



De Luz Community Services District

BOARD OF DIRECTORS

Michael Adams Gene Bianchi Bryan Buescher Robert D'Alessandri Rami Mina

GENERAL MANAGER

Rob Holmes

MINUTES REGULAR MEETING OF THE BOARD OF DIRECTORS JUNE 15, 2016 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 June 15, 2016. Present at the meeting were the following Directors:

Director Adams
Director Bianchi
Director Buescher
Director Mina

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

President Buescher led the flag salute.

B. Sheriff

Deputy Sergio Vargas introduced himself and stated he will be filling in for Deputy Garcia while he recovers from an injury. He gave the Sheriff's Report for May 2016 and updated the Board on June activities. He reported on recent avocado thefts and that he has issued various citations along Sandia Creek Drive. The written report is on file with the District.

Also in attendance were Lieutenant Lisa McConnell of the Riverside County Sheriff's Department, Public Information Officer Mike Lassig of the California Highway Patrol, and Police Corporal Michael Arvizu III of Camp Pendleton Marine Corps Police Department.

Director Mina reiterated the traffic hours of concern on Sandia Creek Drive to Deputy Vargas. Director Bianchi stated that Carancho and De Luz Roads are also affected. Discussion followed.

Lt. McConnell stated that the Sheriff's Department will be sending Deputy Vargas to radar school once a class is available and will continue with the methods recently implemented in monitoring speed and traffic concerns.

Police Corporal Michael Arvizu addressed the Board and stated that Base Operations have been made aware that military personnel are using Sandia Creek Drive as a shortcut to bypass freeway traffic. He also stated that he will be working with the base Public Affairs office to reach out to the military community, as well as a posting on the Community Facebook page, "Camp Pendleton Scout", alerting military residents to the speed issues and increased traffic concerns on Sandia Creek Drive.

Public Information Officer Mike Lassig of the California Highway Patrol addressed the Board and also acknowledged the speed and traffic concerns and stated their Department will place a mobile speed monitoring sign at a location determined by the District.

All the agencies agreed to coordinate their efforts.

C. Approval of Sheriff's Contract

Assistant Secretary Ruzek explained that the Contract being considered for renewal is identical in form to the last years' Sheriff's contract and is for one contract Deputy.

Motion was made by Adams, seconded by Bianchi, to approve renewal of the Contract for one full-time Deputy from Riverside County for Fiscal Year 2016-2017.

The motion carried unanimously.

D. Public Comment

Resident Robert D'Alessandri expressed his concerns with the traffic issues on Sandia Creek Drive.

E. Board of Director Candidate Interview

One Letter of Interest was submitted to the District by Robert D'Alessandri. Mr. D'Alessandri gave a statement of his qualifications, and was asked questions by the Directors and General Counsel.

F. Resolution Appointing a Director

General Counsel Jackson explained that the Board shall fill the vacancy either by appointment, or by calling for a special election within 60 days after the effective date of the vacancy. He further stated that if the vacancy is not filled by Board appointment, or if the District Board has not called for an election within those 60 days, then the appointment or call for election may be made by Riverside County Board of Supervisors.

Motion was made by Bianchi, seconded by Mina, to adopt Resolution No. 2016-05:

Appointing Robert D'Alessandri to Serve on the Board of Directors until the Next District Election in 2017

The motion carried unanimously.

G. Director Oath of Office

General Counsel Jackson administered the Oath of Office to Director D'Alessandri.

H. Public Hearing on the Written Report of the Directors

President Buescher opened the Public Hearing on the Written Report of the Directors for Fiscal Year 2016-2017.

General Manager Holmes explained that the Written Report contains the scope of work to be done and the zones benefitted by that work.

The Written Report and the Affidavit of the Notice of Publication of the Hearing on the Written Report were received into evidence and made a part of the Hearing.

President Buescher opened the Hearing to public comment.

There being no public comment, the Hearing was closed by President Buescher.

I. Ordinance Adopting the Written Report of the Directors

Motion was made by Bianchi, seconded by Adams, to adopt Ordinance No. 2016-01:

Adopting the Written Report of the Directors (without the inclusion of the cash flow sheets), Establishing the Zones of Benefit for Services Provided, the Scope of Services to be Performed, and the Charges to be Rendered for Road Maintenance and Police Services Provided to Property Owners in the District during Fiscal Year 2016-2017

The motion carried by the following roll call vote: Mina, aye; Bianchi, aye; Buescher, aye; Adams, aye; D'Alessandri, abstain.

J. Public Hearing on the Budget

President Buescher opened the Public Hearing to consider the adoption of the District Budget for Fiscal Year 2016-2017.

General Manager Holmes explained the method of calculating the budget and the zone benefit fees.

The Budget and Affidavit of the Notice of Publication of the Hearing on the Budget were received into evidence and made a part of the Hearing.

President Buescher opened the Hearing to public comment.

There being no public comment, the Hearing was closed by President Buescher.

