



# 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 February 20, 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 February 20, 2019. Present at the meeting were the following Directors:

Director Adams  
Director Brady  
Director Byers  
Director D'Alessandri  
Director Johnson

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.

### B. Sheriff

Deputy Perez gave the Sheriff's Report for January 2019 and updated the Board on February activities. He reported that no serious incidents have occurred; however, he is starting to see some transient/homeless people in the area, and will be working within the law to eradicate their activity in the area. The written report is on file with the District.

### C. Annual Audit

Michael Zizzi, CPA, Partner in the District's auditing firm, Leaf & Cole, LLP, presented the audited financial statements for 2017-2018. Mr. Zizzi answered questions from the Board. The written report is on file with the District.

### D. Roadway Condition Report

General Manager Emmons stated that the District received a fair amount of rainfall from the recent storm resulting in damage to the roads.

Field Maintenance Superintendent Keith Caddy updated the Board regarding the storm damage. He reported that 2 roads, Sandia Creek Drive at El Prado South and Via Vaquero at Sandia Creek Drive, have completely washed out and are closed; 36 sites have shoulder and pipe erosion, and 6 sites have washed out around the pipe; however they are still in place. He stated that all other roads are open and field crews are continuing to assess the area; will be re-standing signs; mitigating the smaller immediate damage, and work towards making permanent repairs.

David Hunt, P.E., reported that he surveyed the two major washouts. He stated that there are existing construction plans on Sandia Creek Drive that were done as part of the prior FEMA disaster and may need slight modifications; however Via Vaquero Road will need to be designed. He also reviewed the detour in place on El Prado Road for Sandia Creek Drive and recommended that it be altered to the newly slurry sealed and stripped roads of De Anza, Tierra Rica and Buenos Campos Roads so as to preserve the integrity of El Prado Road. Discussion followed.

Motion was made by D'Alessandri, seconded by Johnson, to change the detour route off El Prado Road to De Anza, Tierra Rica and Buenos Campos Roads for the extended road closure of Sandia Creek Drive

The motion carried unanimously.

**E. Public Comment**

Resident and Sandia Creek (Citizens) Road Committee Debbie Ardolino expressed appreciation to Staff as well as Julie Annett for her dedicated work on the De Luz Sign Beautification and Litter Initiative.

Ms. Ardolino informed the Board that the Citizens Initiative Petition to increase law enforcement services is underway; that the Notice of Intention has been developed along with a Statement of Reason and will be posted on the Community bulletin boards as well as a Public Notice to be published in the local newspaper. Once approvals have been received by the County, then ultimately, a ballot will be presented to the voters.

**F. Information Only**

The Statement of Investment Policy was received by the Board. Due to the annual audit, the January and February Financial Statements will be presented in March.

**G. Consent Calendar**

Motion was made by D'Alessandri, seconded by Brady, to approve the Consent Calendar.

1. Minutes of the January 16, 2019 Regular Board Meeting
2. General Fund Claims (for ratification): \$189,014.85
3. Sheriff's Special Tax Fund Claims (for ratification): \$18,616.21
4. Purchase Order No. 2019-001

The motion carried unanimously.

#### H. Authorized Signers on District Bank Accounts

General Manager Emmons explained that the Resolution will add Director D'Alessandri, District Treasurer as an authorized signer on the District accounts.

Motion was made by Adams, seconded by Brady, to adopt Resolution No. 2019-01:

Designating parties Authorized to Sign on District Bank Accounts and Designating Parties Authorized to make Transfers Between District Accounts

The motion carried unanimously.

#### I. Traffic Control Report

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

- Additional stop will be installed 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;
- County of Riverside denied the request for left turn lanes at Rancho California Road and Avenida Del Oro; however, another request was sent to the new Engineer and he will address in the coming months;
- The portable message board has been placed in the District;
- New signs are currently being installed for all signs nearing the end of their useful life (90% complete);
- A "40 mph zone ahead" will be installed in the next few weeks, weather permitting, for southbound Sandia Creek Drive north of La Cruz Drive;
- Property owners along Sandia Creek Drive and Tomasito Circle have completed tree trimming to District standards

Mr. Libring stated that another monitoring session was conducted February 6th on the El Prado Loop. He reported that, although there has been a reduction, it has not been significant and recommended that a "No Right Turn 3-7pm" be installed with CHP and Sheriff enforcement. Discussion followed.

