

Cameron Estates Community Services District MINUTES
Regular Meeting: Thursday, January 18, 2024, 7:00 p.m.
Light of the Hills Lutheran Church, 3100 Rodeo Road, Cameron Park
Education Building - Multi-Purpose Room

1. **Call to Order/Roll Call:** President Angela Johnson, Vice President Joshua Clark, Director Lynn Kissel
Director Peter Reese, Director Richard Thomson.
President Johnson called the meeting to order. Board Secretary, Joy Reggiardo conducted roll call. President Johnson, Director Kissel, Director Reese, and Director Thomson were in attendance. Director Clark was absent.
2. **Approval of Agenda**
Board Discussion/Public Comment/Board Action
President Johnson asked the Board to add an additional item on the Agenda at the end as Item #11, as there is a need for action. We received a Board member's resignation effective January 24th. The Board needs to discuss the next steps. Director Kissel motioned to place an additional item on the Agenda. Director Thomson 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 2024 year.
Attachments: CECSO Policy and Procedure Number 4040: Duties of Board President, CECSO Policy and Procedure Number 4050: Duties of Members of the Board, CSDA Info, What is a Special District?
Board Discussion/Public Comment/Board Action
Director Johnson discussed why she would like to continue as President for her final year. Director Kissel motioned to elect Director Johnson as Board President, and Director Thomson as Vice President. Director Reese seconded. All Directors voted aye.
4. **Consent Calendar** (all items on the Consent Calendar are to be approved by one motion unless a Board Member requests separate action on a specific item).
 - a. **Approval of Minutes:** Regular meeting November 16, 2023
Attachments: Minutes – November 16, 2023
 - b. **Financial Reports:** Accepted as presented from El Dorado County for November 30, December 31, 2023
Attachments: Revenue and Expenditure Report; General Ledger, November 30, December 31, 2023
 - c. **Approval of Bills:** Vouchers: November 16, 30, December 28, 2023, January 5, 2024
*Attachments: Vouchers: November 16, 30, December 28, 2023, January 5, 2024*Board Discussion/Public Comment/Board Action
Director Kissel motioned to approve the items on the Consent Calendar. Director Thomson seconded. All Directors voted aye.
5. **Schedule of Board Meetings for 2024**
The Board of Directors shall authorize the Board meeting schedule for the 2024 year.
Attachment: 2024 Board of Directors Meeting Schedule.
Board Discussion/Public Comment/Board Action
Director Thomson motioned to adopt the Board of Directors' Meeting Schedule for the 2024 year. Director Reese seconded. All Directors voted aye.
6. **Approval of General Manager Services for 2024**
The Board of Directors of Cameron Estates CSD must authorize the continuation of the position and duties of the General Manager/Secretary for the 2024 year.

Attachment: None.

Board Discussion/Public Comment/Board Action

Director Kissel motioned to approve the General Manager Services for the 2024 year. Director Reese seconded. All Directors voted aye.

7. Appointment of Standing Committees

Per CECSO Policy and Procedure 4060.1 - 4060.3, the Board President shall appoint CECSO Directors for the standing committee members for 2024, and per Policy and Procedure 4040.4.3., the Board will ratify the appointments.

Attachment: CECSO 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 2024.

Board Discussion/Public Comment/Board Action

President Johnson appointed herself as Road Chair, and Director Clark as member of the Road Committee. Director Kissel motioned to approve President Johnson as Road Chair and Director Clark as member of the Road Committee. Director Reese seconded. All Directors 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 CECSO budget for the 2024– 2025 fiscal year.

Board Discussion/Public Comment/Board Action

President Johnson appointed Director Reese as Budget Chair and Director Thomas as member of the Budget Committee. Director Kissel motioned to appoint Director Reese Budget Chair and Director Thomson member of the Budget Committee. Director Reese seconded. All Directors voted aye.

8. CECSO Road Work

- a.** Board president will report on 2023–2024 culvert project approved at the November 2023 meeting

Attachment: 2023 Culvert Repair Scope, Bid Proposal Veerkamp

Board Discussion/Public Comment/Board Action

President Johnson and the General Manager discussed the culvert cleanout and repairs underway. There were a few failing culverts in need of replacement, identified by Veerkamp. One culvert on Strolling Hills by Gate #1 will need to be repositioned and replaced in dry weather this year. Another culvert on Strolling Hills will need replacement in a year or so, as tree roots and rust have deteriorated the culvert. The General Manager discussed culvert markers to help identify where the culverts are located. Director Reese suggested white street markers epoxied on the edge of a street could be used to identify culverts. A suggestion was made to create a culvert map with GPS coordinates with the help of the County. During Public Comment, a resident discussed a problem culvert on Highcrest. The resident located the culvert on a map so that it can be flagged for future repairs and cleanouts. No motion. No action.

- b.** The Board will discuss proposal from Doug Veerkamp General Engineering for culvert and road replacement under 3210 Strolling Hills Rd for \$51,750.00.

Attachment: Veerkamp Bid for \$51,750.00

Board Discussion/Public Comment/Board Action

Director Reese motioned to accept the Veerkamp bid of \$51,750.00 for removal and replacement of the culvert and road at 3210 Strolling Hills. Director Thomson seconded. All Directors voted aye.

- c.** The Board will discuss road work and priorities for 2024. The Road Committee will give Director Road Assignments and Road Survey Form to the Directors.

Attachment: Director Assignments

Board Discussion/Public Comment/Board Action

Director Johnson explained the measurements and how to perform a road survey. The assignments were given to the Directors, and packets of information were distributed to the Directors. The Board discussed when they should be completed. The Board decided that the surveys should be completed and given to the General Manager by February 15. Director Johnson explained that there won't be funds for a big road project this year. The District is still working with FEMA, but no time frame for

completion or funding. No motion. No action.

9. Open Public Forum

The Public has the opportunity to comment or voice an opinion on subject matter relevant to CECSD 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 thanked the Board for putting reflectors at the corner of Cameron and Strolling Hills Road.

10. 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

None at this time.

b. General Manager's Report

The General Manager discussed the iron work underway with Accurate Iron at the Mini Storage Bridge. They will powder coat the railings black, and it should be completed in a month or so. When they removed the railings, they found a section of bricks loose and cracked from the storm. Ball Construction will repair the brickwork soon, but it will be approximately \$3,500.

Accurate Iron will also replace the railings on the Flying C bridge, once the Mini Storage bridge is completed. Our CPA has completed a State Controller Report for the District.

11. Board Replacement of a Director

The Board to discuss a Special Election or an Appointment to replace Director Kissel.

Attachment: None.

The Board received a notice of resignation from Director Lynn Kissel effective January 24, 2024. The Board discussed whether to appoint a replacement, or to call for a special election. Per the Election Code, we have 60 days to appoint a new Director, if we decide to appoint. The other route would be to have a Special Election, which is costly. President Johnson motioned that the Board go forward with the appointment of a new Director. Director Reese seconded. All Directors voted aye. Director Johnson thanked Director Kissel for all that he has done for our District. Director Kissel spoke about his retirement plans, and the need for a sustainable maintenance plan for the neighborhood.

Adjournment

Next Regular Board Meeting: March 21, 2024