



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
March 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 6:05 p.m. on March 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, and General Counsel Jackson were also present.

President Rubin led the flag salute.

B. Sheriff

Deputy Donoho gave the Sheriff's Report for February 2011 and updated the Board on March activities. The written report for February has not been filed with the District. He reported on the recent burglary at a home that resulted in the loss of a laptop computer and a few incidents of avocado theft. He is working with various farm management agencies regarding the avocado thefts, and various real estate agents regarding property checking vacant homes.

C. Public Comment

None.

D. Information Only

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

E. Consent Calendar

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

The motion carried unanimously.

F. Discussion of Legal Matters

None.

G. Nomination of Candidate for SDRMA Board of Directors

The Board took no action on this item.

H. Acceptance of Project: 2010 Rehabilitation of Portions of Via Santa Rosa (Primary and Zone V)

General Manager Holmes reported that this project was for the rehabilitation of portions of Via Santa Rosa, and explained the variances in total contract cost were due to actual field measured quantities. The work was performed by S&S Grading and Paving for a total cost of \$398,816.65, funded by Primary Zone and Zone V Roadway Rehabilitation 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 Bianchi, seconded by Adams, to accept the 2010 Rehabilitation of Portions of Via Santa Rosa (Primary and Zone V) as complete.

The motion carried unanimously.

I. Award of contract: Rehabilitation of a Portion of El Prado Road - Phase IV and V

General Manager Holmes reported that there were seven bids received for this project. The low bidder was Peters Paving and Grading, Inc., in the amount of

\$95,690.35. This project will be funded with Zone IV Roadway Rehabilitation Funds.

Motion was made by Buescher, seconded by Bianchi, to adopt Resolution No. 11-05:

Awarding a Contract for the Rehabilitation of a Portion of El Prado Road-
Phase IV and V

The motion carried unanimously

J. Budget Workshops

General Manager Holmes presented proposed dates for the Budget workshops and hearing, and by consensus the Board approved the following dates:

Wednesday May 11, 2011: Workshop at 6pm
Wednesday May 18, 2011: Review at Regular Board Meeting
Wednesday June 15, 2011: Adoption of Budget and Written Report at
Regular Board Meeting

K. Resolution Setting Hearing on the Budget

The Board was presented with a resolution setting the hearing on the 2011-2012 Budget for June 15, 2011 at 6:00 p.m. at the District Office.

Motion was made by Buescher, seconded by Adams, to adopt Resolution No. 11-06:

Setting a Hearing upon and Directing the Publication of a Notice of
Hearing upon the Budget of the District for the Fiscal Year 2011-2012

The motion carried unanimously.

L. Resolution Setting Hearing on the Written Report

The Board was presented with a resolution setting the hearing on the 2011-2012 Written Report for June 15, 2011 at 6:00 p.m. at the District Office.

Motion was made by Buescher, seconded by Adams, to adopt Resolution No. 11-07:

Setting a Hearing and Directing the Publication of a Notice of Hearing upon the Written Report of the Board of Directors Concerning Services to be Performed and the Passage of an Ordinance Prescribing Charges for these Services during the Fiscal Year 2011-2012

The motion carried unanimously.

M. Job Description and Salary Range: Office Manager

General Manager Holmes presented a job description and salary range for Office Manager, and discussed its need and structure.

Motion was made by Bianchi, seconded by Buescher, to approve the Office Manager salary range and amended job description.

The motion carried unanimously.

N. Finance Committee Report

Director Bianchi reported that at their recent meeting, the Finance Committee discussed the dates for the budget workshops, and reviewed the Roadway Rehabilitation spreadsheet. He also reported that the Committee discussed the possibility of obtaining a loan for the storm damage repairs prior to receiving FEMA funding and concluded that it would not be necessary at this time.

O. Engineering Committee Report

Director Buescher reported that at their recent meeting, the Engineering Committee defined "Project A" as portions of Via Vaquero and Camaron Roads; future projects to include El Viento Seco, Calle Capistrano, and El Calamar. He also reported that Southern California Edison will be relocating the power pole on Sycamore Mesa at their expense, and a variance request on Via Barranca.

P. General Manager's Report

General Manager Holmes presented his written report which is on file with the District Office. He updated the Board on the "kickoff" meeting held March 10th with FEMA and CalEMA representatives and stated he is in the process of compiling the list of project sites.

Motion was made by Adams, seconded by Bianchi, to proceed to Executive Session.

The motion carried unanimously.

Q. Executive Session

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

The Board reconvened in open session.

The Board directed General Counsel Jackson to prepare evaluation guidelines for the performance review of the General Manager.

R. Adjournment

There being no further business, President Rubin adjourned the meeting at 7:10 p.m.



Rob Holmes
Secretary, Board of Directors

ATTEST:



Steve Rubin
President, Board of Directors