

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

**November 8, 2007**

**MINUTES**

**CLOSED SESSION**

President Larry Brilliant brought the regular meeting to order on Thursday, November 8, 2007 at 6:06 p.m. Directors Justin Masters (arrived 7:19 p.m.), David Trapani (arrived 6:10 p.m.), Tony Rogozinski and Bill Vandegrift and were in attendance. Also present were Executive Assistant Charlene Ambrose, Assistant General Manager Sandi Kukkola, General Manager Wayne Lowery, Planning Director Dianna Hillyer, Parks Director Kent Oakley and Finance Director Gerry Tryhane. Also present were approximately 10 staff members and 8 members of the public.

President Brilliant announced that the board was entering closed session and asked if there were public comments on closed session items. Hearing none, Brilliant closed the public session and the board entered closed session.

- A. Closed session under California Government Code §54957.6(a), conference with labor negotiator regarding the salaries, salary schedules or compensation paid in the form of fringe benefits of its employees represented by the El Dorado Hills Community Services District Employees Association Local No. 1 and/or all unrepresented employees.**
- B. Closed session under California Government Code §54957, regarding the appointment, employment, evaluation of performance, or dismissal of an employee. Position: Two Administrative positions.**

**CALL TO ORDER**

President Brilliant reopened the meeting at 7:09 p.m., announcing that the Board had just completed closed session discussion.

**ADOPTION OF AGENDA**

- Motion No. 1. Director Vandegrift moved and Director Rogozinski seconded the motion to approve the agenda, continuing Item 22, June 30, 2007 Comprehensive Annual Finance Report (CAFR), to December 13, 2007. Motion carried 4-0-1 (Masters absent).**

**PRESENTATIONS & ANNOUNCEMENTS**

- C. President's report on Closed Session Board actions.**

President Brilliant reported that direction to staff was given.

**D. Recognition of Nancy Sianez for volunteer contributions to the District.**

Marni Francisco-Cady, Recreation Director, presented Nancy Sianez with a plaque for her countless contributions of time and volunteerism to the District through her and the Girl Scouts' participation in Holiday events, special events, and community clean up days, to name a few.

**E. Recognition of District Employee Judy Klein, Office Supervisor, for superior performance in customer service and development of District cost recovery and revenue enhancement procedures.**

Sandi Kukkola, Assistant General Manager, presented Judy Klein with a plaque to recognize her ongoing efforts to maximize revenue while providing excellent customer service to the members of the community. To name a few, Judy researched and found a software program, Telecheck, to eliminate bounced checks for payment of registration fees. She put ActiveNet Point of Sale system in place for snacks sold in the Teen Center and also eliminated fees not associated with registration from the ActiveNet program.

**COMMUNITY COMMENT**

None.

**REVIEW OF WRITTEN COMMUNICATION**

None.

**COMMUNITY SERVICES DISTRICT CALENDAR**

**2. November - December 2007 Calendar of District Events and Activities.**

General Manager Lowery reviewed highlights on the two months represented on the calendar.

**CONSENT CALENDAR**

Items 4, 10, 16 & 21 were pulled for discussion. Director Masters reported that he would recuse himself for item 21e.

**Motion No. 2. Director Trapani moved and Director Vandegrift seconded the motion to approve the remaining consent calendar items as follows:**

**3) FY 2007-08 October Parks Department Operations Report; 5) FY 2007-08 Strategic Plan Balanced Scorecard Update; 6) September 30, 2007 Treasury Report; 7) Third Quarter 2007 Solid Waste Diversion Report; 8) October 2007 Community Cleanup Recap; 9) Minutes of October 11, 16, 23, & 29, 2007 meetings; 11) September 30, 2007 Finance Report; 12) Purchase (buyout of existing leases) of two (2) 2004 Toyota Highlanders presently being leased by the District; 13) Upcoming Board Member Meetings and/or reports of recent Board**

