



**Board of Directors  
Administration and Finance Committee  
Parks Conference Room  
1030 St. Andrews Drive, El Dorado Hills**

**Wednesday, March 29, 2017  
1:00 pm  
AGENDA**

Allan Priest, President  
Wayne Lowery, Director

*Estab: May 21, 1962*

*Mission Statement*

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

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**Call to Order**

- Pledge of Allegiance
- Roll Call
- Adoption of Agenda

**Board of Directors' Comments & Future Agenda Items**

**Public Comment**

**Presentations and Announcements**

1. Human Resources: Recruitments Update (Verbal) (K. Loewen/K. Jackson)
2. Update on Nexus Study schedule for Completion and Building Industry Association (BIA) input/meeting (Verbal) (K. Loewen/K. Jackson)

**Receive and File**

None

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**Adoption of Agenda:** *This agenda may be amended up to 24 hours 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](http://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.*

**General Business**

3. Review and Discuss Board Member Tablet Policy (K. Loewen/K. Jackson)
4. Discussion Regarding Opportunity (pros/cons) for Early Repayment of Promontory Park Debt (Verbal) (K. Loewen/K. Jackson)
5. Full Cost Recovery Policy Review – Initial Discussion (Verbal) (K. Loewen/K. Jackson)
6. Review and Discuss Top Priority Projects for FY2018 for Preliminary Budget Considerations (K. Loewen/K. Jackson)
7. Review and Approval of General Manager’s Cal Card Credit Card Statement

**Adjournment**



**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**AGENDA REPORT**

**To:** Administration and Finance Committee  
**From:** Kevin A. Loewen, General Manager  
**Prepared by:** Katrina L. Jackson, Director of Administration and Finance  
**Date:** March 29, 2017  
**Report Date:** March 23, 2017  
**Subject:** **Review and Discuss Board Member Tablet Policy**

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**Recommended Action:** Discuss inclusion of proposed Tablet Policy in District Policy Guide Series 4000-Board Member policies.

**Background:** Use of a tablet computer ("tablet") will assist El Dorado Hills Community Services District ("District") Board Members in the efficient performance of their duties as Board Members. The use of the tablet will also reduce paper and photocopying costs.

**Discussion:** In collaboration with District Legal Counsel, staff is presenting the attached "Tablet Policy" for inclusion in District Policy Guide Series 4000-Board Member policies. Staff is seeking the Administration and Finance Committee's support to forward to the full Board for approval.

**Fiscal Impact:** None.

**Attachment:** A. Draft Table Policy for Board Member(s)

**EL DORADO HILLS COMMUNITY SERVICES DISTRICT**  
**\* POLICY GUIDE SERIES 4000-BOARD MEMBERS\***

**POLICY TITLE:                   TABLET POLICY**  
**POLICY NUMBER:               4095**

**4095.10       Purpose**

Use of a tablet computer (“tablet”) will assist El Dorado Hills Community Services District ("District") Board Members in the efficient performance of their duties as Board Members. The use of the tablet will also reduce paper and photocopying costs. This Policy is adopted by the Board and constitutes its mutual statement of what are, and are not, appropriate uses for this important technology tool and its care and maintenance.

This Policy does not attempt to cover every situation that may arise in connection with the use of the tablet. The Board acknowledges that the tablets are only to be used to conduct District business, and that a Board Member’s use of the tablet for personal matters is prohibited. The District will no longer provide paper meeting packets to the Board Member if the Board Member chooses to accept a tablet. One hard copy of the paper meeting packet will still be available at every District Board meeting. Qualifying productivity applications may be installed and used for processing District e- mail, file management (such as Dropbox), and documents (such as PDF Expert).

