

Cameron Estates Community Services District
Minutes
Regular Meeting: Thursday, November 19, 2015, 7:00 p.m.
Light of the Hills Lutheran Church, 3100 Rodeo Road, Cameron Park
Education Building Conference Room

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.

1. **Call to Order/Roll Call:** President Eva Robertson, Vice President Doris Miller, Director James Sholl, Director Dave Proft, Director Ken Moonitz.
President Eva Robertson called the meeting to order at 7:00 p.m. President Robertson, Vice President Miller, Director Sholl, Director Moonitz were in attendance. Director Proft was absent due to illness. General Manager recorded minutes. There were approximately 10 members of the public in attendance.

2. **Approval of Agenda**
Board Discussion/Public Comment/Board Action
Director Robertson motioned to approve the agenda. 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 17, 2015
Attachment: Minutes- September 17, 2015
 - b. **Financial Reports:** accepted as presented from County for September, 2015, October, 2015
Attachments: Revenue and Expenditure Report; General Ledger, September 2015, October 2015
 - c. **Approval of Bills:** September 25, October 20, October 28, November 2, November 19, 2015
Attachments: September 25, October 20, October 28, November 2, November 19, 2015
Board Discussion / Board Action
Director Miller motioned to accept Consent Calendar. Director Robertson seconded. All voted aye

4. **Open Public Forum**
The Public has the opportunity to comment on subject matter relevant to CECSO business
No public comment.

5. **Appointment of Standing Committees**
The Board shall appoint Chairpersons and committee members for CECSO standing committees for 2016.
 - a. **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 2016-2017 fiscal year.
Attachment: None
Director Proft (by phone prior to meeting) and Director Robertson offered to be on the budget committee.
 - b. **Road Committee:** A chair and committee members shall be appointed for Road Committee. The Road committee will determine the condition of district roadways for the 2016 CECSO Road Work Project.
Attachment: None
Board Discussion/Public Comment/Board Action
Director Moonitz and Director Miller offered to be on the road committee.
Director Miller motioned to appoint Directors Robertson and Proft and appointing Director Proft as chair to the budget committee and Directors Moonitz and Miller and appointing Director Moonitz as chair to the road committee. Director Sholl seconded. All voted aye.

6. **Appointment of Advisory Committee to Review and Revise the General Conditions of Road Bid Package**
 The Board shall appoint a temporary advisory committee to review and make recommendations for updates and revisions of the General Conditions and Materials and Applications Specifications.
Attachment: None
 Board Discussion/Public Comment/Board Action
Directors Sholl and Robertson volunteered to be on the temporary advisory committee to review and revise the General Conditions of the Road Bid Package and tie it together with the Road Agreement Contract so that there is no conflicting information. Director Robertson motioned to accept Directors Robertson and Sholl as advisory committee members. Director Miller seconded. All voted aye.
7. **CECSD 2015 and 2016 Road Work Project**
 Road Chair Moonitz will report on 2015 road work and strategy and priorities for work in 2016
Attachment: Road Work Expenditures Report
 Board Discussion/Public Comment/Board Action
Director Moonitz reviewed the road work and most of it is completed with a few minor jobs left to be done so the District can authorize payment when these items are completed. Director Moonitz recommended that for 2016 an overlay on Strolling Hills would be a priority and he will obtain an estimate on that to see if it is within the budget. He will call a committee meeting in January prior to the regular Board meeting in order to present the final recommendations for work in 2016.
No motion. No action.
8. **ACCORD Request of Board Approval to Sponsor the Placing of an “Advisory Vote” on the June Ballot.**
 ACCORD will request Board approval to place an advisory vote on June ballot so that the resident voters can advise the County Board of Supervisors whether or not Cameron Estates supports the upcoming request by the developers to amend the General Plan to allow the expanded housing developments of Marble Valley
Attachment: none
 Board Discussion/Public Comment/Board Action
Resident Gary Miller requested that the Board approve placing an advisory vote measure on the June ballot so that District residents can advise the Board of Supervisors if they support changes to the General Plan allowing for an expansion of the development. A resolution and the ballot wording must be sent to the Elections Department by February 3, 2016. Mr. Miller said that any cost to do this, including reimbursement of General Manager time to do the work, will be paid for by ACCORD and that it will not cost the District anything. The Directors reviewed and discussed a proposed Resolution to authorize the Elections Department to place this measure on the ballot. Director Robertson motioned to approve Resolution 2015-10 with a wording change replacing "electors" with "voters" in third paragraph and a change replacing "decide" with "recommend to the Board of Supervisors" in the third paragraph. Director Miller seconded. All voted aye.
9. **Consideration of Repairing Cul-De-Sac on Longhorn Ridge Road**
 Residents on Longhorn Ridge Road have complained about the deterioration and erosion on the road, especially at the turnaround and they feel the District should fix the road because of safety and usability concerns. Director Moonitz will report on the bid received from Veerkamp on this road issue and the Board to consider repairing that portion of the road.
Attachment: Letters from residents on Longhorn Ridge Road and bid from Veerkamp General Engineering
 Board Discussion/Public Comment/Board Action
The Directors discussed the letters received from residents on Longhorn Ridge and the bids received from Veerkamp. Director Moonitz explained that the priority of work on the roads is for the #1 and #2 roads such as Cameron and Strolling Hills and that the lowest priority are the #3 tertiary roads and that work has not been done on the tertiary roads because of lack of funds. He suggested that residents attend the road committee meeting to give input. One option suggested by a neighbor was to give the District money to help pay for a repair.
No motion. No action.

