

MINUTES

Meeting of the Board of Directors
Cameron Park Community Services District
3200 Country Club Drive, Cameron Park, California

Wednesday, February 18, 2009 at 7:00 PM



Board of Directors

VALERIE SALTZEN COZE, President
RICHARD GREEN, Vice President
Directors, DAVID JOHNSON, ALAN CLARKE, and DALE GERGER

CALL TO ORDER: The meeting was called to order by Vice President Green at 7:01 p.m.

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL Present:** Directors: Green, Clarke, and Johnson.
Director Gerger arrived at 7:56 pm
Director Coze arrived at 8:30 pm
3. **APPROVAL OF AGENDA** *Approved Ayes- AC, DJ, RG Absent—VC, DG*

OPEN FORUM: Gary Ellis from El Dorado Dog Owners Guild (EDDOG) was present to announce the progress of the group in regards to the fundraising efforts for dog parks in El Dorado Hills and Cameron Park. He introduced the new elected President, Vice President, and Secretary for EDDOG. The fundraiser program, Buy a Brick, was kicked-off last night. There are options for families to purchase a brick as well as businesses. Information will be on the CSD website.

Battalion Chief/ Fire Marshal Mike Webb was present to fill in for Battalion Chief Joe Tyler. He announced the Fill the Boot fundraiser proceeds to go to Pacific Burn Institute. They raised \$12,500.00. Dusty Martin headed up the event this year. The board thanked the fire fighters for volunteering their time for the fundraiser and to the burn victims that will benefit. Secondly, he introduced the new Fire Safe Bureau Administrative Assistant, Richard Krek. This last Tuesday was his first day and he has many, many years of experience with plan-approval and has had his own consulting firm for years.

MOMENT OF RECOGNITION: None.

CONSENT CALENDAR: All items listed in the Consent Calendar are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless members of the Board, staff, or persons in the audience request specific items to be discussed or commented on prior to the time the Board votes on the motion to approve or adopt items on the Consent Calendar. If any item is removed from the Consent Calendar, the item(s) will be considered at the beginning of the Department Matters Calendar.

Approve staff recommendation on items 1, 2A, 2B, & 2D, 3, 15B, 15D, & 15E. Ayes— AC, DJ, RG Absent—VC, DG

1. **BOARD MINUTES:**
 - A. January 21, 2009, Regular Board Meeting
 - B. February 5, 2009, Public Workshop
 - C. February 10, 2009, Special Board Meeting**Action: Approved**

2. **STAFF REPORTS:**

- A. Fire Department Report
- B. Recreation Department Report
- C. Parks Department Report
- D. El Dorado County Regional Pre hospital Emergency Services Operations Authority – A Joint Powers Authority

Action: Items A, B, D approved. Item C removed from the Consent Calendar.

3. **FINANCIAL REPORTS:**

Financial Statements through January 31, 2009

Action: Approved

4. **CC&R REQUEST FOR REFERRAL TO LEGAL COUNSEL**

Violation #5637: 3115 Boeing Road

APN: 083-162-061

Unit: Airpark Estates Lot 147

Side lot Setback Violation

Action: This item was removed from the Consent Calendar.

DEPARTMENT MATTERS:

5. **ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION:** 2C and 4

Item 2C was included for discussion on item 10.

Item 4 was removed by Director Clarke. The item is in regards to the setback violation at 3115 Boeing Road. Last month the CC&R Committee approved to forward the item to legal counsel. However, after meeting with the resident, Director Clarke motioned to forward the item back to the CC&R Committee so the resident may proceed with amending the CC&Rs. Ayes—**AC, RG, DJ** Absent—**VC, DG**

6. **ALTERNATIVE MARKETING:** Kim Zercie & Erin Stone presented the Community Center Marketing Plan: Phase 1. The slideshow displayed a working reservation sheet that has been made available to those interested in saving their date for an event. The second part is the competitive pricing for the facility. The price schedules were reviewed for a very large spectrum of facilities ranging in age and size. These prices were compared and the proposal for the Center was generated. The deposits range from \$200-\$700 depending on the room space rented. Hourly rates range from \$50-\$160. Daily rates range from \$320-\$1024, depending on which room is utilized. The high costs per room are due to the specialized flooring and brand new-ness of the facility. The kitchen is state-of-the-art and brand new. The dance floor is very expensive and warrants a high deposit.

