



# 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**  
**June 21, 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 June 21, 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  
TJ Cassel, Field Lead  
Isabel Gavidia, Administrative Assistant

The flag salute was led by Vice President Bowman.

**B. SHERIFF:**

Deputy Perez delivered the Sheriff's Report and provided an update on recent law enforcement activity in the District. He reported that a transient has been roaming the District and attempting to break into several homes which resulted in the arrest of the individual. He also reported that fire danger is extreme at this time and reiterated if residents notice open flames/bonfires please contact the Sheriff Department. He reported that several Property Owner Associations have installed Flock cameras throughout the district. The written report is on file.

**C. PUBLIC COMMENT:**

There was no public comment.

**D. INFORMATION ONLY:**

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

**E. CONSENT CALENDAR:**

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

1. Minutes of the May 17, 2023, Regular Board Meeting
2. General Fund Claims for May 2023
3. Sheriff Special Tax Claims for May 2023
4. Purchase Order No(s): None

AYES: Bowman, Carroll, D'Alessandri, Rawson

NOES:

ABSENT: Roberts

ABSTAIN:

The motion was approved 4-0.

**F. LEGISLATIVE TOPICS:**

Syrus Devers, Sacramento Lobbyist for BB&K reported that SB 613, pertaining to low-population exemption from solid waste collection laws, is presently in the Senate Appropriations Suspense File and all suspense items will be decided soon. Any bill that makes it through the May suspense file has to do so again in August in the other legislative house. He will have an update at the next Board meeting.

**G. CEQA NOTICE:**

The Board reviewed a Notice of Exemption from the California Environmental Quality Act requirements adopting the Annual Budget and setting benefit charges for Fiscal Year 2023-2024.

Motion was made by Bowman, seconded by Carroll, that the Notice of Exemption be approved.

AYES: Bowman, Carroll, D'Alessandri, Rawson

NOES:

ABSENT: Roberts

ABSTAIN:

The motion was approved 4-0.

**H. PUBLIC HEARING-BENEFIT ASSESSMENTS & SPECIAL SHERIFF TAX FOR FISCAL YEAR 2023 - 2024: SECOND READING**

Vice President Bowman announced that this was a Public Hearing to consider adoption of Ordinance No. 23-01, Adopting Written Report of the Directors, establishing Zones of Benefits, Scope of Services, Sheriffs Special Tax and charges to be rendered for Roadway Maintenance during Fiscal Year 2023-2024. Staff summarized the matters contained in the ordinance and documents being adopted. The Public Hearing was opened. There was no comment. The Public Hearing was closed.

Motion was made by Bowman, seconded by Carroll, that Ordinance 23-01 be introduced for second reading by title only, that further reading be waived, and that Ordinance 23-01 be adopted.

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

The motion was approved 4-0.

**I. PUBLIC HEARING- ANNUAL BUDGET FOR FISCAL YEAR 2023-2024**

The Board considered Resolution No. 23-11, Adopting the Annual Budget for Fiscal Year 2023-2024. The duly noticed Public Hearing was opened. There was no public comment. The Public Hearing was closed.

Motion was made by D'Alessandri, seconded by Carroll to adopt Resolution No. 23-11: Adopting the Annual Budget for Fiscal Year 2023-2024.

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

The motion was approved 4-0.

**J. TAX ROLL CHARGES:**

The Board considered Resolution No. 23-08, electing to have charges for services provided in the District during Fiscal Year 2023-2024 collected on the Riverside County Tax Roll.

Motion was made by Bowman, seconded by Carroll to adopt Resolution No. 23-08: Electing to have charges Setting a Hearing Upon and Directing the Publication of a Notice of Hearing upon the Budget of the District for the Fiscal Year 2023-2024.

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

The motion was approved 4-0.

**K. NOTICE OF ELECTION**

Board Secretary Emmons explained that the Registrar of Voters requires the approval of this notice in conjunction with the election of Directors to be held November 7, 2023, The Resolution being presented for adoption directs that the payment of the cost of candidate statement be borne by the candidate, and statement be limit to 200 words.

Motion was made by Bowman, seconded by Carroll, to adopt Resolution 23-09: Approving the Notice of Election.

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

The motion was approved 4-0.

**L. MOU WITH EMPLOYEE'S ASSOCIATION**

Director D'Alessandri reported that the Board Negotiating Committee reviewed a proposed agreement with the DLEA for a new MOU covering District employees effective July 1, 2023.

Motion was made by D'Alessandri, seconded by Carroll to adopt Resolution No. 23-10: Approving Memorandum of Understanding with District Employees Association.

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

The motion was approved 4-0.

**M. CULVERT INSPECTION PROJECT**

Project Engineer Stein reported that this project proposed to repair culverts identified in the annual inspection performed by the District Maintenance Crew. This matter was reviewed and approved by the Engineering Committee.

The Engineering Committee recommended to the Board approval of bid documents 2023; Culvert Repairs Project and authorize District Staff to accept bids for the project.

Motion was made by D'Alessandri, seconded by Carroll to approve bid documents and acceptance of bid for the project.

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

The motion was approved 4-0.

**N. BUENA VISTA RECONSTRUCTION PROJECT**

Project Engineer Stein reported that the heavy rains have died down and that the contractor has begun remobilizing. His projection for the completion of the project to be mid-summer. He will have more information at the next meeting.

**O. TRAFFIC MATTERS**

Traffic Engineer Libring reported that the District entrance signs have been road tested and have been ordered for fabrication. The County of Riverside coordinated with RCWD the repair of a water leak on De Luz Road. He also reported that he conducted a Districtwide Traffic Review of working with staff for scheduling. The written report is on file with the District.

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

Field Lead Cassell reported that in addition to emergency repairs, the field crew continues with tree trimming and clearing the tree growth along the shoulders of roadways.

**Q. COMMITTEE REPORTS**

**ENGINEERING COMMITTEE REPORT**

Director Bowman reported that the Engineering Committee met on June 14, 2023, 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. The Committee is reviewing plans to purchase a dump truck which is approved in the budget. They are recommending a purchase not to exceed \$110,000 including tax and fees.

**FINANCE COMMITTEE REPORT**

Director D'Alessandri reported that the Finance Committee discussed updates that were presented previously in this Board Meeting. He also stated that the District staff is proceeding with T-Bills from Chase Bank.

**LEGISLATIVE COMMITTEE REPORT (SB415)**

General Manager Emmons reported that De Luz CSD has received a response from the State Controller's Office regarding Fuel Tax Revenue to the District, which the District did not agree with. It was agreed on another letter to the Controller. The District is now waiting for a response from the State Controller.

**R. GENERAL MANAGER'S REPORT**

General Manager Emmons reported that the rate charges to De Luz estimates by CR&R Services will be increased approximately 5.0% and would become effective July 1, 2023 as set forth in the written report on file with the District. This is pursuant to the franchise agreement between DLCSD and CR&R. He also advised the Board that he will be attending the ESRI Conference to learn the latest advances in our geographic information system (GIS). He is also attending the CSDA General Manager Annual Meeting.

S. **LEGAL COUNSEL MATTERS**

Counsel Simmons advised the Board that reported that the CSDA Annual Conference & Exhibitor Conference will be the end of August. There are no legal matters currently.

**ADJOURNMENT**

There being no further business, Vice President Bowman adjourned the meeting at 7:29 p.m.



Charles Bowman, Vice President  
De Luz Community Services District

Attest:



James E. Emmons, Secretary  
De Luz Community Services District