

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
AUGUST 14, 2021**

1. **Call to Order** Mr. Boucke called the meeting to order at 10:00 AM.

Roll Call		Present	Absent
Dave Boucke	President	X	
Fred Hjerpe	Secretary	X	
Jeff Wagnon	Park Officer		X
John Kahling	Roads and Safety Officer	X	
Jim Lusk	General Manager	X	

2. **Adoption of Agenda**

A motion to approve the agenda was made by Mr. Hjerpe, seconded by Mr. Kahling, and approved unanimously.

3. **Statements from the Community other than Agenda Items**

A district resident commented that the scope of the recent road work was executed properly.

4. **Approval of Previous Meeting's Minutes**

Mr. Kahling moved to approve the regular Board meeting minutes of the June 13, 2021 and the minutes of the special Board meeting of June 29, 2021. The motion was seconded by Mr. Hjerpe and both meeting minutes were approved.

5. **Receipt/Discussion of District Mail**

5.1 The District received a letter from SDRMA indicating a website is now available to the District to review all payments, communications, etc. with SDRMA. The District is current with all required payments and documentation.

6. **Approval/Discussion of Expenditures**

6.1 \$213.93: To Wilkenson Portables for portable toilet (6/25-8/19) at the district park.

6.2 \$68.03: To El Dorado Disposal for district park garbage removal (5/1-7/31).

6.3 \$683.25: To Northern Security for district park security services (6/28-7/12). Mr. Boucke noted that Northern Security is still required to become a designated payee by El Dorado County.

6.4 \$1,568: To Bravo Security for district park security services (5/29-6/20). Mr. Wagon reviewed the final invoice, found errors, and had them corrected by Bravo.

6.5 Received \$923 primarily from district park fees and miscellaneous other sources.

Mr. Kaling moved to approve items 6.1-6.3 and 6.5 while specifically excluding Item 6.4. Mr. Boucke seconded the motion and the motion passed unanimously. Regarding Item 6.4, \$1568 to Bravo Security, given the tardiness, no-shows, and inappropriate behavior of Bravo Security personnel, the Board decided not to pay the current invoice from Bravo. The Board instructed the Park Director/Committee to review the invoice, mark-up the invoice for errors, and make a recommendation to the at the next regular Board meeting regarding payment. **Public Comment:** Several district residents expressed agreement with the Board's decision regarding Item 6.4.

7. Unfinished Business

7.1 2020-2021 District Roads Maintenance Update: Mr. Kahling distributed a recap of bid pricing vs pricing for work completed. He pointed out that per his discretion some work was eliminated (Freedom Road section repair) from the bid's scope and some work was added (gravel for the park, ditch repair, pot hole repair, and widening Freedom) with little impact on the total bid price. He also pointed out that the contractor, Vicini, without authorization exceeded the scope of the bid by doubling the repair length on Starburst. Mr. Kahling is very pleased with the quality of the work, has not received a bill yet, and has not yet spoken with Vicini. Board discussion focused on how to proceed with Vicini given the estimated \$8,000 overrun attributable to unauthorized work. Overall, the Board agreed with Mr. Kahling's recommendation to wait for the bill, negotiate either price or payment timing, and pay the bill accordingly. Accordingly, Mr. Kahling

made a motion to: 1) Wait for bill; 2) Negotiate price and/or terms with Vicini; 3) Raise authorized total spending limit to \$75,000. Mr., Hjerpe seconded the motion. **Public discussion** unanimously agreed. The motion passed unanimously.

