

**Cameron Estates Community Services District Minutes**  
**Regular Meeting: Thursday, March 17, 2022, 7:00 p.m.**  
**Light of the Hills Lutheran Church, 3100 Rodeo Road, Cameron Park**  
**Education Building - Multi-Purpose Room**

In accordance with new guidance from the California Department of Public Health as CECSO Board meetings will be held at LOTH and open to the public, masks are required for everyone in indoor public places. Members of the public may address the Board in person during the public comment periods.

**Public Comment:** Anyone wishing to comment about items not on the Agenda may do so during the Open Public Forum period. Those wishing to comment about items on the Agenda may do so when that item is heard and when the Board President calls for public comment. Public comments are limited to three minutes per person and 20 minutes per item.

1. **Call to Order/Roll Call:** President Angela Johnson, Vice President Cory Hamma, Director Doris Miller, Director Joshua Clark, Director Lynn Kissel. **The Meeting was called to order by President Angela Johnson at 7:00 p.m. General Manager, Karen Moonitz conducted roll call. President Director Angela Johnson, Vice President Director cory Hamma, Director Doris Miller, and Director Joshua Clark were present. Director Lynn Kissel was absent. Two residents were present. General Manager, Karen Moonitz recorded the minutes.**
  
2. **Approval of Agenda**  
Board Discussion/Public Comment/Board Action  
**The General Manager announced a few changes to the Agenda. On Item 6 the date should be corrected to November 8, to show the General Election is November 8, the published Agenda reads November 1. Also, Item 7 needs to be removed from this meeting, and moved to a future meeting. The General Manager did not receive the anticipated Engagement letter from CPA Vaughn Johnson. Director Miller moved to approved the Agenda with corrections noted. Director Clark seconded. All voted aye.**
  
3. **Consent Calendar** (all items on the Consent Calendar are to be approved by one motion unless a Board Member requests separate action on a specific item).
  - a. **Approval of Minutes:** Regular meeting January 20, 2022.  
*Attachment: Minutes – January 20, 2022.*
  - b. **Financial Reports:** accepted as presented from El Dorado County for January 31, February 28, 2022.  
*Attachments: Revenue and Expenditure Report; General Ledger, January 31, February 28, 2022.*
  - c. **Approval of Bills:** Vouchers; January 20, 24, February 2, 15, 24, March 10, 2022.  
*Attachments: Vouchers; January 20, 24, February 2, 15, 24, March 10, 2022.*
  - d. **LAFCO Draft Budget for Fiscal Year 2022-2023**  
*Attachments: LAFCO 2022-2023 Draft Budget*Board Discussion/Board Action  
**Director Hamma motioned to accept the Consent Calendar as presented. Director Miller seconded. All voted aye.**
  
4. **Open Public Forum**  
The Public has the opportunity to comment on subject matter relevant to CECSO business.  
**A resident suggested that the District request the County take over the section of road from where the county sign currently is, to the gate at Mini Storage facility (and move the sign closer to the storage facility) as they permitted that facility and the public uses that road to get to their facility. This same resident said that his neighbor and he have been approached by Parker Development to buy their properties, as the other 3 corners on Flying C Road are commercial. He thinks they should not have to pay the special tax and be removed from the District’s boundaries as they don’t receive any benefit from it. Finally, he asked the Board to repair a large pot hole in front of his driveway. Director Clark answered that pothole will be part of the road work this year.**

5. **CECSD Road Matters and 2022 Road Work Project**

The Board will discuss road work projects for the coming year 2022,

*Attachment: Road Committee Report, Road Committee Survey, CSD map, Road Work Draft Scope, Timeline*  
Board Discussion/Public Comment/Board Action

