

## MINUTES

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

Wednesday, May 13, 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 President Saltzen Coze at 7:05 p.m.

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL Present:** Directors: Green, Clarke, and Johnson.  
Director Saltzen Coze arrived at 7:50 p.m.  
Director Gerger arrived at 9:20 pm
3. **APPROVAL OF AGENDA**     *Approved Ayes- DJ, AC, RG, Absent – VC, DG*

**OPEN FORUM:** None.

**MOMENT OF RECOGNITION:** Director Clarke commended the opening of the Social Room for Seniors. He thanked the Fire Department for providing free blood pressure screening, members of the Revenue Enhancement Advisory Group, and staff for putting the opening on. He also thanked staff and the community representatives for pulling off the Stimulus Conference sponsored by the County last week. Director Green noted that the Director of CalFire presented Chief Bill Holmes with the CalFire Director Leadership award; Cameron Park is fortunate to have him as a part of their unit.

### **CONSENT CALENDAR:**

*Approve staff recommendation on items 1, 2, 3, and 13C. Ayes— AC, DJ, RG Absent—VC, DG*

1. **BOARD MINUTES:**
  - A. April 15, 2009, Regular Board Meeting  
*Action: Approved*
2. **STAFF REPORTS:**
  - A. Fire Department Report
  - B. Recreation Department Report
  - C. Parks Department Report*Action: Approved*
3. **FINANCIAL REPORTS:**

Financial Statements through April 30, 2009  
*Action: Approved*

## DEPARTMENT MATTERS:

4. ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION: None.
5. WASTE CONNECTIONS: Sue Farris, El Dorado Disposal Waste Connections, was present to give a brief presentation providing information on the recent Cameron Park rate service study. This year at the committee meeting, they talked about reducing the size of the Waste carts. Green waste carts (64 gal) were introduced to promote recycling, but the waste carts stayed the same size (96 gal). This is the opposite of what the goal is—it is time to swap the carts to continue to promote recycling. This will meet the 8939 requirements (diversion rates per county) and the new Senate Bill 10.16 (pounds of garbage per person requirement). El Dorado Disposal/Waste Connections suggested to purchase new lids and go out house to house and swap them; at the same time, repairs and/or replacements will take place if needed. They will not increase the 64 gallon Green waste cart, but to keep the 96 gallon, an additional \$5.60 (1.9%) will be added. The key to making this happen is to promote the program in the mail and reach out to the public through tagging the Waste cart. The goal would be to complete this in two days. This gives the customers opportunity to choose and sign up for the larger cart. It is extremely important to divert 50% of its waste streams (based on tons) to recycle, or a fine will be imposed per day. The next step for the District will be to capture the commercial business' diversion rates (tires, backhaul, grass clippings, etc).

One request of the committee, was to keep the senior rate flat. This will be the second year the keeping the same rate and El Dorado/ Waste Connections has agreed to do that. The new CPI increase will take place July 1, 2009 should the board approve it tonight. Director Clarke asked about the fuel surcharge. Ms. Farris answered that the surcharge fluctuates as a percentage based on the Producers Price Index and is applied in January. Director Clarke also asked if El Dorado Disposal could help promote the Community Clean-up Day. Ms. Farris agreed. Director Green added that a public outreach program would be beneficial so that people know what to recycle and why. Public comment was taken. Cameron Park resident Eric Driver asked about e-waste. Ms. Farris answered that there is a recycling center behind BelAir and there are dumpsters located at the El Dorado Disposal location as well. If there is an appliance that needs to be recycled, there are free vouchers mailed out every year and the trucks will come by and pick it up. Cameron Park business owner, Karen Guthrie, asked why the rate increases are not listed on the bill. Ms. Farris answered that the increase should be on the bill and that if it is not, she would like to be notified so that she can get it corrected. Businesses are also allowed free waste vouchers.

*Action:* Approve the requested rate increase. Ayes—DJ, RG, AC Absent—VC, DG

6. INTRODUCTION OF THE CAMERON PARK DESIGN REVIEW COMMITTEE: Eric Driever, a member of the Cameron Park Design Review Committee of El Dorado County, requested to address the board regarding said Committee. As he began to chair the Committee, it became obvious that there is a gap between them and the Cameron Park CSD. There is also a seat available on the Committee should anyone be interested. Mr. Driever's number one goal is creating guidelines to use when reviewing projects—this will entail the Board of Supervisors as well as the Cameron Park Board of Directors. In addition to a set of guidelines, an overall goal is needed with a set of plans for the future for multifamily housing developments and restaurants. Director Clarke agreed that a plan for the community will be beneficial.

