



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 December 19, 2018 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 6:05 p.m. on December 19, 2018. Present at the meeting were the following Directors:

Director Adams
Director Brady
Director Byers
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

The flag salute was led by President Byers.

B. Board of Director Candidate Interviews

One candidate, Robert D'Alessandri, submitted a letter of interest. Mr. D'Alessandri previously served on the De Luz CSD Board of Directors.

C. Resolution Appointing a Director

Motion was made by Adams, seconded by Brady nominate Robert D'Alessandri and to adopt Resolution No. 2018-19:

Appointing Robert D'Alessandri to Serve on the Board of Directors Until the Next District Election in 2019

The motion carried unanimously.

D. Director Oath of Office

General Manager and District Secretary Emmons administered the Oath of Office

to Director Robert D'Alessandri.

E. Election of Officers for Calendar Year 2019

Motion was made by Adams, seconded by Brady, to nominate Director Byers for President.

There being no further nominations, the ballot was closed and a unanimous affirmative vote was cast.

Motion was made by Brady to nominate Director D'Alessandri for Vice President. Director D'Alessandri withdrew from the nomination.

Motion was made by President Byers, seconded by Brady, to nominate Director Adams as Vice President.

There being no further nominations, the ballot was closed and a unanimous affirmative vote was cast.

Motion was made by Adams, seconded by Brady, to nominate Director D'Alessandri as Treasurer.

There being no further nominations, the ballot was closed and a unanimous affirmative vote was cast.

Motion was made by Johnson, seconded by D'Alessandri, to adopt Resolution No. 2018-20:

Electing Officers for Calendar Year 2019

The motion carried unanimously.

Additionally, the Resolution affirms the following: James E. Emmons as District Secretary, and Cher Ruzek as Assistant Secretary.

F. Sheriff

Deputy Perez gave the Sheriff's Report for November 2018 and updated the Board on December activities. He reported that public awareness is high and the feedback is positive. He reiterated the importance of residents filing vacation watch requests with the Sheriff's office. The written report is on file with the District.

Lieutenant Bruce Smith addressed the Board and thanked the Board and Staff for their support, stating it is a vital component to the continued success of Deputy Perez's efforts.

G. Public Comment

None.

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

P. Presentation by De Luz Women's Club Regarding Beautification Signage

Julie Annet presented a beautification sign project championed by the De Luz Women's Club whereby approximately 25 signs would be installed on street signs throughout the District. Discussion followed.

Motion was made by D'Alessandri, seconded by Johnson, to direct Staff to continue working with the Beautification Sign Committee to develop a specific plan to be presented to the Board for consideration.

The motion carried unanimously.

At this time, the Board returned to Agenda Item "H".

H. Information Only

The Statement of Investment Policy was received by the Board. Due to the ongoing annual audit, the November and December 2018 Financial Statements will be present in January 2019.

I. Consent Calendar

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

1. Minutes of the November 28, 2018 Regular Board Meeting
2. General Fund Claims (for ratification): \$157,040.49
3. Sheriff's Special Tax Fund Claims (for ratification): \$18,513.11
4. Purchase Order No(s). 2018-017

The motion carried unanimously.

J. Appointment of Engineering Committee

Motion was made by D'Alessandri, seconded by Adams, to appoint Directors Brady and Adams to serve on the Engineering Committee for Calendar Year 2019.

The motion carried unanimously.

K. Engineering Committee Meeting Schedule

Motion was made by Adams, seconded by Johnson, to conduct the 2019 Engineering Committee meetings on the 2nd Wednesday of the month at 4:30 p.m.

The motion carried unanimously.

L. Appointment of Finance Committee

Motion was made by D'Alessandri, seconded by Adams, to appoint Directors

D'Alessandri and Johnson to serve on the Finance Committee for Calendar Year 2019.

The motion carried unanimously.

M. Finance Committee Meeting Schedule

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

The motion carried unanimously.

N. Finance Committee Report

Director Adams reported that at their recent meeting, the Finance Committee reviewed and discussed the claims; Roadway Rehabilitation funding spreadsheet; progress of the District annual audit; gas tax initiative, and the pros and cons of utilizing Costco gasoline for District vehicles.

