

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

January 10, 2008

MINUTES

CLOSED SESSION

President Bill Vandegrift brought the regular meeting to order on Thursday, January 10, 2008 at 6:00 p.m. Directors Larry Brilliant, David Trapani and Tony Rogozinski were in attendance. Also present were Executive Assistant Charlene Ambrose, Director of Recreation Marni Francisco-Cady, Assistant General Manager Sandi Kukkola, General Manager Wayne Lowery, and Planning Associate Kent Malonson, Also present were approximately 9 staff members and 32 members of the public.

President Vandegrift announced that the board was entering closed session and asked if there were public comments on closed session items. Hearing none, Vandegrift 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. (General Manager)**

CALL TO ORDER

Justin Masters arrived 6:58 p.m. President Vandegrift reopened the meeting at 7:08 p.m., announcing that the Board had just completed closed session discussion.

ADOPTION OF AGENDA

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

PRESENTATIONS & ANNOUNCEMENTS

A. President's report on Closed Session Board actions.

President Vandegrift reported that direction to staff was given on the closed session items.

B. Recognition of Director Larry Brilliant for service as President of the Board of Directors, December 2006-December 2007.

General Manager Wayne Lowery applauded Past President Larry Brilliant on his efforts to safeguard the District, for his leadership role. He cited traits as dedicated, conscientious, drive with an intent to move forward. Lowery stated Brilliant generated a daily check in call to him and called him a driver. Lowery thanked Brilliant on behalf of the staff.

President Vandegrift thanked Brilliant for his patience with himself and with Director Rogozinski during their first year as directors and for the guidance he gave them.

President Vandegrift presented Past President Brilliant with a gavel plaque.

Brilliant thanked everyone for the recognition and stated his appreciation for such.

C. Recognition of Employee Jennifer Carpenter for ten years of service to the District.

Director of Recreation Marni Francisco-Cady opened the recognition of Jennifer Carpenter by stating she is an extremely valuable employee at the District, she has the toughest job in the Recreation Department serving ten years as the head teacher for Kids Korner. Day in and day out Miss Jen as she is known, is very dedicated and has made a name for herself as well as the District preschool program since there is a big waiting list each year, primarily due to her leadership. Carpenter was presented with a ten year service pin.

D. Recognition of Mad Hatters for exceptional volunteer service.

Director of Recreation Marni Francisco-Cady relayed to all that the Mad Hatters group began as a crafts group, started knitting infant hats and initially gave 100 hats to Mercy Folsom. Of the six founding members, five were in attendance at this meeting. The Mad Hatters group now has over 500 members who are under the leadership of El Dorado Hills Community Vision.

Their exemplary volunteer and community service efforts were applauded and a plaque was given to Leal Thompson on behalf of the Mad Hatters. President Vandegrift said what the group is doing is absolutely wonderful.

E. Recognition of staff Safety Award Recipients Angela Johnson and Terry Halverson.

Assistant General Manager Sandi Kukkola presented two safety awards at the most recent employee meeting. She also wanted the employees to be recognized at the Board level.

Angela assisted with the arrest of a suspicious man seen around the District who she also saw in Folsom. Angela made a police report and identified the man in a photo line up.

Also, Terry Halverson was presented with a safety award for assisting with a car accident on Harvard Way. A teen aged driver totaled her car. Terry directed traffic and helped at the scene until emergency help arrived.

COMMUNITY COMMENT

None.

REVIEW OF WRITTEN COMMUNICATION

None.

COMMUNITY SERVICES DISTRICT CALENDAR

2. January – February 2008 Calendar of District Events and Activities.

General Manager Lowery reviewed highlights on the two months represented on the calendar. He complimented everyone's efforts for the very successful tree chipping event last weekend.

CONSENT CALENDAR

Agenda Item 18 was pulled for discussion by Director Masters. Items 9, 11, 12 and 14 were pulled by Director Brilliant. President Vandegrift pulled item 13.

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

3) December 2007 Parks Department Report; 4) General Manager's second quarter Balanced Scorecard status; 5) December 2007 Communications Plan Update (Next Step); 6) Minutes of December 13, 2007 meeting; 7) Cash Disbursements through December 31, 2007; 8) November 2007 Finance Report; 10) Parks & Planning Committee (Trapani/Rogozinski) recommending approval of Proposed Policy No. 3151, Capital Improvement Project (CIP) Costs and Contingencies; 15) Parks & Planning Committee (Trapani/Rogozinski) recommending board approve revisions to District's Policy No. 6300 Naming or Re-Naming EDHCSD Parks; 16) Approve Branding Message and Goals for District Communication Plan; 17) Approve 2007 Community Service Award recipients and schedule presentation of awards for the February 14, 2008 Board of Directors regular meeting;

Motion carried 5-0-0 to approve the Consent Calendar items, less items 9, 11, 12, 13, 14 & 18.

