

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

July 12, 2007

MINUTES

CALL TO ORDER

President Larry Brilliant brought the regular meeting to order on Thursday, July 12, 2007 at 7:08 p.m. Directors Justin Masters, David Trapani and Bill Vandegrift were in attendance. Tony Rogozinski was absent. Also present were Executive Assistant Charlene Ambrose, Planning Director Dianna Hillyer, Assistant General Manager Sandi Kukkola, General Manager Wayne Lowery, and Director of Finance Gerry Tryhane. Also present were approximately three staff members. Approximately 8 members of the public were in attendance.

ADOPTION OF AGENDA

Motion No. 1. Director Trapani moved and Director Masters seconded the motion to approve the agenda. Motion carried 4-0-1 (Rogozinski absent).

PRESENTATIONS & ANNOUNCEMENTS

A. Recognition of volunteers for improvements to Stephen Harris Tennis Court Park.

Dave Luckscheider, Parks Supervisor, introduced community member Rob Vomund, who approached him during a board meeting early in his career with the District. Rob suggested a volunteer effort in conjunction with the parks staff to put up windscreens in Stephen Harris Park's newly renovated tennis courts. This was successfully completed and a PowerPoint presentation was shown. An article on the success story was published in Village Life May 22, 2007.

Director Masters asked about the training on volunteer shifts, handoffs, to glean for future volunteer projects.

Director Vandegrift asked if the screens make a difference; yes a big difference to the players is seen.

Director Trapani asked whether the windscreens are also at Promontory tennis courts; yes they are.

President Brilliant asked the staff to post the presentation on the District website and requested letters be sent to the volunteers.

B. Recognition of Dianna Hillyer, Director of Planning, for five years service to District.

General Manager Lowery gave highlights to Dianna Hillyer's five-year career with the District as Director of Planning and Franchise Management. She was responsible for the Promontory Community Park design, the Master Plan update, among many other significant contributions. Previous to employment with the District, she served on the District Board of Directors from 1994-1998.

Ms. Hillyer thanked the Directors, Wayne Lowery, and her co-workers. She said she is happy to be a part of the El Dorado Hills community and its services district.

Director Vandegrift thanked Hillyer for her focused efforts on getting the County Board of Supervisors to approve the Park Impact fees earlier this week; he also thanked Rob Vomund. Director Trapani stated Hillyer is a great pleasure to work with and is an incredible valued asset on the Boards Parks and Planning Committee. He too thanked Director Vandegrift and Rob Vomund for their efforts regarding the approval of the Park Impact fees.

COMMUNITY COMMENT

None.

REVIEW OF WRITTEN COMMUNICATION

1. Lance Smith, Greenbriar Homes Communities, Inc., fax to Patrick Shea/Waste Connections, dated June 21, 2007: Questions ordinance for construction debris removal.
2. Chris Heffington, 1-800-Got-JUNK, letter dated June 21, 2007: Debris removal services.

COMMUNITY SERVICES DISTRICT CALENDAR

3. July – August 2007 Calendar of District Events and Activities.

General Manager Lowery reviewed highlights on the two months represented on the calendar. The new program thanks to the Vision Coalition: Teen Taxi was introduced in July, Youth and Pee Wee Triathlons on Saturday, July 22, and Saturday in the Park on August 4 from 10 am – 4 pm.

Director Masters relayed a July 24th Volunteer Committee Town Hall with presentations by people running successful volunteer programs.

CONSENT CALENDAR

Motion No. 2. Director Trapani moved and Director Vandegrift seconded the motion to pull items No. 9, 11, 13, 15 and 16 for discussion and approve the remaining consent calendar items as follows:

- 4) June progress report of FY 2006-07 capital and renovation projects;
- 5) CC&R Design Review Customer Services Questionnaire for January 2007 – July 2007;
- 6) Fourth Quarter General Manager Goals & Objectives Status;
- 7) Report on results of 2007 Spring Community Clean-Up Day;
- 8) Minutes of June 6, 14, & 18, 2007

meetings; 10) Finance Report for May 31, 2007; 12) Parks and Planning Committee (Trapani/Rogozinski) recommending Board approve Parks Building Second floor office expansion; 14) Board's CC&R Committee (Masters/Vandegrift) recommending the Design Review Committee meetings return to all morning meetings to be held on Tuesdays at 8:00 am beginning August 1, 2007.

