

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
February 10, 2024**

1. **Call to Order** Mr. Boucke called the meeting to order at 2:00 PM.

Roll Call		Present	Absent
Dave Boucke	President	X	
Robert Stockel	Vice-President	X	
Fred Hjerpe	Secretary	X	
John Kahling	Roads and Safety Officer	X	
Jim Lusk	General Manager	X	

Note: There is currently one Director vacancy.

2. **Adoption of Agenda**

A motion to adopt the meeting agenda was made by Mr. Hjerpe, seconded by Mr. Stockel, and passed unanimously.

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

None

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

Mr. Kahling moved to adopt the Board minutes of December 9, 2023. The motion was seconded by Mr. Hjerpe and adopted unanimously.

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

Mr. Boucke reported receipt of two informational pamphlets from the California Special Districts Association.

6. **Approval/Discussion of Expenditures**

6.1 Dave Boucke: \$69.24 Paid; Reimbursement 'Final Newsletter' printing

6.2 Dave Boucke: \$64.68 Paid; Reimbursement 'Final Newsletter' postage

Mr. Hjerpe moved to approve both payments to Mr. Boucke. Mr. Kahling seconded the motion that passed unanimously.

7. Unfinished Business

7.1 Community Park Status: Mr. Ragan suggested the signage at the Community Park be consolidated to a central location. The Board delegated to project to the Park Committee. Mr. Ragan will call a meeting of the Park Committee. Mr. Ragan also asked the Board to approve the replacement of an existing Park bench with a new 16-foot bench constructed by Park Committee member, Mr. Hausam. Approval was granted without a vote.

7.2 District Roads Inspection for 2024 Repairs and Upgrade Work: Mr. Kahling was not able to conduct an inspection of District roads. He will report on the status of District roads at the next Board meeting.

7.3 Receipt of Homeowner's 'newsletter request' For Their Ownership Info for CRCSD-Status: Mr. Stockel reported that 16 responses have been received to the request for to District property owners to convey contact information. _____

7.4 Purging Of CRCSD 'Old' District Files: A discussed at the previous Board meeting; Mr. Hjerpe distributed District files most of which have been retained for many years. The Board members received files to review that generally reflect their respective Board functions. Board members were asked to determine if retention is indicated for any file and, if not, to destroy or return the files to the Board for further discussion of their disposition. As the project moves along, the Board will adopt a document retention policy for District files. Further, files of historical significance or importance regardless of age should be retained.

7.5 District Notification to those Residents with Vegetation Obstructing District Roads: Mr. Kahling reported that he had not had an opportunity to inspect District roads for overgrown vegetation. The matter was continued to the next Board meeting.

7.6 Sandridge Fire Safe Council Update of sign Replacement and Chipping Program-Status: Following-up to the Board discussion of a proposal by the Sandridge Fire Safe Council (SFSC), Mr. Stockel indicated that the SFSC wants to establish dates for the chipping program previously discussed. The program will involve the use of the Community Park for dumpster placement and vegetation chipping. The proposed dates are May 13-20 with chipping available for two days. These dates were chosen as they are

after the burning season and before Park opening. SFSC will confirm that chipping services will be available for the proposed dates of May 18 and 19. Mr. Hjerpe asked if the SFSC will indemnify the District by providing proof of insurance identifying CRCSD as an additional insured for the program. The SFSC representative indicated the District will be insured under SFSC's liability policy. Mr. Kahling made a motion to permit the use of the Community Park for the debris/vegetation collection and chipping program outlined by Mr. Stockel and that proof of liability insurance indemnifying CRCSD be produced prior to the start of the program. Mr. Hjerpe seconded the motion that was passed unanimously. Mr. Stockel also pointed out that the chipped material can be used for either community distribution of ground cover at the Community Park. Mr. Kahling expressed concern about the possibility of poison oak contamination. It was also suggested that the program be mentioned as possible cure in any letters sent to District property owners in violation of District By-Laws regarding vegetation road encroachment. Mr. Stockel also addressed the issue of street signage indicating 'private road'. At the prior Board meeting Mr. Kahling pointed out the District roads are not private roads and such a reference on street signage cannot be indicated. Mr. Stockel suggested that reflective tape be used to cover any 'private road' reference on street signage. Mr. Hjerpe pointed out that other signage at the major entrances to the District also indicate 'private road'. Mr. Boucke responded that, while inconsistent, he favored retaining the signage as it might limit unauthorized Community Park activity. Mr. Kahling was not familiar with the specific signage under discussion and the issue will be revisited at the next Board meeting. Mr. Stockel also pointed out that several street signage posts will likely need to be replaced.

7.7 California State Controller Financial Transaction Report: Mr. Boucke reported that he and Mr. Hjerpe completed and submitted the report successfully.

7.8 CRCSD Board Vacancy Update: Mr. Boucke confirmed with El Dorado County (EDC) Elections that the county will send to the District the appropriate posting for a Board vacancy. The posting will announce the existing Board vacancy and inform interested parties to contact either the

Board or EDC Elections Department for information regarding election to the Board.

8. New Business

8.1 California 1) Form 700 Due by April 2 and Ethics Training: Financial disclosure, Form 700, from Directors is due by April 2 and required ethics training must be completed every two years.

8.2 CRCSD Board Statement of Facts for EDC: Mr. Boucke will convey required information to EDC.

8.3 Saephong District dues, Due Jan 31, 2024-Status: \$150 has been paid.

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9. Reports and Additional Comments by Directors

Reports: General Manager, Mr. Lusk, reminded the Board he will be leaving and a replacement general manager is required.

10. Final Comments by Directors

Mr. Boucke reported the District’s current cash balance is \$26,000.

11. Agenda Items for Next Meeting: 1) Newsletter; 2) District Files; 3) Road and vegetation review; 4) Board vacancy; Park Committee update. Mr. Hjerpe cannot attend the April 13, 2024 Board meeting.

12. Adjourn Meeting

Mr. Hjerpe moved to adjourn the meeting and Mr. Kahling seconded. The meeting was adjourned at 11:02 AM. Next meeting is April 13, 2024 at 2:00 PM.

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEEETING MINUTES
December 9, 2023**

6. **Call to Order** Mr. Boucke called the meeting to order at 2:00 PM.

Roll Call		Present	Absent
Dave Boucke	President	X	
Robert Stockel	Vice-President	X	
Fred Hjerpe	Secretary	X	

John Kahling	Roads and Safety Officer	X
Jim Lusk	General Manager	X

Note: There is currently one Director vacancy.

7. Adoption of Agenda

Mr. Stockel requested Item 7.6 of the agenda be amended to include: Discussion from Sandridge Fire Safe Council. Mr. Boucke requested Item 6.3 be revised to indicate a PO Box cost of \$166. A motion to adopt the agenda, as amended, was made by Mr. Hjerpe, seconded by Mr. Stockel, and passed unanimously.

8. Statements from the Community other than Agenda Items

None

9. Approval of Previous Meeting’s Minutes

Mr. Stockel pointed out three minor grammar/spelling errors in the minutes of the 10/15/23 Board meeting. He made a motion to adopt the 10/15/23 Board minutes with errors corrected. Mr. Boucke seconded the motion that was passed unanimously. Mr. Lusk will include the corrections to the website posting of the minutes.

10. Receipt/Discussion of District Mail

Mr. Boucke reported receipt of information from California Special Districts Association regarding loan programs and a questionnaire from Special District Risk Management Association to which Mr. Boucke will respond.

6. Approval/Discussion of Expenditures

6.1 Hargo Land Management: \$750 Paid; Tree removal in Community Park

6.2 Dave Boucke: \$68.13 Paid; Office supplies

6.3 US Postal Service: \$166 Paid; Annual charge for District PO Box

Mr. Kahling moved to approve all noted expenditures; Mr. Boucke seconded the motion. The motion passed unanimously.

7. Unfinished Business

7.1 Community Park and Committee Update: Mr. Regan, Park Committee Chairperson, reported several signs at the Community Park were vandalized. He will address the issues. There is no Park Committee report as the Committee has not met since the last Board meeting.

7.2 CRCSD By-Laws: Annual CRCSD Report of Financial and Management Status-Second Reading: The proposed amendment to Article Three, Meetings; Section 3, Reports of CRCSD By-Laws addresses the current requirement to make a written report furnished at the address of District property owners. In short, the annual District budget is required to be mailed to all District property owners. The amendment would no longer require mailing, but rather allow posting the annual District budget to the District website. The amendment was first read at the October 15, 2023 Board meeting and Mr. Hjerpe then read the amendment as the second reading. Mr. Kahling made a motion to adopt the By-Law amendment and Mr. Stockel seconded the motion that passed unanimously. Mr. Lusk agreed to amend the By-Laws to reflect authorized amendments and update District By-Laws on the district website. Mr. Stockel read a draft of a proposed communication to be mailed to district property owners. The draft informs property owners that the District budget will no longer be mailed and will be available on the district website. The communication will also include general information about the website and the information it contains. The communication also requests contact information from property owners to be directed to a specific person. Mr. Kahling suggested one language edit to the draft. Another comment addressed including the contact person in the communication. A District resident suggested the District web address be better displayed. Mr. Stockel agreed to be the contact person referenced in the communication and Mr. Boucke will execute the mailing to property owners.

7.3 Purging Of CRCSD 'Old' District Files: Mr. Hjerpe previously reported that District files need to be reviewed and purged. Many files are very old and need not be retained in any form. He suggested that he distribute old files at regular Board meetings for review by Directors who would, at the following Board meeting, recommend retention or purging of the reviewed files. Mr. Kahling supported the approach as did Mr. Boucke and Mr. Stockel. Mr. Stockel also suggested that during this document review

process District document retention guidelines be established. Mr. Hjerpe will move ahead with the project.

7.4 CRCSD Notification to Property Owners with Vegetation Obstructing District Roads: Mr. Kahling reported that he had not had an opportunity to inspect District roads for overgrown vegetation. The matter was continued to the next Board meeting.

7.5 CRCSD By-Laws: Article 4, Board of Directors-Vacancy Procedure-Second Reading: Mr. Stockel recited the second reading the proposed amendment to District By-Laws Article 4; Board of Directors; Section 5; Vacancies. The proposed amendment comports with California Government Code Title 1; Division 4; Chapter 4; Article 2; Section 1780. Mr. Hjerpe moved to adopt the amendment to CRCSD By-Laws Article 4; Section 5. Mr. Boucke seconded the motion. The motion passed unanimously. Mr. Lusk will amend the By-Laws and post the current By-Laws to the district website.

7.6 Upgrading CRCSD Street Signs: Mr. Boucke pointed out that a District resident paid for 12 new street signs that can replace older street signs. The signs are 3 inches in height rather than the recommended 4-inch height. Regarding street signage, the Sand Ridge Fire Safe Council (SRFSC) received a \$2,500 grant to upgrade street signage. Mr. Stockel reported that priority is assigned to streets lacking signage or are faded/illegible and letter size improvements to existing street signs have a lower priority. There are about 47 street signs within the SRFSC area currently requiring replacement. Mr. Stockel introduced both the President and Secretary of the SRFSC who described a 'Green Waste Dumpster Day' program. The program would permit green waste, subject to some limitations, to be dropped off at a central location for disposal to dumpsters. Chipping would also be available to maximize efficiency. The project requires a location and the Board was asked to consider the Community Park as it is an ideal location. The project would not be limited to CRCSD but would be available to all residents along the entire Sandridge corridor. SRFSC would provide appropriate liability insurance for the project. The project is best timed for the end of burn season in the Spring prior to the Park opening. The project might also require volunteers to help residents unable utilize the program. Mr. Kahling pointed out the requirement for Board approval to utilize the

Community Park. He also recommended tentative dates of May 13-20, 2024 for the project. He further suggested that the Board place the project as an agenda item for the next Board meeting. The matter was continued to the February Board meeting. Mr. Kahling made an additional comment about District street signage. He pointed out that all the new donated street signs previously mentioned along with other District road signage indicate 'private road'. He pointed out that all roads within the District are public roads and road signage must not indicate 'private road'. As such, SRFSC needs to know street names with the District so as to exclude 'private road' should SRFSC order road signage to be used within the District. Mr. Kahling suggested SRFSC contact him for any required clarification. Mr. Kahling further suggested that the Board consider the removal and related cost of removing all District road signs indicating 'private road' and replace with signs without 'private road' reference. Mr. Kahling agreed to provide an inventory of signs requiring replacement at the next Board meeting. The matter will be an agenda item at the February meeting.

