



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 JULY 18, 2018 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 CSD office commencing at 6:00 p.m. on July 18, 2018. Present at the meeting were the following Directors:

Director Adams
Director Buescher
Director Brady
Director Byers
Director Johnson

Staff present:

James E. Emmons, General Manager and Board Secretary
Blaise Jackson, General Counsel
Cher Ruzek, Office Manager and Assistant Board Secretary
Theresa Snyder, Accounting Administrator
Keith Caddy, Maintenance Superintendent/Inspector

The flag salute was led by President Buescher.

B. Sheriff

Deputy Perez gave the Sheriff's Report for June 2018 and updated the Board on July activities. He reported on the continued eradication of marijuana plants; report of a stolen vehicle, and the apprehension of a suspect for burglary, criminal threats, and false imprisonment. He also stated he is continuing to monitor the "look-out" points and traffic on Sandia Creek Drive. The written report is on file with the District.

C. Approval of Sheriff's Contract

Motion was made by Adams, seconded by Brady, to approve renewal of the Contract for one full-time Deputy from Riverside County for Fiscal Year 2018-2019

The motion carried unanimously.

President Buescher directed Staff to prepare and present recommendations at the next Board meeting regarding an increase to the Sheriff's Special Tax.

D. Public Comment

A member of the audience (name not given) mentioned the lack of cell phone service in the District.

E. Information Only

The Board received the June Financial Report, and Statement of Investment Policy.

F. Consent Calendar

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

1. Minutes of the June 20, 2018 Regular Board Meeting
2. General Fund Claims (for ratification): \$145,616.62
3. Sheriff's Fund Claims (for ratification): \$27,387.54

The motion carried unanimously.

G. Resolution Adopting the Engineering and Traffic Survey, July 2018

General Manager Emmons reported that Willdan Engineering has completed the 2018 Engineering and Traffic Survey. He stated that the survey was conducted to confirm and/or update the posted speed limits along twelve (12) street segments within the District, and to comply with the California Vehicle Code (CVC) sections for the posting of speed limits and speed enforcement.

Steve Libring, Traffic Engineer for Willdan Engineering, reviewed the results of the findings of the 2018 Engineering and Traffic Survey and presented recommendations to the Board.

At this time, Mr. Libring answered questions from the audience and the Board.

Resident John Thomas inquired about Carancho and Los Gatos Roads. President Buescher informed him that additional roads may be surveyed in the future. Mr. Thomas also asked for financial information; Director Adams invited him to attend the Finance Committee meetings.

Resident Matt Nelson inquired as to why the elimination of passing lanes and additional stop signs are not mentioned in this survey. Mr. Libring explained that this survey was for a District-wide speed study only; other items will be addressed later in the meeting.

Motion was made by Adams, seconded by Byers, to adopt Resolution No. 2018-14:

Adopt 2018 Traffic Study by Willdan Engineering

The motion carried unanimously.

H. Introduction of Ordinance No. 2018-02 Adopting District-wide Speed Limits Pursuant to the 2018 Engineering and Traffic Survey

Motion was made by Adams, seconded by Byers, that Ordinance No. 2018-02 be introduced

by title only; that further reading be waived and that Ordinance No. 2018-02 be passed to August 15, 2018 Regular Board Meeting.

The motion carried unanimously.

I. Agreement for On-Call Traffic Engineering Services with Willdan Engineering

General Manager Emmons explained that additional engineering and traffic services will be needed on an on-going, time and materials basis.

General Counsel Jackson advised that Item IX - Attorneys Fees, be removed from the contract. He explained that, in this type of contract, the item is not warranted. Discussion followed.

Motion was made by Adams, seconded by Johnson, to approve the Willdan contract subject to the deletion of Item IX - Attorneys Fees

The motion carried unanimously.

J. Presentation by Traffic Engineer Regarding Sandia Creek Drive Traffic

Traffic Engineer Steve Libring presented the July 2018 Sandia Creek Drive Traffic Study. He explained the goal of this study was to address concerns regarding the visibility and speed of vehicles along Sandia Creek Drive and to make recommendations to the Board. As a result of the study, he asked the Board to consider All-way stop signs at four (4) new Sandia Creek Drive intersections: Buenos Campos, De Anza Road, Skyrocket Drive, and Avenida Del Diablo.

Resident Roberta Petersen stated she is glad to hear that the speed limit will be posted on El Prado Road; however, expressed her disappointment that a stop was not recommended at the south end of El Prado Road.

Traffic Engineer Steve Libring stated that, once the current recommendations are implemented and the District has had the opportunity to determine their effectiveness, other measures may be looked at in the future.

Resident Guy Kinsman asked the residents to be thankful for the traffic plan the District has set forth and take the time to let the plan proceed. He thanked General Manager Emmons, the Board, and Deputy Perez for all their efforts. He also stated he is in favor of increased CHP enforcement.

Resident Debbie Ardolino and representative of the Sandia Creek Drive Road Committee thanked Steve Libring for his detailed presentations and information. She asked if there has been any feedback from General Counsel Jackson's letter to the CEO of WAZE, Inc. Counsel responded that, to date, there has been no response. She also updated the Board on a meeting the Committee had with Camp Pendelton representative, Sam Jamal, in which the Committee presented their requests: close Sandia Creek Drive to Camp Pendelton personnel and reimbursement for road repairs. She will keep the Board updated as talks continue.

