



## De Luz Community Services District

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### BOARD OF DIRECTORS

MICHAEL ADAMS  
JIM BRADY  
MARIANN BYERS  
ROBERT D'ALESSANDRI  
RAYMOND W. JOHNSON

### GENERAL MANAGER

JAMES E. EMMONS

### MINUTES SPECIAL MEETING OF THE BOARD OF DIRECTORS June 11, 2019 4:30 p.m.

#### **A. Call to Order & Roll Call**

A Special duly noticed Meeting of the De Luz Community Services District was held at the De Luz CSD Office commencing at 4:40 p.m. on June 11, 2019. The meeting was called to order by President Byers. Attendance was as follows:

#### **Directors:**

Director Byers  
Director Adams  
Director Brady  
Director D'Alessandri

#### **Also Present:**

James E. Emmons, General Manager and Board Secretary  
Theresa Snyder, Finance Manager  
Keith Caddy, Inspector/Field Maintenance Superintendent  
Ward Simmons, BB&K

#### **Absent:**

Director Johnson (illness)

The flag salute was led by President Byers.

#### **B. PUBLIC COMMENT**

There were no comments from the public.

#### **C. FINANCIAL RESOLUTIONS**

##### **OPERATING ACCOUNTS AT ALTA PACIFIC BANK**

The Board reviewed the current operating accounts and wire transfer agreements at Alta Pacific Bank. After discussion, it was agreed that authorized signers on these accounts would now be modified as follows, effective

immediately:

Bank Accounts: Directors of the Board.  
Wire Transfer Agreements: Treasurer, General Manager, Finance Manager.

The President and the General Manager were directed and authorized to notify and make this action effective with Alta Pacific Bank immediately and to execute any and all required bank documents.

It was moved by D'Allesandri, seconded by by Brady that the foregoing authorizations be enacted and executed with Alta Pacific Bank. The motion was approved by unanimous roll call vote:

Fund Transfer Agreements: President, Treasurer, General Manager, Finance Manager.

The President and the General Manager were directed and authorized to notify and make this action effective with CA Local Agency Investment Fund (LAIF) immediately and execute any and all required LAIF documents.

It was moved by D'Allessandri, seconded by Brady that the foregoing authorizations be enacted and executed with CA Local Agency Investment Fund (LAIF). The motion was approved by unanimous roll call vote.

LAIF requires that each member Agency maintain a current adopted resolution of participation in the program. Staff advised the Board that it would be appropriate to adopt a new resolution at this time.

On the motion of Brady, seconded by D'Alessandri, Resolution No. 2019-04 was introduced by title only, that further reading be waived and that Resolution No. 2019-04 be adopted. The motion was approved by unanimous roll call vote.

## **OPERATING CHARGE ACCOUNTS AND EMPLOYEE BENEFIT PROGRAMS**

Staff presented a summary of all current operating charge accounts and employee benefit program accounts (IRS, EDD, CalPERS, etc.) and it was recommended that authorized administrators and signers of these account be modified effective immediately.

On the motion of D'Alessandri, seconded by Brady, Resolution No. 2019-07 be adopted. The motion was approved by unanimous vote with Adams abstaining.

## **D. REGISTRAR OF VOTERS RESOLUTIONS**

Staff advised the Board that an election is to be held in November two Board of Directors seats. The Registrar of Voters requires certain information prior to each election as such is provided by the Board Secretary. This year the Registrar is increasing the fee for candidate statements to \$350 which requires

Board approval. Motion was made by D'Alessandri, Seconded by Brady, to increase the charge for candidate statements to \$350. The motion was approved by unanimous vote.

**E. 2019 FEMA DISASTER**

The District suffered considerable storm damage this winter and recently President Trump declared February 2019 Storms to be a Federal Disaster which will provide repair funding to the District. The District recently completed and official application for funding. The application requires that the governing body of each applicant appoint authorized agent to represent the District in this program. It was moved by Adams, seconded by Brady to appoint and designate the President, General Manager and Finance Manager as authorized agents for De Luz CSD in the current FEMA program. The motion was approved by unanimous vote.

**F. Legal Services**

Due to the unanticipated resignation of General Counsel Jackson, Mr. Emmons advised that he recently contacted Best, Best and Krieger LLC which was previously interim General Counsel with Ward Simmons serving in this capacity. Due to ongoing projects, our agreement with the firm is still in effect since it is a time for service basis without a retainer. Ward Simmons introduced himself to the Board and presented a letter that he and his firm would serve again as General Counsel under the current agreement. Motion was made by D'Alessandri, seconded by Adams that Mr. Ward Simmons be appointed General Counsel under the agreement with BB&K. The motion was approved by unanimous vote.

**G. GENERAL MANAGER'S REPORT**

There was nothing further to report.

**H. ADJOURNMENT**

There being no further business, President Byers adjourned the meeting at 5:18 p.m.

ATTEST:

  
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Mariam Byers, President  
Board of Directors

  
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James E. Emmons, Secretary