



De Luz Community Services District

BOARD OF DIRECTORS

MICHAEL ADAMS
JIM BRADY
MARIANN BYERS
ROBERT D'ALESSANDRI
RAYMOND W. JOHNSON

GENERAL MANAGER
JAMES E. EMMONS

MINUTES REGULAR MEETING OF THE BOARD OF DIRECTORS January 16, 2019 6:00 p.m.

A. Call to Order & Roll Call

A Regular Meeting of the De Luz Community Services District was held at the De Luz CSD Office commencing at 6:00 p.m. on January 16, 2019. Present at the meeting were the following Directors:

Director Adams
Director Brady
Director Byers
Director D'Alessandri

Director Johnson was absent.

Staff present:

James E. Emmons, General Manager and Board Secretary
Blaise Jackson, General Counsel
Cher Ruzek, Office Manager and Assistant Board Secretary
Theresa Snyder, Accounting Administrator
Keith Caddy, Inspector/Field Maintenance Superintendent

The flag salute was led by President Byers.

President Byers announced the passing of long-time employee, Rick Lampshire. Mr Lampshire had served the District for 19 years.

President Byers stated that she would like a floral arrangement sent to Ricks memorial on behalf of the District.

Motion was made by D'Alessandri, seconded by Brady, to send a floral arrangement on behalf of the District to Rick Lampshire's memorial services.

The motion carried unanimously.

B. Sheriff

Deputy Perez gave the Sheriff's Report for December 2018 and updated the Board on January activities. He reported that no serious incidents have occurred; however, it is

the season for avocado thefts, and he will be diligently watching for this type of activity. He also reported that Riverside County Code Enforcement will be contacting the property owner to clean-up the trash in an area out of the District boundaries known as the "lookout" off Rancho California Road and Via Vueltas. The written report is on file with the District.

C. Public Comment

None.

D. Information Only

The Financial Statements, Statement of Investment Policy, and CSDA guide to "on-demand" webinars: *Required Ethics (AB1234)* and *Sexual Harassment Prevention (AB1825) Compliance Training* were received by the Board.

E. Consent Calendar

Motion was made by Brady, seconded by Adams, to approve the Consent Calendar.

1. Minutes of the December 19, 2018 Regular Board Meeting
2. General Fund Claims (for ratification): \$102,144.19
3. Sheriff's Special Tax Fund Claims (for ratification): \$17,632.51

The motion carried unanimously.

F. Extension of California Highway Patrol Contract

General Manager Emmons explained that an extension to the contract is needed to continue the CHP services. Discussion followed.

Motion was made by D'Alessandri, seconded by Brady to extend the contract for CHP services thru July 31, 2020.

The motion carried unanimously.

G. Engineering Committee Meeting Schedule

General Manager Emmons explained that a scheduling conflict arose after the schedule was set in December. Discussion followed.

Motion was made by Brady, seconded by D'Alessandri, to conduct the 2019 Engineering Committee meetings on the 2nd Tuesday of the month at 5:00 p.m.

The motion carried unanimously.

H. Finance Committee Meeting Schedule

Motion was made by Brady, seconded by D'Alessandri, to conduct the 2019 Finance Committee meetings on the 2nd Tuesday of the month at 3:30 p.m.

The motion carried unanimously.

I. Field Equipment Acquisition (tractor)

General Manager Emmons explained that the District tractor is 38 years old; in need of approximately \$8,000 in repairs, and that \$60,000 had been previously appropriated towards the purchase of a new tractor.

Field Maintenance Superintendent, Keith Caddy gave a brief history of the current tractor and described the type of replacement tractor needed to service the District roads. He stated he has received a quote for a new Caterpillar Backhoe Loader of approximately \$100,000. Discussion followed.

Motion was made by Adams, seconded by Brady, to increase the appropriation by the requisite \$40,000 and move forward with the purchase on terms most advantageous to the District.

The motion carried unanimously.

J. Traffic Engineer Report

Traffic Engineer Steve Libring updated the Board on the following items:

- Additional stop sign has been ordered for Skyrocket to increase visibility for northbound traffic;
- Sight visibility was checked at the new all-way stop on La Cruz Drive and trees are to be trimmed;
- A follow-up letter has been sent to the County of Riverside requesting left turn lanes and other options at Rancho California Road and Avenida Del Oro;
- The registration and licensing is in the process of being finalized for the portable message board;
- Signs have been ordered for all signs nearing the end of their useful life and bids have been received for installation;
- A "40 mph zone ahead" sign has been ordered for southbound Sandia Creek Drive north of La Cruz Drive;
- Maintenance letters were sent to the property owners along Sandia Creek Drive and Tomasito Circle and tree trimming is underway

Director Adams asked about the residents that had approached the Board regarding the traffic concerns on Sandia Creek Drive.

General Manager Emmons informed the Board that the Sandia Creek (Citizens) Road Committee is moving forward in the development of the resident-proposed Sheriff's Tax initiative.

Mr. Libring continued his report and updated the Board on the recent monitoring of the El Prado Loop. He reported that on January 16th, there was a 2/3 reduction in cut-thru traffic compared to the observations made on August 2, 2018. He plans to conduct another monitoring session to confirm his findings.

K. Gas Tax Legislation

General Manager Emmons reported that the information has been submitted to Legislative Counsel by Assemblywoman Marie Waldron's Sacramento office.

President Byers stated that the Ad-hoc Committee is still trying to secure a Legislative Advocate and will meet with Jeff Stone's office once the bill is received from Assemblywoman Waldron's office.

L. Finance Committee Report

Director D'Alessandri reported that at their recent meeting, the Finance Committee reviewed and discussed the claims; Roadway Rehabilitation funding spreadsheet; LAIF interest statement, and the progress of the District annual audit. He also reported that the Committee is recommending that the District move forward with Costco fuel for District vehicles on a trial basis.

It was the consensus of the Board to move forward with Costco fuel purchases for the District vehicles as recommended by the Finance Committee.

M. Engineering Committee Report

Director Brady reported that at their recent meeting, the Engineering Committee discussed the need for a new tractor and the implementation of the reflectivity signs.

Keith Caddy, Field Maintenance Superintendent, reported that the annual culvert/drain maintenance program is complete and to date, there have been no major complications after the recent rains.

N. General Manager's Report

General Manager Emmons presented his written report which is on file with the District Office. He reported that the new Engineer, David Hunt, has been reviewing District information and will be present at the next Engineering and Board meetings.

O. General Counsel

None.

General Manager Emmons stated that there was no updated information for the Board on either of the Closed Session items, therefore, there was no need to hold a Closed Session on Items "P" or "Q"

Closed Session

P. Closed session pursuant to the provisions of Government Code §54956.95 (Liability claim) of Turner/Jeffrey.

NOT HELD.

- Q. Closed session pursuant to the provisions of Government Code §54957.6(a):
Discussion of personnel matters.

NOT HELD.

R. **Adjournment**

There being no further business, President Byers adjourned the meeting at 7:15 p.m.



James E. Emmons, Secretary
Board of Directors

ATTEST:



Mariann Byers, President
Board of Directors