



De Luz Community Services District

BOARD OF DIRECTORS

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

GENERAL MANAGER

James E. Emmons

MINUTES REGULAR MEETING OF THE BOARD OF DIRECTORS NOVEMBER 15, 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 November 15, 2017. Present at the meeting were the following Directors:

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

Staff present:

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

President Bianchi led the flag salute.

At this time, President Bianchi welcomed James Emmons as the new General Manager. He also expressed his appreciation to outgoing Board Members, Rami Mina and Robert D'Alessandri for their service on the Board of Directors.

Director Mina also expressed his appreciation to outgoing President Bianchi and Director D'Alessandri for their years of service on the Board of Directors.

B. Sheriff

Deputy Garcia gave the Sheriff's Report for October 2017 and updated the Board on November activities. He reported on two attempted property break-ins in which one involved a vacant property, and two recovered stolen vehicles resulting in one suspect in custody. The written report is on file with the District.

C. Certified Audit

Michael J. Zizzi, CPA, Partner in the District's auditing firm, Leaf & Cole, LLP, presented the audited financial statements for fiscal year 2016-2017. He discussed the Independent Auditor's Report and District cash flow sections and answered questions from the Board.

Motion was made by Mina, seconded by Adams, to accept the certified audit.

The motion carried unanimously.

D. Public Comment

None.

E. Information Only

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

F. Consent Calendar

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

1. Minutes of the October 18, 2017 Regular Board Meeting
2. General Fund Claims: \$115,876.54
3. Sheriff's Special Tax Fund Claims: \$29,279.40

The motion carried unanimously.

G. General Counsel

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

H. Resolution Appointing the Secretary of the Board of Directors

Assistant Secretary Ruzek explained that this Resolution will remove retiring General Manager Rob Holmes, and replace with the new General Manager, James E. Emmons.

Motion was made by Buescher, seconded by Bianchi, to adopt Resolution No. 2017-15:

Appointing the Secretary of the Board of Directors

The motion carried unanimously.

I. Resolution Awarding Contract

General Manager Emmons reported that there were three valid bids received for this project. The Engineer's Estimate was \$325,000.00 and the low bidder was Peters Paving and Grading, Inc. in the amount of \$307,599.00. Funding for this project will be from various zones Roadway Rehabilitation Funds with reimbursement anticipated from FEMA and CalOES.

Motion was made by Buescher, seconded by D'Alessandri, to adopt Resolution No. 2017-16:

Awarding a Contract for the FEMA Declaration No. 4305 - Project #RIDEC53/54/55/56/57: "Various Zones Small Projects"

The motion carried unanimously.

J. Resolution Commending Rob Holmes

Motion was made by Buescher, seconded by D'Alessandri, to adopt Resolution No. 2017-17:

Expressing the Appreciation of the Board of Directors and the Residents of the District for the Services of Rob Holmes as General Manager

The motion carried unanimously.

K. Finance Committee Report

Director Mina reported that at their recent meeting, the Finance Committee discussed the auditor's draft report; the progress of the District's equipment yard, and the District's insurance policies.

L. Engineering Committee Report

Director Buescher reported that at their recent meeting, the Engineering Committee discussed a property owner's concern regarding the construction of a road that exists only on paper; progress of FEMA projects; field crews are performing preventative maintenance; the Chipper replacement was upgraded to a Vermeer product; upcoming closure on Sandia Creek for a project at the San Diego County border; procuring estimates for flashing road signs, and future projects. He also stated there were no new tract or parcel maps received.

M. General Manager's Report

Retiring General Manager Holmes presented his last written report which is on file with

the District Office. General Manager Emmons updated the Board regarding the job transition of retiring General Manager Holmes. He also informed the Board of meetings he had with Riverside County Board of Supervisor Kevin Jeffries and County department managers regarding gas tax and mutual coordination of services, and Richard Wilson of Sentium Strategic Communications regarding the District's future marketing plans.

N. Adjournment

There being no further business, President Bianchi adjourned the meeting at 6:45 p.m.



James E. Emmons, Secretary
Board of Directors

ATTEST:



Bryan Buescher, Vice President
Board of Directors