

FALLEN LEAF LAKE COMMUNITY SERVICES DISTRICT

Saturday, December 5, 2015

El Dorado Hills Community Service District

Park Conference Room

El Dorado Hills, CA

President Cathcart called the meeting to order at 10:40 am

ROLL CALL

President Cathcart, Director Calof, Director Casey, Director Bacchetti

Director Malley via phone

PLEDGE OF ALLEGIANCE

ADJOURNED TO CLOSED SESSION

President Cathcart called a closed session at 10:41 am to discuss Proposals and Procedures to Review and Possible Renewal of Fire Chief's and General Manager's Contract May 1, 2016.

OPEN SESSION

President Cathcart called an open session at 11:27 am

REPORT OUT OF CLOSE SESSION

President Cathcart reported on the outcome of closed session regarding the Proposals and Procedures of renewal contract of Fire Chief and General Manager. Director Bacchetti will contact Fire Chief/General Manager regarding the new contract draft for review. The finalized contract is to be presented to the Board at the March 5, 2016 meeting for final review and approval.

PUBLIC COMMENTS

None

Director Calof left meeting due to an emergency.

ADMINISTRATIVE MATTERS

A. Discussion and Motion(s) to Approve Minutes of September 5, 2015

Motion was made by Director Bacchetti and seconded by Director Casey to approve the minutes as presented. After discussion motion was passed unanimously.

B. Discussion and Motion(s) to Approve Financial Reports F/Y 2015-16

Motion was made by Director Bacchetti to approve the Financial Reports as a group for Fiscal Year 2015/16 through November 2015. Motion seconded by Director Casey. A discussion was held regarding Worker's Compensation increase under Fire Department. Chief Gerren reported that our standard worker's compensation annually had decreased. The increase was based on the extra personnel for strike teams of last season 2014. A further discussion was held regarding payment from CLM for their share of utilities under Parks and Recreation. Chief Gerren reported that an invoice has been submitted to CLM. There being no further discussion motion was passed unanimously to approve Financial Reports as a group for Fiscal Year 2015/16 through November 2015.

C. General Manager's / Fire Chief's Report

Chief Gerren reviewed report with Board. In addition to Fire Chief's/General Manager's Report, Chief Gerren reported that the propeller guards on the Fire Boat have been installed and he has contacted the Cal Waterways in reference to grants for updating the launch ramp. Chief Gerren also reported to the Board grants that he would be applying for this winter. AFG Grants for apparatus, PPE, air packs, equipment and a Safer Grant for personnel. These grants will be discussed further under New Business Item D. Chief Gerren further reported that two of the engines are set to be painted during the winter and the cost for this expense will be coming out of the excess strike team income, being received from federal and state government agencies. Chief Gerren reviewed with the Board an spread sheet of estimated income from strike teams operations. A worksheet report will be provided to Board at the next regular scheduled meeting in March. Discussion held with no action taken.

D. Concessionaire's Report

Mike Basso requested repairs and replacement of items in store and marina. To be discussed under New Business Item B.

E. Citizen's Advisory Committee Report

No report. Ben and Andy have been preoccupied with health issues. Director Malley suggested that a new chairperson for this Committee would need to be addressed and referred a few names; Ray Alder, Franz McMasters, Terry Smith to organize and report back to the Board regarding this subject matter.

F. President's Report

No report

OLD BUSINESS

A. Discussion and Possible Motion(s) Regarding Improvements to the Marina Walkway Areas – Chief Gerren

Chief Gerren presented to the Board three separate bids per their request regarding the improvements to the Marina Walkway areas. Z Builder's (Mike Zanetell) provided the bids. A full discussion was held. A motion was made by Director Bacchetti to approve Bid #101, dated December 3, 2016 in the amount of \$17,034.45 plus \$3,000 to cover cost of second guard rail for a total bid of 20,034.45. Bid #102 and #103 to be revisited at a later time. Motion was seconded by Director Casey and passed unanimously.

B. Discussion and Possible Motion(s) for Proposals and Procedures to Review and Possible Renewal of Fire Chief's and General Manager's Contract May 1, 2016 – Director Bacchetti

See earlier discussion under **REPORT OUT OF CLOSE SESSION** on page 1.

