



# De Luz Community Services District

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## MINUTES REGULAR MEETING OF THE BOARD OF DIRECTORS JUNE 17, 2015 6:00 P.M.

### BOARD OF DIRECTORS

MICHAEL ADAMS  
GENE BIANCHI  
BRYAN BUESCHER  
RAMI MINA  
STEVE RUBIN

GENERAL MANAGER  
ROB HOLMES

### 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 17, 2015. Present at the meeting were the following Directors:

Director Adams  
Director Bianchi  
Director Buescher  
Director Mina  
Director Rubin

General Manager and Secretary 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 in a training class and was unable to attend the meeting. The written report is on file with the District Office.

### 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 which reflects the reduction in Deputy staffing levels.

Motion was made by Buescher, seconded by Bianchi, to approve renewal of the Contract for one full-time Deputy from Riverside County for Fiscal Year 2015-2016.

The motion carried unanimously.

**D. Public Comment**

None.

**E. Traffic Concerns on Sandia Creek Drive**

General Manager Holmes informed the Board that he has not yet received the Traffic Study report from Willdan Engineering. He also reported that he has been in discussions with other public agencies regarding traffic "calming" devices.

Property Owner Gary Woodworth addressed the Board and asked that the District approach the County of Riverside for assistance in maintaining Sandia Creek Drive; possibly subsidizing its maintenance with gas tax revenue. He also stated that he, along with the De Luz Women's Club, is planning a "Meet & Greet" event with Riverside County Board of Supervisors, Kevin Jeffries to address residents general concerns.

**F. Public Hearing on the Written Report of the Directors**

President Rubin opened the Public Hearing on the Written Report of the Directors for Fiscal Year 2015-2016.

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 Rubin opened the Hearing to public comment.

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

**G. Ordinance Adopting the Written Report of the Directors**

Motion was made by Bianchi, seconded by Buescher, to adopt Ordinance No. 2015-01:

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 2015-2016

The motion carried unanimously.

**H. Public Hearing on the Budget**

President Rubin opened the Public Hearing to consider the adoption of the District Budget for Fiscal Year 2015-2016.

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 Rubin opened the Hearing to public comment.

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

**I. Resolution Adopting the Budget**

Motion was made by Adams, seconded by Mina, to adopt Resolution No. 2015-08:

Determining and Adopting the Budget for Fiscal Year 2015-2016

The motion carried unanimously.

**J. 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 Buescher, 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 2015-2016.

The motion carried unanimously.

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

Motion was made by Buescher, seconded by Bianchi, to adopt Resolution No. 2015-09:

Electing to Have All Charges for Services Provided in the District during Fiscal Year 2015-2016 Collected on the Tax Roll of the County of Riverside

The motion carried unanimously.

**L. Information Only**

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

**M. Consent Calendar**

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

The motion carried unanimously.

**N. Discussion of Legal Matters**

General Counsel Jackson presented a draft Agenda for the Community Outreach to the Board. Discussion followed and the Board directed General Manager Holmes to develop additional invitational signs to be placed in each zone to announce the individual meetings and send a follow-up reminder to the District's email subscribers.

**O. Ratify and Approve Pay Schedules per CalPers Compliance**

Assistant Secretary Ruzek reported that CalPERS is currently conducting an audit of payroll and reporting procedures of public agencies under contract. She explained that the employee pay schedules for FY 2012-2014, FY 2014-2015 and FY 2015-2016 need to be approved by the Board in order to be in compliance with its CalPERS Contract.

Motion was made by Adams, seconded by Buescher, to approve the employee pays schedules for FY 2012-2014; FY 2014-2015 and FY 2015-2016.

The motion carried unanimously.

**P. Finance Committee Report**

Director Adams reported that at their recent meeting, the Finance Committee discussed ways to be more efficient in evaluating capital expenditures and setting a dollar limit; formulating an outline of the primary duties of the Committee.

**Q. Engineering Committee Report**

Director Bianchi reported that at their recent meeting, the Engineering Committee reviewed and discussed future projects.

**R General Manager's Report**

General Manager Holmes presented his written report which is on file with the District Office. He reported the he is continuing to address obtaining gas tax monies with local State representatives and updated the Board regarding a new slurry seal product. He also stated that there is no new information regarding Walker Basin.

*At this time, the Board adjourned to Closed Session at 7:10 p.m.*

**S Closed Session**

The Board met in closed session pursuant to the provisions of Government Code §54957: Personnel matters.

*The Board reconvened in open session.*

**T General Manager's Contract**

General Counsel Jackson presented the written amendment to the General Manager's contract.

Motion was made by Mina, seconded by Bianchi, to approve the amendment to the General Manager's contract to adjust the salary for the next fiscal year by the preceding March Bureau of Labor Statistics Consumer Price Index for Los Angeles-Riverside-Orange County "All Urban Consumers" (0.5%).

The motion carried unanimously.

**U. Adjournment**

There being no further business, President Rubin adjourned the meeting at 8:12 p.m.



Rob Holmes  
Secretary, Board of Directors

ATTEST:

  
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Steve Rubin  
President, Board of Directors