



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
SEPTEMBER 21, 2022
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 September 21, 2022. The meeting was also held electronically by Zoom. The meeting was called to order by President Roberts at 6:00 p.m. Those present at the meeting were as follows:

Directors Present:

Debbie Roberts, President
Charles Bowman, Vice President (via Zoom)
Robert D'Alessandri, Treasurer
Paula Carroll, Director
Gina Rawson, Director

Staff Present:

James Emmons, General Manager/Secretary
Ward Simmons, General Counsel
Ron Stein, District Project Engineer
Steve Libring, Traffic Engineer
Theresa Snyder, Finance Manager
Jessica Richards, Administrative Assistant
Timothy Cassel, Acting Field Supervisor

The flag salute was led by President Roberts

B. AUTHORIZING ON-SITE AND VIRTUAL BOARD AND COMMITTEE MEETINGS

Motion was made by D'Alessandri, seconded by Carroll to adopt Resolution 22-17: Authorizing On-Site and Virtual Board and Committee Meetings Pursuant to AB 361.

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

The motion was approved unanimously.

C. SHERIFF:

Deputy Perez gave the Sheriff's Report for August 2022 and updated the Board on recent law enforcement activities. He stated that the incident that occurred at the golf course is still being investigated, but the sheriff's department has proof of a suspect. He emphasized the necessity of citizens contacting the Sheriff's Department if they observe any unusual cars across the District. The written report is on file with the district.

D. PUBLIC COMMENT:

There were no public comments.

E. INFORMATION ONLY:

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

F. CONSENT CALENDAR:

Motion was made by D'Alessandri, seconded by Rawson to approve the Consent Calendar as follows:

1. Minutes of the August 17, 2022, Regular Board Meeting
2. General Fund Claims for August 2022
3. Sheriff Special Tax Claims for August 2022
4. Purchase Order No(s): None

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

The motion was approved unanimously.

G. BUENA VISTA RECONSTRUCTION PROJECT

Project Engineer Stein reported that USACE should complete their final environmental review by September 28th and anticipates the last environmental permit secured by mid-October. Stein advised the Board of the San Luis Rey Bank Agreement and recommends the purchase of mitigation credits in order to move forward with this project.

Motion was made by D'Alessandri, seconded by Carroll to approve the San Luis Rey Bank Agreement.

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

The motion was approved unanimously.

H. 2022 ANNUAL PAVEMENT REHABILITATION PROJECT

Project Engineer Stein reported that two (2) sealed bids were received for the project that were publicly opened on September 8th at 2:00 p.m. From the bids received for the project, it was determined that the lowest responsible bid was from American Asphalt South Inc., with the total amount \$943,402.12. Stein recommends the Board award the contract to American Asphalt South Inc.

Motion was made by Carroll, seconded by Rawson to adopt Resolution 22-18: Awarding the contract for the Slurry Seal Project at Various Locations an finding the project exempt from CEQA.

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

The motion was approved unanimously.

I. ENGINEERING PROJECT

Traffic Engineer Libring explained the scope of a proposed Traffic and Engineering Study to review all the entering/exiting routes to the District. This will include review of any accident information that may be available, review roadside shoulders, pavement condition and striping/signing and develop preliminary options for possible enhancements. The Engineering Committee has approved this project.

J. TRAFFIC MATTERS

Traffic Engineer Libring reported that San Diego County residents installed a gate to limit access to Sandia Creek Drive in San Diego County. He also reported on the Sandia Creek Traffic Study, traffic counts before and after reopening of Sandia Creek Drive.

K. ROAD MAINTENANCE/FIELD CREW REPORT

Acting Field Supervisor Cassel introduced the newest member of the Field Crew, Wyatt Olvera. He reported that at the request of the Fire Marshal, the field crew has completed weed abatement in multiple areas throughout the district due to fire season approaching. He also reported that the field crew is continuing with drain inspections, tree trimming, and clearing the tree growth along shoulders of roadways.

L. RECYCLE PROGRAM

General Manager Emmons reviewed and discussed the District's responsibilities, requirements and compliance with SB 1383. He introduced Joanna Gin, BBK Attorney to answer questions. Joanna Gin explained that Cal Recycle denied our application for waivers and exemption based on population. Gin explained that CalRecycle be reconsider the waiver based upon tonnage collected. Our tonnage was less than 5,000 tons of solid waste in 2014 as reported in the Disposal Reporting

System. She requested approval to resubmit the new waiver on behalf of the District. The Board agreed.

M. COMMITTEE REPORTS

ENGINEERING COMMITTEE REPORT

Director Bowman reported that the Engineering Committee met on September 13, 2022 and information was presented by staff who brought the board up to date with the most current information which was present previously in this meeting. Director Bowman advised the Board that the committee discussed and recommended the award of the Slurry Seal Project and the traffic engineering study.

FINANCE COMMITTEE REPORT

Director D'Alessandri reported that the Finance Committee met on September 20, 2022. He reported that the Finance Committee reviewed and discussed the Slurry Seal Projects costs and reviewed the Administrative Classification. The Finance Committee also discussed the total funds the District received from FEMA.

LEGISLATIVE COMMITTEE REPORT (SB415)

President Roberts reported that the committee met on August 31st and September 7, 2022. Roberts explained that the district's written response and presentation to Supervisor Jeffries is nearing completion.

N. PERSONNEL MATTERS

General Manager Emmons explained that the administrative and financial operations of the District have changed due to expanding regulations promulgated by State and Federal authorities. The Finance Committee has studied the current operational needs and proposed new job classifications and salary ranges to facilitate the current needs of the District.

Motion was made by Rawson, seconded by D'Alessandri to adopt Resolution No. 22-19: Adopting Job Classifications and Salary Ranges.

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

The motion was approved unanimously.

O. GENERAL MANAGER'S REPORT

General Manager Emmons reported that the District has received a response from San Diego County's Road Department to notify the District of any activity regarding the proposed winery in San Diego County. Emmons also advised the board that a meeting with CalOES and FEMA regarding a request for information on Sandia Creek environmental issues has been postponed.

P. LEGAL COUNSEL MATTERS

Counsel Simmons informed the Board of the Guide to Gift Rules for Public Officials & Employees.

The Board adjourned to Closed Session.

Q. CLOSED SESSION

1. Public Employee Evaluation
Pursuant to Government Code Section 54957
Title: General Manager

The Board reconvened in open session.

R. OPEN SESSION

Motion was made by D'Alessandri, seconded by Carroll to approve Amendment No. 5: General Manager Employment Agreement Between James E. Emmons And De Luz Community Services District.

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

The motion was approved unanimously.

ADJOURNMENT

There being no further business, President Roberts adjourned the meeting at 8:30 p.m.



Debbie Roberts, President
De Luz Community Services District

Attest:



James E. Emmons, Secretary
De Luz Community Services District