

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

February 13, 2008

MINUTES

CLOSED SESSION

President Bill Vandegrift brought the regular meeting to order on Wednesday, February 13, 2008 at 6:00 p.m. Directors Larry Brilliant, Justin Masters, David Trapani and Tony Rogozinski were in attendance. Also present were Assistant General Manager Sandi Kukkola and General Manager Wayne Lowery.

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 §54956.9(b), Conference with legal counsel regarding anticipated litigation. Two cases.**
- C. Closed session under California Government Code §54956.8, conference with real estate negotiator prior to the purchase, sale, exchange or lease of real property in Serrano Village J.**
- D. Closed session under California Government Code §54957, regarding the appointment, employment, evaluation of performance or dismissal of an employee: General Manager.**

CALL TO ORDER

President Vandegrift reopened the meeting at 7:07 p.m., announcing that the Board had just completed closed session discussion. Also present were Executive Assistant Charlene Ambrose, Director of Recreation Marni Francisco-Cady, Interim Director of Finance, Randy Graham, Assistant General Manager Sandi Kukkola, General Manager Wayne Lowery, and Director of Planning Dianna Hillyer. Also present were approximately 3 staff members and 34 members of the public.

ADOPTION OF AGENDA

Motion No. 1. Director Masters moved and Director Trapani seconded the motion to approve the agenda with items 12 (GASB 45) and 25 (Promontory Trails) continued. Motion carried 5-0-0.

PRESENTATIONS & ANNOUNCEMENTS

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

President Vandegrift reported that direction to staff and legal counsel was given on the closed session items. Legal counsel was given authorization to proceed with CC&R enforcements.

B. Presentation of 2007 Community Service Award: El Dorado Hills CSD CC&R Citizen Advisory Committee (adult group category) and Rob Vomund (adult individual category).

Assistant General Manager Sandi Kukkola made the presentations on behalf of the District.

Rob Vomund, a member of El Dorado Hills community, was presented with a 2007 Community Service Award for his volunteer efforts. He is an advocate of adding tennis courts to the parks. Rob has been heavily involved in Park Planning and Master Planning efforts. Vomund stated he cannot take credit for all the volunteer projects and stated the CSD staff dedication is enormous.

The El Dorado Hills CSD CC&R Citizen Advisory Committee was presented with a 2007 Community Service Award for their continuous and generous dedication of neighborhood policing and attending the monthly meetings of the Committee. Kukkola stated of the volunteers this group is the cream of the crop.

COMMUNITY COMMENT -- None.

REVIEW OF WRITTEN COMMUNICATION -- None.

COMMUNITY SERVICES DISTRICT CALENDAR

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

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

CONSENT CALENDAR

Agenda Items 8, 9, 17, 18, 21 & 22 were pulled for discussion by Director Masters.
Agenda Item 20 was pulled for discussion by Director Brilliant.
Agenda Item 15 was pulled for discussion by Director Rogozinski.
Items 12 and 25 were continued.

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

3) January 2008 Parks Department Report; 4) December 2007/January 2008 Recreation Participation Report; 5) January 2008 Communications Plan Update; 6) FY 2007 Annual Report of Reimbursements to El Dorado Hills Community Services Board Members and Staff; 7) General Manager message to Board of March 2008 termination notice deadline; 10) December 2007 Finance Report; 11) December 31, 2007 Treasury Report; 13) Administration & Finance recommending that the Board approve new Policy No. 3160 – General Manager’s Cumulative Expenditure Approval Limit for Invoices and Contracts; Approve modifications to existing Policy No. 3100.40-Purchasing/Expense Authorization; 14) Administration & Finance Committee recommending approval of mid-year amendments to the Fiscal Year 2007-08 Budget; 16) Approve Resolution 2008-02 approving the FY 2008-09 Contract with SCI Consulting Group to Prepare the Annual Engineer’s Report for the Landscaping and Lighting Districts #1 through #34 and CC&R Assessments; 19) Administration & Finance Committee recommending amendment to Policy No. 4090 – Board Training & Conferences; & 23) Approve notice of completion of Community Activities Building (CAB) restroom renovation.

