

# **FALLEN LEAF LAKE COMMUNITY SERVICES DISTRICT**

Saturday, May 29, 2021  
Held under Executive Order N-29-20  
Tele/Video Conference  
10:00 AM

President Cathcart called the meeting to order at 10:01 am

## **ROLL CALL**

President Cathcart, Director Casey, Director Malley, Director Hart, Director G. Calof via tele/video conference.

## **PLEDGE OF ALLEGIANCE**

## **PUBLIC COMMENTS**

Wanda Kownacki commented that Tom and Jen Melendez were not on the agenda regarding their plans for the Store and Marina. President Cathcart reported that Tom Melendez would be giving a report under Administrative Matters Item F Concessionaire Report.

Robert and Corina Hanley commented how they enjoy the beautiful area of Fallen Leaf Lake.

Ruth Rich reported the Chapel will be open next weekend, however no services until water leak is fixed. Once opened services inside Chapel will be at 8:00 am with masks required and outside services at 10:00 am with no masks required. The Chapel will be open for walk-ins and public viewing. Ruth also commented on the bike trails. The trail around Lily Lake is almost completed with about 700' left to construct by TAMBA. According to US Forest Service, TRPA and TAMBA no e-bikes and dirt bikes are not allowed on this trail.

Director Hart commented the blue bags will be available at the Store for recycling glass and plastics.

Ruth Rich thanked the residences who have installed a bear box and encouraged residences who do not have a bear box to do so. Ruth suggested a company called "NoBearCan".

## **ADMINISTRATIVE MATTERS**

### **A. Approval of Agenda with addition of new item added under New Business H: RRM-CLM Services LLC Marina Slip Rental Agreement and Tahoe Recreation Rental Contract**

President Cathcart called for a motion to approve agenda. Motion was made Director Hart to pass motion to approve agenda with added item for May 29, 2021. Motion was seconded by Director Casey and passed unanimously.

## **ITEM TAKEN OUT OF ORDER**

### **I. Boating Safety Report**

Director Casey introduced Chuck Hawley to give report this meeting. Chuck reported a brief history and under the direction of Director Casey was asked to look into various boating issues and safety for the Fallen Leaf Lake area 1) Creating a map for activities on the water 2) Concerns regarding large boats creating big wakes; 3) Separating the different boating activities; 4) Utilizing the California Boating regulation of 5 miles per hour in the area within 200' feet off the shoreline as a recommended safe zone for boats to travel safely where kayakers, swimmers and paddleboarders are most active in the water; 5) Concerns regarding traffic going in and out of the marina.

The following changes would not be classified as state law regulatory, but would be classified as cultural change for the times and to help educate people for a safer and updated recreational standard around Fallen Leaf Lake.

- 1) Modify race track pattern around Stanford Camp and move more west
- 2) Install buoys for entering eastern side and control traffic coming in and out of marina
- 3) Safety Zone around the lake by installing a few buoys that would not interfere with the aesthetics of the environment but help boaters know where the 200' safety zone is.
- 4) Slalom course near the dam at the north end of the lake
- 5) Dog Bone ski pattern instead of an oval pattern
- 6) Moving the big wakes area closer to the center of the lake area

A full discussion was held by Board and public comments from those in attendance. A map was disclosed to the Board for handouts to the public at the marina and store, plus the Chief stated he would include a copy of the "Safe and Successful Boating at the Fallen Leaf Lake" in the door hangers that the Fire Department will be delivering to each residential house at Fallen Leaf Lake within the month of June.

### **B. Approve Minutes of Regular Meeting of March 6, 2021 and Special Meeting of May 3, 2021**

President Cathcart called for a motion to approve the minutes. A motion was made by Director Casey to approve minutes from Board Meeting March 6, 2021 and Special Board Meeting May 3, 2021. Motion was seconded by Director Calof and passed unanimously.

### **C. Approve Financial Reports F/Y 2020-21 through May 2021**

Motion was made by Director Casey to pass a motion to approve Administration, Parks and Recreation and Fire Department Financial Reports F/Y 2021 through May 2021 and seconded by Director Malley. Chief Gerren reviewed the Balance Sheets with the Board and went over the financials for each. After discussion under Fire Department for Strike Team and Leases for engines, audit fees from Bob Johnson's CPA firm under Administration and last season's good year with CLM and continued increase in revenues from the store and marina over the years. A further discussion was held regarding if there would be enough funds in reserves to cover future expenditures if the store and marina's revenues went down for the Parks and Recreation. Director Casey suggested setting up endowment foundation to possibly pick up the extra funds to help with future parks and recreation expenditures that reserves would not cover. After discussion motion to approve Financial Reports F/Y 2020-21 through May 2021 was then passed unanimously.

