

Cameron Estates Community Services District MINUTES
Regular Meeting: Thursday, January 17, 2019, 7:00 p.m.
Light of the Hills Lutheran Church, 3100 Rodeo Road, Cameron Park
Education Building Multi-Purpose 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 Doris Miller, Vice President James Sholl, Director James Bergsten, Director Joshua Clark, Director Lynn Kissel.
President Doris Miller called the meeting to order at 7:00 p.m. General Manager, Karen Moonitz took roll call. President Doris Miller, Vice President James Sholl, Director James Bergsten, Director Joshua Clark, Director Lynn Kissel were in attendance. General Manager recorded the minutes.

2. **Approval of Agenda**
Board Discussion/Public Comment/Board Action
Vice President James Sholl motioned to approve the Agenda. Director James Bergsten seconded. All voted aye.

3. **Election of Officers**
The Board of Directors of Cameron Estates CSD is required to elect a President and Vice President for the upcoming 2019 year.
Attachment: Duties of Board President and Vice President
Board Discussion/Public Comment/Board Action
Director Lynn Kissel motioned that Director Doris Miller continue as Board President. Director Joshua Clark seconded. All voted aye. Director Joshua Clark motioned to nominate Lynn Kissel as Vice President. President Doris Miller seconded. All voted aye.

4. **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 November 15, 2018
Attachment: Minutes-November 15, 2018
 - b. **Financial Reports:** accepted as presented from County for November, December 2018
Attachments: Revenue and Expenditure Report; General Ledger, November, December 2018
 - c. **Approval of Bills:** Vouchers; November 18, 30, December 28, 2018, January 11, 17, 2019
*Attachments: Vouchers; November 18, 30, December 28, 2018, January 11, 17, 2019*Board Discussion / Board Action
Director James Bergsten motioned to approve the Consent Calendar as submitted. Director Lynn Kissel seconded. All voted aye.

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

6. **Schedule of Board Meetings for 2019**
The Board shall authorize the Board meeting schedule for the 2019 year.
Attachment: 2019 Board of Directors Meeting Schedule
Board Discussion/Public Comment/Board Action
President Doris Miller motioned to accept the CECSO 2019 Board of Directors meeting schedule. Director James Sholl seconded. All voted aye.

7. **Appointment of Standing Committees**

The Board shall appoint Chairperson and committee member for CECSO standing committees for 2019.

- a. Road Committee Chair:** A chair and committee member shall be appointed to the Road Committee. The road committee will determine the condition of district roadways for 2019.

Attachment: Duties of Road Chairperson

Board Discussion/Public Comment/Board Action

President Miller motioned to appoint Director James Sholl as Road Committee Chair and Director Joshua Clark as committee member for the 2019 Road Committee. Director Lynn Kissel seconded. All voted aye.

- b. Budget Committee:** A chair and committee member shall be appointed for the Budget Committee. The budget committee is responsible for the creation of a CECSO budget for the 2019-2020 fiscal year.

Attachment: None

Board Discussion/Public Comment/Board Action

Director Lynn Kissel motioned that Director James Bergsten be the Budget Committee Chair and President Doris Miller be the committee member of the Budget Committee. Director Joshua Clark seconded. All voted aye.

8. **Approval of General Manager Services for 2019**

The Board of Directors of Cameron Estates CSD must authorize the continuation of the position and duties of the General Manager/Secretary for the 2019 year.

Attachment: None

Board Discussion/Public Comment/Board Action

Director James Bergsten motioned to approve the continuation of the position and duties of the General Manager/Secretary for 2019. President Doris Miller seconded. All voted aye.

9. **Change of CECSO Bylaws Reflecting Increases in California Uniform Public Construction Cost Accounting Act Bid Limits**

The Board will approve changes to the CECSO Bylaws to reflect the increase in informal bid limits effective January 1, 2019, prescribed in Public Contract Code 22032 – 22034 (d) pursuant to the provisions and benefits found in California Uniform Public Construction Cost Accounting Act.

Attachment: Notification Letter from CA State Controller's Office, CECSO Bylaw ARTICLE XVII – CONTRACTS (former and 2019 update).

Board Discussion/Public Comment/Board Action

Director Lynn Kissel motioned to accept the change of the CECSO Bylaws reflecting increases in California Uniform Public Construction Cost Accounting Act bid limits. Director James Sholl seconded. All voted aye.

10. **Resolution 2019-01 Replacing Resolution 2008-03 Of The Cameron Estates Community Services District Establishing Procedures For The Use of District Facilities For Commercial Purposes.**

The Board will consider approving Resolution 2019-01 to reflect the increase in the “annual fee of \$250” to \$595, increase in the road use fee from \$1,000 to \$2,000 per year for commercial users, and to replace “oversized trucks” with “heavy duty vehicles”.

Attachment: Resolution 2019-01; Resolution 2008-03

Board Discussion/Public Comment/Board Action

Director Lynn Kissel motioned to adopt Resolution 2019-01. Director James Bergsten seconded. All voted aye.

