

**RUBIDOUX COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
Thursday, April 2, 2026**

DIRECTORS PRESENT: Diana Leja
Hank Trueba Jr.,
John Skerbelis
Bernard Murphy
Leslie Altamirano

STAFF PRESENT: Brian Laddusaw, General Manager
Brandon Thomas, Assistant General Manager
Jaclyn Makarzec, Director of Engineering
Miguel Valdez, Director of Operations
Kirk Hamblin, Director of Operations
Melissa Trujillo, Human Resources Generalist / Safety and
Facilities Coordinator

VISITORS (SIGNED IN): John Harper, RCSD Legal Counsel, Via Zoom
John Shulda, Lieutenant, Riverside County Sheriff
Ross Leja, RCSD Customer
Michael G., Via Zoom

ITEM 1. CALL TO ORDER

The regular meeting of the Board of Directors of the Rubidoux Community Services District was called to order by President Leja at 4:01 p.m. on Thursday, April 2, 2026, held in person and via teleconference 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 – None

ITEM 5. CONSENT CALENDAR

- A. Approval of Minutes for March 12, 2026, Special Meeting, and March 19, 2026, Regular Meeting

- B. Consideration to Approve April 3, 2026, Salaries, Expenses and Transfers
- C. **DM 2026-22:** Receive and File Statement of Cash Asset Schedule Report Ending February 2026
- D. **DM 2026-23:** Informational Update for the Award of the 2026 Regional Geotechnical Report

BOARD DELIBERATION / ACTION

Director Murphy requested to pull ITEM 5B from the CONSENT CALENDAR and add ITEM 5B to ITEM 8. ACTION / DISCUSSION ITEMS.

Director Murphy made a motion to approve the balance of the CONSENT CALENDAR, ITEMS 5A, 5C, and 5D. Director Skerbelis seconded the motion.

Roll Call Vote:

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

Noes – 0

Abstain – 0

Absent – 0

Result: Motion carried 5-0-0-0.

ITEM 6. CORRESPONDENCE AND RELATED INFORMATION – None

ITEM 7. REPORTS

- A. Operations Report – None
- B. Emergency and Incident Report – None
- C. General Manager and Staff Reports / Updates – None
- D. Committee Reports
 - a. Finance & Budget Committee (April 2, 2026 – 3:00 PM)

Earlier in the evening, the District commenced its Budget Workshops via the Finance & Budget Committee for Fiscal Year 2026|2027. Budget Workshop #1 focused on the General Fund, Fire/Weed Abatement Fund, and Trash Fund. The Budget Workshop series will continue with Budget Workshop #2, scheduled April 16, 2026, at 2:30 PM and will focus on the Water and Sewer Enterprise Funds.

E. Jurupa Unified School District – Student Liaison Report

The JUSD student liaison was not able to attend today’s board meeting but will be in attendance at the next scheduled meeting on April 16th. Director Murphy requested that the item be added to every board agenda.

ITEM 8. ACTION / DISCUSSION ITEMS

ITEM 5B. Consideration to Approve April 3, 2026, Salaries, Expenses and Transfers

The Salaries, Expenses and Transfers for April 3, 2026 can be viewed on the website:
<https://www.rcsd.org/2026-04-02-board-of-directors-board-meeting>

BOARD DELIBERATION / ACTION

Director Murphy had a few questions on a couple of the invoices including Krohne and Minutemen Press.

Director Murphy made a motion to approve April 3, 2026, Salaries, Expenses and Transfer, Director Trueba seconded the motion.

Roll Call Vote:

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

Noes – 0

Abstain – 0

Absent – 0

Result: Motion carried 5-0-0-0.

A. DM 2026-24: Discussion and Direction Regarding Process for Renewal of Fire Services Agreement with the County of Riverside

BACKGROUND:

Rubidoux Community Services District (“District”) contracts for fire protection, fire prevention, rescue, fire marshal, and medical emergency services through the County of Riverside (“County”) via a cooperative agreement with the California Department of Forestry and Fire Protection (“Cal Fire”).

