

Cameron Estates Community Services District Minutes
Regular Meeting: January 19, 2023 7:00 p.m.
Light of the Hills Lutheran Church, 3100 Rodeo Road, Cameron Park
Education Building – Multi Purpose Room

Public Comment: Members of the public are appreciated for taking the time to attend this meeting. and anyone wishing to comment about items not on the Agenda may do so during the Open Public Forum period; however the Board cannot act on any comment or item unless it was noticed on the agenda. Those wishing to comment about items on the Agenda may do so when that item is heard and when the Board President calls for public comment. Public comments are limited to three minutes per person and 20 minutes per item.

1. **Call to Order/Roll Call:** President Angela Johnson called the meeting to order. Board Secretary, Joy Reggiardo conducted roll call. Directors Angela Johnson, Joshua Clark, Lynn Kissel, and Director Peter Reese were in attendance. Director Richard Thomson was absent.

2. **Approval of Agenda**
Board Discussion/Public Comment/Board Action
Director Clark motioned to approve the agenda. Director Kissel seconded. All Directors 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 2023 year.
Attachments: CECSO Policy and Procedure Number 4040: Duties of Board President, CECSO Policy and Procedure Number 4050: Duties of Members of the Board, CSOA Info, What is a Special District
Board Discussion/Public Comment/Board Action
The Board nominated Director Johnson to stay on as president for another year since there was a new General Manager and two new Board Members. The Board nominated Director Clark as Vice President. Director Angela Johnson motioned to elect Director Johnson as President and to elect Director Clark for Vice President. Director Kissel seconded. All Directors voted aye.

4. **Consent Calendar** (all items on the Consent Calendar are considered routine and will be acted upon by one motion unless a member of the Board, Staff or a member of the public requests specific items be set aside for separate discussion.)
 - a. **Approval of Minutes:** Regular meeting November 17, 2022
Attachment: Minutes: November 17, 2022
 - b. **Financial Reports:** accepted as presented from County for November 30, 2022, December 31, 2022
Attachments: Revenue & Expenditure Report; General Ledger, November 30, 2022, December 31, 2022
 - c. **Approval of Bills:** November 17, 18, 30, December 6, 15, 28, 29 2022,
*Attachments: Vouchers: November 17, 18, 30, December 6, 15, 28, 29 2022*Board Discussion/Public Comment/Board Action
Director Kissel motioned to approve the items on the Consent Calendar. Director Clark seconded. All Directors voted aye.

5. **Open Public Forum**
The Public has the opportunity to comment or voice an opinion on subject matter relevant to CECSO business that is not already on the Agenda as an Agenda item. Please know that the Board wishes to hear from the public on matters relevant to District business and authority. However, this cannot be a discussion between the public and the Board. If you have a question or comment, please address the Board President.
A resident spoke about the unlocked pedestrian gates at the Strolling Hills entrance and vandalism at the fence nearby (cut wire/metal). The resident requested a locking mechanism and key pad at the walk-in gate to gain access to the community. Director Reese volunteered to be the point person to find out if it is possible to have a locked pedestrian gate with our gate system, and if so, the cost involved. This will be

discussed at the March meeting. The resident also wondered why people could call his phone from the gate. The General Manager said that his phone is linked to the gate system and that he could let in people by pressing 9. The General Manager agreed to take off the phone number. Another resident recommended a locking mechanism at the walk-in gates at Strolling Hills, and asked why the drive-in gates are being left open. The General Manager explained that there had been malfunctions and vandalism at the gates. The resident also spoke about a light out at the Strolling Hills entrance, a faded letter on the green sign and other issues. The resident was told to call or email the General Manager with those issues. The resident also discussed the speed bumps on Lariat Loop, and that one was really rough. Ken Moonitz discussed the issues of fixing both Flying C and Mini Storage gates. Someone stole a part off of the Flying C gate that was used by the post office to open the gate, so replacement parts are on order. Ken is looking into re-keying the gates for safety. Ken also relayed information from Doris & Gary Miller regarding the District storage shed at their home. The District could leave the shed at their home, move it, or get a new one and the Millers would purchase the shed from the District that is currently at their home. A resident discussed the various sizes and types of District culverts on Lariat Loop. Director Johnson said that the District put in the culverts at different times, when the existing ones were not enough. A resident discussed property development in the business park behind the Estates, and the water run off issues. The resident was directed to call the County Planning department.

6. Schedule of Board Meetings for 2023

The Board of Directors shall authorize the Board meeting schedule for the 2023 year.

Attachment: 2023 Board of Directors Meeting Schedule.

Board Discussion/Public Comment/Board Action

Director Reese motioned to authorize the Board meeting schedule for the 2023 year. Director Clark seconded. All Directors voted aye.

7. Approval of General Manager Services for 2023

The Board of Directors of Cameron Estates CSD must authorize the continuation of the position and duties of the General Manager/Secretary for the 2023 year.

Attachment: None.

Board Discussion/Public Comment/Board Action

Director Kissel motioned to authorize and approve the General Manager services for 2023. Director Clark seconded. All Directors voted aye.

