

**Cameron Estates Community Services District
Minutes--Regular Meeting
Thursday, November 20, 2014 at 7:00 p.m.
Light of the Hills Lutheran Church, 3100 Rodeo Road, Cameron Park
Education Building Conference Room**

1. **Call to Order/Roll Call:** President Eva Robertson, Vice President Doris Miller, Director James Sholl, Director Dave Proft, Director Ken Moonitz. **Vice President Miller called the meeting to order at 7:00 p.m. as President Robertson notified General Manager that she would be a few minutes late due to another appointment. Vice Present Miller, Director Sholl, Director Moonitz, Director Proft were in attendance. President Robertson was absent. General Manager recorded minutes.**

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

3. **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 September 18, 2014.
Attachment: Minutes- September 18, 2014
 - b. **Financial Reports:** accepted as presented from County August 2014, September 2014, October, 2014.
Attachments: Revenue and Expenditure Report; General Ledger, August, September, October 2014.
 - c. **Approval of Bills:** September 30, 2014, October 27, 2014, November 20, 2014.
Attachments: Bill Vouchers: September 30, 2014, October 27, 2014, November 20, 2014
 - d. **El Dorado County Auditor Office 2014/15 Final Estimate of Current Year Property Tax Revenue.**
Attachment: 2014/15 Final Estimate of Current Year Roll Property Tax Revenue for CECSO
 - e. **State of California State Controller Office reimbursement of state mandated costs for 2001/2002.**
*Attachment: State Controller Office notice of reimbursement for Open Meeting/Brown Act state mandated costs and copy of check for \$744.00 to the District*Board Discussion/Board Action
Director Proft motioned to approve the Consent Calendar. Director Moonitz seconded. All voted aye.

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

4. **2013- 2014 Year-End Financial Report and Budget Comparison**
The General Manager will report on the 2013-2014 Year-End Financial Report and Budget Comparison.
 - a. **2013-2014 Year-End Financial Report**
Attachment: 2013-2014 Year-End Financial Report
 - b. **2013-2014 Budget Comparison: Budget vs. Actuals**
*Attachment: 2013-2014 Budget Comparison*Board Discussion/Public Comment/Board Action
**The Board reviewed the 2013-2014 year-end financial report and budget comparisons.
Director Proft motioned to accept report. Director Moonitz seconded. All vote aye.**

5. **Roadside Easement Weed Control Spraying**
The General Manager is seeking Board approval to contract with a weed spray company to arrange for district roadside easement weed spraying for the upcoming year.
Attachment: None
Board Discussion/Public Comment/Board Action
Director Moonitz motioned to have the General Manager obtain a bid from Jones Brothers and All Green for the 2015 weed spray project. Director Sholl seconded. All voted aye.

President Eva Robertson arrived at 7:10 p.m. and assumed the role of Meeting Chair from Vice President Miller.

6. **Roadwork for 2014 and 2015**

Road Chair Director Moonitz will report on the 2014 Road work and the Board will discuss 2015 work that will need to be addressed.

Attachment: none

Board Discussion/Public Comment/Board Action

Road Chair Director Moonitz reported that the work is complete with the exception of Item 7 on the Lariat Scope of Work to clean out culvert between Flying C and Strolling Hills which has not been done. He has inspected the rest of the work and it is acceptable and the District will follow up on Item 7. He reported that the work on Lariat was more expensive because when excavation began and the engineer from Youngdahl inspected, it was determined that additional work needed to be done and geo grid fabric had to be installed. This was needed because of excess water & moisture and the instability of the roadway. The Youngdahl engineer approved the quality and necessity of the work. Compaction and asphalt testing by Youngdahl was done and approved. Director Moonitz reported the District now needs to fix the Strolling Hills entrance edge and drainage by having it capped and finished with shoulder backing. Public comment from Mark Leja stating that he agrees that this work is necessary to protect the road. He reported that this needs to be done soon before the road edge starts to deteriorate and he felt we could have this done for very little money. Mr. Leja recommended this work be done soon as it will save the roadway.

President Director Robertson motioned to obtain 2 bids to do this work. Director Proft seconded. All voted aye.

