



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 NOVEMBER 16, 2011 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 Community Services District Office commencing at 6:00 p.m. on November 16, 2011. Present at the meeting were the following Directors:

Director Adams
Director Bianchi
Director Buescher
Director Egge
Director Rubin

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

President Rubin led the flag salute.

B. Sheriff

Deputy Donoho gave the Sheriff's Report for October 2011 and updated the Board on November activities. The written report is on file with the District. He reported on a domestic violence dispute in Renaissance Estates. He also reported that the foot trail off Camino Potro has been closed off by the Nature Conservancy.

C. Public Comment

None.

D. Information Only

The Board received the October Financial Reports and the Statement of

Investment Policy.

E. Consent Calendar

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

The motion carried unanimously.

F. Discussion of Legal Matters

General Counsel Jackson reported on a "*phishing*" scam circulating the internet in an attempt to acquire personal information from individuals. The phishing emails claim to be from NACHA (National Automated Clearing House Association) and appear to warn users about failed ACH (Automated Clearing House) transactions. The link redirects the individual to a fake web page and contains a link that contains a virus and malware.

G. Acceptance of Project: El Viento Seco Slope Repair

General Manager Holmes reported that this project was for a slope failure on El Viento Seco. The work was performed by Peters Paving & Grading, Inc., for a total cost of \$34,294.70 funded by Zone II Roadway Rehabilitation Funds and explained the variance in total contract cost was due to the installation of a culvert pipe and field measured quantities. He recommended that the Board approve the Final Inspection Notice and accept the project as complete in accordance with District Standards and Specifications.

Motion was made by Bianchi, seconded by Adams, to accept the El Viento Seco Slope Repair Project as complete.

The motion carried unanimously.

H. Acceptance of Project: FEMA Project #DCSD-03, Repairs to Los Gatos Road

General Manager Holmes reported that this project was for storm related repairs to Los Gatos Road. The work was performed by Peters Paving & Grading, Inc., for a total cost of \$72,952.00, funded by Zone I Roadway Rehabilitation Funds with reimbursement from FEMA/CalEMA. He recommended that the Board approve the Final Inspection Notice and accept the project as complete in accordance with District Standards and Specifications.

Motion was made by Buescher, seconded by Adams, to accept the FEMA Project #DCSD-03, Repairs to Los Gatos Road as complete.

The motion carried unanimously.

I. Discussion of Process/LAFCO Petition Exercise Latent Powers

General Counsel Jackson briefed the Board on the various steps necessary to amend the District's Charter in order to install and maintain lighting over the mailboxes throughout the District. He explained a few key elements: the District would have to submit an application to Riverside County LAFCO a "*Petition to Exercise Latent Powers*", along with a non-refundable processing fee; a Board Resolution authorizing the application, and most importantly, a funding source for the new Latent Power. He stated that since the District does not currently have a funding source for lighting, a Proposition 218 election would be required.

The Board took no action at this time.

J. Finance Committee Report

Director Bianchi reported that at their recent meeting, the Finance Committee discussed the final format for the Roadway Rehabilitation spreadsheet, and the time line for automating the District's accounts payables, receivables, and payroll system. He also reported that Staff has sent certified letters to the appropriate property owners of Tract 29851 regarding the partial refund of their deposit.

K. Engineering Committee Report

Director Buescher reported that at their recent meeting, the Engineering Committee reviewed and accepted the final format for the Roadway Rehabilitation spreadsheet. The Committee also reviewed recently completed projects, and future projects slated to begin in the Spring. He reported that progress on the Sycamore Mesa project has slowed due to a personnel change at SCE.

He also reminded the Board of the Santa Margarita River Watershed Cleanup scheduled for Saturday, November 19th. Director Bianchi stated that he will be volunteering his time to the cleanup and that any other volunteers interested, meet at Camino Gatillo at 8:00 a.m.

L. General Manager's Report

General Manager Holmes presented his written report which is on file with the District Office. He reported that he is working on a future Crack Seal project, and reviewed the Management Letter presented by the auditor, Leaf and Cole.

M. Adjournment

There being no further business, President Rubin adjourned the meeting at 7:04 p.m.



Rob Holmes
Secretary, Board of Directors

ATTEST:



Steve Rubin
President, Board of Directors