



De Luz

Community Services District

BOARD OF DIRECTORS
CHARLES BOWMAN
PAULA CARROLL
ROBERT D'ALESSANDRI
GINA RAWSON
DEBBIE ROBERTS

GENERAL MANAGER
JAMES E. EMMONS

**MINUTES
SPECIAL MEETING
OF THE BOARD OF DIRECTORS
December 3, 2021
12:00 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 Date Street, Suite 205, Murrieta, CA on December 3, 2021. The meeting was held electronically by Zoom. The meeting was called to order by Board Secretary Emmons at 12:00 p.m. Those present at the meeting were as follows:

Directors Present:

Debbie Roberts, President
Charles Bowman, Vice President
Robert D'Alessandri, Treasurer
Paula Carroll, Director
Gina Rawson, Director

Staff Present:

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

The flag salute was led by Board Secretary Emmons.

B. DIRECTOR OATH OF OFFICE

The Oath of Office was administered to Charles Bowman, Paula Carroll, and Gina Rawson.

C. AUTHORIZING ON-SITE AND VIRTUAL BOARD AND COMMITTEE MEETINGS

Motion was made by D'Alessandri, seconded by Bowman, to adopt Resolution 2021-09, Authorizing On-Site and Virtual Board and Committee Meetings Pursuant to AB 361.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion was approved unanimously.

D. BOARD OF DIRECTORS ANNUAL REORGANIZATION

President-Motions was made by D'Alessandri to nominate Director Roberts for the office of President. There being no further nomination, nominations were closed.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion carried unanimously; Director Roberts was elected President.

Vice President-Motion was made by D'Alessandri, seconded by Rawson to nominate Charles Bowman for the office of Vice President. There being no further nomination, nominations were closed.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion carried unanimously; Charles Bowman was elected Vice President.

Treasurer-Motion was made by Roberts, seconded by Carroll to nominate Director D'Alessandri for the office of Treasurer. There being no further nomination, nominations were closed.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion carried unanimously, Robert D'Alessandri was elected Treasurer.

E. NOMINATION AND APPOINTMENT OF COMMITTEES

Engineering Committee-Nomination was made by Roberts, seconded by Carroll to appoint Bowman and Roberts to the Engineering Committee. Roberts will serve for six (6) months, after which Rawson will take over.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion carried unanimously.

Finance Committee-Nomination was made by Roberts, seconded by Bowman, to appoint D'Alessandri and Carroll to the Finance Committee.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts

NOES:
ABSENT:
ABSTAIN:

The motion carried unanimously.

Legislative Committee-Motion was made by Roberts, seconded by Bowman to appoint D'Alessandri and Roberts to the Legislative Committee.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion carried unanimously.

F. ELECTION OF OFFICERS

Motion was made by D'Alessandri, seconded by Bowman to adopt Resolution 2021-10; Confirming Officers and Committees and reaffirm District Secretary.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion carried unanimously.

G. PUBLIC COMMENT:

There was no public comment.

H. CONSENT CALENDAR:

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

1. Minutes of the November 17, 2021 Regular Board Meeting
2. General Fund Claims for November 2021
3. Sheriff's Special Tax Claims for November 2021
4. Purchase Order No(s): none

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion carried unanimously

I. AUTHORIZED SIGNERS ON DISTRICT FINANCIAL ACCOUNTS

Finance Manager Snyder explained to the board that when a board member changes, documentation must be completed to permit new board members to sign on district bank accounts.

Motion was made by D'Alessandri, seconded by Bowman to approve Resolution 2021-11; Designate Authorized Signers on District Financial Accounts.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts
NOES:
ABSENT:
ABSTAIN:

The motion carried unanimously.

J. ROADWAY RECONSTRUCTION PROJECTS

SANDIA CREEK / VIA VAQUERO (FEMA)

District Secretary Emmons reported the project has officially commenced and introduced to the Board Project Manager Cody Close (Murrieta Development) and Project Inspector Paul Merrill (Willdan).

BUENA VISTA RECONSTRUCTION PROJECT

District Secretary Emmons reported that the project is in the final environmental review process and expects to have permits approved in the Spring. No further details at this time.

K. TRAFFIC SAFETY/ ROAD MAINTENANCE

Traffic Engineer Libring reported that the County of Riverside has completed placing rmps throughout the whole route for improved nighttime and foggy weather guidance. The Changeable Message Board has been moved to Sandia Creek to encourage drivers to exercise caution and watch their speeds. Traffic Engineer Libring reported staffs ongoing duties are grading of shoulder and weed removal, clear 700 drains of growth an silt, and remove trash from right-of- way.

L. 2021 MERIT INCENTIVE PROGRAM

Director D'Alessandri reported that this year, four employees participated and made a presentation to the Treasurer and Vice President who met afterward to develop this recommendation to the new Board of Directors. D'Alessandri recommended to the Board as follows:

JESSICA RICHARDS: Development of Cloud-based electronic filing system; coordination of upgrades to the I.T. system and office remodel. AWARD: 3%.

PEDRO SALAZAR: Proposal to use temporary workers on occasion to allow in-house staff to undertake addition projects that would normally be contracted out. AWARD 1%.

THERESA SNYDER: FEMA collection efforts; installed Direct Deposit and Positive Pay programs; coordination of office remodel; efforts to collect additional funds for District. AWARD 3%.

DUSTIN WYATT: Recommended, developed and successfully implemented pipe/repair and replacement program; permanent asphalt patching program; crack sealing program; weed removal system. AWARD 3%.

Motion was made by D'Alessandri, seconded by Bowman to approve the 2021 Merit Incentive Awards per MOU with DLCSD Employee Association.

AYES: Bowman, Carroll, D'Alessandri, Rawson, Roberts

NOES:

ABSENT:

ABSTAIN:

The motion carried unanimously.

M. GENERAL MANAGER'S REPORT

General Manager Emmons reported the matter with Traffic Engineer Libring and CalPERS has been resolved, and no further inquiry is required.

N. LEGAL COUNSEL MATTERS

General Counsel Simmons provided the Board of Directors with a Legal Briefing and a Elected Officials Reference Guide.

ADJOURNMENT

There being no further business, President Byers adjourned the meeting at 1:05 p.m.

Attest:



James E. Emmons, Secretary
De Luz Community Services District

Debbie Roberts, President
De Luz Community Services District