El Dorado Hills
COMMUNITY SERVICES DISTRICT

Norm Rowett Pavilion
Meeting Room
1021 Harvard Way
El Dorado Hills, CA
95762
916/933-6624 or
www.edhcsd.org

Board of Directors
Regular Meeting Agenda[1]
Thursday, December 8, 2016
6:30 pm

Estab: May 21, 1962

Allan Priest, Vice President
William F. (Billy) Vandegrift, Director ***Wayne Lowery, Director***
Benjamin L. Paulsen, Director ***Noelle Mattock, Director***

Mission Statement

"Enhance the quality of life for El Dorado Hills Residents through innovative, responsible leadership and by providing superior services and facilities."

Call to Order[2]

- Roll Call
- Pledge of Allegiance
- Moment of Silence to honor those Americans serving in the Military
- Adoption of Agenda[3]
- Oath of Office – Noelle Mattock and Benjamin Paulsen

Board of Directors' Comments & Future Agenda Items

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[1] ***Public Records Available:*** *Any writing that is a public record and is distributed to all or a majority of the Board of Directors is available for immediate public inspection in the District Office, 1021 Harvard Way, El Dorado Hills. Public records distributed during the meeting shall be made available to review at the meeting. For purposes of the Brown Act §54954.2(a), the numbered items on this Agenda give a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.*

[2]***Speaker's Card/Request to Speak:*** *If you would like to address the Board of Directors on a scheduled agenda item, please complete the Request to Speak Form. The card is at the table at the entrance to the meeting room. Please identify on the card your name, address, and the item on which you would like to speak and return to the Board Secretary. The Request to Speak Form assists the President in ensuring that all persons wishing to address the Board are recognized. Your name will be called at the time the matter is heard by the Board.*

[3]**Adoption of Agenda:** *This agenda may be amended up to 72 hours (6:30 p.m. Monday) prior to the meeting being held. An AGENDA in FINAL FORM is located in the kiosk in front of the District Office as well as each of the El Dorado Hills Fire Stations. Additionally, a copy of the FINAL AGENDA is available on the District's website at www.edhcsd.org. Support material is available for public inspection at the receptionist counter in the District Office. Sessions of the Board of Directors may be recorded and members of the audience are asked to step to the microphone and give their name and address before addressing the Board. For anyone having difficulty hearing, listening assistance headphones are available from the Board clerk.*

Presentations & Announcements

1. Update from Senior Council (Y. Griffin)

2. Recognition of Terry Crumpley for Four Years of Service as a Board Director and One Year as Board President *(K.Loewen)*

Public Comment[4]

Review of Written Communications

3. Letter Dated November 10, 2016 from AT&T Regarding Programming Changes (Pg. 5)

4. Choices for Children Diaper Drive (Pg. 6)

Consent Calendar [5]

Receive & File:

5. 2016 Calendar of Board Meetings and Special Events (K. Loewen/C. Guillot) (Pg. 7)

6. 2016 Calendar of Board Member Training Opportunities (K. Loewen/C. Guillot) (Pg. 9)

7. CSDA Board of Directors Conference Notes (A. Priest (Pg. 12)/N. Mattock (Pg. 16)/W. Lowery (Pg. 18)/B. Vandegrift (Pg. 19)

8. Treasury Report as of September 30, 2016 (Pg. 22)

9. FY2016 Annual Report of Disbursements to Board of Directors and District Staff (Pg. 29)

Approve:

10. Minutes of November 10, 2016 Regular Board of Directors Meeting (K. Loewen/C. Guillot) (Pg. 31)

11. November 2016 Summary of Director Meetings (K. Loewen/K. Jackson/J. Ritzman/C. Guillot) (Pg. 36)

12. CC&R Citizen Advisory Committee (CAC) Recommendation that the Board of Directors Appoint OC Ninan to the CAC (K. Loewen/T. Ilg) (Pg. 44)

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[4] **Community Comments:** *At this time, members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board, provided that NO action may be taken on items not on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of 20 minutes.*

[5] **Consent Calendar:** *All matters on the Consent Calendar are to be approved by one motion unless a Board member requests separate action on a specific item. Members of the audience who wish to address any item on the Consent Calendar should do so before Board action is taken.*

13. CC&R Citizen Advisory Committee Recommendation that the Board of Directors Authorize Staff to Direct District Legal Counsel to Send a Third and Final Notice of Non-Compliance to (K. Loewen/T. Ilg) (Pg. 46):

    A. Property Owner: Craig Swinney
    Property Address: 3010 Waterman Court
    Village: Governors Village – Unit 3
    APN: 125-071-361
    Case #: CE16-456
    Violation: Inoperable vehicle on driveway

14. Authorize Staff to Solicit for an RFP for the Community Activity Building Renovations (K. Loewen/T. Fessler) (Pg. 51)

General Business

15. Election of 2017 District Board Officers: President and Vice President

16. President Appointment of Board Committees for 2017

17. Five-Year Capital Improvement Plan Update (K. Loewen) (Pg. 56)

Review Items Pulled for Discussion

General Manager Comments

18. General Manager Report (K. Loewen) (Pg. 63)

Adjournment to Closed Session

Closed Session

A. Conference with Labor Negotiator:

    Agency Designated Representative: Katrina Jackson,
    Employee Organization: El Dorado Hills Community Services District Employees Association Local 1 (Government Code § 54597.6(a))

B. Recruitment of Permanent General Manager (Government Code § 54957(b))

C. Public Performance Evaluation (Government Code § 54957(b)):
    Evaluation of Performance of General Manager

D. Conference with Real Property Negotiator (Government Code § 54956.8):

Property: East Ridge Investors Property, APN: 118-130-20-100
Agency Negotiator: General Manager
Negotiating parties: East Ridge Investors
Under negotiations: Land Acquisition

E. Anticipated Litigation (Government Code § 54956.9 (b)

F. Pending Litigation: Thomas Austin and Helen Austin v. County of El Dorado; et al./Case No. PC2015063S (Government Code § 54956.9 (b)(3)(c))

Report out of Closed Session

19. Report out of Closed Session

Adjournment

The next regularly scheduled meeting of the El Dorado Hills Community Services District Board of Directors is Thursday, January 12, 2017, 6:30pm,in the Norm Rowett Pavilion located at 1021 Harvard Way, El Dorado Hills, California.

This agenda and packet items are available online at the EDHCSD website:

http://www.eldoradohillscsd.org/csd-board.html

ADA COMPLIANCE STATEMENT

In compliance with the Americans with Disabilities Act, if you need special assistance or materials to participate in this meeting, please contact the District Office at 916/933-6624 or mail@edhcsd.org. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and agenda materials.

at&t

AT&T U-verse

November 10, 2016

Interim General Manager Kevin Loewen
City of El Dorado Hills, Community Services District
1021 Harvard Way
EL DORADO HILLS, CA 95762

Dear Interim General Manager Loewen,

AT&T's contracts with programmers for the content displayed on U-verse TV® service periodically expire, or may be terminated, but are usually re-negotiated or extended with no interruption or change for our U-verse members. Additionally, from time to time it is necessary to change channel line-ups as well as television package contents. The programming changes set forth below may occur as follows:

November 2016:
Effective in November 2016, XDTV in the San Diego, CA area on channel 25 and 1025 in HD will change from XDTV-49 (MundoMax) to XDTV-49 (MY NETWORK TV).

December 2016:
As previously noticed, AT&T's contract with the programmer for the following channel is set to expire. While this channel will continue to be available to U-verse members so long as AT&T has the rights to carry it, if a reasonable agreement cannot be reached with the programmer the programming will no longer be available. AT&T may modify the channel location for the programming by moving it from the current channel location to a channel between 9501 – 9599, and if a reasonable longer term agreement cannot be reached with the programmer, we may lose the rights to carry it in or after December 2016:

Effective on or after, December 15, 2016, Esquire Network (channel 380 SD and 1380 HD) and Esquire Network West (channel 381) may be removed from U-verse.

January 2017:
AT&T's contract with the programmers for the following channels are set to expire. While these channels will continue to be available to U-verse members so long as AT&T has the rights to carry them, if a reasonable agreement cannot be reached with the programmers the programming will no longer be available. AT&T may modify the channel location for the programing by moving them from their current channel location to a channel between 9501-9599, and if a reasonable longer term agreement cannot be reached with the programmers, we may lose the rights to carry them (listed in alphabetical order) in or after January 2017: Stingray Karaoke Channel TV Application (channel 96 and 1096), TVB-V (channel 3664) and TVBe (channel 3638).

Customers will be provided with written notification of the above: customer bills include a message referring them to the Legal Notices in USA Today on the first and third Tuesday of each month, and to the AT&T website att.com/u-verseprogrammingchanges, for information on programming changes.

If you have any questions, please contact your local AT&T External Affairs manager, Alice Perez on 916-341-3458.

Sincerely,

Rhonda J. Johnson

Vice President – Regulatory Affairs

And you did!

Thanks to our amazing community partners and members, we were able to collect over 2,000 diapers and approximately $2,000 during this year's diaper drive! Because of this generosity, we will be able to continue distributing diapers to local El Dorado County families in need. Choices for Children believes we can help create a community in which families have all they need to thrive. Thank you for helping us build that community!

Our Healthy Bottom Line Diaper Bank serves local families year round and always welcomes donations of diapers and monetary contributions throughout the year. If you would like to donate, please contact us at 530-676-0707 or bring them by our office at 3161 Cameron Park Dr. Ste.101, Cameron Park, CA.

Special thanks to:

Soroptimist
Best for Women
Soroptimist International of Cameron Park / El Dorado Hills

Faith Episcopal Church

El Dorado County Library

The Church of Jesus Christ of Latter-day Saints

re:Visions
Home Decor and Gifts

El Dorado Hills
Community Services District

El Dorado Hills
COMMUNITY SERVICES DISTRICT

2016/17 CALENDAR OF MEETINGS AND SPECIAL EVENTS

- **PLEASE NOTE:**
  - **The El Dorado Hills Community Services District will be closed from December 23, 2016 through January 2, 2017 for the holiday season.**
  - **2017 Standing Board Committee Appointments will be determined at the December 8, 2016 Board of Directors Regular Meeting, with scheduling for 2017 to follow.**

Meeting/Event	Date	Time	Location
Design Review Cmte. (No Meeting 11/29 or 12/27)	Every Tuesday	8:00 am	Parks Conf. Rm.
Regular Board Meeting	Thursday, Dec. 8	6:30 pm	Norm Rowett Pavilion
KydZone Santa Sleepover	Friday, Dec. 9-Saturday, Dec. 10	6:00pm	Teen Center
Administration & Finance Cmte.	Thursday, Dec. 15	Noon	Parks Conf. Rm.
KydZone Winter Break Camp	Friday, Dec. 16	6:45am	Gym
Parks & Planning Cmte.	Tuesday, Dec. 20	10:30 am	Parks Conf. Rm.
Recreation & Volunteer Cmte.	Wednesday, Dec. 21	4:30 pm	Parks Conf. Rm.
CC&R Citizens Advisory Cmte.	Monday, Dec. 19	7:00 pm	Norm Rowett Pavilion
Christmas Tree Recycling/Chipping	Saturday, Jan. 7	9:00am	Community Park
Regular Board Meeting	Thursday, Jan. 12	6:30 pm	Norm Rowett Pavilion
CC&R Citizens Advisory Cmte.	Monday, Jan. 30	7:00 pm	Norm Rowett Pavilion
Daddy & Me Valentine Dance	Friday, Feb. 3	6:00pm	Gym
Regular Board Meeting	Thursday, Feb. 9	6:30 pm	Norm Rowett Pavilion
CC&R Citizens Advisory Cmte.	Monday, Feb. 27	7:00pm	Norm Rowett Pavilion
Regular Board Meeting	Thursday, March 9	6:30pm	Norm Rowett Pavilion
Regular Board Meeting	Thursday, April 13	6:30pm	Norm Rowett Pavilion
Easter Egg Hunt	Saturday, April 15	9:00am	Community Park
Aqua Egg Hunt	Saturday, April 15	2:00pm	Community Pool
Neighborhood Park Party	Thursday, April 6	5:00pmm	Laurel Oaks Park

Neighborhood Park Party	Thursday, April 20	5:00pm	Waterford Park
FREE April “Pools” Day	Saturday, April 22	2:00pm	Community Pool
Arbor Day Event	Friday, April 28	4:00pm	Promontory Community Park
Girls’ Night Pajama Party	Friday, April 28	6:00pm	Gym
Community Clean-up	Saturday, April 29	9:00ampm	Rolling Hills Church
Neighborhood Park Party	Thursday, May 4	5:00pm	Valley View Sports Park
Spring Community Garage Sale	Saturday, May 6	8:00am	Community Park Parking Lot
Regular Board Meeting	Thursday, May 11	6:30pm	Norm Rowett Pavilion
Regular Board Meeting	Thursday, May 8	6:30pm	Norm Rowett Pavilion
Neighborhood Park Party	Thursday, May 18	5:00pm	Ridgeview Park
Regular Board Meeting	Thursday, June 8	6:30pm	Norm Rowett Pavilion
Regular Board Meeting	Thursday, July 13	6:30pm	Norm Rowett Pavilion
Regular Board Meeting	Thursday, Aug.10	6:30pm	Norm Rowett Pavilion
Regular Board Meeting	Thursday, Sept. 14	6:30pm	Norm Rowett Pavilion
Regular Board Meeting	Thursday, Oct. 12	6:30pm	Norm Rowett Pavilion
Regular Board Meeting	Thursday, Nov. 9	6:30pm	Norm Rowett Pavilion
Regular Board Meeting	Thursday, Dec. 14	6:30pm	Norm Rowett Pavilion

EL DORADO HILLS
COMMUNITY SERVICES DISTRICT

AGENDA REPORT

To: Board of Directors

From: Kevin A. Loewen, Interim General Manager

Prepared By: Cathy Guillot, Executive Assistant

Meeting Date: December 8, 2016

Report Date: November 28, 2016

Subject: **Board Member Training Opportunities**

Trainings that qualify for Special District Risk Management Authority's (SDRMA) Credit Incentive Program (CIP) are noted below. Many of the items below are hyperlinks that will provide additional information regarding the listed trainings/conferences if you are viewing this electronically.