*Action:* None.

7. CAMERON PARK COMMUNITY CENTER: Kirk McKillop with ProWest provided that the pool is curing right now and Building B is undergoing construction for the piping and tile will follow after that. The cultured stone and plaster will be completed soon. The gym is up already and the plaster will go up next week. The mechanical and plumbing will follow. Director Clarke asked about the deadline for the pool; McKillop answered that they originally had a June deadline but with the solar, there are many potential issues and it should be ready in the fall.

*Action:* None.

8. CAMERON PARK BUSINESS/MASTER PLAN UPDATE: Account Clerk and Co-Acting General Manager Livia Amidon provided an update from the meeting that took place earlier in the day with consultant John Courtney, Parks Superintendent and Co-Acting General Manager Paul Ryan and Revenue Enhancement Advisory Group member Yvette Ashlock. Since the last time they met, the consultant compiled all the information he was provided and created a draft worksheet for review. They decided to focus on the pool revenue and expenses first and work

backward to the Assembly Hall building. So far, the numbers for the pool are looking favorably. The gymnasium will be reviewed next. They hope to have a report to the board no later than July.

*Action:* None.

9. **BOND OVERSIGHT COMMITTEE:** Kathe Hughes, Committee Chairman, provided that the last meeting was held on May 6, 2009. The items reviewed were agreed to fall within Measure C. The Committee welcomed those who have volunteered to sit on the Park Impact Fee Oversight Committee so they can get an idea of how it works. The next meeting will be held at the Center on June 3<sup>rd</sup> at 6:30 pm for site visit.  
*Action:* None.
10. **REVENUE ENHANCEMENT ADVISORY GROUP:** Shiva Frentzen, Group Chairman, provided that the last meeting was held on May 12<sup>th</sup> at the Center. The Senior Activities have already started since the Social Room Grand opening and the Group is working on increasing the programs for that Room. Several brochures were created by two members of the Group and they have been made available to everyone, everywhere. The next meeting will be on June 10<sup>th</sup> at 1:00 pm at the Center.  
*Action:* None.
11. **SUMMER SPECTACULAR TENTH ANNIVERSARY PRESENTATION:** Account Clerk and Co-Acting General Manager Livia Amidon provided an update from the meeting that took place between staff and those from Thrive Events. Waste Connections donated \$2000 to close the \$2500 gap from last year. Ms. Amidon will continue to pursue the \$500 left. The commercial vendors are filling up and Recreation Supervisor Tina Helm is making calls to the previous crafters.  
*Action:* None.
12. **BEGIN PROCESS OF HIRING A NEW GENERAL MANAGER VIA AN EXECUTIVE RESEARCH FIRM:** President Saltzen Coze requested this item be presented to the board with the recommended action to approve the co-acting general managers to research executive firms and bring an evaluation back to the board with a recommendation on who to hire as the firm; in conjunction with that, a special board meeting to be held. Once the firm accepts and shifts through the applicants (60-80) and brings a subset of 20, the board will review them. There are two to three methods to decide the outcome from there: citizen group of professional, combine community and Special District representatives, or bypass them (not recommended) and have them go straight to the board. President Saltzen Coze has reviewed one firm that Tahoe Donner's Home Owners Association is currently using and will prepare a report to the board for assisting in hiring a firm.

Director Johnson stated that he feels talking to an executive search firm is premature because the board has not met to discuss the salary or the job duties of the general manager yet; given that there is a new Community Center, those items may need to be changed. President Saltzen Coze answered that these items will be discussed at the referenced special meeting along with the search firm. The search firm will be drafting the job description because the board needs to stay as far away as possible from those duties. Vice President Green agreed; the board will provide input to the firm to create the duty statement. This process needs to be started right away. President Saltzen Coze added that the board does not have the resources or the expertise to create a job description and the firm will be getting paid to provide the duties and the salary. Director Clarke agreed that an executive firm is important and starting the process now is essential; however, the board must provide the job description and salary scale to the firm (from his personal experience with executive firms). He also recommended discussing the job description and pay scale in closed session due to it being a personnel matter.

