

**MINUTES OF REGULAR MEETING**  
**November 3, 2022**  
**RUBIDOUX COMMUNITY SERVICES DISTRICT**

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

**DIRECTORS ABSENT:**

**STAFF PRESENT:** Jeff Sims, General Manager  
Brian Laddusaw, Director of Finance and Admin.  
Ted Beckwith, District Engineer  
Brian Jennings, Customer Service Manager  
Miguel Valdez, Director of Operations  
Martha Perez, Customer Service Manager

Call to order: the meeting of the Board of Directors of the Rubidoux Community Services District by President Trueba, at 4:00 P.M., Thursday, November 3, 2022, by teleconferencing at District Office, 3590 Rubidoux Boulevard, Jurupa Valley, California.

**ITEM 4. APPROVAL OF MINUTES**

Approval of Minutes for October 20, 2022, Board Meeting.

**Director Muniz moved, and Director Skerbelis seconded to approve the October 20, 2022, 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 November 4, 2022, Salaries, Expenses and Transfers.**

Consideration to Approve the November 4, 2022, Salaries, Expenses and Transfers.

**Director Skerbelis moved, and Director Muniz seconded to Approve the November 4, 2022, 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**

There were no members of the public to address the board.

## **ITEM 7. CORRESPONDENCE AND RELATED INFORMATION**

There was a memorandum to the Board from General Manager Sims regarding the Notification and Response Limits Established by DDW for PFHxS.

## **ITEM 8. MANAGER’S REPORT**

The Veteran’s Day Parade is scheduled for Saturday, November 12, 2022.

There’s an employee luncheon scheduled for November 10, from 1:00-3:00. There’s a sign-up list going around. It’s a potluck. The final walk-thru for 5473 Mission Blvd. was on Tuesday. The county put up chain-link fencing around the property. The district put up barbed wire.

### **Operations Report:**

Presented at the second board meeting of the month.

### **Emergency and Fire Report:**

Presented at the second board meeting of the month.

## **ITEM 9. Consider Expenditure of Funds for the Purchase of Property from the County of Riverside – 5473 Mission Blvd. DM 2022-99.**

### **BACKGROUND**

Rubidoux Community Services District (“District”) has been working with the County of Riverside (“County”) on the purchase of property owned by the County with a street address of 5473 Mission Blvd., Jurupa Valley, CA 92509 (“Property”). The County in the early 2000’s acquired several parcels of property along Mission Blvd. and then build an approximate 3,800 sf office building which was used as the Rubidoux Family Resource Center until June 30, 2021. Soon thereafter the County decided to surplus the Property.

The County had the Property appraised and the appraisal indicated the fair market value range of the Property from \$390,000 to \$440,000. Through a Purchase and Sales Agreement (“PSA”) between the District and the County, the purchase price was agreed to be \$390,000. The District on August 4, 2022 in Closed Session approved the PSA. The PSA effective date became August 18, 2022 after signature by the County.

Per the fully executed PSA the close of escrow for the Property is November 10, 2022. Lawyers Title has provided a ‘Buyers Settlement Statement’ showing the funds to be submitted to escrow by the District is a total of \$391,356.

Over the past year the District has actively done due diligence on the Property and has initiated preparation of plans for the complete remodel of the Property for use as the District’s new Administrative Facility. In addition, the District secured financing for the remodel of the Property, and the proceeds of this financing are held in a designated District account. To move forward with the purchase of the Property, staff recommends the Board consider authorizing the use of \$391,356 from LAIF Project Admin Building cash fund, which currently has a balance of \$1.495 million.