**Committees; 14) Approve contract with Melnikov Construction Inc. in the amount of \$108,500 and a project contingency of \$10,325 totaling \$118,825 for the Community Activities Building (CAB) Restroom Renovation Project according to plans and specifications prepared by EM Kado Associates, AIA Inc. and dated September 5, 2007; 15) Approve contract with Hart Development Inc. in the amount of \$24,636 and a contingency of \$2,464 totaling \$27,0100 for the Art Weisberg Park Pedestrian Sidewalk Project; 17) Approve scheduling public hearing for 7:00 p.m. Thursday, December 13, 2007 to receive comments and approve negative declaration on the El Dorado Hills Community Services District Streetscape Master Plan Version I; 18) Approve Ratification of agreement with EDHCSA Employees Association Local No. 1, Units 1 & 2; 19) Approve Resolution 2007-27 Fixing the Employer's Contribution under the Public Employees' Medical and Hospital Care Act (CalPERS); 20) Approve revisions to Conflict of Interest Policy Number 3010. Motion carried 5-0-0 to approve the Consent Calendar items, less items 4, 10, 16 and 21.**

### **GENERAL BUSINESS**

#### **22. Approve June 30, 2007 Comprehensive Annual Finance Report (CAFR).**

Continued to December 13, 2007.

#### **23. Approve design plans and authorize Stantec Inc. to proceed with preparation of construction documents for Promontory Community Park Phase II.**

Dianna Hillyer, Planning Director, reviewed the results of the Promontory Community Park Phase II Design Workshop conducted October 17, 2007 with 15 residents of Promontory as well as the District's on-call landscape architect of Stantec Consulting, Inc. Paul Marcillac. The people in attendance at the workshop supported the proposed phasing for the Community Park Phase II elements that will include utilities and final grading, some retaining walls, a larger play area and water play feature. Alternates to be bid include a shade structure and a large group picnic area. The FY 08 CIP budget amount \$446,513 was approved at the September 13, 2007 Regular Board Meeting. This evening the Board was asked for approval of design plans and authorization for Stantec, Inc. to proceed with preparation of construction documents at a cost of approximately \$98,000. The construction documents will be brought back to the Board at a future Regular Board Meeting before putting the project out to bid.

Public Comment was requested. Hearing none, public comment was closed.

Director Brilliant questioned the budget amount. Director Trapani confirmed this was previously approved by the Board with a contingency built in. He stated with a water feature the County Health Department requires a warm shower. He asked if vendors are being explored and if the water will be reclaimed and reused. Hillyer confirmed yes to both inquiries.

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**Motion No. 3. Director Rogozinski moved and Director Vandegrift seconded the motion to approve design plans and authorize Stantec Inc. to proceed with preparation of construction documents for Promontory Community Park Phase II. Motion carried 5-0-0.**

**24. Approve resolution No. 2007-28, to the El Dorado and Sacramento County Board of Supervisors Expressing Concern that the Mather Airport Operations will have a Major Impact on the Quality of Life of the Community of El Dorado Hills.**

Director Brilliant said he has been working on this issue for nine years. An environmental impact report study has to be done which does not address the impact of expanding the Mather Airport and the resulting increase of cargo flights over El Dorado Hills. Director Vandegrift stated he contacted County Supervisor Rusty Dupray and he is in support of the District resolution.

Community Comment was requested; hearing none, public comment was closed.

**Motion No. 4. Director Masters moved and Director Trapani seconded the motion to approve resolution No. 2007-28, to the El Dorado and Sacramento County Board of Supervisors Expressing Concern that the Mather Airport Operations will have a Major Impact on the Quality of Life of the Community of El Dorado Hills. Motion carried 5-0-0.**

**25. Items pulled from Consent Calendar for action.**

**4) 2007 Communications Plan Update.**

Director Masters asked Jan Wilcox, Principal of The Next Step, for details on the recent focus group noted in her board update. General Manager Lowery asked Ms. Wilcox if she would provide a summarization for the board on the focus group results at the next regular Board Meeting on December 13, 2007. She agreed to do so.

**10) Cash Disbursements through October 31, 2007.**

Director Masters questioned three checks issued to Public Employees Retirement System (PERS) in October. Finance Director Tryhane stated that with the PayChex Payroll system implementation there was some catch up needed from the previous month.

