



De Luz

Community Services District

BOARD OF DIRECTORS

CHARLES BOWMAN
PAULA CARROLL
ROBERT D'ALESSANDRI
GINA RAWSON
DEBBIE ROBERTS

GENERAL MANAGER
JAMES E. EMMONS

**MINUTES
REGULAR MEETING
OF THE BOARD OF DIRECTORS
May 18, 2022
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 Date Street, Suite 205, Murrieta, CA on May 18, 2022. The meeting was also held electronically by Zoom. The meeting was called to order by President Roberts at 6:00 p.m. Those present at the meeting were as follows:

Directors Present:

Debbie Roberts, President
Charles Bowman, Vice President
Robert D'Alessandri, Treasurer
Paula Carroll, Director
Gina Rawson, Director

Staff Present:

James Emmons, General Manager/Secretary
Ward Simmons, General Counsel
Ron Stein, District Project Engineer
Steve Libring, Traffic Engineer
Theresa Snyder, Finance Manager
Dustin Wyatt, Field Supervisor
Jessica Richards, Administrative Assistant

The flag salute was led by President Roberts.

B. AUTHORIZING ON-SITE AND VIRTUAL BOARD AND COMMITTEE MEETINGS

Motion was made by Bowman, seconded by Carroll to adopt Resolution 22-07: Authorizing On-Site and Virtual Board and Committee Meetings Pursuant to AB 361.

AYES: Bowman, Carroll, D'Alessandri, Rawson Roberts
NOES:
ABSENT:
ABSTAIN:

The motion was approved unanimously.

C. SHERIFF:

President Roberts explained Deputy Perez could not attend meeting and that the Sheriff's report will be included at the next board meeting in June.

D. PUBLIC COMMENT:

There was no public comment.

E. ANNUAL AUDIT:

Michael Zizzi, CPA, Partner in the Districts auditing firm, Leaf & Cole, LLP, presented the audited financial statement for 2021-2022. Mr. Zizzi answered questions from the Board. The written report is on file with the District.

F. INFORMATION ONLY:

The Statement of Investment Policy and the Financial Statements were received by the Board.

G. CONSENT CALENDAR:

Motion was made by D'Alessandri, seconded by Carroll to approve the Consent Calendar as follows:

1. Minutes of the April 20, 2022, Regular Board Meeting
2. General Fund Claims for April 2022
3. Sheriff Special Tax Claims for April 2022
4. Purchase Order No(s): None

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts

NOES:

ABSENT:

ABSTAIN:

The motion was approved unanimously.

FINANCIAL MATTERS-FISCAL YEAR BUDGET 2022-2023

H. Introduction and First Reading of Ordinance No. 22-03, Adopting the Sheriff Special Tax Rate and the Written Report for roadway maintenance services for Fiscal Year 2022-2023. The public Hearing was opened. There was no public comment. The Public Hearing was closed.

Motion was made by Bowman, seconded by Carroll that Ordinance No. 22-03 be introduced by title only; that further reading be waived, and that Ordinance No. 22-03 be passed to second reading at the June 15, 2022 meeting.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts

NOES:

ABSENT:

ABSTAIN:

The motion was approved unanimously.

- I.** The Board considered a resolution setting the hearing on the 2022-2023 Budget for June 15, 2022 at 6:00 p.m. at the District Office.

Motion was made by D'Alessandri, seconded by Bowman to adopt Resolution No. 22-08: Setting a Hearing Upon and Directing the Publication of a Notice of Hearing upon the Budget of the District for the Fiscal Year 2022-2023.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion was approved unanimously.

- J.** The Board considered a resolution setting the hearing for the 2022-2023 Written Report for June 15, 2022, at 6:00 p.m. at the District Office.

Motion was made by D'Alessandri, seconded by Bowman to adopt Resolution No. 22-09: Setting a Hearing Upon and Directing the Publication of a Notice of Hearing upon the Budget of the District for the Fiscal Year 2022-2023.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion was approved unanimously.

- K.** **WORKSHOP TO REVIEW PROPOSED BUDGET AND BENEFIT FEES FOR FY 2022-2023**

The Board reviewed the projected 2022-2023 Benefit Fee levy based on the projected expenses for the general administrative and roadwork. Finance Manager Snyder summarized the proposed budget which state that these are preliminary figures and final numbers will be brought to the Board for a Public Hearing and consideration at the June 15, 2022, meeting.

