



# 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 JULY 18, 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 July 18, 2012. Present at the meeting were the following Directors:

Director Adams  
Director Bianchi  
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 June 2011 and updated the Board on July activities. He reported on the eradication of six more marijuana gardens, an industrial vehicle accident on Terreno Drive, the theft of back-flow devices, and another suicide. The written report is on file with the District.

### C. Executive Session

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

*The Board reconvened in open session.*

General Counsel Jackson stated that the Board accepted the clarification of the

employer contribution to CalPERS as provided in the Memorandum of Understanding.

**D. Public Comment**

None.

**E. Information Only**

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

**F. Consent Calendar**

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

The motion carried unanimously.

**G. Discussion of Legal Matters**

General Counsel Jackson reported on a newspaper article regarding the temporary suspension of certain Brown Act formalities regarding open-meeting rules. A provision of the act suspended by a trailer bill to the state budget no longer requires all agendas be published at least 72 hours before a proposed action is taken, and also allows agencies to forgo reporting to the public about actions taken during closed-session meetings. Counsel advised the Board to continue to adhere to the open-meeting rules despite the state's suspension of that Brown act requirement.

**H. CSDA Board of Directors Election**

Assistant Secretary Ruzek presented the qualification sheets for the three candidates running for Director of California Special Districts Association (CSDA). She explained that there are two seats (Seats A and C) open in Region 6. Discussion followed, and it was the consensus of the Board to cast their votes for Jo Mackenzie and Elaine Sullivan.

Motion was made by Buescher, seconded by Rubin, to vote for Jo Mackenzie and Elaine Sullivan for Seats A and C in Region 6 for Director of California Special Districts Association.

The motion carried unanimously.

**I. Approval of Plans and Specifications: 2012 Summer Slurry Seal Project**

General Manager Holmes presented the plans and specifications for the 2012 Summer Slurry Seal Project which involves various roads in the Primary Zone, Zones I and II, and Zones IV and V. The Engineer's Estimate is \$368,000, and the project will be funded with Roadway Rehabilitation Funds from the various zones.

Motion was made by Buescher, seconded by Adams, to adopt Resolution No. 2012-12:

Approving the Plans and Specifications for the 2012 Summer Slurry Seal Project

The motion carried unanimously.

**J. Amendment to Employer Paid Member Contribution (EPMC) to CalPERS**

Assistant Secretary Ruzek explained that a resolution is necessary in order to change the Employer Paid Member Contribution rate (EMPC) to CalPERS for the existing employees 2.5%@55 Miscellaneous plan.

Motion was made by Adams, seconded by Buescher, to adopt Resolution No. 2012-13:

Determining the Portion of Public Employee's Retirement System Contribution to Be paid By the De Luz Community Services District for the District Employees.

The motion carried unanimously.

**K. Approval of Salary Range: Accounting Administrator**

General Manager Holmes informed the Board of the past salary history, current range and proposed range, and the cost of competitive accounting services. Discussion followed and it was the consensus of the Board to approve a salary range of \$4,301-\$5,000 per month for the Accounting Administrator position.

Motion was made by Buescher, seconded by Adams, to approve a salary range of \$4,301-\$5,000 per month for Accounting Administrator position.

The motion carried unanimously.

**L. Approval of Salary Range: Office Manager**

General Manager Holmes informed the Board of the past salary history, current range and proposed range. Discussion followed and it was the consensus of the Board to approve a salary range of \$5,055-\$6,000 per month for the Office Manger position.

Motion was made by Buescher, seconded by Egge, to approve a salary range of \$5,055-\$6,000 per month for Office Manager position.

The motion carried unanimously.

**M. Finance Committee Report**

Director Egge reported that at the recent meeting, the Finance Committee reviewed and discussed the District claims, LAIF report, the General Manager's proposed salary ranges for the Accounting Administrator and Office Manager positions, and the Roadway Rehabilitation Fund spreadsheet. The Committee also discussed the possibility of refinancing the existing building loan and the Webb & Associates proposal for future District funding strategies.

The Board directed General Manger Holmes to research our future construction costs and consultant options.

**N. Engineering Committee Report**

Director Rubin reported that at their recent meeting, the Engineering Committee reviewed the Roadway Rehabilitation Spreadsheet and discussed utilizing the FEMA reimbursement funds to complete the rehabilitation of El Prado Road and also earmark funds for long range planning in each zone.

President Rubin recommended forming an Ad-Hoc Long Range Planning Committee. He queried the Board for volunteers; appointing himself and Director Bianchi to the Committee.

Director Egge asked General Manger Holmes to consider moving the proposed construction of Via Vaquero Road Phase II from Spring 2013 to Fall 2012 in conjunction with the construction of Camaron - Phase III. It will be reviewed further in the Engineering Committee.

O. General Manager's Report

General Manager Holmes presented his written report which is on file with the District Office. He stated that contract work has commenced for the AC Repairs to Via Horca and the 2012 Slurry Seal project will start on July 19th.

P. Adjournment

There being no further business, President Rubin adjourned the meeting at 7:57 p.m.



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Rob Holmes  
Secretary, Board of Directors

ATTEST:



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Steve Rubin  
President, Board of Directors