The District’s current five (5) year agreement is set to expire on June 30, 2026 (Attachment 1). The transition to a five (5) year term was implemented with the 2021 agreement and represented the most notable structural change from prior agreements, which historically operated on three (3) year terms.

Staff has been coordinating with County and Cal Fire representatives regarding the upcoming renewal. The District anticipates receiving a draft cooperative agreement from Cal Fire within the next week, at which point staff will begin its detailed review and evaluation.

Discussion

Nature of the Agreement and Negotiability

Historically, the cooperative agreement is largely standardized by the County and Cal Fire, with limited opportunity for substantive modification. Prior renewal cycles have resulted in minimal negotiated changes, with the primary adjustments generally related to cost assumptions, administrative clarifications, or broader structural changes initiated by the County (such as the transition from a three-year to a five-year term in 2021).

As such, the District's role in the renewal process is typically focused on:

- Reviewing and validating service levels
- Evaluating cost projections and underlying assumptions
- Ensuring administrative and operational provisions align with District expectations

Given these constraints, staff is seeking Board direction on the preferred level of Board involvement in the renewal process.

Board Involvement Options

Staff has identified the following approaches for Board consideration:

Option 1 – Staff-Led Negotiation (Status Quo)

Staff conducts the review and coordination process with the County and Cal Fire and provides updates to the Board at key milestones or as material information becomes available. A proposed agreement is then presented to the Board for consideration and approval.

Option 2 – Ad Hoc Fire Services Committee (As-Needed or Active)

The Board may establish an ad hoc committee, comprised of less than a quorum of the Board, to participate in the review process. The committee would:

- Review draft agreement materials and cost information
- Provide input and feedback to staff

The committee would be advisory only, would not have decision-making authority, and would dissolve upon completion of the agreement review process. Given the typically standardized nature of the agreement, the Board may also consider utilizing the committee on an as-needed basis should substantive issues arise during negotiations.

Option 3 – Full Board Updates / Workshops

The Board may elect to remain involved as a full body through periodic updates or workshops conducted during publicly noticed meetings, allowing for discussion and input at key stages of the process.

Next Steps

Upon receipt of the draft agreement from Cal Fire, staff will conduct a detailed review of the proposed terms, service levels, and cost structure. Based on Board direction, staff will proceed with the renewal process consistent with the preferred level of Board involvement.

A proposed agreement, along with a comprehensive summary of key terms and any identified changes, will be presented to the Board for consideration and approval prior to the expiration of the current agreement.

Budget Considerations

Staff time associated with the review and negotiation of the fire services agreement is part of normal duties and responsibilities and is already accounted for within the District's adopted administrative budgets.

If the Board elects to establish an ad hoc committee, stipends for participating Directors would be paid in accordance with the District's Board compensation policy. Any such costs are anticipated to be minor and can be accommodated within existing budget appropriations.

BOARD DELIBERATION / ACTION

Director Altamirano asked staff to look into the service fee for the weed abatement position and why the split with the City of Jurupa Valley is necessary.

Director Murphy asked how services would expand as the service area expands.

Director Murphy made a motion to direct staff to initiate negotiations for a five-year renewal of the Fire Protection and Emergency Services Agreement, coordinate with fire representatives on service, operations, and financial considerations, and report back with updates and a recommended agreement, Director Skerbelis seconded the motion.

Roll Call Vote:

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

Noes – 0

Abstain – 0

Absent – 0

Result: Motion carried 5-0-0-0.

B. DM 2026-25: Consideration to Accept Water and Sewer Facilities for Tract 37211

BACKGROUND:

The Tract 37211 (Seasons at Sagebrush) development by Sekisui House (formerly Richmond American Homes) (“Developer”) is comprised of 48 single family homes along Sequonota Drive (off of Pacific Avenue), Opal Street, Lakota Lane, and Mecosta Court. Pursuant to Tract Map 37211 and Will Serve Letter, new water and sewer facilities are required to provide fire protection, water, and sewer services to the development. In addition to the work for the Development, the District executed a Reimbursement Agreement to construct a larger diameter pipeline in Opal Street to replace the existing small diameter pipeline (**Attachment 1**).