The two issues to be discussed are the discounted rates and equipment/amenity and staff charges. Alternative Marketing does not recommend a resident/non-resident fee right now because of the problems with verifying the residents. It is also problematic when a resident group (discounted) is also a non-profit (additional discount? Which one do they get?). What is recommended is a 25% discount for government agencies and non-profits. CSD Staff supports those recommendations. Changes to the fees can always be made in the future. The second issue to be considered will be the additional charges for the rental of equipment within the facility and staff charges associated with the setup and takedown of the event. It is recommended that the CSD charge for these.

The next steps are to finalize the rates to be quoted. The reservation sheet also needs to be updated and approved. It will be an evolving document to be included with a packet of reservation information. The packet is being created currently, but there will still be some amendments.

Cameron Park resident Bill Carey asked if there would be a resident discount. Erin Stone of Alternative Marketing answered that their recommendation was to not differentiate between residents and nonresidents, in the beginning, to encourage revenue generation. Mr. Carey stated that he didn't care if his input was appreciated or not; he just wants it known that to not recognize the residents is wrong, wrong, wrong. Ms. Stone responded that the decision is ultimately the board's; they do not have to take the recommendation of the marketing firm. Vice President Green responded that this is the first look the board has had at the marketing plan. Input is welcome, but this is the first look. At this point, we need to roll up our sleeves and move forward from where we are at.

Another question was asked as to insurance requirement. The process is very easy to add the CSD as additionally insured for each event or group. A resident asked if the proposed facility fees calculated in the operating costs of the building. The answer was yes. There are formulas that cover the costs of construction, but the analysis did not take that into account because the prices would be three times higher. The proposed costs will cover the water, electricity, etc. of any user group of the facility, but are more of a competitive price than a "cover the costs" charge.

Cameron Park resident Bill Carey apologized to the Marketing Firm once it was announced that they were only contracted with in January. He stated whoever delayed their contract did them an injustice and that that is wrong.

Action: None.

7. **CAMERON PARK COMMUNITY CENTER:** Kirk McKillop from ProWest provided a verbal update on the progress of construction. Once the Center is complete, it will be the best-looking Community Center in California. It is beautiful. The pool support facility is 75% complete. The pool is being dug right now...and is full of water due to the rain. The dance studio and stage flooring will be complete over the next week or so. He invited tours through the CSD at any time. It's a great facility. The gym bids were opened yesterday and have been presented to staff. The optimum opportunity right now for the gymnasium makes things exciting.
Action: None.
8. **BOND OVERSIGHT COMMITTEE:** The Committee Chairman provided an update from the February 4 meeting. There were not any issues with the payments from the past month. Each clarification has been answered promptly.
Action: None.
9. **REVENUE ENHANCEMENT ADVISORY GROUP:** The Group Co-Chair provided an update from the meeting on February 10. They each introduced themselves and produced ideas they have. The next meeting is on the 25th at 1:00 pm at the Cameron Park Library. The Group is very excited and views the next few steps with total success.
Action: None.
10. **CAMERON PARK COMMUNITY CENTER GYM:** The Cameron Park Community Center Gym bid opening was held on February 17 (yesterday). Parks Superintendent Paul Ryan explained the three options presented, as the gym was put out as the base bid with an alternate of the classrooms and an alternate of solar panels.

Totals: Gymnasium (\$1,688,776), Gym & Classrooms (\$1,740,090), and Gym, Classrooms, & Solar (\$1,967,290). If the gym is the only thing built, it will have to go through planning to have the drawings revised to not include the classrooms. The revised drawings cost \$36,000 and the extra two months for the Construction Management and Engineering fees cost \$205,000. These fees are applied to the gym-only option exclusively.

Staff is proposing that the gym, classrooms, and solar panels are constructed from Community Center budget savings and Park Impact Fees. The savings so far within the budget is \$259,479. The available funds from the fees are \$1,600,000. This totals \$1,859,479. This is not enough and drains the Park Impact Fees. The amount still needed would be \$107,811. Staff is extremely confident that there will be savings in the budget: change orders (\$755,000) and FF&E (\$10,000). In addition, if the Construction Management team remains consistent for the gym construction as they have for the last three amenities, the project will be completed ahead of schedule. Completion one month ahead of schedule would equal a savings of more than \$100,000. Secondly, in addition to the savings listed above, staff believes that the gym, classrooms, and solar panels are a must. Each component is needed for the operational costs of the assembly hall and the pool. There will never be a better or cheaper opportunity than today.

