

Draft Minutes
Audubon Hills CSD Meeting
May 5, 2015 at Camino School

1-3. Opening and Swearing In:

The May 5 meeting of the CSD opened at 6:32 PM. Vice President Stanley Backlund welcomed the group and reported the recall election results. Others present were Treasurer Ian Stevenson and the newly elected Directors Russell Anders and Gene Blackmun. There were approximately twelve others in attendance. The new directors were sworn into office by reciting their oath of office and completing their Certificates of Office. Mr. Backlund then led the audience in the Pledge of allegiance to open the meeting.

4. Selection of Appointee to Board:

James Gasper and Mike Kuehne had volunteered for the board position left open by the resignation of John Coble. Mike Kuehne withdrew his name following the reading of James Gasper's letter to volunteer. The Board then approved the appointment of Mr. Gasper with a 4/0 vote. Mr. Gasper then recited his oath of office and joined the board.

5. Election of President:

Mr. Backlund reported that the position of President was vacant following the resignation of Mr. Verzello and requested nominations for the position. Mr. Blackmun made a motion to forego selection of a president until the next election and continue with the vice president. The motion was seconded and approved by a 5/0 vote.

6. Approval of March 5 Meeting Minutes:

Mr. Backlund offered the draft minutes of the March 5 meeting and defined two clarifications to the posted draft. There was a brief discussion of the quoted financial figures which were accepted on the basis of their context and the budget to be presented later. Mr. Blackmun motioned for acceptance which was seconded by Mr. Anders. The motion was passed 5/0.

7. Correspondence:

Mr. Backlund reported the correspondence received during the month. The County had requested Forms 700 from each director to define any conflicts of interest. Each director was given a form to complete and return. The annual definition of the CSD spending limit was due. Mr. Stevenson was asked to determine the values and attach the public notice to the next agenda.

8. Financial Report:

Mr. Stevenson reported a balance of \$88,569.29 at March 31. April tax additions are pending. He also provided the submitted budget for 2014/2015. This budget carries \$98,000 available for road maintenance. There is also about \$7,300 of miscellaneous small repair funds.

9. Public Comment:

Mac Heller thanked the board for their progress in conducting business. He urged that the board review the prior procedures and priorities to see if they were as desired by the residents. He urged us to listen to our neighbors. He asked that loose gravel be brushed from the chip seal of Kingfisher. He was in support of widening the dam on Kingfisher but recognized that he only met traffic about once in two months. He talked of joining with Cal Able on the adjoining property to install a gate at the end of Kingfisher. He offered free access through the gate and defined its potential for emergency exit. He also stated that the Camino Ridge road ends at his fence. He suggested the fence could be removed when necessary to provide for emergency exit.

Mike Kuehne stated that maintenance of roads is ignored and we are spending all of the money on improvements. Specifically he stated that Kingbird needs work and widening for access and turnaround. He found that trees should be removed from the ditches on Blackbird. He suggested that we analyze the benefits of asphalt and chip seal. He offered us a spread sheet to be used for inventory of the roads, their condition and maintenance needed and performed. He also lead us into discussion of the cost advantage of using chip seal.

Jim Wells also spoke and echoed some of the above comments.

10. Payment Authorization:

Mr. Stevenson identified invoices received by the CSD but which had not been authorized for payment: Mr. Verzello, \$110.37 for mailing notices for a prior meeting; Atwood Insurance, \$3473 for liability insurance and directors insurance; Mountain Democrat, \$21.81 for prior meeting notice; Mr. Backlund, \$203.89 for mailing meeting notices. Mr. Blackmun motioned for their approval and Mr. Anders seconded. The payments were approved 5/0.

