



De Luz Community Services District

BOARD OF DIRECTORS

MICHAEL ADAMS
JIM BRADY
BRYAN BUESCHER
MARIAN BYERS
RAYMOND W. JOHNSON

GENERAL MANAGER
JAMES E. EMMONS

MINUTES REGULAR MEETING OF THE BOARD OF DIRECTORS APRIL 18, 2018 6:00 P.M.

A. Call to Order & Roll Call

A meeting of the De Luz Community Services District was held at the De Luz CSD Office commencing at 6:00 p.m. on April 18, 2018. Present at the meeting were the following Directors:

Director Adams
Director Brady
Director Buescher
Director Byers
Director Johnson

Staff present:

James E. Emmons, General Manager and Board Secretary
Cher Ruzek, Office Manager and Assistant Board Secretary
Theresa Snyder, Accounting Administrator

The flag salute was led by President Buescher.

B. Sheriff

Deputy Perez gave the Sheriff's Report for March and updated the Board on April activities. The written report is on file with the District. He reported on the removal of over 800 marijuana plants and the recovery of a stolen vehicle.

Lieutenant Bruce Smith addressed the Board and Staff and thanked them for their continued support and reiterated his availability to the Board and residents of the District. He then introduced Sargent Daniel Hernandez.

Sargent Hernandez addressed the Board and briefed them on his background. He stated that, in addition to Lt. Smith, he is also available to the Board and District residents.

C. Public Comment

Resident Julie Annet addressed the Board regarding littering and illegal dumping in the District. She asked for support from the District in combating the problem. President Buescher asked that she submit her proposal to Staff, who then will route it through the appropriate Committee. He also asked Staff to contact The Nature Conservancy to inquire about the Santa Margarita Watershed Cleanup Program.

Resident Connie (last name not given) commented on the littering at the "look-out" areas.

D. Information Only

The Board received the Statement of Investment Policy and results of the LAFCO Special District Selection Committee elections. Due to FY 2018-2019 budget preparation, the March and April financial statements will be presented in May.

E. Consent Calendar

Motion was made by Byers, seconded by Adams, to approve the Consent Calendar.

1. Minutes of the March 21, 2018 Regular Board Meeting
2. General Fund Claims: \$90,715.18
3. Sheriff's Fund Claims: \$33,445.82
4. Purchase Order No(s): 2018-003
5. Authorize General Manager to attend CSDA General Manager Leadership Summit - June 2018.

The motion carried unanimously.

F. General Counsel

Temporary legal Counsel, Best, Best & Krieger not present.

G. Acceptance of Crumley Court into the District Maintained Road System

General Manager Emmons explained that this road was constructed to District standards and was inspected by the District. He stated that the road is newly paved and meets all current requirements for acceptance into our system. He recommended that the Board consider accepting Crumley Court into the District maintained road system for maintenance beginning July 1, 2018.

Motion was made by Adams, seconded by Johnson, to adopt Resolution No. 2018-09:

Accepting Crumley Court into the Maintained Street and Road System of
the De Luz Community Services District

The motion carried unanimously

H. Acceptance of DanEri Lane into the District Maintained Road System

General Manager Emmons explained that this road was constructed to District standards and was inspected by the District. He stated that the road is newly paved and meets all current requirements for acceptance into our system. He recommended that the Board consider accepting DanEri Lane into the District maintained road system for maintenance beginning July 1, 2018.

Motion was made by Adams, seconded by Brady, to adopt Resolution No. 2018-10:

Accepting DanEri Lane into the Maintained Street and Road System of the
De Luz Community Services District

The motion carried unanimously

I. District Legal Services

At the request of the Board, General Manager Emmons was directed to contact Blaise Jackson of the Law Offices of Scott & Jackson to ask if he wished to submit another proposal under an hourly rate formula, and the law firm of Best, Best & Krieger (BBK) to clarify their costs to prepare for, and attend monthly meetings.

Additional information was received from both law firms. The Law Offices of Scott and Jackson maintained their original proposal of a monthly retainer of \$2,500; BBK submitted information stating board meeting preparation and travel time would take approximately four (4) to five (5) hours at \$275/hr. Discussion followed.

Motion was made by Adams, seconded by Buescher, to accept the proposal of Scott and Jackson for a monthly retainer of \$2,500.

The motion carried by the following roll call vote:

Brady, noe; Byers, noe; Buescher aye; Adams, aye, Johnson aye.

J. Proposed FY 2018-2019 Crack and Slurry Seal Project

The Board reviewed the proposed Crack and Slurry Seal project. General Manager Emmons stated that this project was slated for FY 2017-2018; however, due to the winter

storms of January 2017 which resulted in a FEMA declaration, it was placed on hold. He continued that it will now be done in FY 2018-2019 with bids to be received in early July and award of the project at the July Board meeting.

K. Engineering Committee Report

President Buescher reported that at their recent meeting, the Engineering Committee discussed Dr. Crumely's request for acceptance of the roads created by Tract Map 27324 into the District's maintained road system; the Crack and Slurry Seal project; the progress of the culvert identification project; and current work being done by in-house Field Staff.

L. Finance Committee Report


Director Adams reported that at their recent meeting, the Finance Committee reviewed the District claims; roadway rehabilitation spreadsheet; FEMA receivables, and the cost of the upcoming traffic study.

M. General Manager's Report

General Manager Emmons presented his written report which is on file with the District Office. He informed the Board that the radar survey is currently underway; however, Field Staff noticed that another entity had placed traffic counters throughout the District, but were unable to ascertain who sanctioned the study. He also stated that he is still investigating the possibility of gas tax revenue; is in the process of formulating a newsletter; on the advice of CalOES, a Request for Change in Scope of Work for the Sandia Creek project has been submitted, and Buena Vista is still going through the denial process but no official paperwork has been received.


M. Adjournment

There being no further business, President Buescher adjourned the meeting at 7:15 p.m.



James E. Emmons
Secretary, Board of Directors

ATTEST:



Bryan Buescher
President, Board of Directors