



De Luz Community Services District

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BOARD OF DIRECTORS
MICHAEL ADAMS
GENE BIANCHI
BRYAN BUESCHER
SUSAN EGGE
STEVE RUBIN

GENERAL MANAGER
ROB HOLMES

MINUTES REGULAR MEETING OF THE BOARD OF DIRECTORS JUNE 20, 2012 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 20, 2012. Present at the meeting were the following Directors:

Director Adams
Director Buescher
Director Egge
Director Rubin

General Manager Holmes, Assistant Secretary Ruzek, Administrative Assistant Snyder, and General Counsel Jackson were also present.

President Rubin led the flag salute.

B. Sheriff

Deputy Donoho gave the Sheriff's Report for May 2011 and updated the Board on June activities. He reported on the eradication of more marijuana gardens, a single car roll-over accident, and the suicide of an elderly man. The written report is on file with the District.

C. Approval of Sheriff's Contract

Assistant Secretary Ruzek explained that the Contract being considered for renewal is identical in form to the past Sheriff's contracts.

Motion was made by Buescher, seconded by Adams, to approve renewal of the Contract for two full-time Deputies from Riverside County for Fiscal Year 2012-2013.

The motion carried unanimously.

D. Public Comment

None.

E. Public Hearing on the Written Report of the Directors

President Rubin opened the Public Hearing on the Written Report of the Directors for Fiscal Year 2012-2013.

General Manager Holmes explained that the Written Report contains the scope of work to be done and the zones benefitted by that work.

The Written Report and the Affidavit of the Notice of Publication of the Hearing on the Written Report were received into evidence and made a part of the Hearing.

President Rubin opened the Hearing to public comment.

There being no public comment, the Hearing was closed by President Rubin.

F. Ordinance Adopting the Written Report of the Directors

Motion was made by Adams, seconded by Egge, to adopt Ordinance No. 2012-01:

Adopting the Written Report of the Directors (without the inclusion of the cash flow sheets), Establishing the Zones of Benefit for Services Provided, the Scope of Services to be Performed, and the Charges to be Rendered for Road Maintenance and Police Services Provided to Property Owners in the District during Fiscal Year 2012-2013

The motion carried unanimously.

G. Public Hearing on the Budget

President Rubin opened the Public Hearing to consider the adoption of the District Budget for Fiscal Year 2012-2013.

General Manager Holmes and Staff explained the method of calculating the budget and the zone benefit fees.

The Budget and Affidavit of the Notice of Publication of the Hearing on the

Budget were received into evidence and made a part of the Hearing.

President Rubin opened the Hearing to public comment.

There being no public comment, the Hearing was closed by President Rubin.

H. Resolution Adopting the Budget

Motion was made by Adams, seconded by Buescher, to adopt Resolution No. 2012-08:

Determining and Adopting the Budget for Fiscal Year 2012-2013

The motion carried unanimously.

I. Consideration of Notice of Exemption

General Counsel Jackson explained that the Notice of Exemption, which is filed with the Riverside County Clerk, states that the Budget is an exempt act under CEQA. It is not a project under the Public Resources Code of the State and is categorically exempt under that Code. He asked that the Board make the finding of "no project" and approve the Notice of Exemption.

Motion was made by Buescher, seconded by Adams, to make a finding of "no project" and to approve the Notice of Exemption for Establishment of Rates and Charges for Services Performed in Fiscal Year 2012-2013.

The motion carried unanimously.

J. Resolution Electing to Have All Charges Collected on the Tax Roll

Motion was made by Egge, seconded by Buescher, to adopt Resolution No. 2012-09:

Electing to Have All Charges for Services Provided in the District during Fiscal Year 2012-2013 Collected on the Tax Roll of the County of Riverside

The motion carried unanimously.

K. Information Only

The Board received the June Financial Report, and the Statement of Investment Policy.

L. Consent Calendar

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

The motion carried unanimously.

M. Discussion of Legal Matters

None.