Date	Title	City	CIP Qualified
12/6/16	How To Be An Effective New Board Member	Fallbrook	✓
12/6/16	Webinar: Responding to Data Breaches	(Webinar)	✓
12/8/16	How To Be An Effective New Board Member	Tehachapi	✓
12/8/16	Overview of Special District Laws	Apple Valley	
1/19/17	Board Member Best Practices	Claremont	✓
1/25/17	Free AB 1234 Ethics Training Workshop	Placerville	
1/26/17	Board Member Best Practices	Santa Ynez	✓
2/1/17	Proposition 26, Proposition 218 & Rate Setting	Vista	

El Dorado Hills Community Services District
Board Member Training Opportunities
2016-17

Date	Title	City	CIP Qualified
2/3/17	Board Member Best Practices	Sacramento	✓
2/9/17	Board Member Best Practices	Clovis	✓
2/16/17	Board Member Best Practices	San Jose	✓
2/21/17	HR Boot Camp for Special Districts	Rancho Cucamonga	✓
2/23/17	Board Member Best Practices	Anderson	✓
2/26/17	2017 Special District Leadership Academy Conference La Jolla	San Diego	✓
2/2817-3/3/17	2017 CPRS Conference & Expo	Sacramento	
3/8/2017	Financial Management for Special Districts	Rancho Cucamonga	
3/15/17	Proposition 26, Proposition 218 & Rate Setting	Oakland	
3/20/17	Supervisory Skills for the Public Sector	Marina	
3/23/17	Hammering Out a Framework: Construction and Business Matters	Fountain Valley	
3/27/17	So You Want to be a General Manager	Sacramento	✓
3/28/17	SDRMA Safety/Claims Education Day	Sacramento	✓
4/11/17	Supervisory Skills for the Public Sector	Vista	
4/23/17	2017 Special District Leadership Academy Conference SLO	San Luis Obispo	✓
5/16/17	2017 Special Districts Legislative Days	Sacramento	
5/24/17	Beyond the Basics: Implementing Funding	Sacramento	
6/25/17	General Manager Leadership Summit	Newport Beach	✓
7/9/17	2017 Special District Leadership Academy Conference Napa	Napa	✓
8/9/17	HR Boot Camp for Special Districts	Vallejo	
8/10/17	Financial Management for Special Districts	Vallejo	
8/15/17	The Art of the Message	Sacramento	
8/24/17	Staying in Compliance: Understand Special District Laws	Port Hueneme	
9/25/17-9/28/17	2017 Annual Conference & Exhibitor Showcase	Monterey	✓

El Dorado Hills Community Services District
Board Member Training Opportunities
2016-17

Date	Title	City	CIP Qualified
10/22/17	Board Secretary/Clerk Conference and Certificate Program	Garden Grove	✓

El Dorado Hills Community Services District
Board Member Meeting Report[1]

Director:	Allan J. Priest
Meeting/Training:	Calif. Park & Recreation Society Annual Conference
Date:	March 7-11, 2016
Time:	NA
Location:	Long Beach, CA
Participants:	Parks and Recreation Professionals from Throughout California & US.
Highlights:	The CPRS Annual conference provided opportunities for park & recreation professionals and members of agency boards and commissions to network, take classes, and learn about the industry. It included >250 exhibitors for services and products, formal and informal opportunities to network with 2,500 delegates in the park and recreation field, and review of award winning services and projects by cities, counties and special districts. I attended the following educational sessions: • Mini-Super Cal: Energizing the "Super" in Supervision • CEQA/NEPA Environmental Compliance • Opening Session – "Unleash your Inner Tyrant" • Development Policy: How to Protect the P&R Needs • Trends in Sports and Fitness • Top 10 Ways Politics can Work for You • Positive Assertive Management • What is Green? • Master Plan – Your Parks, Your Voice • Building a High Performance Team Overall, I found the conference and most of the break-out sessions to be valuable and useful to me in better understanding the basic functions, issues, regulatory requirements, and other operational challenges that are facing Districts. As such, I appreciated the opportunity to attend and represent EDH CSD.
Recommendations:	Per Wayne's report, CSD should use this conference as a means to develop up and coming professional staff, continue to encourage staff leadership and participation in conference planning and organization. Valuable event.

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4030.45 A Board committee meeting must be authorized by a majority vote of the Board of Directors to qualify as a day of service.
4030.60 Board committees may call a meeting as the need arises but must receive subsequent approval of the Board of Directors to qualify as a day of service.
4030.70 The Board of Directors may approval all meetings that may qualify as a day of service at its regular meeting each month.
4030.80 Directors shall provide a written report to the Board of Directors regarding the members' participation at the next Board of Directors' meeting following the Committee meeting.
4090.120 Activities for which directors are eligible for reimbursement include:

- A District meeting conducted pursuant to the Ralph M. Brown Act (§54950 and §61047);
- Representation at a public event provided that the board of directors has previously approved the member's representation at a board of directors meeting and that the member delivers a written report to the board of directors regarding the members representation at the next board of directors' meeting following the public event. § 61047)
- Representation of the district at a public meeting or public hearing conducted by another public agency provided the Board has previously approved the member's representation and that the member delivers a written report to the board regarding the member's representation at the next board meeting following the public meeting or public hearing (§61047);
- Representation of the district at a meeting of a public benefit nonprofit corporation on whose board the district has membership, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and the member delivers a written report to the board of directors regarding he member's representation at the next board of directors' meeting following the corporation's meeting (§61047);.

- Participation in a training program on a topic that is directly related the district, provided that the Board of Directors has previously approved the member's participation at to board of directors' meeting and the member delivers a written report to the board of directors regarding the member's participation at the next board of directors' meeting following the training program.

See Calif. Govt. Code §61047 *et.seq.*

CPRS Course Summaries

The Mini Super Cal: Energizing the "Super" in Supervision (4 hours)

- Key leadership areas and considerations (incentives, communication, planning, etc.)
- Time management techniques and skill development
- Organizational efficiency concepts and applications
- Supervisory/employee performance plan implementation:
    i. Review and implement Master Plan
    ii. Incorporate Strategic plan
    iii. CIP Concepts
- Use a compass not a clock for metrics
- Quadrant concept for good time management and prioritization (urgent/not urgent/important/not important)

CEQA vs. NEPA Environmental Compliance for Parks, Facilities, and Trails (75 min)

- Basics of regulatory and statutory environmental review requirements
- Critical flaws/trigger elements for CEQA review and initial studies/EIRs
- See Wayne Lowery's detailed notes.

Opening Session Presentations and Jeff Havens "Unleash your Inner Tyrant" (120 min)

- Leadership skills and requirements
- Positive communication and engagement of peers/staff
- Building teams and "safe" conditions
- Avoidance of micro-management and negative reinforcement

Development Policy: How to Protect the Parks and Recreation Needs in your Growing Community (75 min)

- Basics of Master Plan links to developer agreements
- Developer agreement needs:
    - Tie all DA elements to the GP and MP
    - Very specific and unwavering design parameters and standards
    - Funding priorities are key negotiating points (exercise)

Trends in Sports & Fitness – What's Hot and What's Not? (75 min)

- Key factors: people, demographics, geography & economy
- Evolution of new training and health/fitness concepts (2007-present)
- Team sports are dropping in demand
- No longer "sand lot" skills or opportunities available for most kids
- Year-round sports are dominating current and future recreation
- Water parks have grown by ~24% in recent years

Top 10 Ways to Have Politics Work for You (75 min)

1. Know your audience
2. Develop an advocacy group(s)
3. Celebrate successes
4. Be a Leader with Values and Integrity
5. Identify Problems Early
6. Treat People with Dignity and Respect
7. Know the Power of Negotiations:
    - Strength and Leverage Exists
    - Transactional Relationship
    - Convincing Others there is Value in a Position
    - Recognizing Negotiations will Occur/Have and End Result
8. Don't Argue for the Sake of Winning (lose the ego)
9. Politics are Based on Issues or Ideology
10. It's ALL about Trust!

Positive Assertive Management (75 min)

- Avoid ineffective management elements:
    - Micro-management
    - Lack of availability
    - Lack of follow-through
- Implement the 8 "C"s of positive management:
    1. Connection
    2. Consistency
    3. Communication
    4. Choices
    5. Coaching
    6. Career
    7. Creativity
    8. Caring

What is Green? (75 min)

- Target = "triple bottom line"
    - People
    - Planet
    - Profit
- Four key "green" considerations for all decisions by an org:
    - Water (cut/change landscaping, native plants, community gardens, other water saving policies, equipment and measures)
    - Energy (orientation of new buildings, LEED elements/designs, efficient lighting and HVAC equipment, education programs)
    - Materials and Resources (reduce/recycle/reuse, life cycle cost tracking, adaptive reuse, procurement process, renewable materials use, etc.
    - Air Quality (transportation reduction measures, parking for green cars, bike racks, lower energy/natural gas use, etc.)

Master Plan: Your Parks – Your Voice (90 min)

- Step 1: Make your Case
    - Definition and purpose of Master Plan (funding, essential service, >sustain.)
    - Review economic benefits
    - Social benefits of community participation and direction
    - Environmental benefits
- Step 2: Define the Purpose and process
    - Outline priorities
    - How will the document be used?
    - Who is involved
    - Timeframe
    - Priorities/needs of the community
- Step 3: Manage the Process
    - Prepare the team/vision/resources/workplan/scope
    - Tools and scoping process
    - Ask questions early and collect documents
    - Interviews selections – ID right contributors
- Step 4: ID Stakeholders
    - Subcommittees
    - Advisory committees, etc
    - Engage dialogue
- Implement the Vision
    - Define specific tasks and resources
    - ID Priorities
    - Prioritize to reality ($, timelines, tasks, resources)
    - Keep it alive

Building a High Performance Team (75 min)

- There is no magic or "secret sauce" to effective teams
- Some key elements of high performing teams:
    - Clear roles, trust, accountability, support, importance, commitment, each depends on others, shared leadership, shared goal, support from the top, and urgency
- Top 10 best practices for team creation and success:
    - Create a charter and refer to it often
    - Talk about key issues
    - Focus each meeting on key questions or issues
    - Rotate meeting convener/leader role
    - Use team to share learning
    - Put conflict to work for the good
    - Emphasize progress
    - Build a connection to each team member
    - Tell the team's story
    - "Party with a Purpose" (celebrate success)

Other Networking Activities & Events

a. Exhibitor Reception & dinners and discussions with CSD reps

CSDA Conference Report – Director Noelle Mattock

Monday October 10, 2016

Opening day of conference. As a CSDA board member I had to attend a prep session and then attended our District Networks Meeting. This meeting was designed so that local special districts can connect and interact with other leaders in our region.

Tuesday October 11, 2016

Attended our CSDA Board Meeting and then attended the opening keynote speaker Ross Shafer – "How to Stay Relevant." Staying relevant is different from being current. Being "current" is awareness. Relevance is taking action to make sure you matter to our customers, constituents, and our team members.

I next attended the Breakout session on Executive Recruitment, evaluation, and compensation. Presented by Edward Bernard & Jennifer Martinez of Hanson Bridgett LLP.

The next session was: Stretching Community Dollars to Build for the Future presented by the Institute for Local Government. This session focused on collaborations in the form of shared services, staffing, joint use and planning. Some of which our district has been doing successfully. They shared some lessons learned that were insightful.

Wednesday October 12, 2016

I attended the Safety Awards and keynote presentation where Kai Kight was the Keynote.

His presentation was very insightful and informative. He spoke about getting the best out of our people and encouraging them to be innovators in achieving our community's goals, needs and desires.

The next breakout session I attended was Building Consensus for Core Priorities: Critical Actions Your Board Should Take which was presented by Martin Rauch of Rauch Communication Consultants. This session was to help us identify and overcome key challenges and take advantage of important opportunities.

I then attend the lunch awards session where our District received our Transparency certificate

Next up was Rich Mallory from CPS HR Consulting whose session was How Quality Standards Can Re-Invent Government. He spoke about a revolution in government management with a goal of reinventing the value proposition of government. The breakout discussed developing a simple set of audible quality standards that improve a uniform and objective means of measuring delivered efficiency, effectiveness and values.

Next up was Mastering Good Governance presented by Martin Rauch. This session focused on ideas to streamline and update how a board operates. How to make our meetings more effective.

The last session of the day was R.E.S.P.E.C.T. – Communicating Your Districts Value. This session focused on how a district can be more strategic and effective in our outreach efforts.

Thursday October 13, 2016

The Final day activities included attending the Chapter Around Table Discussion and the closing session where they discussed the new laws that will impact special districts.

El Dorado Hills Community Services District
Board Member Meeting Report[1]

Director:	Wayne A. Lowery
Meeting/Training:	Calif. Special District Assoc. (CSDA) Annual Conference
Date:	October 10-13, 2016
Time:	NA
Location:	San Diego, California
Participants:	Board and staff members of a variety of special districts from throughout California. Besides community services, agencies represented parks and recreation, cemetery, fire, water, sewer, conservation resource and other districts.
Highlights:	A number of breakout sessions offering both information on new trends in the field as well as specific skill training were available. Topics included Ethics, executive recruitment, board policy development, chairing effective meetings, building census for core priorities, reinventing government and others. Updates on current state and federal legislation was available. Keynote speakers including Ross Share on "How to Stay Relevant" and Kai Knight on "Composing Your World." Approximately fifty vendors provided current information on services and products.
Recommendations:	The CSDA conference provides a broad overview of educational topics of very specific relevance to board members and senior management staff as well as a unique opportunity to network with leaders from other agencies. It is recommended that at least two board members should represent the District at this annual event.

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4090.120 Activities for which directors are eligible for reimbursement include:

- A District meeting conducted pursuant to the Ralph M. Brown Act (§54950 and §61047);
- Representation at a public event provided that the board of directors has previously approved the member's representation at a board of directors meeting and that the member delivers a written report to the board of directors regarding the members representation at the next board of directors' meeting following the public event. § 61047)
- Representation of the district at a public meeting or public hearing conducted by another public agency provided the Board has previously approved the member's representation and that the member delivers a written report to the board regarding the member's representation at the next board meeting following the public meeting or public hearing (§61047);
- Representation of the district at a meeting of a public benefit nonprofit corporation on whose board the district has membership, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and the member delivers a written report to the board of directors regarding he member's representation at the next board of directors' meeting following the corporation's meeting (§61047);.
- Participation in a training program on a topic that is directly related the district, provided that the Board of Directors has previously approved the member's participation at to board of directors' meeting and the member delivers a written report to the board of directors regarding the member's participation at the next board of directors' meeting following the training program.

