a larger footprint, the District must purchase adequate space to incorporate the project. Near the existing Booster Station, between Goldenwest Avenue and Limonite Avenue, exists vacant land owned by the City of Jurupa Valley (“City”). The District inquired with the City about purchasing .28-acres (12,145 square feet) of land needed for the new Booster Station. The City has agreed to sell the land to the District under the following terms:

1. The purchase price for the property is **\$20,000**.
2. The use of the property is limited to the construction and operation of the water distribution enterprise and related facilities.
3. The District will construct the necessary street and related improvements in accordance with the project design as approved by the City. This includes wrought iron or steel tubular fencing around the perimeter and planting trees and landscaping along Goldenwest Avenue to partially obstruct the view of the Booster Station and provide a more appealing view to residents driving by.
4. The District will install a new streetlight to provide ample lighting to the area.

5. The District will deconstruct the existing Booster Station and restore the site within 24 months of taking it out of service.
6. The District will install a water meter on the property to service the remainder parcel for irrigation purposes.
7. The City will be responsible for the maintenance and weed abatement of the remainder parcel and will pay for actual water consumption.

The draft Purchase and Sale Agreement (“PSA”) is included as Attachment 1 to this Director’s Memorandum. The PSA includes other standard terms and conditions not described above, including but not limited to, escrow option, insurance requirements, etc. Further, the District’s General Counsel, John Harper, reviewed the PSA and had no issues with the terms and conditions, as drafted.

In a climate of high inflation over the past few years, real property values have surged. Despite this economic challenge, the agreed upon purchase price for the .28-acres is notably below current market value. For perspective, below is a table of real property purchases in the surrounding area in the last couple of years.

Address:	Size in Acre:	Cost:	Per Acre Cost:	Notes:
Pyrite St, Riverside	0.80	\$ 120,000.00	\$ 150,000.00	Sold 02/17/2023
3407 Valley Way Riverside	0.88	\$ 520,000.00	\$ 590,909.09	Sold 12/30/2022
Nandina Ave, Riverside	0.94	\$ 189,000.00	\$ 201,063.83	
6566 Frank Ave, JV	0.94	\$ 340,000.00	\$ 361,702.13	Sold 11/04/2022
Orangecrest, Ct, Riverside	0.96	\$ 450,000.00	\$ 468,750.00	
6128 Mission Blvd. JV	0.97	\$ 1,500,000.00	\$ 1,546,391.75	
Pedley, JV	0.99	\$ 699,000.00	\$ 706,060.61	
5256 Mission Blvd, JV	1.00	\$ 259,836.00	\$ 259,836.00	RCSD previously purchased in 2017
7048 Mission Blvd, Riverside	1.00	\$ 599,000.00	\$ 599,000.00	
7072 Mission Blvd, Riverside	1.00	\$ 900,000.00	\$ 900,000.00	Sold 09/09/2022
15955 Cita Ave, Riverside	1.14	\$ 550,000.00	\$ 482,456.14	
5654 Etiwanda Ave, JV	1.16	\$ 1,500,000.00	\$ 1,293,103.45	
5935 Ridgeview Ave, JV	1.24	\$ 256,000.00	\$ 206,451.61	Sold 07/19/2022
910 Highridge St. Riverside	1.25	\$ 299,000.00	\$ 239,200.00	
Jurupa Valley Lot	4.00	\$ 500,000.00	\$ 125,000.00	JV is currently negotiating purchase
Potential RCSD Purchase	0.28	\$ 20,000.00	\$ 71,428.57	

This price presents an advantageous opportunity to the District to acquire the necessary land for the construction of a vital asset needed for sustained reliability of the District’s water distribution system in the Hunter zone.

**Budget Considerations**

Included in the District’s Fiscal Year (“FY”) 2023|2024 Water Capital Improvement Project (“CIP”) Budget is line 5, ‘Goldenwest Booster Station’ in the amount of \$100,000 (Attachment 2). Staff recommends the Board consider appropriating \$25,000 of this money with \$20,000 being used towards the purchase price of the land and \$5,000 being used towards escrow costs. The remaining escrow monies not used in addition to the remaining \$75,000 budgeted monies will go towards project costs. The Board will consider project costs at a future Board Meeting.

The new Goldenwest Booster Station is a Water Master Plan project and will be funded from water capacity fees on deposit in the District’s LAIF Water Mainline account. As of January 4,

2024, these monies total approximately \$2,700,000, which is more than sufficient to fund this project and purchase.

