



De Luz

Community Services District

BOARD OF DIRECTORS

MICHAEL ADAMS
DEBBIE ARDOLINO
MARIANN BYERS
ROBERT D'ALESSANDRI
RAYMOND W. JOHNSON

GENERAL MANAGER
JAMES E. EMMONS

**MINUTES
REGULAR MEETING
OF THE BOARD OF DIRECTORS
August 19, 2020
6:00 p.m.**

A. Call to Order & Roll Call

This Regular Meeting of the Board of Directors of the De Luz Community Services District was held at the DLCSD office, 41606 Street, Suite 205, Murrieta, CA on August 19, 2020. The meeting was held electronically by Zoom. The meeting was called to order by President Byers at 6:06 p.m. Those present at the meeting were as follows:

Directors Present

Mariann Byers, President
Michael Adams, Vice President
Robert D'Alessandri, Treasurer
Raymond Johnson, Director
Debbie Ardolino, Director

Staff Present

James Emmons, General Manager/Secretary
Ward Simmons, General Counsel
Theresa Snyder, Finance Manager
Dave Hunt, District Engineer
Steve Libring, District Traffic Engineer
Jessica Richards, Administrative Assistant

The flag salute was led by President Byers.

B. Sheriff

Deputy Perez presented the Sheriff's Report for August 2020 and updated the Board on recent burglaries and agricultural thefts in the community. He also reported on surveillance for marijuana which resulted in 6,000 plants being discovered and destroyed. The written report is on file with the District office.

C. Public Comment

Resident James Reid addressed the Board and expressed his appreciation for the new signs that were installed on Buena Vista Road; however, he expressed concern at the length of time that is taking to get the road repaired. President Byers asked the General Manager to respond. He advised that this matter has been on every Engineering Committee and Board agenda since January. We have hired a firm to complete the required Environmental Assessment which will take until the end of the year to complete and then obtain the necessary Federal and State permits. Funding will likely be from roadway funds. We are working with the Water District to seek other funding sources. Construction could occur next summer.

D. Information Only

The Statement of Investment Policy and the Financial Statements were received by the Board. Mr. Adams asked questions of the Finance Manager regarding general/administrative funds.

E. Consent Calendar

Motion was made by D'Alessandri, seconded by Johnson, to approve the Consent Calendar as follows subject to deferral of Item 1 to the next regular meeting:

1. Minutes of the July 15, 2020 Regular Board Meeting-DEFERRED TO NEXT MEETING.
2. General Fund Claims for June 2020
3. Sheriffs Special Tax Claims for June 2020
4. Purchase Order No(s): None

The motion was approved by rollcall vote (4-1, Adams abstaining).

F. BIENNIAL NOTICE OF CONFLICT OF INTEREST CODE

General Manager Emmons gave public notice that the Board will consider the adoption of an amended Conflict of Interest Code at the Board of Directors meeting on September 16, 2020.

G. ROADWAY RECONSTRUCTION PROJECTS

SANDIA CREEK / VIA VAQUERO (FEMA)

Engineer Hunt reported that the environmental consultant, UltraSystems, has finalized

their report and are now preparing the permit applications to State and Federal agencies including Army Corps of Engineers, County of Riverside and CA Water Quality Control Board. The current schedule for this should enable construction to begin next Spring. Due to COVID, the environmental team is moving more slowly than usual. Mr. Adams inquired about the various FEMA applications, denials and appeals regarding Sandia Creek, Buena Vista and Via Vaquero. After discussion, staff will provide the requested documents to the Board.

SLURRY SEAL PROJECT AT VARIOUS LOCATIONS

Engineer Hunt made a presentation regarding the slurry seal and striping project that the Board recently approved. He presented a map that set forth the streets originally approved and the additional streets to be added due to the favorable bid price. The additional work will be added by change order to the original contract. Work is expected to begin in September.

BUENA VISTA RECONSTRUCTION PROJECT

Engineer Hunt reported that Rincon Consultants is preparing the Environmental Assessment and the first report and will be completed in September. It was noted that Rincon is on schedule.

H. TRAFFIC SAFETY

Traffic Engineer Libring reported that speed limit signs have been installed on Buenos Campos Road and De Anza Road; the weight limit signs have also been installed and are in place along Sandia Creek Road. He also reported that we are still waiting for the County of Riverside to restripe De Luz Road; that project is moving slowly due to COVID-19. Libring is still working with the County to install signs on Rancho California Road notifying of the 7-ton weight limit on Sandia Creek Road.

I. COMMITTEE REPORTS

Engineering Committee

Director Adams reported that at their August meeting, the Engineering Committee discussed the matters presented by Engineer Hunt earlier in this meeting. They also discussed the environmental issues on Buena Vista Road. The Committee inquired about the two environmental companies that we are using and discussed the recent traffic accident on Los Gatos Road where a large truck overturned causing a major HazMat spill which closed the road for four (4) days. Los Gatos Road has been re-opened.

Finance Committee

Director D'Alessandri reported that at their Committee meeting, they discussed current FEMA obligations, reviewed a report regarding the audit process, reviewed the LAIF statement, reviewed and discussed the monthly and year-end financial statements. Mr. Adams inquired whether the Committee ever reviewed the auditor's management reports for 2018 and 2019. Mr. D'Alessandri replied that such reports are a part of the Auditor's report to the Board each year, so such reports were in each Board members meeting packet during the auditor's presentation each year.

Legislative Committee-AB 421

Ms. Byers reported that communication with the County has slowed down due to the COVID-19 pandemic; however, efforts are still being pursued through the County of Riverside. The Committee is reviewing various options on how to proceed now and next year and it is unlikely that the Committee will be recommending retaining a legislative advocate at this time.

J. GENERAL MANAGER REPORTS

General Manager Emmons reported that the Annual Tree Trimming will begin soon. He reported that Keith Caddy submitted for retirement and we will be taking this time to review this position. In the interim he has appointed Traffic Engineer Steve Libring to this position in a temporary part-time capacity. The field crew continues to do their duties as assigned and we expect a smooth transition.

K. LEGAL COUNSEL MATTERS

Ward Simmons provided a written report from his firm containing recommendations regarding the proper relationship between and among Board Members, General Manager and staff. Mr. D'Alessandri noted that statutes require that Board members are not allowed to give direction to staff and requests for legal services should come from the entire Board. President Byers stated that each Board member should read this report and note the recommendations and examples to keep everyone working as a team.

The Board adjourned to Closed Session.

L. CLOSED SESSION

Closed session pursuant to Government Code 54957: Discussion of personnel matters – General Manager.

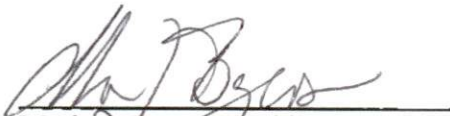
M. OPEN SESSION

At the conclusion of the closed session, President Byers announced that the Board discussed a proposal to amend the General Manager agreement.

Motion was made by D'Alessandri, seconded by Johnson to amend the General Manager's agreement. The motion was approved by rollcall vote (4-1, Adams abstaining).

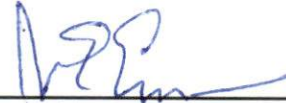
Adjournment

There being no further business, President Byers adjourned the meeting at 8:00 p.m.



Mariann Byers, President
De Luz Community Services District

Attest:



James E. Emmons, Secretary
De Luz Community Services District