

**Facilities and Grounds Committee**  
**Minutes for December 4, 2013**

**Call to Order:** The Vice-Chair David Lovro called meeting to order at 4:00 PM

In attendance were Jean Crawford, Fred Raznick, Lee Onstott, Eddie Marshall and John Calzada.

General Manager Bill Donohue

Board Liaison Dag Ryen, Board Members Jeanne Calzada and Jan Pietrzak

Public Attendees: Karen Murry and Gary Cascio

**Approval of Agenda: Approved**

**Approval of the Minutes for the November 6, 2013 Meeting - Approved**

**Public Comment:** Gary Cascio addressed the committee on behalf of the dog park users. He presented the committee with an informal survey of the needs as expressed by the dog park users. It was noted that most of the 28 items presented were maintenance issues, but Gary offered to help with long range planning for dog park improvements. Lee asked which of the 28 items from the list Gary felt were the most critical. Gary said adding and spreading the wood chips, building a box with gravel around the water spigot to prevent the mud, possibly planting a few trees for a wind break, and building a separate entrance and exit.

Bill told Gary that staff would be redistributing the chips and more would be added as they are received from Coats Tree Service. Jeanne said that she would like to send a letter out to dog park users to help relieve some of the problems at the park. Gary left his name and number with Bill so that he could be contacted in the future concerning dog park matters.

**1. General Manager's Report:** Bill told the committee that the roofing project is scheduled to begin next week. He has sent out four RFP's for the tennis court walkway project and they are due back by January 6<sup>th</sup>. Bill has some play equipment designs but has not yet sent out any RFP's for the project.

There were only two problem reports sent in this month. One had to do with gopher activity at the entry to Hacienda Loop. Bill said that the contractor hired to remediate the gophers would be moving to that area soon. The other problem report had to do with a preference for receiving an electronic Vistas rather than the paper copy and wanting the assessment adjusted so as not to pay for the paper copy.

Jean asked Bill to have the roofers check the Community Center roof for any damage that might have resulted from a recent hailstorm. Bill told Jean that he would have the roofer do the check. She also expressed a concern about where the new water line was installed in relation to the tennis court walkway project. Jean also said that the new walkway might be attractive to skateboarders and we should talk with the eventual contractor for the project about mitigating this potential problem.

Jeanne talked about the concept of having a building attendant to secure the Community Center after functions. This concept needs to be explored further at the Board level.

**2. ECIA Board Representative's Report:** Dag told the committee that the Board has been spending much of its time on the budget and preparing for the December 7<sup>th</sup> Public Meeting on

the Budget. The Board has been working with staff to get next year's election materials ready. There was a meeting with the Auditor and bookkeeper to establish a specific timeline for the completion of the annual audit. Depositions are in progress for the upcoming hen litigation case. The court case is scheduled for trial on March 24<sup>th</sup> & 25<sup>th</sup> and the mediation was not successful. Dag mentioned the Jacobs variance case and said that our attorney will be appealing the County's decision. Our attorney feels confident that we will prevail on appeal.

Jean mentioned the property owner that has placed his fence on ECIA property. Bill told the committee that he had contacted the property owner and that the owner is willing to remove the fence. Fred told the committee that if the fence was in a good place, the neighbor and ECIA could enter into a licensing agreement, which is legal document that would allow the fence to stay and be the responsibility of the neighbor, but that the agreement could be terminated by ECIA. At that point the neighbor would have to take the fence down.

**3. Committee Elections:** Fred moved to nominate John to be the committee Chair. Jean seconded the motion. Eddie moved to nominate himself for committee Chair. David seconded the motion. Nominations were then closed. After a brief discussion the vote was taken for Chair. John received 4 votes, and Eddie received 1.

Jean moved to nominate David as the committee secretary. Fred seconded the motion. There were no other nominations for secretary. The vote was taken and David was elected by a vote of 4-0. Lee moved to nominate Jean as Vice-Chair. Fred seconded the motion. No other nominations were made for Vice-Chair. The vote was taken and Jean was elected by a vote of 4-0.

**4.New Business:** Bill told the committee that the Parking Lot LED lights have been ordered and Electric Services will install when they are received. Jean confirmed with Bill that the cost of the lights would be around \$9,000.

**5. Committee Comments:** Lee asked about any further work on the trails and was told by Bill that the work would be resumed in the spring. Jeanne asked about the increase in insurance as a result of the new agreement with the County on the trails. Bill said that our agent is waiting on a copy of the agreement so he can add the language to the coverage. The additional coverage will only cost about \$450. Bill said that he would see to it that our insurance agent received a complete signed copy of the agreement. John told Bill that a phone call to Commissioner Stephanie's aide should be all that would be needed to receive a signed copy of the agreement.

Fred and Karen updated the committee on the Herrada Road Project. If the County were to provide a walking trail along Herrada it might impact our trail agreement. Construction on Herrada road will begin after the Eldorado Studio Tour.

Jean mentioned concern for the encroachment of the fence on ECIA property and wanted to confirm that none of our funds should be expensed for this issue. John said that the fence owner should be asked to remove the fence to preclude any expenditure on ECIA's part.

**6. Next Meeting: January 8<sup>th</sup> at 4PM**

**7. Adjournment**

Respectfully Submitted by

John Calzada