8. **New Business**

8.1 California State Controller Financial Transaction Report: Mr. Boucke and Mr. Hjerpe will prepare and file the report.

8.2 CRCSD Board Vacancy Status: The allotted time for the Board to make an appointment to fill the Board vacancy has passed. Any person desiring to become a Director must become a candidate with the EDC Elections Dept. and appear as a candidate at the next election.

8.3 Annual Officer Appointments for 2023-24: District Officer assignments for 2023-24 were nominated. Mr. Kahling moved to approve the nominations with a second by Mr. Hjerpe. The motion passed unanimously. There are no changes to 2023-24 Board appointments: President, Mr. Boucke; Vice-President, Mr. Stockel; Secretary, Mr. Hjerpe; Road Officer, Mr. Kahling. There is currently no Park Officer and the Board of Directors has one vacancy.

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9. **Reports and Additional Comments by Directors**

Reports: None

10. Final Comments by Directors

Mr. Boucke thanked the Board for its commitment and work during 2023.

- 11. Agenda Items for Next Meeting:** 1) District File Purging; 2) Financial Transaction Report; 3) Road Signage; 4) Green Waste Program

12. Adjourn Meeting

Mr. Hjerpe moved to adjourn the meeting and Mr. Kahling seconded. The meeting was adjourned at 11:02 AM. Next meeting is November 10, 2024 at 10:00 AM.

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
October 15, 2023**

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

Roll Call		Present	Absent
Dave Boucke	President	X	
Robert Stockel	Vice-President	X	
Fred Hjerpe	Secretary	X	
John Kahling	Roads and Safety Officer	X	
Jim Lusk	General Manager	X	

Note: There is currently one Director vacancy.

12. Adoption of Agenda

Mr. Hjerpe moved to adopt the current agenda. Mr. Boucke requested two items be added to the agenda: 1) 6.4; Annual dues to California Special Districts Association (CSDA) \$226; 2) 7.2; Discussion of tree removal. Mr. Hjerpe revised his motion to adopt accordingly. The motion was seconded by Mr. Kahling and the revised agenda was adopted.

13. Statements from the Community other than Agenda Items

None

14.Approval of Previous Meeting's Minutes

Mr. Stockel pointed out several minor edits/corrections to the August 12, 2023 Board meeting minutes draft. Mr. Hjerpe agreed to make the corrections and convey corrected copies to Mr. Lusk and Mr. Boucke. Mr. Hjerpe moved to approve the August 12, 2023 Board meeting minutes with corrections. Mr. Stockel seconded the motion that passed unanimously.

15.Receipt/Discussion of District Mail

Mr. Boucke received two booklets from CSDA.

6. Approval/Discussion of Expenditures

6.1 Wilkinson Portables: \$195.13 Paid; Rental of portable toilets at Community Park 8/15-9/11/23

6.2 El Dorado Disposal: \$216.14 Paid; Garbage Service

6.3 Northern Private Security: \$2,023.50 Paid; Community Park security services 8/5-9/19/23

6.4 CSDA: \$226 Paid: Annual dues

6.5 Park Entrance Fee: \$20.00; DEPOSIT

7. Unfinished Business

7.1 CRCSD 2023 Road Maintenance Status: Mr. Kahling reported: 1) All roadwork approved by the Board has been completed; 2) Mr. Kahling reviewed (onsite) the completed work and indicated the quality of the work performed by Vicini, Inc. is good; 3) Vicini, Inc. was able to include additional work without additional billing. He also reported that unfortunately a backhoe was stolen during roadwork.

PUBLIC COMMENT: A District resident asked how roadwork projects are identified and prioritized. Mr. Kahling explained that all District roads are driven twice to establishing his recommendations prior to public comment and the Board approval process.

7.2 Community Park Update/Committee Recommendation Report/Frank Huffman Tree Bids: Mr. Boucke reviewed 2023 Community Park

attendance noting while slightly down from prior years, Park attendance and utilization was nonetheless strong.

Mr. Hjerpe reported that the Park Committee recently met. He pointed out that the Board and therefore the Park Committee are operating without a Park Officer. As such, the four-member Park Committee currently has three members and requires another CRCSD Director member. Mr. Boucke has temporarily joined the Park Committee.

Mr. Hjerpe distributed drafts of two CRCSD website statements suggested by the Park Committee. With Board consent the statements would be posted to the CRCSD website ideally under a 'Community Park' tab. Mr. Hjerpe read the first statement dealing with the Park Committee's purpose, composition, and authority. Mr. Hjerpe read the second statement addressing the Park season, opening, and closing. The Board gave consent to posting the statements, with minor corrections, to the District's website. No formal motion was required. PUBLIC COMMENT: A District resident suggested that Park closing be tied to the date burn permits are valid. Mr. Boucke pointed out that Park closing is determined by weather which is essentially the same timing of valid burn permits.

District resident, Frank Huffman, conveyed to the Board three bids to remove a tree that fell from the Community Park onto his property. The Board reviewed the bids. Mr. Kahling made a motion to reject the lowest bid of \$600 as it was not responsive to all bid requirements/scope and to accept the second lowest bid of \$750 by Hargo's Land Management fulfilling all requirements. Mr. Hjerpe seconded the motion. The motion passed unanimously.

7.3 Posting Annual CRCSD Report of Financial and Management Status for Current Fiscal Year: Mr. Boucke called Local Agency Formation Commission (LAFCO) that indicated there is no requirement to communicate the CRCSD budget or report on District roadwork improvements outside of information contained in Board meeting minutes. The District has previously reported these items in its annual newsletter. The District would like to eliminate the annual newsletter and post relevant financial and roadwork to its website. At issue is the question of whether or not a By-Law amendment is required. Mr. Hjerpe then read both the current By-Law language and the proposed amended language, if needed, in Article 3

MEETINGS; Section 3 REPORTS of the CRCSD By-Laws. BOARD DISCUSSION: Mr. Boucke indicated his support of the proposed By-Law amendment. A discussion of whether the proposed By-Law amendment reflects/complies with the original intent of the existing By-Law language. Mr. Kahling and Mr. Stockel pointed out that the District website already contains compliant information/documentation and therefore the proposed amendment need only address the posting of the current District budget to the website. Mr. Hjerpe suggested that today's reading of the proposed amendment formally constitute it first reading. Mr. Lusk commented that the By-Laws currently posted to the district web-site need to be updated Mr. Hjerpe agreed to review the issue. PUBLIC COMMENT: A District resident suggested that a final communication be mailed to District property owners indicating the annual District budget will migrate to the District website and also ask for email contact information. Board members were in favor of this approach. Mr. Lusk and Mr. Stockel agreed to follow-up.

7.4 Purging of CRCSD 'Old' District files: Mr. Hjerpe requested the item be continued to the next Board meeting.

7.5 CRCSD Notification of those Residents with Vegetation Obstructing District Roads: Mr. Boucke indicated that vegetation encroaching/obstructing on District roads is a significant issue. A District resident asked if the road clearance requirements can be clarified and how any requirements are enforced. Mr. Kahling pointed out that District By-laws broadly address such requirements and that By-Law language has previously been used in letters to property owners in violation of the By-Laws. The By-Laws are not specific to any governmental regulation. Mr. Kahling also suggested that road clearance of 15 feet high from the property owner side of the edge of District road ditches is an appropriate guideline consistent with By-Laws. Mr. Stockel pointed out that the Fire Safe Council (FSC) and fire departments recommend brush clearance of 10 feet from the sides of roads and the county requires clearance of three feet. Both FSC and the county recommend clearance to a height of 15 feet to permit emergency vehicle access. Mr. Kahling reviewed several areas known to be in violation. He and Mr. Boucke will drive district roads to identify all areas in violation. Mr. Kahling will summarize all violations and draft a notification letter that will be mailed to violating property owners.

The information will be reviewed by the Board at its next regular meeting. Mr. Hjerpe suggested that, if appropriate and to add emphasis, the letter reference any county requirement. It should also be noted that, if necessary, the District is empowered if to charge property owners for work performed to correct non-compliance.

7.6 CRCSD By-Laws: Article 4, Board of Directors-Vacancy Procedure Change Wording to comply with Government Code 1780: The first reading of this By-law amendment took place at the last regular Board meeting. Mr. Kahling however pointed out the current agenda did not establish a second reading and adoption of the amendment and therefore should be continued to the next regular Board meeting.

8. New Business

8.1 CRCSD Board Vacancy Status: Mr. Boucke reported that the Notice of Board Vacancy was posted for three weeks without any interest or response from any District resident including a resident who previously expressed interest. Mr. Boucke also confirmed with El Dorado County Elections Department that the District can continue to function with four directors until the next general election in November 2024. If the vacancy is not filled by then, El Dorado County would appoint someone to fill the vacancy. Mr. Stockel pointed that California code permits the Board within sixty days of a director's notice of resignation to appoint a person to fill the vacancy. That sixty-day period will expire November 6.

9. Reports and Additional Comments by Directors

Reports: Mr. Stockel followed up with information regarding the previously mentioned USDA grants. The grants require the District to meet 25% of the cost of projects for which a grants are applied.

10. Final Comments by Directors: None

11. Agenda Items for Next Meeting: TBD

12. Adjourn Meeting

Mr. Hjerpe moved to adjourn the meeting and Mr. Kahling seconded.
 The meeting was adjourned at 11:20 AM. Next meeting is December
 9,
 2023.

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
 BOARD OF DIRECTORS REGULAR MEEETING MINUTES
 August 12, 2023**

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

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

17. Adoption of Agenda

Mr. Hjerpe moved to adopt the current agenda with a second by Mr. Stockel. The motion was adopted unanimously.

18. Statements from the Community other than Agenda Items

A resident and homeowner, new to the District, pointed out that a new Park pass needs to be issued. Mr. Boucke will follow-up.

A resident commented that overhanging trees can limit access by emergency vehicles and suggested that road work be withheld until the issue(s) is/are resolved by property owner(s). Mr. Kahling commented that District By-laws give the Board the authority to require property owners to maintain vegetation potentially obstructing District road passage. The Board has previously sent letters to property owners requiring compliance with modest results over time. The District has never sought to direct bill property owners for required vegetation management. Mr. Boucke suggested this issue become an agenda item for the next regular Board meeting.

19. Approval of Previous Meeting's Minutes

Mr. Kahling moved to approve the regular Board meeting minutes of June 10, 2023 and the special Board meeting minutes of July 2, 2023. Mr. Wagnon seconded the motion that was unanimously passed.

20. Receipt/Discussion of District Mail

Mr. Boucke receive a notification the Forest Service/USDA indication grants are available through the Community Wildfire Defense Fund. Mr. Stockel comment that the Sandridge Fire Safe Council is the appropriate entity to respond to the grant program and will convey the communication accordingly.

Mr. Boucke also receive a regular booklet from California Special Districts Association (CSDA).