8. Official Retirement of Interim General Manager, Karen Moonitz

The Board of Directors of Cameron Estates CSD to authorize the official retirement of interim General Manager, Karen Moonitz

Attachment: None.

Board Discussion/Public Comment/Board Action

Director Kissel motioned to authorize the official retirement of interim General Manager, Karen Moonitz. Director Clark seconded. All Directors voted aye.

9. CECSD Road Committee Discussion on hiring of Youngdahl Consulting for work projects

The General Manager and Director Kissel will discuss the December 14 meeting with John Youngdahl. The Board will discuss hiring Youngdahl Consulting Group, Inc. to train and assist the Road Committee with road projects.

Attachment: Youngdahl Meeting Notes, Windshield Survey, TMS Handbook (Chapter 3-DistessesBoard)
Discussion/Public Comment/Board Action

The General Manager and Director Kissel spoke about their meeting with John Youngdahl. The most important message from John Youngdahl was to seal the road to preserve the road base. There was discussion about hiring an expert for the Scope since it is very complicated. Discussion ensued about training the Board so all road surveys are uniform. Director Johnson motioned to hire Youngdahl Consulting for training purposes and for future projects as needed. Director Clark seconded. All Directors voted aye.

10. CECSD 2023 Road Work

The Board will discuss road work needed for the upcoming year.

Attachment: None

Board Discussion/Public Comment/Board Action

There was Board discussion regarding plugged District culverts from the storm. The Road Committee plans to do a survey and then meet with Veerkamp tomorrow to get a proposal for clearing culverts and adding shoulder backing lost during the storm. By the March meeting, all road assessments from the Directors should be completed. The bridges are to be evaluated by Veerkamp for safety. The General Manager discussed a proposal from T & M Electric to fix wiring of the mini storage bridge. The Board discussed the broken conduit, and whether the electrical repairs were necessary. (The conduit on the bridge is for telephone wire and bridge lights.) Ken Moonitz suggested shutting the breaker and coming up with another way to light the bridge. Directors Clark and Reese will further evaluate the conduit and lighting. Director Johnson motioned to authorize the road committee to contract as needed for emergency repairs. Director Clark seconded. All voted aye.

11. CECSD Adoption of Updated Roadway Database and Visual Summary Roadmap

The Board will discuss adopting the classifications and dimensions in this updated Roadway Database as a baseline description of our roads.

Attachment: CECSD RDB Visual Summary, CECSD RDB Summary Table, CECSD RDB Details

Board Discussion/Public Comment/Board Action

Director Kissel explained that the CECSD Roadway Database has been updated to correct an error. Director Kissel motioned to adopt the updated Roadway Database and Visual Summary Roadmap. Director Johnson seconded. All voted aye.

12. CECSD Discussion to Contract with Streamline as the New Website Host

The Board will discuss contracting with Streamline as the new District website host

Attachment: Streamline Estimate of Cost

Board Discussion/Public Comment/Board Action

Director Johnson discussed updating the website to Streamline since we must comply with the ADA issues. The General Manager stated that we received the lowest fee available to onboard to the new website and that we received the lowest monthly fee available. Director Kissel motioned to contract with Streamline as our new webhost. Director Clark seconded. All voted aye.

13. Appointment of Standing Committees

Per CECSD Policy and Procedure 4060.1 - 4060.3, the Board President shall appoint CECSD Directors for the standing committee members for 2023, and per Policy and Procedure 4040.4.3., the Board will ratify the appointments.

Attachment: CECSD 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 2023.

Board Discussion/Public Comment/Board Action

Director Johnson suggested that Director Clark and Director Kissel continue as Road Committee. Director Clark asked that Director Reese, with his professional experience, serve on the Road Committee instead. Director Kissel motioned that Director Kissel will be appointed and ratified as the new Road Chair and Director Reese will assist him on the Road Committee. Director Clark 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 CECSD budget for the 2023– 2024 fiscal year.

Board Discussion/Public Comment/Board Action

Director Johnson appointed Director Thomson and Director Clark to the Budget Committee. Director Kissel motioned that Directors Thomson and Clark shall be appointed and ratified to the Budget Committee. Director Clark seconded. All voted aye.

14. 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

Director Kissel discussed using weed spray and the impact it has on erosion. Director Johnson said we need to spray to protect the easement and our roads. Scott Oneto, of UC Davis Cooperative Extension, may be able to help us with that decision? More information is needed, so this could be an agenda item for another meeting.

b. General Manager's Report

The General Manager spoke the upcoming weed spray with Jones Bros. this Wednesday and Thursday, the 25th & 26th. The CPA has mostly finished the District audit, and a preliminary report has been sent. The General Manager is getting an estimate from Capitol Iron for railing repairs to both bridges. There was a recommendation to get more quotes with other iron vendors, or replacing the rails with concrete. The Road Committee will research the matter for a later meeting.

Adjournment

Next Regular Board Meeting: March 16, 2023

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