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

1. Sign the Purchase and Sale Agreement with the City of Jurupa Valley to acquire .28-acres of vacant land between Goldenwest Avenue and Limonite Avenue.
2. Allocate \$25,000 of the District’s FY 2023|2024 Water Capital Improvement Project Budget, line 5, ‘*Goldenwest Booster Station*’, to the purchase, including escrow costs, the vacant land.
3. Execute and submit all documents, as necessary, to process the transaction through escrow including wiring the purchase price of \$20,000 and any escrow fees up to \$5,000.

**Roll call:**

**Ayes – 5**

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ADDED ITEM FROM CONSENT CALENDAR:**

**B. DM 2024-04:** Consider Updates to Certain Policies of the Rubidoux Community Services District Employee Handbook

**BACKGROUND:**

The Rubidoux Community Services District (“District”) Employee Handbook (“Handbook”) is designed to be a user-friendly source of general information about the District, compensation, benefits, policies, and state and federal laws. The Handbook contains a wide variety of information that should be especially useful to new hires as well as current staff. It serves as reinforcement to all employees of the importance of the District’s mission and goals and as a reminder to employees of the vital role they play in the District.

The Handbook is not a replacement for the current Memorandum of Understanding (“MOU”) between the District and employees represented by the Laborers’ International Union of North America, Local 777 (“Union”), but rather supplements the MOU.

The District’s Board of Directors (“Board”) last updated the Handbook in its entirety on June 17, 2021 (DM 2021-40). Since 2021, there have been various revisions to the Handbook approved by the Board to include changes in California law and statutes. The District’s labor counsel and staff recently reviewed the policies in the Handbook and are proposing modifications to the verbiage accordingly to conform with current state law and statutes. The updates include but are not limited to grammatical, formatting, numbering changes, as well as gender-specific pronouns

such as “his,” “hers,” “him,” or “her” to make it more gender neutral as reference to the employee.

Additionally, the District’s labor counsel and staff are proposing modifications to the sick leave policy to comply with the updated state law. The changes include the following verbiage, “Full time employees will always be provided with no less than three (3) days of sick leave by their 120th day of employment and upon their 120th anniversary day in any subsequent year of employment and two (2) additional days of sick leave on their 200th day of employment and every subsequent 200th day anniversary.”

For ease of review, District staff attached the Handbook “redlined” copy. These updates would bring the District’s employee Handbook current with existing state law and statutes. Should the Board not proceed with the update, District staff would still be required to abide by present state law and statutes.

Further, at the advice of the District’s labor counsel, adjustments to the District’s Handbook, even minimum updates, triggers a notification of the District’s Union representatives. On December 18, 2023, District staff delivered copies of the policy being considered for update to the Union representatives. The Union representatives have had three weeks to review the proposed changes and provide comments. As of the writing of this Memorandum, the District has not received any correspondence from the Union representatives. Due to no objections from the Union, staff recommends the Board proceed with the recommendation below.

**RECOMMENDATION:**

Staff recommends the Board of Directors approve modifications to the Rubidoux Community Services District Employee Handbook’s as drafted.

Director Murphy directed General Manager Laddusaw to consult with legal counsel on the language included in Policy 2141 Inclusive Workplace. Director Murphy would like to strike out the policy in its entirety if the District is not required by state law to follow the regulations stated in the policy. Several other Board members agreed with Director Murphy’s request. Once GM Laddusaw receives a response from legal counsel the Employee Handbook will be presented to the Board of Directors for review.

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

Director Murphy commented on the employee wages paid out during the coronavirus (Covid-19) pandemic. Detailed information was provided to the Board via memorandum during the last Board Meeting on January 4, 2024. He also commented that the information provided was not provided to him in a timely matter. He would like District staff to work with the Union on a written protocol to ensure all District personnel are mandated to report to work during a natural disaster such as an earthquake. He will be submitting a request to GM Laddusaw via email before the next RAC meeting scheduled for Wednesday, February 14, 2024. Director Trowbridge asked if the District was able to seek any reimbursement after the City of Riverside lawsuit. GM Laddusaw commented that he might be able to provide the Board with an update on the next steps following the lawsuit during the next Board Meeting scheduled for Thursday, February 1, 2024, at 4:00 P.M. No other Directors had comments and/or requests.

**ITEM 10. NEXT MEETING**

Thursday, February 1, 2024, at 4:00 P.M.

**ITEM 11. ADJOURNMENT**

President Skerbelis adjourned the meeting at 4:38 P.M.