11. Global Signal/Crown Castle and Cameron Estates Community Services District Road Use Agreement

The Board will review and consider approving the First Amendment to Road Use Agreement with Global Signal/Crown Castle and the District.

Attachment: Road Use Agreement By And Between The Cameron Estates Community Services District And Global Signal; First Amendment to Road Use Agreement

Board Discussion/Public Comment/Board Action

Global Signal/Crown Castle approached the District several months ago asking to renew their Road Use Agreement with the District to access its cell towers via District Roads. Consultant Angela Johnson has worked with the representative at Crown Castle in the past and was asked by the General Manager to work with the representative at Crown Castle to finalize the Road Use Agreement as she was unavailable to do so at that time. Consultant Angela Johnson reported to the Board of the details in the First Amendment to the current Road Use Agreement negotiated with Global Signals/Crown Castle which includes: An increase in the annual road use fee from \$1,000 to \$2,000 to commence in 2019; a \$5,000 signing bonus; a 10% increase in the Road Use fee to take place every five years beginning 2024, and the inclusion of an indemnity clause (agreement to defend and hold the District harmless) suggested and written by CECSO legal counsel. The CECSO legal counsel has reviewed and approved the First Amendment with the fee increases and noted indemnity addition. The Board discussed the arrangements of the Agreement. Director Lynn Kissel motioned to empower the District to accept this agreement with the added indemnification clause. Director Joshua Clark seconded. All voted aye.

12. Road Use Agreement Between Cameron Estates Community Services District and El Dorado Irrigation District

The Board will discuss, review and approve the Road Use Agreement between the Cameron Estates Community Services District and El Dorado Irrigation District.

Attachment: Road Use Agreement By and Between The Cameron Estates Community Services District and El Dorado Irrigation District.

Board Discussion/Public Comment/Board Action

General Manager announced this item shall be moved to the March 21, 2019 Board Meeting Agenda as she did not receive the form of Road Use Agreement with EID from legal counsel.

13. CECSO 2019 Road Work Project

The Board will discuss road work and strategy and priorities for work in 2019.

a) Board will discuss the striping proposals from Veerkamp

Attachment: Veerkamp Proposal TA 001, Proposal TA 088 - Item #3

Board Discussion/Public Comment/Board Action

Director James Sholl asked how much money was available to spend on road repairs. General Manager answered there is \$162,860.00 available for this year's road maintenance and repairs. Director Lynn Kissel asked whether that amount is available now or does it come in slowly. General Manager answered that the majority of the District's funds come in November and in April, so that by May/June 2019 all the funds coming in for the fiscal year (2018/2019) will be available for any road project expenditures. The directors discussed the striping bids obtained by President Miller from Veerkamp. Director Lynn Kissel motioned to stripe all of Strolling Hills Road as proposed per Proposal TA 001 Item #2. Director Joshua Clark seconded. President Doris Miller, Director James Bergsten, Director Joshua Clark and Director Lynn Kissel voted aye. Director James Sholl voted nay. Vote count 4/5 motion carried.

b) Board will discuss drainage problems on Flying C Road

Attachment: Veerkamp Proposal TA 088r2

Board Discussion/Public Comment/Board Action

The Directors discussed at length the water problems and the dangerous pot holes on the section of Flying C Road between Strolling Hills Road and Lariat Road. The Survey Summary shows 3,347 square feet of high priority issues are on Flying C Road. Director James Sholl estimated pot hole repair generally runs \$12 per square foot, which is more expensive per square foot than (R&R) remove and replace road figures. A member of the audience recommended the Board hire an

engineer to evaluate Flying C Road for the water flow problems that have damaged the road so badly in the past. The Board thought it would be a good idea to have Flying C Road looked at by an engineer, possibly Youngdahl or John Juhrend's firm and get a written evaluation. The Board will consider completing temporary repairs on the worst of the pot holes on Flying C Road, after the new Road Committee looks at the road, to try to buy some time and save the money needed to completely repair Flying C Road. The Directors reviewed the current bids for drainage issues. Director Lynn Kissel motioned to move forward with TA 088r. Director Joshua Clark seconded. All voted aye. Director Sholl motioned on TA 088 item #5 to clean the culvert and reshape the inlet ditch for a lump sum of \$702. Director James Bergsten seconded. All voted aye.

c) Board will discuss the Road surveys conducted by all the Directors and summarized by Road Chair.