***This agenda item was reopened later in the meeting

7. **Trails End Road Repair and Resident Donation for Work**

Residents on Trails End Rd are willing to pay a portion of the work needed on their road if the District will authorize the work and pay a portion of the work. Per Government Code 61116 (a) a District may accept any revenue, money, grants, goods, or services from any federal, state, regional, or local agency or from any person for any lawful purpose of the District.

Attachment: Bid from Veerkamp General Engineering for Road Work on Trails End

Board Discussion/Public Comment/Board Action

Resident Todd Jones reported that the erosion and potholes on Trails End are significant and there is no longer a good turnaround. 3 residents on the road are committed to paying a portion to District for the needed repairs in hopes that the District will also pay for some of the costs. Director Moonitz reported that he inspected the road and took pictures of the erosion and potholes. Director Sholl also inspected the site. They reported the turnaround has deteriorated and is a hazard due to a dangerous drop-off. Director Moonitz feels the bid from Veerkamp was not detailed enough and that the District needs to get a thorough work bid for this project. Director Miller stated that the District has not been spending money on the small tertiary roads. Director Moonitz replied that the turnaround is not safe and is dangerous. Resident Todd Jones said that this work would benefit the District for very little money as the residents will put in most of the funds needed. They want to permanently fix the issue rather than just mask it with a quick fix that will fail in the future. Mark Leja pointed out that if we fix this now before it gets worse the District will save bigger money later and from the pictures he looked at it appears that this issue would meet the criteria for necessary work. A member of the public asked if Trails End was part of the District roads and GM replied yes. Director Sholl recommended that District prepare a detailed Scope of Work in order to get a more detailed and accurate bid.

Director Moonitz motioned that the District obtain bids for the work on Trails End.

Director Miller seconded. All voted aye.

8. **Consideration of Retaining Matt Boyer to Manage the Deubel Annexation Application Project for the District**

Shall the Board retain Matt Boyer to manage the Deubel Annexation project but only if the annexation applicant agrees and pre-pays all the expenses associated with the annexation process, including the fee for Matt Boyer.

Attachment: Contract for Services from Matt Boyer

Director Robertson explained that Mr. Boyer would not incur any expenses until he receives the District Notice to Proceed upon receipt of funds from the applicant. Director Robertson asked Matt Boyer how much lower he could go down on the bid in order to just start the preliminary work and Mr. Boyer did explain several options to lower this and parcel out the work in smaller quantities rather than ask for the entire amount all at once. After the initial meetings with applicant he will have a better idea of the amount of time this will take. Director Sholl asked if the insurance liability amount is sufficient and General Manager said she believes it is. Applicant's legal counsel Martha Lofgren stated she has been authorized to deposit with the District \$5,000 to start the process.

She proposed that we add Task 1A and 1B to Exhibit A of the Scope to allow an initial meeting with applicant and District representative to explore the scope and limitations of the annexation for purposes of determining the next steps. Martha Lofgren stated that the applicant is not proposing any development of the property and there would be no more than 4 parcels and under current El Dorado County zoning that would mean 1 house and 1 auxiliary structure or guest house. According to El Dorado County estimates that is 2.5 residents per structure. There is no pending application or construction proposed. Matt Boyer stated that is reasonable and makes sense and that the initial work could be done for \$5,000 or less and he can change his contract wording with a new Scope.

Director Robertson motioned to approve contract with Matt Boyer with a change to Exhibit A to add Task 1A Review Background Materials and to add Task 1B Initial Meeting with Applicant and District representative to review scope and limitations of the annexation for purposes of determining next steps. Director Miller seconded. All voted aye.

9. Deubel Annexation Application

The District has received an Application for Annexation into Cameron Estates CSD

Attachment: Application for Annexation, GM Memos with Estimates of Expenses for Studies and Annexation Considerations, Agreement to Pay Fees and Costs-Indemnification

Board Discussion/Public Comment/Board Action

General Manager reported that the District received a valid Application for Annexation into the District. The applicant's legal counsel stated that the language of the Agreement to Pay Fees and Costs/Indemnification is acceptable and she asked the Board to accept the application and accept \$5000 as an initial deposit. She proposed to modify item 2 of the Agreement to show that the applicant would deposit \$5,000 to begin the process to cover Task 1A and 1B. After initial meetings with Matt Boyer to discuss the next steps and a report is brought back to the Board, then more funds would be deposited with the District. Matt Boyer said that made sense and he asked if the Board wants him to come back to them with a report and to seek direction for additional work. The Board discussed this and all thought that was the best. Director Robertson suggested that a \$5,000 deposit to begin the Scope of Work process makes sense as long as another \$20,000 for the studies is deposited after the initial meetings.

