

# De Luz

## Community Services

### District

#### Board Of Directors

Charles Bowman  
Paula Carroll  
Robert D'Alessandri  
Gina Rawson  
Debbie Roberts

#### General Manager

James E. Emmons

**MINUTES**  
**REGULAR MEETING**  
**OF THE BOARD OF DIRECTORS**  
**January 18, 2023**  
**6:00 p.m.**

**A. CALL TO ORDER & ROLL CALL**

This regular meeting of the Board of Directors of the De Luz Community Services District was held at the DLCSD office, 41606 Date Street, Suite 205, Murrieta, CA on January 18, 2023. The meeting was also held electronically by Zoom. The meeting was called to order by Vice President Bowman at 6:00 p.m. Those present at the meeting were as follows:

**Directors Present:**

Charles Bowman, Vice President  
Robert D'Alessandri, Treasurer  
Paula Carroll, Director  
Gina Rawson, Director

**Directors Absent:**

Debbie Roberts, President

**Staff Present:**

James Emmons, General Manager/Secretary  
Ward Simmons, General Counsel  
Ron Stein, District Project Engineer  
Steve Libring, Traffic Engineer  
Theresa Snyder, Finance Manager  
Jessica Richards, Administrative/IT Manager  
Wyatt Olvera, Field Maintenance Crew  
Isabel Gavidia, Administrative Assistant

The flag salute was led by Vice President Bowman

**B. AUTHORIZING ON-SITE AND VIRTUAL BOARD AND COMMITTEE MEETINGS**

Motion was made by Carroll, seconded by D'Alessandri to adopt Resolution 23-01: Authorizing On-Site and Virtual Board and Committee Meetings Pursuant to AB 361.

AYES: Bowman, Carroll, D'Alessandri, Rawson  
NOES:  
ABSENT: Roberts  
ABSTAIN:

The motion was approved by roll call vote 4-0.

**C. SHERIFF:**

There was no Sheriff report. Deputy Perez will have an updated at the next meeting.

**D. PUBLIC COMMENT:**

There was no public comment.

**E. LEGISLATIVE TOPICS:**

Syrus Devers, Lobbyist for BB&K reported that the legislature is a third of the way into the bill introduction process and that he will keep the General Manager and Board updated on any developments.

**F. INFORMATION ONLY:**

The Statement of Investment Policy and the Financial Statements were received by the Board.

**G. CONSENT CALENDAR:**

Motion was made by D'Alessandri, seconded by Carroll to approve the Consent Calendar as follows:

1. Minutes of the December 21, 2022, Regular Board Meeting
2. General Fund Claims for December 2022
3. Sheriff Special Tax Claims for December 2022
4. Purchase Order No(s): None

AYES: Bowman, Carroll, D'Alessandri, Rawson

NOES:

ABSENT: Roberts

ABSTAIN:

The motion was approved by roll call vote 4-0.

**H. BUENA VISTA RECONSTRUCTION PROJECT**

Project Engineer Stein reported that the contractor (Southland Paving, Inc) has been operating BMP's due to rain/weather. He also reported that a washout has occurred directly onto the construction site due to Rancho California Water District's pipe failure. The contractor is currently working with the Water District to repair the water line. Stein expects estimated completion date to be mid-March.

**I. 2022 ANNUAL PAVEMENT REHABILITATION PROJECT**

Project Engineer Stein reported that the project is nearing completion. Stein updated the Board of the contract savings with additional improvements included. He expects the project to be completed mid-January.

**J. TRAFFIC MATTERS**

Traffic Engineer Libring continued discussion with the Board regarding all entering and exiting routes in the District. He reviewed roadside shoulders, pavement conditions and striping/signing of Sandia Creek Road, Camino Estribo Road, and Los Gatos Road. Libring is studying a guardrail on second curve of Camino Estribo Road and installation of a gate limiting commercial vehicles on Los Gatos Road. The written report is on file with the district.

Traffic Engineer Libring reported that RCWD repaired water leaks throughout the District and are awaiting weather for final paving of roadway. He also reported that he is continuing to work with homeowners to handle r-o-w encroachments and inspecting new driveways for sight visibility.

**K. ROAD MAINTENANCE/FIELD CREW REPORT**

Field Maintenance Crew member Olvera reported that the field crew continues with tree trimming and clearing the tree growth along shoulders of roadways. He advised that the regular routine maintenance tasks scheduled for the month have been undertaken and completed.

**L. COMMITTEE REPORTS**

**ENGINEERING COMMITTEE REPORT**

Director Bowman reported that the Engineering Committee met on January 10, 2022 and discussed updates that were presented by staff who brought the board up to date with the most current information which was presented previously in this Board meeting.

**FINANCE COMMITTEE REPORT**

Director D'Alessandri reported that the Finance Committee met on January 17, 2022. The Committee also reviewed the General Fund Claims for the month of January 2022. He also stated that the committee examined the potential of investing in Treasury Notes. He advised that he requested an increase on the limitation of payroll to stay constant with current policies.

**LEGISLATIVE COMMITTEE REPORT (SB415)**

General Manager Emmons reported that they met with Supervisor Kevin Jeffries advising the District needs to present a letter with any concerns that they might have to pass the Fuel Tax Revenue for De Luz CSD.

**M. GENERAL MANAGER'S REPORT**

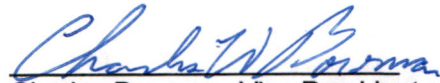
General Manager Emmons advised the Board that the Annual Statement of Economic Interest (Form 700) are due no later than Spring time.

**N. LEGAL COUNSEL MATTERS**

Counsel Simmons advised that the proposed winery in San Diego County has been put on hold at this time.

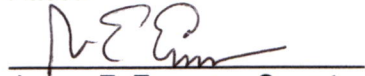
**ADJOURNMENT**

There being no further business, Vice President Bowman adjourned the meeting at 6:48 p.m.



Charles Bowman, Vice President  
De Luz Community Services District

Attest:



James E. Emmons, Secretary  
De Luz Community Services District