10. **Consideration of Installing Traffic Calming Devices (speed humps, etc)**

Director Sholl will present information about traffic calming measures on various roads and the Board will discuss and consider installation of these.

Attachment: Memo from legal counsel Bill Wright regarding traffic calming devices

Board Discussion/Public Comment/Board Action

Director Sholl gave a history of the District's prior studies and research on traffic calming devices. He estimated that each set of multiple humps per location would cost approximately \$2,000 each. The Board read and reviewed legal counsel Bill Wright's memo of July 9, 2012 which explained that the District has authority to install the devices but he recommended a traffic engineering study first and he explained that there are potential liability issues. Four neighbors strongly recommended installing some type of devices especially on Lariat and McNeil road in order to reduce dangerous speeding. Two neighbors were willing to help pay for it. Two neighbors were against installing these devices because they felt they do not help reduce speeding and that they cause other problems. The Board did not want to arbitrarily install a device without doing further study and getting a recommendation on the best type of traffic calming device for the roads and the cost. General Manager said that one of the residents works for a construction company that installs these devices and that she could contact the resident to obtain a bid from them. Director Robertson motioned to have General Manager contact this resident to have that construction company give their opinion on what should be done on McNeil and Lariat Roads regarding traffic calming devices and then continue discussion to next meeting. Director Sholl seconded. All voted aye.

11. **Revision and Adoption of New Agreement for Construction Services**

The Board will review the Proposed Agreement for Construction Services created by legal counsel and make any necessary revisions.

Attachment: Current Contractor Agreement and New Proposed CECSD Agreement for Construction Services

Board Discussion/Public Comment/Board Action

This item is continued to the January board meeting and it will be part of the review and revision of General Conditions shown in item 6.

No motion. No action.

12. **Adoption of the Policies and Procedures Handbook, Including the Revised Updated Bylaws**

The Board will review and adopt the revised updated Policies and Procedures Handbook and the Bylaws by Resolution 2015-09 that include changes in **Article I** paragraph format; **Article III #1**; **Article IX** Board President add new #2, remove prior #6, and renumber; **Article XI** change in #5; **Article XV** addition of Funds Encumberment; **Article XVII** updates of Government Code; **Article XXII** updates of Government Codes and renumber to insert Article XV. **Changes in Policies** are in Volunteer Personnel; consolidation of Sexual Harassment and Discrimination sections into one updated Harassment, Discrimination and Retaliation section, which includes all types of harassment including sexual harassment; consolidation of Affirmative Action terms into the Equal Opportunity section; and the Annexation section incorporates the District's resolution establishing annexation procedures.

Attachment: Policy and Procedures Handbook and Bylaws, Resolution 2015-09

Board Discussion/Public Comment/Board Action

Director Robertson motioned to adopt the Policies and Procedures Handbook, including the revised updated bylaws with the changes shown. Director Sholl seconded. All voted aye.

13. **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 recommended that the District hire an electrician to change the higher light fixtures on the center pillars.

b. General Manager's Report

None

14. **Recess to Closed Session**

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

15. **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.

General Manager received her Performance Evaluation from the Board.

Adjournment

The meeting was adjourned at 9:00 p.m.

Next Regular Board Meeting: January 21, 2016

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