7.2 Park Director Report: None

7.3 Park Committee Report: Park Committee member, Mr. Ragan, reported that the current security service, Northern Security, is going a very good job. He also reported that six non-district residents have been sold district park passes for \$150 each (\$900). Additionally, one other non-district resident wishes to purchase a pass. Mr. Ragan recognized that the Board action permitting the sale of non-resident passes provided for only two to be sold with the sale any additional passes requiring Board approval. He assured the Board that, while inappropriate, the additional four passes were sold to people likely to have approved by the Board and that any additional requests will be brought to the Board. Mr. Ragan also reported that he has also declined the sale of passes to three individuals. As such, Mr. Kahling requested that the Board at its October meeting review policies, criteria, liability concerns regarding the sales of non-resident park passes and district renter park passes indicating the issue may require an amendment to the district by-laws. Mr. Boucke will include further discussion on the October Board meeting agenda. The Board approved the sale of a park pass to non-district resident, Borba. Mr. Kahling reminded that Board and community that revenue derived from the sale of park passes are general funds and are not restricted in any way.

7.4 District Outside Financial Audit 2015-2020 Update: Mr. Hjerpe reported that after a visit to Vaughn Johnson, CPA's office he received a call from her. She now understands that Mr. Hjerpe is the primary contact for this project and indicated that most work is complete. He subsequently received an email requesting Board member term information and additional Board minutes. The documentation was provided along with a statement that our Board is in favor of delaying completion/submission until the end of 2021. There was no Board discussion or public comment.

7.5 District 2021-2022 DRAFT Budget: Copies of the proposed 2021-2022 district budget were distributed to Board members and district resident in attendance. Mr. Boucke reviewed the revenue and expenses of the

proposed budget. Mr. Lusk pointed out that expense line item 4260 was slightly incorrect (low) when website expense is considered. The Board also discussed several other small changes to the proposed budget. Mr. Kahling moved to approve the 2021-2022 budget with the following changes: 1) Eliminate expense line 4500 and reallocate the \$50 to expense line 4260 thereby making line 4260 an expense of \$250; 2 Reduce expense item 4304 from 250 to \$50 as it overstates the administrative fee to LAFCO and in turn reallocate \$200 to expense line 4191; 3) Change expense line 7800 from \$5000 to \$1000 reflecting an appropriate annual audit reserve. The motion was seconded by Mr. Hjerpe. There was no comment from the public. The motion passed unanimously. Mr. Kahling also pointed out that at any given time the Board can act to reallocate budget expense from one line item to another particularly if there is low likelihood that that an expense will not be necessary.

7.6 District Board Vacancy: District By-laws are not well written regarding Board vacancies and seem to be in conflict with Government Code. A review is needed. Thus far, Mr. Boucke has appropriately posted the Board vacancy for the districts' residents where no application received during the posting period. After several discussions with EDC Elections Mr. Boucke asked Mr. Kahling to review the government code related to the matter. Mr. Kahling's review concludes that the required course of action is best met by holding an election for the unoccupied Board seat concurrent with the 2022 General Election in California. Mr. Kahling made a motion to call for an election to fill the Board vacancy concurrent with the 2022 General Election in California with a seconded by Mr. Hjerpe. There was no community comment. The motion passed unanimously.

7.7 2020-2021 Direct Charge Status: Mr. Boucke and Mr. Hjerpe successfully addressed the administrative procedures to ensure that all parcels within the District are charged the current District assessment (\$150/parcel) by EDC.

8. **New Business**

8.1 Resignation of Ms. Moran: Mr. Hjerpe made a motion to adopt Resolution 2021-02 recognizing Jodie Moran for her contribution to the CRCSD Board of Directors and to the community. The proposed Resolution

was distributed. Mr. Kahling seconded the motion which was passed unanimously.

9. Reports/Final Comments

Mr. Ragan suggested that the portable toilet be discontinued at the end of August. The Board also agreed to continue garbage service through the Labor Day holiday and give Northern security the option to terminate service early. Mr. Hjerpe and Mr. Ragan will discuss the option with Northern Security. Mr. Hjerpe reported the he completed require ethics training and that while he previously indicated he would draft a letter to EDSO requesting more patrol due to parking problems/issues, the issues/problems seem to have become less acute. As such no letter was sent to EDSO. Mr. Boucke also reported that he had a discussion with the property owner adjacent to the district park. The property has no objection to the District installing, should it become necessary, fencing, boulders, or obstacles to reduce the parking problem on Morning Canyon outside the park. The property owner requested to know of any such installation in advance.