President Saltzen Coze said that the board will need to discuss the closed session because she doesn't agree that it is a closed session item. Secondly, she recommends that the board begin the research process with a special meeting with the goal of hiring an executive search firm. She made a motion to give directions to the co-acting general managers to research executive search firms and bring back information for the board to then either discuss or authorize or, at that time, to just receive and file at a special meeting. She retracted her motion because the item had not yet been opened for public discussion.

Director Johnson addressed the closed session issue and pointed President Saltzen Coze to the bottom of the agenda where closed session item notes are listed. He read note 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.*" He felt that a general manager's job duties would definitely fall under personnel. President Saltzen Coze stated that personnel issues are only closed session when an individual employee is involved. It can be discussed later. Vice President Green clarified: the purpose of this item is to move forward with the firm to see what is available. Once there is information, it will be provided to the board at which time the closed session issue can be discussed. President Saltzen Coze agreed.

Public comment was taken. Cameron Park resident Yvette Ashlock stated that, in her mind, the board should create the job description and salary scale to give to the search firm. Researching the firms is ok, but not to create those things because nobody knows the District better than the board. President Saltzen Coze stated that the description needs to be redone, but the board needs to review themselves from the going-ons...they can provide input, but she is looking for professional guidance in all of it to create a more effective process as possible. President Saltzen Coze stated that her goal is to have staff provide a written report to the board regarding the firms so she will know what they will or will not do. If they will write a job description, then great. If not, the board will know how to proceed.

Cameron Park resident Karen Guthrie commented that she is very much in favor of proceeding quickly. She stated that it should be easy enough for the board to review the proposals from staff without rewriting the job description first. Staff can research head-hunter firms as the board is reviewing the desired duties for the general manager. Cameron Park resident Bob Thomas added that as long as the board has a general idea to provide to a firm, they can move forward. Without any information, the firms' expectations may not be realistic.

Director Johnson reiterated that the board needs to have their expectations and salary range in place prior to contacting any firms. There are two parallel tracks here: researching firms and updating the information. Director Clarke suggested to combine the ideas of all directors and to follow the following schedule: review the current job description in closed session making necessary changes, then hire a firm and put the ad in the paper. The board will then review the applicants once they have been narrowed down. President Saltzen Coze stated that she didn't hear much of a compromise in that suggested and restated her previous motion. Director Clarke answered that President Coze's motion did not include how the board will discuss the job duty amendments; as an elected board, they are bound by Brown Act and some items have to be discussed in closed session. President Saltzen Coze disagreed and stated her recommended action. Directors Clarke and Green both agreed that two separate motions would be ideal.

President Saltzen Coze made a motion to direct staff to begin researching executive search firms and/or human resource consultants, as necessary, and to provide the board with a few example samples of updated General Manager job duty descriptions which mirror some of our District's variables (size, capital improvements, etc). The motion died for lack of a second.

Vice President Green made a motion to approve the co-acting General Managers to research executive firms, head-hunter firms, and H.R. firms that may be capable of helping us recruit a General Manager and bring that back to a special meeting. President Saltzen Coze seconded it. Directors Clarke and Johnson voiced their concerns that the motion needs to include all aspects of the item and not to separate them into two motions. President Saltzen Coze withdrew her second and Vice President Green withdrew his motion.

**Vice President Green made a motion to approve the co-acting General Managers to research executive firms and H.R. firms that may be capable of hiring a General Manager and concurrently the board will hold a special meeting to discuss expectations, salary, and other pertinent issues; we will consult legal counsel as to whether or not we can have that in open or closed session, all or part.** President Saltzen Coze stated that she didn't know that that needed to be in the motion because she thought it was a mute point—it is a procedural issue and not an issue for the board to vote on. The time to ask legal counsel is when the agenda is prepared. **Director Clarke called for the question and seconded the motion.**

Vice President Green asked if there was any additional discussion. Director Johnson asked if the meeting would be in closed session and Vice President Green answered that the board needs to ask legal counsel. President Saltzen Coze asked why the discussions wouldn't be in open session. Vice President Green answered that his philosophy is that anytime there will be a competitive position, open session participants have an advantage over those who are not present for the board's discussion. To avoid liabilities and protests, the board should keep discussions closed until a consensus has been reached. Public comment added that public committees will be unfair as well as a hindrance to the speediness of the process. Just because people in the audience have opinions, does not mean they will be helpful. President Saltzen Coze stated that to her knowledge, no one is qualified to develop the job description on the board. The public should be aware of what the board is expecting.