6. Approval/Discussion of Expenditures

6.1 Wilkinson Portables: \$195.13 Paid; Rental of portable toilets at Community Park 6/20-7/17

6.2 Mountain Democrat: \$82.00 Paid; District roads contract bid solicitation; second posting

6.3 El Dorado Disposal: \$111.49 Paid; Garbage service

6.4 Northern Private Security: \$3,762 Paid; Community Park security services 6/10-7/30

6.5 EDC LAFCO Annual Dues: \$42.62 Paid; required dues to District formation commission

6.5 District Risk Management 2023: \$2832.04 Paid; District Liability Insurance

7. Unfinished Business

7.1 CRCSD Road Maintenance Contract Bids Status: Mr. Kahling distributed a summary of road maintenance projected costs, initial bids, and rebids. The rebids differed from the initial bids in that several projects were broken out as separate bid thus allowing the District more flexibility in choosing which projects to approve. The bids were opened Friday August 11, 2023. Vicini & Co. was the overall low bidder. Board Discussion: Mr. Boucke

reported that District's cash balance as of June 30, 2023 was \$75,160. Current expenses total approx. \$7,000 and along with accepting the entire Vicini bid of approx. \$62,000, the remaining cash would be approx. \$6,000. The District anticipates remaining expenses in the current fiscal year to be approx. \$3,000. As such, the District will have an approx. \$3,000 cushion until property tax and ad valorem revenues are realized. Mr. Kahling then provided an overview of the scope of work to be performed. There will likely be no change orders due to our anticipated cash balance. PUBLIC COMMENT: A District resident noted and asked in an effort to reduce cost if the work might be partially awarded to Vicini and Co. and partially to the other bidder, Veerkamp, Inc. Mr. Kahling indicated that the bid must be awarded to on contractor. A question was asked about the timeline. Mr. Kahling confirmed that the bid expires after 60 days. MOTION: Mr. Kahling made motion to authorize the road and safety officer to award the entire scope (schedules A, B, and C) of the 2023 Road Maintenance Rebid Project and execute the contract documents, to administer the contracts, and to write any change orders deemed necessary for completion of the work with the total not to exceed authority of \$63,000. A suggestion was made to raise the spending authority to \$64,000. Mr. Kahling agreed to amend his motion accordingly. Mr. Boucke seconded the motion. The motion passed unanimously.

7.2 CRCSD 2023-2024 Final Budget: Mr. Boucke distributed copies of the District's FY23/24 Final Budget. The final budget does not differ from the Board's previous consideration of the proposed budget except for the District's current cash balance and related road maintenance expense line item. PUBLIC COMMENT: A District resident asked for a clarification of the road maintenance expense line item. Mr. Kahling explained the accounting related to the line item indicated the line includes money for any projects authorized in Spring 2023 along with the \$64,000 road maintenance authority approved today. Mr. Hjerpe made a motion to approve the final FY23/24 District Budget as presented. Mr. Stockel seconded the motion. The motion passed unanimously.

7.3 CSCRD 2023-24 Direct Charges Tax Assessments: Mr. Boucke reported that he and Mr. Hjerpe completed the annual Direct Charges Tax Assessment required by El Dorado County. The District must annually

identify all 191 District parcels such that the county will properly include the \$150 District assessment to property taxes along with other required documentation. The county confirmed receipt, proper format, and successful transmission.

7.4 CRCSD By-Laws: Article 4, Board of Directors- Vacancy Modification:

Mr. Stockel reviewed the basis for the proposed By-Law Amendment. Currently the district By-Laws are unclear regarding how to fill vacancies to the Board of Directors. Further, California Code 1780 is very explicit and specific regarding the process by which Board vacancies must be filled. Mr. Stockel read the text of the proposed By-Law Amendment to Article 4: **Vacancies shall be filled per California Government Code 1780.** The Board recognized this language as the first reading of the proposed By-Law amendment. The second reading will occur at the October regular Board meeting.

7.5 Community Park Update: Mr. Hjerpe reported that the Park Committee met to discuss issues related to current Park issues arising this year and other issues related to the Park. Based on its current and subsequent the Park Committee will make recommendations to the Board at the regular October Board meeting. This year the Community Park has experienced normal attendance and Northern Private Security has been dependable and competent. The Park has experienced an uptick in unacceptable behavior including parking lot damage, indecent behavior, and excessive alcohol. Mr. Hjerpe also provided a Park Committee overview. The Board of Directors established the Park Committee as sub-committee of the Board. The Committee is comprised of two Board members and two non-Board member District residents. The Park Committee reports on Park activity, use, and security and makes recommendations to the Board regarding Park policies, Park pass administration, and other Park related issues. Mr. Wagnon indicated he is resigning from both the Park Committee and the Board of Directors. Mr. Boucke will join the Park Committee.

8. **New Business**

8.1 Annual CRCSD Newsletter Update: Mr. Boucke has produced and distributed the District newsletter for many years and no longer wants the

responsibility or sees the need for the newsletter. The primary purpose of the district newsletter, as required by District By-Law is to inform District property owners of the District's annual budget. A suggestion was previously made that the annual budget information be distributed to property owners via the District website. Mr. Kahling asked whether or not there is some necessity to produce an annual newsletter. Mr. Boucke responded there is not a formal requirement to produce the newsletter and again the primary purpose is to comply with the By-Law requirement of budget disclose to property owners. Mr. Kahling suggested that the district By-Laws be amended to permit electronic (website) distribution of annual budget information. PUBLIC COMMENT: A District resident suggested that signage at the Community Park indicating the District's web address. Mr. Hjerpe agreed to draft the appropriate By-Law change language for Board consideration the regular October meeting.

8.2 Purging of CRCSD Old District Files: Mr. Hjerpe indicated that the project to appropriately purge District files will require a more formal document retention policy. Such policy must comport with any regulatory requirement to which the district is subject if any. Mr. Kahling indicated that the District can set its own record retention policy possibly requiring a By-Law amendment. Mr. Boucke indicated he will discuss with both the county and LAFCO. Given the complexity of the project Mr. Hjerpe suggested that the matter become a continuing Board issue/topic.

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9. **Reports and Additional Comments by Directors**

Reports: None

10. **Final Comments by Directors**

Mr. Stockel reported that Sandridge Fire Safe Counsel was awarded a \$5,000 grant. The grant will support road signage compliance and Upgrades such that emergency and fire vehicles can easily identify roads. He also mentioned that the 3" signs within the District may or may not be upgraded to 4" signs. The Fire Safe Counsel is also providing home defensible space and hardening assessments. A District resident asked if the District can apply for such grants. Mr. Stockel replied that only Fire

Safe Counsels/Districts are eligible for some Wildfire Defense grants in fact the District can be eligible for others. The District resident will follow-up.

11. **Agenda Items for Next Meeting:** 1) 2nd Reading By-Law Amendment re: Vacancies; Road vegetation; Park Committee Report; Roads Update; Newsletter By-Law Amendment

12. **Adjourn Meeting**

Mr. Hjerpe moved to adjourn the meeting and Mr. Kahling seconded.

The meeting was adjourned at 11:11 AM. Next meeting is October

14,

2023 at 10:00 AM.

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
July 2, 2023**

1) Call to Order and Roll Call

Mr. Boucke called the meeting to order at 5:00 PM.

		Present	Absent
Dave Boucke	President	X	
Robert Stockel	Vice-President	X	
Fred Hjerpe	Secretary	X (by phone)	
Jeff Wagnon	Park Officer	X	
John Kahling	Roads and Safety Officer	X	
Jim Lusk	General Manager		X

2. Adoption of Agenda

Mr. Stockel moved to adopt the special meeting agenda and the motion was seconded by Mr. Wagnon. The agenda was adopted unanimously.

3. Statements from the Community other than Agenda Items

1) A District resident made a comment regarding the necessity to increase the CSCRD parcel assessment; 2) A District resident reported a speed bump sign was found on his property. Mr. Boucke will follow-up.

4. Old Business

4.1 FY 2022-23 Road Maintenance Re-Posting for New Contract Bids: Mr. Kahling presented an analysis highlighting the difference between the District's cost estimate of approved roadwork and the recently unsealed bid from Veerkamp Construction. The significant difference was in the estimated cost of road chip-seal. The Veerkamp bid for all approved roadwork was \$68,000 thereby exceeding the approved expenditure limit of \$60,000 by \$8,000. Further, the District's bid did not specify the approved chip-seal as 'add-alternate' work. Mr. Kahling recommended a discussion of the District's current financial position to determine if the \$68,000 bid can be accepted. If not, he suggested the roadwork should be rebid with the chip-seal work specified as 'add-alternate' thus allowing the District to eliminate chip-seal work if necessary while moving forward with all other approved roadwork. Mr. Kahling also pointed several obstacles (i.e., time of year, material/labor cost increases, small size/scope of the District's projects) stand in the way of multiple bids. A discussion of the District's current financial position followed. Mr. Boucke indicated the District currently has roughly \$75,000 in its cash account. The District expects remaining FY 2022-23 expenses to be roughly \$9,000 (Park expense @ \$6,000 and insurance expense @ \$3,000). Net, the District has \$66,000 available for roadwork which is \$2,000 short of the original Veerkamp bid that includes the chip-seal work. Board Discussion: Both Mr. Stockel and Mr. Wagon expressed support for the roadwork bid to be resubmitted with chip-seal work to be included as 'add-alternates'. Public Comment: A District resident asked if some roadwork can be deferred until the District realizes FY 2023-24 revenue. Mr. Kahling pointed out that no FY 2023-24 revenue will be realized until a time when weather/temperature will not permit necessary roadwork. A District resident asked if an 'add-alternate' rebid would allow individual chip-seal project to be accepted rather than all chip-seal projects as a group. Mr. Kahling responded that he would structure the 'add-alternate' rebid to achieve maximum flexibility. MOTION: Mr. Boucke made a motion to rebid all roadwork previously approved less all previously approved chip-seal projects. The individual chip-seal projects are to be included in the rebid as individual 'add-

alternates’. Mr. Kahling will have the authority to accept any combination of base bid plus ‘add-ons’. Further, the Road and Safety Office is authorized to award and execute the contract including any change orders with the low responsive, responsible bidder up to a limit of \$64,000. Mr. Wagnon seconded the motion. Board Discussion: Mr. Hjerpe asked about the open to bid timeline. Mr. Kahling indicated that any bid(s) will be due the Friday prior to the next regular Board meeting in August. The motion passed unanimously.

5. Adjourn Meeting

Mr. Boucke made a motion to adjourn the meeting and was seconded by Mr. Kahling. The motion passed and the meeting was adjourned at 5:25 PM.

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
June 10, 2023**

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

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

22. Adoption of Agenda

Mr. Hjerpe moved to adopt the current agenda with a second by Mr. Stockel. Mr. Boucke requested two items be added to the agenda: 1) Approval of \$7.03 to El Dorado Disposal as Item 6.3; 2) Approval of \$798 to Northern Private Security as Item 6.4. The amended motion was adopted unanimously.

23. Statements from the Community other than Agenda Items

A District resident had a comment regarding a culvert on Starburst potentially plugging. Mr. Boucke requested the item be addressed during Item 7.1, Road Maintenance. Mr. Boucke asked the meeting attendees to introduce themselves.

24. Approval of Previous Meeting's Minutes

Mr. Stockel pointed out several minor errors in the minutes of the regular Board meeting of April 22, 2023. Mr. Kahling moved to approve the April 22, 2023 minutes including the required corrections. The motion was seconded by Mr. Boucke and the minutes were approved unanimously.

25. Receipt/Discussion of District Mail

Mr. Boucke reported receipt of the following mail: 1) Miscellaneous booklets from SDRMA.