11. Old Business:

A. Mr. Backlund requested a motion to request bids for paving of Mockingbird as defined in the approved statement of work. Mr. Blackmun stated he needed more data and made a motion to gather bids for the defined work, as defined but substituting chip seal for asphalt and as defined using the existing 12 foot width with asphalt or chip seal. He also requested incorporation of Kittywake repairs and Audubon repairs along with terms for completion. His proposal is attached. Mr. Anders seconded the motion. Mr. Backlund moved to amend his motion to consider only Mockingbird using the statement of work and requesting alternate quotes for the above conditions. Mr. Blackmun would also prepare the request for bids to three contractors with advertising in the Mountain Democrat. Mr. Blackmun accepted the amendment and the motion passed 5/0.

B. Mr. Stevenson had researched road service requests for Warbler, Kittywake and portions of Audubon.

He reported that Warbler is beyond repair and requires rebuilding. A site visit and discussion with the residents are necessary to define a solution.

A statement of work was provided and explained for repair of the turnaround on Kittywake. It is provided as an attachment. Jim Wells, who prepared the service request, stated it was adequate for the job. An SOW was also offered for Audubon repairs.

Following discussion, Mr. Anders motioned for the Kittywake work to be included with the Mockingbird request for quotes. The motion was seconded by Mr. Stevenson and approved 5/0. It was also agreed 5/0 that an on-site meeting would be held to evaluate Warbler, Audubon repairs and ditch work on Kingfisher and the west end of Audubon. Other minor repairs would be included as defined.

12. New Business:

A. Mr. Backlund provided information on maintenance of Skylark Lane in response to the request of Nash Guaracha at the March meeting. He found that the first two properties off of Audubon contained a 50 foot road and utility easement. That section is currently chip sealed and is in satisfactory condition. The subsequent properties have a narrow waterline easement but do not have the usual road and utility easement. Therefore the CSD has no authority to perform work on these properties.

B. Mr. Backlund addressed Pat Lyles request for paving of their access road. He found that there is no recorded survey of the four properties and accordingly there is no defined road and utility easement. Therefore the CSD has no authority to perform work on these properties.

C. Mr. Backlund provided a brief analysis of a proposal to record the statements at the CSD meetings. The evaluation is provided as an attachment. He found that a recording system would be burdensome and is not necessary to record significant statements, actions and decisions. The audience concurred that a recording system was not warranted.

D. Mr. Backlund noted that there were two versions of the road repair sequence list, both dated July 2008. The minutes provide only an introduction, no decision was noted. He gave copies to the board for their review and discussion at the next meeting. Copies of the lists are attached.

13. Discussion Items:

A. Mr. Stevenson requested the board to define the needs for a web site at the next meeting.

B. Mike Kuehne was thanked for his work in removing Scotch Broom from Audubon Drive. It was noted that other community members had reached out to help him.

C. Mr. Backlund reported that \$100 cash had been found in the record books. It was residual from 2008 when the treasurer received it from the county. He asked the board for a disposition. It was decided to keep it and use it for small expenses occurring in the future.

D. Mr. Backlund asked the board to select a continuing standard meeting day. The second Tuesday of each month was selected. Accordingly we plan to meet the second Tuesday from June through September. Bimonthly meetings can be held through the winter.

14. Adjournment:

The meeting was adjourned at 8:45. We overran the scheduled closure of 8:15 by thirty minutes. We will have to tighten our meetings or find another venue.

Respectfully submitted;

Stanley Backlund

Secretary, AHCSO

Attachments:

1. Blackmun Bid Data request
2. Kittywake Statement of work
3. Evaluation of recording meetings.
4. Road Repair Sequences

Attachment 1

Bid Data Requested for Mockingbird Lane
May 5, 2015

Amended Motion by Gene Blackman

- Mockingbird* {
- A. 1. As per Dec. 6 road specs
 - 2. As per Dec. 6 specs with chip & seal
 - 3. Over existing foot print with asphalt.
 - 4. Over existing foot print with chip & seal.

- Kittywake* {
- B. Add repair of Audubon Dr. @ Kittywake in South side, East bound lane.
 - C. Add Mr. Stevenson's recommendations per 11. b.