**Action: Co-acting General Managers to research executive firms and H.R. firms that may be capable of hiring a General Manager and concurrently the board will hold a special meeting to discuss expectations, salary, and other pertinent issues; we will consult legal counsel as to whether or not we can have that in open or closed session, all or part. Ayes—RG, AC, VC, DJ Absent—DG**

**13. COMMITTEE REPORTS: Items A – E**

**A. CC&R – Standing Committee:**

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

The meeting scheduled for May 13, 2009 took place just before the board meeting. Director Clarke provided that there were two appeals made available in the board packet. No action forwarded to the board.

**B. PARKS AND RECREATION – Standing Committee:**

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

Director Johnson provided that the meeting held April 28, 2009 covered mostly parks department updates.

There are two upcoming events: Summer Spectacular and the Foothill Cruisers Car Show. Item #5 on the agenda addressed one complaint regarding Royal Oaks Conservation Easement and the issue of people hanging out there after dark; the Parks Superintendent will monitor any further incoming complaints. Paul Ryan, Parks Superintendent, added that the Parks Dept met with those who live on the Lake and a fountain design was chosen; the engineer will get back to him very soon. They are still working on the opening of the Lagoon as there is a new restriction for swimming area grates and the Parks Dept is trying to comply and fill up the area by Memorial Day. The design parameters of the Dog Park have been discussed with EDDOG. They are also working with the Little League teams who have requested power out at David West Park. They are still working on the budget for the Parks Dept and the next step will be to go to the Park & Rec Committee. The pool for the Community Center may be done soon, but the signoffs are unbelievable and the goal for the opening is Labor Day Weekend. Because of the quality of the solar blanket, they may be able to have the pool operate on a year-round basis. The Car Show is Sunday, June 14<sup>th</sup>. Summer Spectacular is June 27<sup>th</sup>.

**C. BUDGET AND FINANCE – Standing Committee:**

Dale Gerger and Valerie Saltzen Coze, representatives; Alan Clarke, alternate

No meeting held.

**D. FIRE AND EMERGENCY SERVICES – Standing Committee:**

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

Director Johnson provided that the last meeting was held on May 12, 2009. They discussed three items: preliminary budget, replacement of two vehicles, and possible relocation of Station 88.

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

Dale Gerger and Rich Green, representatives; David Johnson, alternate

Director Green provided that the meeting held April 28, 2009 discussed the CPI rate increase (item #5 above).

**MATTERS TO AND FROM DIRECTORS:** There will be an EID workshop on June 2<sup>nd</sup> at 5:30 pm.

**CLOSED SESSION:** The Board adjourned to Closed Session at 9:05 pm to discuss the following items:

1. **PURSUANT TO GOVERNMENT CODE §54957:** Discussion of confidential personnel matter.
2. **PURSUANT TO GOVERNMENT CODE §54956.9:** Closed session under California Government Code §54956.9, conference with staff regarding potential litigation in one case.

**BOARD RECONVENED TO OPEN SESSION AT 9:27 PM AND REPORTED OUT OF CLOSED SESSION:**

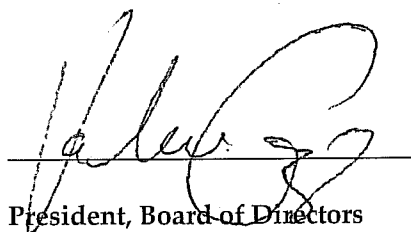
Item 1: We are going to withhold the payment to the current floor vendor and proceed with a change order with Merit Floor Care for the tear out and replacement of the Community Center stage and dance room. A related and follow up motion was to direct Superintendent Ryan to confirm the change order cap which will either enable us to proceed with motion number one, or indicate the need to bid the project out in a competitive manner in regards to motion number one as well.

Item 2: None.

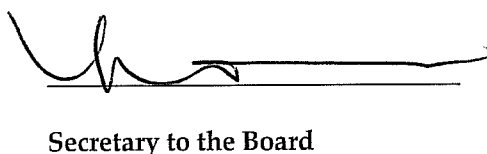
**ADJOURNMENT:** Meeting adjourned at 9:28 pm – **Approved.** Ayes – RG, VC, DJ, AC, DG

Attest:

June 17, 2009



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President, Board of Directors



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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](http://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.*