- L.** **AGREEMENT WITH DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**

The Board considered an updated contract with the Department of California Highway Patrol for Fiscal Year 2022-2023. The contract maintains the level of service as the current year.

Motion was made by Carroll, seconded by Bowman that the contract be approved.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion was approved unanimously.

M. CONFLICT OF INTEREST CODE

General Counsel Simmons provided the biennial review of the District's Conflict of Interest Code. There are no proposed adjustments to the current code therefore he recommends that the board readopt the code for the next two years.

Motion was made by Bowman, seconded by Carroll to renew the current Conflict of Interest Code.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion was approved unanimously.

N. BUENA VISTA RECONSTRUCTION PROJECT

Project Engineer Stein reported that two of the three environmental permits have been issued. He expects to obtain the remaining permits by the end of May. Stein also reported that it has been nine months since the original bid was received from Southland Paving during the environmental permitting process. Due to the current rates of inflation and material shortages construction prices have been on the rise. The District has received a negotiated price reflecting the current construction prices for the proposed improvements. Stein recommends to the board to accept Southland Paving's revised construction cost and authorize General Manager Emmons 10% contingency of \$53,000 to handle any unforeseen construction items.

Motion was made by Carroll, seconded by Rawson to approve the revised construction cost and the 10% contingency of \$53,000.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion was approved unanimously.

O. FUTURE ROADWAY PROJECTS

Project Engineer Stein reported that he will begin the preliminary work for the Sandia Creek Detour Route. As soon as the budget is adopted, he can move forward with the design, plans and going out to bid for the project.

P. TRAFFIC AND ENFORCEMENT MATTERS

Traffic Engineer Libring reported that the CMS sign has been placed on Sandia Creek Drive south of Skyrocket Road to encourage drivers to exercise caution and watch their speeds. Engineer Libring advised the Board that the CMS board will be reprogrammed to advise WB drivers to prepare to stop when the upcoming stop signs at La Cruz are installed. Riverside County installed signposts on Rancho California Road s/o Avenida Del Oro to warn drivers that the Sandia Creek Gate (San Diego County) may be operational by 5/28/2022. The report is on file with

the district.

Q. ORDINANCE NO. 22-02: STOP SIGN-SANDIA CREEK/ LA CRUZ

Second Reading of Ordinance 22-02 was conducted authorizing Erection and Maintenance of Additional Stop Signs Along Sandia Creek Drive.

Motion was made by D'Alessandri, seconded by Carroll that Ordinance No. 22-02 be introduced by title only; that further reading be waived, and that Ordinance No. 22-02 be adopted.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion was approved unanimously.

R. ROAD MAINTENANCE/FIELD CREW REPORT

Supervisor Wyatt reported on the emergency call-out on Sandia Creek Drive and El Prado Road. A tree fell covered the entirety of the roadway. Supervisor Wyatt also introduced the newest member of the Maintenance Crew, Timothy Cassel.

S. COMMITTEE REPORTS

ENGINEERING COMMITTEE REPORT

Director Roberts reported that the Engineering Committee met on May 10, 2022. Roberts explained that the information was presented by staff who brought the committee up to date with the most current information which was presented previously in this meeting. Roberts also reported that Director Rawson will be joining the Engineering Committee effective July.

FINANCE COMMITTEE REPORT

Director D'Alessandri reported that the Finance Committee will be interviewing three CPA Firms for audit services. They expect to have a recommendation at the next meeting in July.

LEGISLATIVE COMMITTEE REPORT SB415

Directors Roberts reported that the District is currently working on a second legal opinion. There is no further update at this time.

T. GENERAL MANAGER'S REPORT

General Manager reported that the CSDA Annual Conference is scheduled for August 2022 and registration is now open.

Motion was made by D'Alessandri, seconded by Carroll to approve the authorization for board members to attend the CSDA Annual Conference.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

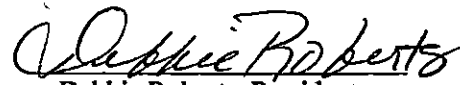
The motion was approved unanimously by roll call vote.

U. LEGAL COUNSEL MATTERS


General Counsel Simmons reported that he will have an update on the De Luz v. Canos case at the next meeting in June.

ADJOURNMENT

There being no further business, President Roberts adjourned the meeting at 7:53 p.m.


Debbie Roberts, President
De Luz Community Services District

Attest:


James E. Emmons, Secretary
De Luz Community Services District