



De Luz

Community Services District

BOARD OF DIRECTORS

MICHAEL ADAMS
DEBBIE ARDOLINO
MARIANN BYERS
ROBERT D'ALESSANDRI
RAYMOND W. JOHNSON

GENERAL MANAGER

JAMES E. EMMONS

**MINUTES
REGULAR MEETING
OF THE BOARD OF DIRECTORS
November 18, 2020
6:00 p.m.**

A. CALL TO ORDER & ROLL CALL

This regular meeting of the Board of Directors of the De Luz Community Services District was held at the DLCSD office, 41606 Street, Suite 205, Murrieta, CA on November 18, 2020. The meeting was held electronically by Zoom. The meeting was called to order by President Byers at 6:00 p.m. Those present at the meeting were as follows:

Directors Present:

Mariann Byers, President
Michael Adams, Vice President
Robert D'Alessandri, Treasurer
Raymond Johnson, Director
Debbie Roberts (Ardolino), Director

Staff Present:

James Emmons, General Manager/Secretary
Ward Simmons, General Counsel
Theresa Snyder, Finance Manager
Dave Hunt, District Engineer
Steve Libring, District Traffic Engineer
Jessica Richards, Administrative Assistant

The flag salute was led by President Byers.

B. SHERIFF

Deputy Perez presented the Sheriff's Report and updated the Board on two (2) incidents. First, was a fatal incident. An individual was not properly secured and fell off a Rancho California Water District tank, which led to the accidental death. Second, was a theft. Individual pulled into a driveway, entered a vehicle, and took property from that vehicle. Suspect was identified as Christopher Dike, a former resident of De Luz. Law enforcement are actively searching for suspect. Perez also reported that two (2) indoor marijuana grows were raided. He discussed enforcement of marijuana growing laws. The written report is on file with the District.

C. PUBLIC COMMENT

There was no public comment.

D. INFORMATION ONLY

The Statement of Investment Policy and the Financial Statements were received by the Board.

E. CONSENT CALENDAR

Motion was made by D'Alessandri, seconded by Johnson, to approve the Consent Calendar as follows:

1. Minutes of the October 21, 2020 Regular Board Meeting
2. General Fund Claims for October 2020
3. Sheriff's Special Tax Claims for October 2020
4. Purchase Order No(s): 2020-04

The motion carried unanimously.

F. ROADWAY RECONSTRUCTION PROJECTS

SANDIA CREEK / VIA VAQUERO (FEMA)

Engineer Hunt reported that consultant UltraSystems has finalized their permit packages and they will be working with the General Manager to set up accounts. He also reported that he is reviewing a final US Army Corps of Engineers permit before it is submitted. Hunt advised the Board that due to Covid-19 permits may take an additional four (4) to six (6) months.

SLURRY SEAL PROJECT AT VARIOUS LOCATIONS

Engineer Hunt reported that the contractor has completed most of the slurry sealing. Contractor must wait seven (7) to ten (10) days for the slurry seal to cure before striping and painting. Hunt is waiting for contractor to submit schedule for painting and striping.

BUENA VISTA RECONSTRUCTION PROJECT

Engineer Hunt reported that our consultant has completed their preliminary Environmental application. They will setup a pre-application meeting with all the agencies. He advised the Board that individual meetings will be scheduled. The pre-application meeting is one step to ensure process runs smoothly. Hunt advised he expects all permits should be secured by spring, and at the time he will discuss the project with the Engineering Committee for recommendation to the Board.

G. TRAFFIC SAFETY

Traffic Engineer Libring reported that all District streets are soon to be refreshed with new striping. He also reported that speed signs have been deployed at Camaron Road, NB Sandia

Creek Road, and El Prado North. He also advised that reflective tape to guardrails is on order, and the missing detour signs at Buenos Campos have been reinstalled. Libring reported that a broken RCWD water pipe on El Calamar Road caused pavement to uplift and a paving truck fell into the sink hole. Staff closed El Calamar Road, the pipe was repaired, the road re-paved and reopened the next day.

H. PURCHASING POLICY

The Board reviewed the Purchasing and Contracting Policy and Procedures Guide. General Manager Emmons reported that this official document came about as the result of the Auditor's recommendation last year. New requirements have come into place which require agencies to have a written purchasing policy and contracting policy. The document was prepared by BB&K (General Counsel) experts in conjunction with General Manager Emmons and Finance Manager Snyder. It was then reviewed by the Finance Committee which recommended its adoption.

Motion was made by D'Alessandri, seconded by Johnson, to adopt the Purchasing and Contracting Policy and Procedures Guide.

AYES: Adams, Byers, D'Alessandi, Johnson, Roberts
NOES: _____
ABSENT: _____
ABSTAIN: _____

The motion carried unanimously.

I. DISTRICT BYLAWS

General Counsel Simmons presented updated Bylaws which brings the Bylaws in compliance with current laws and procedures. He reported on various changes. President Byers moved to approve the new Bylaws. There was no second. Mr. D'Alessandri suggested a redlined version of the document. Mr. Adams agreed and made a motion to table the Bylaws until next meeting pending the redlined version. There was no second. The Board continued discussion.

Motion was made by President Byers, seconded by Roberts to approve the proposed Bylaws.

AYES: Byers, D'Alessandi, Johnson, Roberts
NOES: _____
ABSENT: _____
ABSTAIN: Adams

The motion carried.

J. COMMITTEE REPORTS

Engineering Committee

Director Adams reported that the Engineering Committee met on Tuesday, November 10, 2020 and that the Committee approved the Engineering Minutes. Director Adams reported the Engineering Committee discussed the matters presented by Engineer Hunt earlier in this meeting. He also reported that Committee discussed the sink hole on El Calamar Road. Director Adams also discussed the report that was given by General Manager Emmons on his meeting that he had with the Grove Homeowners Association. He reported that residents are not happy about the detour and construction delay.

Finance Committee

Director D'Alessandri reported that the Finance Committee reviewed the Purchasing Policy and made corrections at that time. The Committee discussed the annual audit which is in process. He reported that the audit presentation to the Board is planned for January. He also advised the Board that the LAIF interest rate is continuing to drop.

Legislative Committee-AB 421

President Byers reported that due to COVID, Committee cannot meet with any of the legislators. President Byers reported that the Committee would like to schedule a meeting with our new senator to put together a legislative proposal to get gas tax through the legislature.

K. GENERAL MANAGER REPORTS

General Manager Emmons reported that the District received notice from LAFCO that they will be conducting an MSR (Municipal Service Review). LAFCO is required to review all cities and special districts in their county, review their operations and recommend changes. He advised that he will keep the Board informed.

L. LEGAL COUNSEL MATTERS

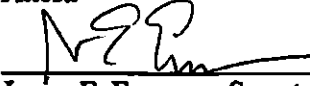
Ward Simmons provided general comments regarding passage requirement for initiatives.

ADJOURNMENT

There being no further business, President Byers adjourned the meeting at 7:05 p.m.

Mariann Byers, President
De Luz Community Services District

Attest:



James E. Emmons, Secretary
De Luz Community Services District