GENERAL BUSINESS

22. Review items pulled from Consent Calendar for action.

It was decided to review items that audience was present for ahead of the scheduled General Business. Public was present for items 13, 14 & 18 so they were reviewed first.

13) Approve participation in El Dorado County Department of Environmental Management's comprehensive Solid Waste Rate and Service Study in an amount not to exceed \$13,864. (Continued December 13, 2007, Agenda Item No. 11). Approval recommended by the Board's Solid Waste Committee (Brilliant/Vandegrift).

President Vandegrift advised that he pulled this item due to concerns on spending this amount of money on a study. Greg Stanton, Acting Director of El Dorado County Environmental Management spoke to the Board asking for support in a cost sharing effort and stated he was here to answer any questions.

Director Rogozinski asked staff to consult on a high level with Ron Mittelstaedt, CEO of Waste Connections and resident of El Dorado Hills, to gain more information on potential rate increases. Director Masters asked whether the study results would be out before a rate increase request comes before the board again.

Motion No. 3. Director Rogozinski moved and Director Trapani seconded the motion to send the item, participation in El Dorado County Department of Environmental Management's comprehensive Solid Waste Rate and Service Study in an amount not to exceed \$13,864., back to the Board's Solid Waste Committee due to clarification that requires dialog with Waste Connections, Inc. Motion carried 3-2-0 (Brilliant No, Masters No).

14) Approve Memorandum of Understanding between El Dorado Hills Community Services District and El Dorado Hills Community Vision Inc. for the Deputy Jeff Mitchell Field Renovation Project and authorize General Manager to sign. (Continued December 13, 2007, Agenda Item No. 12).

Director Rogozinski relayed that the Board's Parks and Planning Committee was asked at last month's board meeting to have further discussion on the proper administration of fees. They clarified cash or in-kind donations and Director Trapani stated the donations are cash donations. Hal Nelson, President of El Dorado Hills Community Vision Inc., stated the Memorandum of Understanding was approved with changes at their January board meeting and less than 2% compensation from cash donation revenue to cover the actual costs of administration incurred by CVI was confirmed.

Motion No. 4. Director Masters moved and Director Brilliant seconded the motion to Approve Memorandum of Understanding between El Dorado Hills Community Services District and El Dorado Hills Community Vision Inc. for the Deputy Jeff Mitchell Field Renovation Project and authorize General Manager to sign. Motion carried 5-0-0.

18) CC&R Citizen Advisory Committee recommending board approve third and final notice of non compliance to:

a) Sherry Howard (Continued November 8, 2007, Agenda No. 21e) 3740 Acadia, Park Village, Lot 74; APN: 120-091-011, for failure to remove the brown tarp and/or submit a Property Improvement Application to the Park Village Unit 2, Architectural Control Committee.

Director Masters stated the reason he pulled this item was to rephrase the recommended action "if tarp goes back up" then take 3rd and final action. Director Trapani's thoughts are no notice is necessary at this time.

Motion No. 5. Director Trapani moved and Director Brilliant seconded the motion to respectfully decline to approve third and final notice for non compliance to Sherry Howard (Continued November 8, 2007, Agenda No. 21e) 3740 Acadia, Park Village, Lot 74; APN: 120-091-011, for failure to remove the brown tarp and/or submit a Property Improvement Application to the Park Village Unit 2, Architectural Control Committee and take no action. Motion carried 5-0-0.

b) Gwen Wilten, 1634 Wyndham Way, Stonegate Village, Lot 376, APN: 125-421-161, for failure to properly maintain residence and front yard.

Kukkola advised that Wilten's house needs paint and the yard is not being well maintained. There are broken sprinklers. The house is a rental and the owners who live in Cupertino stated they don't care about the violation.

Motion No. 6. Director Trapani moved and Director Rogozinski seconded the motion to send back Wilton issue, Gwen Wilten, 1634 Wyndham Way, Stonegate Village, Lot 376, APN: 125-421-161, for failure to properly maintain residence and front yard, to the CC&R Sub committee to develop measurable standards. Motion carried 4-1-0 (Masters No).

9) Affirm Policy No. 3160 clarifying that the General Manager's approval limit for invoices and contracts is up to and including \$20,000 and that this limit is increased when the Board has approved the expenditure within the annual budget or a specific capital improvement project.

Director Brilliant pulled the item to gain a better understanding. Lowery stated there was a situation this fall with approvals outside of authority and was even captured in the audit. Upon policy review, the Board was asked to re-affirm the policy. Director Masters thought there was a conflict with 11 and 12. Brilliant stated it was a cumulative issue and is another reason to send back to the Administration and Finance Committee.

