

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

Wednesday, August 17, 2011 at 7:00 PM

**Board of Directors**

SCOTT MCNEIL, President

SHIVA FRENTZEN, Vice President

Directors ALAN CLARKE, GREG STANTON AND SEAN TUCKER



**CALL TO ORDER:** Time: Meeting was called to order by President McNeil at 7:00PM

**ROLL CALL PRESENT:** McNeil, Frentzen, Clark, Stanton, Tucker

**PLEDGE OF ALLEGIANCE**

**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 addition of a closed session. Item 11 was added to the consent calendar and item 17 was moved to the front.**

*Action: GS/SM Ayes – SF, AC, ST 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.

**At this time Directors Stanton and McNeil would like to acknowledge the following residents for their commitment to and dedication to Cameron Park.**

- Kathy O’Neill - for helping to keep Cameron Park Clean
- Karen Gray -“Creator of Ark-Angels” This organization saves the lives of companion animals, farm and ranch animals and wildlife, including rehabilitating the lives of these animals.
- Stacey Mello - "Biggest fan of Music in the Park for 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: Holly Morrison, Gerald Lillopp, David Gelber, Bill Carey, Paula Springler, and Barbara Rogers.**

**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-B, 2A-D, 3A, and 4. Consent calendar approved. AC/GS Ayes – SM, SF, ST Noes - 0**

1. **BOARD MINUTES:**

- A. July 20, 2011 Regular Meeting
- B. August 2, 2011 Special Meeting

**Recommended Action:** Approve

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 July 2011.  
*Recommended Action:* Receive and File
  
4. **CC&R ADVISORY COMMITTEE REQUEST FOR REFERRAL TO LEGAL COUNSEL:**  
**Violations:** #5923 & 5940 3506 Sombra Court APN: 119-203-191  
**Unit:** Bar J Ranch Unit #1 Lot #49  
 Violations: 1) Clauses #26 & #27, barking dogs creating an annoyance and nuisance to the residents in the vicinity; 2) Clause #4, neglected landscaping on the front and side yards; #3) Clause #8, failure to complete the replacement of a damaged deck in the rear yard of the property, 4) Clause #17, storing of two vehicles on the driveway which are not primarily and currently used for transportation of persons.  
*Recommended Action:* Forward to legal counsel

**END OF CONSENT CALENDAR**

**GUEST SPEAKERS:** This allotted time provides an opportunity for the Board of Directors to receive guest speakers to present items to the board of District interest. All guests are invited to speak at the request of the General Manager or Board of Directors.

5. **WASTE CONNECTIONS:** Representative from El Dorado Disposal/Waste Connections, within the scope our franchise agreement, per **Section 6. Lien for Ninety (90) Day Delinquencies** will present the board with a list of delinquent accounts. EDD/WC requests the board’s approval to begin the lien process on said accounts.  
**Action: Public comment and provide approval for EDD/WC forward to EDC to begin the lien process.**  
**Approved AC/SM Ayes – SF, GS, ST Noes - 0**

**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:**
  
7. **HANDBOOK POLICY 3000 SERIES-ACCOUNTING POLICIES UPDATE:** Staff has completed the draft accounting policy 3000 series as recommended in the 2008/2009 audit by the Districts Auditor, Mike O’Conner of R.J. Riccardi. In accordance to Policy #1010 copies of the proposed or amended policy(s) shall be submitted in a written draft and included in an agenda packet in which they are scheduled for consideration. Adoption of a new policy or amendment shall be accomplished at a regular meeting of the Board of Directors and shall require a 4/5 affirmative vote of the entire Board of Directors.  
**Action: Policies reviewed, comments received regarding several policies. Send Accounting Policies back to the Budget & Administration Committee. AC/SM Ayes – SF, GS, ST Noes – 0**
  
8. **RESOLUTION 2011-17 NCS DIA AGREEMENT:** An agreement approving the amended Joint Exercise of Powers Agreement of the Northern California Special Districts Insurance Authority.  
**Action: Adopted Resolution 2011-17 with a board poll vote. Board Polled Ayes – AC, SM, SF, GS, ST Noes - 0**

9. **DISTRICT AUDITOR CONTRACT EXTENSION:** Extension of the districts contract with R.J. Ricciardi to perform the 2011/2012 & 2012/2013 Audits.  
*Action: Approved 2 year extension, General Manager to sign agreement. AC/SM Ayes – SF, GS, ST Noes - 0*
  
