

**Cameron Estates Community Services District**  
**MINUTES- Regular Meeting**  
**Thursday, March 21, 2013, 7:00 p.m.**  
**Light of the Hills Lutheran Church, 3100 Rodeo Road, Cameron Park**  
**Fellowship Meeting Room**

1. **Call to Order/Roll Call**  
President James Sholl, Vice President Ken Moonitz, Director Doris Miller, Director Smokey Riggert, Director George Coverick.  
**President Sholl called the meeting to order at 7:02 p.m. President Sholl, Vice President Moonitz, Directors Miller, Riggert, and Coverick were in attendance. Thirteen members of the public were present.**
2. **Approval of Agenda**  
Board Discussion/Public Comment/Board Action  
**Director Riggert approved the agenda as written. Director Coverick seconded. All voted aye.**
3. **Open Public Forum**  
The Public has the opportunity to comment on subject matter relevant to CECSO business  
**Mr. Johnson on Flying C Rd. would like to place an item on the next meeting agenda regarding rezoning of his property, possibly to commercial.**
4. **Consent Calendar** (all items on the Consent Calendar are to be approved by one motion unless a Board Member, staff, or member of the public requests separate action on a specific item).
  - a. **Approval of Minutes:** Regular meeting January 17, 2013.  
*Attachment: Minutes- January 17, 2013*
  - b. **Financial Reports:** accepted as presented from County December, 2012, January and February 2013.  
*Attachments: Revenue and Expenditure Report; General Ledger, December 2012, Jan., Feb, 2013.*
  - c. **Approval of Bills:** February 21, 2013, March 21, 2013  
*Attachments: Bill Vouchers: February 21, 2013, March 21, 2013*
  - d. **Uniform Public Construction Cost Accounting Act Limits:** As of January 1, 2013 limits in UPCCA have been changed: \$45,000 or less for public projects to be performed by negotiated contract, \$175,000 or less may be let to contract by informal procedures (as set forth by UPCCA) over \$175,000 to be let to contract by formal bidding procedures (as outlined by UPCCA).  
*Attachments: AB270*
  - e. **Annual Statement of Economic Interests-Form 700**  
*Attachments: Memo re: Form 700*
  - f. **CSDA Board of Directors Call for Nominations**  
*Attachments: Memo from CSDA calling for nominations*
  - g. **SDRMA Board of Directors Notification of Nominations**  
*Attachments: Memo from SDRMA calling for Nominations*Board Discussion / Board Action  
**Director Miller motioned to approve the consent calendar as written. Director Riggert seconded. All voted aye.**
5. **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 reported that Bill Center and Jim Moore contacted her regarding the impact of the Marble Valley/Lime Rock Valley developments on the traffic impact of local roadways which Measure Y, (passed by voters), stated that any development that creates a level f traffic gridlock would be in violation of the General Plan. They will schedule to meet with the board or be placed on the May meeting agenda.

- b. **General Manager's Report:** 1. The General Manager reported that EID had a public information meeting regarding the forcemain project. The upcoming phase will be through Oakmont Drive, Lakeview Road and part of South Shingle. The next phase will include portions of Cameron Estates, which should begin in 2014. We will be contacted when planning begins on that section of the project.  
2. The General Manager reported that the second round of weed spraying will be in April.

6. **Fire Safe Council Committee Report**

Fire Safe Chairman Gary Miller will report on Fire Safe Council business.

*Attachment: None*

Board Discussion/Public Comment/ Board Action

Fire Safe Chair Gary Miller reported on County Fire Safe activities. He discussed grants, specifically easement maintenance clearing. It was discussed that the CECSO would need to pay a membership fee of \$100 to be eligible for grants and other programs. If a grant is obtained it would be matching funds grant. The board discussed ways of collecting fees from homeowners who do not clear their own brush. The elderly/disabled clearing program is no longer in effect. Director Riggert motioned that the board does not match funds for Fire Safe Tree Trim Program. Director Coverick seconded. All voted aye.

7. **Marble Valley/Lime Rock Valley Developments**

- a. **Report on Scoping Meetings of Marble Valley/Lime Rock Developments:** The General Manager was in attendance at both of these meetings and will report.