**4095.020       Receipt of Tablets**

The IT Manager will issue each Board Member a tablet and charger along with a cover or case and any additional tablet accessories (upon request), such as keyboards, styluses, screen protectors, cables or adapters, shall be entrusted to each Board Member while in office and shall remain the property of the Board Member at the end of the Board Member’s term and service. Board Members must utilize a District issued email account. Applications for e-mail, file management and document processing will be installed by the IT Manager on the tablet and shall be used to send Board Members official District documents, including, but not limited to, Board agendas, staff reports, and meeting packets. Board Members may also use the tablet to send e-mails relating to District business.

**4095.030       Care of Tablets**

Each Board Member is responsible for the general care of the tablet that he or she has been issued. Tablets must remain free of any writing, drawing, stickers or labels that are not the property of the District. Only a clean, soft cloth should be used to clean the screen. Tablets that malfunction or are damaged must be reported to the IT Manager . The District will be responsible for having the malfunctioning unit repaired. If, due to the Board Member’s misuse or neglect, the tablet is stolen or lost, the Board Member shall pay the full replacement value.

**EL DORADO HILLS COMMUNITY SERVICES DISTRICT**  
**\* POLICY GUIDE SERIES 4000-BOARD MEMBERS\***

Tablets that have been damaged from misuse, neglect or accidental damage, in the sole and exclusive judgment of the General Manager, will be repaired by the District, with the cost borne by the Board Member. Damage includes, but is not limited to, broken screens, cracked plastic pieces, and inoperability. If the cost to repair the tablet exceeds the cost of purchasing a new device, the Board Member shall pay the full replacement value.

**4095.040     Software on Tablets**

The software and applications installed by the District must remain on the tablets in usable condition and be readily accessible at all times. From time to time, the District may add or upgrade software applications for use by the Board such that Board Members may be required to check in their tablets with the IT Manager for periodic updates and syncing. Board Members should report any malfunction in software and applications to the IT Manager. Any software, e-mail messages or files downloaded via the Internet into the District systems become the property of the District and may only be used in ways that are consistent with applicable licenses, trademarks or copyrights, and the District's record retention policy. If technical difficulties occur or illegal software is discovered, the tablet computers will be remotely wiped clean and restored to factory default. The District does not accept responsibility for the loss of any software, electronic content or documents deleted due to a remote wipe and restore.

**4095.050     Acceptable Use**

The tablets, Internet and e-mail access provided are tools for conducting District business. Thus, Board Members' use of such tools will be solely for District business related purposes. All of the District's computer systems, including the tablets, are considered to be public property. All documents, files and e-mail messages created, received, stored in, or sent from any District tablet are considered public records, subject to disclosure to the public pursuant to the California Public Records Act (with only limited exceptions), and are considered the property of the District.

The tablet and all data and applications contained on the tablet are intended for District business and are the property of the District, regardless of the content and including any personal communications or personal data. As a result, Board Members should be aware, and by signing this Policy and accepting a District tablet agree, that they understand the tablet and all data and applications contained on the tablet are not private or confidential. The Board Members should have no expectation of privacy with respect to any use of the tablet or the applications installed on the tablet.

Board Members shall not use the tablets in any way as to violate federal, state, or local laws, including but not limited to, the public meeting requirements of the Brown Act.

**EL DORADO HILLS COMMUNITY SERVICES DISTRICT  
\* POLICY GUIDE SERIES 4000-BOARD MEMBERS\***

Board Members shall not use the tablets in any way that would violate a District Policy that applies to the Board and/or to Board Members.

Board Members shall not use the tablets for personal business or any other purpose not related to District business.

Board Members shall not use the tablets to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

**4095.060 Return of Tablets**

Board Members shall return their tablet to the General Manager when the Board Member's term and service on the Board has ended. Upon return of the tablet to the District and following the preparation of any appropriate backup files, the tablet will be wiped clean of any and all information at the end of a Board Members term and service.

**4095.070 Compliance with Policy**

The District reserves the right to inspect any and all files stored on tablets that are the property of the District in order to ensure compliance with this Policy. Board Members do not have any personal privacy right in any matter created, received, stored in, or sent from any District issued tablet.