Attachment: Road Survey Summary Sheet

Board Discussion/Public Comment/Board Action

The Board discussed the numerous high priority road issues highlighted on the Road Survey Summary Sheet from the information gathered by all the Directors surveying their assigned roads and prepared by previous Road Chairman, Director Joshua Clark. The Directors noted that the Summary Sheet shows that the majority number of the worst issues in the High Priority category are on Flying C Road. The Directors recommended that the Road Committee take a closer look at the highest priority issues (along with emergency situations, such as the sink hole on Cameron Road) on all of the roads on the Survey Summary sheet and come back with a list and proposals of the most critical areas to focus on for repair at the March Board Meeting. A member of the audience, the former Road Chairman, suggested the Board follow what he used to do, which was to drive all the roads and evaluate everything the Directors have put down on their survey sheets and decide which area(s) most need work done and prepare a specific proposal and present it to the board as a complete package, which could be put in the road bid package, for the Board to decide on. Director James Sholl said he and Director Joshua Clark will go back out and reevaluate everything and talk with Veerkamp for some proposals and come back with a plan for a project for the March Board meeting. **No Motion. No Action.**

14. Flying C Road Cracks

The Board will discuss the cracking that has taken place on Flying C Road following its repair in 2015, and repeated attempts by the District to get Martin General Engineering to address the issue.

Attachment: General Manager-Martin timeline notes; Veerkamp Proposal TA 088 – Item #1 & 2.

Board Discussion/Public Comment/Board Action

Director James Sholl went over the timeline of events that have occurred since a half mile of Flying C Road (by the Flying C Road gates) was removed and repaired by Martin General Engineering in 2010, then crack sealed by them in 2011 to try to repair the damage, and resealed in 2015 by Veerkamp. Since then more cracking has occurred and he has written to Martin asking them to address the issues, and so far, they have not. Director Sholl asked the Directors if the District should consider legal action, which will be costly, to try and recover the costs for more repair of the road, or possibly R&R the whole section again. The Board discussed the figures and if involving legal counsel to write a letter to Martin Engineering asking them to respond to the District's complaints would be a good idea. Director Joshua Clark motioned to proceed with sending a letter from our attorney to Martin General Engineering. President Miller seconded. All voted aye.

15. Sonitrol Cameras at 4060 Flying C Road Gate (Mini Storage)

The Board will discuss available options to keep or replace the security cameras at 4060 Flying C Road (Mini Storage gates). Directors Kissel and Bergsten will update the Board on options available to get reliable camera coverage at the Mini Storage gates.

Attachment: General Manager Sonitrol notes; Sonitrol Proposals; Director Bergsten Proposal and diagram

Board Discussion/Public Comment/Board Action.

Director Lynn Kissel reminded the Board of the history of the camera problems at the Flying C gates by the Mini Storage facility, as the slow DSL upload and download speed was not enough speed to keep the old cameras working. Director Lynn Kissel said he purchased a blazing hog cell phone modem, a sim activation card and the one month of service for \$299.97 to try at the Flying C gate to test to see if it had

the speed to run the cameras. It does, so for \$200.00 worth of equipment and \$99.99 a month for the service, the old cameras should work. The General Manager and Director Lynn Kissel worked with Sonitrol to hook up the old cameras to the new cell modem and they are working well. Director James Bergsten looked at buying a stand-alone camera system for all the gates without a service company or cloud service. President Doris Miller questioned with that set up who will install and maintain the cameras. With stand-alone cameras Director James Bergsten is proposing the Directors or General Manager would have to service and maintain them on a volunteer basis. President Miller clarified that Sonitrol will replace the old license plate camera with the one Sonitrol is loaning the District. General Manager said that Sonitrol has said it will. Director Joshua Clark motioned to approve the refund the \$200.00 to Director Lynn Kissel along with the \$99.99 per month service fee, and approve \$99.99 per month service with Blazing Hog and continue ATT service until we need to cancel and terminate the free trial camera and bring back the old license camera. President Miller seconded. All voted aye.

16. 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

President Miller announced she wants to paint the District shed. She asked the General Manager to send out a District wide email asking the residents to clear their culverts and ditches. President Miller told the Board that the residents on Old Mill Road are very happy with their culvert repair.

b. General Manager's Report

The General Manager informed the Board:

- 1) District received an award from SDRMA for no paid Workers Compensation Claims. The award gives us CIP points that count toward a deduction in Workers Compensation premium.**
- 2) The District received a check for \$282.88 in rebate return from our Calcard credit card company.**
- 3) The Financial Transaction Report was completed by Vaughn Johnson for \$200.00. She explained that the State has changed the platform for Districts reporting their own FTR and it is much more complicated to complete and it will need an accountant to look it over.**
- 4) The District can only use our current auditor for 6 consecutive years of auditing, beginning fiscal year 2012/13. The District will need to find another auditor in 2 years for its next audit in 2020.**

Adjournment: 9:55 p.m.

Next Regular Board Meeting: March 21, 2019

NOTE: For copies of support documentation to the agenda contact CECSD office at 677-5889/cecsd@att.net. Costs are \$.10 per copy. You can also access the agenda item documents at the CECSD website: cameronestates.net. Americans with Disabilities Act: if you need a disability related modification or accommodation to participate in this meeting, please contact Karen Moonitz 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.