6. Approval/Discussion of Expenditures

6.1 Wilkinson Portables: \$280.13; Delivery, installation, and rental of portable toilets at Community Park 5/23-6/19

6.2 Mountain Democrat: \$82.30; District roads contract bid solicitation

6.3 El Dorado Disposal: \$7.03; Garbage service

6.4 Northern Private Security: \$798; Community Park security services 5/27-5/29 & 6/4

Mr. Hjerpe moved to pay the amounts described in 6.1-6.4. Mr. Stockel seconded the motion that was passed unanimously.

7. Unfinished Business

7.1 2022-23 Road Maintenance Contract Bids: Mr. Kahling reported the District road contract is out for bidding. The request for bids is available both on the District website and as a classified ad in the Mountain Democrat. Mr. Kahling also explained the contract bid process. Only bona fide, regulatory compliant contractors can bid. Bids are due no later than Friday June 16 at 5:00 and will be opened at the District Park. If the bid(s) exceed the amount approved by the Board a special meeting of the District Board may be required. Mr. Kahling also reviewed the scope of previously approved roadwork included in the bid.

PUBLIC COMMENT:

1. A District resident asked Mr. Kahling to clarify the extent of the approved chip-seal work to Starburst. Mr. Kahling described the location and extent of the approved road work. He also explained that no road work on Center Reach was approved for FY 2022-23 as it was deemed to be prohibitively expensive while servicing few residents. The District resident pointed out that even with approved repairs there will continue to be limitations to access at some areas of Starburst and that repairs to Center Reach would permit better access along with improved safety. Mr. Kahling responded that while the Board has not currently approved repairs to Center Reach, the access issue can be addressed in the FY 2023-24 road maintenance/repair plan.
2. Several District residents commented that the current parcel assessment needs to be increased to provide more revenue for road repair/maintenance.
3. A District resident pointed out a plugged culvert on Starburst. Mr. Kahling agreed to follow-up.

7.2 2023 Community Park Update: Mr. Boucke reported that the Community Park has been quiet during the first two weeks since opening and there have been no incidents. Proof of insurance has been received from the security provider, Northern Private Security. Mr. Hjerpe reported that copies of the previously approved statement regarding Park behavior and guests were delivered to the Park security officer for distribution to entering residents and posted to all mailbox clusters. The Park again this year is being opened and closed daily by District volunteers. PUBLIC COMMENT: A District resident asked who/how to communicate after-hour concerns about Park. He was instructed to call a Board or Park Committee member. He also pointed out a tree on Park property will likely fall onto his property including his fence. He was instructed to get a tree removal bid for Board review. It was also suggested that the fence section be removed and then replaced after the tree is removed.

8. New Business

8.1 CRCSD 2023-24 Proposed Budget: Mr. Boucke distributed and explained the FY23-24 Proposed District budget. Mr. Kahling pointed out

that the District's current cash balance includes approved FY22-23 expenditures and the District will not yet realized any FY23-24 revenue. PUBLIC COMMENT: A district resident asked how the District was able to accumulate substantial current cash given limited revenue sources. Mr. Kahling pointed out that non-emergency FY21-22 road projects were deferred until the current fiscal year. A District resident asked for a clarification of the nature of ad valorem revenue.

8.2 District Board of Directors Information Update for EDC Elections: Mr. Stockel read Article 4; Section 5 of the CRCSD By-Laws. He pointed out the language needs comport with California Government Code 1789. The CA Gov Code 1780 describes the full process by which vacancies must be filled by government agencies. Mr. Stockel suggested, in order to comply with CA Gov Code 1780, the CRCSD By-Laws be amended to state only: Vacancies shall be filled per California Government Code 1780. He further suggested that the entire CA Gov Code Section 1780 become an attachment to the District By-Laws for reference. Board Discussion: Mr. Stockel's recommendation was supported by Board members with Mr. Kahling pointing our Government Code does change. Mr. Hjerpe suggested that 'current' Government Code be referenced in any By-Law amendment. Mr. Kahling suggested the first reading of the proposed By-Law amendment become an agenda item for the August Board with second reading as an agenda item at the subsequent Board meeting.

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9. Reports

Mr. Lusk asked for a corrected copy of the April Board minutes. Mr. Hjerpe commented that Secretary he is in possession of a very large amount of historical CRCSD documentation and information. He then asked the Board to consider, as a future agenda item, when and how to purge old District documentation and information. Mr. Kahling pointed out the District will likely need a policy regarding document retention and that digitizing old documents might be a viable storage option. Mr. Boucke asked Mr. Stockel to research any applicable retention regulations, requirement, and practices. The item will become an agenda item for the August meeting.

10. **Final Comments by Directors**

None

11. **Agenda Items for Next Meeting:** 1) Roads; 2) Park; 3) Budget; 4) By-Law Amendment First Reading; 5) Document/Records Retention

12. **Adjourn Meeting**

Mr. Hjerpe moved to adjourn the meeting and Mr. Kahling seconded.

The meeting was adjourned at 11:11 AM. Next meeting is August

13,

2023 at 10:00 AM.

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
April 22, 2023**

26. **Call to Order** Mr. Boucke called the meeting to order at 2:00 PM.

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

27. Adoption of Agenda

Mr. Kahling moved to adopt the current agenda with a second by Mr. Hjerpe. The agenda was adopted unanimously.

28. Statements from the Community other than Agenda Items

Mr. Boucke asked attendees to introduce themselves. A district resident inquired whether or not the Board will take up the issue of increase to the current District wide parcel assessment. Mr. Boucke pointed out that the matter cannot be a Board initiative and that any such initiative must be

separate from the business of the Board. Mr. Kahling gave further context to prior initiatives to increase the parcel assessment and the process by which such an initiative becomes a ballot measure requiring a two-thirds vote by registered voters within the District.

29. Approval of Previous Meeting's Minutes

Mr. Hjerpe moved to approve the regular Board meeting minutes of February 11, 2023. The motion was seconded by Mr. Kahling and the minutes were approved unanimously.

30. Receipt/Discussion of District Mail

Mr. Boucke reported receipt of the following mail: 1) Miscellaneous material from SDRMA; 2) Communication from CA Association of Clerks and Elections Officials which does not apply to the District; 3) Newsletter of the Sandridge Fire Safe Council; 4) Timeline requirements from El Dorado County Elections Department; 5) Letter to Mr. Boucke clarifying that no penalty is assessed for his Form 700 submission; 6) Letter from SDRMA indicating the District's July insurance premium will be in the range of \$2,346 to \$2,906 which is in line with the previous of \$2,844.

6. Approval/Discussion of Expenditures

6.1 LAFCO Assessment-\$30 representing the District's portion of LAFCO communication expense-PAID

6.2 Website Hosting and Domain Expense-Previously approved and submitted to the county for reimbursement to Mr. Lusk. A \$10 submission error was made. Mr. Lusk will be reimbursed the correct amount.

7. Unfinished Business

7.1 2022-23 Final District Maintenance and Repair: Mr. Kahling reported that he and Mr. Stockel recently surveyed District roads. He then reviewed the annual road maintenance/repair approval process. Mr. Boucke reported that the District's current cash balance is approx. \$60,000 with an additional approx. \$15,000 expected in April concurrent with the second installment of property tax payments. Community Park and insurance expense will be approx. \$15,000. Net, approx. \$60,000 is available for road

maintenance/repair for FY2022-23. Mr. Kahling distributed a spreadsheet entitled, Prioritization of Work for 2023 CRCSD road Maintenance Contract (Exhibit One). Mr. Kahling reviewed the recommended prioritized road projects and estimated costs of approx. \$60,000 along with the costs of supplemental double chip/seal on several recommended new aggregate base projects of approx. \$21,000. He also pointed out that, while not currently financially feasible, the District should consider soon a single chip/seal to existing chip/sealed roads. Mr. Kahling made several other points: 1) The past winter was relatively mild with roads being in generally good condition; 2) Required culvert replacements have the highest priority (Cosumnes View and Starburst); 3) Center Reach is not passable to most vehicles. It is both the most expensive repair item (approx. \$18,000) and a road that services very few residents and experience very low usage; 4) When repairing gravel roads, it is preferable to chip/seal at the same time (Starburst, Cutaway, Cosumnes View); 5) When repairs are made to gravel roads the process entails conditioning, scarifying, compaction, and pulling ditches.

BOARD DISCUSSION: Mr. Hjerpe asked if it is recommended that all proposed gravel repairs include concurrent chip/seal. Mr. Kahling indicated it is always his recommendation to do both whenever financially possible. Mr. Stockel asked about the impact of delaying Center reach repair for another year. Mr. Kahling replied there will likely be minimal impact as the road condition, while already bad, is not likely to worsen and allocating the estimated \$18,000 repair cost to other repairs. Mr. Boucke indicated his preference to delay road to Center Reach due to low utilization.

PUBLIC COMMENT: 1) A District resident suggest that rather than repairing Center Reach, repairs to Starburst adjacent to its intersection with Center Reach would achieve the same objective; 2) A District resident pointed out that although upper Center Reach experiences low usage, many GPS devices do not guide (including emergency vehicles) to lower Center Reach via the easier Starburst route; 3) A District resident requested that Cosumnes View Trail in front of his house be chip/sealed while another District resident also described the poor condition of Consumnes View Trail requiring repair. A discussion of the safety of Cosumnes View Trail followed.

Mr. Kahling responded that the suggested repair to Starburst would cost approx. \$10,500. He also said all District roads are in fact safe when driven properly. Further, he pointed out that the requested work on Cosumnes View Trail is included in his recommendations with the exception of new gravel repair and chip/seal on Cosumnes View Trail per the resident request cited above (#3). Mr. Kahling does support at this time the suggested repair to Starburst adjacent to the intersection with Center Reach. By eliminating road work associated with Center Reach, the total required to complete all recommended road work is approx. \$50,000 compared to road work funds available of approx. \$60,000 leaving an approx. \$10,000 excess. Mr. Kahling pointed out that because the costs associated with road repair/maintenance will likely continue to rise, it is preferable to spend the excess now rather than reserving the funds for later projects. Mr. Hjerpe asked if the board approved spending all \$60,000 how Mr. Kahling recommends the \$10,000 excess be spent. Mr. Kahling responded by suggesting joining existing sections Consumnes View Trail with new chip/seal and also chip/sealing 150 feet of a proposed gravel repair area on Cosumnes view Trail.

MOTION: Mr. Hjerpe made a motion to approve the Road Maintenance Plan as present by the Road and Safety Officer less items C, J, and M and to authorize the Road Officer to include chip/sealing portions of Cosumnes View Trail up to a limit of \$10,000. Further, the Board will authorize the Road and Safety Officer to crate contract document, advertise for bids, open bids, award contracts and execute/administer contract including any contract change orders deemed necessary by the Road and Safety Officer. The motion passed unanimously.

7.2 2023 Community Park Update: Mr. Wagnon reported that we will have the same security company/guard as last year at the same price and same schedule as last year. Guard services will begin May 27. Mr. Wagnon has ordered the porta-potty and garbage service will begin May 22. Park gates will open before Memorial Day weather permitting. Mr. Boucke encouraged volunteers to open and close the Park. Park Committee member, Mr. Ragan, was not able to establish a specific Park clean-up date which will rely on volunteers.

7.3 By-Law Update: Community Park Resident/Visitor/Renter Safety and Behavior; Correction of Article 2 Wording: At the last Board meeting Mr. Hjerpe agreed to draft a statement addressing appropriate behavior, particularly by guests of Park permit holder. Mr. Hjerpe read the draft statement regarding guest behavior at the Community Park. While this is not a By-Law change, Mr., Kahling made a motion to adopt the statement, post the statement on the district website, give copies to the Park security officer for distribution. The suggestion was made to also post the statement on District mailbox clusters. The motion was amended and seconded by Mr. Boucke. The motion passed unanimously. There was no discussion of By-Laws Article 2 wording.

