

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, March 20, 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
Chief Otterman, 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, March 20, 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.

ITEM 5. CONSENT CALENDAR

- A. Approval of Minutes for March 6, 2025, Regular Meeting
- B. Consideration to Approve the March 21, Salaries, Expenses and Transfers-

Remove check #13933 related to DM 2025-21: Consider Purchase of District Equipment (Vactor 2100 Plus Sewer Cleaner). This check will be considered and signed pursuant to any Board action on DM 2025-21.

C. **DM 2025-18:** Consider Adoption of Resolution No. 2025-925, A Resolution of the Rubidoux Community Services District Transferring Certain Property Tax Revenue Between the County of Riverside and the Rubidoux Community Services District; LAFCO Cases 2019-07-2 and 2019-08-2 (Rio Vista)

D. **DM 2025-19:** Consider Adoption of Resolution No. 2025-926, A Resolution of the Rubidoux Community Services District Concurring in the Nomination of John Skerbelis to the CSDA Board of Directors

ACTION:

Director Murphy moved, and Director Altamirano seconded to approve, the Consent Calendar removing check #13933 from March 21, Salaries, Expenses and Transfers will be included with DM 2025-21: Consider Purchase of District Equipment (Vactor 2100 Plus Sewer Cleaner).

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

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

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION

Correspondence and related information were not included.

ITEM 7. REPORTS

A. Operations Report (Second Meeting Each Month)

The Operations Report included the Potable Water Production Report for the 2024/2025 calendar years. In February, potable water production totaled 278 acre-feet. The Reservoir Capacity Report was also included for the month of February.

Chemical deliveries during the reporting period included the following: Sodium Bisulfite 25%: 3,052 gallons delivered to the Thompson Plant. Morton NSF Certified White Crystal Salt: 23.32 tons delivered to the Smith Plant. Sodium Hypochlorite 12.5% (Liquid Chlorine): 4,079 gallons delivered to the Thompson Plant, Smith Plant, and Well 8.

The Operations Report also included information on the sewer leak that occurred at 2301 Fleetwood Drive, the water main leak at Suffolk St on March 3, and the Rubidoux turf

replacement project. Additionally, it highlighted the training and certifications completed by field personnel.

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

Riverside County Fire Station 38 Chief Otterman presented the incidents reported for the months of February 2025. In February the station had a total of 250 calls. It received 2 com fire calls, 32 false alarms, 166 medical calls, 17 traffic collision calls, 1 vehicle fire, and 3 wildland fire calls.

C. General Manager and Staff Reports / Updates

The City of Jurupa Valley Public Works will be holding their Public Works Open House again this year, scheduled for May 9th. The Mayor's Prayer Breakfast is coming up, scheduled for May 1, 2025. The Meet the Machines event was held on Saturday, March 15th, from 9:00 AM to 1:00 PM. District staff attended the event and also participated in the Career Day at Ina Arbuckle Elementary School. The IAC meeting and MET Water tour are scheduled for March 28. AGM Brandon Thomas reminded the Board of the scheduled Special Board meeting on Monday, March 24, from 9:30 AM to 2:30 PM.

D. Committee Reports

The RAC Committee met on March 10th, with Director Murphy in attendance. The Sewer Committee met on March 12th and consists of Director Leja and Director Altamirano. The Solid Waste Committee met on March 10th, and the committee includes Director Skerbelis and Director Murphy. The Board conducted a roll call regarding the collection of hazardous materials, specifically motor oil (up to two gallons), from residents' homes on their scheduled trash pickup day. The Board voted as follows: Director Altamirano - yes, Director Leja - yes, Director Skerbelis - yes, Director Trueba - yes, and Director Murphy - no.

ITEM 8. ACTION/DISCUSSION ITEMS.

- A. **DM 2025-20:** Consider Award of Contract for Iron and Manganese Vessel Rehabilitation at Leland Thompson Water Treatment Plant

BACKGROUND:

The Leland Thompson Water Treatment Plant ("Thompson Facility") operates three (3) vessels for iron and manganese removal from water sourced from Wells 8, 18, and 1A manufactured by Filtronics. Over time, the vessels' internal components, including influent and effluent headers, have shown signs of wear, requiring rehabilitation to ensure continued operational efficiency and compliance with water quality standards.

In line with this need, the District issued a Request for Quote ("RFQ") to qualified Contractors for the rehabilitation of two (2) Filtronics filter vessels (#1 and #2). The scope of work included the installation of stainless steel influent and effluent headers (pre-purchased by the District), surface coating, concrete work, and related tasks. In 2024, vessel #3 was repaired and the iron and manganese filter media was replaced.