#### **D. COVID-19 Report**

Chief Gerren reported masks will still be required to enter the store and the bathrooms will be cleaned regularly throughout the day. The district continues to follow the COVID-19 guidelines set forth by the State of California. According to the Governor Newsom, California will lift many guidelines June 15<sup>th</sup>.

Chief Gerren additionally reported that the Community Building will be open for small events after June 15<sup>th</sup>.

#### **E. General Manager's / Fire Chief's Report**

Chief reviewed with the Board his General Manager's / Fire Chief's Report was included in the board packet. Chief Gerren reported that there would be no fundraisers (Wine Tasting and Annual BBQ at Baby Beach) again this season. However, the Chief announced the 2<sup>nd</sup> Annual Boat Parade will be held July 4<sup>th</sup>. More details will be posted on the [www.fllcsd.org](http://www.fllcsd.org) website and flyers will be posted. A discussion regarding parking and signage around the Fire Department, Store and Marina was held. The limited parking and No RVs signs were stolen and had to be replaced.

#### **F. President's Report**

President Cathcart shared his observations regarding how the Store and Marina are coming along and that Tom, Jen and staff are doing an excellent job starting up.

#### **G. Concessionaire Report**

Tom Melendez, the new Concessionaire for the Store and Marina gave the following report. Firstly, he thanked Wanda Kownacki for her appreciation and support. The store and marina opened early, May 21<sup>st</sup>, to get a feel by starting up slower regarding procedures and mechanics, along with getting staff trained and familiar with what is expected of them. Anyone in the Store must wear a mask and enter and exit through separate doors. Social distancing is still in place, along with markers to help facilitate to distance. Items of interest are available for a grab and go items to help elevate pressure on the kitchen. A mandatory COVID-19 assessment is required every morning. If not feeling well, do not come into work. Jen has done a fabulous job working with the locals to work in the Store and Marina. They have also hired a lead person for the Store and a lead person for the Marina to help monitor and guide the younger staff in regards to their job guidelines and duties. There will be a specific cleaning host to keep walk way swept and sanitized along with assisting with parking when necessary. Also, this session, ice and ice cream will be sold out of the marina building. Tom also wanted to thank Chief Gerren for his tremendous amount of help getting set up and a pleasure it is to work with him. Revenue is currently on track about \$80k to \$90K.

An overall discussion was held and public comments were addressed regarding cabin accounts. Tom advised the public that accounts are being set up. Those who have boat slips will use their boat slip number and those without a boat slip will complete a form and be issued a four-digit account number. Wanda Kownacki commented that the new system works well. A question regarding face mask for customers and Tom replied that yes, there are face masks available for free to the public inside the store.

#### **H. Voting Rights Committee Report / Communications Report**

Director Casey reported it's been 8 years since the start of the process. The bill is still called SB96 FLLCSD – Fire Department Protection Act 2020, where it was introduced to the Senate. The bill currently remains in front of the Government and Finance Committee where Senator Mike McGuire is the Chair. Senator Mike McGuire is opposed to this bill in the bill's current form. Senator Mike McGuire serves District 2, consisting of areas: Marin County, Humboldt County, Lake County, Del Norte County, Mendocino County, Lake County, Trinity County and Sonoma Cities and Communities (Cloverdale, Geyserville, Healdsburg). Our Lobbyist is doing a fine job and has been in meetings to move the bill forward. Hopefully, we can change Senator Mike McGuire's reasons for opposing the bill to a more favorable vote at the next hearing.

#### **J. JPA Report**

President Cathcart reported the JPA provides and coordinates medical services to the South Lake Tahoe area (CSA5). The JPA is currently working on a new RFP and be submitted for approval. They are still working on the site to reside paramedics while on duty. There is no cost to the Fallen Leaf Lake CSD – Fire Department for the JPA. It is a County subsidized JPA.

### **OLD BUSINESS**

#### **A. Website Management and Communications to Assess the Current Website for Fallen Leaf Lake CSD to determine if updates and improvements are needed**

President Cathcart called for a motion to approve a review of the FLLCSD website as spelled out in an attached document drafted up by Tom Bacchetti. Motion was made by Director Casey to expand the committee to between 5 to 7 members, 2 of which will be members of the CSD Board (President Cathcart and Director Casey) and 3 to 5 members of the community, plus GM serving as an ex officio, non-voting member. Motion was seconded by Director Calof. After full discussion motion was passed unanimously.

#### **B. RRM-CLM Addendum to CLM Contract to Comply with Remainder of the Contract Term**

President Cathcart opened the RRM-CLM Addendum to CLM Contract included in board packet for discussion. A full discussion was held regarding obligations of CLM under a Novation. Director Malley requested the agreement be re-written without a Novation clause and only to addressed as an Assignment. President Cathcart directed to have addendum re-written without Novation clause stating RRM-CLM Services LLC assumes any or all financial obligations from CLM. Board decided no motion necessary.