8. **New Business**

8.1 California Special District 2022 Compensation Report: The report has been filed indicating no District compensation.

8.2 District Board of Directors Information Update for EDC Elections: Board member information has been updated with EDC._

9. **Reports**

None

10. **Final Comments by Directors**

None; however, Mr. Boucke allowed a District resident to ask why the District continues to provide Park security. Mr. Wagnon replied to the question saying security is required and provided on a part-time basis. The resident also asked for a clarification of the District's policy regarding guests at the Park.

11. Agenda Items for Next Meeting: 1) Roads; 2) Park Clean-up; 3) Budget; 4) Parking at Park

12. **Adjourn Meeting**

Mr. Kahling moved to adjourn the meeting and Mr. Hjerpe seconded.

The meeting was adjourned at 3:33 PM. Next meeting is June 10,

2023 at 10:00 AM.

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
February 11, 2023**

31. **Call to Order** Mr. Boucke called the meeting to order at 2:00 PM.

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

32. Adoption of Agenda

Mr. Hjerpe moved to adopt the agenda with a second by Mr. Stockel. The agenda was adopted unanimously.

33. Statements from the Community other than Agenda Items

A district resident addressed the recent vandalism and theft to mail boxes. Mr. Ragan pointed out that an arrest had been recently made for mailbox vandalism and mail theft.

34. Approval of Previous Meeting's Minutes

Mr. Hjerpe moved to approve the regular Board meeting minutes of December 10, 2022. The motion was seconded by Mr. Kahling and the minutes were approved unanimously.

35. Receipt/Discussion of District Mail

Mr. Boucke reported receipt of the following mail: 1) Notice from El Dorado County Fire Safe Council re: chipping program; 2) PG&E information re: generator hook-ups; 3) Renewal Notice from SDRMA indicating the

District's current liability insurance premium will increase from \$2,844 to \$2,867-\$2,941. Mr. Boucke will submit the renewal questionnaire by 3/1/23; 4) A general communication from Sandridge Fire Safe Council.

6. Approval/Discussion of Expenditures

None, however Mr. Lusk pointed out two website related expenses that he has paid. Both payments were made tom Doteasy.com: 1) \$107.40 for web hosting and 2) 31.45 for domain name registration. The Board chose to approve both expenditures and submit to the county for reimbursement to Mr. Lusk. Mr. Hjerpe made the motion to approve the expenditures with a second by Mr. Boucke. The motion passed unanimously.

7. Unfinished Business

7.1 2022 District Road Maintenance-Assessment of District Roads: Mr. Kahling that with Mr. Stockel the District roads were driven and assessed. He reported that most District roads are in good shape with several exceptions: 1) Rilling on Starburst downhill from the dam; 2) Center Reach from Rancho Montes to Starburst (not used much); 3) Lower end of Rancho Montes; 4) Gravel portion of Cosumnes View; 5) Culverts on Cosumnes View likely need replacement; 6) Minor rilling on Cutaway Ct.; 7) Potholes on Freedom Rd. Mr. Hjerpe pointed out that the next (April) Board of Directors meeting Mr. Kahling will prioritize his recommendations for 2023 District roadwork with estimates of costs. The Board will discuss and authorize the 2023 District roadwork program at that meeting. PUBLIC COMMENT: A District resident suggested that the culvert issue on Consumnes View requires close inspection to ensure any repair/replacements provides for appropriate water run-off. Another are currently gravel. Mr. Kahling indicated that it is in fact preferable to chip seal roads rather than repair gravel roads. Such work, however, is subject to overall priority, available funding, and Board approval. A District resident pointed out that some existing chip/sealed roads will soon require re-sealing. Mr. Kahling will conduct another road assessment prior to the April Board meeting.

7.2 District Park -Update: Park Committee member, Mr. Ragan, reported that the Community Park experienced no storm damage during the January storms and the park benches were secured by Park Committee member, Barry Hausam. He also reported that there was an incident whereby an ATV attempting to cross the river became disabled. The ATV was retrieved from the river only after the lock Park gate was cut. There were no injuries. The party responsible for cutting the lock has agreed to cover any cost to replace the lock and any other damage. Mr. Ragan suggest that the gate's chain be housed in metal pipe to prevent vandalism or damage. Mr. Hjerpe expressed concern that there may be emergencies when cutting the gate's chain and/or lock may be necessary. The Board agreed that a posted emergency phone number place at the Park is appropriate. Mr. Ragan also pointed out that there have been instances where guests of Park permit holders have behaved inappropriately and caused unnecessary disruption. Mr. Hjerpe referenced District by-laws indicating Park permit holders are responsible for guest safety and behavior. Further, the Board has previously revoked Park permits and banned individual in cases of repeated issues of inappropriate behavior and disruption. Mr. Ragan suggested a statement be published to the District's newsletter and website addressing this issue. Mr. Hjerpe agreed to draft the statement for Board consideration at the next Board meeting.

7.3 Form 700 to be sent to Board by EDC February, 2023: Each Director should have received an email from Kim at El Dorado County Elections Dept requiring submission of Form 700, Conflict of Interest.

7.4 2021-22 CA Financial Transaction Report-Completed: The report to the state recapping and reconciling 2021-22 transactions and expenditures. Mr. Boucke and Mr. Hjerpe completed the report with one entry proving to be a problem which was rectified by a phone call made by Mr. Boucke to the state auditor's office.

8. **New Business**

8.1 Saefong Billing for District Dues, Due Feb 28-Status: Because the Saefong property while in the CRCSD is not included on the District roster at El Dorado County, the \$150 District assessment is paid directly by the property owners. The payment has been received.

8.2 California Ethics Training: Proof of CA Required Ethics Training is soon (April 1) due from all Directors. Training is 90 minutes and required every other year.

9. Reports/Final Comments:

Mr. Kahling suggested the next Board meeting date be changed from April 8, 2023 to April 22, 2023 so Mr. Hjerpe can attend. The meeting date will be April 22, 2023.

10. Final Comments by Directors

1) Mr. Stockel pointed out that the current district by-laws omit a current Director's name and grammatical errors on page 3. Mr. Stockel agreed to draft corrections to be presented at the next Board meeting. 2) Mr. Boucke thanked those District residents who helped the District during the storms in January.

11. Agenda Items for Next Meeting: 1) Road Projects 2023; 2) Park Behavior Statement; By-Laws Clean-up

12. Adjourn Meeting

Mr. Hjerpe moved to adjourn the meeting and Mr. Kahling seconded.

The meeting was adjourned at 2:40 PM. Next meeting is February 22,

2023. COSUMNES RIVER COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS REGULAR MEETING MINUTES

December 10, 2022

36. Call to Order Mr. Boucke called the meeting to order at 2:00 PM.

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

37. Adoption of Agenda

Mr. Wagnon moved to approve the meeting agenda. Mr. Boucke requested that Item 6.3, USPS Annual Dues, indicate an expenditure of \$196. Mr. Wagnon approved the change to his motion. Mr. Hjerpe seconded the motion and the meeting agenda was approved. Mr. Lusk pointed out the Mr. Stockel's name was misspelled in Item 7.1.

38. Statements from the Community other than Agenda Items

A district resident addressed the recent vandalism and theft to non-USPS mail boxes. She indicated the need for and safer and more secure mail access. Mr. Boucke pointed out that the issue is not a matter for the District. Mr. Hjerpe suggested that if district residents establish a campaign to petition USPS to install additional bank(s) of USPS mailboxes the Board should be able to draft and agree to letter supporting such activity.

39. Approval of Previous Meeting's Minutes

Mr. Hjerpe moved to approve the regular Board meeting minutes of October 11, 2022. The motion was seconded by Mr. Kahling and the motion was passed unanimously. Mr. Lusk pointed out another misspelling of Mr. Stockel's name in the meeting minutes.

40. Receipt/Discussion of District Mail

Mr. Boucke reported receipt of the following mail: 1) Mail addressed to the General Manager; 2) Mail from SDRMA indicating recognition for no claims; 3) Mail from a district resident indicating a county required address change.

6. Approval/Discussion of Expenditures

6.1 CSDA Membership Dues: \$215.00 Due

6.2 Newsletter and Misc. Signage Expense: \$182.24 Due to Mr. Boucke

6.3 District USPS PO Box Fee: \$196.00 Due

Mr. Hjerpe made a motion to approve the expenditures. The motion was seconded by Mr. Kahling. There was no public comment. The motion passed unanimously.

7. Unfinished Business

7.1 Swearing In and Completion of Oath of Office Forms for Mr. Kahling and Mr. Stockel: Both Mr. Kahling and Mr. Stockel will fill four-year terms to the District's Board of Directors. Because they ran unopposed, a district-wide ballot election was not required by El Dorado County. Mr. Hjerpe administered the oath of office and all appropriate forms and documentation were executed.

7.2 2022 District Road Maintenance Update: Mr. Kahling explained that district roads are generally in good condition. He did point out that a gravel section of Consumnes View, while passable, is in poor condition showing deep potholes and riling. This section of the road is not significantly utilized. Mr. Kahling gives this project a high priority with an estimated cost of \$10,000-\$15,000. The Board will have to decide in April, when all 2023 road projects will be approved, whether or not this section should be chip sealed. Mr. Kahling also pointed out that some existing chip/seal roads are due for maintenance. Mr. Kahling also explained that 2023 road project decisions will be made by the Board at its April 2023 meeting when he will present a list of road projects/issues with his recommendations for project priorities. PUBLIC COMMENT: A District resident commented that the reason Consumnes View is not utilized is because of its poor condition. He also pointed out a significant culvert issue on Consumnes View stating that the culvert has collapsed and requires replacement and asking if the District plans to address the culvert project. Mr. Kahling, having driven all District roads, responded that he was not aware of the collapsed culvert and there is not currently a safety issue. He went on to explain that historically required culvert replacements have had a very high priority and have been approved when the Board considers road projects at its April meeting. While there is not guarantee the Board will approve the discussed culvert replacement, there is a high historical likelihood the Board will assign a high approval priority to the project. A District resident also asked what the

Board can do to address property owners regarding brush overgrowth affecting District roads. Mr. Kahling explained generally the District by-laws require property owners to maintain property without obstruction or damage to District roads. Mr. Boucke explained that the district has limited enforcement options however. Another District resident suggested that Pioneer Fire may have some influence in such matters if they present a fire danger or evacuation issue. Mr. Boucke also pointed out that El Dorado County has specific brush clearance requirements although not addressing roads specifically. Mr. Kahling suggested the following that will require Board actions: 1) Send letters to property owners requiring citing brush clearance responsibility per District by-laws; 2) If no action or cure then approach Pioneer Fire and/or El Dorado County help additional support; 3) If still no action/cure consider removing brush using District funds, if taxes available, and petition the county for reimbursement via property tax assignment to the District. Mr. Kahling will obtain addresses and draft letters to property owners for Board consideration at the next (February) regular Board meeting.

7.3 District Newsletter Mailing to Property Owners: The District newsletter has been mailed to property owners. Mr. Hjerpe suggested that at some point the board consider amending the District by-laws to permit required notification(s) via the District website rather than by mail.

8. **New Business**

7.1 Form 700 Notification: Form 700, Conflict of Interest Disclosure, required by El Dorado County will be sent in January 2023.

7.2 FY2021-2022 Financial Transaction Report: The State of CA requires an annual transaction for District financial activity during prior fiscal year. The report is due January 31, 2023. Mr. Boucke and Mr. Hjerpe will file the report.

7.3 Annual Officer Appointments for 2023: The following directors were nominated and approved unanimously by the Board for the following appointments: Mr. Boucke-President; Mr. Stockel-Vice-President; Mr. Hjerpe-Secretary; Mr. Kahling-Road Officer; Mr. Wagnon-Park Officer.