See Calif. Govt. Code §61047 *et.seq.*

El Dorado Hills Community Services District
Board Member Meeting Report[1]

Director:	Bill Vandegrift
Meeting/Training:	Calif. Park & Recreation Society Annual Conference
Date:	March 7-11, 2016
Time:	NA
Location:	Long Beach, CA
Participants:	Parks and Recreation Professionals from Throughout California & US.
Highlights:	The CPRS Annual conference provided opportunities for park & recreation professionals and members of agency boards and commissions to network, take classes, and learn about the industry. It included >250 exhibitors for services and products, formal and informal opportunities to network with 2,500 delegates in the park and recreation field, and review of award winning services and projects by cities, counties and special districts. I attended the following educational sessions: • CEQA/NEPA Environmental Compliance • Opening Session – "Unleash your Inner Tyrant" • Positive Assertive Management • What is Green? • Master Plan – Your Parks, Your Voice Overall, I found the conference and most of the break-out sessions to be valuable and useful to me.
Recommendations:	

h:\board\2009\report\Bd Memb Meeting Report Form 09-0526

[1] **4030.40** Elected board members may receive a stipend for services not to exceed $100 for each day of service no to exceed compensation for more than six (6) days of services in a month.
4030.45 A Board committee meeting must be authorized by a majority vote of the Board of Directors to qualify as a day of service.
4030.60 Board committees may call a meeting as the need arises but must receive subsequent approval of the Board of Directors to qualify as a day of service.
4030.70 The Board of Directors may approval all meetings that may qualify as a day of service at its regular meeting each month.
4030.80 Directors shall provide a written report to the Board of Directors regarding the members' participation at the next Board of Directors' meeting following the Committee meeting.
4090.120 Activities for which directors are eligible for reimbursement include:

- A District meeting conducted pursuant to the Ralph M. Brown Act (§54950 and §61047);
- Representation at a public event provided that the board of directors has previously approved the member's representation at a board of directors meeting and that the member delivers a written report to the board of directors regarding the members representation at the next board of directors' meeting following the public event. § 61047)
- Representation of the district at a public meeting or public hearing conducted by another public agency provided the Board has previously approved the member's representation and that the member delivers a written report to the board regarding the member's representation at the next board meeting following the public meeting or public hearing (§61047);
- Representation of the district at a meeting of a public benefit nonprofit corporation on whose board the district has membership, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and the member delivers a written report to the board of directors regarding he member's representation at the next board of directors' meeting following the corporation's meeting (§61047);.
- Participation in a training program on a topic that is directly related the district, provided that the Board of Directors has previously approved the member's participation at to board of directors' meeting and the member delivers a written report to the board of directors regarding the member's participation at the next board of directors' meeting following the training program.

See Calif. Govt. Code §61047 *et.seq.*

CPRS Course Summaries

CEQA vs. NEPA Environmental Compliance for Parks, Facilities, and Trails (75 min)

- Basics of regulatory and statutory environmental review requirements
- Critical flaws/trigger elements for CEQA review and initial studies/EIRs

- See Wayne Lowery's detailed notes.

Opening Session Presentations and Jeff Havens "Unleash your Inner Tyrant" (120 min)

- Leadership skills and requirements
- Positive communication and engagement of peers/staff
- Building teams and "safe" conditions
- Avoidance of micro-management and negative reinforcement

Positive Assertive Management (75 min)

- Avoid ineffective management elements:
  - Micro-management
  - Lack of availability
  - Lack of follow-through
- Implement the 8 "C"s of positive management:
  1. Connection
  2. Consistency
  3. Communication
  4. Choices
  5. Coaching
  6. Career
  7. Creativity
  8. Caring

What is Green? (75 min)

- Target = "triple bottom line"
  - People
  - Planet
  - Profit
- Four key "green" considerations for all decisions by an org:
  - Water (cut/change landscaping, native plants, community gardens, other water saving policies, equipment and measures)
  - Energy (orientation of new buildings, LEED elements/designs, efficient lighting and HVAC equipment, education programs)
  - Materials and Resources (reduce/recycle/reuse, life cycle cost tracking, adaptive reuse, procurement process, renewable materials use, etc.
  - Air Quality (transportation reduction measures, parking for green cars, bike racks, lower energy/natural gas use, etc.)

Master Plan: Your Parks – Your Voice (90 min)

- Step 1: Make your Case
  - Definition and purpose of Master Plan (funding, essential service, >sustain.)
  - Review economic benefits
  - Social benefits of community participation and direction
  - Environmental benefits
- Step 2: Define the Purpose and process
  - Outline priorities
  - How will the document be used?
  - Who is involved

    - Timeframe
    - Priorities/needs of the community
- Step 3: Manage the Process
    - Prepare the team/vision/resources/workplan/scope
    - Tools and scoping process
    - Ask questions early and collect documents
    - Interviews selections – ID right contributors
- Step 4: ID Stakeholders
    - Subcommittees
    - Advisory committees, etc
    - Engage dialogue
- Implement the Vision
    - Define specific tasks and resources
    - ID Priorities
    - Prioritize to reality ($, timelines, tasks, resources)
    - Keep it alive

TREASURY REPORT
SEPTEMBER 30, 2016

BOARD OF DIRECTORS

TERRY CRUMPLEY – PRESIDENT

ALLAN PRIEST – VICE PRESIDENT

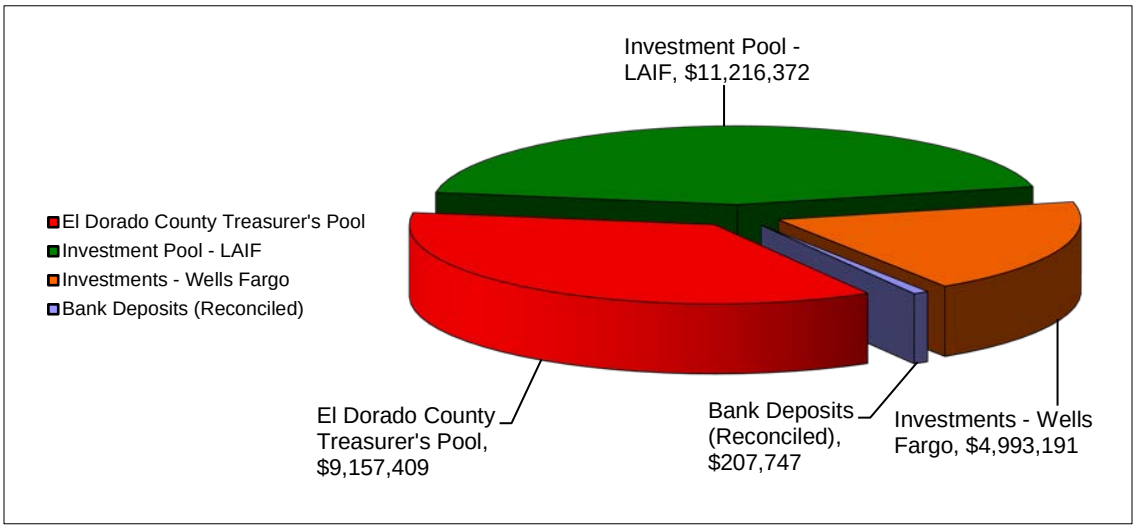
WAYNE LOWERY – DIRECTOR

NOELLE MATTOCK – DIRECTOR

BILL VANDEGRIFT – DIRECTOR

INTERIM. GENERAL MANAGER, KEVIN LOEWEN

EL DORADO HILLS COMMUNITY SERVICES DISTRICT
TREASURY REPORT
INVESTMENTS BY TYPE
FOR PERIOD ENDED SEPTEMBER 30, 2016



EL DORADO HILLS COMMUNITY SERVICES DISTRICT
TREASURY REPORT
SUMMARY
FOR THE PERIOD ENDING SEPTEMBER 30, 2016

GENERAL PORTFOLIO	BOOK VALUE/ CURRENT PAR	MARKET VALUE	AVERAGE MATURITY
EL DORADO COUNTY TREASURER	$ 9,157,409	$ 9,160,046	
INVESTMENT POOL - LAIF	11,216,372	11,223,340	
BANK DEPOSITS (Reconciled Balance)	207,747	207,747	
INVESTMENTS - WELLS FARGO	5,000,000	4,993,191	
TOTAL GENERAL PORTFOLIO	$ 25,581,528	$ 25,584,324	1073 DAYS

1. I hereby certify that the investments are in compliance with the investment policy adopted by the governing board.
2. The District has the ability to meet its budgeted expenditures for the next six months.
3. The market values for funds held in checking accounts and money market funds does not change.
4. The book value for County Pool is the withdrawal value provided by the County Treasurer.
5. The market value of funds held by the County Treasurer equates to the District's pro-rata share of the market value of the entire County investment pool.
6. The fiscal agent provided the market values for investments held in their accounts.
7. The checking accounts include checking and certificates of deposit accounts held in the name of the District.
8. This report meets the requirements of Government Code Section 53646.

Kevin A. Loewen
Interim. General Manager

EL DORADO HILLS COMMUNITY SERVICES DISTRICT
TREASURY REPORT
FUNDS IN COUNTY TREASURY
FOR THE PERIOD ENDING SEPTEMBER 30, 2016

Fund	Fund Number	Account Number	Interest Earned	Fund Total
General Fund	001	1,060	209	103,467
CC&R's	011	1,060	3	771
Impact Fees	018	1,060	11,043	9,038,330
Stonegate	020	1,060	1	522
Green Valley	021	1,060	1	545
Promontory	022	1,060	4	967
Oakridge	023	1,060	2	1,114
Oaktree	024	1,060	1	502
Crescent	026	1,060	2	502
La Cresta	027	1,060	1	501
Lake Forest	030	1,060	1	502
Marina Village	031	1,060	1	502
Francisco Oaks	032	1,060	2	502
Highland Hills 3	035	1,060	1	501
Hollow Oaks	037	1,060	1	501
Wild Oaks Park	038	1,060	2	602
Silva Valley	039	1,060	3	763
Bass Lake A	040	1,060	1	502
Roadways	041	1,060	2	594
Highland Hills 1,2,4	042	1,060	1	502
Creekside Greens	043	1,060	5	1,002
Bass Lake B	045	1,060	1	529
Highland View	047	1,060	2	502
EDH Blvd.	048	1,060	1	501
Valley View	050	1,060	-	(124)
Lake Forest	056	1,060	2	629
Windsor Point Park	057	1,060	1	501
Carson Creek	058	1,060	1	502
Debt Service - WO	061	1,060	2	677
				(Note 1) Market Value Share
Total Funds in County Investment Pool			$ 11,301	$ 9,157,409	9,160,046

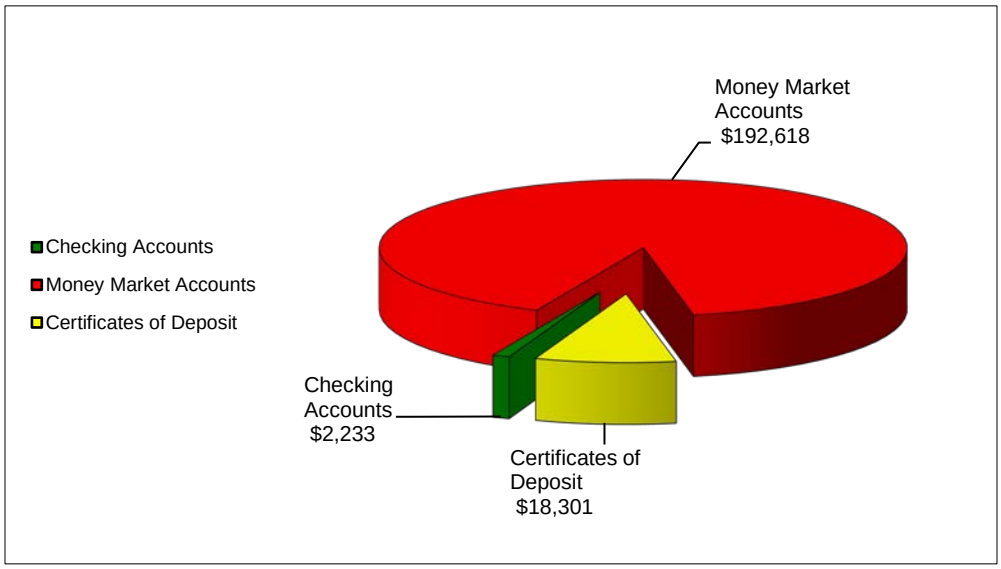
Annualized Yield for Quarter Ended	**6/30/2016**	**0.63%**
Annualized Yield for Quarter Ended	**9/30/2016**	**0.68%**

Note 1: Market value share equates to the District's pro-rata share of the market value of the entire County Pool.

EL DORADO HILLS COMMUNITY SERVICES DISTRICT
TREASURY REPORT
FUNDS WITH UMPQUA BANK
FOR THE PERIOD ENDING SEPTEMBER 30, 2016

Institution	Account Name	Interest Earned	Reconciled Balance	Bank Balance	Interest Rate	Maturity Date
Umpqua Bank	El Dorado Hills CSD - Petty Cash					
	Public Checking Account	$ -	$ 2,233	$ 2,233	N/A	N/A
Umpqua Bank	El Dorado Hills CSD - Operating					
	Public Money Market Account	-	187,213	192,618	N/A	N/A
Umpqua Bank	El Dorado Hills CSD - Petty Cash					
	TCD Public Certificate	7	18,301	18,301	0.15%	1/25/2017
	Total All Banking Institutions	$ 7	$ 207,747	$ 213,152		

BANK ACCOUNTS BY TYPE
(BANK BALANCES)
FOR THE PERIOD ENDED SEPTEMBER 30, 2016



EL DORADO HILLS COMMUNITY SERVICES DISTRICT
TREASURY REPORT
FUNDS IN INVESTMENT POOL (LAIF)
FOR THE PERIOD ENDING SEPTEMBER 30, 2016

Fund Name - LAIF Investment	Interest Earned	Book Value	Market Value
General Fund	$ 14,985	$ 5,524,323	$ 5,527,755
Compliance/Design Review	243	130,943	131,025
In-Lieu Fees	124	123,279	123,356
Donations	69	44,003	44,030
Impact Fees	103	73,186	73,232
Oak Tree Preservation	3	3,732	3,734
Stonegate	132	80,941	80,991
Green Valley	34	16,512	16,522
Promontory	865	543,982	544,320
Oakridge	27	12,205	12,212
Oaktree	70	45,020	45,048
Crescent	72	40,190	40,215
La Cresta	49	12,041	12,049
Lake Forest	59	36,036	36,059
Marina Village	12	6,634	6,638
Francisco Oaks	156	104,982	105,047
Highland Hills 3	94	63,643	63,682
Hollow Oaks	124	84,406	84,459
Wild Oaks Park	281	203,157	203,283
Silva Valley	435	293,715	293,898
Bass Lake A	59	34,594	34,616
Roadways	1,302	931,360	931,939
Highland Hills 1,2,4	107	72,140	72,185
Creekside Greens	415	275,996	276,168
Bass Lake B	108	71,952	71,996
Highland View	146	82,520	82,572
EDH Blvd.	361	235,839	235,986
Euer Ranch	2	1,814	1,815
Valley View	116	61,351	61,389
West Valley	15	10,852	10,859
Sierra View Manor	2	1,803	1,804
Bass Lake Hills Specific Plan	18	13,313	13,321
Silver Dove Heights	3	2,060	2,061
Lesarra	9	6,722	6,727
Lake Forest	370	243,924	244,076
Windsor Point Park	30	10,555	10,562
Carson Creek	6	2,689	2,691
Valley View Sports Park - Construction Fund	1,000	732,177	732,632
Parks Building Renovation - Construction Fund	63	29,034	29,052
Veteran's Memorial - Construction Fund	3	1,908	1,909
Oak Knoll Park Improvements - Construction Fund	106	36,583	36,605
Reid White Jr. Memorial Ponds - Construction Fund	7	7,472	7,476
Community Park Corner Signs - Construction Fund	137	100,392	100,454
North Commercial Improvements - Construction Fund	103	74,276	74,322
Pavilion Office/Restroom/Kitchen - Construction Fund	23	903	904
CAB Office/Meeting Room - Construction Fund	-	161,450	161,550
Trails - Construction Fund	-	75,160	75,207
Bikeways - Construction Fund	-	199,794	199,918
RUSD Field Renovations - Construction Fund	-	294,807	294,990
Total	$ 22,447	$ 11,216,372	$ 11,223,340

Note 1: Book value for the LAIF Pool is the contractual withdrawal amount.