The concerns regarding the draining of the Park Impact fees are due to the projects that will not be able to be completed. However, the projects that are on the Capital Improvements list have not been prioritized or committed to. Parks Superintendent Paul Ryan has been looking into additional options of funding for certain projects. For example, Christa McAuliffe Park could use a track, AstroTurf field, and lighting; grants could fund this.

Vice President Green commented that he would like to make the list a matter of public review so the residents can voice their concerns and comment if they would like to see a gym instead of the listed projects.

Director Gerger stated that anymore discussion would be redundant of the previous two years of public input. The gym was just as much a part of the bond vote as the pool was, so we know they want it. In addition, the negative cash flow of the pool is more harmful than depleting the Park Impact fees. To not approve the gym, classrooms, and solar would be financial suicide.

Action: Construct the gymnasium, classrooms, and solar for the bids listed: \$1,517,290 and the Construction Management and Engineering fees of \$450,000 for a grand total of \$1,967,290 pending verification by ProWest Construction Management of the bids coming out of Park Impact Fees as necessary. Ayes—DG, AC, VC, RG, DJ

Director Johnson asked to return discussion to the rate schedule presented to the board in the presentation from item 6 as the rates are directly related to the gym item. He felt that the board should make some sort of motion for the Revenue Enhancement Advisory Group to be able to move forward with their goals. Secondly, he felt that CPCSD residents should get some sort of discount on the usage fee. Director Clarke agreed. He stated that he asked for these numbers a year ago and that they need to be approved now.

Director Johnson made a motion to **approve the proposed fee schedule with a 10% discount for residents and/or property owners of the Cameron Park CSD, subject to change.** Ayes—DJ, DG, VC, RG, AC

11. **BOARD RETREAT:** Director Clarke requested that the directors bring dates to the March meeting that would work for a board retreat in April. Director Gerger notified the board that he will not be able to take off any days during the next six months; the proposed Saturday would work, but the Friday would not. Vice President Green stated that he felt the retreat would be premature. He felt that the board should continue with the workshops until the strategic planning is in place. The retreat should follow after that. Director Johnson stated that they can discuss it in March.
Action: None.

12. **CAMERON PARK COMMUNITY CENTER FUNDING SUPPORT:** Director Green requested this item be placed on the agenda as a discussion only item. However, he felt that it was covered thoroughly under item 10.
Action: None.

13. **CAMERON PARK COMMUNITY CENTER PLAQUE:** Director Saltzen Coze requested this issue be discussed. There was a recommendation from staff as to the wording of the plaque and it was not approved. There were two objections to the recommendation: the listing of the board of directors that approved the bond and the listing of county officials that assisted in the project. Staff's recommendation would be to list the current board, with the date of the grand opening, the architect, and the construction management firm.

Public comment reflected that the board should not be listed on the plaque. There were two options the public presented: "Dedicated To and For the Residents of Cameron Park" and "A Thank You to All Those Who Made It Possible."

Director Johnson asked that the board review the item and decide at a later date. The standard dedication plaque includes the board who approved the center, the date, and the firms involved (architect and engineer). The proposal from the audience is a deviation from that standard and there are parties who are unaware of the discussion and they should be allowed to give their input. Director Gerger agreed that it should be discussed at a later date.

Action: None.

14. **ADMINISTRATIVE REVIEW COMMITTEE APPOINTMENT:** Director Saltzen Coze requested this be discussed. A committee is needed to do the following: review the policy handbook and update as necessary, update pay scales, review and update job descriptions. Director Gerger stated that a committee such as that would be getting too involved in day-to-day operations. Vice President Green felt that a committee is needed because the policies are in desperate need of amending. Legal counsel was present to offer that the board should go through a General Manager for employee issues unless there is a problem, and then the board can work through the next employee down. For policy, the board can, at anytime, review, amend, and approve policies because that's what they do for the District. The board has been made aware of the liability each member has apart from board action should they get too involved with staff. President Saltzen Coze stated that she is not interested in daily operations at all, but she is unaware of the disciplinary policy and, as an example, should be rectified.