## **NEW BUSINESS**

**A. Robert W. Johnson, an accountancy corporation – Proposals to Continue Our Contract for an Additional Three Years. Bid for contract years 2021 - \$8,000; 2022 - \$8,200; 2023 - \$8,400**

Chief Gerren reported part of this subject matter was discussed under Administrative Matters Item C regarding the increase in fees for preparing annual audit to \$8,000 that was included in the Preliminary Budget for Administration. Chief Gerren also reported he contacted a few accounting firms for a bid and no response as of this meeting. A motion was made by Director Casey to accept bid for 2021 in the amount of \$8,000, subject to checking with Kelly Shiromizu at Robert Johnson accounting firm and see if we would be locked in for a three-year contract if we accept year 2021 in the amount of \$8,000. A full discussion was held regarding getting 3 RFP proposals for 2022. Motion was revised to approve retention of Robert Johnson accounting firm. Motion seconded by Director Hart and passed unanimously.

**President Cathcart requested ITEMS B, C, D, E  
be discussed all-in-one under one motion**

**B. 2021-22 Fire Department Salary Schedule for on-duty Personnel and OES 2021-2022 Salary Schedule**

**C. Resolution 2021-1 Identifying the Terms and Conditions for Fire Department Response Away from their Official Duty Station and Assigned to an Emergency Incident**

**D. Resolution 2021-2 Authorizing Overtime and Portal to Portal Pay for Employees Assigned to an Emergency Incident**

**E. Resolution 2021-3 Approving Compensation for Personnel Away from their Official Duty Station and Assigned to an Emergency Incident**

Chief Gerren reported to the Board the Salary Schedule is what the Fire Department pays its on-duty personnel and any on-duty personnel who goes out on an OES Strike Team for 2021-22 and that Resolutions 2021-1, 2021-2, 2021-3 have been originally written and currently reviewed by Legal Counsel. A motion was made by Director Casey to approve the 2021-22 Fire Department Salary Schedule for One-Duty Personnel and the OES 2021-2022 Salary Schedule / to approve Resolution 2021-1, Resolution 2021-2, Resolution 2021-3 all pertaining to how on-duty personnel are paid. Motion was seconded by Direction Malley. After full discussion was held, motion was passed unanimously.

**F. Resolution 2021-4 To Adjust the Fire Special Tax for Fiscal year 2021-22 for an Increase of \$9.46 to be Added to Current Tax Rate.**

Chief Gerren presented the Board with Resolution 2021-4 asking for a \$9.46 special tax increase of \$9.46 to be added to current Tax Rate under the clause set forth in Special Tax Ballot. A motion was made by Director Hart to approve Resolution 2021-43 Authorizing

a Property Tax Inflation Increase of 1.5% per Resolution 2018-1 and authorizing the El Dorado County to Collect the Special Tax for 2021-22. Motion was seconded by Director Casey. After a full discussion was held, motion was passed unanimously.

**G. 2021-2022 Preliminary Budgets for Administration, Parks and Recreation and Fire Department**

Chief Gerren presented to the Board 2021-22 Preliminary Budgets. A motion was made by Director Hart to approve 2021-22 Preliminary Budgets for Administration, Parks and Recreation and Fire Department. Motion was seconded by Director Casey. After a full review and discussion was held, motion was passed unanimously.

**H. RRM-CLM Services LLC Marina Slip Rental Agreement and Tahoe Recreation Rental Contract**

President Cathcart presented the Board with an updated Marina Slip Rental Agreement and Tahoe Recreation Rental Contract. A full review of these forms was discussed regarding insurance consistency and amount of expected proof of liability insurance, plus re-fueling concerns relating to possible pollution issues in the lake. Director Casey and Director Malley requested Chief Gerren to read for the Board the following from an email by Director Malley *“I agree that there should be no alternative fueling. “No self-fueling is permitted. No gas cans shall be stored on the moored boats; provided however that outboard motor boats with approved connected gas cans may be kept in the boat.”* A further discussion was held relating to if a boat runs out of fuel in the middle of the lake and that the marina staff or the fire department would be responsible to insure the proper fueling of a boat in the middle of the lake. Motion was made by Director Casey to approve RRM-CLM Services LLC Marina Slip Rental Agreement and Tahoe Recreation Rental Contract subject to new verbiage being inserted for proof of insurance and re-fueling concerns. Motion was seconded by Director Malley and passed unanimously

With no other further business, President Cathcart adjourned the meeting at 12:04 pm.