10. Agenda Items for Next Meeting

1) District park pass policy; 2) Vicini Follow-up; 3) District park; 4) Newsletter

11. Adjourn Meeting

Mr. Hjerpe moved to adjourn the meeting and Mr. Kahling seconded. The meeting was adjourned at 11:28 AM. Next meeting is October 9, 2021.

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEEETING MINUTES
JUNE 13, 2021**

Call to Order Mr. Boucke called the meeting to order at 10:00 AM.

Roll Call		Present	Absent
Dave Boucke	President	X	
Fred Hjerpe	Secretary	X	

Jeff Wagnon	Park Officer	X
John Kahling	Roads and Safety Officer	X
Jim Lusk	General Manager	X

Adoption of Agenda

Mr. Boucke pointed out that the approval of the El Dorado Disposal expenditure under Item 6 should indicate \$6.62. A motion to approve the agenda as amended was made by Mr. Kahling, seconded by Mr. Wagnon, and approved unanimously.

Statements from the Community other than Agenda Items

Two public statements/discussions were deferred to related agenda items. Mr. Boucke asked that any unvaccinated meeting attendee respect the 6-foot separation.

Approval of Previous Meeting’s Minutes

Mr. Kahling moved to approve the meeting minutes of the April 11, 2021 regular Board meeting and the meeting minutes of the May 7, 2021 special Board meeting. Mr. Lusk pointed out that while the minutes of the May 7 special mistakenly indicated he was not present. The motion was seconded by Mr. Wagnon and the motion was passed.

Receipt/Discussion of District Mail

5.1 The District received notification that its roster of direct charges is due August 10. Mrs. Boucke and Hjerpe will follow-up.

5.2 A receipt from El Dorado County for \$9,754 was received representing payments by district residents for road-work to be done concurrent with other district projects.

5.3 SDRMA has advised the District that on May 10 they will be revising the District’s property liability renewal indication. Mr. Boucke will follow-up.

5.4 A deposit \$150 was received from district resident Saefong as the property is not a direct charge and a deposit of \$50 was received from a District rental property owner for District Park access for renters.

6. Approval/Discussion of Expenditures

6.1 \$6.62: To El Dorado Disposal

6.2 \$230.83: To Wilkinson Portables; May-June

6.3 \$2,589: To SDRMA; Property/Liability Insurance

Mr. Hjerpe moved to approve all three expenditures; Mr. Wagnon seconded the motion that passed unanimously. It was also noted that no invoice has been received from Bravo Security.

7. Unfinished Business

7.1 2021-22 District Roads Maintenance Update: Mr. Kahling reviewed the scope and key elements of the road maintenance/repair contract with Joe Vicini, Inc. previously outlined at the May 7, 2021 Special Board meeting. As previously approved, the total cost to the District is \$61,140. This may allow some additional work up the approval limit. Additional work benefitting district residents residing on Do Dah will cost \$9,754 with reimbursement directly from district residents. Mr. Kahling also reported the work is currently scheduled to begin July 6, 2021.

Public Discussion: A resident asked where the work will start? Mr. Kahling indicated the decision was up to Vicini and the work is expected to take less than a week. A resident asked how far down Starburst will be worked? Mr. Kahling indicated that the work on Starburst will be from Morning Canyon to 3866 Starburst.

7.2 Park Director Report: Mr. Wagnon reported that the new security company has been unreliable with no-shows. Mr. Wagnon is keeping track of actual hours worked. The District received a \$50 payment representing annual due for a district renter.