9. **Reports/Final Comments:**

Mr. Wagnon reported the Park is closed

10. Final Comments by Directors

- 1) Mr. Kahling advised that the County will soon publish the Consumnes North Fork Bridge Replacement EIR and the gravel portion of Sandridge Road will be receive chop/seal. These items affect the larger community, but are not District projects.
- 2) Mr. Stockel requested to accompany Mr. Kahling when assessing District road condition.
- 3) Mr. Hjerpe cannot attend the April Board meeting

11. Agenda Items for Next Meeting: 1) Roads; 2) Financial Transaction Report

12. Adjourn Meeting

Mr. Kahling moved to adjourn the meeting and Mr. Hjerpe seconded.

The meeting was adjourned at 3:03 PM. Next meeting is February 11, 2023.

COSUMNES RIVER COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS REGULAR MEETING MINUTES

October 8, 2022

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

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

Note: One Director position is currently vacant

42. Adoption of Agenda

Mr. Boucke requested that the agenda Item 6.3 be revised to include a current payment of \$14.54 due to El Dorado Disposal and Agenda Item 8,

New Business, be moved to Item 7.6 under Unfinished Business. Mr. Wagnon moved to approve the agenda and the motion was seconded by Mr. Hjerpe. The agenda as amended was approved unanimously.

43. Statements from the Community other than Agenda Items

A District resident addressed concerns regarding Mountain Enterprises. The company has been contracted by PG&E for tree removal and fire mitigation. Mr. Hjerpe briefly discussed Proposition 28 on the November state-wide ballot.

44. Approval of Previous Meeting's Minutes

Mr. Hjerpe moved to approve the regular Board meeting minutes of August 21, 2022 and the special Board meeting minutes of September 22, 2022. The motion was seconded by Mr. Kahling and the motion was passed unanimously. There was no Public Comment.

45. Receipt/Discussion of District Mail

None

6. Approval/Discussion of Expenditures

6.1 Northern Private Security: 8/13-21 \$798; 8/27-9/5 \$1054.50; Both Paid

6.2 Wilkinson Portable: 8/16-9/12 \$195.13; Paid

6.3 El Dorado Disposal: 8/1-31 \$36.35 Paid; 9/1-12 \$14.54 Due

Mr. Hjerpe made a motion to approve the expenditures. The motion was seconded by Mr. Kahling. There was no public comment. The motion passed unanimously.

7. Unfinished Business

7.1 2021-22 District Roads Update: Mr. Kahling indicated there is nothing significant to report.

7.2 2021-22 Community Park Update: Mr. Wagnon reported that during the 2022 Park season there were 354 entries (the records kept by the security company were not always complete), 3 turn-aways, and five \$20 day passes sold. There were two incidents one of which was previously reported to the Board and another where an Outingdale resident was cooking over an open flame. Overall, the Park season was successful.

PUBLIC COMMENT: A District resident pointed out that the Park can be accessed without passing by the security entrance. Mr. Kahling suggested that the problem might be addressed in conjunction with the 2023 road budget planning.

7.3 District 2022-23 Budget: The FY22-23 District budget was approved at a special meeting of the Board of Directors. The total budget approved is \$77,445. There was no public comment.

7.4 District Board Vacancy – Nov 8 Election: Mr. Robert Stockel has been elected to the Board of Directors along with Mr. Kahling was re-elected. Both Directors will be sworn in at the next regular Board meeting and will serve four-year terms.

7.5 CRCSD 2022 Annual Newsletter: A question arose regarding the requirement to distribute an annual District newsletter containing the District's annual budget. Mr. Kahling read Section 3, Article 3 of the District's by-laws indicating that a written notification to District property holders is required. As such, Mr. Boucke will distribute the 2022 District newsletter containing the approved FY2022-23 budget. _

8. New Business

None

9. Reports/Final Comments:

None

10. Final Comments by Directors

Mr. Kahling apologized for being late to the meeting.

11. Agenda Items for Next Meeting: TBD

12. Adjourn Meeting

Mr. Hjerpe moved to adjourn the meeting and Mr. Kahling seconded.

The meeting was adjourned at 10:32 AM. Next meeting is December 10,

2022. COSUMNES RIVER COMMUNITY SERVICES DISTRICT

**Minutes of the Special Meeting of the Board of Directors
September 22, 2022-Community Park**

2) Call to Order and Roll Call

Mr. Boucke called the meeting to order at 5:00 PM.

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

2. Adoption of Agenda

Mr. Kahling moved to adopt the agenda and was seconded by Mr. Wagnon. The agenda was adopted unanimously.

3. Statements from the Community other than Agenda Items

None

4. Old Business

4.1 FY 2022-23 Budget: Mr. Boucke presented the final FY 2022-23 District budget. He noted that the District’s balance from El Dorado County at the end of FY21-22 was \$36,120. He also pointed out that the District is properly accruing annually for the anticipated audit expense due every five years. In addition, the ad valorem amount from EDC has increased to \$12,075 from \$8,000 in the proposed budget presented at the last regular Board meeting. Net, the final budget includes 2022-23 road maintenance/repair expense of \$60,651 vs the \$58,721 in the proposed budget. Mr. Wagnon made a motion to approve the final FY2022-23

budget and the motion was seconded by my Kahling. PUBLIC COMMENT: A District resident suggested that the website and other District communications include reference to public donations to the District. The motion was passed unanimously by rollcall vote:

Mr. Boucke AYE

Mr. Wagnon AYE

Mr. Kahling AYE

Mr. Hjerpe AYE

5. Adjourn Meeting

Mr. Hjerpe made a motion to adjourn the meeting and was seconded by Mr. Kahling. The meeting was adjourned at 5:08 PM. The next regular Board meeting will be October 8, 2022.

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
August 21, 2022**

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

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

Note: One Director position is currently vacant

47. Adoption of Agenda

Mr. Boucke requested that the agenda Item 6.4 be revised to include a current payment of \$195.13 due to Wilkinson Portables. Mr. Wagnon moved to approve the agenda and the motion was seconded by Mr. Hjerpe. The agenda as amended was approved unanimously.

48. Statements from the Community other than Agenda Items

Mr. Boucke reported that the Cosumnes River is currently flowing at 30 cf/s. He also pointed out that the District has experienced higher than usual real estate sale activity in 2022.

49. Approval of Previous Meeting's Minutes

Mr. Wagnon moved to approve the Board meeting minutes of the June 11, 2022 regular Board meeting. The motion was seconded by Mr. Kahling and the motion was passed unanimously. There was no Public Comment.

50.Receipt/Discussion of District Mail

5.1 Received from SDRMA several magazines. Also received from SDRMA was notification of our limits of insurance coverage along with confirmation that our responses to the information recently requested were acceptable.

6. Approval/Discussion of Expenditures

6.1 LAFCO: FY 2022-23 Shared Operating Cost - \$35.03

6.2 Northern Private Security: 6/11-26 = \$1197 & 7/2-24 = \$1396 Paid.
7/30-8/7 = \$798 Due

6.3 El Dorado Disposal: 6/28 = \$34.93 & 7/27 = \$36.35 Paid

6.4 Wilkinson Portables: 7/18 = 195.13 Paid; 8/15 = \$195.13 Due

Mr. Hjerpe made a motion to approve the expenditures. The motion was seconded by Mr. Wagnon. There was no public comment. The motion passed unanimously.

7. Unfinished Business

7.1 2021-22 District Roads Update: Mr. Kahling reported that there are currently no significant road issues. Vicini, Inc. replaced the culvert at Cutaway which was in fact totally blocked. Mr. Kahling does not anticipate recommending any new road projects this year. He expressed concern about industry and materials price increases.

7.2 2021-22 Community Park Update: Mr. Wagnon reported that the Community Park during this season has experienced only one previously reported significant issue. Northern Security has been reliable and professional. Mr. Boucke reviewed his meeting with PG&E subcontractors regarding fire mitigation/tree removal at the Park. The meeting focused on removal of Park trees in three locations. Both Mr. Kahling and Mr. Wagnon pointed out that most of the trees should not be removed as they present no danger and also offer shade to the portable toilet area. Mr. Boucke has signed an authorization to remove trees on behalf of the District, but will

contact the subcontractors to change the scope of the work to include only one pine tree if sensible in the judgement of Mr. Boucke. There was no public comment.

7.3 Park Committee Report: Mr. Boucke requested that the Committee provide Park attendance numbers for the current season. Mr. Hjerpe asked whether Park Day Passes have been sold. Mr. Wagnon reported only one day pass sale.

7.4 District 2022-23 Budget – DRAFT: Mr. Boucke reported that the District balance at the end of June 2022 was unofficially \$37,350. The official balance is yet to be conveyed by El Dorado County. Mr. Boucke then reviewed the proposed 2022-23 budget. We expect the total available revenue in FY22-23 to be \$74,515 subject to confirmation of the FY21-22 ending balance by EDC. Mr. Hjerpe asked how the budget should most appropriately account for the CA required financial audit due every five years. We currently accrue \$1000 each year for the audit. Mr. Boucke will follow-up with EDC to determine how best to show the audit reserve on the budget and also get our final 2021-22 balance. The final FY2022-23 budget will be presented at the next board meeting or a special meeting will be called if necessary. There was not public comment.

7.5 District Board Vacancy – Nov 8 Election: There are currently a vacant two-year Board seat and Mr. Kahling’s four-year seat that will be decided at the Nov 8, 2022 general election. Both seats have one individual running unopposed. Mr. Kahling will return to the Board and Mr. Robert Stockell will join the Board. Mr. Boucke asked Mr. Stockell to introduce himself. The Board looks forward to Mr. Stockell term of service.

7.6 2021-22 Direct Charges: Mr. Boucke reported that he and Mr. Hjerpe have submitted all required information and documentation required by El Dorado County such that the District will receive \$150 from each of the 191 parcels contained in the District. _

8. New Business

8.1 Review of 2022 Conflict-of-Interest Code: Mr. Boucke reviewed the requirements of the Conflict-of-Interest Codes. There have been to changes to any of the influencing factors of the codes. Mr. Kahling made a

motion authorizing the President to file FY2022-23 conflict of interest verification. Mr. Hjerpe seconded the motion and it was passed unanimously,

8.2 CRCSD 2022 Annual Newsletter: The newsletter permits required notification of the District budget. The budget is now posted on the District website. A by-law change seems not to be required. After years of newsletter production, Mr. Boucke will no longer be responsible for the newsletter. As no one else has volunteered produce the newsletter and the budget is accessible online and the by-laws do not require the newsletter, the newsletter will be suspended.

9. **Reports/Final Comments:** None

10. **Final Comments by Directors**

Mr. Kahling apologized for being late to the meeting.

11. Agenda Items for Next Meeting: Budget, Park Activity, By-Law Review for Newsletter reference/requirement

12. Adjourn Meeting

Mr. Hjerpe moved to adjourn the meeting and Mr. Kahling seconded.

The meeting was adjourned at 10:54 AM. Next meeting is October 8, 2022.

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEEETING MINUTES
June 11, 2022**

Call to Order Mr. Boucke called the meeting to order at 2:00 PM.

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

Note: One Director position is currently vacant

Adoption of Agenda

A motion to adopt the agenda was made by Mr. Hjerpe. Mr. Boucke requested that the agenda be revised to include Items 6.4, CRCSD Insurance and Item 6.5, Northern Private Security. Mr. Hjerpe revised the motion to adopt the agenda to include the two items. The motion was seconded by Mr. Wagnon. The agenda as amended was approved unanimously.

