



# 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 SEPTEMBER 20, 2017 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 September 20, 2017. Present at the meeting were the following Directors:

- Director Adams
- Director Bianchi
- Director Buescher
- Director D'Alessandri
- Director Mina

Staff present:

- Rob Holmes, General Manager and Secretary
- Theresa Snyder, Accounting Administrator

Cher Ruzek, Office Manager and Assistant Secretary was absent.

President Bianchi led the flag salute.

### B. Sheriff

Lieutenant Rayls, newly assigned to the District, informed the Board that Deputy Garcia was attending training; therefore, he gave the Sheriff's Report for August 2017 and updated the Board on September activities. He reported on the continuing investigation regarding the burglary suspect arrested last month; three (3) arrests for drug related charges; investigation of mail left, and the eradication of three (3) marijuana groves. He also stated Deputy Garcia has been conducting traffic enforcement on Sandia Creek Drive and De Anza Road near the school bus route. The written report is on file with the District.

### C. Public Comment

None.

**D. Information Only**

The Board received the Statement of Investment Policy, and the Financial Statements for July and August 2017.

**E. Consent Calendar**

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

1. Minutes of the August 16, 2017 Regular Board Meeting
2. General Fund Claims (for ratification): \$127,021.30
3. Sheriff's Fund Claims (for ratification): \$23,439.94
4. Purchase Order No(s): 2017-020

The motion carried unanimously.

**General Counsel**

Not represented.

**F. Approval of Plans and Scope of Work: FEMA Declaration No. 4305 - Project #RIDE53/54/55/56/57: "Various Zones Small Projects"**

General Manager Holmes presented the Plans and Scope of Work for the proposed Various Zones Small Projects contract. The Engineer's Estimate is \$325,000, and the project will be funded from the various zone funds with reimbursement anticipated from FEMA and CalOES.

Motion was made by Buescher, seconded by Adams, to adopt Resolution No. 2017-14:

Approving the Plans and Specifications for the FEMA Declaration No. 4305 - Project #RIDE53/54/55/56/57: "Various Zones Small Projects"

The motion carried unanimously.

**G. Approval of Contract for Design and Related Services for FEMA Declaration No. 4305 Project #RIDE51: Zone I "Buena Vista Road Large Project"**

General Manager Holmes presented the contract from Cozad & Fox, Inc., in the amount not to exceed \$61,692.00, to provide all design related services (including environmental) to repair the washed-out roadway and displaced culverts on Buena Vista Road. Reimbursement is anticipated from FEMA and CalOES.

Motion was made by Mina, seconded by D'Alessandri, to approve the contract from Cozad & Fox, Inc., for design and environmental related services for the Fema Declaration

No. 4305 Project #RIDE51: Zone I "Buena Vista Road Large Project".

The motion carried unanimously.

H. Approval of Contract for Design and Related Services for FEMA Declaration No. 4305 Project #RIDE52: Primary Zone "Sandia Creek Drive Large Project"

General Manager Holmes presented the contract from Cozad & Fox, Inc., in the amount not to exceed \$75,704.00, to provide all design related services (including environmental) to repair the eroded shoulder, inlets, outlet, and five (5) dislodged culverts on Sandia Creek Drive. Reimbursement is anticipated from FEMA and CalOES.

Motion was made by Adams, seconded by Buescher, to approve the contract from Cozad & Fox, Inc., for design and environmental related services for the Fema Declaration No. 4305 Project #RIDE52: Primary Zone "Sandia Creek Drive Large Project".

I. Approval of New General Manager Employment Agreement

General Manager Holmes will be retiring at the end of November 2017. The Board advertised the position, conducted interviews and has selected James E. Emmons to fill the position. The new manager's base monthly salary will be \$9,796. Employment will begin November 1, 2017 thru October 31, 2022.

Motion was made by Mina, seconded by Buescher, to approve the new General Manager's Employment Agreement.

The motion carried unanimously.

J. Contract for Temporary Legal Services

It was the consensus of the Board to authorize General Manager Holmes to proceed with the contract presented from Best, Best & Krieger for temporary General Counsel Services at a proposed rate of \$270 per hour. The Board directed General Manager Holmes not to exceed \$2,000 per month without Board approval.

K. Community Bulletin Boards

Director Mina questioned the procedure regarding bulletin board posting. Discussion followed and General Manager Holmes clarified that Ordinance Code Section 406 (Signs) does not apply to posting on the Community Bulletin Boards.

L. Finance Committee Report

Director Mina reported that at their recent meeting, the Finance Committee discussed industry "best practices" regarding rotation of auditors and the implementation of the CHP contract.

**M. Engineering Committee Report**

Director Buescher reported that at their recent meeting, the Engineering Committee met with citizens of the private Riverside County Sandia Creek Road Committee as to the progress of the petition to be presented to Camp Pendleton regarding the traffic coming out of the base onto Sandia Creek Drive. The Committee also discussed "round-about" designs; potential upgrades to traffic calming devices; relocation of District yard; no new tract map, and upcoming crack seal project.

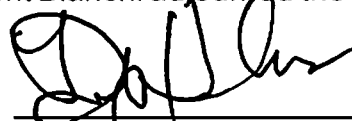
The Committee also reviewed the project priority list which was updated to reflect information provided by the recent Pavement Management report data. Director Buescher stated that some projects are on hold due to potential damage costs associated with the FEMA disaster, and negotiations with Riverside County regarding the future maintenance of Sandia Creek Drive.

**N. General Manager's Report**

General Manager Holmes presented his written report which is on file with the District Office. He informed the Board that Roadworks Inc., has started the crack seal project.

**O. Adjournment**

There being no further business, President Bianchi adjourned the meeting at 7:20 p.m.



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Rob Holmes, Secretary  
Board of Directors

ATTEST:



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Gene Bianchi, President  
Board of Directors