Barbara Rogers, Cameron Park resident, offered her services to review the policy handbook and make suggestions. As far as the job duties and salaries, that's a whole new ball game. Staff could do their own salary surveys unless the board wants to hire consultants. A citizen committee is not necessary; the board cannot do it. The District needs a General Manager because a General Manager should be the one who would do the work.

President Saltzen Coze offered that the board can meet with staff during a Study Session without being in Open Session and discuss these issues. Then the report can be made to the public.

Cameron Park resident Barbara Rogers reflected the need for a General Manager: without one at the helm the District can't function. Director Johnson answered that, although the statement made is probably in reference to the policies, he wanted it on the record that current staff has acted very admirably and they've gotten a lot done during the past few months. Ms. Rogers restated that the board needs a General Manager. Director Johnson stated that the board knows what they need and CSDA can be contacted in reference to District issues for input. Ms. Rogers responded that she does not come to meetings to be insulted; she is a tax paying citizen who can say whatever she wants and should not be insulted. Vice President Green brought the discussion back to the board.

Action: None.

15. COMMITTEE REPORTS: Items A – E

A. CC&R – Standing Committee:

Alan Clarke and Rich Green, representatives; Dale Gerger, alternate

Director Clarke provided at the February 11th meeting that the committee reviewed the staff report.

B. PARKS AND RECREATION – Standing Committee:

David Johnson and Valerie Saltzen Coze, representatives; Rich Green, alternate

No meeting held.

C. BUDGET AND FINANCE – Standing Committee:

Dale Gerger and Rich Green, representatives; Alan Clarke, alternate

Director Green provided an update that the committee is beginning to review the budgets for next year.

D. FIRE AND EMERGENCY SERVICES – Standing Committee:

David Johnson and Alan Clarke, representatives; Valerie Saltzen Coze, alternate

No meeting held.

E. SOLID WASTE NEGOTIATION COMMITTEE – Non-CSD Committee:

Dale Gerger and Valerie Coze, representatives; David Johnson, alternate

No meeting held.

MATTERS TO AND FROM DIRECTORS: Director Clarke stated that Supervisor John Knight asked to setup regular meeting with the Planning Commissioner to keep him up to date on Cameron Park and Shingle Springs' items. The Chamber of Commerce, staff, faith-based groups, and community members will also be invited. Director Gerger invited them to the regular board meetings because day-time meetings cannot be attended by those who work during the day.

CLOSED SESSION: The Board adjourned to Closed Session at 9:32 pm to discuss the following items:

- 1. PURSUANT TO GOVERNMENT CODE §54956.9:** Closed session under California Government Code §54956.9, conference with legal counsel regarding on going litigation in two cases.
- 2. PURSUANT TO GOVERNMENT CODE §54956.9:** Closed session under California Government Code §54956.9, conference with legal counsel regarding potential litigation in one case.
- 3. PURSUANT TO GOVERNMENT CODE §54957:** Discussion of confidential personnel matter.

BOARD RECONVENED TO OPEN SESSION AT 11:10 PM AND REPORTED OUT OF CLOSED SESSION:
Complete investigation of harassment hostile environment with a good faith effort to be completed by March 16th.
Sue Ann Van Dermiden's fee as discussed and approved in closed session. Ayes—RG, VC, DJ, AC, DG


Representation of individual board members named in claim approved was \$5000 retainer fee, hourly rate to be negotiated at no more than \$300. Ayes—DG, VC, RG Recused—DJ, AC

Legal counsel to be provided to remaining board members at regular district counsel's fees not to exceed \$1000 for the purpose of the investigation. Ayes—DJ, AC, RG Recused—VC, DG

ADJOURNMENT: Meeting adjourned at 11:13 pm – **Approved.** Ayes – **DJ, DG, VC, RG, AC**

Attest:

March 18, 2009



President, Board of Directors



Secretary to the Board

i. An AGENDA in FINAL FORM is located in the Reception area in the District Office as well as each of the Cameron Park Fire Stations. Additionally, a copy of the FINAL AGENDA is available on the District's website at www.cameronpark.org. Support material is available for public inspection at the receptionist counter in the District Office. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

*ii **Closed Sessions** may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange or lease of real property. Members of the public may address the board prior to closing the meeting.*