Motion No. 7. Director Masters moved and Director Trapani seconded the motion to send back Policy No. 3160 clarifying that the General Manager's

approval limit for invoices and contracts is up to and including \$20,000 and that this limit is increased when the Board has approved the expenditure within the annual budget or a specific capital improvement project, to the Board's Administration & Finance Committee. Motion carried 5-0-0.

11) Adopt GASB 45 (Governmental Accounting Standards Board) for the FY 2008-09 General Fund Budget and use budget process to identify general funds to contribute the full Annual Required Contribution (ARC) to the CalPERS (California Public Employee Retirement System) Trust Fund each year.

President Vandegrift directed the Board's Administration & Finance Committee to review item, Adopt GASB 45 (Governmental Accounting Standards Board) for the FY 2008-09 General Fund Budget and use budget process to identify general funds to contribute the full Annual Required Contribution (ARC) to the CalPERS (California Public Employee Retirement System) Trust Fund each year, prior to bringing before the Board as it is not time-sensitive to take action this month.

12) Upcoming Board Member Meetings and/or reports of recent Board Committees including 2008 schedule of meetings and training programs.

G M Lowery reminded the Board members it is a Community Service District requirement that board members be approved to attend committee meetings and training. Also, the directors need to report back in writing to receive stipend pay for such activities. This is the purpose of this monthly report.

Motion No. 8. Director Trapani moved and Director Masters seconded the motion to approve the report on Board Member Meetings and reports of Board Committees. Motion carried 5-0-0.

19. Approve request for proposals for design specifications and cost estimates for an electronic marquis on El Dorado Hills Blvd. in front of the Community Park and options for additional marquis' to possibly be located at St. Andrews Park on the corner of El Dorado Hills Blvd. and/or Promontory Community Park.

Director Rogozinski asked if the location of the marquis could be struck from the request.

Motion No. 9. Director Rogozinski moved and Director Trapani seconded the motion to authorize staff to investigate request for proposals for design specifications and cost estimates for an electronic marquis without location definition.

Director Brilliant asked that because this is a very sensitive issue in this community there be a roll call vote. Roll call vote was as follows: Trapani Aye, Masters Aye, Brilliant No, Rogozinski Aye, Vandegrift Aye. Motion carried 4-1-0.

20. Approve one of the following options for proposed Policy No. 3240 Cost Recovery:

- A. Tiered cost recovery percentages depending on program.**
- B. Uniform cost recovery percentages for all programs.**
- C. Send draft policy back to staff with further direction.**

Lowery reviewed the background of this item. Former Finance Director Tryhane looked into cost recovery and proposed a policy be set for items the District can recover costs on such as registration fees. Director of Recreation Marni Francisco-Cady had a part in preparing this policy proposal. She did a fee survey and stated the District fees are in line.

Motion No. 10. Director Rogozinski moved and Director Trapani seconded the motion to send the proposed Policy No. 3240 Cost Recovery to the Recreation Committee to further evaluate it and research policies of other agencies. Motion carried 5-0-0.

21. President's appointment of Committees for 2008 calendar year.

Lowery briefly overviewed the Brown Act requirements on standing committees and how they differ from Ad Hoc committees in that standing committee meetings require 24 hour advance posting. The Board president can appoint committee members. The directors agreed among themselves which committees each of them preferred to be on and a revised Board Committee Roster will be generated as soon as possible.

GENERAL MANAGER REPORTS

1. Chamber of Commerce Banquet 1/24/08 reminder.
2. A temporary part time consultant, Randy Graham, will start 1/14/08 to fill in as Finance Manager. He is a retired PERS annuitant who most recently worked as Director of Finance for the City of Lincoln.
3. Kukkola asked the Administration & Finance Committee directors to set a January meeting to review the mid-year budget adjustments.

BOARD OF DIRECTORS COMMENTS AND FUTURE AGENDA ITEMS

1. Director Rogozinski – Training for fiscal responsibility.
2. Director Rogozinski – Oral report to board on balanced scorecard during meetings.
3. Director Rogozinski – Looks forward to next Town Hall meeting.
4. Director Brilliant – E Waste disposal schedule updates to Solid Waste Committee.
5. Director Brilliant – Suggested Board President review invoices and sign checks.
6. Director Brilliant – Roberts Rules of Order was never adopted by the Board.
7. Director Brilliant – Presentation on SUCCESS FACTORS software to Board.

ADJOURNMENT

President Vandegrift adjourned the meeting at approximately 10:20 pm.

APPROVED: _____
Wm. F. Vandegrift, President
EDHCSD Board of Directors

DATE: _____

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

DATE: _____