

**EL DORADO HILLS COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING**

February 6, 2007

MINUTES

CALL TO ORDER

President Larry Brilliant brought the special meeting to order on Tuesday, February 6, 2007, at 7:00 p.m. Directors Justin Masters, Tony Rogozinski, David Trapani, and Bill Vandegrift were in attendance. Also present were General Manager Wayne Lowery, Assistant General Manager Sandi Kukkola, Finance Manager Gerry Tryhane, Recreation Director Marni Francisco-Cady and Planning Director Dianna Hillyer. There was one guest in the audience.

Adoption of Agenda

Motion No. 1. Director Trapani moved and Director Rogozinski seconded the motion to approve the agenda. Motion carried 5-0

1. Accept December 2006 status on Strategic Planning.

The Board reviewed and accepted the Bristol & Associates, Inc. December 2006 status report on the Strategic Planning process.

2. Accept Second Quarter status report of General Manager's 2006-07 Goals & Objectives.

General Manager Lowery reviewed the 2006-07 Second Quarter status report of the General Manager's Goals & Objectives as approved on October 7, 2006. Director Rogozinski suggested future reports separate the completed from pending goals. Phil Bristol suggested that the items can be left on the same page but compressed for report purposes.

Directors Masters, Rogozinski, and Vandegrift suggested that a prioritized list and process be prepared for new projects and any that appear mid term. Brilliant suggested that priorities be posted for public view at board meetings. Rogozinski asked what the three top priorities are on the goals and objectives list. Bristol added that the Strategic Plan needs to be prioritized and there should be filters to determine essential priorities. He suggested that the Strategic Plan only include (a) problem solving and (b) creative activities. Anything else should appear on the Personal Performance Plans of individual staff members.

Motion No. 2. Director Trapani moved and Director Rogozinski seconded the motion to accept the 2006-07 Second Quarter Goals & Objectives Report with recommendations to revise the format for future reports. Motion carried 5-0.

3. Approve Fiscal Year 2006-07 Strategic Plan.

The draft One Page Plans for the FY 2006-07 Strategic Plan (Cycle 1) were presented to the Board of Directors. Masters expressed concern that the One Page Plans did not show individual projects. Hillyer pointed out that there was considerable overlap between the Parks and Planning Departments but the projects were reflected in the Five Year Capital Improvement Plan and Oakley's monthly project report.

Bristol recommended the board adopt its own One Page Plan and suggested meeting prior to the March 15, 2007 regular meeting. Board members felt the One Page Plans were too truncated for the public to understand, should have existing blanks completed and would like to see them managed on the website.

Rogozinski again expressed interest in identifying the top 3-5 projects for the balance of this fiscal year. Bristol suggested staff and board create independent lists then meet to reach agreement.

Motion No. 3. Director Brilliant moved and Director Trapani seconded the motion to accept the draft FY 2006-07 Strategic Plan (Cycle 1) conceptually and direct staff to return by the end of February with updated documents. Motion carried 5-0.

4. Review General Manager performance review procedures for FY 2006-07.

Bristol and Lowery reviewed the steps for preparing and completing the 2006-07 performance review for the General Manager. A copy of the process graph will be forwarded to the board members along with a timeline prepared by Brilliant and Lowery. The general manager's performance review form and contract should be included.

Adjournment

President Brilliant adjourned the meeting at approximately 10:28 p.m.

APPROVED: _____ DATE: _____
Laurence S. Brilliant, President
EDHCSD Board of Directors

ATTEST: _____ DATE: _____
Wayne A. Lowery, General Manager
Secretary to the Board of Directors