



# De Luz

## Community Services District

BOARD OF DIRECTORS

MICHAEL ADAMS  
DEBBIE ARDOLINO  
MARIANN BYERS  
ROBERT D'ALESSANDRI  
RAYMOND W. JOHNSON

GENERAL MANAGER

JAMES E. EMMONS

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**MINUTES  
REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
FEBRUARY 19, 2020  
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 DLCSO office, 41606 Street, Suite 205, Murrieta, CA on February 19, 2020. The meeting was called to order by President Byers at 6:05 p.m. Those present at the meeting were as follows:

Directors Present

Mariann Byers, President  
Michael Adams, Vice President  
Robert D'Alessandri, Treasurer  
Raymond Johnson, Director  
Debbie Ardolino, Director

Staff Present

James Emmons, General Manager/Secretary  
Ward Simmons, General Counsel  
Theresa Snyder, Finance Manager  
Keith Caddy, Field Superintendent  
Dave Hunt, District Engineer  
Steve Libring, District Traffic Engineer  
Jessica Richards, Administrative Assistant  
Pedro Salazar, Maintenance Worker  
Dustin Wyatt, Maintenance Worker

The flag salute was led by President Byers.

**B. Sheriff**

Deputy Perez presented the Sheriff's Report for January 2020 and updated the Board on recent law enforcement activities. He reported that there have been fruit thefts within the district, and he will be watching for this type of activity. He also reported there was a marijuana dispensary arrest and discussed enforcement of marijuana growing and dispensary laws. The written report is on file with the District.

**C. Public Comment**

There was no public comment.

**D. Annual Audit**

Michael Zizzi, CPA, Partner in the District's auditing firm, Leaf & Cole, LLP, presented the audited financial statements for 2018-2019. Mr. Zizzi answered questions from the Board. The written report is on file with the District.

**E. Environmental Services Report**

Alex Braicovich, Senior Vice President, CR&R, presented the Solid Waste and Recycling Services Guide. He explained the new services that are now available and described the program. He also discussed procedure regarding fires that could occur in their vehicles. He also discussed the problems of disposing electronic devices in the regular trash bin and strongly advised residents not to dispose of cell phones or computers with regular trash items. The written report is on file with the District.

**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 Ardolino, to approve the Consent Calendar as follows:

1. Minutes of the January 15, 2020 Regular Board Meeting
2. General Fund Claims for January 2020
3. Sheriff's Special Tax Claims for January 2020
4. Purchase Order No(s): None

The motion carried unanimously.

**H. Roadway Reconstruction Projects**

David Hunt, P.E., reported that FEMA-23 sites; and, FEMA-34 sites are both 85% complete to date. There are eight (8) sites still in progress with 49 sites completed. He discussed that the updated Environmental Assessment for Sandia Creek and Via Vaquero projects has now been completed. He reported that the environmental agencies have given the District permission to install rip rap at Sandia Creek to prevent further damage this season and this material will be used as part of the permanent report. Due to environmental regulations, construction on Sandia Creek and Via Vaquero will not begin until August (estimated).

**I. Traffic Safety**

District Traffic Engineer Libring presented current traffic issues within the District.

**J. Committee Reports**

**Engineering Committee**

Director Adams reported that at their recent meeting, the Engineering Committee discussed the items previously presented by the engineer and reported that FEMA has rendered its final denial of funding on Buena Vista and recommended to the Board that we proceed with the environmental process for this project. It was the consensus of the Board that staff should proceed with obtaining services for this Environmental Assessment.

**Finance Committee**

Director D'Alessandri reported that at their recent meeting, the Finance Committee met with the District's Auditor to review the audited financial statements and discussed management issues. The Committee also reviewed and discussed claims; Roadway Rehabilitation funding; LAIF interest and recommended to the Board that a procedure for purchase orders, utility deposits and permits be developed per the recommendation of the audit firm.

Motion was made by D'Alessandri, seconded by Ardolino, that staff develop procedure for purchase orders, utility deposits and permits for presentation to the Board.

The motion was carried out unanimously.

**Legislative Committee-AB 421**

Ms. Byers reported that efforts are still being pursued through the County of Riverside.

**K. General Manager**

General Manager Emmons introduced to the Board the newest member of the Maintenance crew, Dustin Wyatt. He commented on the Community Meeting recently held with Supervisor Jefferies. He briefly outlined the topics discussed and advised that three (3) Board members and himself were present at this community meeting. It was the consensus of the Board that the De Luz Women's Club did a good job sponsoring this community event. His written report is on file with the District Office.

**L. Legal Counsel**

Ward Simmons updated the Board on the following items:

- Form 700-Statement of Economic Interest
- Conflict of Interest Code
- Multi-line phone system

*The Board adjourned to Closed Session.*

**M. Closed Sessions**

1. Public Employee Evaluation  
Pursuant to Government Code Section 54957  
Title: General Manager
2. Conference with Labor Negotiators  
Pursuant to Government Code section 54957.6  
Agency designated representative: Mariann Byers, Board President  
Unrepresented employee: General Manager

*The Board reconvened in open session.*


**N. Open Session**


The Board voted unanimously to approve the Amendment to the General Manager Employment Agreement by roll call vote on motion by Byers, seconded by D'Alessandri.

**Adjournment**

There being no further business, President Byers adjourned the meeting at 8:15 p.m.

ATTEST:

  
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Mariann Byers, President  
Board of Directors  
De Luz Community Services District

  
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James E. Emmons, Secretary  
Board of Director  
De Luz Community Services District