**16) Approve authorization of General Manager to accept Grant of Easement and sign the Landscape Agreement for landscaping corridors in Serrano Villages G and J.**

Lowery asked Andrea Howard of Serrano Associates who was present at the meeting for a brief clarification to the questions asked of Director Masters.

**Motion No. 5. Director Vandegrift moved and Director Trapani seconded the motion to approve 4) 2007 Communications Plan Update, 10) Cash**

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**Disbursements through October 31, 2007, and 16) authorization of General Manager to accept Grant of Easement and sign the Landscape Agreement for landscaping corridors in Serrano Villages G and J. Motion carried 4-0-1. (Masters absent)**

**21) CC&R Citizen Advisory Committee recommendations that board approve third and final notices for non compliance:**

- a. David and Krista Clifton, 2140 Allendale, Fairchild Village, for failure to properly store commercial vehicles,**
- b. David Dias, 3350 Tea Rose, Bass Lake Village, for failure to properly store commercial vehicles,**
- c. Robert and Heidi Endsley, 2511 Kennedy Place, Fairchild Village, for failure to maintain front yard landscaping,**
- d. Ang and Hong Gao, 2516 Kennedy Place, Fairchild Village, for failure to maintain front yard landscaping,**
- e. Sherry Howard, 3740 Acadia, Park Village, for failure to remove the brown tarp & submit a Property Improvement Application to the Park Village Unit 2, Architectural Control Committee to obtain approval for storage area that cannot be visible from the street,**
- f. Gayle Losch, 4166 Brisbane Circle, Stonegate Village, for failure to complete property improvement, painting the exterior of residence,**
- g. Romeo Vallar and Andrea Alfonso, 501 Finders Way, Crescent Ridge, for failure to maintain front yard landscaping.**

Director Masters recused himself on Item 21e.

Public Comment was given by Sherry Howard.

**Motion No. 6. Director Trapani moved and Director Vandegrift seconded the motion to approve CC&R Citizen Advisory Committee recommendations that board approve third and final notice for non compliance for Items 21a., 21b., 21c., 21d., and 21g. cases. On 21f., if Gayle Losch, 4166 Brisbane, fails to complete the exterior painting of the residence by December 9, 2007, the Board of Directors authorizes staff to direct Legal Counsel to send Third and Final Notice of Non-Compliance. On 21e., Sherry Howard, 3740 Acadia, this case will be continued to December 13, 2007 Regular Board Meeting. Motion carried 5-0-0.**

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**GENERAL MANAGER REPORTS**

1. Senior Center Scrapbook was distributed for board review.
2. Strategic Planning process for next year will be simplified and done internally. First Meeting tentatively scheduled for Tuesday, January 15, 2008 with Board and staff.

**BOARD OF DIRECTORS COMMENTS AND FUTURE AGENDA ITEMS**

1. Director Rogozinski- proposes seating style at District Board of Directors meetings be similar to Fire Board, with General Manager and staff joining Board members at head table as appropriate to agenda topics. He directed staff to “experiment” with different seating arrangements.
2. Director Rogozinski- Contingency procedures need review regarding board approvals. Sent to Administration & Finance Committee for review and recommendations for December 13, 2007 Board agenda.
3. President Brilliant – exploring process review by Board’s CC&R Committee of the CC&R Citizen Advisory Committee Recommendations prior to Board hearings. Recommendations will be due for December 13, 2007 Board agenda.
4. President Brilliant – reminded Finance Director Gerry Tryhane that cash flow graphs should be brought to Administration & Finance Committee as well as a December 13, 2007 agenda item.
5. President Brilliant – asked Parks & Planning Committee to review process for memorials and monuments in parks.

**ADJOURNMENT**

President Brilliant adjourned the meeting at approximately 9:02 pm.

**APPROVED:** \_\_\_\_\_

Laurence S. Brilliant, President  
EDHCSD Board of Directors

**DATE:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_

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

**DATE:** \_\_\_\_\_