O. Engineering Committee Report

Director Brady reported that at their recent meeting, the Engineering Committee discussed the District's request to Riverside County for the installation of a traffic signal or 4-way stop at Rancho California Road (County maintained) and Avenida Del Oro; the Women's Club Beautification Signage proposal; the request for an all-way stop sign at Tomasito Circle (non-District maintained road) and Sandia Creek Drive, and the purchase of the portable changeable message board.

Q. Traffic Engineer Report

Traffic Engineer Steve Libring reported that the portable message board has been purchased and delivered; that law enforcement along Sandia Creek Drive and El Prado Road (loop) is in process and continuing to be monitored, and the traffic feedback sign has been repaired. He will be downloading and compiling the data for reporting to the Board in February.

Mr. Libring updated the Board regarding the request for an all-way stop sign at Tomasito Circle. He stated that a stop sign is not appropriate at this location, but that sight distance needs to be improved. Maintenance/tree trimming letters have been sent to the property owners requesting proper clearance. Board discussion followed.

Motion was made by Adams, seconded by Brady, to deny the installation of an all-way stop sign at Tomasito Circle and Sandia Creek Drive.

The motion carried unanimously.

Mr. Libring also reported that a response has been received from Riverside County regarding the request for a traffic signal or all-way stop at Rancho California Road (County maintained) and Avenida Del Oro in which they stated it does not meet the necessary criteria; however, they would consider installing advanced street name warning signs. Board discussion followed.

Motion was made by Brady, seconded by Adams, to send a letter to Riverside County outlining other safety options in addition to just the advanced street name warning signs at Avenida Del Oro and Via Santa Rosa.

The motion carried unanimously.

Mr. Libring continued his report and updated the Board regarding the installation of updated reflective signage throughout the District. Discussion followed regarding the time-frame for Staff to install the signage versus contracting out the work.

Motion was made by D'Alessandri, seconded by Adams, to direct Staff to obtain bids from a licensed Contractor, not to exceed \$20,000, to install the reflective signage.

The motion carried unanimously.

R. Approval of Contract for On-Call Engineering Services (District Engineer)

General Manager Emmons explained the need for a District Engineer due to the departure of Scott Harvey, PE. He presented a proposal from Willdan Engineering for professional on-call District engineering services on a time-and-materials basis with a dedicated engineer, David L. Hunt, PE, that will serve as the District's Engineer with a modified hourly rate of \$185.

General Counsel Jackson recommended two (2) changes to the contract: 1) on page 1, last paragraph, change the statutory reference of Government Code 36505 to 61060; 2) delete Paragraph IX - Attorneys Fees provision in its entirety.

General Manager Emmons briefed the Board on David Hunt's engineering background, and introduced Tyrone Peter, Deputy Director of Engineering of Willdan Engineering. Mr. Peter addressed the Board and introduced his recommendation, David Hunt, PE., to serve as the District's Engineer.

David L. Hunt, P.E., and Senior Vice President of Willdan Engineering, addressed the Board and informed them that he has 42 years of experience in Civil Engineering, 33 years with Willdan, and elaborated on his work experience.

Motion was made by Brady, seconded by Adams, to approve the contract for Professional On-Call Engineering Services by Willdan as amended by General Counsel's recommendations.

The motion carried unanimously.

S. Gas Tax Legislation

President Byers reported on a recent meeting she and Director Adams had with Assemblywoman Marie Waldron and informed the Board that Ms. Waldron has agreed to help sponsor a bill to amend Gas Tax Legislation to include Special Districts.

General Manager Emmons advised the Board that the next step is to make contact with a Legislative Advocate and to pursue contact with Senator Stone's office. President

Byers designated herself and Director Brady as Ad-Hoc Committee members to meet with Senator Stone.

T. General Manager's Report

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

U. 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 "V" or "W"

Closed Session

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

NOT HELD.

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

NOT HELD.

X. Adjournment

There being no further business, President Byers adjourned the meeting at 7:55 p.m.



James E. Emmons, Secretary
Board of Directors

ATTEST:



Mariann Byers, President
Board of Directors