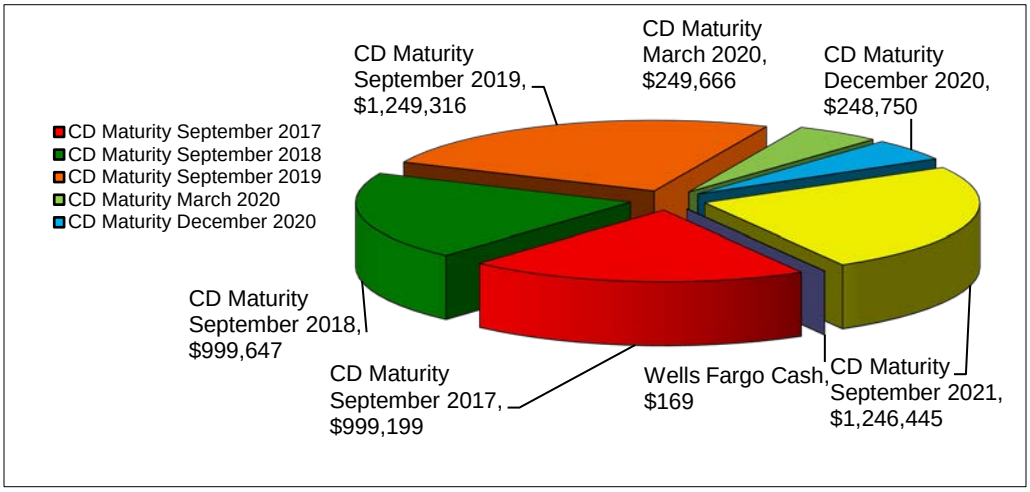
Note 2: Market value share for LAIF equates to the District's pro-rata share of the market value of the entire LAIF Pool.

Note 3: Effective Yield (LAIF) for the quarter ending September 30, 2016 was .61%

EL DORADO HILLS COMMUNITY SERVICES DISTRICT
TREASURY REPORT
FUNDS INVESTED - WELLS FARGO
FOR THE PERIOD ENDING SEPTEMBER 30, 2016

Investment	Dividends Earned	Current Par	Market Value	Coupon	Maturity Date
WELLS FARGO CERTIFICATES OF DEPOSIT					
Bank of China/New York	$-	$250,000	$249,985	0.70%	09/28/17
Safra National Bank	-	250,000	249,250	0.70%	09/28/17
Santander Bank	-	250,000	249,984	0.80%	09/28/17
Bank of Baroda	-	250,000	249,981	0.75%	09/29/17
Bank of Hope	-	250,000	249,920	1.00%	09/24/18
Bank United	-	250,000	249,909	1.20%	09/28/18
First Bank NC	-	250,000	249,909	1.00%	09/28/18
First Merchants Bank	-	250,000	249,909	1.00%	09/28/18
Mercantil Commerce Bank	-	250,000	249,864	1.40%	09/26/19
Bank Leumi USA	-	250,000	249,862	1.25%	09/27/19
Ally Bank	-	250,000	249,856	1.30%	09/30/19
BMW Bank	-	250,000	249,856	1.25%	09/30/19
Web Bank	-	250,000	249,879	1.30%	09/30/19
Marlin Business Bank	-	250,000	249,666	1.25%	03/30/20
HSBC Bank USA	-	250,000	248,750	1.50%	12/30/20
Comenity Capital Bank	-	250,000	249,425	1.65%	09/27/21
Capital One	-	250,000	249,421	1.70%	09/28/21
Capital One Bank USA	-	250,000	249,421	1.70%	09/28/21
Wells Fargo Bank	-	250,000	248,750	1.70%	09/28/21
JP Morgan Chase Bank	-	250,000	249,428	1.70%	09/30/21
WELLS FARGO CASH	-	-	169	N/A	
Total Investments	$-	$5,000,000	$4,993,191		

INVESTMENTS BY MATURITY DATE
(MARKET VALUE)
FOR THE PERIOD ENDED SEPTEMBER 30, 2016



EL DORADO HILLS
COMMUNITY SERVICES DISTRICT

AGENDA REPORT

To: Board of Directors

From: Kevin A. Loewen, Interim General Manager

Prepared by: Katrina Jackson, Director of Administration and Finance
Sherry Shannon, Senior Accountant

Meeting Date: December 8, 2016

Report Date: November 9, 2016

Subject: **Fiscal Year (FY) 2016 Annual Report of Reimbursements to El Dorado Hills Community Services District (District) Board Members and Staff**

Recommended Action: Receive and File FY 2016 Annual Report of Reimbursements to District Board Members and Staff.

Background: Government Code § 53065.5 requires all Special Districts to disclose any reimbursements paid by the District within the preceding year of one hundred dollars ($100) or more for each individual charge for services or product received. The individual charge includes, but is not limited to, one meal, lodging for one day, and transportation or registration fee reimbursed to any employee or member of the governing body of the District. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by the District and shall be made available for public inspection.

Discussion: In compliance with Government Code § 53065.5, a report disclosing reimbursements of $100 or more made to staff and Board Members covering the period July 1, 2015 through June 30, 2016 is attached. Sixteen (16) employees and four (4) Board members had reportable expenses totaling $13,919.29. The majority of the expenses were for reimbursement of training and travel. After reviewing the report, it appears that all expenses incurred were for Community Services District approved business and within approved budget allocations.

Fiscal Impact: None

Attachments: A. Board and Employee Reimbursement Report FY 2016

El Dorado Hills Community Services District
Board and Employee Reimbursement Report FY2016

Name	Check Date	Amount	Description
COTTRELL MICHAEL	12/22/2015	$ 107.99	Letter to Santa sign
COX LORI	10/16/2015	$ 327.53	Travel Advance PERS conference 10/26/15-10/28/15 San Jose
DUHE DANIELLE	6/23/2016	$ 142.77	Mileage reimbursement 1/6/16-6/20/16
GOTRO TERI	11/24/2015	$ 235.00	Reimburse Zittel Farms
GRIFFIN YVONNE	7/9/2015	$ 150.47	Reimburse Sam's Club-refreshments
KENNEWEG JANET	10/1/2015	$ 173.65	Mileage reimbursement
KENNEWEG JANET	11/24/2015	$ 159.06	Reimburse Sam's, Dollar Tree, and Joann's
KENNEWEG JANET	5/11/2016	$ 128.81	Reimburse mileage 12/1/15-5/3/16
KENNEWEG JANET	6/23/2016	$ 169.56	Mileage reimbursement 5/9/16-6/15/16
LOWERY WAYNE	3/30/2016	$ 200.23	Reimburse CPRS conference
MATTOCK NOELLE	10/16/2015	$ 339.85	Reimbursement 9/20/15-9/24/15 CSDA conference
MILLER KATE	11/12/2015	$ 121.67	Mileage reimbursement CAMS conference
STAMBORSKY PHIL	6/23/2016	$ 170.64	Mileage reimbursement 6/5/16-6/8/16 CPRS training
TODD REBECCA	7/9/2015	$ 190.49	Reimburse refreshments
TODD REBECCA	8/6/2015	$ 166.88	Reimburse Target supplies
TODD REBECCA	6/23/2016	$ 107.08	Reimbursement Safeway staff training snacks
VANDEGRIFT WILLIAM F	10/16/2015	$ 470.67	Meal & mileage reimbursement 9/21/15-9/24/15 CSDA conference
VANDEGRIFT WILLIAM F	3/16/2016	$ 711.47	Reimbursement CPRS conference 3/7/16-3/10/16
MILLER MEGAN	12/10/2015	$ 122.02	Holiday social event 12/9/15
FESSLER TAUNI	7/17/2015	$ 231.24	Reimburse permit fee shade structure
FESSLER TAUNI	6/23/2016	$ 146.57	Reimbursement Costco Cleaning lunch
LOEWEN KEVIN	7/9/2015	$ 674.60	Travel Advance 7/12/15-7/15/15 GM leadership
LOEWEN KEVIN	7/9/2015	$ 3,610.91	Reimbursement Food Serv. Warehouse Freezer compressor
LOEWEN KEVIN	8/6/2015	$ 400.00	Reimbursement appeal TM-06-1428 A & TM-14-1519-A
LOEWEN KEVIN	8/6/2015	$ 214.50	Park Building permits reimbursement
LOEWEN KEVIN	9/2/2015	$ 970.40	Travel Adv 9/14/15-9/18/15 NRPA Las Vegas
LOEWEN KEVIN	9/2/2015	$ 496.90	Travel Adv 9/20/15-9/24/15 CSDA Monterey
RITZMAN JILL	2/18/2016	$ 146.00	Reimburse DMV fees
RITZMAN JILL	5/27/2016	$ 597.59	Reimbursement BSN -ball locker
JACKSON KATRINA	7/9/2015	$ 382.38	Reimburse flight & car-Springbrook Conference
JACKSON KATRINA	10/16/2015	$ 269.40	Travel Advance PERS Forum 10/25/15-10/28/15 San Jose
JACKSON KATRINA	10/16/2015	$ 400.30	Travel Advance PERLA Conf.10/19/15-10/23/15 Monterey
PRIEST ALAN	10/16/2015	$ 253.00	Mileage reimbursement-CSDA conference Monterey 9/21/15-9/24/15
PRIEST ALAN	4/15/2016	$ 619.20	Reimbursement-CPRS conference
MOODY NICOLE	11/24/2015	$ 160.46	Reimbursement Subway
SMITH STUART	3/30/2016	$ 150.00	Reimbursement safety shoes
		$ 13,919.29	

EL DORADO HILLS COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING

November 10, 2016
MINUTES

General Session

President Crumpley called the meeting to order on Thursday, November 10, 2016 at 6:30 p.m., in the Norm Rowett Pavilion meeting room of the El Dorado Hills Community Services District (District), located at 1021 Harvard Way, El Dorado Hills, California. Present were Vice President Allan Priest and Directors Bill Vandegrift and Wayne Lowery. Director Noelle Mattock was noted absent. Also in attendance were Interim General Manager, Kevin A. Loewen (IGM Loewen), Director of Administration and Finance, Katrina L. Jackson, Director of Recreation, Jill Ritzman, District Legal Counsel, Kristianne Seargeant, and approximately 48 members of the public.

IGM Loewen was asked to take Roll Call.

The Pledge of Allegiance was led by Benjamin Paulsen.

President Crumpley called for a moment of silence to honor Americans serving in the military.

Adoption of Agenda

President Crumpley called for the adoption of the Agenda.

Motion No. 1. Director Lowery moved and Director *Vandegrift* seconded the motion to adopt the Agenda. Motion carried 4-0-1 (Director Mattock absent)

Board of Directors' Comments & Future Agenda Items

Vice President Priest thanked the volunteers for giving their time to make the community a better place to live. He commented on how much he loved the energy in the room and wished this many participants were at every meeting. He stated, it takes people giving their time to make this organization run. He congratulated John Hidahl for his recent election for a seat on the El Dorado County Board of Supervisors. In closing, Priest stated things would be figured out for staff in regard to negotiations.

Director Vandegrift shared his appreciation to volunteers for their contributions and to John Hidahl for being present at the meeting. Regarding labor negotiations, he stated the goal is to have employees united. Vandegrift also recognized Benjamin Paulsen as the newest upcoming member of the District Board of Directors.

President Crumpley extended her congratulations to Noelle Mattock, Benjamin Paulsen and John Hidahl for their positive election results. She thanked staff for their attendance at the meeting and acknowledged volunteers for giving their time and energy to the support community efforts. She shared that this would be her last meeting as a Board member, as she will be

spending time with her husband and children, however, she still plans to be an active participant within the community.

Director Lowery commented on how much time and energy it takes to run for office and congratulated Mattock, Paulsen and Hidahl for their election victories. He shared his appreciation for the volunteers and their role in making El Dorado Hills a great place to reside. Lowery identified that Janet Kenneweg's last day is Friday, November 18, 2016 and acknowledged her role in making the Senior Center an amazing place. He expressed appreciation for staff's presence at the meeting.

Presentations & Announcements

1. **Update from the Senior Center**

   Director of Recreation Jill Ritzman provided October Senior Center Statistics. She congratulated volunteers and noted more Senior Center volunteers were present than any other group. Ritzman noted the upcoming retirement of Recreation Supervisor Janet Kenneweg and stated recruitment efforts are underway to fill her position. She stated Recreation Supervisors Michael Cottrell and Teri Gotro will be sharing the responsibilities of the position until recruitment efforts conclude.

Public Comment

Resident Lenny Patone stated the need for two oak trees to be planted on Smokey Mountain Circle and that the planting was approved by former General Manager Brent Dennis. He added that neighborhood children have offered to water the trees as no irrigation exists. Patone voiced his request to walk the medians with Parks Department staff to review potential locations for new tree plantings or the replacement of damaged existing trees. Patone stated the Latrobe median needs to be cleaned up immediately as that is the first impression of El Dorado Hills to visitors. In closing he stated El Dorado Hills residents are fortunate to live in such a beautiful community.

Review of Written Communications

2. **Correspondence Dated September 1, 2016 from AT&T Regarding U-verse TV Changes**

3. **Correspondence Dated October 13, 2016 from AT&T Regarding U-verse TV Changes**

Consent Calendar [1]

Receive & File:

[1] **Consent Calendar:** *All matters on the Consent Calendar are to be approved by one motion unless a Board member requests separate action on a specific item. Members of the audience who wish to address any item on the Consent Calendar should do so before Board action is taken.*

The Board accepted the following items as received and filed.

4. **2016 Calendar of Board Meetings and Special Events**
5. **2016 Calendar of Board Member Training Opportunities**
6. **Fall Community Clean-Up**
7. **FY2016 Quarter 4 Financial Statements**

Approve:

The following items were presented to the Board for approval:

8. **Minutes of October 20, 2016 Special Board of Directors Meeting**
9. **Minutes of October 27, 2016 Special Board Meeting**
10. **October 2016 Summary of Director Meetings**
11. **Award of Park Impact Fee Nexus Study Contract**
12. **Board Member Attendance at CPRS Conference, February 28, 2017 – March 3, 2017**
13. **CC&R Citizen Advisory Committee Member Appointment**
14. **CC&R Citizen Advisory Committee Recommending Third/Final Notice**

President Crumpley called for approval of the Consent Calendar after pulling Item #12.

