

Cameron Estates Community Services District
MINUTES- Special Meeting
Tuesday, June 25, 2013, 6:30 p.m.
4191 McNeil Road, Cameron Park

1. **Call to Order/Roll Call**

President James Sholl, Vice President Ken Moonitz, Director Doris Miller, Director David Proft, Director Eva Robertson.

President Sholl called the meeting to order at 6:30 p.m. President Sholl, Vice President Moonitz, Directors Miller, Proft, and Robertson were present. No members of the public were in attendance.

2. **Approval of Agenda**

Board Discussion/Public Comment/Board Action

Director Proft motioned to approve the agenda as written. Director Miller seconded. All voted aye.

3. **Open Public Forum**

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

No public comment.

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 she will send emails to residents regarding tree trimming. The GM will send the board copies of the sample easement clearing letters and the Easement Maintenance Policy.

b. General Manager's Report: The GM reported on the Olivo temporary special use permit, and that the bylaws are being reviewed by legal counsel.

5. **CECSO Discussion and Plan for General Manager Position**

The Board will discuss and create a plan for the hiring of a General Manager/Secretary.

Attachment: General Manager Job Description

Board Discussion/Public Comment/Board Action

Board and GM discussed various points brought up in the email from the GM:

1. PG&E, ATT and other accounts are in GM name, will need to be changed. Director Miller volunteered to have her name on accounts.

2. Credit card: the board will check into a board member obtaining a credit card. Director Miller volunteered to be a Calcard holder.

3. CECSO email account is in GM personal account. Will have to be changed, possibly to outlook or gmail. Matt Retz will set up an account, as well as create email addresses for Directors Proft and Robertson.

4. A new physical address will be needed. Director Robertson stated that the District could use her address 4990 Flying C Rd., if no General Manager is hired before current one leaves.

5. The storage shed will need to be moved. President Sholl stated we could move it to his property, and/or Director Miller will check with 5 Star storage for rates to store CECSO materials and equipment.

6. Security Equipment will need to be moved. Vice President Moonitz will contact Sonitrol for details.

7. The board discussed advertising by email, newsletter, Mountain Democrat, Village Life, CSDA listserve, PR Pond online, etc. Director Miller will be the contact person for ads.

8. Job ad will include: "knowledge of government procedures and codes, working knowledge of Microsoft word and excel, salaried position. Director Miller and VP Moonitz will screen applicants. GM will send email to residents and place in newsletter.
9. This item will be placed on the July 18 agenda.
10. Board discussed salary range for new hire: \$12 hourly rate to start during training and 90 day probation period, keep time card. No benefits. Range will be \$12-\$18 hr. depending on experience.
11. The board will create list of questions and send to Director Robertson to compile.

No motion.

Adjournment The Meeting was adjourned at 8:24 p.m.