Motion carried 4-0-1 to approve the Consent Calendar items remaining. (Rogozinski absent)

Director Masters stated that Item 7. Report on results of 2007 Spring Community clean-up Day from the Planning Department Coordinator was a very good report.

GENERAL BUSINESS

17. Appeal of Design Review Committee's Denial of Skateboard Ramp for Ken and Tracey Riddiough, 2048 Crest Mar Circle in Marina Village.

Ms. Kukkola reported that several attempts have been made to reach Tracey Riddiough both by phone calls to her home and cell as well as emails. Ms. Riddiough made no attempt to return the messages despite being given 60 days by the District to amend CC&Rs. Both directors serving on the Board Committee, Masters and Vandegrift, gave input. Director Vandegrift stated he feels badly about taking away the son's dreams and ambition.

Community Comment was given by Fred St. Jean, St. Andrews Village, who asked if this skateboard ramp was portable and if it could be moved down to the Community Park to be used by neighborhood kids. Kukkola relayed that this structure was designed to be for a residential backyard and not a public park. It would be a huge liability that the District would not be willing to take on.

Motion No. 3. Director Masters moved and Director Vandegrift seconded the motion to deny the appeal of Design Review Committee's denial of Skateboard Ramp for Ken and Tracey Riddiough, 2048 Crest Mar Circle in Marina Village. Motion carried 4-0-1 (Rogozinski absent).

18. Public Hearing: for landscaping & lighting assessment districts:

- a. Hawk View: Hold Public Hearing and adopt Resolution 2007-21 accepting the final engineer's report, establishing the Hawk View Landscape and Lighting Assessment District #31 and directing auditor of El Dorado County to levy and collect assessment for Fiscal Year 2007-2008.**

Kent Malonson, Planning Associate, presented the background information and the steps that have been followed to establish the Hawk View Landscape and Lighting Assessment District.

Brilliant opened the Public Hearing and requested community comment. Hearing none, the Public Hearing and Community Comment session was closed.

Director Comment was given by Directors Trapani and Masters. Hillyer answered their inquiries that 99 homes are planned on being built and currently there is a single owner, D. R. Horton. Annual assessments are collected via tax bills.

Motion No. 4. Director Trapani moved and Director Vandegrift seconded the motion to adopt Resolution 2007-21 accepting the final engineer's report, establishing the Hawk View Landscape and Lighting Assessment District #31 and directing auditor of El Dorado County to levy and collect assessment for Fiscal Year 2007-2008. Motion carried 4-0-1 (Rogozinski absent).

- b. Bell Ranch: Hold Public Hearing and adopt Resolution 2007-22 accepting the final engineer's report, establishing the Bell Ranch Landscape and Lighting Assessment District #34 and directing auditor of El Dorado County to levy and collect assessment for Fiscal Year 2007-2008.**

Kent Malonson, Planning Associate, presented the background information and the steps that have been followed to establish the Bell Ranch Landscape and Lighting Assessment District.

Brilliant opened the Public Hearing and requested community comment. Hearing none, the Public Hearing and Community Comment session was closed.

Motion No. 5. Director Trapani moved and Director Vandegrift the motion to adopt Resolution 2007-22 accepting the final engineer's report, establishing the Bell Ranch Landscape and Lighting Assessment District #34 and directing auditor of El Dorado County to levy and collect assessment for Fiscal Year 2007-2008. Motion carried 4-0-1 (Rogozinski absent).

