

Cameron Estates Community Services District MINUTES
Regular Meeting: Thursday, January 16, 2020, 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 Lynn Kissel, Director James Sholl, Director Angela Johnson, Director Joshua Clark.
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 Lynn Kissel, Director James Sholl, Director Joshua Clark, Director Angela Johnson, were in attendance. General Manager recorded the minutes.
2. **Approval of Agenda**
Board Discussion/Public Comment/Board Action
Director Lynn Kissel motioned to approve the Agenda as submitted. Director James Sholl 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 2020 year.
Attachment: CECSO Policy and Procedure Number 4040: Duties of Board President.
Board Discussion/Public Comment/Board Action
Director Lynn Kissel nominated Director Doris Miller for President and Director Angela Johnson as Vice President. Director James Sholl 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 21, 2019.
Attachment: Minutes - November 21, 2019.
 - b. **Financial Reports:** accepted as presented from El Dorado County for November, December 2019.
Attachments: Revenue and Expenditure Report; General Ledger, November, December 2019.
 - c. **Approval of Bills:** Vouchers; November 29, December 12, 26, 30, 2019, January, 16, 2020.
*Attachments: Vouchers; November 29, December 12, 26, 30, 2019, January, 16, 2020.*Board Discussion / Board Action
Director Lynn Kissel motioned to approve the Consent Calendar as submitted. Director James Sholl 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 2020**
The Board of Directors shall authorize the Board meeting schedule for the 2020 year.
Attachment: 2020 Board of Directors Meeting Schedule.
Board Discussion/Public Comment/Board Action
Director Lynn Kissel motioned to accept the Schedule of Board Meetings for 2020 as published. President Doris Miller seconded. All voted Aye.
7. **Appointment of Standing Committees**
Per CECSO Policy and Procedure 4060.1 - 4060.3, the Board President shall appoint CECSO standing committee members for 2020, and per Policy and Procedure 4040.4.3., the Board will ratify the appointments.
Attachment: CECSO Policy and Procedure Number 4060: Committees of the Board of Directors.

a. Road Committee Chair: A chair and committee member shall be appointed by the Board President to the Road Committee. The road committee will determine the condition of district roadways for 2020.

Board Discussion/Public Comment/Board Action

President Doris Miller appointed Director Angela Johnson for Road Committee Chair and Director Joshua Clark as Road Committee member. Director Lynn Kissel motioned to accept the appointment of Director Angela Johnson as Road Chairperson and Director Joshua Clark as Road Committee member. President Doris Miller seconded. All voted Aye.

b. Budget Committee: A chair and committee member shall be appointed by the Board President for the Budget Committee. The budget committee is responsible for the creation of the CECSO budget for the 2020 – 2021 fiscal year.

Board Discussion/Public Comment/Board Action

President Doris Miller appointed Director Lynn Kissel and President Doris Miller as Budget Committee members. Director Lynn Kissel moved to approve the appointment of Director Lynn Kissel and President Doris Miller as Budget Committee. Director Angela Johnson seconded. All vote Aye.

8. Approval of General Manager Services for 2020

The Board of Directors of Cameron Estates CSD must authorize the continuation of the position and duties of the General Manager/Secretary for the 2020 year.

Attachment: None.

Board Discussion/Public Comment/Board Action

Director Angela Johnson moved to approve the General Manager services for 2020. Director James Sholl seconded. All voted Aye.

9. Biennial Financial Audit for Fiscal Years ending June 30, 2019 and June 30, 2020

Because of California Government Code 12410.6, the District must change our current CPA firm from Vaughn Johnson to another firm. The General Manager seeks authorization for accountant services for the biennial financial audit for fiscal years ending June 30, 2019 and June 30, 2020.

Attachment: Proposal from Robert Johnson, An Accountancy Corporation.

Board Discussion/Public Comment/Board Action

Director Lynn Kissel moved to accept the proposal from Robert Johnson to perform the biennial audit for Cameron Estates Community Services District. Director Joshua Clark seconded. All voted Aye.