Adopted \_\_\_\_\_  
Revised \_\_\_\_\_

**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**



**AGENDA REPORT**

**To:** Administration and Finance Committee

**From:** Kevin A. Loewen, General Manager

**Prepared by:** Katrina L. Jackson, Director of Administration and Finance

**Date:** March 29, 2017

**Report Date:** March 23, 2017

**Subject:** **Review and Discuss Top Priority Projects for FY2017-2018 for Preliminary Budget Considerations**

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**Recommended Action:** Discussion and provision of input regarding prioritization of FY2017-2018 projects from the Admin & Finance Committee’s perspective.

**Background:** The El Dorado Hills Community Services District (District) maintains a robust list of strategic initiatives, capital projects, financial studies, partnership agreements, etc. In looking forward into the balance of 2017 and preparing for the District FY2017-2018 budget, input is being sought at the Administration & Finance Committee level regarding suggested priorities for a lengthy list of important projects.

**Discussion:** With many strategic studies cited in the District Budget, the attached list is a reasonable summary of the top priority projects that should be considered in the balance of the current fiscal year as well as being planned for the next fiscal year.

Some of the projects will require professional consultant support and for those initiatives the District will develop a Request for Proposals (RFP) based upon a clearly defined scope of services. It is important to realize that the RFP process will need adequate planning and review time. Staff will develop a budget for the various projects and include in upcoming drafts of the FY2017-2018 budget that will be reviewed by the Admin & Finance Committee in upcoming months.

A number of the projects are studies that are due for updating and will involve extensive involvement by the District board members. Other projects on the attached list are important initiatives that the District staff are advancing as part of the current fiscal year’s work plans and reflected in the District operating or capital improvements budgets.

**Fiscal Impact:** None.

**Attachment:** A. Top Priority Projects for 2017/18 (DRAFT)

**TOP PRIORITY PROJECTS FOR 2017-2018 (DRAFT)**

**Personnel/Human Resources**

1. LABOR CONTRACT NEGOTIATIONS
2. REVISED/IMPROVED EMPLOYEE PERFORMANCE EVALUATION TEMPLATE/SCORECARD MODEL

**Administration/Finance**

3. EL DORADO COUNTY IMPACT FEES LITIGATION RESOLUTION/SETTLEMENT
4. FY 2017/2018 OPERATING BUDGET & CAPITAL IMPROVEMENT PROJECTS

**Studies**

5. NEXUS STUDY COMPLETED
6. OVERHEAD AND COST ALLOCATION STUDY
7. COMMUNICATIONS PLAN UPDATE
8. INFORMATION TECHNOLOGY PLAN UPDATE
9. TRAIL/PATHWAY MASTER PLAN

**Initiatives**

10. MARINA FIELDS RENOVATIONS JOINT USE AGREEMENT & RENOVATIONS
11. BASS LAKE REGIONAL PARK/SELLWOOD FIELD/ACCESS
12. BASS LAKE HILLS PARK ADVANCEMENT/DESIGN/BUDGET/FUNDING
13. BUSINESS PARK ANNEXATION
14. VILLAGE GREEN AGREEMENT WITH SERRANO HOMEOWNERS ASSOCIATION
15. COMMUNITY OUTREACH AND COLLABORATION EFFORTS

**Projects**

16. LLAD's STUDY FOR FUNDING SUSTAINABILITY
17. 5-YEAR CAPITAL IMPROVEMENT PROJECTS – ROLLING PLAN
18. DEFERRED MAINTENANCE PROJECTS
19. SENIOR CENTER AND TEEN CENTER FACILITY IMPROVEMENTS

**Recreation Programs**

20. ADAPTIVE RECREATION PROGRAM PLAN IMPLEMENTATION

**Volunteer**

21. ARBOR DAY EVENT
22. SPLIT RAIL FENCE AT THE ARCHERY – VOLUNTEER PROJECT
23. COACHES VOLUNTEER PROGRAM
24. SENIOR CENTER VOLUNTEER PROGRAM