

Cameron Estates Community Services District MINUTES
Regular Meeting: Thursday, January 18, 2018, 7:00 p.m.
Light of the Hills Lutheran Church, 3100 Rodeo Road, Cameron Park
Education Building Conference Room

Public Comment: The public shall have the right to comment on any items appearing on the agenda during consideration of the item. Public comment will be limited to 3 minutes per speaker.

1. **Call to Order/Roll Call:** President Doris Miller, Director James Sholl, Director James Bergsten, Director Joshua Clark.
President Doris Miller called the meeting to order at 7:00 pm. President Doris Miller, Director James Sholl, Director James Bergsten and Director Joshua Clark were present. General Manager Karen Moonitz recorded the minutes.

2. **Approval of Agenda**
Board Discussion/Public Comment/Board Action
Director James Sholl motioned to approve the agenda. Director Bergsten seconded. All voted aye.

3. **Appointment of New Director to Replace Eva Robertson**
The District received notice of resignation from Board Member Eva Robertson on January 10, 2018. The Board will decide to appoint or hold an election for the new Board member. If appointment is to be made, the Board will select a date for holding a Special Meeting to interview applicants and appoint the new Director.
Attachment: Eva Robertson letter of resignation.
Board Discussion/Public Comment/Board Action
The Board discussed appointing a new director and which date to hold a Special Meeting to review any applications the District receives for the board member vacancy. The Board decided on February 27th at 7:00 p.m. Director Miller motioned to hold a Special Meeting on February 27, 2018 to review applications and interview the applicants and appoint the director that night and administer the oath of office. Director Sholl seconded. All voted aye.

4. **Election of Officers**
The Board of Directors of Cameron Estates CSD is required to elect a President and Vice President for the upcoming 2018 year.
Attachment: None
Board Discussion/Public Comment/Board Action
Director Bergsten motioned that Director Miller continue as Board President. Director Clark seconded. All voted aye. Director Miller motioned that Director Sholl be appointed Vice President. Director Bergsten seconded. All voted aye.

5. **Consent Calendar** (all items on the Consent Calendar are to be approved by one motion unless a Board Member requests separate action on a specific item).
 - a. **Approval of Minutes:** Regular meeting November 16, 2017
Attachment: Minutes-November 16, 2017
 - b. **Financial Reports:** accepted as presented from County for November, December 2017
Attachments: Revenue and Expenditure Report; General Ledger, November, December 2017
 - c. **Approval of Bills:** Vouchers; November 28, December 15, 26, 2017, January 18, 2018
*Attachments: Vouchers; November 28, December 15,26, 2017, January 18, 2018*Board Discussion / Board Action
Director Sholl motioned to approve the consent calendar as submitted. Director Miller seconded. All voted aye.

6. **Open Public Forum**
The Public has the opportunity to comment on subject matter relevant to CECSO business.
No public comment.

7. **Schedule of Board Meetings for 2018**

The Board shall authorize the Board meeting schedule for the 2018 year.

Attachment: 2018 Board Meeting Schedule

Board Discussion/Public Comment/Board Action

The General Manager read and confirmed all the dates for the upcoming Board Meetings for the year 2018 with the Board members. Director Sholl motioned to accept the schedule of Board Meetings for 2018. Director Miller seconded. All voted aye.

8. **Director Road Assignments for 2018 Road Work Project**

Each director is assigned roads to survey for any yearly road work projects.

Attachment: 2018 Road Assignments

Board Discussion/Public Comment/Board Action

Director Miller motioned that the Director Road Assignments for 2018 be approved. Director Sholl seconded. All voted aye.

9. **Schedule for Gate Battery Monthly Checks and Flying C Barricade Gate**

Each month a board member is scheduled to check the back-up batteries at each of the entrance gates, check the padlock at the Flying C cul-de-sac barricade gate and clean the three cameras at each of the entrance gates.

Attachment: 2018 Schedule

Board Discussion/Public Comment/Board Action

The Board discussed the director assignments for checking the gate batteries and emergency calls. Director Bergsten suggested an alternate Director be named in case the lead Director is not available. General Manager will add alternate Director contact information to the schedule and on the District phone's voice recorder. Director Sholl motioned to accept the schedule for the gate battery monthly checks and Flying C Barricade Gate. Director Miller seconded. All voted aye.

10. **Appointment of Standing Committees**

The Board shall appoint Chairperson and committee member for CECSO standing committees for 2018.

a. Road Committee Chair: A chair and committee member shall be appointed to the Road Committee. The road committee will determine the condition of district roadways for 2018.