Statements from the Community other than Agenda Items

Mr. Boucke reported that a district resident contacted El Dorado Disposal to clarify when garbage and recycling containers can be placed for pick-up and must be removed after pick-up. Both placement and removal must occur 12 hours from pick-up. The district resident also put a printed clarification of the placement/removal requirement for district residents to see followed up with El Dorado Disposal days after pick-up. El Dorado Disposal then removed containers left out beyond the 12-hour limit. District residents affected by the container removal will be notified and will be subject to a fee.

Approval of Previous Meeting's Minutes

Mr. Kahling moved to approve the Board meeting minutes of the April 16, 2022 regular Board meeting. The motion was seconded by Mr. Wagon and the motion was passed unanimously. There was no Public Comment.

Receipt/Discussion of District Mail

5.1 Three miscellaneous brochures were received.

6. Approval/Discussion of Expenditures

6.1 Wilkinson Portables; \$273.73. The amount includes 4 weeks rental payment, fuel charge, delivery/pick-up, and ADA surcharge.

6.2 El Dorado Disposal; \$3.38

6.3 Vicini Inc.; \$4,280.00

6.4 SDRMA (District Liability Insurance); \$2844.42

6.5 Northern Private Security; \$798

Mr. Kahling moved to approve all expenditures and Mr. Hjerpe seconded the motion. There was no public discussion and the motion passed unanimously.

7. Unfinished Business

7.1 2021-22 District Roads Update: Mr. Kahling reported that there are currently no significant road issues. Vicini, Inc. replaced the culvert at Cutaway which was in fact totally blocked. Mr. Kahling does not anticipate recommending any new road projects this year.

7.2 2021-22 Community Park Update: Mr. Wagon reported that the park guard/security status is stable. Javon, security guard, is well liked and we have had positive community feedback. Park Committee member, Mr. Ragan commented that park opening/closing has become less dependable. More volunteers are needed and outstanding unused park keys should be collected. He also reported that a non-district, Outingdale, resident known to be confrontational has demonstrated threatening/harassing behavior at the community park. If disruption continues, the sheriff's department should be called. Mr. Hjerpe asked who is responsible for park clean-up

and weed-whacking. A group of district volunteers performed the work. The District is grateful to those who participated.

7.3 Visitor/Renter Pass By-Law Amendment; Second Reading: Mr. Hjerpe provided a brief background regarding park access, fees and passes. He then read the existing by-law language regarding the Community Park (Article 10; Section 7) followed by the second reading of the proposed by-law amendment to the same. Mr. Boucke raised the issue of how short-term renters (Airbnb, VRBO, etc.) fit into the proposed amendment change. Short-term renters cannot be accompanied by the property owners and do not qualify as permanent renters. Board discussion focused on another language change to the by-laws indicating that short-term renters have park access as guests under the owner's pass even though the owner is not present or recognizing short term renter access as 'general public' access subject to a fee of \$20 per person. PUBLIC COMMENT: A district resident suggested that an annual fee of \$50 would be charged for all renter's passes with long-term renters paying the fee directly and short-term renter's passes being purchased by the property owner. Another district resident pointed out that owner's and long-term renters are responsible for guests they bring into the park while it is unclear to whom short term renters are responsible. Mr. Kahling suggested that if short-term renter(s) were to become a problem then the permit holder should be contacted to remedy the problem or risk losing park access. Mr. Hjerpe then pointed out that under the proposed amendment change general public access is permitted for a \$20 fee without being responsible to any district property owner. As such, he suggested that short term renters be treated the same as 'general public' visitors whereby access is granted upon a payment of a \$20 per person fee. Mr. Wagon made a motion to approve the amendment to the district by-laws with Mr. Hjerpe's suggestion. The motion was seconded by Mr. Kahling. The Board passed the motion unanimously and the language of the amendment was modified slightly to require short term renters to pay the \$20 per person day use fee.

7.4 November 11, 2022 Election: Mr. Boucke will post the notice of consolidated election. The Board vacancy and Mr. Kahling's Board seat will be filled.

7.5 Changing of District PO Box to a Local Mail Address: A change to a mailbox rather than a PO Box will require a change of address from Somerset to Placerville. PUBLIC DISCUSSION: A district resident expressed support for a mailbox rather than a PO Box in the interest of cost saving. The Board did not take any action.

8. **New Business**

8.1 District Budget Draft - 2022-23: Mr. Boucke and Mr. Hjerpe will present a 2022-23 proposed budget at the next Board meeting.

8.2 Direct Charge Tax Assessments: Mr. Hjerpe and Mr. Boucke will prepare and submit the appropriate documentation for El Dorado County to facilitate the direct charge of the district's tax assessments to district property owners. The documentation is due August 10, 2022.

8.3 Gregory Road – Vegetation Growth: Mr. Boucke pointed out that Gregory Road is getting overrun with brush. Mr. Kahling will prepare a draft letter to the property owner for review at next meeting. Additionally, a district resident reviewed recent instances of two small fires within the district.

9. **Reports/Final Comments**: Mr. Lusk reported that the issue of excessive brush he previously addressed has been resolved. No other reports/comments.

10. **Agenda Items for Next Meeting**

2022-23 Budget, 2022-23 Direct Charges, Roads, Park

11. **Adjourn Meeting**

Mr. Hjerpe moved to adjourn the meeting and Mr. Kahling seconded.

The meeting was adjourned at 2:54 PM. Next meeting is August 20, 2022.

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
April 16, 2022**

Call to Order Mr. Boucle called the meeting to order at 2:00 PM.

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

Note: One Director position is currently vacant

Adoption of Agenda

A motion to adopt the agenda was made by Mr. Kahling, seconded by Mr. Wagnon. The agenda as amended was approved unanimously.

Statements from the Community other than Agenda Items

A district resident brought the issue of park access for short-term renters. Mr. Boucle suggested that the matter be discussed with agenda item 7.3.

Approval of Previous Meeting's Minutes

Mr. Kahling moved to approve the Board meeting minutes of the February 12, 2022 regular Board meeting. The motion was seconded by Mr. Wagnon and the motion was passed unanimously. There was no Public Comment,

Receipt/Discussion of District Mail

5.1 SDRMA: Requested a copy of the Management Letter from the 2021 State required audit of the District. Mr. Boucle responded with the summary of the audit conducted by Vaughn Johnson, CPA. A renewal questionnaire was also requested. Mr. Boucle responded that the district has no new structures or improvements. Lastly, SDRMA indicated that our premium for liability and property will likely increase by approximately \$150/year.

6. Approval/Discussion of Expenditures

None

7. Unfinished Business

7.1 2021-22 District Roads, Culvert, and Maintenance Update: Mr. Kahling reported he had driven all District Roads. In general, District roads do not require significant attention with the exception of the culvert at 3163 Cutaway and Center Reach between Rancho Montes and Starburst. Mr. Kahling recommended that the District address the culvert issue immediately and delay the Center Reach issue until the next fiscal year as that portion of Center Reach experiences limited utilization. Mr. Kahling pointed out that with more funding next fiscal year the Center Reach project can be bundled with other, more extensive, road maintenance and repair possibly to include re-chipping some existing roads and revisiting completing chip-seal for all of Cutaway as it is an alternate exit route in case of emergency. The District previously (January 4, 2022) a bid of \$4280 from Vicini, Inc. to repair the culvert and now expects the cost to be in the \$4500-\$5000 range. A district resident pointed out that a small section on Cutaway requires chip-seal, but generally agreed with Mr. Kahling's recommendation. Mr. Boucle suggested that speed bumps need to be repainted. Mr. Boucle and Mr. Regan agreed to volunteer their time to repaint the speed bumps. A motion was made by Mr. Boucle to authorize the Park and Safety Officer to proceed with the culvert repair at 3163 Cutaway at a cost not to exceed \$5000. The motion was seconded by Mr. Wagon. PUBLIC COMMENT: A question was asked if the new culvert would be the same size as the existing culvert. Mr. Kahling believes the existing culvert to be 12" and expects the new to be 18". The motion passed unanimously.

7.2 2021-22 Community Park Update: Clean-up, Park Opening, Security, Toilets, Garbage, etc. Security: Park Officer, etc. 1) Clean-up: Mr. Wagon, reported that the same security provider used at the end of last season has agreed to provide services for the upcoming Park season. A new contract will be executed along with current liability/indemnification documentation; 2) Park Opening: The Park is scheduled to open Sat May

28. In the event of an early opening similar to last year, Mr. Wagnon and Mr. Ragen agreed to open, close, and monitor Park activity; 3) Toilet: Current portable toilet provider, Wilkinson, is raising its charges. The Park Committee is not pleased with the follow-up service. The Board authorized Mr. Wagnon to seek other portable toilet provider(s); 4) Clean-up: Mr. Wagnon suggested the District pay for the annual Park clean-up rather than asking for volunteer help. He knows of a provider that can likely complete the project in 2-3 hours @\$17/hour. A motion was made by Mr. Boucle to authorize the Park Officer to contract for Park clean-up services with a provider that will provide invoice and proof of insurance up to \$500. The motion was seconded by Mr. Kahling and passed unanimously; 5) Garbage: Park Committee member, Barry Hausan, once again has agreed to transport the Park garbage to the trash removal site.

7.3 By-Law Amendment; Second Reading: The matter was moved to the Board's June 11, 2022 meeting as the matter require a 4/5 vote of Board.

7.4 Park Fire Mitigation Program: District residents, Kirk Keller and Michael Ragan, along with Mr. Boucle worked to mitigate fire danger at the Park including oak tree management and buckeye removal.

7.5 Changing of District PO Box to a Local Mail Address: The topic was moved to the June 11, 2022 meeting.

7.6 Saefong Billing Status: Mr. Saefong has paid the District \$150 directly in lieu of seeking CRCSD inclusion with EDC/LAFCO.

8. **New Business**

8.1 Board Vacancy; Next District Election November 8, 2022: Mr. Boucle was informed by the EDC Elections Department that the next District election will be concurrent with the General Election on November 6, 2022. This is when all special districts schedule elections. Mr. Boucle also informed the elections department that there will be no District measures on the ballot and granted permission for elections department to consolidate payments for the election. He expects the District share of election cost to be \$300-400. There will be two Board directors for election:

1) The current Board Director vacancy; 2) The Board Director seat currently held by Mr. Kahling. Both terms expire December 2, 2022.

8.2 2022 Community Park Budget – History: Mr. Boucle provided a brief history of how Park expense and related District By-Laws have evolved. He also pointed out the Measure C requires the District to; 1) Expend all funds to benefit roads except administrative expenses; 2) Ensure gravel roads have priority over chip-seal roads. Mr. Kahling also pointed out that some years ago the District budget line item for Park expense grew substantially due to the need for security services. Currently the \$10,000 Park expense line item represents approximately 33% of District revenues. Non-security Park expense (toilet, garbage, etc.) are approximately \$1500/year with the balance of \$8500 for security services. The Board recognizes the necessity of \$10,000 allocated to Park expense, but also is concerned that there must be a limit to Park expense. In general, the Board feels that Park expense at the current level of 33% of total District revenues is appropriate.

Mr. Kahling made a motion to authorize the Park Officer or President to contract for security services at cost not to exceed \$8750 for 3 days/week. The motion was seconded by Mr. Wagnon. The Board is concerned that the actual cost may exceed the authorized amount and would like to see the contract prior to any budget amendment. Mr. Kahling amended his motion from ‘services at a cost not to exceed \$8750’ to ‘.....not to exceed \$9000’. PUBLIC COMMENT: A district resident suggested that the contract be written for a specified amount for a specified level of service rather an hourly payment for service. He also pointed out that offering annual Park passes @ \$150/pass can raise approximately \$1500. Another District resident expressed frustration with the lack of District resident involvement with Park maintenance. The amended motion was seconded by Mr. Wagnon and passed unanimously.

