



# De Luz

## Community Services

### District

#### Board Of Directors

Charles Bowman  
Paula Carroll  
Robert D'Alessandri  
Gina Rawson  
Debbie Roberts

#### General Manager

James E. Emmons

MINUTES  
SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
DECEMBER 5, 2024  
12:00 NOON

**A. CALL TO ORDER & ROLL CALL**

This regular meeting of the Board of Directors of De Luz Community Services District was held at the DLCSD office, 41606 Date Street, Suite 205, Murrieta, CA on December 5, 2024. The meeting was also held electronically by Zoom. The meeting was called to order by President Roberts at 12:00 Noon. Those present at the meeting were as follows:

**Directors Present:**

Debbie Roberts, President  
Paula Carroll, Director  
Robert D'Alessandri, Treasurer  
Gina Rawson, Director

**Director Absent:**

Charles Bowman, Vice President

**Staff Present:**

James Emmons, General Manager/Secretary  
Ward Simmons, General Counsel  
Matthew Crim, Deputy District Engineer  
Theresa Snyder, Finance Manager  
Jessica Richards, Administrative/IT Manager  
Isabel Gavidia, Administrative Assistant  
Nicholas Gieseeman, Field Worker  
Dane Carroll, Field Worker

The flag salute was led by President Roberts.

**B. PUBLIC COMMENT**

There was no public comment.

**C. BOARD OF DIRECTORS ANNUAL REORGANIZATION**

President – Motion was made by D'Alessandri to nominate Director Roberts for the office of President. There being no further nomination, nominations were closed

AYES: Carroll, D'Alessandri, Rawson Roberts  
NOES:  
ABSENT: Bowman  
ABSTAIN:

The motion carried 4-0; Director Roberts was elected President.

Vice President - Motion was made by Rawson to nominate Director Bowman for the office of Vice President. There being no further nomination, nominations were closed.

AYES: Carroll, D'Alessandri, Rawson Roberts  
NOES:  
ABSENT: Bowman  
ABSTAIN:

The motion carried 4-0; Director Bowman was elected Vice President.

Treasurer - Motion was made by Carroll to nominate Director D'Alessandri for the office of Treasurer. There being no further nomination, nominations were closed.

AYES: Carroll, D'Alessandri, Rawson Roberts  
NOES:  
ABSENT: Bowman  
ABSTAIN:

The motion carried 4-0; Director D'Alessandri was elected Treasurer.

**D. NOMINATION AND APPOINTMENT OF COMMITTEES**

President Roberts proposed that the Standing Committees of De Luz CSD continue the same as the current year.

**E. ELECTION OF OFFICERS**

The motion was made by D'Alessandri, seconded by Carroll to adopt a Resolution Confirming Officers and Committees and reaffirm District Secretary.

AYES: Carroll, D'Alessandri, Rawson Roberts  
NOES:  
ABSENT: Bowman  
ABSTAIN:

The motion carried 4-0.

**F. ANNUAL AUDIT:**

The audited financial statement for 2023-2024 was presented by Jerod Solmonsens, CPA of Nigro & Nigro, the Districts auditing firm. He answered questions from the Board. The written report is on file with the District.

Motion was made by D'Alessandri, seconded by Carroll to accept the Audited Financial Statement for 2023-2024.

AYES: Carroll, D'Alessandri, Rawson Roberts  
NOES:  
ABSENT: Bowman  
ABSTAIN:

The motion carried 4-0.

**G. PERMIT FEE INCREASE**

President Roberts opened the Public Hearing regarding consideration of an increase in encroachment permit and inspection fees, and called upon General Manager Emmons to give the staff report outlining the proposed increase and justification for the change. There were no public comments and the hearing was closed.

Motion was made by D'Alessandri, seconded by Rawson that Ordinance 24-02 be introduced by title only, that further reading be waived, and that Ordinance 24-02 be adopted.

AYES: Carroll, D'Alessandri, Rawson Roberts  
NOES:  
ABSENT: Bowman  
ABSTAIN:

The motion carried 4-0.

**H. SHERIFF:**

Deputy Pourier delivered the Sheriff's Report and provided an update on recent law enforcement activity. He reported on notable calls for service throughout the district. He responded to a vehicle theft and recovery in Riverside, there was a dispute at the Golf Course and he responded to calls regarding residents discharging their firearms. The written report is on file with the District.

**I. 2024 MERIT INCENTIVE PROGRAM**

President Roberts reported that this year, five employees participated and made a presentation to the committee. President Roberts recommended to the Board as follows:

Theresa Snyder: AWARD 5%.

Jessica Richards: AWARD 5%

Isabel Gavidia: AWARD 4%

Nick Gieseeman: AWARD 4%

Dane Carroll: AWARD 4%

Motion was made by D'Alessandri, seconded by Carroll, to approve the 2024 Merit Incentive Awards per MOU with DLSCD Employee Association.

AYES: Carroll, D'Alessandri, Rawson, Roberts  
NOES:  
ABSENT: Bowman  
ABSTAIN:

The motion was approved 4-0.

**J. YEAR END REVIEW**

General Manager Emmons reported that the District had a positive 2024 year.

He advised that the CSD will begin communication with Cal Recycle to make our Low Population Waiver permanent. He stated that he is pleased with the Maintenance Crew and their assistance with identifying how many drains the district is responsible for.

***Recess – Luncheon***

*At this time the Board adjourned to closed session*

**K. CLOSED SESSION**

The Board met in Closed Session pursuant to the provision of Government Code Section 54957.

*The Board reconvened in open session.*

**L. OPEN SESSION**

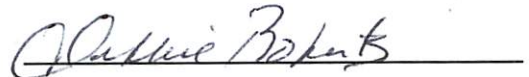
Motion was made by Carroll, seconded by Rawson to amend the General Managers Agreement.

AYES: Carroll, D'Alessandri, Rawson, Roberts  
NOES:  
ABSENT: Bowman  
ABSTAIN:

The motion was approved 4-0.

**ADJOURNMENT**

There being no further business, President Roberts adjourned the meeting at 2:21 p.m.



Debbie Roberts, President  
De Luz Community Services District

Attest:



James E. Emmons, Secretary  
De Luz Community Services District