



# 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 DECEMBER 16, 2015 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 6:02 p.m. on December 16, 2015. Present at the meeting were the following Directors:

Director Adams  
Director Bianchi  
Director Buescher  
Director Mina  
Director Rubin

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

President Rubin led the flag salute.

### B. Director Oath of Office

General Counsel Jackson administered the Oath of Office to Directors Buescher, Mina, and Rubin.

### C. Sheriff

Deputy Garcia gave the Sheriff's Report for November 2015 and updated the Board on December activities. The written report is on file with the District. He reported on the grand-theft of a tractor and avocados, and a family dispute that resulted in an assault with a deadly weapon. He also stated that he is patrolling the "look-out" spots to curtail any partying activities.

**D. Public Expression**

None.

*At this time the Board proceeded to Agenda Item "H".*

**H. Consideration of Board (Monetary) Participation in Britney Abshire's Girl Scout Gold Award Project**

Ms. Britney Abshire updated the Board on her fund raising efforts to purchase a traffic "calming" speed sign for placement on Sandia Creek Drive. She stated she has raised \$5,250 of her approximate \$14,000 goal. It was the consensus of the Board to table District/Board participation until a later date and to have Ms. Abshire continue to update the Board monthly on her fund raising progress.

*At this time, the Board returned to Item "E".*

**E. Information Only**

The Board received the November Financial Reports, Statement of Investment Policy, and Information regarding CSDA/SDRMA "On-Demand" Webinars: *Ethics Compliance and Sexual Harassment Prevention Training*.

**F. Consent Calendar**

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

The motion carried unanimously.

**G. Discussion of Legal Matters**

None.

**I. Approval to Close 2010 FEMA-1952-Disaster Bank Account**

Accounting Administrator Snyder explained that the District has received the Audit Waiver letter from Cal-EMA stating that this project is now complete. She stated that the balance of funds (\$63,693.49) in the FEMA-1952 bank account for the 2010 disaster is interest earned (\$339.30) over the life of the project, administration fees (\$19,377.02), and over/under runs for the Primary Zone and Zones I-V projects (\$43,977.17). She informed the Board that the Roadway Rehabilitation Fund will need to be reimbursed for the over/under amounts on completed projects; however, the interest earned and administration fees (\$19,716.32 total) can be transferred into the District's Operating

Account.

Ms. Snyder stated that the Finance Committee discussed the allocation of the balance of the funds. It was the consensus of the Board to further discuss the allocation of the funds during the Finance Committee Report under Agenda Item "P".

**J. Discussion of On-Going Community Outreach Efforts**

Two draft summary letters of the Community Outreach meetings, one written by Director Mina and one by General Manager Holmes, were presented for Board review. Much discussion followed and it was the consensus of the Board to not send a letter to the residents at this time but to hold a Board Workshop to discuss how to further proceed. The Board determined that the meeting will be held on January 13, 2016 at 6:00 p.m., in lieu of the Finance and Engineering Committee meetings.

*At this time, Accounting Administrator Snyder left the meeting.*

**K. Election of Officers for Calendar Year 2016**

Motion was made by Buescher to nominate the current slate of incumbents: Steve Rubin as President; Bryan Buescher as Vice President, and Mike Adams as Treasurer. The motion failed for lack of second.

Motion was made by Buescher, seconded by Adams, to nominate Director Rubin as President.

There being no further nominations, the ballot was closed and a unanimous affirmative vote was cast.

Motion was made by Rubin, seconded by Bianchi, to nominate Director Buescher as Vice President.

There being no further nominations, the ballot was closed and a unanimous affirmative vote was cast..

Motion was made by Rubin, seconded by Buescher, to nominate Director Adams as Treasurer.

There being no further nominations, the ballot was closed and a unanimous affirmative vote was cast.

Motion was made by Buescher, seconded by Bianchi, to adopt Resolution No. 2015-13:

## Electing Officers for Calendar Year 2016

The motion carried unanimously.

Additionally, the Resolution affirms the following: Rob Holmes as District Secretary, and Cher Ruzek as Assistant Secretary.

### L. Appointment of Engineering Committee

President Rubin appointed himself and Director Bianchi to serve on the Engineering Committee for Calendar Year 2016.

### M. Engineering Committee Meeting Schedule

It was the consensus of the 2016 Engineering Committee that they conduct their meetings on the 2nd Wednesday of the month at 3:30 p.m.

### N. Appointment of Finance Committee

President Rubin appointed Directors Adams and Mina to serve on the Finance Committee for Calendar Year 2016.

### O. Finance Committee Meeting Schedule

It was the consensus of the 2016 Finance Committee that they conduct their meetings on the 2nd Wednesday of the month at 5:00 p.m.

President Rubin reaffirmed that he and Director Buescher will continue on the Ad-Hoc Walker Basin Committee.

### P. Finance Committee Report

Director Adams reported that at their recent meeting, the Finance Committee reviewed the District claims, directed General Manager Holmes to purchase the Paver System software, and the allocation of the 2010 FEMA-1952 disaster funds.

*At this time, the Board referred back to Agenda Item "I".*

### I. Approval to Close 2010 FEMA-1952-Disaster Bank Account

The Committee recommended that a contingency fund be created under a

separate general ledger account for the administration fees and interest earned (\$19,716.32); reimburse the Roadway Rehabilitation Fund (\$43,977.17) from the 2010 FEMA-1952 disaster funds, and close the individual FEMA account.

Motion was made by Bianchi, seconded by Adams, to approve closure of the FEMA-1952 bank accounts, reimburse the Roadway Rehabilitation Fund (\$43,977.17), and create a contingency fund for the transfer of the administration fees and interest earned funds (\$19,716.32) into the General Account.

The motion carried unanimously

**4.11. Engineering Committee Report**

Director Bianchi reported that at their recent meeting, the Engineering Committee reported that District Inspector, Keith Caddy, attended the meeting and briefed the Committee on the field activities; the Overlay of Carancho Road is nearly complete; the progress of the re-formatting of the tree trimming violation letter; SCE line extension along Los Gatos Road, and the replacement of a culvert on Las Palmeras Road.

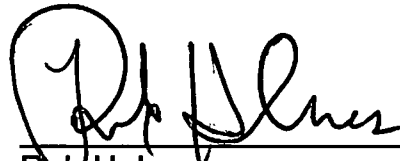
**4.12. General Manager's Report**

General Manager Holmes reported that he is continuing to track and analyze the data he has compiled of the field maintenance activities.

Director Mina asked General Manager Holmes to continue to follow up on the possibilities of the District receiving gas tax monies.

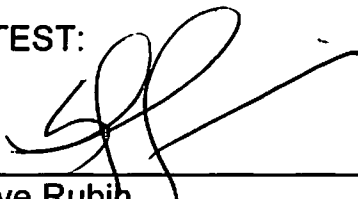
**5.1. Adjournment**

There being no further business, President Rubin adjourned the meeting at 8:32 p.m.



Rob Holmes  
Secretary, Board of Directors

ATTEST:



Steve Rubin  
President, Board of Directors