*Attachment: Letter to Marble Valley/Lime Rock regarding access restriction*

Board Discussion/Public Comment/ Board Action

The General Manager reported on the Lime Rock and Marble Valley Developments. She will prepare a letter to County Planning regarding the board's and residents comments and concerns and will send letters to the Marble Valley and Lime Rock representatives, with emphasis on restricting road access into the CECSO. Director Coverick motioned to send letter to county, Marble Valley, and Lime Rock representatives. Director Riggert seconded. All voted aye. Director Miller and Vice President Moonitz will investigate Flying C Rd boundaries, and state involvement.

- b. **Report from Marble Valley Development Committee:** the chair/committee members will report on their concerns and mitigation measure suggestions.

*Attachment: None*

Board Discussion/Public Comment/ Board Action

Director Coverick stated that the committee has not met, so at this time he has no input. Discussion was had regarding the various effects of this development on the surrounding communities. The board discussed what should be included in the letter. Supervisor Nutting should be cc'd all correspondence. President Sholl voiced concerns expressed at the January meeting regarding wildlife corridors, second school, traffic, noise, lighting, realignment of Flying C Road. President Sholl motioned that the we voice our concerns and mitigation measures and those suggested that were echoed at the January 17 meeting regarding schools, traffic at Cambridge, and also as the property line to be defined by them to where our property line ends and theirs begins. Vice President Moonitz seconded. All voted aye.

- c. **Report from Lime Rock Valley Development Committee:** the chair/committee members will report on their concerns and mitigation measure suggestions.

*Attachment: None*

Board Discussion/Public Comment/ Board Action

Chair Stephanie McCorkle was not in attendance but Co-chair Doris Miller read an email that Ms. McCorkle wrote concerning 1) 500 foot wide transition buffer, 5 acre parcels at perimeter 2) Low light street lamps, 3) Locked access gate at Deer Creek, access through Latrobe Road, 4) Fencing that respects wildlife corridor-3 rail, 5) address the rare oracle oaks on the property, 6) Reserve ponds and creeks. 7)Asbestos concerns during construction. Also discussed: traffic access, density

is out of character with the surrounding communities, and the environmental impacts in the area should be addressed. Director Miller motioned that these items from the letter and traffic and density be included in the letter regarding Lime Rock Valley. Director Coverick seconded. All voted aye.

- d. Report from Trails Committee:** the chair/committee members will report on their concerns and mitigation measure suggestions.

*Attachment: None*

Board Discussion/Public Comment/ Board Action

**Leigh Strohn reported for Chair Debby Hinman. Trail committee members echoed all the concerns previously mentioned, especially the density. The committee expressed interest in linking to the site to access trails and eventually link to the El Dorado Trail through Marble Valley and Lime Rock trails. There were two possible access points recommended by the trail committee: Deer Creek Road and an area on the south eastern portion of Cameron Road. It would be equestrian, pedestrian, and hiking trails. They described the gates proposed, which would allow access, but restrict access to motor vehicles. Vice President Moonitz motioned to include comments of the feasibility to connect to their trail system from Cameron Estates. Director Coverick seconded. All voted aye.**

## **8. Deubel Annexation Update**

- a. General Manager to report on meeting with legal counsel and LAFCO.**

*Attachment: Letter to LAFCO*

Board Discussion/Public Comment/ Board Action

**The General Manager reported on the meeting with LAFCO representatives and legal counsel. Legal counsel stressed that the CECSO preferred Mr. Deubel have access through Marble Valley rather than the CECSO. The District would present to LAFCO an Annexation Policy of requirements for annexation in to the CECSO. President Sholl read portions of a letter from Legal Counsel to LAFCO, including the statement that the property in question is not in the sphere of influence of the CECSO at the present time. No motion.**

- b. Report of traffic engineer assessment of Flying C Ct./Native Lane**

*Attachment: None*

Board Discussion/Public Comment/ Board Action

**President Sholl contacted a traffic engineer to assess Native Lane and Flying C Court and Road to determine if the CECSO roadways could handle the additional traffic and what measures would be needed to bring the roads up to the acceptable standards. President Sholl is waiting for a response from the traffic engineer. No Motion.**

## **9. CECSO Road Matters**

- a. Culvert and Drainage issues in District, Ministorage drainage.** President Sholl will report.