Board discussion followed and it was the consensus of the Board to direct Staff to move

forward with the process outlined in the 2018 Sandia Creek Traffic Study.

Motion was made by Adams, seconded by Brady, to move forward with the recommendations contained in the July 18, 2018 Sandia Creek Traffic Study

The motion carried unanimously.

Director Byers requested that Staff contact the CHP and request "stepped-up" patrol on the El Prado Loop.

K. CSDA Board of Directors Election

Assistant Secretary Ruzek presented the qualification sheets for the two (2) representatives seeking to fill Seat A in Region 6 of the California Special Districts Association (CSDA) Board of Directors, and informed the Board to select one (1). Discussion followed.

Motion was made by Buescher, seconded by Adams, to vote for Jo MacKenzie for Seat A, Region 6 for the California Special Districts Association Board of Directors

The motion carried unanimously.

L. Award of Contract: 2018 Crack and Slurry Seal Project

General Manager Emmons reported that there were three valid bids for this project. The Engineer's Estimate was \$457,000.00 and the low bidder was Roy Allan Slurry Seal, Inc., in the amount of \$460,690.00. Funding for this project will be from Roadway Rehabilitation Funds as follows: Primary Zone - \$86,290; Zone I - \$165,870; Zone II - \$117,770; Zone III - \$48,890; Zone IV - \$104,120; and Zone V - \$59,150.

Motion was made by Bianchi, seconded by Adams, to adopt Resolution No. 2018-15:

Awarding a Contract for the 2018 Crack and Slurry Seal Project

The motion carried unanimously.

M. District Conflict of Interest Code

General Counsel Jackson explained that every two years local agencies are required to review and reaffirm or adopt amendments to their Conflict of Interest Code. He stated that the only substantive changes from the previous years' was a formatting change to some sub-sections by breaking them into alphabetized sub-paragraphs, and an increase in the annual gift limit from a single source from \$460 to \$470 and. He presented the revised Conflict of Interest Code and recommended that the Board adopt the changes.

Motion was made by Buescher, seconded by Adams, to adopt the 2018 Revision of the District's Conflict of Interest Code.

The motion carried unanimously.

N. Approval of Leaf & Cole, LLP Contract

Accounting Administrator Snyder reported that the contract is for the District's annual audit services for Fiscal Year 2017-2018 in the amount of \$18,875. She also explained that the firm rotates auditors regularly to be in compliance with Governmental Accounting Standards Board (GASB).

Motion was made by Adams, seconded by Brady, to approve the Leaf & Cole, LLP contract for annual audit services in the amount of \$18,875.

The motion carried unanimously.

O. Approval of Total Compensation Systems, Inc., (TCS) Contract for GASB 68 Services

Accounting Administrator reported that this contract, in the amount of \$980, is for a third-party to provide the necessary GASB 68 pension disclosure analysis in connection with the District's audit.

Motion was made by Buescher, seconded by Adams, to approve Total Compensation Systems, Inc. Contract in the amount of \$980

The motion carried unanimously.

P. Federal SAM Registration

Assistant Secretary Ruzek explained that the SAM registration is required by the General Services Administration (GSA) in order to receive Federal funding, which for the District, is primarily FEMA funds. This year, the GSA is requiring that a notarized letter be on file naming the District's online Administrator.

Motion was made by Brady, seconded by Adams, to authorize General Manager Emmons to appoint Office Manager Cher Ruzek as the online Entity Administrator, and to execute the necessary paperwork.

The motion carried unanimously.

Q. Finance Committee Report

Director Adams reported that at their recent meeting, the Finance Committee discussed the upcoming District audit; current LAIF interest rate, and progress of the placement of the benefit fees on the tax rolls. Accounting Administrator Snyder informed the Board that another 80 acres has now become exempt from collection on the tax rolls due to the acquisition by California Department of Fish & Game. She explained that the District invoices them directly; however, they are three year in arrears.

R. Engineering Committee Report

Director Buescher reported that at their recent meeting, the Engineering Committee

reviewed and discussed the speed study; upcoming tree trimming project; bid results of the slurry seal project, and the status of the last two FEMA projects.

S. Discussion of Legal Matters

General Counsel Jackson stated that other than comments in closed session, he has nothing further to report.

T. General Manager's Report

General Manager Emmons presented his written report which is on file with the District Office.

The Board adjourned to Closed Session.

Closed Session

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

The Board reconvened in open session.

General Counsel Jackson reported that the Board has completed the appraisal process of General Manager Emmons.

Motion was made by Buescher, seconded by Brady, to increase the General Manager's salary by 5%, fold-in the auto allowance to the base salary, and add an additional five (5) personal days off per year limited to the accrual of no more than 10 days per year.

The motion carried unanimously.


V. Adjournment

There being no further business, President Buescher adjourned the meeting at 9:13 p.m.



James Emmons, Secretary
Board of Directors

ATTEST:



Bryan Buescher, President
Board of Directors