NEW BUSINESS

A. Discussion and Possible Motion(s) to Extend CLM's Contract for an additional 1 Year for a Contribution of \$10,000 Towards Marina Steps Improvement Project – Chief Gerren

Chief Gerren reported that Mike Basso confirmed that Larry Chapman of CLM has accepted the offer of an additional 1 year to the current contract for a contribution to FLLCSD of \$10,000 towards the Marina Steps Improvement Project. Director Bacchetti motioned to extend CLM's contract for an additional 1 year for a contribution from CLM in the amount of \$10,000 to go towards the marina steps improvement project as stipulated in Z Builder's approved Bid #101 under Old Business Item A. After full discussion was held, motion was revised by Director Bacchetti to extend CLM's contract for an additional 1 year in return of \$10,000 from CLM to do work on the marina walkway. Motion was seconded by Director Casey and passed unanimously.

B. Discussion and Possible Motion(s) Regarding Repairs and Replacement of Store and Marina Items – Chief Gerren

Chief Gerren reported on behalf of Mike Basso, CLM Manager of the Store and Marina regarding items that needed repaired or replaced via email letter. Per Mike's letter, the piers for the docks need to be repaired and/or replaced in the near future. Also the launch ramp is in need of repair or replacement. Mike further reported in his letter, in reference to the store that the fryer in the kitchen is costing the store more money in oil and utilities to run the fryer that is old and is unable to do an energy efficient job for the store and the Fallen Leaf Lake CSD. Also, the grill/stove is not efficient enough to do the job for the demand of food request that is coming into the café. It too is old and can be updated to meet the needs and current demand in the café. The cost for the fryer would be \$4,000 plus sales tax and a new

stove & grill would cost \$8,500 plus sales tax. Chief Gerren recommended to the Board to purchase the fryer, grill and stove for a total cost of \$12,500 plus sales tax and these funds would come out of the reserve account of the Parks and Recreation. On the Chief's recommendation Director Bacchetti motioned to purchase the fryer, grill/stove out of the Parks and Recreation reserve account in the amount of \$12,500 plus sales tax. Motion was seconded by Director Casey. After full discussion motion was passed unanimously. Chief Gerren additionally reported that the Concessionaire, CLM, would be responsible for the maintenance and repairs of these new items. Also, Mike Basso would pick-up the items and install. The Board also requested about the disposal and/or re-sale of these items. Chief Gerren would discuss this with Mike Basso and get back with the Board.

C. Discussion and Possible Motion(s) to Approve Annual Auditors Report for Fiscal Year 2014-15 prepared by Robert Johnson, CPA – Director Calof

President Cathcart requested this item be tabled until next Board Meeting in March and directed Chief Gerren to request a Management Letter from the CPA, Robert Johnson.

D. Discussion and Possible Motion(s) to Approve Grants that will be applied during 2015-16 – Chief Gerren

Chief re-iterated the types of grants he would be writing this winter from his earlier Fire Chief's Report. The matches for these grants is a cost of 5% of the total to the District. The grant for the Wildland gear is a 50/50 split of total request and the Safer Grant is 100% paid, no match required. If all grants were approved by the governmental agencies at the maximum total requested, the cost to the District would be \$50,000.

Chief Gerren also reported that he has been in contact with the Cal Waterways for a 100% funding for a new launch ramp, and possible improvements the existing parking lot. The process for this grant takes about 2 years and would be submitted through the Parks and Recreation division of the CSD.

After a full discussion regarding these grants, motion was made by Director Bacchetti to encourage Chief Gerren to continue with the process and submission of said grants. Motion was seconded by Director Casey and passed unanimously.

E. Discussion and Possible Motion(s) to Consider Investment Opportunities CalTRUST– Chief Gerren

Chief Gerren presented to the Board information he received from CalTrust regarding information about a higher interest rate on the reserve accounts for the Fire Department and Parks and Recreation. After a full discussion the Board directed Chief Gerren to gather more information with a possibility of requesting a representative from CalTrust to attend the next scheduled board meeting in March.

With no other further business, President Cathcart adjourned the meeting at 12:51 pm