Two quotes (bids) were received and were evaluated by the evaluation criteria established in the RFQ (see evaluation criteria below)

Contractor	RC Foster Corporation	J. Colon Coatings, Inc
Evaluation Criteria		
Experience and Qualifications (15%)	15%	0%
Justification for Score	-Extensive experience with Filtronics (recommended by manufacturer) -Class A Contractor's License	-No experience with Filtronics vessels (has experience with other vessels) -Class C Contractor's License Does not meet minimum Contractor's License Qualifications in RFQ
Proposed Approach and Understanding of the Project (15%)	10%	15%
Justification for Score	-Demonstrated a sufficient understanding of the Project	-Demonstrated a thorough understanding of the Project
Cost Competitiveness (55%)	42%	55%
Justification for Score	-Second lowest total Project cost of \$199,806.08 (24% higher than lowest)	-Lowest total Project cost of \$160,000
Schedule Adherence and Availability (15%)	15%	15%
Justification for Score	-Contractor has verified that RFQ completion date is achievable (via verbal correspondence)	- Contractor has verified that RFQ completion date is achievable (via schedule provided)
Total Score	82%	85%

After evaluating the quotes, J. Colon Coatings, Inc. ("J. Colon") received a score 3% points higher than RC Foster Corporation ("RC Foster"). However, J. Colon does not have the required Contractor's License Classification identified in the RFQ and was therefore not selected by District Staff.

District Staff has determined RC Foster to be the most qualified Contractor for the project based on their extensive experience with Filtronics systems, compliance with the RFQ requirements, and preferred vendor status with Filtronics (vessel manufacturer).

Budget Considerations

As identified above, the selected Contractor, RC Foster's quote is \$199,806.08. In addition to this cost, the District elected to pre-purchase stainless steel influent and effluent headers (piping) to expedite the project (due to lead times for stainless steel materials and to avoid material markup costs). The cost of the pre-purchased piping was \$98,171.03 (previously authorized in DM 2025-04). The resulting total Project cost for work completed by Contractor and District pre-purchased materials is \$297,977.11 (approximately \$150,000 per vessel). While these necessary repairs were not anticipated during the preparation of the Fiscal Year ("FY") 2024|2025 Water Fund Budget, traditionally, similar costs are allocated to Line 19, 'R & M Water System'.

However, to appropriately fund this unforeseen repair cost without impacting the budget capacity for other water system repairs, staff recommends amending the budget to create a new Line Item for this Project. Specifically, \$330,000 (\$297,977.11 + 10% contingency (rounded)) should be reallocated from the FY 2024|2025 Water Fund Budget, Line 24, 'Operating Expense: Treatment Media' to a new Line Item within the Water Fund Budget under the grouping Asset Acquisitions called 'Thompson Plant Fe/Mn Vessel Rehab'. This amendment would allocate these funds for the repairs, rehabilitation, and maintenance of the District's treatment vessels.

Further, pursuant to DM 2025-04, the Board previously took action to reduce the Water Fund Budget Line 24 'Operating Expense: Treatment Media' from \$1,000,000 to \$900,000. The reduction of \$100,000 was added to Line 19 'R & M Water System' to fund the \$98,171.03 in piping as detailed above. With the establishment of the new Water Fund Budget 'Thompson Plant Fe/Mn Vessel Rehab' account, it's now appropriate to reallocate the \$100,000 back from Line 19 'R & M Water System' to this new account. This results in the following amended Water Fund Budget balances:

- Line 19 'R & M Water System' from \$623,000 to \$523,000 (\$100,000 reduction)(original balance)
- Line 24 'Operating Expense: Treatment Media' from \$900,000 to \$670,000 (\$230,000 reduction)
- New account 'Thompson Plant Fe/Mn Vessel Rehab' from \$0 to \$330,000 (\$230,000 + \$100,000)

Currently, Line 24 'Operating Expense: Treatment Media' is reserved for the purchase of the District's treatment process media, such as granular activated carbon ("GAC") and ion exchange ("IX") resin. Year-to-date the account shows a general ledger balance of approximately \$275,000. With the proposed budget reduction from \$900,000 to \$670,000 the account will still have sufficient funds (\$395,000) to cover the treatment media requirements for the remainder of the fiscal year.

ACTION:

Director Murphy moved to award the contract to J. Colon Coatings, Inc., but the motion failed due to a lack of a second.

Director Altamirano moved, and Director Skerbelis seconded, to approve the proposal from RC Foster Corporation for the rehabilitation of iron and manganese vessels #1 and #2 at the Thompson Facility. Authorize the issuance of a purchase order to RC Foster Corporation in the amount of \$199,806.08. Amend the FY 2024|2025 Water Fund Budget as follows:

- a) Line 19 'R & M Water System' from \$623,000 (as amended via DM 2025-04) to \$523,000 (its original balance).
- b) Line 24 'Operating Expense: Treatment Media' from \$900,000 (as amended via DM 2025-04) to \$670,000.
- c) New account 'Thompson Plant Fe/Mn Vessel Rehab' from \$0 to \$330,000.