19. Schedule August 23, 2007 for Board's public workshop on the Five Year Capital Improvement Plan and adopt the budget.

Lowery gave an overview to the Five Year Capital Improvement Plan and budget adoption process. He clarified what Director Masters questioned took place May 10, 2007 was the General Fund budget workshop. This one is specifically oriented to the five year Capital Improvement Plan for the Parks. President Brilliant stated what would be taking place would be to review what is on the list of projects and how much each of them will cost. The objective is to move very quickly and achieve alignment with the District strategic initiatives. Director Trapani questioned the summer timeframe suggested because folks would be gone for vacation. Director Masters questioned the General Manager objectives and the Balanced Scorecard approach President Brilliant was driving.

Motion No. 6. Director Trapani moved and Director Vandegrift seconded the motion to schedule August 23, 2007 for Five Year Capital Improvement Plan and adopt the budget. Motion carried 4-0-1 (Rogozinski absent).

20. Schedule directors to attend the California Special Districts Association Annual Conference, October 1 – 4, 2007, Monterey, California.

Lowery confirmed that the District is a member of the California Special Districts Association and their annual conference is held in October this year. There is among other subject matter an overview of legislative issues and Board and management level training sessions. The district has \$10,000 set aside for a board member training budget. Being that President Brilliant is a member of their Board, the CSDA would pick up the cost of his attendance. He encouraged others to decide whether they would like to attend.

President Brilliant said his training focus for this year is on the Balanced Scorecard and he recommends that as leaders of the organization we forgo other training for twelve months and make Balanced Scorecard the primary focus.

Director Vandegrift said he is against halting all other training being that there are other trainings he would be interested in.

Director Trapani said he is also against the suggestion especially with new board members this year that would benefit from training and some sessions are required by law, such as ethics training.

Director Masters is not sure the District should attend all the Palladium Balanced Scorecard training Brilliant is suggesting. He does not want to commit the District funds to just the one type training.

Motion No. 7. Director Trapani moved and Director Vandegrift seconded the motion to schedule directors to attend the California Special Districts Association Annual Conference, October 1 – 4, 2007 in Monterey California. Motion carried 4-0-1 (Rogozinski absent).

Lowery asked the interested Directors to make a decision within the specified deadline in order to reserve conference and hotel space during the discounted period.

21. Review Items pulled from Consent Calendar for action.

9) Cash Disbursements through June 30, 2007.

There was concern with recent Bristol consulting invoices. It was requested such questionable invoices be forwarded to the Board's Administration and Finance Committee. Also, future questionable invoices should be presented to board before payment is processed. A discussion

ensued regarding increasing the use of district boiler plate personal services contracts and review of contracts by legal counsel.

Motion No. 8. Director Trapani moved and Director Masters seconded the motion that no further payments be made to Bristol and Associates. Motion carried 4-0-1 (Rogozinski absent).

11) Upcoming board member meetings and/or reports or recent board committees.

Director Masters requested correction to the meeting report in the CC&R meeting section with regard to policy 7030.

Director Masters also expressed concern for the elevated costs of the Balanced Scorecard training programs and suggested re-visiting the training options after the first trip this coming week. Director Trapani agreed that the attendees come back and give a report soon afterwards and prior to making a decision to move forward with further sessions.

President Brilliant suggested the new board members consider attending the SDI Finance Seminar September 6 – 7, 2007 in Monterey.

It was agreed to remove CSDA October 1-4, 2007 and all other trainings not in Sacramento, Balanced Scorecard October 9 -11, 2007 and Balanced Scorecard November 28-29, 2007 training programs.

Motion No. 9. President Brilliant moved and Director Trapani seconded the motion to approve training, deleting October 1 – 4 2007 CSDA Annual Conference, also deleting all CSDA training the remainder of 2007 not in Sacramento. Deleting October 9 – 11, 2007 Balanced Scorecard and November 28 – 29, 2007 Balanced Scored Card. Motion carried 4-0-1 (Rogozinski absent).

13) Award contract for On-Call Landscape Architect Services and authorize General Manager to execute.