K. Resolution Adopting the Budget

Motion was made by Mina, seconded by Adams, to adopt Resolution No. 2016-06:

Determining and Adopting the Budget for Fiscal Year 2016-2017

The motion carried by the following roll call vote: Mina, aye; Bianchi, aye; Buescher, aye; Adams, aye; D'Alessandri, abstain.

L. Consideration of Notice of Exemption

General Counsel Jackson explained that the Notice of Exemption, which is filed with the Riverside County Clerk, states that the Budget is an exempt act under CEQA. It is not a project under the Public Resources Code of the State and is categorically exempt under that Code. He asked that the Board make the finding of "no project" and approve the Notice of Exemption.

Motion was made by Bianchi, seconded by Mina, to make a finding of "no project" and to approve the Notice of Exemption for Establishment of Rates and Charges for Services Performed in Fiscal Year 2016-2017.

The motion carried by the following roll call vote: Mina, aye; Bianchi, aye; Buescher, aye; Adams, aye; D'Alessandri, abstain.

M. Resolution Electing to Have All Charges Collected on the Tax Roll

Motion was made by Bianchi, seconded by Mina, to adopt Resolution No. 2016-07:

Electing to Have All Charges for Services Provided in the District during Fiscal Year 2016-2017 Collected on the Tax Roll of the County of Riverside

The motion carried by the following roll call vote: Mina, aye; Bianchi, aye; Buescher, aye; Adams, aye; D'Alessandri, abstain.

N. Information Only

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

O. Consent Calendar

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

1. Minutes of the May 3, 2016 Special Board Meeting (Outreach)
2. Minutes of the May 11, 2016 Special Board Meeting (Budget Workshop)
3. Minutes of the May 18, 2016 Regular Board Meeting

4. General Fund Claims (for ratification): \$99,743.08

The motion carried by the following roll call vote: Mina, aye; Bianchi, aye; Buescher, aye; Adams, aye; D'Alessandri, abstain.

P. **Discussion of Legal Matters**

None.

Q. **Resolution Commending Former Director and President Steve Rubin**

President Buescher stated that Steve Rubin's time served as a Director and President of the Board of Directors was greatly appreciated.

Motion was made by Adams, seconded by Mina, to adopt Resolution No. 2016-08:

Expressing the Appreciation of the Board of Directors and the Residents of the District for the Services of Steve Rubin, as Director

The motion carried unanimously.

R. **Request for Proposal (RFP) for Marketing Services**

General Counsel Jackson presented the draft Request for Proposal (RFP) for Board review and consideration. Discussion followed. It was the consensus of the Board to have Staff send the RFP to a list of firms with a deadline for response no later than July 18, 2016 with work to commence by August 26, 2016.

Motion was made by Adams, seconded by Bianchi, to adopt the Request for Proposal (RFP).

The motion carried unanimously.

The Board also directed General Manager Holmes to update the Resident Advisory Committee, via email, as to the status of the Community Outreach efforts.

S. **Finance Committee Report**

Director Adams reported that at their recent meeting, the Finance Committee discussed the purchase of computers and a new accounting module to integrate the payroll software.

T. **Engineering Committee Report**

Director Bianchi reported that at their recent meeting, the Engineering Committee reviewed and discussed the tree trimming progress; formatting for the General Manager's field chart; installation of the Sandia Creek Drive traffic "calming" sign, and the PMS software. He also stated that the slurry seal contract is out for bid.

Director Bianchi also reported that Resident Matt Nelson attended their meeting to discuss traffic concerns on Sandia Creek Drive.

U. General Manager's Report

General Manager Holmes presented his written report which is on file with the District Office. He informed the Board that the flashing (calming) traffic sign on Sandia Creek Drive has been installed and presented a PowerPoint presentation of the installation. He also discussed the re-formatting of the Field maintenance chart.

Director Rami requested that there be a "standing" Community Outreach Agenda item.

At this time, the Board adjourned to Closed Session.

Closed Session

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

W. Closed session pursuant to the provisions of Government Code Section §54956.9(a): Superior Court of California, Small Claims Case #SWS1600571; Michael Fedalen v. De Luz Community Services District.

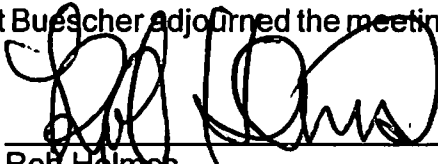
The Board reconvened in open session.

With regard to Agenda Item V, the Board reviewed the performance of the General Manager.

With regard to Agenda Item W, the Board voted unanimously to ratify the settlement amount of \$2,400 in the matter of the Fedalen v. De Luz Community Services District small claims case #SWS1600571.

X. Adjournment

There being no further business, President Buescher adjourned the meeting at 8:54 p.m.



Rob Holmes
Secretary, Board of Directors

ATTEST:



Bryan Buescher
President, Board of Directors