Motion No. 2. **Director Lowery moved and Director Vandegrift seconded the motion to approve the consent calendar minus Item 12. Motion carried 4-0-1 (Director Mattock absent)**

General Business

15. **Approve Volunteer Recognition Resolution 2016-16**

President Crumpley read the resolution and called for approval.

Motion No. 3. **Vice President Priest moved and Director *Vandegrift* seconded the motion to approve the resolution. Motion carried 4-0-1 (Director Mattock absent)**

Review Items Pulled for Discussion

12. **Board Member Attendance at CPRS Conference, February 28, 2017 – March 3, 2017**

President Crumpley noted she would not be in attendance at the CPRS Conference. IGM Loewen clarified that five members could attend with Board approval as the Staff Report did not indicate the names of the Board members who would be in attendance. Director Lowery informed the group that this type of meeting is a great networking event.

President Crumpley called for approval of item number 12.

Motion No. 4. **Director Lowery moved and Director *Vandegrift* seconded the motion to approve authorization for the CPRS Conference. Motion carried 4-0-1 (Director Mattock absent).**

Interim General Manager Comments

16. Interim General Manager Report

Loewen provided comments regarding the draft plan for trails, the strengthening of HOAs through networking, information on Valley View and a reminder about Janet Kenneweg's retirement party.

Public Comment

Rich Boyd, Local 1 Union, shared that the proposal from the District is a net decrease in pay for all members; citing actions like this would provoke a change in the relationship between the two entities. He continued, stating these actions have caused the shutdown of mediation discussions to include a no confidence and strike vote. Boyd stated he was there on behalf of the employees to get a proposal on the table that makes sense.

Noelle Mattock arrived at 6:59 p.m.

Adjournment to Closed Session

President Crumpley Adjourned the meeting to Closed Session at 6:59pm

Closed Session

A. Closed Session Pursuant to Government Code § 54597.6(a), Conference with Labor Negotiator: Agency Designated Representative: Katrina Jackson, Employee Organization: El Dorado Hills Community Services District Employees Association Local 1

B. Recruitment of Permanent General Manager (Government Code § 54957(b)

C. Conference with Real Property Negotiator (Government Code Section 54956.8):

Property: East Ridge Investors Property, APN: 118-130-20-100
Agency Negotiator: General Manager
Negotiating parties: East Ridge Investors
Under negotiations: Land Acquisition

D. Closed Session Pursuant to Government Code Section 54956.9 (b), Anticipated Litigation: Writ of Execution for Park Impact Fees.

E. Closed Session Pursuant to Government Code Section 54956.9 (b)(3)(c), Pending Litigation: Thomas Austin and Helen Austin v. County of El Dorado; et al./Case No. PC2015063S

Report out of Closed Session

A. Direction given to legal counsel.
B. No action to report.
C. Board was given a status update from Interim General Manager.
D. Direction given to legal counsel
E. Legal counsel provided a status update on litigation.

Adjournment

President Crumpley adjourned the meeting at 8:40 pm.

APPROVED: _____ DATE: _____
Allan J. Priest, Vice President
District Board of Directors

ATTEST: _____ DATE: _____
Kevin A. Loewen, Interim General Manager
Secretary to the Board of Directors

El Dorado Hills
COMMUNITY SERVICES DISTRICT

El Dorado Hills Community Services District

Summary of Director Meetings

November 2016

The following is a summary of last month's Board and Board Committee meetings and activities. Approval of this report by the Board includes approval for Board member participation in meetings or activities that may or may not have been previously approved. *(In accordance with District Policy §4030, §4090 and California Government Code §53232.3(d))*

November Meetings

Meetings[1]

Parks & Planning Committee	**November 02, 2016**
Administration and Finance Committee	**November 03, 2016**
Regular Board Meeting	**November 10, 2016 - See Minutes**
Recreation and Volunteer Committee	**November 16, 2016 - Cancelled**
Ad Hoc Sustainability Committee	**November 17, 2016**
Administration and Finance Committee	**November 17, 2016 - Cancelled**
CC&R Citizens Advisory Committee	**November 28, 2016**

PAST MEETINGS & ACTIVITIES

November 02, 2016 Parks and Planning Committee Meeting – Vice President Allan Priest and Director Wayne Lowery in attendance. Also in attendance were Interim General Manager Kevin A. Loewen (IGM Loewen) called the meeting to order at 10:30 a.m. in the Parks Department conference Room of the El Dorado Hills Community Services District (District).

Receive and File - El Dorado County Regional Transportation Plan 2015-2025 report – Vice President Priest and Director Lowery reviewed the summary of upcoming county projects taking place in El Dorado Hills.

General Business

1. **Status & Summary of Upcoming Projects in the Queue** – The Committee reviewed the status of current and upcoming projects. Director Lowery had

questions regarding the cost and quality of signs for the New York Creek Sign project. IGM Loewen stated staff has solicited the assistance of the American River Conservancy and reassured Director Lowery that the signs will be a quality product. Director Lowery requested to view sign proofs before final production.

Archery Range Project - Director Lowery inquired as to whether the Archery Range project was truly feasible. IGM Loewen stated the project should be started relatively soon. Staff has solicited volunteers, and permits are not needed for this project.

Community Park Parking Lot/Oak Ridge High School (ORHS) - Director Lowery asked for further clarification on the Community Park (parking lot) partnership with ORHS. IGM Loewen replied that ORHS does not have funding to move forward with the parking lot project at this time. Director Lowery suggested finding a different use for the parking lot space; perhaps some sort of outdoor education program.

Occupational Safety & Health Administration (OSHA) Project - Director Lowery inquired as to whether the District has had an OSHA violation with regard to the OSHA project. Loewen responded, "No violations," and stated staff is being proactive on safety requirements.

Bass Lake Hills Specific Plan – Vice President Priest questioned the turn-around time for the completion of this project. The Committee agreed that this project would take longer than the December 2016 deadline. The decision was made to update the timeline.

Sustainability Upgrade – Vice President Priest requested that the District hire a consultant/third party for the Sustainability project. Vice President Priest noted that the District could save 30% to 35% on the project by doing so.

2. **Review Master Plan Capital Projects & Prioritize Projects** – Vice President Priest, Director Lowery and IGM Loewen reviewed and ranked the Capital Projects. The final project ranking total scores for each project are as follows:

Project	**Score**
Veterans Memorial	483
Sienna Ridge	660
Sellwood Field	550
Basslake Hills	691
C.P Parking Lot	286
Comm. Trails & Connectivity	573
Jeff Mitchell Restroom & Concession	547
Valley View – New Village Park	691
Stephen Harris Turf Renovation	280

Kalithea Park Restroom	472
Community Park South Hwy 50	673

3. **CAB Renovation Project Review** – Vice President Priest questioned the cost of the Registration Office renovation. IGM Loewen responded that the addition of an extra door for the Registration Office was removed from the project and the scope of the project has been reduced. As a result, the cost for the renovation went from approximately $161,450 to $140,000. The Committee supported the reduction of costs.

Adjournment

The meeting adjourned at 11:28a.m.

November 03, 2016 Administration and Finance Committee – Vice President Allan Priest was in attendance via teleconference. Present was President Terry Crumpley. Also present was Director of Administration and Finance Katrina Jackson.

Receive and File

1. **District Investment Portfolio Update –** The Committee expressed its excitement about moving forward with enhancing the District's investment portfolio as approved by the Board.

General Business

2. **Review and Discuss Financial and Budget Report Formats –** As a result of the Financial Reporting training attended by President Crumpley and Director of Administration and Finance Katrina Jackson, staff recommended changes to the District's Financial Statements revenue reporting format. The new format will reflect positive revenue as a positive number.

3. **Award of Park Impact Fee/Nexus Study Contract –** Staff recommended David Taussig and Associates to be awarded the contract for the Park Impact Fee Nexus Study update. The Committee supported this recommendation.

4. **Review and Approval of General Manager's and Interim General Manager's Cal Card Credit Card Statements –** Approved.

November 17, 2016, Ad Hoc Sustainability Committee – Present were Vice President Priest, Director Vandegrift. Also present was Interim General Manager Kevin A. Loewen. The Committee reviewed the draft of the Sustainability Policy and provided feedback and edits for improvement. Next, the edited draft Policy will be reviewed by internal colleagues as the Policy could have significant impact for some departments, before being rerouted back to the Committee and/or Board of Directors.

November 28, 2016 CC&R Citizens Advisory Committee – Present were Committee members present: Kurt Minard, Rick Sanne, Bob Majoulet, Ann Ching, Dave Howald, Ellison Rumsey, Rebecca Murphy, Kathleen Barnett, Dale Chambers. Absent were Committee members Bryan Phipps, Pat Nicodemus, Vanessa Johnson, Cathy Drakeley, John Hidahl, Jim Daugherty. Also present were Interim General Manager Kevin A. Loewen, Administrative Specialist Tyler Ilg and one member of the public.

1. **Approval of the Agenda** – Rumsey moved and Barnett seconded the motion to approve the agenda for November 28, 2016. Motion carried unanimously.

2. **Approval of the Agenda Minutes –** Sanne moved and Ching seconded the motion to approve the October 24, 2016 meeting Minutes. Motion carried unanimously.

   A. **Written Communication –** November 1, 2016, Resignation letter from CC&R Citizen Advisory Committee member, Dr. Raymond Bydalek.

   The committee acknowledged Dr. Raymond Bydalek's resignation as a committee member. The El Dorado Hills Community Services District and the Citizen Advisory Committee would like to thank Dr. Bydalek for his six years of community service.

3. **Public Comment –** None.

4. **Hearings –** CC&R Compliance staff has made a recommendation to the CC&R Citizen Advisory Committee to request the Board of Directors approve the Third and Final Notices for the following individuals:

   A. Property Owner: John & Sharyl Eichhorn
   Property Address: 2322 Inverness Place
   Village: Winterhaven Village – Unit 1
   APN: 110-294-111
   Case #: CE16-326
   Violation: Landscaping without DRC approval

   CC&Rs State Winterhaven Village – Unit 1
   Section 4.02 – Approval Required

   The exterior appearance of all the initial improvements on a lot and all subsequent alterations or additions thereto shall require the prior written approval of the architectural control committee. Such improvements requiring approval include any residence, garage, fence, wall, gazebo or other accessory buildings, spa, swimming pool or other structure and any landscaping or alteration thereof (except for routine trimming, replanting and maintenance) visible from any adjacent lot or from any street within the property. All requests for approval shall include such plans, specifications and samples of colors and materials as are appropriate to adequately depict the

style, size, location, shape, kind, color and materials of the improvements in questions. In exercise of its authority, the committee may: condition its approval of proposals and plans and specifications on such changes or conditions thereto as it deems appropriate; require submission of additional plans and specifications or other information prior to approval or disapproval of the proposed construction, alterations or additions; and require a nominal fee payable to the committee to accompany each application for approval. No owner shall apply for a building permit or commence construction until all the plans and specifications for the proposed improvements have been reviewed and approved by the architectural control committee.

The property owner has submitted a DRC application for the landscaping. The hearing did not take place and the case has been put on hold.

B. Property Owner: Craig Swinney
Property Address: 3010 Waterman Court
Village: Governors Village – Unit 3
APN: 125-071-361
Case #: CE16-456
Violation: Inoperable vehicle on driveway

CC&Rs State Governors Village – Unit 3
Section 7 – No boats, personal-watercrafts, trailers, motor-homes, house-trailers, inoperable vehicles

No boats, personal-watercrafts, trailers, motor-homes, house-trailers, inoperable vehicles shall be parked on any street, upon any driveway, or upon any lot unless they are to the rear of the street set-back line behind a suitable solid 6-foot fence. Additional height fencing is allowed if it complies with pertinent ordinances, if any, of the County of El Dorado.

Sanne moved and Barnett seconded the motion to recommend to the Board of Directors that the property owner be given a Third and Final Notice. Motion carried unanimously.

C. Property Owner: Yildiray Cavder
Property Address: 4141 Monte Verde Drive
Village: Creekside Greens – Unit 2
APN: 118-090-191
Case #: CE16-460
Violation: Inoperable vehicle on driveway

CC&Rs State Creekside Greens – Unit 2
Section 5.10b – Recreational Vehicles

No recreational vehicle (camper unit, house-car, motor home), bus, trailer, trailer coach, camper-trailer, boat, aircraft, mobile home or inoperable vehicle shall be parked within the Village, unless such vehicle is parked completely within a garage or is completely obscured from view of any Lot and Streets (when viewed from the grade of the Lot) by a fence or other appropriate screening device approved by the Committee which does not in and of itself constitute a nuisance. Notwithstanding the foregoing, the vehicles and trailers enumerated in this subparagraph (b) may be parked in front of or in the driveway of a Residence for purposes of loading and unloading for periods not to exceed twenty-four (24) hours in duration.

Howald moved and Chambers seconded the motion to recommend to the Board of Directors that the property owner be given a Third and Final Notice. Motion carried unanimously.

D. Property Owner: Eva Dravetsky & Eva Werdeman
Property Address: 2807 Stanford Lane
Village: Governors Village – Unit 6
APN: 125-242-021
Case #: CE16-463
Violation: Debris on driveway

CC&Rs State Governors Village – Unit 6
Section 19 – Garbage and Refuse Disposal

Rubbish, garbage, trash and all other refuse shall be stored in sanitary containers, in a clean condition. Such containers and refuse shall be concealed so as not to be visible from the street, but shall be so situated as to be readily accessible to the service agency responsible for disposal of the same. No materials or waste shall be so stored in such a manner that they may be transferred off the property by natural causes (wind, rain, etc.).

The notice of hearing was not delivered to the property owner. The hearing did not take place and will be held at the next meeting.

E. Property Owner: Marc & Ardee Valledor
Property Address: 2316 Fairchild Court
Village: Fairchild Village – Unit 3
APN: 125-711-191
Case #: CE16-489
Violation: Landscaping without DRC approval

CC&Rs State Fairchild Village – Unit 3
Section 3.16 – Restrictions on Owner's Landscaping

Unless there has been prior written approval of the architectural control committee, no owner shall: (a) plant any tree on a lot where the distance from the center of the tree trunk is less than three feet (3') from any fence; (b) alter the grade of the land within his lot or construct any structure or retaining wall or undertake any planting or other activity which will substantially retard, change or otherwise interfere with the natural flow of surface or drainage waters to the actual or threatened injury of any other lot, or which shall cause erosion or sliding problems.

Property owner Marc Valledor addressed the committee regarding the violation.

Sanne moved and Rumsey seconded the motion to hold the case until the next scheduled committee meeting. Motion carried unanimously.

5. Special Agenda Items – (1)

A. Volunteer Application - CC&R Compliance Staff is recommending the CC&R Citizen Advisory Committee approve the following volunteer applications and forward to the Board of Directors for appointment.

1. OC Ninan – Oak Tree Village

Rumsey moved and Murphy seconded the motion to approve the application of OC Ninan and forward to the Board of Directors for appointment. Motion carried unanimously.

