

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 REGULAR MEETING OF THE BOARD OF DIRECTORS December 20, 2023 6:00 p.m.

A. CALL TO ORDER & ROLL CALL

This regular meeting of the Board of Directors of the De Luz Community Services District was held at the DLCSD office, 41606 Date Street, Suite 205, Murrieta, CA on December 20, 2023. The meeting was also held electronically by Zoom. The meeting was called to order by Vice President Bowman at 6:00 p.m. Those present at the meeting were as follows:

Directors Present:

Charles Bowman, Vice President
Paula Carroll, Director
Gina Rawson, Director

Directors Absent:

Debbie Roberts, President
Robert D'Alessandri, Treasurer

Staff Present:

James Emmons, General Manager/Secretary
Ward Simmons, General Counsel
Theresa Snyder, Finance Manager
Jessica Richards, Administrative/IT Manager
TJ Cassel, Field Lead Worker
Isabel Gavidia, Administrative Assistant

The flag salute was led by Vice President Bowman.

B. SHERIFF:

Deputy Perez delivered the Sheriffs Report and provided an update on recent law enforcement activity. He reported mailboxes have been broken into on Sandia Creek and Calle Capistrano Road. He emphasized during the holiday season the importance of residents being aware if expecting any kind of delivery. He advised that OP Teams have been patrolling the District looking for any kind of agricultural thefts. No activity has been reported. The written report is on file with the District.

C. PUBLIC COMMENT:

There was no public comment.

D. INFORMATION ONLY:

The Statement of Investment Policy and the Financial Statements were received by the Board.

E. CONSENT CALENDAR:

Motion was made by Carrol, seconded by Rawson to approve the Consent Calendar as follows:

1. Minutes of the November 15, 2023 Regular Board Meeting
2. General Fund Claims for November 2023
3. Sheriff's Special Tax Claims: November 2023
4. Purchase Order No(s): 23-001

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

The motion was approved 3-0.

F. ROAD MAINTENANCE/FIELD CREW REPORT

Field Lead Cassell reported that in addition to emergency repairs, the field crew continues with culvert cleaning, trash removal and sign maintenance throughout the District.

G. 2023 MERIT INCENTIVE PROGRAM

The report was included in the Finance Committee Report.

H. COMMITTEE REPORTS

ENGINEERING COMMITTEE REPORT

Director Bowman advised that the Engineering Committee meeting was not held in the month of December.

FINANCE COMMITTEE REPORT

Director Carroll reported that the Finance Committee met December 19, 2023, and reviewed the General Fund and Sheriff Claims. She reported that as of December 4, 2023, the district has a total of 4 T-Bills with an interest rate of over 5%. She advised that the audit is under review and expects to have a presentation at the next meeting.

2023 Merit Incentive Program

Director Carroll reported that this year, five employees participated and made a presentation to the Finance Committee who met afterward to develop this recommendation to the Board of Directors. Carroll recommended to the Board as follows:

Theresa Snyder: AWARD 5%.

Jessica Richards: AWARD 4.5%

Isabel Gavidia: AWARD 3.5%

TJ Cassel: AWARD 3.5%

Nick Gieseeman: AWARD 3.5%

Motion was made by Carroll, seconded by Rawson to approve the 2023 Merit Incentive Awards per MOU with DLSCD Employee Association.

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

The motion was approved 3-0.

I. GENERAL MANAGER'S REPORT

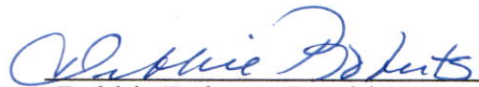
General Manager Emmons expressed his thanks to the Board for a good year.

J. LEGAL COUNSEL MATTERS

Legal Counsel Simmons advised that he had nothing further to report.

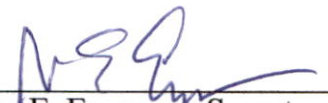
ADJOURNMENT

There being no further business, President Roberts adjourned the meeting at 6:24 p.m.



Debbie Roberts, President
De Luz Community Services District

Attest:



James E. Emmons, Secretary
De Luz Community Services District