*Attachment: None*

Board Discussion/Public Comment/ Board Action

**President Sholl reported that water is pooling outside the ministorage facility when it rains. It should be considered in the road work packet, as well as contacting the ministorage manager for assistance in payment of drainage repair. Another area in question is on Strolling Hills where an area of erosion is getting worse and undermining the road. A fix would include a swale and rip rap. The third area is a culvert on Lariat/Lariat Loop area. Rip rap is needed. President Sholl will add these items to the road package. A resident (Dana Murphy) suggested he could assist with placing rip rap. President Sholl will meet with him to discuss details. No Motion.**

- b. CECSO 2013 Road Work Project.** Vice President Moonitz, Road Chair, will discuss director Assignments for road survey, plan of action for 2013, and road issues.

*Attachment: List of Roads/Director assignments*

Board Discussion/Public Comment/ Board Action

Vice President Moonitz (Road Chair) explained the process of assessing the roads and what to look for when assessing. Directors have been assigned roads to assess. There will be no reconstruction this year. Things to consider are crack sealing, culvert repair, pot holes, chip seal, drainage. There will be an approximate budget of \$135,000 to be spent on road work (depending on the General Managers final figures). President Sholl requested that Mark Leja conduct a road assessment workshop as he did last year for the benefit of the new director and as a refresher for the other directors. Director Miller motioned that that the Board meet on Saturday March 30, for the purposes of a road assessment workshop. Director Coverick seconded. All voted aye.

- c. **Creation of Road Sign Committee.** Creation of committee to map signs in district, assess conditions of signs and report to GM to order for replacement/repairs.

*Attachment: None*

Board Discussion/Public Comment/ Board Action

**The creation of a sign committee is needed to map and assess conditions of all signs in the district. Committee volunteers/appointees: Vice President Moonitz, Gary Miller, Dana Murphy. John Juhrend was also suggested as a member. Director Miller motioned to create a sign committee consisting of Ken Moonitz, Dana Murphy, Gary Miller, and John Juhrend (with his consent). President Sholl seconded. All voted aye.**

- d. **Update of stop line painting at intersections, striping of roads.** Director Moonitz will report.

*Attachment: None*

Board Discussion/Public Comment/ Board Action

**Vic President Moonitz discussed the proposal for striping at the four way stops at Lariat and Flying C, Strolling Hills and Lariat, and Flying C and Cameron. He also discussed striping of additional sections of roadways. The stop lines consist of 8 foot stop bars with glass beads. The proposal is for \$1,270. He will look into and addition of "stop here for gate" lines at the 3 entrances. Director Miller motioned to accept the proposal with the addition of "stop here for gates" line . Director Riggert seconded. All voted yes.**

- e. **Maintenance of Bridge Railings.** Director Moonitz will report on quotes obtained for painting the wrought iron bridge railings over Deer Creek.

*Attachment: None*

Board Discussion/Public Comment/ Board Action

**Vice President Moonitz discussed at length regarding the process of powder coating and the process of doing the bridge railings. He received quotes of about \$2,500 for basic powder coating, which would last about 10 years. The premium powder coat would cost about \$4,100 which would last about 20 years. He projects the total cost to be about \$5-6,000. He will look into bids for replacing the railings as well as powder coating, for next meeting. No motion.**

#### 10. Handyman Contract/Compensation

The Board will discuss hiring a handyman and method/ amount of compensation: wages or bid proposal.

*Attachment: Sample Handyman Contract*

Board Discussion/Public Comment/ Board Action

**The Board discussed hourly vs. per job pricing for handyman work. President Sholl suggested one of his workers would be available to work as handyman for district. Mr. Hardy suggested that he can supply the names of two people that have worked for him. Director Coverick motioned that the handyman wage be flexible between \$18-\$25 per hour based on worker experience. Director Miller seconded. All voted yes.**

#### 11. Updating of District Bylaws

Continued from the January meeting. The board shall review and update existing bylaws.