9. Reports/Final Comments:

None

10. Agenda Items for Next Meeting

By-law amendment, Election, PO Box, Roads

11. Adjourn Meeting

Mr. Wagnon moved to adjourn the meeting and Mr. Kahling seconded.

The meeting was adjourned at 3:00 PM. Next meeting is June 11, 2022.

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
FEBRUARY 12, 2022**

51. **Call to Order** Mr. Boucke called the meeting to order at 2:00 PM.

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

Note: One Director position is currently vacant

52. Adoption of Agenda

A motion to adopt the agenda was made by Mr. HJerpe, seconded by Mr. Wagnon. The agenda as amended was approved unanimously.

53. Statements from the Community other than Agenda Items

None

54. Approval of Previous Meeting's Minutes

Mr. Hjerpe moved to approve the Board meeting minutes of the December 11, 2021 regular Board meeting. The motion was seconded by Mr. Wagnon and the motion was passed unanimously.

55. Receipt/Discussion of District Mail

5.1 A request from SDRMA for the Management Control Letter related to the recent financial audit required by the state. The appropriate documentation was conveyed.

5.2 Notification that the District liability policy premium may increase \$200 from \$2170 to about \$3100.

6. Approval/Discussion of Expenditures

None

7. Unfinished Business

7.1 2021-22 District Roads, Culver, and Maintenance Update: Mr. Boucke reported that Vicini, Inc. estimated the culvert replacement on Cutaway discussed at the last Board meeting to be about \$4,000. He also said that District Road and Safety Officer, Mr. Kahling, is of the opinion that the work be postponed until later in the year and grouped with additional 2022 road maintenance/repair. Two district residents asked questions about how best to address issues of unwanted brush along district roads. While the District will take no action, remedy suggestions were made to the residents.

7.2 2021-22 Community Park Update: Small Tree Removal, Cleanup, etc.: Park Officer, Mr. Wagnon, reported that he knows of two businesses that might provide the fire mitigation/general clean-up work at the Community Park. The Board asked Mr. Wagnon to confirm that any provider be licensed/insured. Mr. Hjerpe suggested that trees and vegetation to be removed for fire mitigation be marked in advance of any estimates. The scoped of work ultimately approved will depend of the estimates' impact on the District's 2022 line item budget for the Community Park. A district raised the question of how much district budget should be dedicated to the Community Park. To date, the District's priority has been road maintenance and repair. Mr. Boucke agreed to search for the stipulation that the roads must be the District's highest priority. This will become an agenda item

7.3 By-Law Amendment; Second Reading: Mr. Boucke, recognizing that Mr. Kahling was not present, asked that the second reading of the by-law amendment addressing Community Park Access be postponed until all current Board members are present. A district resident also suggested that the by-law amendment not be finalized until all Board members are present and the current Board vacancy is filled.

7.4 Park Fire Mitigation Program: Discussed during 7.2.

7.5 California Special Districts Financial Report 2020-1 Update: Mr. Hjerpe reported that he and Mr. Boucke were able to file the required report with the State of California on time.

7.6 Changing of District PO Box to a Local Mail Address: There is currently no follow-up._

8. **New Business**

8.1 Saefong Billing: District needs to collect \$150 from Saefong family.

8.2 Form 700; Financial Disclosure; Mr. Hjerpe and Mr. Wagon report they have completed and filed the required Form 700.

9. **Reports/Final Comments**

General Manager-Mr. Lusk attempted to repair the email links not working on the district website. We do not have an appropriate program. Mr. Wagon and a district resident offered to provide possible free solutions to Mr. Lusk.

Secretary-Mr. Hjerpe pointed out that he will be unable to attend the next Board meeting if scheduled for the second Saturday in April. He also reported that he presented the framed proclamation to Jodie Moran. She was very grateful. Mr. Hjerpe also took possession of all files from Ms. Moran. Given the volume of files and the age of many, Mr. Hjerpe suggested that Mr. Boucke and he review the files and purge unnecessary files.

Park Officer-Mr. Wagon suggested the Park Committee meet to discuss 2022 Park security expense with the meeting to occur after fire mitigation/clean-up bids/estimates. Mr. Hjerpe pointed out he had availability only in late March or early April.

10. **Agenda Items for Next Meeting**

Saefong; Fire mitigation; Roads; Park funding; By-law amendment

11. **Adjourn Meeting**

Mr. Wagon moved to adjourn the meeting and Mr. Hjerpe seconded.

The meeting was adjourned at 2:45 PM. Next meeting is April 16,

2022. COSUMNES RIVER COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS REGULAR MEEETING MINUTES

February 10, 2024

Call to Order Mr. Boucke called the meeting to order at 2:00 PM.

Roll Call		Present	Absent
Dave Boucke	President	X	
Robert Stockel	Vice-President	X	
Fred Hjerpe	Secretary	X	
John Kahling	Roads and Safety Officer	X	
Jim Lusk	General Manager	X	

Note: There is currently one Director vacancy.

Adoption of Agenda

A motion to adopt the meeting agenda was made by Mr. Hjerpe, seconded by Mr. Stockel, and passed unanimously.

Statements from the Community other than Agenda Items

None

Approval of Previous Meeting's Minutes

Mr. Kahling moved to adopt the Board minutes of December 9, 2023. The motion was seconded by Mr. Hjerpe and adopted unanimously.

Receipt/Discussion of District Mail

Mr. Boucke reported receipt of two informational pamphlets from the California Special Districts Association.

6. Approval/Discussion of Expenditures

6.1 Dave Boucke: \$69.24 Paid; Reimbursement 'Final Newsletter' printing

6.2 Dave Boucke: \$64.68 Paid; Reimbursement 'Final Newsletter' postage

Mr. Hjerpe moved to approve both payments to Mr. Boucke. Mr. Kahling seconded the motion that passed unanimously.

7. Unfinished Business

7.1 Community Park Status: Mr. Ragan suggested the signage at the Community Park be consolidated to a central location. The Board delegated to project to the Park Committee. Mr. Ragan will call a meeting of the Park Committee. Mr. Ragan also asked the Board to approve the

replacement of an existing Park bench with a new 16-foot bench constructed by Park Committee member, Mr. Hausam. Approval was granted without a vote.

7.2 District Roads Inspection for 2024 Repairs and Upgrade Work: Mr. Kahling was not able to conduct an inspection of District roads. He will report on the status of District roads at the next Board meeting.

7.3 Receipt of Homeowner's 'newsletter request' For Their Ownership Info for CRCSD-Status: Mr. Stockel reported that 16 responses have been received to the request for to District property owners to convey contact information. _____

7.4 Purging Of CRCSD 'Old' District Files: A discussed at the previous Board meeting; Mr. Hjerpe distributed District files most of which have been retained for many years. The Board members received files to review that generally reflect their respective Board functions. Board members were asked to determine if retention is indicated for any file and, if not, to destroy or return the files to the Board for further discussion of their disposition. As the project moves along, the Board will adopt a document retention policy for District files. Further, files of historical significance or importance regardless of age should be retained.

7.5 District Notification to those Residents with Vegetation Obstructing District Roads: Mr. Kahling reported that he had not had an opportunity to inspect District roads for overgrown vegetation. The matter was continued to the next Board meeting.

7.6 Sandridge Fire Safe Council Update of sign Replacement and Chipping Program-Status: Following-up to the Board discussion of a proposal by the Sandridge Fire Safe Council (SFSC), Mr. Stockel indicated that the SFSC wants to establish dates for the chipping program previously discussed. The program will involve the use of the Community Park for dumpster placement and vegetation chipping. The proposed dates are May 13-20 with chipping available for two days. These dates were chosen as they are after the burning season and before Park opening. SFSC will confirm that chipping services will be available for the proposed dates of May 18 and 19. Mr. Hjerpe asked if the SFSC will indemnify the District by providing proof of insurance identifying CRCSD as an additional insured for the program. The SFSC representative indicated the District will be insured under SFSC's

liability policy. Mr. Kahling made a motion to permit the use of the Community Park for the debris/vegetation collection and chipping program outlined by Mr. Stockel and that proof of liability insurance indemnifying CRCSD be produced prior to the start of the program. Mr. Hjerpe seconded the motion that was passed unanimously. Mr. Stockel also pointed out that the chipped material can be used for either community distribution of ground cover at the Community Park. Mr. Kahling expressed concern about the possibility of poison oak contamination. It was also suggested that the program be mentioned as possible cure in any letters sent to District property owners in violation of District By-Laws regarding vegetation road encroachment. Mr. Stockel also addressed the issue of street signage indicating 'private road'. At the prior Board meeting Mr. Kahling pointed out the District roads are not private roads and such a reference on street signage cannot be indicated. Mr. Stockel suggested that reflective tape be used to cover any 'private road' reference on street signage. Mr. Hjerpe pointed out that other signage at the major entrances to the District also indicate 'private road'. Mr. Boucke responded that, while inconsistent, he favored retaining the signage as it might limit unauthorized Community Park activity. Mr. Kahling was not familiar with the specific signage under discussion and the issue will be revisited at the next Board meeting. Mr. Stockel also pointed out that several street signage posts will likely need to be replaced.

7.7 California State Controller Financial Transaction Report: Mr. Boucke reported that he and Mr. Hjerpe completed and submitted the report successfully.

7.8 CRCSD Board Vacancy Update: Mr. Boucke confirmed with El Dorado County (EDC) Elections that the county will send to the District the appropriate posting for a Board vacancy. The posting will announce the existing Board vacancy and inform interested parties to contact either the Board or EDC Elections Department for information regarding election to the Board.

8. **New Business**

8.1 California 1) Form 700 Due by April 2 and Ethics Training: Financial disclosure, Form 700, from Directors is due by April 2 and required ethics training must be completed every two years.

8.2 CRCSD Board Statement of Facts for EDC: Mr. Boucke will convey required information to EDC.

8.3 Saephong District dues, Due Jan 31, 2024-Status: \$150 has been paid.

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9. Reports and Additional Comments by Directors

Reports: General Manager, Mr. Lusk, reminded the Board he will be leaving and a replacement general manager is required.

10. Final Comments by Directors

Mr. Boucke reported the District’s current cash balance is \$26,000.

11. Agenda Items for Next Meeting: 1) Newsletter; 2) District Files; 3) Road and vegetation review; 4) Board vacancy; Park Committee update. Mr. Hjerpe cannot attend the April 13, 2024 Board meeting.

12. Adjourn Meeting

Mr. Hjerpe moved to adjourn the meeting and Mr. Kahling seconded. The meeting was adjourned at 11:02 AM. Next meeting is April 13, 2024 at 2:00 PM.

**COSUMNES RIVER COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
February 10, 2024**

Call to Order Mr. Boucke called the meeting to order at 2:00 PM.

Roll Call		Present	Absent
Dave Boucke	President	X	
Robert Stockel	Vice-President	X	
Fred Hjerpe	Secretary	X	
John Kahling	Roads and Safety Officer	X	
Jim Lusk	General Manager	X	

Note: There is currently one Director vacancy.

Adoption of Agenda

A motion to adopt the meeting agenda was made by Mr. Hjerpe, seconded by Mr. Stockel, and passed unanimously.

Statements from the Community other than Agenda Items

None

Approval of Previous Meeting's Minutes

Mr. Kahling moved to adopt the Board minutes of December 9, 2023. The motion was seconded by Mr. Hjerpe and adopted unanimously.

Receipt/Discussion of District Mail

Mr. Boucke reported receipt of two informational pamphlets from the California Special Districts Association.

6. Approval/Discussion of Expenditures

6.1 Dave Boucke: \$69.24 Paid; Reimbursement 'Final Newsletter' printing

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Mr. Hjerpe moved to approve both payments to Mr. Boucke. Mr. Kahling seconded the motion that passed unanimously.

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