Director Robertson motioned to accept the Application for Annexation, the \$5,000 deposit, and approve The Agreement to Pay Fees and Costs/Indemnification with a change in the wording of the Agreement to Pay Fees and Costs/Indemnification in Section 2 Deposit to insert the sum of \$5,000 as initial deposit and to insert "for items 1A and 1B" on Exhibit A for the Professional Services Agreement with Matt Boyer. To proceed further with the annexation process, the applicant shall deposit \$20,000 after Processing. Director Miller seconded. All voted aye.

10. 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 Robertson reported that Measure D in November election did not pass and that several residents called to show their disappointment. She mentioned the possibility of a bond measure but it is expensive. She also mentioned proposing another increase in the 2016 General Election if residents would help with this.

b. General Manager's Report

General Manager reported that the vineyard owner on Deer Creek road has not applied for a Special Use Permit to have a tasting room or winery events on the property. The owner was contacted by the GM and she said that she has no intention of having a winery or winery events on her property and that her commercial wine is made by a commercial winery in Clarksburg.

11. Open Public Forum

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

A resident stated that putting a bond measure is very expensive and difficult and a better way would be to have a good business plan on what to do with the additional money and to have a time limit on the additional assessment. He stated that the Board has done a good job improving the roads in the last several years. A resident reported that there is a drainage issue on Flying C Road by the mini-storage unit and that it will ruin the road. A resident reported that the creek off of Trails End and Sleepy Hollow has been dammed and the dam exceeds the State of California allowance and that if the dam were to break, it would damage several of the homes in Cameron Estates. He gave the contact phone numbers for all the state agencies that would be involved with this type of issue and urged residents to contact these agencies to protest. They are Roberto Cervantes at Dam Safety Board 916-227-4644, Division of Water Rights 916-341-5399, and Fish and Wildlife 916-358-1124. A resident reported that there is significant cracking on Flying C Road from the gate to Flying C Court and that crack sealing it would be needed.

6. *Reopened Roadwork for 2014 and 2015**

Director Proft motioned to return to and re-open Agenda Item 6 Roadwork for 2014 and 2015 as there is more business to discuss in the subject agenda item. Director Robertson seconded. All voted aye. Director Robertson re-opened item 6 stating that there is further road work on Flying C Road to be discussed. Resident Mark Leja stated that crack sealing is a very good idea to protect Flying C Road from further crack sealing and erosion to the road. He said that it would not be expensive and estimated it would not take more than 1-2 days and would be a good maintenance strategy. Director Sholl and Director Moonitz discussed the possibility of requesting that Martin General Engineering look at the work to determine if they should fix this. Director Sholl felt that they would not since the work was done over a year ago.

Director Robertson motioned to revise her prior motion in item 6 to now motion that we authorize Director Moonitz to obtain 2 bids for the work on Strolling Hills and the crack sealing on Flying C Rd and to proceed with the work up to an amount not to exceed \$10,000. Director Proft seconded. All voted aye.

12. Recess to Closed Session

Pursuant to Government Code Section 54957 regarding the General Manager's Performance Evaluation.

The Directors recessed to Closed Session to evaluate General Manager's performance and complete the Performance Evaluation.

13. Reconvene to Open Session: Closed Session Report on General Manager's Performance Evaluation

The Board will report closed session actions regarding the General Managers performance evaluation.

Board Discussion/Public Comment/Board Action

President Robertson gave General Manager her Performance Evaluation report that her performance was rated high.

Adjournment The meeting was adjourned at 8:55 p.m.

Next Regular Board Meeting: January 15, 2015

NOTE: For copies of support documentation to the agenda contact CECSO office at 677-5889/cecsd@att.net. Costs are \$.10 per copy. You can also access the agenda item documents at the CECSO website: cameronstates.net. Americans with Disabilities Act: if you need a disability related modification or accommodation to participate in this meeting, please contact Angela Johnson at the above contact numbers. Requests must be made as early as possible, and at least one full business day before the start of the meeting. In accordance with The Brown Act Section 54954.2(a) this agenda was posted 72 hours prior to the meeting.