10. **DISTRICT BYLAWS UPDATE:** Over the past several months the board, staff and the public have had the opportunity to review and comment the Districts Bylaws. At the recent Budget and Administration meeting the committee requested that the bylaws be forwarded to the full board for approval.  
*Action: Comments received regarding several policies. Send District Bylaws back to the Budget & Administration Committee. SM/AC Ayes – SF, GS, ST Noes – 0*
  
11. **CODE OF ETHICS ORDINANCE 2011-08-17:** The Code of Ethics Ordinance has been reviewed and commented on by legal counsel and the employees APR. The final version was provided to the Budget and Administration Committee for review. The committee requested that it be brought before the full board for approval.  
*Action: Code of Ethics reviewed and added to the Consent Calendar.*
  
12. **RESOLUTION 2011-18 PROPOSITION 218 BALLOT PROCEDURES:** Adopting proposition 218 assessment ballot proceedings procedures.  
*Action: Adopted Resolution 2011-18 with board-polled vote. Board Polled Ayes – AC, SM, SF, GS, ST Noes - 0*
  
13. **RESOLUTION 2011-19 PRELIMINARY APPROVAL FOR LLAD BAR J15-B:** Approving the preliminary Engineers Report declaring its intention to levy Fiscal Year 2012-13 assessment in the Bar J15-B No. 2 Landscaping and Lighting assessment district.  
*Action: Adopted resolution 2001-19 with board-polled vote. Board Polled Ayes – AC, SM, SF, GS, ST Noes - 0*
  
14. **RESOLUTION 2011-20 PRELIMINARY APPROVAL FOR LLAD DAVID WEST PARK:** Approving the preliminary Engineers Report, declaring its intention to levy Fiscal Year 2012-13 assessment in the David West No. 2 Landscaping and Lighting assessment district.  
*Action: Adopted resolution 2011-20 with board-polled vote. Board Polled Ayes – AC, SM, SF, GS, ST Noes - 0*
  
15. **RESOLUTION 2011-21 PRELIMINARY APPROVAL FOR LLAD BAR J15-A:** Approving the preliminary Engineers Report, declaring its intention to levy Fiscal Year 2012-13 assessment in the Bar J15-A No. 2 Landscaping & Lighting assessment district.  
*Action: Adopt resolution 2011-21 with board-polled vote. Board Polled Ayes – AC, SM, SF, GS, ST Noes - 0*
  
16. **FIRE PREVENTION FEES HEARING:** The Cameron Park Fire Department will hold a hearing to allow for public input about proposed changes and increases to the Fire Prevention Fees.  
*Action: Conduct a public hearing to receive public input regarding proposed changes. Item held over to next month for Board approval.*
  
17. **Letter to the Board of Forestry regarding SRA Fees:**  
*Action: Approval for the Board President, General Manager, and Fire Chief to sign and send the attached letter opposing ABX1-29 (SRA \$150 Parcel Fee) to the California Board of Forestry for consideration in upcoming hearing on behalf of the CPCSD and the community of Cameron Park. Approved SF/SM Ayes – AC, SM, SF, GS, ST Noes - 0*
  
18. **GM SEARCH COMMITTEE UPDATE:** Committee to provide information regarding the recruitment of the General Manager position.  
*Action: Receive and File.*

19. **COMMITTEE REPORTS:**

- A. **CC&R** – Standing Committee:  
Shiva Frentzen and Greg Stanton, representatives; Scott McNeil, alternate  
Agenda for meeting held August 10, 2011
- B. **PARKS AND RECREATION** – Standing Committee:  
Scott McNeil and Shiva Frentzen, representatives; Greg Stanton, alternate  
Agenda and Minutes for meeting held August 11, 2011
- C. **BUDGET AND ADMINISTRATION** – Standing Committee:  
Scott McNeil and Alan Clarke, representatives;  
Agenda and Minutes for meeting held August 4, 2011
- D. **FIRE AND EMERGENCY SERVICES** – Standing Committee:  
Alan Clarke and Greg Stanton, representatives; Sean Tucker, alternate  
Agenda and Minutes for meeting held August 11, 2011
- E. **SKATE PARK COMMITTEE** – Standing Committee:  
Shiva Frentzen, Scott McNeil representatives;  
No meeting held since last board meeting

**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.

**Closed session:** The Board will adjourn to Closed Session to discuss GM search.

**Board adjourned to close session at 9:00PM.**

**ADJOURNMENT:** Time: 9:16PM Motion made to adjourn. *Ayes – AC, SM, SF, GS, ST Noes - 0*

- 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.