Water and sewer facilities were constructed with District oversight utilizing Krieger & Stewart and completion of construction occurred November 25, 2025 (**Attachment 2**). Rubidoux Community Services District (“District”) has been using these newly constructed water and sewer facilities to provide water and sewer service to this development and existing customers along Opal Street.

The installed cost of the water facilities including pipelines, valves, and appurtenances being dedicated to the District is \$1,181,725.50 and the installed cost of the sewer facilities including pipelines, manholes, and appurtenances being dedicated to the District is \$818,697.50 (**Attachment 3**). Water and sewer facilities to be dedicated to the District are located within public right-of-way.

Budget Considerations

The Reimbursement Agreement (**Attachment 1**) stipulates that a cash payment for design and construction of the pipeline in Opal Street is to be completed after acceptance of the facilities based on actual costs up to an amount of \$152,659.00. The actual cost for facilities for design and construction was \$109,935.00 (**Attachment 4**).

The District budgeted for the costs for this pipeline in prior years within the Water Capital Improvement Project (CIP) Budget but omitted it in the 2025|2026 Fiscal Year (FY) due to uncertainty of when the developer would close out their project. Funds previously budgeted were transferred back to District reserves. Accordingly, District Staff would like the cash reimbursement of \$109,935.00 to come from the Water Fund Unrestricted Operating Reserve, which has a balance of approximately \$9 million as of March 23, 2026.

There is no direct capital expenditure by the District associated with the acceptance of the other contributed water or sewer facilities, as the Developer fully funded their design and construction. However, upon Board acceptance, these facilities will be added to the District’s fixed asset inventory at their installed value of \$1,181,725.50 for water infrastructure and \$818,697.50 for sewer infrastructure. This will increase the District’s capital asset holdings and may impact future depreciation schedules for accounting purposes.

The District collected a construction deposit from the Developer to facilitate construction oversight, management, and administration for this project, and has a remaining balance of approximately \$17,000. Construction deposits collected from the Developer had no impact on the District’s budget, as associated consultant invoices and District labor charges were offset directly against deposits held on hand and were not recognized in the District’s Statement of

Activities for financial reporting purposes. The District would like to issue a refund to the Developer for the remaining deposit as the project has completed all closeout requirements and the District does not anticipate any future construction related expenses attributable to this development.

There are no other anticipated budget impacts related to the acceptance of these contributed assets. Ongoing operation and maintenance of the facilities will be incorporated into the District's routine service obligations and future budget planning.

BOARD DELIBERATION / ACTION

Director Altamirano made a motion, to accept the water and sewer facilities within the public right-of-way as shown on the As-Built Record Drawings for Tract No. 37211, including water facilities in the amount of \$1,181,725.50 and sewer facilities in the amount of \$818,697.50. The motion also included authorization to issue a refund to the Developer for the remaining construction deposit and to provide a cash reimbursement to the Developer in the amount of \$109,935.00 from the Water Fund Unrestricted Operating Reserve, in accordance with the Reimbursement Agreement, Director Skerbelis seconded the motion.

Roll Call Vote:

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

Noes – 0

Abstain – 0

Absent – 0

Result: Motion carried 5-0-0-0.

ITEM 9. DIRECTORS COMMENTS AND REQUESTS

Director Altamirano wished everyone a Happy Easter. Director Trueba invited everyone to the Mayor's Breakfast scheduled for May 7th. He also congratulated Martha, Customer Service and Accounts Payable Manager, for her presentation at the IAC meeting. Director Murphy shared information about the new homes on Opal and 45th, which used to be part of an area not included in the District. Once these homes are built, the District will receive property tax revenue, and the homeowners will not have to pay LAFCO fees. Aligning the District boundary with the area receiving service is helpful. He expressed support for building new homes to help address homelessness. No other Directors had additional comments.

ITEM 10. NEXT MEETING

Thursday, April 16, 2026, at 4:00 p.m.

ITEM 11. ADJOURNMENT

President Leja adjourned the meeting at 4:30 p.m.