Motion was made by Adams, seconded by D'Alessandri, to move forward with the installation of a "No Right Turn 3-7pm" sign on northbound Sandia Creek Drive at El Prado South.

The motion carried unanimously.

Mr. Libring also reported on a visibility issue at the intersection of De Luz (County maintained) and Carancho Roads. Discussion followed and it was the consensus of the Board that Staff contact the County and request the installation of an all-way stop sign at De Luz and Carancho Roads.

At the direction of the Board, Staff worked alongside the De Luz Women's Club regarding a Sign Beautification - No Littering pilot program. Mr. Libring reported on 18 possible locations. The signs will be heavy gauge aluminum and installed on existing District street sign posts.

Julie Annet addressed the Board and requested that they approve the pilot program and that the District purchase 18 signs at an approximate total cost of \$3,000. Discussion followed.

Motion was made by Adams, seconded by Brady, that the District move forward with the purchase of 18 signs at an approximate total cost of \$3,000, and installed by District personnel at the 18 locations outlined in the pilot program

The motion carried unanimously.

**J. Legislation Update**

President Byers briefly gave the background history regarding the District's non-receipt of the gas tax allocation. She informed the Board that Assembly Bill 421 (AB 421) has been created and sponsored by Assemblywoman Marie Waldon and will be making its way thru the Legislature; however, a Legislative Advocate is needed to help facilitate with the bill's success. Assemblywoman Waldron recommended Paula Treat, a well-known Sacramento lobbyist. President Byers further explained that Ms. Treat's fee is \$15,000/mo., and would not go beyond September as that is when successful bills are signed by the Governor. Discussion followed.

Motion was made D'Alessandri, seconded by Adams, to obtain Paula Treat's Legislative Services at \$15,000/mo. for the time period of February 2019 thru September 2019.

The motion carried unanimously.

**K. Labor Relations**

President Byers explained that a Committee is necessary to meet and confer with the employee Association as the employee contract expires June 30, 2019. She recommended that Director D'Alessandri serve on the Committee, and he recommended that General Manager Emmons also serve on the Committee.

General Counsel Jackson informed the Board that since a Staff member will serve on the Committee, the meeting will need to be noticed and an Agenda posted.

Motion was made by Brady, seconded by Johnson, that Director D'Alessandri and General Manager Emmons meet and confer with the De Luz CSD Employee Association.

The motion carried unanimously.

**L. Agreement for Legislative Services**

This item was addressed under Agenda Item "J".

**M. Finance Committee Report**

Director D'Alessandri reported that at their recent meeting, the Finance Committee reviewed and discussed the preliminary audit report by Leaf & Cole, LLP. Director D'Alessandri commended Accounting Administrator Snyder for her work on that annual audit.

**N. Engineering Committee Report**

Director Brady reported that at their recent meeting, the Engineering Committee discussed a new waterproof road-sealant product; upcoming projects, and a process to catalog field work thru a Geographical Information System (GIS).

**O. General Manager's Report**

General Manager Emmons presented his written report which is on file with the District Office. He also commended the field and office Staff on their hard work during the recent rain storm.

**P. General Counsel**

General Counsel Jackson stated that other than comments in closed session, he has nothing further to report.

*The Board adjourned to Closed Session.*

**Closed Sessions**

**Q.** Conference with Legal Counsel regarding exposure to litigation per Government Code §54956.9(d), §54956.95 (Botello claim).

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

**S.** Closed session pursuant to the provisions of Government Code §54957.6: Discussion of labor relations.

*The Board reconvened in open session.*

With regards to Agenda Item Q, the Board voted unanimously to reject the claim of Botello in it's entirety.

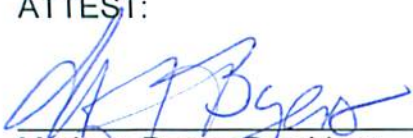
The Board took no action on Agenda Items "R" and "S".

**T. Adjournment**

There being no further business, President Byers adjourned the meeting at 8:11 p.m.

  
\_\_\_\_\_  
James E. Emmons, Secretary  
Board of Directors

ATTEST:

  
\_\_\_\_\_  
Mariann Byers, President  
Board of Directors