D. Bids to be submitted within 30 days.

E. Contractors to meet with a director on site.

F. Special meeting to be set for early June.

Attachment 2

Statement of Work
Kittywake Lane Cul-de-Sac Pavement Repair
Audubon Hills Community Service District
P.O. Box 745
Camino, CA 95709

The Audubon Hills Community Services District is requesting bids for the repair of yielding subgrade and re-paving of the cul-de-sac on Kittywake Lane. Work will comprise of over excavation of yielding subgrade, placement and compaction of subgrade and aggregate base for repair area, and overlay of the entire 45 feet diameter cul-de-sac with two inches of pavement or chip and seal. Re-grading of the drainage ditch along the west side of the cul-de-sac may also be necessary to re-establish positive drainage of stormwater in the area of the repair.

Specifications for the repair are as follows:

Yielding Subgrade: An area of approximately 7 feet by 15 feet shall be excavated to a depth of competent material. Moisture content of the soils in the repair area is over optimum, causing the subgrade to yield to vehicular traffic. Fabric reinforcement or other soil stabilization methods may be necessary. Soils from the excavation shall be allowed to dry to an appropriate moisture content prior to use as backfill, or material suitable for subgrade shall be imported. Backfill material shall be placed in six inch lifts and compacted to 90% relative compaction. The top six inches of subgrade shall be compacted to 95% relative compaction.

Aggregate Base: Six inches of Class II aggregate base shall be placed in the repair area and be compacted to 95% relative compaction. In addition, an area of approximately 7 feet by 55 feet along the western side of the cul de sac shall be over excavated to allow for the placement of four inches of aggregate base compacted to 95% relative compaction. This area shall be proof rolled with a water truck, or similar rubber tired equipment, prior to paving. A representative of the AHCS D shall be present during proof roll of the repair.

Pavement: Bids are requested for overlay of the 45 feet diameter cul-de-sac (including repair area) with 2 inches finished thickness of compacted bonfiber impregnated asphalt and chip and seal. Total paving area is approximately 1,600 square feet.

Drainage: The drainage on the west side of the cul-de-sac shall be graded as necessary to establish positive flow of stormwater runoff through the repair area.

Interface with Kittywake Lane: Pavement to taper into previous overlay.

Interface with encroachments: Paving to taper into existing paved drives.

Bids shall be returned to:

Stanley Backlund

Audubon Hills CSD

Attachment 3

Evaluation of Recording Meetings

(Previously suggested by Michael Bozone and John Coble)

Residents have suggested the recording of meetings to provide a positive record in case of contested records or memories. They have suggested the recording would aid the secretary in writing the minutes.

Adequate recording devices are readily available. One could be purchased for less than \$100. The device would be activated during a meeting to record all comments.

The secretary would possess the recording for use in development of minutes. It seems a simple act but in fact would add two hours and more to preparation time. The recording would have to be played one or more times to capture all comments. Remember that the minutes report key statements, proposals and results. They are not a verbatim record.

A playback device and custodian would be required for review of minutes by the public.

Once the minutes are prepared and approved, typically at the next meeting, the recording may be deleted, stored for a given period or kept forever. Negotiation would be required to establish the procedure. Storage would introduce additional record keeping media, tasks and storage space and custodian. Finally, access would have to be provided for the public.

I submit that the recording is not necessary. The recording process introduces complexities to the minutes process which exceed the value gained. Pertinent notes can be made by the secretary. Certainly key proposals and decisions would be noted. The minutes review and approval at the next meeting can serve to ensure their accuracy. Opportunity is there to amend following suggestions by the board or audience. In fact this has happened at the last three meetings. These amendments were for additional comment rather than a record of actions.

