



De Luz Community Services District

BOARD OF DIRECTORS

MICHAEL ADAMS
JIM BRADY
BRYAN BUESCHER
MARIAN BYERS
RAYMOND W. JOHNSON

GENERAL MANAGER
JAMES E. EMMONS

MINUTES REGULAR MEETING OF THE BOARD OF DIRECTORS December 20, 2017 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 December 20, 2017. Present at the meeting were the following Directors:

Director Adams
Director Brady
Director Buescher
Director Byers
Director Johnson

Staff present:

James E. Emmons, General Manager and Board Secretary
Cher Ruzek, Office Manager and Assistant Board Secretary
Theresa Snyder, Accounting Administrator

The flag salute was led by Director Buescher.

B. Director Oath of Office

General Manager and District Secretary Emmons administered the Oath of Office to Directors Adams, Brady, Byers and Johnson.

C. Election of Officers for Calendar Year 2018

Motion was made by Adams, seconded by Brady, to nominate Director Buescher for President.

There being no further nominations, the ballot was closed and a unanimous affirmative vote was cast.

Motion was made by Buescher, seconded by Brady, to nominate Director Adams as Vice President.

Motion was made by Johnson, seconded by Byers, to nominate Director Byers as Vice President.

There being no further nominations, the ballot was closed and Director Byers shall serve as Vice President for the 2018 Calendar Year by the following vote:

Directors Brady, Byers and Johnson in favor of Director Byers;

Directors Adams and Buescher in favor of Director Adams.

Motion was made by Brady, seconded by Buescher, to nominate Director Adams as Treasurer.

There being no further nominations, the ballot was closed and a unanimous affirmative vote was cast.

Additionally, the Resolution affirms the following: James E. Emmons as District Secretary, and Cher Ruzek as Assistant Secretary.

Motion was made by Adams, seconded by Johnson, to adopt Resolution No. 2017-18:

Electing Officers for Calendar Year 2018

The motion carried unanimously.

D. Sheriff

Deputy Garcia gave the Sheriff's Report for November 2017 and updated the Board on December activities. He reported on the confiscation of several bags of processed marijuana from a grove; three attempted property break-ins in which one involved a Conex container. Subsequently, a suspect was apprehended in a stolen vehicle in which stolen property was recovered and tied to one of the aforementioned residential burglaries. The written report is on file with the District.

Lieutenant Bruce Smith welcomed the new Board members. He informed the Board that Deputy Garcia has been promoted and introduced his replacement, Deputy Samuel Perez.

Deputy Perez addressed the Board and shared his background and experience.

E. Public Expression

Property Owner Gene Bianchi welcomed the new Board members.

Property Owner Guy Kinsman addressed the Board and gave an update on the meetings with the Sandia Creek Road Committee. He stated that the Committee will present more information at the Engineering Committee meeting in January.

F. Information Only

The Financial Statements and Statements of Reimbursement and Investment Policy

were received by the Board.

G. Consent Calendar

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

1. Minutes of the November 15, 2017 Regular Board Meeting
2. General Fund Claims (for ratification): \$127,864.87
3. Sheriff's Special Tax Fund Claims (for ratification): \$17,553.36
4. Purchase Order No(s). 2017-022 thru 2017-025

The motion carried unanimously.

H. General Counsel

Temporary legal Counsel, Best, Best & Krieger not present.

I. Appointment of Engineering Committee

President Buescher appointed himself and Director Brady to serve on the Engineering Committee for Calendar Year 2018.

J. Engineering Committee Meeting Schedule

It was the consensus of the 2018 Engineering Committee that they conduct their meetings on the 2nd Wednesday of the month at 3:30 p.m.

K. Appointment of Finance Committee

President Buescher appointed Directors Adams and Johnson to serve on the Finance Committee for Calendar Year 2018.

L. Finance Committee Meeting Schedule

It was the consensus of the 2018 Finance Committee that they conduct their meetings on the 2nd Wednesday of the month at 5:00 p.m.

M. Finance Committee Report

General Manager Emmons reported that no Finance Committee meeting was held in December.

N. Engineering Committee Report

Director Buescher reported that at their recent meeting, the Engineering Committee discussed the progress of the FEMA large projects (Sandia Creek Drive and Buena Vista Road). He stated that Buena Vista has been rejected; however, the District has the right to appeal the decision. The Committee also discussed the possible placement of cautionary signs on De Anza Road, and sub-surface water on Carancho Road.

O. District Legal Services

General Manager Emmons explained that the District currently has an agreement for legal services on an "as needed" basis thru Best, Best & Krieger (BBK). He further explained that a proposal has been received from the District's previous General Counsel, Law Offices of Scott & Jackson, to resume representation similar to what had been provided previously for the past 19 years. Discussion followed and it was the consensus of the Board to have General Manager Emmons obtain a proposal from BBK for permanent services as well as other legal firms to be presented for Board review next month.

P. Signers on District Bank Accounts

The Board considered a proposed Resolution that removes prior Board members and General Manager, and further authorizes one (1) of the following: President, Vice President, Treasurer, and Office Manager, as signers on, and to make transfers between District bank accounts. Discussion followed regarding one authorized signature versus the previous two as the bank now only scans for one. It was the consensus of the Board to amend the Resolution to have two (2) authorized signers as an internal control (whenever possible) with the understanding that the bank scans only one signature.

Motion was made by Adams, seconded by Byers, to adopt Resolution No. 2017-19 as amended to include two (2) authorized signers:

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

The motion carried unanimously.

Q. Special Board Meeting/Annual Goals 2018

General Manager Emmons requested that a Special Meeting be scheduled to discuss the Board's goals for the District and Staff in 2018. It was the consensus of the Board to defer the item until sometime in April.

R. General Manager's Report

General Manager Emmons presented his written report which is on file with the District Office. He updated the Board on a recent meeting he and Director Buescher had with the Sheriff's Department and CHP regarding the traffic on Sandia Creek Drive.

The Board adjourned to Closed Session at 7:45 p.m.

S. Closed Session

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

The Board reconvened in open session at 8:37 p.m.

President Buescher reported that the Board discussed goals for the General Manager and no action was taken.

T. **Adjournment**

There being no further business, President Buescher adjourned the meeting at 8:40 p.m.



James E. Emmons
Secretary, Board of Directors

ATTEST:



Bryan Buescher
President, Board of Directors