

CONFORMED---AGENDA

Regular Meeting of the Board of Directors
Cameron Park Community Services District
2502 Country Club Drive, Cameron Park, California

Wednesday, May 18, 2011 at 7:00 PM

Board of Directors

SCOTT MCNEIL, President

SHIVA FRENTZEN, Vice President

Directors ALAN CLARKE, RICHARD GREEN, and GREG STANTON



CALL TO ORDER: meeting was called to order by President McNeil at: 7:05 pm

PLEDGE OF ALLEGIANCE

ROLL CALL Present: McNeil, Frentzen, Clarke, Green, Stanton

At this time director Green requested to speak before the members of the board and the public. Effective May 18, 2011 Director Green has made the difficult decision to resign from the Cameron Park CSD Board of Directors. Director Green left and the meeting continued with the 4 remaining directors SM, SF, GS, AC.

APPROVAL OF AGENDA

At the time the Board acts upon the Approval of the Agenda, it may select individual Department Matters to be moved to the Consent Calendar for approval, absent objections and/or requests of the Board, staff, or the public to speak to those matters. **The agenda was approved with the removal of Items# 1C and #5 from the consent calendar.**

Action: GS/AC Ayes – SM, SF, AC, GS Noes—0

MOMENT OF RECOGNITION: This allotted time provides an opportunity for the Board of Directors to express appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

President Mcneil acknowledges Councilwoman Wendy Madsen for the casino grant funding to our attention for the fire department. Thanks went to Chief Tyler and Chief Webb and Directors Frentzen and Clarke for their efforts in the grant process.

GUEST PRESENTATION: Representative with El Dorado Disposal/Waste Connections would like to present the Cameron Park Community Services District with a matching funds check to be used towards the Community Center Pool expenditures. This check is a match to go along with the Daryl Rasmussen check received in the amount of \$50,000.00. **General Manger Dupray introduces representatives from Waste Connections: Debi Harlow, Jeff England, Albert Magallanez. Debi Harlow presented the Cameron Park CSD with a check in the amount of \$50,000.00 to use for the completion of the pool items. This donation was a matching of funds with the Rasmussen Family funds that were donated on January 12, 2011.**

OPEN FORUM: In accordance to Cameron Park CSD Policy #5030: At this time, members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors. Comment during the Open Forum is limited to five minutes per person. Public testimony will be received on each agenda item as it is called. Individual comments are limited to five minutes. There is a maximum of twenty minutes to each subject matter. The Board reserves the right to waive said rules by a majority vote. For the public's information, we are now taking email requests for future notification of CSD meetings.

The board received comments by community members: Gerald Lillpop, Barbara Rogers, and Nadine Petty

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 recommendations on items 1A, 1B, 1D, 2A-D, 3, and 4. GS/AC Ayes— SM, SF, AC, GS Noes—0

1. **BOARD MINUTES:**

- A. April 27, 2011 Regular Meeting
- B. March 29, 2011 Special Meeting
- C. April 05, 2011 Special Meeting
- D. April 12, 2011 Workshop

Recommended Action: Approve 1c with amendments to correct the reporting out votes. Changes made effective May 18, 2011. GS/AC Ayes – SM, SF, AC, GS Noes—0

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

Recommended Action: Receive and File

3. **FINANCIAL REPORTS:**

- A. Financial Statements for the month of April 2011.

Recommended Action: Receive and File

4. **MINUTES OF BOARD MEETINGS:** This item was requested to be placed on the May agenda. At the April 27, 2011 board meeting discussion took place regarding the current minute's verses a conformed agenda approach when transcribing the board meetings. The conformed agenda approach records the actions taken on each agenda item which allows for the minutes to be transcribed easier, whereas the current minutes record every conversation which leaves room for errors. The digital recordings of the meetings are kept and are available for copies to the public.

Recommended Action: Approve

5. **2011/2012 FY DRAFT BUDGET REVIEW:** In accordance with policy number 3020 Budget Preparation 3020.3 the board shall review a proposed annual budget prior to its adoption at the June 15, 2011 board meeting. At this time staff has provided the board with a proposed budget for the board to review and provide comments back to the GM prior to the Budget and Administration meeting in June.

Recommended Action: Review and provide comments back to the GM prior to the Budget and Administration meeting held in June. Approved AC/GS Ayes— SM, SF, AC, GS Noes – 0

END OF CONSENT CALENDAR

DEPARTMENT MATTERS:

For Purposes of the Brown Act § 54954.2 (a), the numbered items on this Agenda give a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

6. **ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION:** Motion was made to pull the following items: 1C and 5 Motion was made by GS/AC Ayes— SM, SF, AC, GS Noes – 0

Items 1C and 5 were pulled and discussed and the following motion was made: Approve 1C with amendments to reflect to corrections as to the votes reporting out of closed session and item 5. GS/AC Ayes— SM, SF, AC, GS
Noes – 0