6. Enforcement Activity – (3)

A. Aging Report – Sanne provided the Aging Report which shows total open and closed cases the CC&R staff has generated and the length of time 1st, 2nd, and Third/Final violations are resolved.

B. Yard Maintenance Updates – Tyler Ilg provided updates regarding front yard maintenance enforcement within El Dorado Hills.

C. Legal Case Updates – Tyler Ilg provided updates regarding cases that have been sent Third and Final Notices.

7. Staff Update – None.

8. Adjourn – Meeting adjourned to Monday, December 19, 2016 at 7:00 p.m., in the Pavilion meeting room. Support material is available for public inspection at the front counter in the Parks Building, 1030 St. Andrews Drive.

FUTURE MEETINGS & ACTIVITIES

Upcoming Meetings/Activities[1]

Regular Board Meeting	Thursday, Dec. 8th
*Administration & Finance Committee	Thursday, Dec. 15th
*Parks & Planning Committee	Tuesday, Dec. 20th
*Recreation & Volunteer Committee	Wednesday, Dec. 21st
*CC&R Citizens Advisory Committee	Monday, Dec. 19th

*Committees to determine meeting dates due to holidays

El DORADO HILLS
COMMUNITY SERVICES DISTRICT

AGENDA REPORT

To: Board of Directors

From: Kevin A. Loewen, Interim General Manager

Prepared By: Tyler Ilg, Administrative Specialist, CC&R's

Meeting Date: December 8, 2016

Report Date: November 29, 2016

Subject: **CC&R Citizen Advisory Committee Member Appointment**

Recommended Action: The El Dorado Hills Community Services District's (District) CC&R Citizen Advisory Committee (CAC) recommends the Board of Directors appoint OC Ninan to the CAC.

Background: The CAC is comprised of three (3) residents from each village. The CAC meets monthly to participate in hearings, to recommend policy and procedure changes to the Board of Directors and to communicate with the public regarding the Covenants, Conditions and Restrictions (CC&Rs).

The CAC shall be advisory to the District Board of Directors and shall follow all policies, rules, and regulations established by the Board.

Each CAC member must be a volunteer. The CAC member must be a resident and own property within the village being represented.

The CAC member's primary objective is to serve the community of El Dorado Hills and to this end shall not have any conflict of interest or use the CAC to promote their own personal interests or monetary gain. If a conflict should occur, the CAC members shall recuse themselves from the vote.

Discussion: On November 22, 2016, District staff interviewed OC Ninan for the volunteer position. At the regular meeting on November 28, 2016 the CAC reviewed OC's CAC application.

OC Ninan, Village – Oak Tree Village

OC has been a member of the District's Design Review Committee for over a year. He has experience working with the CC&Rs and has a background in engineering. OC would like to serve his community by ensuring compliance within his village and to assist the CAC in any way he can.

The CAC determined that OC Ninan will be a great asset to the Committee and the community as a whole.

Fiscal Impact: None

Attachments: A. Application for Appointment to a District Advisory Committee for OC Ninan

EL DORADO HILLS
COMMUNITY SERVICES DISTRICT

AGENDA REPORT

To: Board of Directors

From: Kevin A. Loewen, Interim General Manager

Prepared By: Tyler Ilg, Administrative Specialist, CC&R's

Meeting Date: December 8, 2016

Report Date: November 29, 2016

Subject: **CC&R Citizen Advisory Committee Recommending Third/Final Notice**

Recommended Actions: The El Dorado Hills Community Services District (District) CC&R Citizen Advisory Committee (CAC) recommends the Board of Directors authorize staff to direct Legal Counsel to send a Third/Final Notice of non-compliance to:

Owner:	Craig Swinney
Site:	3010 Waterman Court
Village:	Governors Village, APN 125-071-361, Case # CE16-456
Mailing Address:	3010 Waterman Court, El Dorado Hills, CA 95762
Violation:	Inoperable vehicle on property

Discussion: District Staff sent notices on 09/14/2016, 09/28/2016, and 10/11/2016, to Craig Swinney requesting to remove inoperable vehicle with expired registration from the driveway in accordance to the CC&R's for Governors Village. Inspection of the property revealed that the inoperable vehicle with expired registrations has not been removed as of 11/15/2016. On 11/17/2016 a hearing notice was sent to Craig Swinney for the hearing scheduled on 11/28/2016.

The CC&R Citizen's Advisory Committee voted to recommend the Board approve a third and final notice to be sent to Craig Swinney.

CC&R's for Governors Village state the following:

Governors Village Unit 3 Section 7	No boats, personal-watercrafts, trailers, motor-homes, house-trailers, inoperable vehicles shall be parked on any street, upon any driveway, or upon any lot unless they are to the rear of the street set-back line behind a suitable solid 6-foot fence. Additional height fencing is allowed if it complies with pertinent ordinances, if any, of the County of El Dorado.	Remove and store as per Governors Village Unit 3 CC&Rs.

Fiscal Impact: Third/Final Notices are included in the contract with legal counsel.

Attachments: A. Chronological recap of correspondence.
B. Photos

A. Chronological Order of Correspondence & Communication with

Craig Swinney
3010 Waterman Court
El Dorado Hills, CA 95762

RE: GOVERNORS VILLAGE – UNIT 3, APN 125 071 361, CASE #: CE16-456
SITE ADDRESS: 3010 WATERMAN COURT, EL DORADO HILLS, CA 95762

09/14/2016 El Dorado Hills CSD sent a Warning Notice of violation letter to Craig Swinney. The letter requested Craig Swinney to remove the inoperable vehicle with expired registration from the driveway.
No Response

09/28/2016 El Dorado Hills CSD sent a 1st Notice of violation letter to Craig Swinney. The letter requested Craig Swinney to remove the inoperable vehicle with expired registration from the driveway.
No Response

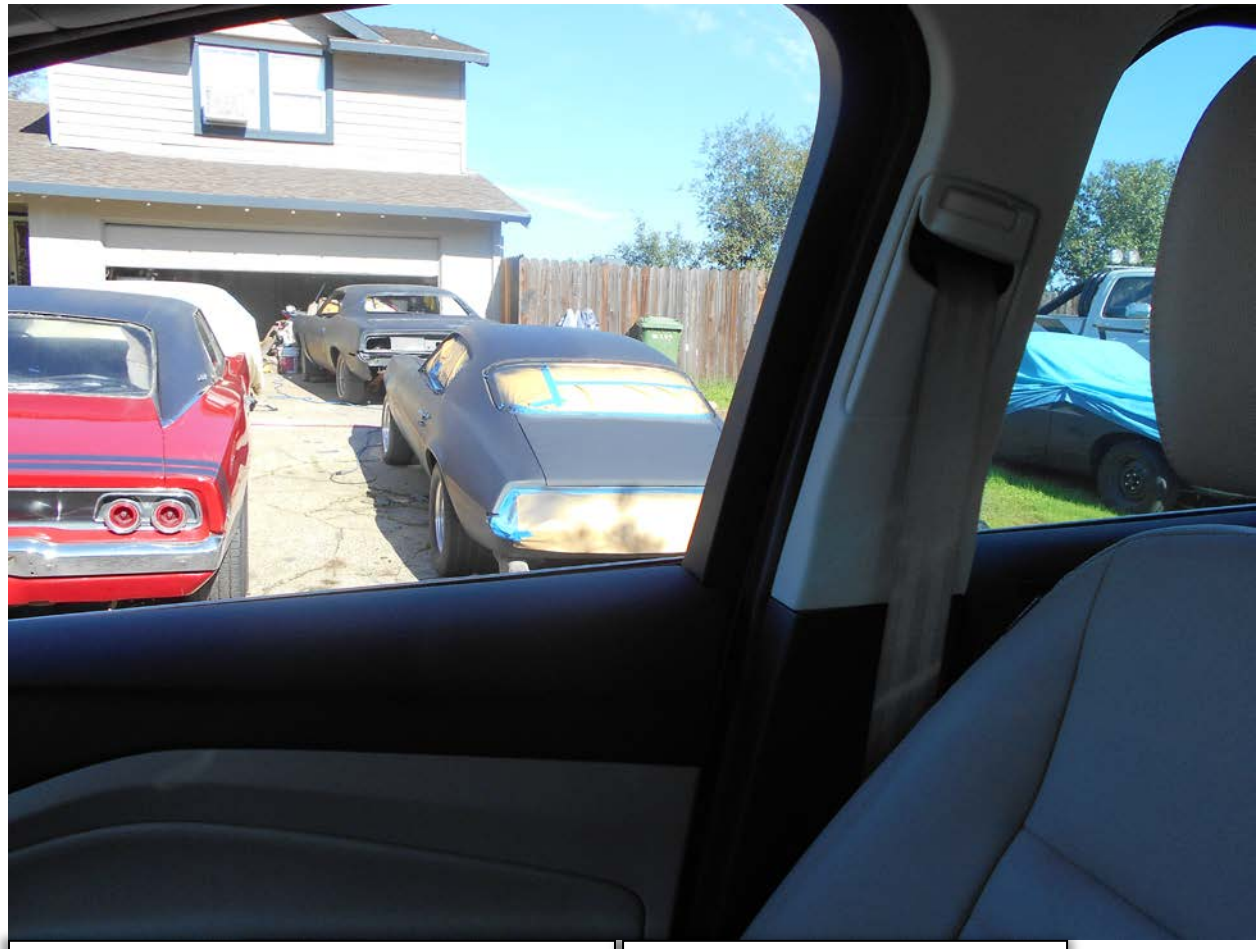
10/11/2016 El Dorado Hills CSD sent a 2nd Notice of violation letter to Craig Swinney. The letter requested Craig Swinney to remove the inoperable vehicle with expired registration from the driveway.
No Response

11/15/2016 Inspection of the property revealed that the inoperable vehicle with expired registration has not been removed from the driveway.

11/17/2016 HEARING NOTICE SENT

11/28/2016 CC&R Advisory Committee voted to recommend the Board of Directors authorize staff to direct Legal Counsel to send a Third andFinal Notice of non-compliance**.**

B. Photos of inoperable vehicles



Case #: CE16-326
3010 Waterman Court
Governors Village – Unit 3
Violation: Inoperable vehicle on driveway

Photos taken on: 11/15/2016

EL DORADO HILLS
COMMUNITY SERVICES DISTRICT

AGENDA REPORT

To: Board of Directors

From: Kevin A. Loewen, Interim General Manager

Meeting Date: December 8, 2016

Report Date: November 22, 2016

Subject: **Authorize Staff to Solicit a Request for Proposals for the Community Activity Building (CAB) Renovations**

Recommended Action: Authorize staff to issue a Request for Proposals (RFP) for the renovation of the CAB Registration Office and KydZone (Double) Classroom and Patio Area.

Background: On October 20, 2016 the Board of Directors reviewed the staff report submitted to authorize an RFP for the CAB renovations. The Board requested further analysis into the scope of this project and the current use of space. The Directors also asked that this proposal be sent back to the Parks and Planning Committee for further review.

On November 2, 2016 the Parks and Planning Committee conducted a review of this proposal. The Interim General Manager shared the usage of space analysis and explained the scope of the project had been changed to reduce costs. As a result, the anticipated cost for the renovation went from approximately $161,450 to $140,000. The Committee supported the analysis, scope change, and reduction of costs.

Fiscal Impact: Capital Project Fund 953 will be utilized for RFP advertising.
Total funds budgeted for these projects are $161,450.

Attachments: A. Annual CAB Usage by Available Spaces
B. CAB Map
C. RFP(s) for Registration Office and Kydzone Classroom/Patio Area Renovations will be available for review at the District office when it is completed and issued for advertisement.

Communities Activities Building Uses

October 27, 2016

	Gym	Dance/Exercise Room	KZ Room (Double Classrm)	Pool Corral
Jan	Adult Pickleball (Tu & Th am) KZ After-school (M-F 1:30-4/5pm) Youth Basketball (M-F 4/5-8pm & Sat 8am-9pm) Adult Open Gym Basketball (M&Th 8-10pm) Adult 5x5 Basketball (Su 5-10pm)	Year Round <u>Mondays</u> Adult Yoga (am) Youth Dance (afternoons) Adult Tai Chi (eve) <u>Tuesdays</u> Country Line Dance (eve) <u>Wednesdays</u> Adult Tai Chi (am) Adult Yoga (am) All ages Karate (afternoon, eve) Adult Tai Chi (eve) <u>Thursdays</u> Ballroom Dance (eve) <u>Fridays</u> Adult Tai Chi (am) All ages Karate (afternoon, eve)	Recreation staff meetings KZ Afterschool (M-F 1:30-6pm)	*<u>Proposed Use:</u>* *KZ after-school program (M-F 1:30-6pm)*
Feb	Adult Pickleball (Tu & Th am) KZ After-school (M-F 1:30-4/5pm) Youth Basketball (M-F 4/5-8pm & Sat 8am-9pm) Adult Open Gym Basketball (M&Th 8-10pm) Adult 5x5 Basketball (Su 5-10pm)		Recreation staff meetings KZ Afterschool (M-F 1:30-6pm)	*<u>Proposed Use:</u>* *KZ after-school program (M-F 1:30-6pm)*
March	Adult Pickleball (Tu & Th am) KZ After-school (M-F 1:30-4/5pm) Youth Volleyball (M-Th 4/5-9pm) Youth Dodgeball (F 5:30-7:30pm) Adult Open Gym Basketball (M&Th 8-10pm) Adult 5x5 Basketball (Su 5-10pm)		Recreation staff meetings KZ Afterschool (M-F 1:30-6pm)	*<u>Proposed Use:</u>* *KZ after-school program (M-F 1:30-6pm)*
April	Adult Pickleball (Tu & Th am) KZ After-school (M-F 1:30-4/5pm) Youth Volleyball (M-Th 4/5-9pm) Youth Dodgeball (F 5:30-7:30pm) Adult Open Gym Basketball (M&Th 8-10pm) Adult 5x5 Basketball (Su 5-10pm)		Recreation staff meetings KZ Afterschool (M-F 1:30-6pm)	Aqua Egg Hun (Sa afternoon) HS Swim Team practice & Meets (W, Sa afternoons) Staff meetings, trainings *<u>Proposed Use:</u>* *KZ after-school program (M-F 1:30-6pm)*