N. Approval of Job Description and Salary Range: Accounting Administrator

General Manager Holmes explained the background and need for the job description and salary range. Discussion followed and it was the consensus of the Board to adopt only the job description at this time. Due to the absence of Director Bianchi, the Board requested that the past salary history, current range and proposed range, and the cost of competitive accounting services be reviewed by the Finance Committee and brought back to the full Board at the July meeting.

Motion was made by Buescher, seconded by Adams, to adopt the Job Description only for Accounting Administrator and table the decision on the salary range until the July Board meeting.

The motion carried unanimously.

O. Approval of Job Description and Salary Range: Office Manager

General Manager Holmes explained the background and need for the job description and salary range. Discussion followed and it was the consensus of the Board to adopt only the job description at this time. Due to the absence of Director Bianchi, the Board requested that the past salary history, current range and proposed range, and the cost of competitive accounting services be reviewed by the Finance Committee and brought back to the full Board at the July meeting.

Motion was made by Buescher, seconded by Adams, to adopt the Job

Description only for Office Manager and table the decision on the salary range until the July Board meeting.

The motion carried unanimously.

P. Award of Contract: 2012 Slurry Seal Project

General Manager Holmes reported that there were five valid bids received for this project. The Engineer's estimate was \$175,000.00, and the low bidder was Roy Allan Slurry Seal, Inc., in the amount of \$211,114.00. This project will be funded with Roadway Rehabilitation Funds from the benefitting zones.

Motion was made by Buescher, seconded by Egge, to adopt Resolution No. 2012-10:

Awarding a Contract for the 2012 Slurry Seal Project

The motion carried unanimously

Q. District Conflict of Interest Code

General Counsel Jackson presented the revised Conflict of Interest Code and recommended that the Board approve the changes.

Motion was made by Buescher, seconded by Adams, to approve the 2012 Revision of the District's Conflict of Interest Code.

The motion carried unanimously.

R. Finance Committee Report

Director Egge reported that at the recent meeting, the Finance Committee reviewed and discussed the District claims, LAIF report, and the Roadway Rehabilitation Fund spreadsheet.

S. Engineering Committee Report

Director Rubin reported that at their recent meeting, the Engineering Committee met with property owner Eion "Scotty" McDowell regarding his fence on Pradera Way.

T. Ad-Hoc Personnel Committee Report

Director Rubin stated that the Personnel Committee has reached a tentative agreement with the Employee Association and will elaborate further under Agenda Item "V". Director Buescher thanked the Staff representatives of the Employee Committee for working diligently with the Personnel Committee to come to an agreement.

U. General Manager's Report

General Manager Holmes presented his written report which is on file with the District Office. He updated the Board regarding the relocation of Edison facilities on Sycamore Mesa Road. He stated he was unable to get an actual starting date; however the SCE planner stated work will start "soon". He also reported that the District finally received reimbursement for the 2005 FEMA disaster.

President Rubin thanked District Staff: "kudos" were given for the detailed work done by field personnel during and after the disaster, and to office personnel for diligently pursuing the collection of the 2005 FEMA disaster funds.

V. Closed Session

The Board met in closed session pursuant to the provisions of Government Code §54957.6(a): Discussion of personnel matters.

W. Closed Session

The Board met in closed session pursuant to the provisions of Government Code §54957: Review of the performance of a public employee (General Manager).

The Board reconvened in open session.

X. Memorandum of Understanding

Motion was made by Buescher, seconded by Egge, to adopt Resolution No. 2012-11:

Approving a Memorandum of Understanding with District Employees for Fiscal Years 2012-2013 thru 2013-2014.

The motion carried unanimously.

Y. General Manager's Contract

Motion was made by Adams, seconded by Buescher, to direct Counsel to

prepare a 2-year contract for General Manager Holmes. The terms will include same benefit terms provided to employees under the Employees' Association's Memorandum of Understanding.

The motion carried unanimously.

Z. **Adjournment**

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



Rob Holmes
Secretary, Board of Directors

ATTEST:



Steve Rubin
President, Board of Directors