

**Cameron Estates Community Services District
MINUTES**

**Regular Meeting: Thursday, January 16, 7:00 p.m.
Light of the Hills Lutheran Church, 3100 Rodeo Road, Cameron Park
Education Building Multipurpose Room**

1. **Call to Order/Roll Call** President James Sholl, Vice President Ken Moonitz, Director Doris Miller, Director Dave Proft, Director Eva Robertson. President Sholl was presiding officer and General Manager/Secretary, Angela Johnson, took minutes.
President Sholl called the meeting to order at 7:00 p.m. President Sholl, Vice President Moonitz, Director Proft, Director Robertson and Director Miller were present.
2. **Approval of Agenda** Board Discussion/Public Comment/Board Action
Director Miller motioned to approve the agenda as written. Director Proft seconded. All voted aye.
3. **Open Public Forum** The Public has the opportunity to comment on subject matters relevant to CECSO business.
Gary Miller gave an Accord update that Rural Communities United filed a ballot initiative "Fix Highway 50 Traffic First Keep us Rural" and is working on obtaining 10,000 signatures to put the motion on the November 2014 ballot. Another resident voiced several complaints about the road conditions of Lariat Loop.
4. **Consent Calendar 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 November 21, 2013
Attachment: Minutes- November 21, 2013
 - b. **Financial Reports:** accepted as presented from County November, December 2013
Attachments: Revenue and Expenditure Report; General Ledger, November, December 2013
 - c. **Approval of Bills:** December 16, 2013, January 16, 2014
Attachments: Bill Vouchers: December 16, 2013, January 16, 2014
 Board Discussion / Board Action
Director Proft motioned to approve the consent calendar as written but to strike out the December 2013 financial reports from 4b since the County has not sent them yet. Director Miller seconded. All vote 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 Sholl reported that he has spoken to the Mini Storage manager about the standing water near the fire hydrant and will work on a solution to fix.
 - b. **General Manager's Report:** The GM reminded the Board of the mandatory Ethics Training. GM reported on the gate damage that occurred on January 15 at approximately 4:52 p.m. A CHP report was filed that day and the driver of the vehicle called the office to report the accident and to make arrangements to pay for the repair once the estimate is received from Automatic Gate Systems. The video camera did capture the accident and

the license plate. The GM requested that an item be placed on the March agenda regarding the possibility of installing another camera to pick up the license plate on the exit gates and that she would obtain an estimate. The GM was directed by the Board to put this item on the March agenda.

6. **2012--2013 Year-End Financial Report and Budget Comparison**

The General Manager will report on the 2012-2013 Year-End Financial Report and Budget Comparison.

a. **2012-2013 Year-End Financial Report**

Attachment: 2012-2013 Year-End Financial Report

Board Discussion/Public Comment/Board Action

The General Manager reported on the 2012-2013 Year-End financial report.

Director Proft motioned to adopt the report. Director Robertson seconded. All voted aye.

b. **2012-2013 Budget Comparison: Budget vs. Actuals**

Attachment: 2012-2013 Budget Comparison

Board Discussion/Public Comment/Board Action

The Board reviewed the 2011-2012 budget comparisons. No motion.

7. **Election of Officers**

The Board of Directors of Cameron Estates CSD is required to elect a President and Vice President for the upcoming 2014 year.

Attachment: None

Board Discussion/Public Comment/Board Action

Director Miller motioned that Director Eva Robertson be appointed President. Director Proft seconded. All voted aye. Director Robertson motioned that Director Doris Miller be appointed Vice President. Director Moonitz seconded. All voted aye. Director Robertson then took over as presiding officer of the meeting.

8. **Schedule of Board Meetings for 2014**

At the first Board meeting of the new year the Board of Directors of Cameron Estates CSD shall authorize the Board meeting schedule for the 2013 year.

Attachment: 2014 Board Meeting Schedule

Board Discussion/Public Comment/Board Action

Director Proft motioned to accept the schedule. Director Miller 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: 2014 Schedule

Board Discussion/Public Comment/Board Action

Director Proft motioned to accept the schedule. Director Miller seconded. All voted aye.

10. **Appointment of Standing Committees**

The Board shall appoint Chairpersons and committee members for CECSO standing committees for 2014.

a. **Road Committee Chair:** A director shall be appointed as Chairperson of the Road Committee.

The Road committee will determine the condition of district roadways for the 2014 CECSO Road Work Project.