Roll call:

Ayes – 4 (Trueba, Skerbelis, Leja, Altamirano)

Noes – 1 (Murphy)

Abstain – 0

Absent – 0

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

B. DM 2025-21: Consider Purchase of District Equipment (Vactor 2110 Plus Sewer Cleaner)

BACKGROUND:

Rubidoux Community Services District (“District”) has been working towards transitioning collections system maintenance operations in-house to enhance efficiency, improve emergency response capabilities, and reduce reliance on outside contractors. As part of this transition, staff have identified the need for a dedicated sewer cleaning and maintenance vehicle.

After evaluating available options, staff has identified the Vactor 2110 Plus Sewer Cleaner as the best fit for the District’s operational needs. This unit will provide the necessary capabilities for routine system maintenance and emergency response while ensuring compliance with state and regulatory requirements.

On March 12, 2025, the District’s Sewer Committee, consisting of Directors Leja and Altamirano, met to review the District’s plans for transitioning to a self-sufficient sewer operation. The Committee was presented with multiple equipment options and, after careful evaluation, voted unanimously to move forward to full Board consideration for the purchase of the Vactor 2110 Plus Sewer Cleaner at the March 20, 2025 Regular Board Meeting.

Selection and Cost Analysis:

The District received a proposal from Haaker Equipment Company (“Haaker”) for the purchase of the selected Vactor 2110 Plus Sewer Cleaner. The total purchase price, including tax, is \$226,275.00. Haaker, located in La Verne, is a local vendor to the District. Staff has conducted a physical inspection of the equipment and confirmed that it is in excellent working condition.

Budget Considerations:

To facilitate the purchase of this equipment without impacting the District’s budget capacity for contracted sewer maintenance services for the remainder of Fiscal Year (“FY”) 2024|2025, staff recommends a budget amendment.

The acquisition of this equipment will allow the District to take greater ownership of its sewer system, which includes approximately 83 miles of sewer mains and six lift stations. By

enhancing in-house capabilities, the District can improve response times and reduce the risk of sewer spills.

Currently, sewer line and lift station cleaning is performed by two primary vendors, Pipe Tech Inc. (“Pipe Tech”) and Houston & Harris PCS, Inc. (“Houston Harris”). These services are funded under Line 16, ‘Hydrowash,’ in the District’s FY 2024|2025 Sewer Fund Budget, which was originally allocated \$250,000. As of this report, the general ledger balance for this account is \$60,000. With the acquisition of this equipment, the District will significantly reduce its reliance on outside vendors for the remainder of the fiscal year, leaving an anticipated balance of approximately \$190,000 (\$250,000 - \$60,000) in Line 16, ‘Hydrowash.’ Staff recommends utilizing these available funds to support the purchase.

Additionally, the District’s FY 2024|2025 Sewer Fund Budget includes \$100,000 under Line 49, ‘Drying Beds: Regional (Design),’ within the Asset Acquisitions account grouping. Due to advancements in technology, drying beds at the Regional Lift Station are no longer necessary, and this project has been removed from the District’s Capital Improvement Plan (CIP) and operational strategy. Staff recommends reallocating these funds to Line 16, ‘Hydrowash,’ to further support this equipment purchase.

If approved, this budget amendment will result in the following Sewer Fund adjustments:

- Line 16, ‘Hydrowash’ from \$250,000 to \$350,000
- Line 49, ‘Drying Beds: Regional (Design)’ from \$100,000 to \$0

Haaker set aside this equipment from their service fleet in anticipation of the sale and has held it for over a month. To facilitate a timely purchase, staff included the check in this evening’s check run. However, staff recommends that the Board remove the check from the consent calendar and consider authorizing its issuance in conjunction with approval of this action item.

ACTION:

Director Skerbelis moved, and Director Altamirano seconded, the purchase of the Vactor 2110 Plus Sewer Cleaner from Haaker Equipment Company for \$226,275.00. Reallocate \$100,000 from the FY 2024|2025 Sewer Fund Budget Line 49 ‘Drying Beds: Regional (Design)’ to Line 16 ‘Hydrowash’ to cover the balance of the purchase and approve and execute the check for \$226,275.00 to Haaker Equipment Company.

Roll call:

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

Noes – 0

Abstain – 0

Absent – 0

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

ITEM 9. DIRECTOR’S COMMENTS AND REQUESTS

Director Leja praised Chief Otterman on his presentation at the Chamber of Commerce luncheon. She also mentioned that March 22nd is World Annual Day. Director Trueba commented on the Mayor’s breakfast. No other Directors had comments or questions.

ITEM 10. NEXT MEETING

Thursday, April 3, 2025, at 4:00 p.m.

ITEM 11. ADJOURNMENT

President Trueba adjourned the meeting at 5:31 P.M.