7. **GM SEARCH COMMITTEE UPDATE:** Committee to provide an update on the progress in the recruitment of the General Manager position.
Recommended Action: Discussion and Direction
Action: Hold this item over until the June board meeting GS/AC Ayes— SM, AC, GS Noes – SF
8. **CODE OF ETHICS ORDINANCE:** This item was at the request of Director Frentzen to be placed on the May agenda for the board to review and be approved.
Recommended Action: Review and approve Ordinance
Action: Move the proposed ordinance and the 10 new policies to the Budget & Administration meeting for review and then bring back to the full board at the June 15, 2011 Board meeting. GS/AC Ayes— SM, AC, GS
Noes – SF
9. **STATUS UPDATES PROVIDED BY THE CSD GENERAL MANAGER:** Status updates on the following:
 - i) District Policies & Procedures
 - ii) By-Laws
 - iii) Ordinances
 - iv) Quimby Fees*Recommended Action:* Update and Discussion
Action: Bring the Quimby Fees back to the board in June once additional information and clarification can be obtained.
10. **LLAD BUDGET UPDATE:** Update provided on the progress of the LLAD budgets and Engineers report.
Recommended Action: No vote. Discussion – no action.
11. **PROPOSED CSD ORGANIZATIONAL CHART:** At the April meeting this item was referred back to the General Manager and the Battalion Chief to work on and bring a draft organizational chart that reflects the reporting structure of the General Manager and the Battalion Chief based on the current 70/30 revenue splits.
Recommended Action: Approve CSD organizational reporting structure chart and bring back CSD organizational chart with 2011/2012 budgets for the final approval.
Action: Approve lines 1-3 on page 1 of the chart. SF/ Ayes— SM, SF, AC, GS Noes – 0
12. **RESOLUTION 2011-09 APPROVAL OF AMENDMENT FOUR THREE OF THE CAL FIRE COOPERATIVE AGREEMENT CONTRACT NUMBER 2CA00496:** This is an amendment to approve year four of the five year contract from July 1, 2008 through June 30, 2013.
Action: AC/GS Ayes – SM, SF, AC, GS Noes—0
13. **INSTANT RUNOFF ELECTION OF REGULAR AND ALTERNATE OF SPECIAL DISTRICT REPRESENTATIVE TO EL DORADO LAFCO AND APPROVAL OF THE OPTION TO COMPLETE FUTURE ELECTIONS ELECTRONICALLY:** Representative with the most votes will serve a new regular four-year term to begin May 2011 and the first runner up will serve as a new alternate four-year term to begin May 2011. The board has been asked to rank (1st, 2nd choices) each nominee in the order of preference with the okay to vote for one person. LAFCO has asked for the district to consider receiving and submitting votes electronically as this method would be a time/cost saver to LAFCO.
Recommended Action: Review and complete ballot form and return prior to the June 30, 2011 by 5:00 pm deadline and approve receiving future ballots and submitting votes electronically
Action: The board votes as follows: Shiva Frentzen, Ken Humphreys, Charles Hoff, Guy Cooper, Barbara Winn, Joseph Fuller, Ray Griffiths. GS/AC Ayes – SM, SF, AC, GS Noes – 0
Action: The board approved receiving future ballots and submitting votes electronically. SF/AC Ayes – SM, SF, AC, GS Noes – 0

14. COMMITTEE REPORTS:

- A. CC&R – Standing Committee:
Shiva Frentzen and Greg Stanton, representatives; Scott McNeil, alternate
Agenda for meeting held May 11, 2011 *Mr. Van Foster addressed with comments and possible recommendations on an item from the May, 2011 CC&R meeting.*
- B. PARKS AND RECREATION – Standing Committee:
Scott McNeil and Shiva Frentzen, representatives; Greg Stanton, alternate
Agenda for meeting held May 12, 2011 – *Add pool improvements to the June Park & Recreation meeting.*
- C. BUDGET AND ADMINISTRATION – Standing Committee:
Scott McNeil and Alan Clarke, representatives;
Agenda for meeting held May 5, 2011- *AC gave a quick update*
- D. FIRE AND EMERGENCY SERVICES – Standing Committee:
Alan Clarke and Greg Stanton, representatives;
Agenda for meeting held May 11, 2011 - *AC gave a quick update*

MATTERS TO AND FROM DIRECTORS: At this time, the Board and staff are provided the opportunity to speak on various issues. Direction by the President may be given; however, no action may be taken unless the Board agrees to include the matter on a subsequent agenda.

Director Stanton –What procedures does the district have in place to fill an open director position?

Stop sign is going to be installed at Cambridge & Osborne. Blue Oak School event

Director Frentzen – Would like an adhoc committee appointed to analysis the pros and cons of our in house accounting department and system verses the County.

Director Clarke – Discussed the need to fill the open director seat on the Skate Park and GM research committees.

ADJOURNMENT: Time: 9:39 PM Motion made to adjourn. *Ayes – SM, SF, AC, GS. Noes - 0*

Attest:

June 15, 2011

President, Board of Directors

Secretary to the Board