Attachment: None

Board Discussion/Public Comment/Board Action

Director Miller motioned that Director Moonitz be appointed Road Chair. Director Proft seconded. All voted aye.

b. Budget Committee: A chair and committee members shall be appointed for the Budget Committee. The budget committee is responsible for the creation of a CECSO budget for the 2014- 2015 fiscal year.

Attachment: None

Board Discussion/Public Comment/Board Action

Director Proft motioned that Director Miller be appointed Budget Committee chair. Director Moonitz seconded. All voted aye.

11. Director Road Assignments for 2014 Road Work Project

Each director is assigned roads to survey for the yearly road work project.

Attachment: 2014 Road Assignments

Board Discussion/Public Comment/Board Action

Director Moonitz requested that the road not be marked for potholes but instead survey your road and write down major issues with the address. The GM will send out the spreadsheet to each director to use for the survey.

Director Miller motioned to accept the assignments. Director Proft seconded. All voted aye.

12. Report on Sonitrol Cloud Service Installation and Training

General Manager will update directors on the Sonitrol Cloud Service Installation and the training she received on 12/23/2013 from Sonitrol. Since the gate camera monitoring is now web based, another director or two should be trained in order to serve as back up to the General Manager when she is gone.

Attachment: None

Board Discussion/Public Comment/Board Action

The General Manager reported that Sonitrol installed the new iCloud system on 12/23 and that she received training from the technician and that it appears to be a very good program and system. The video feed is clearer and the system is easier to use.

The Board discussed who would be back up to the GM in monitoring the camera footage but some directors do not have fast DSL service needed for the iCloud program. Ken will discuss with Sonitrol and ATT the limitations of the iCloud and then a decision can be made on the back up to the GM. The GM will go over the program with each director.

No motion

13. Roadside Easement Weed Control Spraying

Roadside easement weed control spraying will commence in January or February.

Attachment: weed spraying bid proposal from lowest bidder

Board Discussion/Public Comment/Board Action

The General Manager obtained three bid proposals for Roadside Easement weed control spraying:

Jones Pest Control for \$4600, All Green Landscape Solutions for \$4600, and EverGreen Turf & Tree Care for \$4470.79.

Al Gold, owner of EverGreen Turf & Tree Care was in the audience and answered some questions from directors.

Director Miller motioned to accept the bid from EverGreen Turf & Tree Care. Director Proft seconded. All voted aye.

14. Approval of General Manager Services for 2014

The Board of Directors of Cameron Estates CSD must authorize the continuation of the position and duties of the General Manager/Secretary for the 2014 year.

Attachment: None

Board Discussion/Public Comment/Board Action

Director Miller motioned to approve the General Manager services for 2014. Director Moonitz seconded. All voted aye.

15. Consideration of retaining a consultant to prepare a report recommending road and design standards for the district.

Shall the Board retain a consultant to prepare a report recommending road and design standards for the district in order to properly address impact of future development on District roads.

Attachment: Memo from legal counsel, Bid Contract Boyer & Associates, Resume Matt Boyer
Board Discussion/Public Comment/Board Action

The Board discussed whether there would be consequences in establishing road standards that would negatively impact the District. The Board would like to discuss the details with legal counsel Bill Wright before they proceed with a decision on retaining a consultant. Director Robertson motioned that Director Moonitz and Director Miller speak with Bill Wright and then with the road consultant, Matt Boyer, and report back to at the March meeting unless Bill Wright recommends that we have a special meeting. Director Sholl seconded. All voted aye.

16. CECSD Policy and Procedures

The Board will discuss the CECSD policy and procedure manual and will work on creating policies and procedures for district operations.

Attachment: Policy and Procedures

Board Discussion/Public Comment/Board Action

Policies & Procedures were reviewed and discussed and the following actions were taken:

Policy 2115 Volunteer Personnel. Director Proft motioned to adopt. Director Miller seconded. All voted aye.

Policy 4060 Committees of the Board of Directors. Director Miller motioned to adopt. Director Proft seconded. All voted aye.

Policy 4070 Basis of Authority. Director Proft motioned to adopt. Director Miller seconded. All voted aye.

Policy 5010 Board Meetings. Director Miller motioned to insert the words "or by a majority of the board" after the words Board President and to adopt the policy. Director Proft seconded. All voted aye.

Policy 5020 Board Meeting Agenda. Director Proft motioned to adopt. Director Miller seconded. All voted aye.

Adjournment At 8:20 p.m. Vice President Miller motioned to adjourn the meeting. Director Proft seconded. All voted aye