



De Luz Community Services District

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BOARD OF DIRECTORS
MICHAEL ADAMS
GENE BIANCHI
BRYAN BUESCHER
SUSAN EGGE
STEVE RUBIN

GENERAL MANAGER
ROB HOLMES

MINUTES REGULAR MEETING OF THE BOARD OF DIRECTORS February 16, 2011 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 Community Services District Office commencing at 6:00 p.m. on February 16, 2011. Present at the meeting were the following Directors:

Director Adams
Director Bianchi
Director Buescher
Director Egge
Director Rubin

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

President Rubin led the flag salute.

B. Sheriff

Deputy Folia gave the Sheriff's Report for January 2011 and updated the Board on February activities. The written report for January has not been filed with the District. He reported that they are seeing some minor activity relating to avocado theft; a domestic violence arrest, and that they are making inquiries into the vandalism of several stop signs at various locations on Carancho Road. He also reported that he is working with the Women's Club to compile a list of vacant homes so as to eradicate "squatters" and theft in the empty homes.

C. Public Comment

None.

D. Information Only

The Board received the January Financial Reports and the Statement of Investment Policy.

E. Consent Calendar

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

The motion carried unanimously.

F. Discussion of Legal Matters

General Counsel Jackson reported that he will be implementing an email with educational tips to the Board members on a regular basis. He also updated the Board on several bills working their way through the Legislature.

G. Acceptance of Project: 2010 Grading and Paving of a Portion of Via Los Ventos

General Manager Holmes reported that this project was for the Grading and Paving of Via Los Ventos between Los Casitas and Vista Del Mar. The work was performed by Peter's Paving and Grading, Inc., for a total cost of \$140,912.90, and was funded with Zone I Special Paving Funds. He recommended that the Board approve the Final Inspection Notice and accept the project as complete in accordance with District Standard and Specifications.

Motion was made by Buescher, seconded by Bianchi, to accept the 2010 Grading and Paving of a Portion of Via Los Ventos as complete.

The motion carried unanimously.

H. Acceptance of Project: Tenant Improvements, Meeting and Conference Room

General Manager Holmes reported that this project was for the interior tenant improvements at the District offices, and explained the variances in total contract cost was due to Title 24 energy regulations that required modification to the HVAC system. The work was performed by Van de Mortel Construction for a total cost of \$51,672.00. He recommended that the Board approve the Final Inspection Notice and accept the

project as complete in accordance with District Standard and Specifications.

Motion was made by Bianchi, seconded by Buescher, to accept the Tenant Improvements, Meeting and Conference Room as complete.

The motion carried unanimously.

I. **Approval of Plans and Scope of Work: Rehabilitation of El Prado Road - Phase IV and V**

General Manager Holmes presented the plans and scope of work for the Rehabilitation of El Prado Road - Phase IV and V (La Vella to Calle Del Mundo). The engineer's estimate is \$115,000 and the project will be funded with Zone IV Roadway Rehabilitation Funds.

Motion was made by Buescher, seconded by Adams, to adopt Resolution No. 11-01:

Approving the Plans and Scope of Work for the Rehabilitation of El Prado Road - Phase IV and V

The motion carried unanimously.

J. **Resolution Designating Signers on District Bank Accounts**

General Manager Holmes requested that, due to the retirement of Jill Gipson, the Board adopt the proposed Resolution adding Cher Ruzek as a signer on the District bank accounts.

Motion was made by Buescher, seconded by Bianchi, to adopt Resolution No. 11-02:

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

The motion carried unanimously.

K. Resolution Authorizing Use of Electronic Funds Transfer (EFT) for Payroll Tax Payments to the Internal Revenue Service

General Counsel Jackson explained that the Internal Revenue Service now mandates that payroll taxes be paid by Electronic Funds Transfer (EFT) and asked the Board to adopt the proposed Resolution. He also stated that the Resolution authorizes the General Manager to identify other EFT opportunities which may increase accounting efficiency, and present those to the Finance Committee for approval.

Motion was made by Bianchi, seconded by Adams, to adopt Resolution No. 11-03:

Authorizing Use of Electronic Funds Transfer for Payment of Payroll Tax Payments to the Internal Revenue Service

L. Appointment of an Ad-Hoc Personnel Committee

President Rubin explained that the 5-year Memorandum of Understanding with the employees is about to expire. He appointed himself and Director Adams to serve on the Personnel Committee.

M. Finance Committee Report

Director Bianchi reported that at their recent meeting, the Finance Committee discussed the receipt of the first installment payment of 2010/2011 benefit fees. He stated that he and Director Egge will be working closely with Theresa Snyder, the new administrative assistant, to create a new spreadsheet to assist them in making financial recommendations to the Board. They also discussed, and it was the consensus of the committee, to change their meeting time to 3:00 p.m.

N. Engineering Committee Report

Director Buescher reported that at their recent meeting, the Engineering Committee reviewed completed projects and those nearing completion; future plan designs of Avenida Hierba, Avenida Del Oro, the various construction phases of Via Vaquero Road, and Project "A" to be determined next month. He also reported that the relocation of the power pole on Sycamore Mesa is still in discussion with Southern California Edison; a request for variance on a paving requirement of a parcel map off Mirasol Way; the concerns of property owners Fisher, off Big Sky Way, and the Hunter's off Via Vaquero, and the Federal disaster declaration.

O. General Manager's Report

General Manager Holmes presented his written report which is on file with the District Office. He reported the he received official notification of the Federal disaster declaration for the winter storm damage, and staff is continuing to monitor the roads as more rainfall is expected.

K. Adjournment

There being no further business, President Rubin adjourned the meeting at 6:45 p.m.



Rob Holmes
Secretary, Board of Directors

ATTEST:



Steve Rubin
President, Board of Directors