



De Luz Community Services District

BOARD OF DIRECTORS

MICHAEL ADAMS
JIM BRADY
BRYAN BUESCHER
MARIAN BYERS
RAYMOND W. JOHNSON

GENERAL MANAGER

JAMES E. EMMONS

MINUTES REGULAR MEETING OF THE BOARD OF DIRECTORS February 21, 2018 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 January 17, 2018. Present at the meeting were the following Directors:

Director Adams
Director Brady
Director Buescher
Director Byers
Director Johnson

Staff present:

James E. Emmons, General Manager and Board Secretary
Cher Ruzek, Office Manager and Assistant Board Secretary
Theresa Snyder, Accounting Administrator

The flag salute was led by President Buescher.

B. Sheriff

Deputy Perez gave the Sheriff's Report for January 2018 and updated the Board on February activities. He reported on the "vacation check" program offered to residents thru the Sheriff's Department; the theft of a tractor; continued monitoring of the "look-out" points, and coordinating with the CHP for enhanced traffic enforcement along Sandia Creek Drive. The written report is on file with the District.

C. Public Expression

None

D. Information Only

The Financial Statements, Statement of Investment Policy, and CSDA Guide to On-Demand Webinars were received by the Board.

Assistant Secretary Ruzek drew the Board's attention to the On-Demand Webinars hosted by CSDA and reminded the Directors of Ethics Compliance - AB1234 and Sexual Harassment Prevention Training requirements for Board members.

E. Consent Calendar

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

1. Minutes of the January 17, 2018 Regular Board Meeting
2. General Fund Claims (for ratification): \$105,616.24
3. General Fund claims (for approval): \$282,517.65
4. Sheriff's Special Tax Fund Claims (for ratification): \$33,971.15
5. Purchase Order No(s). 2018-002 and Change Order No. 1.

The motion carried by the following roll call vote:

Adams, aye; Brady, aye; Byers, abstain; Buescher, aye; Johnson, aye.

F. General Counsel

Temporary legal Counsel, Best, Best & Krieger not present.

G. Acceptance of Project: FEMA Declaration No. 4305 Project #RIDE53/54/55/56/57 "Various Zones Small Projects"

General Manager Emmons reported that this was for FEMA small projects District-wide. The work was performed by Peters Paving and Grading, Inc., for a final total of \$297,387.00 funded by the appropriate Zones Roadway Rehabilitation Funds with reimbursement anticipated from FEMA and CalOES. He recommended that the Board approve the Final Inspection Notice and accept the project as complete in accordance with District Standards and Specifications.

Motion was made by Buescher, seconded by Brady, to accept the FEMA Declaration No. 4305 Project #RIDE53/54/55/56/57 "Various Zones Small Projects" as complete

The motion carried unanimously.

H. Willdan Engineering Proposal for District-Wide Speed Zone Survey

The Board reviewed the proposal from Willdan Engineering for a District-wide speed zone survey in the amount of \$18,850. General Manager Emmons explained the necessity and parameters of the survey to the Board.

Motion was made by Byers, seconded by Johnson, to accept and proceed with the proposal from Willdan Engineering for a District-wide Speed Zone Survey in the amount of \$18,850.

The motion carried unanimously.

I. Paver (PMS) Software and LAFCO Training

General Manager Emmons explained that additional training is necessary for the newly purchased Pavement Management System software (PMS) thru Paver. He also informed the Board of a one-day LAFCO class sponsored by UCLA. He asked the Board to approve training for one employee to attend a 5-day program in Colorado for approximately \$3,200 and the one-day LAFCO class, which he will attend, at a cost of \$325.

Motion was made by Brady, seconded by Johnson, to approve the Paver and LAFCO training classes.

The motion carried unanimously.

J. District Legal Services

General Manager Emmons reported that he contacted a total of five (5) law firms. Several declined to submit proposals due to potential conflicts of interest and possible

economics (size of the District). Therefore, the two previous proposals from last month remain: Law Offices of Scott & Jackson and Best, Best & Krieger (BBK). Discussion followed regarding the differences in the proposals; retainer vs. hourly rate.

It was the consensus of the Board to task the Finance Committee to outline a job description for legal services in order to get a more accurate comparison and bring it back to the Board next month for review.

K. Finance Committee Report

Director Adams reported that at their recent meeting, the Finance Committee reviewed the District claims; funds set aside for a tractor purchase; collection of benefit fees of exempt parcels; FEMA funding, and contingency funds in each zone.

L. Engineering Committee Report

Director Buescher reported that at their recent meeting, the Engineering Committee reviewed and discussed the rough draft status report by Scott Harvey Engineering regarding the location of all culverts and dip crossings in the District; the speed study and traffic counts on District roads; funding for the FEMA large projects, and enhanced traffic enforcement by the Sheriff and CHP. He also stated that residents Guy Kinsman and Eddie Rodriguez were in attendance and they stated that they have observed a calming in traffic due to the increased presence of the CHP.

M. General Manager's Report

General Manager Emmons presented his written report which is on file with the District Office.

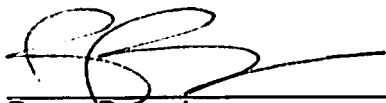
N. Adjournment

There being no further business, President Buescher adjourned the meeting at 8:00 p.m.



James E. Emmons
Secretary, Board of Directors

ATTEST:



Bryan Buescher
President, Board of Directors