7.3 Park Committee Report: Park Committee member, Mr. Ragan, indicated: 1) There have been problems with park opening/closing. Mr. Wagnon indicated that Ms. Moran will resend volunteer roster/times; 2) Non-residents are accessing the Park after-hours and parking on Morning Canyon creating a potential fire hazard and other liability. The Board and Park Committee had an overall discussion of the issue of non-resident cars parking on both sides of Morning Canyon adjacent to the park and possible solutions. Logs, ¼ ton boulders, and fencing were discussed. Mr. Ragan pointed out that the roadside property on the opposite side of Morning Canyon is not owned by the District. As such, any parking solution

requires the cooperation of the property owners. Mr. Boucke indicated he and Mr. Kahling will visit the property owners (Jermstead) to discuss the situation and options. Mr. Ragan suggested that future security contracts reflect a penalty for no-shows. Mr. Wagnon described the difficulty in finding suitable security service. Mr. Kahling pointed out that the park budget may exceed the road budget in some years. After a discussion of other security options including electronic gate options, Mr. Boucke asked the Park Committee to research the costs associated with electronic gate installation. Mr. Hjerpe asked if any significant issues other than parking have arisen with non-district residents. Mr. Ragan described several issues/situations that he handled directly.

Public Discussion: A district resident asked/commented; 1) The existing reserved parking space is available to residents requiring handicap access to which Mr. Boucke replied yes; 2) Too many dogs while at the Park are not leashed that might pose a danger; 3) How to reserve the large bench for a party. The procedure and cost were explained; 4) Explanations and clarifications of several Park rules were discussed.

Lastly, Mr. Ragan asked if all 1920-21 district renters passes have been paid. The fee is supposed to be collected at the Park. Mr. Wagnon will follow-up. Mr. Hjerpe will draft a letter to asking EDSO for increased evening surveillance of illegal parking near the Park .

7.4 District State 2015-2020 Audit: Mr. Hjerpe reported that he did call Vaughn Johnson, CPA to introduce himself and explain that Ms. Moran has resigned from the Board. A message was left with no return call to date. The audit is due at the end of 2021.

7.5 The payment from property owner, Mr. Saefong, was received thus resolving the matter.

8. **New Business**

8.1 Budget Draft 2021-22: Mr. Boucke and Hjerpe will propose the FY21-22 budget at the next Board meeting.

8.2 Prop 4 Spending Appropriation Limit Resolution to EDC: The District has received notification of its spending appropriation limit for FY21-22.

The limit of \$144,345 far exceeds actual District spending. The

spending limit was adopted unanimously by Resolution #2021-02 (attached).

8.3 Resignation of Jodie Moran: The Board received notice of resignation from Director, Jodie Moran. Mr. Boucke forward a copy of the letter to El Dorado County. Mr. Kahling recognized Ms. Moran’s 13 years of service to the CRCSD. A question arose regarding the requirement to appoint a new Director prior to the next election and whether an appointed Director’s term is until the next election or the natural term of the resigned Director. Mr. Boucke agreed to get clarification from the county and if necessary, post for two weeks a notice of the Board vacancy along with instruction to applicants for appointment to the Board.

Public Comment: A question arose how the Board might break a tie vote in the event of only four seated members. There is no mechanism to break a tie vote and any motion resulting in a tie vote does not pass.

9. **Reports/Final Comments**

Mr. Kahling reported that the Sandridge Road improvement project will begin next summer. The project will grade and replace the gravel section (4 miles) with chip/seal. He also reported that the Buck’s Bar bridge project has several issues to resolve prior to public comment.

Mr. Hjerpe also recognized Ms. Moran and agreed to draft a resolution acknowledging her service to CRCSD.

Mr. Lusk addressed several issues related to the district website: 1) Search engine issues have been resolved; 2) He confirmed that the website publish the Park season as ‘May to September subject to Park conditions’; 3) Only approved Board minutes should be posted along with an archive of previous minutes; 4) Contract documents should also be archived; 5) Substantive changes to the website should be brought to the Board for discussion/direction while the Board is quite confident with Mr. Lusk’s judgement regarding other website changes.

10. **Agenda Items for Next Meeting**

No discussion

11. **Adjourn Meeting**

Mr. Hjerpe moved to adjourn the meeting and Mr. Wagnon second. The meeting was adjourned at 11:15. Next meeting is August 14, 2021.