**Director Trowbridge moved, and Director Muniz seconded the Board of Directors approve authorization of the following:**

- 1. Staff to use of \$391,356 from LAIF Project Admin Building cash fund to place in escrow pursuant to the attached instructions for the purchase of the Property.**
- 2. Submit via wire transfer the \$391,356 to Lawyers Title on or before November 8, 2022.**

**Roll call:**

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

**Noes – 1 (Murphy)**

**Abstain – 0**

**Absent – 0**

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

**ITEM 10. Consideration to Adopt Resolution No. 2022-899, a Resolution Regarding the Disposal of Surplus District Personal Property to a Prohibited Group. DM 2022-100.**

### **BACKGROUND**

Pursuant to Water Code Section 71690, the Rubidoux Community Services District (“District”) is authorized to hold, use, enjoy, lease, or dispose of real and personal property of every kind. The District regularly purchases personal property based upon the needs of the District and its staff. Personal property consists of equipment and materials purchased by the District to enable the District to accomplish its mission. Over the years, as equipment becomes worn, outdated, inadequate, or near the end of its useful life, the District will replace the personal property and surplus the existing. It has been District practice to identify, catalog, and store unused property until there is an accumulation of equipment and materials where storage is no longer practical

and surplusing is necessary. Surplusing was authorized by the Board at a regularly scheduled Board meeting.

On October 6, 2022, the Rubidoux Community Services District Board of Directors (“Board”) adopted Resolution No. 2022-898, a resolution regarding the disposal of surplus District personal property. Resolution No. 2022-898 addressed the following:

- Authority to dispose of surplus personal property
- Maximum values for which personal property may be surplused under the Resolution
- Methods in which personal property may be surplused
- Prohibited participation

Pursuant to Section 7 of Resolution No. 2022-898, to avoid a conflict-of-interest District Board members, employees, officers, consultants or any members of the immediate family, or cohabitating individual(s) of aforementioned groups of people would be prohibited in buying district personal property. However, sales of surplus District personal property may be permitted to the prohibited groups under the following circumstances:

- Board’s sole discretion
- By resolution
- Subject to applicable laws, rules, and regulations

The District has not surplused personal property over the last few years. In August 2022, staff split the existing General Manager’s office in two to accommodate a new full-time employee. By doing so, certain office equipment and furniture was no longer useful and identified as surplus personal property. Additionally, other office equipment and furniture replaced over the last few years no longer has use by District staff. These items, until they are surplused, continue to take up space in the District’s Board room, apparatus bay, hallways, etc. Due to space constraints at these locations, the District can no longer hold these items and they must be surplused.

These items have been cataloged by District staff and consist of chairs, a computer monitor, filing cabinets, etc. The complete catalog of items are identified in Exhibit “A” in the attached Resolution No. 2022-899. Due to the nature of these items having little to no salvage value, staff does not believe surplusing these to the public will generate revenue in excess of the administrative effort required under the Resolution.

Alternatively, staff is recommending the Board consider adoption of Resolution No. 2022-889, a resolution allowing the disposal of surplus District personal property to one of the prohibited groups, employees, identified in Section 7 of Resolution No. 2022-898. If adopted, the General Manager or their designee will hold a one-time sealed bid auction based on the procedures identified in Section 2(a) of Resolution No. 2022-898 with the exception staff will not make the bid open to the public. If an item does not receive a bid, the General Manager or their designee will make an attempt to donate the item to a non-profit with the District’s jurisdiction. If one cannot be found, the District will scrap the item. The employee designated to conduct the sealed bid is prohibited from participation amongst the employees.

The adoption of Resolution No. 2022-899 does not supersede Resolution No. 2022-898 but allows for a one-time surplus of personal property to District staff. The Board must consider and adopt a new resolution each time surplus personal property is sold to a prohibited group identified in Section 7 of Resolution No. 2022-898.

**Financial Considerations**

The items identified in Exhibit A of Resolution No. 2022-899 are determined to have little to no salvage value. Any monies received from the sale of the items to employees will be recorded as other miscellaneous income in the District’s General Fund. The District expects to generate less than \$200 from all sales.

Additional financial considerations include staff time to facilitate the sealed bid auction or donation, which is deemed minimal.

**Director Murphy moved, and Director Trowbridge seconded the Board of Directors adopt Resolution No. 2022-899, a Resolution Regarding the Disposal of Surplus District Personal Property to a Prohibited Group.**

**Roll call:**

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

**Noes – 0**

**Abstain – 0**

**Absent – 0**

**The motion was carried unanimously.**

**ITEM 11. Directors Comments**

Director Trueba adjourned the meeting at 4:30 PM.