



# De Luz Community Services District

## BOARD OF DIRECTORS

Michael Adams Gene Bianchi Bryan Buescher Robert D'Alessandri Rami Mina

## GENERAL MANAGER

Rob Holmes

## MINUTES REGULAR MEETING OF THE BOARD OF DIRECTORS JULY 20, 2016 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 20, 2016. Present at the meeting were the following Directors:

Director Adams  
Director Bianchi  
Director Buescher  
Director Mina

Director D'Alessandri was absent.

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

President Buescher led the flag salute.

### B. Sheriff

Deputy Garcia gave the Sheriff's Report for June 2016 and updated the Board on July activities. He reported on the theft of a jet ski and boat near Via Gorrion. He also stated he is monitoring activity at the mailboxes and traffic on Sandia Creek Drive. The written report is on file with the District.

*Director D'Alessandri entered the meeting at 6:10 p.m.*

### C. Presentation of Resolution of Commendation

On behalf of the Board, President Buescher presented Resolution No. 2016-08 to former President and Director Steve Rubin commending him for thirteen years of service on the Board of Directors and thanked him for his dedication to the residents of the District.

**D. Public Comment**

Resident Guy Kinsman expressed his concerns with the traffic issues on Sandia Creek Drive.

**E. Information Only**

The Board received Statement of Investment Policy. Due to year-end adjusting journal entries, the June Financial Statements were not yet available.

**F. Consent Calendar**

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

1. Minutes of the June 15, 2016 Board Meeting
2. General Fund Claims: \$117,096.90
3. Sheriff Fund Claims: \$24,807.92

The motion carried unanimously.

**G. Discussion of Legal Matters**

None.

**H. Signers of District Bank Accounts**

Assistant Secretary Ruzek asked that the Board adopt the proposed Resolution which adds Director D'Alessandri's name, and deletes that of former Director Rubin, as signers on the District bank accounts.

Motion was made by Mina, seconded by Adams, to adopt Resolution No. 2016-09:

Designating Parties Authorized to Sign on District Bank Accounts and  
Designating Parties Authorized to Make Transfers between District  
Accounts

The motion carried unanimously.

**I. CSDA Board of Directors Election**

Assistant Secretary Ruzek presented the qualification sheets for the three (3) representatives seeking to fill Seat B in Region 6 of the California Special Districts Association (CSDA) Board of Directors, and informed the Board to select one (1). Discussion followed.

Motion was made by Buescher, seconded by Adams, to vote for Ronald Coats for Seat B, Region 6 for the California Special Districts Association Board of Directors.

The motion carried unanimously.

**J. Approve Pay Schedules per CalPers Compliance**

Assistant Secretary Ruzek explained that as a result of the Pension Reform Act of 2013, CalPERS pay schedules need to be formally adopted after employee negotiations are complete. The Employee Memorandum of Understanding (MOU) was adopted by the Board of Directors at the April 25, 2016 Board Meeting.

Motion was made by Bianchi, seconded by Mina, to approve the employee pay schedule for FY 07/01/16-06/30/17 as per the Employee MOU.

The motion carried unanimously.

**K. Award of Contract: 2016 Crack and Slurry Seal Project**

General Manager Holmes reported that there were three valid bids and one non-responsive bid received for this project. The Engineer's Estimate was \$543,950.00 and the low bidder was American Asphalt South, Inc., in the amount of \$454,680.00. Funding for this project will be from Roadway Rehabilitation Funds as follows: Primary Zone - \$126,740; Zone I - \$165,870; Zone IV - \$86,340; and Zone V - \$75,730.

Motion was made by Bianchi, seconded by Adams, to adopt Resolution No. 2016-10:

Awarding a Contract for the 2016 Crack and Slurry Seal Project

The motion carried unanimously.

**L. District Conflict of Interest Code**

General Counsel Jackson explained that every two years local agencies are required to review and reaffirm or adopt amendments to their Conflict of Interest Code. He stated that the only substantive change from the previous years' is an increase in the annual gift limit from a single source from \$440 to \$460, and the revision of titles of existing positions. He presented the revised Conflict of Interest Code and recommended that the Board approve the changes.

Motion was made by Adams, seconded by D'Alessandri, to approve the 2016 Revision of the District's Conflict of Interest Code.

The motion carried unanimously.

**M. Additional California Highway Patrol (CHP) Services**

General Manager Holmes presented the current reimbursable rates for additional CHP patrol services and explained the scope of the services. General Counsel Jackson discussed the funding options and stated that he will continue to investigate to appropriate source of funding. Discussion followed and it was the consensus of the Board to authorize the General Manager to pursue the possibility of additional services not to exceed \$25,000.

**N. Request for Proposal (RFP) for Marketing Services**

General Counsel Jackson reported that 3 proposals were received out of 13 requests. He suggested that an Ad-Hoc Committee be formed to interview the marketing firms and bring its recommendation to the Board.

President Buescher appointed Directors Bianchi and D'Alessandri to serve on the Ad-Hoc Committee that will interview the marketing firms and report back to the Board.

**O. On-Going Community Outreach Program**

General Manager reported that the District Newsletter was distributed via email to residents as well as posted on the Community bulletin boards and District website. The Newsletter was also sent to the Resident Advisory Committee (RAC) and Property Owner's Associations (POA).

The Board directed General Manager Holmes to prepare a schedule of distribution for the Newsletter.

**P. Finance Committee Report**

Director Adams reported that at their recent meeting, the Finance Committee discussed the progress of the placement of the assessments on the tax roll and the collection of the benefits fees from those parcels no longer exempt.

**Q. Engineering Committee Report**

Director Bianchi reported that at their recent meeting, the Engineering Committee discussed the current crack and slurry seal project; replacement of some District street signs with reflective paddles; mowing operations; CHP services; future projects, and the PMS software. He also stated there were no new tract and parcel maps received.

**R. General Manager's Report**

General Manager Holmes presented his written report which is on file with the District Office. He also updated the Board on his and President Buescher's meeting with Patricia Romo, Director of Riverside County Transportation Department.

*At this time, the Board adjourned to Closed Session.*

**Closed Session**

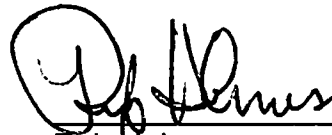
**S.** The Board met in closed session pursuant to the provisions of Government Code §54957: Review the performance of a public employee (General Manager).

*The Board reconvened in open session.*

With regard to Agenda Item S, the Board continued the appraisal process of the performance of the General Manager.


**T. Adjournment**

There being no further business, President Buescher adjourned the meeting at 8:10 p.m.



Rob Holmes  
Secretary, Board of Directors

ATTEST:



Bryan Buescher  
President, Board of Directors