Stanley Backlund
Vice president and secretary
April 16, 2015

Attachment 4

Order of Road Paving List

Paving done in order of most residents served
according to July 2008 street occupancy

Updated priority list, Board approved, July 2008

1. Audubon Drive 27 (147 parcels use Audubon Drive)
2. Waxwing Lane 16 (29 residents use Waxwing Ln) *Paved Summer 2008*
Waxwing Ln is also used by Warbler Ln., Wren Ln, Magpie Ln, and Audubon Ct
and 4 residents of Audubon Drive.
3. Kingfisher Lane 16 (25 residents use Kingfisher Ln)
Kingfisher Ln is also used by (Kingbird Ln and Lark Ln.)
4. Blackbird Lane 5 (15 residents use Blackbird Ln)
Blackbird Ln is also used by Condor Ln and Falcon
5. Mockingbird Lane 8
6. Tanager Lane 7
7. Kingbird Lane 7
8. Grayhawk Lane 4 (7 residents use Grayhawk
Grayhawk Ln is also used by Heron Ln
9. Falcon Lane 6
10. Thrush Lane 5
11. Nighthawk Lane 5 *-Paved Summer 2008*
12. Kittywake Lane 4
13. Condor Lane 4
14. Heron Lane 3
15. Blackbarri Drive 3
16. Magpie Lane 3
17. Warbler Ct 3
18. Skylark Lane 3 (Will only be paved where currently chip sealed. Residents must
bring rest of road up to minimum chip seal requirements for AHCS D to pave.)
19. Audubon Court 2
20. Lark Lane 2
21. Wren Lane 1

Order of Side Road Improvements

- Improvements done in order of most residents served according to July 2008 street occupancy/usage.
- When streets have the same number of occupancy/usage, the street with the most need goes first.
- In some cases, multiple streets may be improved at the same time.
- List below does not mean the number of years till a street is improved.
- Side roads may not get improved some years, so Audubon Drive can be addressed.
- The goal is for all side roads to be paved, however rising costs may force widening and chip seal until funds can be built up to get it paved. Please see details at the bottom of the page.

Updated priority list, Board Approved July 2008

1. **Audubon Drive** **27 (147 parcels use Audubon Drive) Main priority**
2. **Waxwing Lane** **16 (29 residents use Waxwing Lane) Paved Summer 2008**
 Waxwing Ln. is also used by Warbler Ln., Wren Ln., Magpie Ln., &
 — Audubon Ct. and 4 residents of Audubon Drive.
3. **Kingfisher Lane** **16 (25 residents use Kingfisher Lane) 1st 1/2 paved Summer 2010. The 2nd 1/2 is getting widened and chip sealed Fall 2011. ***
 Kingfisher Ln. is also used by Kingbird Ln. and Lark Ln. * The dam will get widened within the next two years, and the road will be paved within the next 3 years.
4. **Blackbird Lane** **05 (15 residents use Blackbird Lane)**
 Blackbird Ln. is also used by Condor Ln. and Falcon Ln.
5. **Mockingbird Lane** **08 (09 residents use Mockingbird Lane)**
 Mockingbird is also used by one resident with an Audubon address, but Mockingbird driveway.
6. **Grayhawk Lane** **04 (7 residents use Grayhawk)**
7. **Kingbird Lane** **07**
8. **Tanager Lane** **07**
9. **Falcon Lane** **06**
10. **Nighthawk Lane** **05 (Paved early because of its steepness) Paved Summer 2006**
11. **Thrush Lane** **05**
12. **Condor Lane** **04**
13. **Kittywake Lane** **04**
14. **Blackbarri Drive** **03**
15. **Heron Lane** **03**
16. **Magpie Lane** **03**
17. **Warbler Court** **03**
18. **Skylark Lane** **02**
 Skylark will only be paved where currently chip sealed.
19. **Audubon Court** **02**
20. **Lark Lane** **01**
21. **Wren** **01**

Road improvements are to accommodate wide enough passage on side roads, for fire trucks to come in and turn around, while allowing residents drive out and not get blocked in.

- Roads only improved on road easement, as shown on your deed. (Please don't build within the easement)
- Path of grading will be done to avoid removal of large trees or filling, to keep costs to a minimum.
- All side roads will get...
 - Widened and graded to 20' (plus any improvements to ditches and culverts as needed.)
 - Larger cul-de-sacs graded to a 50' diameter.