10. Schedule for Gate Maintenance Checks and Flying C Barricade Gate

Every 2 months a different set of board members are 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: Director Gate Schedule 2020.

Board Discussion/Public Comment/Board Action

President Doris Miller motioned to accept the Directors Gate Schedule and maintenance checks for 2020. Director James Sholl seconded. All voted Aye.

11. CECSO 2020 Road Work Project

The Board will discuss road work, strategy and priorities for work in 2020 and;

a. Review the road surveys conducted by all the Directors and summarized by the Road Chairman.

Attachment: 2020 Road Survey Summary Sheet, Timeline, Veerkamp proposals 2018.

Board Discussion/Public Comment/Board Action

Road Chairman Director James Sholl discussed the Veerkamp proposals provided to give everyone an idea of costs for different road projects, like pot hole repair, chip sealing, and remove and replacing asphalt. He also went over the all the road surveys completed by the Directors and recommended adding other problem areas on different roads to the survey sheets. Director Sholl will give all the survey sheets to the General Manager to make copies and send to all to the Directors to make updates to their survey sheets. He asked the Directors to get their updated road survey sheets back to him and he will complete the summary sheet for pothole repair. The Board discussed the various possible projects based on the information from the survey sheets where they recorded the worst of the problems on all

the roads and their observations. Another priority discussed was the deterioration and sinking of the asphalt in front of the Upper Flying C Gates which is causing the loops under the gates to fail. Additionally, they talked about the loops further out which are in danger of failing because the asphalt is cracked around them, allowing water to get in and corrode them. Board members agreed this all should be looked at by the gate contractor to get an estimate for repair. Director Sholl suggested getting bids now for repairs at the Upper Flying C Gates to repair the loops and repair the asphalt that has deteriorated to an extent that it could cause an accident and the gates need to be kept functioning. Director Lynn Kissel motioned to authorize critical repairs for the Cambridge/Flying C gates. Director Angela Johnson seconded. All voted aye.

- b. General Manager seeks approval from the Board to hire a consultant to review and update the Road Bid Package.

Attachment: None.

Board Discussion/Public Comment/Board Action

The General Manager explained that the Road Bid Package has not been looked at since 2016 to update codes, standards and add amendments to public contract law or other relevant laws. The General Manager asked the Board if it would be a good idea to hire a consultant to review and update it. Director Angela Johnson responded that the important part is the specifications and materials and they need to be up to date so that contractors are using the right year. Directors Johnson and Sholl volunteered to go through the specifications and materials section and update it. No motion. No action.

12. 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:

- 1) **Director Lynn Kissel passed out a map of the District Roads that he created which identifies roads by name, color, numbers and objects which have a data base of road specifications behind them. He envisions this map will be helpful with road information needs and for further road surveys. He also added road improvement and cost information to the data base.**
- 2) **President Miller reported that a tree fell across Cameron Road a couple weeks ago and noticed another tree looks ready to fall, and asked the General Manager to send them another letter.**
- 3) **Director Sholl reported that the resident where the emergency work on Cameron Road (sink hole) was done, was not happy that we did the work without sending him notification first. Director Sholl and the General Manager explained to him that he was notified at the same time as everyone else living on that road as soon as they knew it was going to happen. The resident wants more specific information about the project that the General Manager will look into providing.**

- b. General Manager's Report:

- 1) **A Board Member asked the General Manager at the last meeting when the Sonitrol contract ends; it ends July 22nd, and a 30 days' notice to cancel service is needed.**
- 2) **Flock Safety sent a notice to Director Clark and the General Manager that they would be installing the camera in the next couple of weeks. Director Kissel asked to be notified when they do that so he can be present. Director Angela Johnson suggested an item be added to the May agenda to review the Flock camera information and discuss whether we need to cancel Sonitrol's services.**

Adjournment: The meeting was adjourned at 9:15 p.m.

Next Regular Board Meeting: March 19, 2020

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