Also to pull the following Consent Calendar items for discussion:

8) Minutes of January 2, & 15, 2008 meetings; 9) Approve Cash Disbursements through January 31, 2008; 15) Approve contract extension with the Next Step to continue District Media Communications and Community Outreach Services; 17) Ratify Personnel (§2000) and Board Policies (§4000 & §5000) required to receive Special District Risk Management Authority Credit Incentive Points (premium reduction); 18) Direct staff to secure proposal for an electronic marquee at the El Dorado Hills Community Park; 20) CC&R Citizen Advisory Committee and the Board’s CC&R Committee recommending board approve third and final notice for non compliance; 21) Approve salary and wage adjustment for Director of Finance; & 22) Approve upcoming board member meetings and/or reports of recent board committees were pulled for discussion.

Motion carried 5-0-0.

GENERAL BUSINESS

24. Approve Master Plan for Lake Forest Park and increase park planning budget.

Planning Director Dianna Hillyer updated the steps that have been taken to lead to this approval request. On September 11, 2007, the Board approved \$44,613 in the FY08-13 CIP budget to design Lake Forest Village Park. Stantec Consulting was secured. Public design workshops were held December 5, 2007 and again January 16, 2008 to educate and collect feedback for design alternatives. Since then meetings have also been held with EID, DOT, school officials, Homeowner Associations and Teen Advisory Council. A preliminary concept plan was presented for approval; request for increase in Park Planning budget as well as input from the Board of Directors is being requested at this meeting.

Community Comments primarily from neighbors bordering the new park were as follows:

1. Bob Minor, environmental impact study? Noise?
2. Bill Stroble, wilderness trail, clarify partnerships, request for 60 feet borders from property lines
3. Ralph Carabaca, noise travels
4. Gail Ulrich, asbestos issues
5. Daniel Francisco, commended staff on public workshops being well done
6. Chuck Honeycutt, concern of security and view of lake being hindered by installation of trees and landscaping
7. Bruce Ramirez, supports no lights on tennis courts
8. Joe Chinn, opposed using an assessment for park maintenance if District has adequate general fund money to maintain parks.

Board comments were as follows:

Directors Brilliant and Masters asked that the item be referred to the Parks & Planning Committee and pointed out this assessment requires voter action and cannot be forced by the CSD.

Dir. Trapani stated that he sees strong support for building the parks and hears little objection to the proposed assessment.

Dir. Vandegrift expressed concerns that issues go back and forth to committees without getting final resolution from the board.

Dir. Masters asked that mitigation for naturally occurring asbestos be included in budget for construction costs.

Dir. Rogozinski stated that everyone should be paying a fair share of the cost for all parks and would like to see a community wide assessment.

Dir. Brilliant requested the park be wired for future lights on the tennis courts. He added that the parks are the heart and soul of the community and should be available for night use. Security lighting should also be a consideration.

Director Trapani stated the voting opportunity with the two existing neighborhood park residents exists and that they can use the new proposed park

Director Rogozinski thanked Hillyer and staff for the collaborative efforts put forth and thanked the neighbors for their community participation

Motion No. 3. Director Rogozinski moved and Director Trapani seconded the motion to approve the master plan concept for Lake Forest Village Park and approve the requested increase of \$26,937 in the park planning budget. Motion carried 5-0-0.

26. The Administration and Finance Committee (Vandegrift/Brilliant) recommending the Board and General Manager review Policy 3150 Authorization to Procure, Authorize and Execute Changes to Awarded Construction Contracts.

After considering comments from Director Masters, the policy was deferred to the Administration & Finance Committee for further review.

27. Review and comment on high level goals for FY 2008-09 Strategic Plan.

The Board members requested that a special board meeting be scheduled to review this topic in detail.

28. Review items pulled from Consent Calendar for action.

8) Minutes of January 2, 10, & 15, 2008 meetings.

Director Masters revealed that upon his detailed review the minutes of the January 10, 2008 Regular Board Meeting had the same motion for item 7 and 8. It was requested that the draft minutes be brought back for review at the March 13, 2008 Regular Board Meeting.

9) Cash Disbursements through January 31, 2008.

Director Masters asked why there were seven voided checks at the beginning of the January 2, 2008 accounts payable check register. Interim Director of Finance Randy Graham will address this.

Motion No. 4. Director Masters moved and Director Brilliant seconded the motion to approve Cash Disbursements through January 31, 2008. Motion carried 5-0-0.

15) Approve contract extension with the Next Step to continue District Media Communications and Community Outreach Services.

Director Rogozinski asked for the deliverables expected in the contract extension. Assistant General Manager Sandi Kukkola reviewed the expected deliverables.