Director Vandegrift provided the background for this request. He participated on the interview panel conducted on July 11, 2007. Twelve qualified landscape architecture firms were offered a Request for Proposal for On-Call Landscape Architect Services. Hillyer reported that ten of the twelve responded and the team narrowed the applicants to three. All three gave very good presentations and Stantec was selected as the best overall with so many in-house services available. They are able to give 3D visuals of park concepts and can provide access to a grant writer and oversight of construction projects as part of their on-call professional services if requested.

Director Trapani stated he was in favor of the benefits of having this on-call service.

Motion No. 10. Director Trapani moved and Director Vandegrift seconded the motion to award the contract for On-Call Landscape Architect Services to Stantec and authorize the General Manager to execute the contract for a maximum of \$100,000, and any project over \$20,000 will first go to the Board's Administration and Finance Committee who will make a recommendation to the Board. Motion carried 4-0-1 (Rogozinski absent).

As a side note, President Brilliant asked that the contract approval process be brought to the next Administration and Finance Committee.

15) Board's CC&R Committee (Masters/Vandegrift) recommending amendment to policy 7030 to clarify DRC members terms begin the first meeting in November and end the last meeting in October and terms of officers (chair and vice chair) be one year terms with elections occurring the first meeting in January and new Chair and Vice Chair taking office the second meeting in January.

Policy recommendation was directed back to the Board's CC&R Committee to review amending policy 7030 clarifying DRC member terms be one year with January elections of Chair and Vice Chair. Board CC&R Committee to review and draft recommendations; staff to use redline/strikeout on policy change requests in future for easier review.

16) CC&R Citizen Advisory Committee recommending board approve third and final notice for non compliance for: a. Robin McKenzie, 2861 Springburn, Stonegate Village, for failure to maintain and complete front yard landscaping, b. Edwin and Basilio Solis, 542 Finders Way, Park Crescent Ridge, for failure to maintain front yard landscaping and remove the trash cans and debris from the driveway, c. David Ross, 9049 Orchid Shade, Bass Lake Village, for failure to store commercial vehicle according to the constraints of the CC&Rs for Bass Lake Village.

Director Masters pulled this item, asking that b. be reconsidered; he challenged debris.

Community Comment by Ellison Rumsey asking that Board members trust the staff and not challenge their recommendations.

Motion No. 11. Director Masters moved and Director Trapani seconded the motion to approve CC&R Citizen Advisory Committee recommending board approve third and final notice for non compliance for: a. Robin McKenzie, 2861 Springburn, Stonegate Village, for failure to maintain and complete front yard landscaping, and c. David Ross, 9049 Orchid Shade, Bass Lake Village, for failure to store commercial vehicle according to the constraints of the CC&Rs for Bass Lake Village. And b. Edwin and Basilio Solis, 542 Finders Way, Park Crescent Ridge, for failure to maintain front yard landscaping and remove the trash cans and debris from the driveway, be continued to

**the August 9, 2007 Regular Board Meeting. Motion carried 4-0-1
(Rogozinski absent).**

Director Trapani departed approximately 9:33 pm.

GENERAL MANAGER REPORTS

1. Lowery gave an update to the Vandalism reporting procedure. The Parks Department issues regular reports to the board and staff which also go in the District's Voice of the Village newsletter. Future reports will also be posted to the District website on the Parks page.

BOARD OF DIRECTORS COMMENTS AND FUTURE AGENDA ITEMS

1. Director Masters indicated the Administration and Finance Committee still needs to complete the General Manager Goals and Objectives for FY 2007-08.

2. President Brilliant gave direction to staff to look at moving the east pool fence 15' – 20' increasing grassy area adjacent to Community Park pool to accommodate the pool guests and teams, especially on weekends as he has observed overloaded facilities during times of swim playoffs.

3. President Brilliant suggested looking into updating the Park Impact Fee Nexus Study starting in November or December 2007.

ADJOURNMENT

President Brilliant adjourned the meeting at approximately 10:00 pm.

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

DATE: _____

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

DATE: _____