



# De Luz Community Services District

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BOARD OF DIRECTORS

MICHAEL ADAMS  
GENE BIANCHI  
BRYAN BUESCHER  
RAMI MINA  
STEVE RUBIN

GENERAL MANAGER

ROB HOLMES

## MINUTES REGULAR MEETING OF THE BOARD OF DIRECTORS MARCH 16, 2016 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 March 16, 2016. Present at the meeting were the following Directors:

Director Bianchi  
Director Buescher  
Director Mina  
Director Rubin

*Director Adams was absent.*

General Manager Holmes, Assistant Secretary Ruzek, Accounting Administrator Snyder and General Counsel Jackson were also present.

President Rubin led the flag salute.

### B. Sheriff

Deputy Garcia was unable to attend the meeting. The written report is on file with the District.

### C. Public Expression

None.

### D. Information Only

The Board received the February Financial Reports, Statement of Investment Policy, and correspondence from Riverside LAFCO regarding their upcoming election.

**E. Consent Calendar**

Motion was made by Bianchi, seconded by Mina, to approve the Consent Calendar:

1. Minutes of the February 3, 2016 Special Board Meeting (Visioning)
2. Minutes of the February 3, 2016 Special Board Meeting (Outreach)
3. Minutes of the February 17, 2016 Regular Board Meeting
4. General Fund Claims (for ratification): \$113,442.71
5. Sheriff's Fund Claims: \$47,143.40
6. AD 90-1 Redemption Fund Claims: \$3,443.75
7. Purchase Order No(s): 2016-004 thru 2016-008

The motion carried unanimously.

**F. Discussion of Legal Matters**

General Counsel Jackson stated that his report would be made later under Agenda Item "J" and in Closed Session.

*Director Adams entered the meeting at 6:06 p.m.*

**G. Budget Workshops**

Assistant Secretary Ruzek presented proposed dates for the Budget workshops and hearing, and by consensus the Board approved the following dates:

- |                           |  |
|---------------------------|--|
| Wednesday, May 11, 2016:  | Workshop at 6pm  |
| Wednesday, May 18, 2016:  | Review at Regular Board Meeting                                |
| Wednesday, June 15, 2016: | Adoption of Budget and Written Report at Regular Board Meeting |

**H. Resolution Setting Hearing on the Budget**

The Board was presented with a resolution setting the hearing on the 2016-2017 Budget for June 15, 2016 at 6:00 p.m. at the District Office.

Motion was made by Mina, seconded by Buescher, to adopt Resolution No. 2016-01:

Setting a Hearing Upon and Directing the Publication of a Notice of Hearing

upon the Budget of the District for the Fiscal Year 2016-2017

The motion carried unanimously.

**I. Resolution Setting Hearing on the Written Report**

The Board was presented with a resolution setting the hearing on the 2016-2017 Written Report for June 15, 2016 at 6:00 p.m. at the District Office.

Motion was made by Buescher, seconded by Mina, to adopt Resolution No. 2016-02:

Setting a Hearing and Directing the Publication of a Notice of Hearing Upon the Written Report of the Board of Directors Concerning Services to be Performed and the Passage of an Ordinance Prescribing Charges for These Services during the Fiscal Year 2016-2017

The motion carried unanimously.

**J. Consideration of Request for Proposal (RFP) for Consulting Services for Outreach Campaign**

General Counsel Jackson presented a draft Request for Proposal ("RFP") for Board review and explained that the RFP is a tool to reach out to experienced Campaign/Public Relations Consultants that have been successful in surveying the Community at large. He provided a list of Consultants and suggested the District also canvas Riverside County Registrar of Voters for a referral of agencies that have had successful ballot measures and contact them for their consulting firm reference.

Discussion followed and it was the consensus of the Board to continue to review the draft proposal and direct any suggestions and/or changes to General Counsel Jackson and he will present another draft at the April Board meeting.

**K. Review and Discussion of Draft Brochure**

Director Mina presented two draft forms of information: one in a PowerPoint format, and one in a tri-fold brochure format. He asked for suggestions/changes to be directed to General Counsel Jackson.

Director Mina stated that he will be meeting with a colleague that writes professionally on Friday, March 18th to critique the wording of the brochure. Director Buescher will also attend the meeting.

**L. Finance Committee Report**

Director Adams reported that at their recent meeting, the Finance Committee reviewed and discussed the District claims; revenue received from the previously exempt parcels, and the upcoming Spring bulky item cleanup. He reported that the District's contract with CR&R allows for three (3) roll-off containers twice per year for bulky item cleanups. However, the last cleanup involved a total of nine (9) roll-off containers. Therefore, they are requesting that the District cover their cost of \$150 per additional container. He also stated that the District could limit the bulky-item cleanup up to once per year if they desired.

Discussion followed and it was the consensus of the Board to cover the cost of the containers above the District's contract amount and to keep the bulky-item cleanup to twice per year.

**M. Engineering Committee Report**

Director Bianchi reported that at their recent meeting, the Engineering Committee reviewed the marked location for the flashing traffic "calming" device and the five-year road construction list; discussed the loss of the District's tree-trimming Contractor due to the new DIR regulations, and new reflective street sign regulations.

**N. Ad-Hoc Personnel Committee Report**

Director Bianchi stated this his report would be made later in Closed Session under Agenda Item "P".

**O. General Manager's Report**

General Manager Holmes presented his written report which is on file with the District Office. He reported that Ms. Britney Abshire has not received the County CID funds for the flashing traffic calming device and it may be another 4-6 weeks before installation can be scheduled.

*The Board adjourned to Closed Session at 7:15 p.m.*

**Executive Sessions**

**P.** The Board met in closed session pursuant to the provisions of Government Code §54957:6(a): Labor Negotiations.

**Q.** The Board met in closed session pursuant to the provisions of Government Code §54956:9(d)(2): Conference with Legal Counsel concerning potential district litigation matters.

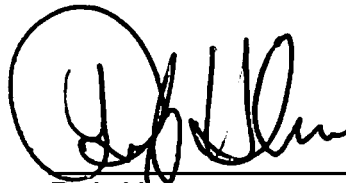
*The Board reconvened in open session at 8:44 p.m.*

With regard to Agenda Item P, the Ad-Hoc Personnel Committee was directed to take appropriate action regarding negotiations with employees.

With regard to Agenda Item Q, General Counsel Jackson reported that the Board took no action.

**R. Adjournment**

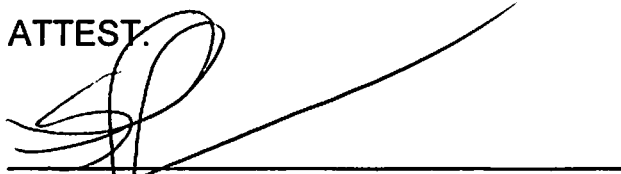
There being no further business, President Rubin adjourned the meeting at 8:46 p.m.



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Rob Holmes  
Secretary, Board of Directors

ATTEST:



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Steve Rubin  
President, Board of Directors