Director Clark reviewed with the Board the Road Committee's surveys, the information they updated to the Kissel map document and the resulting road work draft scope. Based on the information collected by the Road Committee the CECSD will have a formal bid with a base bid for the minimum amount of work we want done and alternatives added to the base to include if the budget allows. The Road Committee recommends as a base bid: Shoulder grading, shoulder backing, ditch repair and pothole work on all of Cameron Road, pothole repair, regrading and single chip seal overlay repair of Longhorn Ridge Road; pothole repair, regrading and single chip seal overlay of Sleepy Hollow Road; and pothole work on Fallen Leaf, Brookside, Dove Meadow, Deer Knoll, and Valley Vista Roads. Alternate Bid A will require bids for the base plus bids for shoulder regrading and backing on Flying C Road from Gate 3 (Cambridge Gate 3) to Cameron Road for shoulder grading and shoulder backing. Alternate Bid B will require base bid, and Alternate A bid, plus adding a bid for ditch repair and single chip seal for Spring Meadow Road. Public comment: A resident said this structure is an excellent idea. Director Johnson motioned to accept the Road Committees scope and description for this year's project. Director Hamma seconded. All voted aye.

6. **Consolidated General Election to be held November 1, 8, 2022 Resolution 2022-01: Declaring an Election Be Held in its Jurisdiction, Consolidation with other Districts, Requesting Election Services; Nomination of Candidates:**

The Board will adopt Resolution 2022-01 for the election in November.

*Attachment: Notice of Consolidated District Election, Resolution 2022-01*  
Board Discussion/Public Comment/Board Action

This year 3 Director seats are terming out, Directors Miller, Kissel and Hamma. Whoever files to run for these seats will be placed on the ballot along with the names of the Directors whose seats are terming out. Thus, the Board needs to pass and file a Resolution with El Dorado County Elections asking to be included in this general election. Director Miller motioned to adopt Resolution 2022-01 for the CSD election in November 2022. Director Hamma seconded. All voted aye.

7. **Biennial Financial Audit for Fiscal Years ending June 30, 2022 and June 30, 2021**

The General Manager seeks authorization for accountant services from Vaughn Johnson CPA for the biennial financial audit for fiscal years ending June 30, 2022 and June 30, 2021.

*Attachment: Engagement letter from Vaughn Johnson*  
Board Discussion/Public Comment/Board Action  
\*\*\*\*Item removed to revisit at a future meeting.\*\*\*\*

8. **General Manager Seeks to Retire**

General Manager, Karen Moonitz, will retire in 2022. The Board will discuss the options and steps to replace her.

*Attachment: None.*

Board Discussion/Public Comment/Board Action

General Manager Karen Moonitz announced she will retire in 2022. She has agreed to stay for a few months to train the new hire, but would like to be done in September. The Board would like a resident to be chosen for the position as someone needs to house all the records for the District and be local in case of gate issues, and aware of the District matters as they arise and cares about the District. The Directors talked about sorting and storing District paper copy records by hiring a company that will scan and save them electronically. Director Hamma stated he would look into a company he knows about to do this. The General Manager will as well. The Board discussed advertising in the Newsletter and District wide emails first, and then advertising in the Mountain Democrat and online resources like LinkedIn or Indeed, Director Hamma said he would help with advertising in those venues. They discussed the beginning salary and all recommended the new hire be paid \$25 per hour for a 20-hour work week. Director Hamma motioned to advertise for the position of General Manager via the District Newsletter, District wide emails and possibly the Mountain Democrat. Director Clark seconded. All voted aye.

9. **Director and Staff Reports**

Directors and staff may make brief announcements or reports for the purpose of providing information to the public or staff, or to schedule a matter for a future meeting. The Board cannot take action on any item not on the agenda.

a. Directors Reports: **No Reports.**

b. General Manager's Report

**All Directors have completed their Form 700 - Statement of Economic Interest and have sent copies to the District Office to be filed. The General Manager filed the Government Compensation in California Report and completed the SDRMA renewal Questionnaire for 2023.**

**Adjournment: The meeting was adjourned 8:03**

**Next Regular Board Meeting: May 19, 2022**