Attachment: None

Board Discussion/Public Comment/Board Action

Director Sholl motioned to appoint Director Clark as Road Chair. Director Miller seconded. All voted aye. Director Sholl volunteered to serve as a committee member and Director Miller volunteered to serve as alternate in the event Director Sholl is unable to serve.

b. Budget Committee: A chair and committee member shall be appointed for the Budget Committee. The budget committee is responsible for the creation of a CECSO budget for the 2018-2019 fiscal year.

Attachment: None

Board Discussion/Public Comment/Board Action

Director Miller motioned to appoint Director Bergsten as Budget Chair and Director Miller will serve as committee member, with Director Sholl serving as alternate in the event Director Miller is unable to serve. Director Sholl seconded. All voted aye.

11. **Approval of General Manager Services for 2018**

The Board of Directors of Cameron Estates CSD must authorize the continuation of the position and duties of the General Manager/Secretary for the 2018 year.

Attachment: None

Board Discussion/Public Comment/Board Action

Director Miller motioned to authorize the continuation of the position Karen is in as General Manager/Secretary for the 2018 year for the CECSO. Director Bergsten seconded. All voted aye.

12. **Resolution Number 2018-01 Resolution of the Governing Body of Cameron Estates Community Services District, Declaring That Governing Body Members and Volunteers Shall Be Deemed to Be Employees Of The District For The Purpose of Providing Workers' Compensation Coverage For Said Certain Individuals While Providing Their Services.**

Attachment: Resolution 2018-01

Board Discussion/Public Comment/Board Action

The Board discussed the District's volunteer work reporting requirements per SDRMA's standards. Director Miller motioned to adopt Resolution Number 2018-01 Resolution of the Governing Body of Cameron Estates Community Services District, Declaring That Governing Body Members and Volunteers Shall Be Deemed To Be Employees Of The District For The Purpose of Providing Workers' Compensation Coverage For Said Certain Individuals While Providing Their Services. Director Bergsten seconded. All voted aye.

13. **CECSD 2018 Road Work Project**

The Board will discuss road work and strategy and priorities for work in 2018.

Attachment: None

Board Discussion/Public Comment/Board Action

The Board discussed possible projects for 2018 Road Work Projects. Due to lack of funds there are no projects identified for road work for 2018 at this time. No Motion. No Action.

14. **LAFCO Municipal Service Review 2018**

The Board will discuss and review the Draft MSR prepared by LAFCO.

Attachment: Draft Municipal Service Review

Board Discussion/Public Comment/Board Action

The Board discussed the 2018 Municipal Services Review by LAFCO for CECSD. The Board is very concerned by LAFCO staff recommendations to remove 7 parcels from the CECSD's Sphere of Influence and is opposed to it. Director Sholl motioned to contact our attorney to have him review the Draft LAFCO Municipal Service Review 2018. Director Miller seconded. All voted aye.

15. **General Manager Seeks More Hours Per Week Clarification to Job Title**

General Manager seeks 5 additional hours per week compensation.

Attachment: None

Board Discussion/Public Comment/Board Action

The Board discussed the General Manager's job description and hours spent on duties required by the current job description versus the additional duties placed on the General Manager per the updates of the Deubel Annexation and development status plus keeping up to date with current relevant special district, county, and state code changes. Director Clark motioned to increase the General Manager's 2018 salary by 5 hours per week, which equates to \$5,200 per year increase and to reevaluate it at the beginning of 2019. Director Bergsten seconded. Directors Clark, Bergsten and Miller voted aye, Director Sholl voted nay. Motion passed.

16. Director and Staff Reports

Directors and staff may make brief announcements or reports for the purpose of providing information to the public or staff, or to schedule a matter for a future meeting. The Board cannot take action on any item not on the agenda.

- a. **Directors Reports.** Director Miller questioned when the Ethic's training takes place for the Directors. It was reported that the ethics training takes place every 2 years. General Manager asked that all Ethic's Training certificates be sent to the District office for record. Director Miller questioned the schedule for weed spraying. General Manager reported that it takes place late January, or early February. Director Miller reported a resident on Highcrest has large stacks of brush in the easement, she will call them to ask the brush be cleared from the easement. Director Bergsten asked to prepare an item on the March agenda to address an election measure for increasing the Special Tax.
- b. **General Manager's Report.** General Manager reported that the District has signed a contract with Capitol Iron to replace the Cambridge Upper Flying C gate and Flying C gate motors, and they will start possibly next week, Monday January 22, weather permitting. Capitol Iron will also maintain the Strolling Hills gate motors at their quoted hourly rate, as well as serve as the Door King distributor for service support and gate remote orders. General Manager also reported that the old copy machine died and was replaced with a new copy machine, Kyocera to be maintained by Carbon Copy's maintenance agreement.

Adjournment: 9:12 p.m.

Next Regular Board Meeting: March 15, 2018

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