

**Cameron Estates Community Services District**  
**MINUTES- Special Meeting/Workshop**  
**Tuesday, March 26, 2013, 6:00 p.m.**  
**3797 Lariat Loop, Cameron Park**

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 6:02 p.m. President Sholl, Vice President Moonitz, and Director Miller were in attendance. Director Riggert was absent. Director Coverick arrived late. No members of the public were in attendance.**

2. **Approval of Agenda**

Board Discussion/Public Comment/Board Action

**Director Miller approved the agenda as written. Vice President Moonitz seconded. Three voted aye, Riggert and Coverick were absent.**

3. **Open Public Forum**

The Public has the opportunity to comment on subject matter relevant to CECSO business

**No comment from the public.**

4. **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 Kirk Bone from MarbleValley Development will be contacting her regarding the scoping letter the CECSO sent to Planning.**
- b. **General Manager's Report: None**

5. **Deubel Annexation Update**

LAFCO meeting to discuss an extension of Mr. Deubel's annexation application is Wed. March 27, 5.p.m. An annexation agreement is still being requested between Mr. Deubel and the CECSO.

*Attachment: LAFCO agenda/support document*

Board Discussion/Public Comment/ Board Action

**The Board discussed that residents comments are not in favor of Deubel annexation, and it is the board's duty to represent the residents of the district. President Sholl will attend the LAFCO meeting on March 27 and will report to the CECSO board at the next meeting. Director Miller motioned to oppose the Deubel annexation. Director Coverick seconded. Four voted aye, Riggert absent.**

6. **Updating of District Bylaws**

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

*Attachment: CECSO Rules and Regulations (from previous meeting)*

Board Discussion/Public Comment/Board Action

**The Board dissected the District Rules and Regulations (by-laws) line by line. The update of various reference codes will need to be investigated. Vice President Moonitz will research the material in Article XII, XIII, XIV, and XV, of the Rules and Regulations. General Manager will research other governing codes. Will check with legal counsel regarding which governing codes apply to the CECSO. President Sholl motioned that the General Manager make the changes in the bylaws (after input of Vice President Moonitz) and by next meeting have a revised copy to review and adopt. Director Miller seconded. Four voted aye, Riggert absent.**

7. **Creation of Mission Statement**

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

*Attachment: sample mission statements*

Board Discussion/Public Comment/Board Action

**The Board discussed several variations of mission statements. The board created the following mission statement for adoption: "The Mission Statement of the Cameron Estates Community Services District is to construct and maintain district roadways, define riding trails, and to represent the residents in resolving issues effecting the community." Director Miller motioned to approve the mission statement as written. Vice President Moonitz seconded. Four voted aye, Riggert absent.**

8. **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

**The Board discussed the feasibility of a vision statement at this time. Director Miller motioned to table the creation of a vision statement. Vice President Moonitz seconded. Four voted yes, Riggert absent.**

9. **CECSD Policy and Procedures**

**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. (from previous meeting)*

Board Discussion/Public Comment/Board Action

**The Board discussed reviewing the policies and meeting at a later date for a workshop. Director Miller motioned to have a special workshop meeting on April 9, to discuss the above listed policies and procedures. Vice President Moonitz seconded. Four voted yes, Riggert absent.**

**Adjournment: The Meeting was adjourned at 9:15 p.m.**

Transcribed by General Manager Hope Leja, April 2, 2013

Approved at the May 16, 2013 CECSD Board of Directors Meeting\_\_\_\_\_