



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 May 15, 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 June 19, 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 April 2019 and updated the Board on May activities. He reported on the theft of two trailers and a jeep from an agricultural farm. He informed the Board that, although traffic has improved greatly, he will be stepping up enforcement near the intersections as has received feedback from the Community that drivers are rolling thru the stop signs. The written report is on file with the District.

C. Public Comment

None.

D. Information Only

The Statement of Investment Policy was received by the Board. Due to budget preparations, the April 2019 Financial Statement will be presented next month.

E. Consent Calendar

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

1. Minutes of the April 17, 2019 Regular Board Meeting
2. Sheriff Special Tax Fund Claims (for ratification): \$44,304.39

The motion carried unanimously.

F. Introduction of Ordinance No. 2019-01: Adopting the Sheriff Special Tax Rate and Written Report for Fiscal Year 2019-2020 and call for Public Hearing

Motion was made by D'Alessandri, seconded by Johnson, that Ordinance No. 2019-01 be introduced by title only; that further reading be waived and that Ordinance No. 2019-01 be passed to second reading at the June 19, 2019 Public Hearing.

The motion carried unanimously.

G. Review of District Budget

The Board reviewed the projected 2019-2020 Benefit Fee levy based on estimated expenses and roadwork needs. Accounting Administrator Snyder stated that these are preliminary figures and final numbers will be brought to the Board for their adoption of the Budget at the June 19, 2019, Public Hearing.

At this time, the Board proceeded to Agenda Item "I".

H. Construction Design of Sandia Creek Drive and Via Vaquero Road

Mr. Emmons reported that Engineer Hunt was absent due to illness but advised the Board that the Sandia Creek and Via Vaquero major projects (FEMA) were in the process of design and would be presented to the Board at the June meeting.

I. Traffic Control Report

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

- Reviewed Los Gatos Road for additional signage;
- Continuing to work with Staff on existing detours put in place after recent storms and possible options depending on length of time roads will be closed;
- Conducted traffic counts along Sandia Creek Drive, De Luz and Rancho California to evaluate traffic volumes;
- Finalized design with De Luz Women's Club for "Beautification - No Littering" signs, ordered 25 samples to install as pilot project.
- Working on Phase II of signs that are not reflective or missing; recommending that approximately \$15,000 be allocated in 2019-2020 budget.

J. Legislation Update

General Manager Emmons reported that the District's Assembly Bill (AB 421) is currently on hold in the Assembly Transportation Committee. He stated that the District's advocate, Paula Treat, is currently working with the Senate Transportation Committee Chairman, Senator Jim Beall to consider moving AB 421 to the Senate side. Ms. Treat has also been in contact with the State Controller's office investigating whether the change in gas tax allocation can be made administratively instead of through Legislation.

K. Training and Conferences

General Manager Emmons advised that PAVER field training is also available for half of the session that Theresa Snyder is attending and recommended that Keith Caddy, Field Maintenance Superintendent also attend. He advised that CSDA Annual General Manager Conference is in June and that he plans to attend. By consensus, the Board approved the recommendation.

L. Finance Committee Report

No meeting was held.

M. Engineering Committee Report

No meeting was held.

N. General Manager's Report

General Manager Emmons presented his written report which is on file with the District Office.

O. General Counsel

General Counsel Jackson reviewed Government Code sections 61000 et. seq., community known as the "Community Services District Law" and specifically discussed sections 61051 et. seq., and sections 61053 relative to labor matters.

Mr. Jackson advised the Board of his resignation as DLCSD General Counsel effective May 31, 2019, and stated that he was taking a new position as in-house counsel with a different company. He expressed appreciation for the opportunity to work with the District over the years.

The Board adjourned to Closed Session.

Closed Sessions

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

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

Discussion of labor relations.

The Board reconvened in open session.

- R. Memorandum of Understanding (MOU) between De Luz Community Services District and De Luz Employee Association effective July 1, 2019.

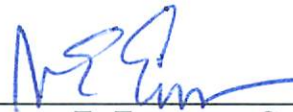
President Byers and General Counsel Jackson reported that the Management Negotiating Committee (D'Alessandri and Emmons) reviewed a proposed agreement with the DLEA for a new MOU covering District employees effective July 1, 2019. On the motion of Mr. Brady, seconded by Mr. Johnson the MOU as presented be adopted. The motion was approved by unanimous roll call vote.

General Manager Emmons gave notice that the position of Office Manager will not be included in the budget commencing July 1, 2019.

- S. General Manager Emmons reviewed a job description and salary range for the position of Finance Manager which sets forth increased responsibilities for the current Accounting Administrator classification. He advised of his intent to promote the incumbent Accounting Administrator to this classification. On the motion of Mr. D'Alessandri, seconded by Mr. Adams the Finance Manager classification and salary range were adopted.

T. **Adjournment**

There being no further business, President Byers adjourned the meeting at 8:05 p.m.



James E. Emmons, Secretary
Board of Directors

ATTEST:



Mariann Byers, President
Board of Directors