Motion No. 5. Director Rogozinski moved and Director Trapani seconded the motion to approve a contract extension with the Next Step to continue District Media Communications and Community Outreach Services. to the end of the current fiscal year. Motion carried 5-0-0.

17) Ratify Personnel (\$2000) and Board Policies (\$4000 & \$5000) required to receive Special District Risk Management Authority Credit Incentive Points (premium reduction).

Director Masters questioned Roberts Rules of Order. Director Brilliant requested that the core values adopted by the Board be included in the ethics policies for the board as well as included in the next update to the Personnel Policy manual.

Motion No. 6 Director Brilliant moved and Director Trapani seconded the motion to ratify District policies \$2000, \$4000 & \$5000 but direct the Administration and Finance Committee add the CSD's core values to the ethics section (\$4000). Motion carried 5-0-0.

18) Direct staff to secure proposal for an electronic marquee at the El Dorado Hills Community Park, northeast corner of El Dorado Hills Blvd. and Harvard Way.

Director Masters asked about the LED.

Director Brilliant had four points of consideration to make: 1) The District has spent \$106K on a communication plan and this marquee would be another \$50K, 2) this would set precedence on El Dorado Hills Boulevard, 3) consideration should be made to use the Fire Department's marquee, or other communication methods, 4) the sign at the Community Park would have limited outreach.

Director Trapani stated a professional sign could benefit the community.

Director Vandegrift said the CSD needs to promote its extensive activities.

Director Masters thought one sign is not enough; as Director Brilliant mentioned, more outreach would be gained by also having marquees at Bass Lake and Silva Valley areas.

Motion No. 7. Director Masters moved and Director Trapani seconded the motion to direct staff to secure proposal for electronic marquees. Director Brilliant requested a roll call vote. Motion carried 4-1-0; (Brilliant No, Masters Aye, Rogozinski Aye, Trapani Aye and Vandegrift Aye).

20) CC&R Citizen Advisory Committee and the Board's CC&R Committee (Vandegrift/Masters) recommending board approve a third and final notice for non compliance: Gwen Wilten, 1634 Wyndham Way, Stonegate Village, Lot 376, APN: 125-421-161, for Failure to properly maintain residence and front yard.

Director Brilliant pulled this item and relayed that before standards are in place to truly measure compliance, the Board should not be approving third and final notices.

Motion No. 8. Director Trapani moved and Director Masters seconded the motion to go forward with the third and final notice to Ms. Wilten with a notation in the minutes the standards are being reviewed and defined. Motion carried 5-0-0.

21) Approve salary and wage adjustment for Director of Finance effective March 1, 2008 based on recommendations of the CPS Human Resource Services, Inc. 2007 Compensation Study.

Ms. Kukkola recommended the Board proceed with the request for recruitment and hiring purposes as this position is currently vacant.

Motion No. 9. Director Trapani moved and Director Masters seconded the motion to Approve salary and wage adjustment for Director of Finance effective March 1, 2008 based on recommendations of the CPS Human Resource Services, Inc. 2007 Compensation Study. Motion carried 5-0-0.

22) Approve upcoming board member meetings and/or reports of recent board committees including 2008 schedule of meetings and training programs.

Director Masters asked regarding the notes of the Administration & Finance Committee, what Success Factors was. Lowery clarified it was software to aid in strategic planning balanced scorecards. He also asked about Cap-to-Cap conference; it was agreed to strike it from future reports.

Motion No. 10. Director Trapani moved and Director Rogozinski seconded the motion to approve upcoming board member meetings and/or reports of recent board committees including 2008 schedule of meetings and training programs with changes noted. Motion carried 5-0-0.

GENERAL MANAGER REPORT

Lowery provide an update on Kalithea Park security measures.

BOARD OF DIRECTORS COMMENTS AND FUTURE AGENDA ITEMS

1. **Director Rogozinski** – Complimented the Parks Department for a great monthly report. He also inquired about the next Town Hall meeting and plans to temporarily expand the pool area for the EDH Swim Team.
2. **Director Masters** – Inquired about the proposed solid waste rate review \$25K budget request and how many residents were delinquent in paying for their garbage service.
3. **Director Brilliant** – Commented that the issue of putting sports facility lights in new parks should always be a design consideration. **Dir. Vandegrift** added that this should only be a consideration for new parks in new areas.

ADJOURNMENT

President Vandegrift adjourned the meeting at approximately 10:19 pm.

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

DATE: _____

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

DATE: _____