Communities Activities Building Uses

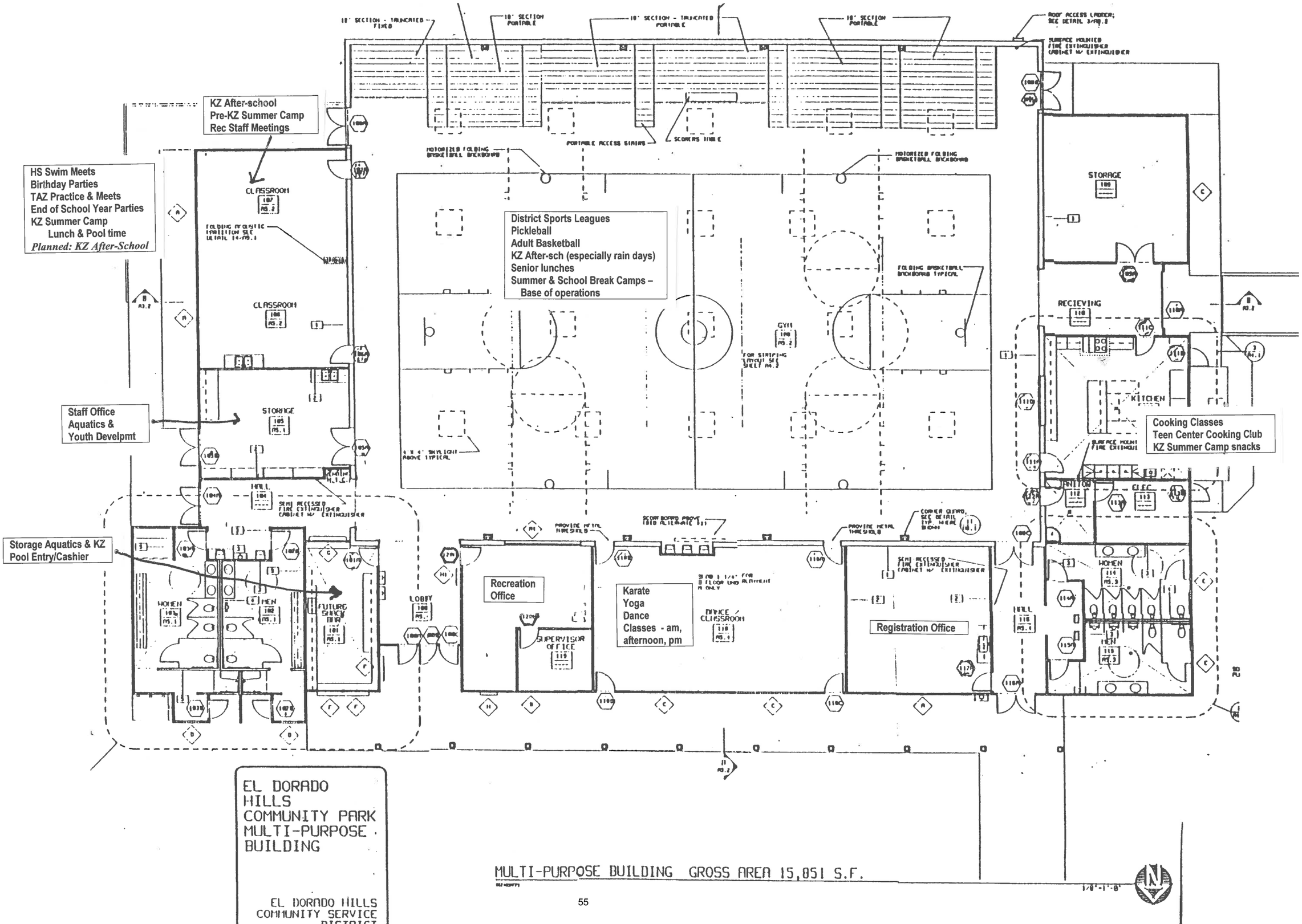
October 27, 2016

	Gym	Dance/Exercise Room	KZ Room (Double Classrm)	Pool Corral
May	Adult Pickleball (Tu & Th am) KZ After-school (M-F 1:30-4/5pm) Youth Volleyball (M-Th 4/5-9pm) Youth Dodgeball (F 5:30-7:30pm) Adult Open Gym Basketball (M&Th 8-10pm) Adult 5x5 Basketball (Su 5-10pm)	Year Round <u>Mondays</u> Adult Yoga (am) Youth Dance (afternoons) Adult Tai Chi (eve) <u>Tuesdays</u> Country Line Dance (eve) <u>Wednesdays</u> Adult Tai Chi (am) Adult Yoga (am) All ages Karate (afternoon, eve) Adult Tai Chi (eve) <u>Thursdays</u> Ballroom Dance (eve) <u>Fridays</u> Adult Tai Chi (am) All ages Karate (afternoon, eve)	Recreation staff meetings KZ Afterschool (M-F 1:30-6pm)	Pool Rentals - Schools end of year parties (M-F mornings & afternoons) Birthday Parties (Sa-Su 2-7pm) TAZ Swim Meet (Sa-Su all day) HS Swim Team practice & Meets (W, Sa afternoons) Staff meetings, trainings <u>*Proposed Use:*</u> *KZ after-school program (M-F 1:30-6pm)*
June	KZ Summer Camp (M-F 7am-6pm) Adult Open Gym Basketball (M&Th 8-10pm) Adult 5x5 Basketball (Su 5-10pm)		Pre-KZ Summer Camp (M-F 7am-6pm)	KZ Summer Camp (M-Th 11:30-1:30 and F all day) Birthday Parties (Sa-Sun, 2-7pm) TAZ Swim Meet (Sa-Su all day) Staff meetings, trainings
July	KZ Summer Camp (M-F 7am-6pm) Adult Open Gym Basketball (M&Th 8-10pm) Adult 5x5 Basketball (Su 5-10pm)		Pre-KZ Summer Camp (M-F 7am-6pm)	KZ Summer Camp (M-Th 11:30-1:30 and F all day) Birthday Parties (Sa-Sun, 2-7pm) TAZ Swim Meet (Sa-Su all day) Staff meetings, trainings
Aug	Adult Pickleball (Tu & Th am) KZ After-school (M-F 1:30-4/5pm) Youth Basketball & Volleyball (M-Th 4/5-9pm) Youth Dodgeball (F 5:30-7:30) Adult Open Gym Basketball (M&Th 8-10pm) Adult 5x5 Basketball (Su 5-10pm)		Recreation staff meetings KZ Afterschool (M-F 1:30-6pm)	Birthday Parties (Sa-Sun, 2-7pm) HS Water Polo Meets (F-Sa, all day) HS PE (M-F all day) Staff meetings, trainings <u>*Proposed Use:*</u> *KZ after-school program (M-F 1:30-6pm)*

Communities Activities Building Uses

October 27, 2016

	Gym	Dance/Exercise Room	KZ Room (Double Classrm)	Pool Corral
Sept	Adult Pickleball (Tu & Th am) KZ After-school (M-F 1:30-4/5pm) Youth Basketball & Volleyball (M-Th 4/5-9pm) Youth Dodgeball (F 5:30-7:30) Adult Open Gym Basketball (M&Th 8-10pm) Adult 5x5 Basketball (Su 5-10pm)	Year Round <u>Mondays</u> Adult Yoga (am) Youth Dance (afternoons) Adult Tai Chi (eve) <u>Tuesdays</u> Country Line Dance (eve) <u>Wednesdays</u> Adult Tai Chi (am) Adult Yoga (am) All ages Karate (afternoon, eve) Adult Tai Chi (eve) <u>Thursdays</u> Ballroom Dance (eve) <u>Fridays</u> Adult Tai Chi (am) All ages Karate (afternoon, eve)	Recreation staff meetings KZ Afterschool (M-F 1:30-6pm)	Birthday Parties (Sa-Sun, 2-7pm) HS Water Polo Meets (F-Sa, all day) HS PE (M-F all day) *<u>Proposed Use:</u>* *KZ after-school program (M-F 1:30-6pm)*
Oct	Adult Pickleball (Tu & Th am) KZ After-school (M-F 1:30-4/5pm) Youth Basketball & Volleyball (M-Th 4/5-9pm) Youth Dodgeball (F 5:30-7:30) Adult Open Gym Basketball (M&Th 8-10pm) Adult 5x5 Basketball (Su 5-10pm)		Recreation staff meetings KZ Afterschool (M-F 1:30-6pm)	Pumpkin Splash Patch (Sa afternoon) HS PE (M-F all day) *<u>Proposed Use:</u>* *KZ after-school program (M-F 1:30-6pm)*
Nov	Adult Pickleball (Tu & Th am) Youth Basketball & Volleyball (M-Th 4/5-9pm) Youth Dodgeball (F 5:30-7:30) KZ After-school (M-F 1:30-4/5pm) Adult Open Gym Basketball (M&Th 8-10pm) Adult 5x5 Basketball (Su 5-10pm)		Recreation staff meetings KZ Afterschool (M-F 1:30-6pm)	*<u>Proposed Use:</u>* *KZ after-school program (M-F 1:30-6pm)*
Dec	Adult Pickleball (Tu & Th am) KZ After-school (M-F 1:30-4/5pm) Youth Basketball (M-Th 4/5-9pm) Youth Dodgeball (F 5:30-7:30) Adult Open Gym Basketball (M&Th 8-10pm) Adult 5x5 Basketball (Su 5-10pm)		Recreation staff meetings KZ Afterschool (M-F 1:30-6pm)	*<u>Proposed Use:</u>* *KZ after-school program (M-F 1:30-6pm)*


KZ After-school
Pre-KZ Summer Camp
Rec Staff Meetings
HS Swim Meets
Birthday Parties
TAZ Practice & Meets
End of School Year Parties
KZ Summer Camp
Lunch & Pool time
Planned: KZ After-School
Staff Office
Aquatics &
Youth Develpmt
Storage Aquatics & KZ
Pool Entry/Cashier
District Sports Leagues
Pickleball
Adult Basketball
KZ After-sch (especially rain days)
Senior lunches
Summer & School Break Camps –
Base of operations
Recreation
Office
Karate
Yoga
Dance
Classes - am,
afternoon, pm
Registration Office
Cooking Classes
Teen Center Cooking Club
KZ Summer Camp snacks
CLASSROOM
CLASSROOM
STORAGE
STORAGE
RECIEVING
KITCHEN
GYM
LOBBY
SUPERVISOR OFFICE
DANCE CLASSROOM
WOMEN
MEN
WOMEN
MEN
FOLDING BASKETBALL BACKBOARD TYPICAL
PORTABLE ACCESS STAIRS
SCORERS TABLE
EL DORADO
HILLS
COMMUNITY PARK
MULTI-PURPOSE
BUILDING
EL DORADO HILLS
COMMUNITY SERVICE
DISTRICT
MULTI-PURPOSE BUILDING GROSS AREA 15,851 S.F.

EL DORADO HILLS
COMMUNITY SERVICES DISTRICT

AGENDA REPORT

To: Board of Directors

From: Kevin A. Loewen, Interim General Manager

Meeting Date: December 8, 2016

Report Date: November 8, 2016

Subject: **Five-Year Capital Improvement Plan Update**

Recommended Action: Review updated Five-Year Capital Improvement Plan (CIP) project recommendations and provide input to staff.

Background: In preparation of the upcoming fiscal year budget development process, and for the Nexus Study, members of the Parks and Planning Committee have reviewed the current CIP and have made changes and/or recommendations for adjustments to that Plan. The Committee utilized a priority ranking matrix to guide this process. The full summary of each ranking is provided as an attachment, and the summary averaged scores for each proposed project is listed below:

Bass Lake Hills Park	691
Valley View – New Village Park	691
Community Park So. Hwy 50	673
Sienna Ridge	660
Community Trails & Connectivity	573
Sellwood Field	550
Jeff Mitchell Restroom & Concession	547
Veterans Memorial	483
Kalithea Park Restroom	472
Community Park Parking Lot	286
Stephen Harris Turf Renovation	280

El Dorado Hills Community Services District
RE: Review Five-Year Capital Improvement Plan (CIP) Update December 8, 2016

Discussion: In October 2016 the Board of Directors were provided the Summary of Director Meetings Report, which included a list of the projects being reviewed at the Committee level. At this time the Parks and Planning Committee requests that each District Board Director member provide their CIP project ranking input. The best format in which a Director could provide this information will be by utilizing the same priority matrix, or to provide their summary values for each project. Staff and the Committee will incorporate additional Board Director input as part of the next meeting, which is scheduled for the week of December 19th, 2016. The final recommendations to the Board of Directors will be presented in early 2017.