*Attachment: CECSO Rules and Regulations*

Board Discussion/Public Comment/Board Action

**President Sholl motioned that the updating of the district bylaws be discussed in a workshop. Director Miller seconded. All voted yes.**

12. **Creation of Mission Statement**

Continued from January meeting. The Board was to create sample mission statements for board review and possible adoption.

*Attachment: None*

Board Discussion/Public Comment/Board Action

**President Sholl motioned that the creation of a mission statement be discussed in a board workshop. Director Miller seconded. All voted yes.**

13. **Creation of Vision Statement**

Continued from January meeting. The Board was to create sample vision statements for board review and possible adoption.

*Attachment: None*

Board Discussion/Public Comment/ Board Action

**President Sholl motioned that the creation of a vision statement be discussed in a board workshop. Director Miller seconded. All voted yes.**

14. **Report on Dividend Road Access**

The General Manager will report on the latest information from Supervisor Nutting's office regarding Dividend Road in Barnett Business Park. The board will discuss response strategies.

*Attachment: None*

Board Discussion/Public Comment/Board Action

**The General Manager explained that Dividend Road was supposed to be a gated fire road as a condition of the 2003 Condition of development of Barnett Business Park, which never occurred. During the construction of the stop light on Durock, Dividend was paved and used as a detour road. The CECSO has for years trying to get the road gated and closed. The General Manager is requesting direction on how to proceed, such as speaking with the Fire District regarding gating the road, or just protesting at the public hearing. The Board suggested the General Manager proceed with discussions with the Fire Department. No Motion.**

15. **Report of CSDA Webinar Workshop**

Director Coverick attended a webinar workshop on Understanding Board Member and District Liability Issues. He will report on this webinar.

*Attachment: None*

Board Discussion/Public Comment/Board Action

**Director Coverick reported on the workshop. Each board member received a copy of the presentation. No motion.**

16. **LAFCO Election Special District Representative**

The District received a ballot and memo from LAFCO regarding the election of a special district representative.

*Attachment: Ballot, memo, candidate statements*

Board Discussion/Public Comment/ Board Action

**Director Miller Motioned to nominate 1. Shiva Frentzen, 2. Alan Day, 3. Barbara Winn, 4. Richard Englefield. Director Riggert seconded. All vote aye.**

17. **CECSO Policy and Procedures**

a. **Adoption of Resolution 2013-01 Annexation Policies and Procedures**

*Attachment: Resolution 2013-01*

Board Discussion/Public Comment/ Board Action

**The Board reviewed and discussed Resolution 2013-01. Director Riggert motioned to adopt Resolution 2013-01 Annexation Policies and Procedures. Director Coverick seconded. All voted aye.**

**b. Review and adoption of Policies as follows:** 1030 Public Complaints, 1050 Copying Public Documents, 2000 General Manager, 2100 Vehicle costs, 2115 Volunteer Personnel Worker's Comp. Ins., 2210 Sexual Harassment, 2215 Harassment, 2220 Affirmative Action, 2225 Equal opportunity, 2251 Confidentiality

regarding resignations, 2300 Job Description of General Manager, 3020 Budget Preparation, 3075 Credit Card usage, 4010 Code of Ethics, 4060 Committees of the Board, 4070 Basis of Authority, 5010 Board meetings, 5020 Board Meeting Agenda, 5030 Board meeting conduct, 5040 Board Actions and Decisions, 5060 Minutes of Board meeting, 5070 Rules of order for board and committee meetings, 6030 Annexation procedures, 6050 Development agreements.

*Attachment: Policies: 1030, 1050, 2000, 2100, 2115, 2210, 2215, 2220, 2225, 2251, 2300, 3020, 3075, 4010, 4060, 4070, 5010, 5020, 5030, 5040, 5060, 5070, 6030, 6050.*

Board Discussion/Public Comment/Board Action

**President Sholl motioned that a special meeting workshop be held on March 26 to discuss the Policies and Procedures, District Bylaws, Mission Statement, and Vision Statement. Director Riggert seconded. All voted aye.**

**Adjournment Meeting was adjourned at 10:30 p.m.**

Transcribed by Hope Leja, General Manager, April 3, 2013.

Approved at the May 16, 2013 Regular Board Meeting \_\_\_\_\_