Fiscal Impact: None

Attachments: A. Committee CIP Prioritization Summary
B. CIP Priority Matrix

CIP Project Summary 2016	GM Kevin Loewen	Director Allan Priest	Director Wayne Lowery			*CIP Project Summary 2016*	GM Kevin Loewen	Director Allan Priest	Director Wayne Lowery			*CIP Project Summary 2016*	GM Kevin Loewen	Director Allan Priest	Director Wayne Lowery	
Project Name	**Rating Score**	**Rating Score**	**Rating Score**	**Total**		***Project Name***	**Rating Score**	**Rating Score**	**Rating Score**	**Total**		***Project Name***	**Rating Score**	**Rating Score**	**Rating Score**	**Total**
Veteran's Memorial						**Valley View/New Village Park**						**Community Trails & Connectivity**				
Maintenance	100	100	0	200		Maintenance	225	200	150	575		Maintenance	0	100	0	100
Socio-Economic	60	40	60	160		Socio-Economic	60	60	60	180		Socio-Economic	100	100	100	300
Community Impact	100	100	250	450		Community Impact	150	150	150	450		Community Impact	250	250	250	750
Alternative Funding	150	150	100	400		Alternative Funding	200	200	200	600		Alternative Funding	100	100	100	300
Coordination with other Projects	60	90	90	240		Coordination with other Projects	90	90	90	270		Coordination with other Projects	90	90	90	270
Total:	470	480	500	1450		**Total:**	725	700	650	2075		**Total:**	540	640	540	1720
Total Average:				**483**		**Total Average:**				**691**		**Total Average:**				**573**
CIP Project Summary 2016	GM Kevin Loewen	Director Allan Priest	Director Wayne Lowery			*CIP Project Summary 2016*	GM Kevin Loewen	Director Allan Priest	Director Wayne Lowery			*CIP Project Summary 2016*	GM Kevin Loewen	Director Allan Priest	Director Wayne Lowery	
Project Name	**Rating Score**	**Rating Score**	**Rating Score**	**Total**		***Project Name***	**Rating Score**	**Rating Score**	**Rating Score**	**Total**		***Project Name***	**Rating Score**	**Rating Score**	**Rating Score**	**Total**
Sienna Ridge Construction						**Stephen Harris Turf Renovation**						**Kalithea Park**				
Maintenance	100	100	0	200		Maintenance	0	0	0	0		Maintenance	225	200	0	425
Socio-Economic	80	80	100	260		Socio-Economic	40	40	40	120		Socio-Economic	40	40	40	120
Community Impact	250	250	250	750		Community Impact	150	150	150	450		Community Impact	150	150	100	400
Alternative Funding	200	100	200	500		Alternative Funding	0	0	0	0		Alternative Funding	100	100	0	200
Coordination with other Projects	90	90	90	270		Coordination with other Projects	90	90	90	270		Coordination with other Projects	90	90	90	270
Total:	720	620	640	1980		**Total:**	280	280	280	840		**Total:**	605	580	230	1415
Total Average:				**660**		**Total Average:**				**280**		**Total Average:**				**472**
CIP Project Summary 2016	GM Kevin Loewen	Director Allan Priest	Director Wayne Lowery			*CIP Project Summary 2016*	GM Kevin Loewen	Director Allan Priest	Director Wayne Lowery			*CIP Project Summary 2016*	GM Kevin Loewen	Director Allan Priest	Director Wayne Lowery	
Project Name	**Rating Score**	**Rating Score**	**Rating Score**	**Total**		***Project Name***	**Rating Score**	**Rating Score**	**Rating Score**	**Total**		***Project Name***	**Rating Score**	**Rating Score**	**Rating Score**	**Total**
Sellwood Field/Access						**Bass Lake Hills Park**						**Community Park S. Hwy 50**				
Maintenance	100	100	150	350		Maintenance	225	200	150	575		Maintenance	150	150	0	300
Socio-Economic	60	60	60	180		Socio-Economic	60	60	60	180		Socio-Economic	100	100	100	300
Community Impact	150	150	150	450		Community Impact	150	150	150	450		Community Impact	250	250	250	750
Alternative Funding	150	150	100	400		Alternative Funding	200	200	200	600		Alternative Funding	150	150	100	400
Coordination with other Projects	90	90	90	270		Coordination with other Projects	90	90	90	270		Coordination with other Projects	90	90	90	270
Total:	550	550	550	1650		**Total:**	725	700	650	2075		**Total:**	740	740	540	2020
Total Average:				**550**		**Total Average:**				**691**		**Total Average:**				**673**
CIP Project Summary 2016	GM Kevin Loewen	Director Allan Priest	Director Wayne Lowery			*CIP Project Summary 2016*	GM Kevin Loewen	Director Allan Priest	Director Wayne Lowery							
Project Name	**Rating Score**	**Rating Score**	**Rating Score**	**Total**		***Project Name***	**Rating Score**	**Rating Score**	**Rating Score**	**Total**						
Jeff Mitchell Restroom/Concessions						**CP Parking Lot**										
Maintenance	100	100	100	300		Maintenance	0	0	0	0						
Socio-Economic	60	60	100	220		Socio-Economic	40	40	60	140						
Community Impact	100	100	100	300		Community Impact	150	150	150	450						
Alternative Funding	200	200	150	550		Alternative Funding	0	0	0	0						
Coordination with other Projects	90	90	90	270		Coordination with other Projects	90	90	90	270						
Total:	550	550	540	1640		**Total:**	280	280	300	860						
Total Average:				**547**		**Total Average:**				**286**		**Basslake Hills**	**691**			
												Valley View – New Village Park	**691**			
												Community Park S. Hwy 50	**673**			
												Sienna Ridge	**660**			
												Comm. Trails & Connect	**573**			
												Sellwood Field	**550**			
												Jeff Mitchell Restroom & Conce	**547**			
												Veterans Memorial	**483**			
												Kalithea Park Restroom	**472**			
												C.P Parking Lot	**286**			
												Stephen Harris Turf Renovation	**280**			

CIP Priority Matrix

Prioritization of projects

When CIP projects compete for limited funding resources or available staff resources to manage the projects, the Board can use the annual review process to evaluate current as well as future projects that will best meet the demands of new neighborhoods and balance the needs of a growing community.

The following five criteria are objective measures to help the Board evaluate a project's priority. Using the attached worksheet, consider what "scores" each project carries. Each category score will be weighted and totaled. Projects with the highest score will have the highest priority.

Using this matrix method will help to remove the emotion of the decision making process and help the board focus on policy decisions regarding design and construction.

Criteria #1 – Operations & Maintenance, weight 25%

Consider the costs to maintain and operate new capital improvements including staff time (wages, benefits), supplies, product replacement, wear and tear, and utilities. Is there a dedicated maintenance-funding source? Are costs recoverable through programming, user fees, rentals, and/or joint use agreements?

Rate on a scale of 0 to 10 with

- 0 = 100% Maintenance & Operation costs charged to the General Fund with no cost recovery or dedicated funding mechanism or joint use agreement.
- 4 = Less than 50% cost recovery from operations, rentals, joint use
- 6 = More than 50% cost recovery from operations, rentals, joint use
- 10 = No Maintenance & Operation impact to General Fund, has a dedicated funding mechanism

Criteria #2 - Socio Economic Impact, Weight 10%

Consider the spin-off effects of the project on the community – jobs creation, improve attractiveness of area, improve working conditions (i.e. "improve the quality of life…")?

Rate on a scale of 0 – 10 with

- 0 = Negative economic impact, will drive residents and business away
- 4 = Moderate economic impact, may compete with some private service providers, but meets a need that is currently underserved
- 6 = Enhances neighborhood image, strengthens community identity

10 = Very high positive economic impact, attract business, tournaments, sets a standard

NOTE: add one point if project utilizes public-private partnerships.

Criteria #3 - Community Impact, Weight 25%

Consider community attitude – Is project functionally adding to community viability (will residents have improved access or service?) Is project functionally contributing socially (will it provide education and recreation opportunities)? Does the project meet a need called out in the Master Plan? Consider if the project serves a diverse cross section of population positively. Does it assist an underserved or not served segment of population?

Rate on a scale of 0 – 10 with

0 = No positive impact
4 = Some positive impact, serves a population group currently not served at all or currently underserved
6 = Has a positive impact, meets a need, serves more than one population group
10 = Very high positive impact – meets a need, serves a broad spectrum of community, improves access to District and District services (i.e. family events are enjoyed by seniors, singles, families with children, teens, etc.)

Criteria #4 - Alternative Funding, Weight 25%

Is project eligible to receive grant funding or shared cost partnerships? Can project have advance funding?

Rate on a scale of 0 – 10 with,

0 = All project funding from the District's General Fund
4 = More than 50% of funding from General Fund budget
6 = Less than 50% of funding from General Fund budget
8 = Funding from other District funds, not the General Fund
10 = Grant awarded - No match required.

Criteria #5 - Coordination with other projects, Weight 15%

Can project be coordinated with other projects? Will coordination minimize environmental impacts, and maximize resources?

Rate on a scale of 0 – 10, with

0 = project will negatively impact another project's completion
4 = project dependent on another project happening first
6 = independent project, not related to any other
10 = project necessary for a related project that is underway

CRITERION	PROJECT: Veterans Memorial	PROJECT: Sienna Ridge Construction	PROJECT: Sellwood Field/Access
Maintenance Weight 25% =Weighted rank	Rating _____ X 25 _____	Rating _____ X 25 _____	Rating _____ X 25 _____
Socio-Economic Weight 10% = Weighted rank	Rating _____ X 10 _____	Rating _____ X 10 _____	Rating _____ X 10 _____
Community Impact Weight 25% = Weighted rank	Rating _____ X 25 _____	Rating _____ X 25 _____	Rating _____ X 25 _____
Alternative Funding Weight 25% = Weighted rank	Rating _____ X 25 _____	Rating _____ X 25 _____	Rating _____ X 25 _____
Coordination with other projects Weight 15% = Weighted rank	Rating _____ X 15 _____	Rating _____ X 15 _____	Rating _____ X 15 _____
TOTAL:			

CRITERION	PROJECT: Jeff Mitchell RR Concessions	PROJECT: Valley View-New Village Park	PROJECT: Stephen Harries Turf Renovation
Maintenance Weight 25% =Weighted rank	Rating _____ X 25 _____	Rating _____ X 25 _____	Rating _____ X 25 _____
Socio-Economic Weight 10% = Weighted rank	Rating _____ X 10 _____	Rating _____ X 10 _____	Rating _____ X 10 _____
Community Impact Weight 25% = Weighted rank	Rating _____ X 25 _____	Rating _____ X 25 _____	Rating _____ X 25 _____
Alternative Funding Weight 25% = Weighted rank	Rating _____ X 25 _____	Rating _____ X 25 _____	Rating _____ X 25 _____
Coordination with other projects Weight 15% = Weighted rank	Rating _____ X 15 _____	Rating _____ X 15 _____	Rating _____ X 15 _____
TOTAL:			

CRITERION	PROJECT: Bass Lake Hills Park	PROJECT: CP Parking Lot	PROJECT: Community Trails & Connectivity
Maintenance Weight 25% =Weighted rank	Rating _____ X 25 _____	Rating _____ X 25 _____	Rating _____ X 25 _____
Socio-Economic Weight 10% = Weighted rank	Rating _____ X 10 _____	Rating _____ X 10 _____	Rating _____ X 10 _____
Community Impact Weight 25% = Weighted rank	Rating _____ X 25 _____	Rating _____ X 25 _____	Rating _____ X 25 _____
Alternative Funding Weight 25% = Weighted rank	Rating _____ X 25 _____	Rating _____ X 25 _____	Rating _____ X 25 _____
Coordination with other projects Weight 15% = Weighted rank	Rating _____ X 15 _____	Rating _____ X 15 _____	Rating _____ X 15 _____
TOTAL:			

CRITERION	PROJECT: Kalithea Park R/R	PROJECT: Community Park S. Highway 50	PROJECT:
Maintenance Weight 25% =Weighted rank	Rating _____ X 25 _____	Rating _____ X 25 _____	Rating _____ X 25 _____
Socio-Economic Weight 10% = Weighted rank	Rating _____ X 10 _____	Rating _____ X 10 _____	Rating _____ X 10 _____
Community Impact Weight 25% = Weighted rank	Rating _____ X 25 _____	Rating _____ X 25 _____	Rating _____ X 25 _____
Alternative Funding Weight 25% = Weighted rank	Rating _____ X 25 _____	Rating _____ X 25 _____	Rating _____ X 25 _____
Coordination with other projects Weight 15% = Weighted rank	Rating _____ X 15 _____	Rating _____ X 15 _____	Rating _____ X 15 _____
TOTAL:			

El Dorado Hills Community Services District (District)
Thursday, December 8, 2016

GENERAL MANAGER'S REPORT

Respectfully submitted by Interim General Manager Kevin A. Loewen (IGM Loewen)

STRATEGIC INITIATIVES:

A. **EL DORADO COUNTY (EDC) BOARD OF SUPERVISORS' (BOS) APPROVAL FOR RELEASE OF PARK IMPACT FEES –** The District has submitted a demand letter to the County Auditor and expects reimbursement to be made as soon as possible.

B. **NEW NEXUS STUDY –** The District has awarded this contracted work to David Taussig & Associates and will be meeting with the consultant in early December to start the nexus study process.

C. **JOINT USE AGREEMENT FOR MARINA SCHOOL FIELDS WITH RESCUE UNION SCHOOL DISTRICT (RUSD) –** Draft agreements have been provided, but necessary site analysis must be performed by RUSD prior to entering into an agreement. The delay on this project is mitigated by the newly acquired temporary access to Sellwood Field.

D. **BASS LAKE HILLS PARK/COLLABORATIVE EFFORTS with the El Dorado Hill Fire Department (EDH FIRE) -** The schematic architectural work for this park site will be presented to the Parks & Planning Committee in December. Input from that meeting will be utilized by staff to continue work with the architect and EDH Fire.

E. **SELLWOOD FIELD ACCESS PLANNING –** Parker Development Company has granted a one-year temporary access agreement, with a 60-day termination clause. This agreement will afford our local sports groups to schedule usage of Sellwood Field for the 2017 season. We are very excited to have received this extension, and will continue to seek both a final resolution to accessing Sellwood Field and/or bringing on comparable fields elsewhere.

F. **LATROBE MEDIAN/EL DORADO HILLS HIGHWAY 50 INTERCHANGE GATEWAY BEAUTIFICATION –** Nearly a dozen surveying and feasibility analysis companies/consultants have been contacted, with the majority of those

providing only qualitative analyses. Two companies have confirmed that they could perform a quantitative analysis. Additional research into each company is being performed. Further, Caltrans is being contacted to secure their input and requirements for the District's potential landscaping and maintenance at the interchange.

DISTRICT PRESENCE & COLLABORATION IN THE COMMUNITY

G. The District supported Choices for Children diaper drive. With the District's support they collected over 2,000 diapers and $2,000 in donations.

H. Key District Staff and IGM Loewen met with El Dorado County Planning Services Division staff to discuss enhanced collaboration. The meeting was also attended by the El Dorado County Ombudsman.

I. IGM Loewen attended the El Dorado Hills' Green Springs Ranch annual HOA meeting to inform and discuss potential District enforcement of CC&Rs.

J. Reinitiating of regular meetings with the District's waste hauler franchisee, El Dorado Disposal, started. The District and franchisee will be working on consolidating large waste receptacles in better locations, orientations, and with recycle-lid indicators. Green waste bins will be relocated to Latrobe, and staging of franchisee's large roll-offs will be housed in the Latrobe Yard. The franchisee will be reviewing the District's draft Sustainability Plan to ensure that waste & diversion elements are well-covered within that plan.

K. Key District Staff in Parks & Planning, Compliance & Design Review, and IGM Loewen met with El Dorado County Planning Department staff to establish stronger working relationships and to become better informed on how to obtain property/lot information in the most efficient manner.

L. IGM Loewen met with El Dorado County Department of Transportation (DOT) Director, Bard Lower, and key DOT staff to further develop collaboration on current and upcoming projects, such as for the District's Master Plan goal of increased trail & pathway connectivity.

LABOR NEGOTIATIONS

M. District/El Dorado County Employees Association, Local 1 – Negotiations remain at impasse and the District's negotiation and mediation meetings have been suspended, with the Union's request for fact-finding. Fact-finding is scheduled for early January. Staff continues to analyze and explore all negotiation items. The current 3-year agreement expired on June 30, 2016.

UPCOMING EL DORADO HILLS COMMUNITY SERVICES DISTRICT FOUNDATION (FOUNDATION) BOARD MEETING

N. Tuesday, December 20, 2016 at 6:30 pm in the Parks Department Conference Room – The Foundation continues consideration of a transfer of

funds to the El Dorado Community Foundation, allowing them to manage the funds and accounting of the Foundation. The agreement(s) for that transfer have been received and are ready for the Foundation's review.

HUMAN RESOURCES UPDATES

O. **Parks Superintendent/Recreation Supervisor/Purchasing Specialist Recruitments –** Recruitment panel interviews for these positions are all scheduled for early December.

P. **Recent Retirements –** Recreation Supervisor Janet Kenneweg retired from the District November 12, after 19 years of service; Greg Dirksen, Facilities Maintenance Worker, retired November 29, after 8 years of service. Sarah Askew, Administrative Assistant in the Registration Office will be leaving the District in January after just under 4 years to establish new roots in the State of Montana!

DECEMBER HOLIDAYS

Q. December 23rd (recognized for Christmas Eve)

R. December 26th (recognized for Christmas Day)

S. December 27th – 30th (Holiday Closure per Labor Agreement)

JANUARY HOLIDAYS

T. January 2nd (recognized New Year's Day)

U. January 16th (Martin Luther King Jr. Day)

End of Report