



Infrastructure and Financial Planning (I&F) MEETING Minutes
Final

Thursday July 23, 2020, 3:00 P.M. open session

FACE TO FACE MEETINGS ARE SUSPENDED UNTIL FURTHER NOTICE DUE TO COVID 19
MEETING TO BE REMOTELY BROADCAST
PHONE AND/OR VIDEO PHONE COORDINATES TO FOLLOW

Chair: Knud Kirkegaard,
Members: Kevin Cooksy, Burl Skaggs, Keith Uota

- 1) **3:00PM Call to Order/roll call**
KK_P_ KC_P_ BS_P_ KU_P_ (P-Present, A-Absent)

Public Present *Jeff Robertson, Phil Albee, +1*

- 2) **ADOPTION OF AGENDA:** KK_Y_ KC_Y_ BS_Y_ KU_Y_ (Y=yes, N=no, - ABSENT))
3) **ADOPTION OF 9 JULY 2020 MINUTES:** KK_Y_ KC_Y_ BS_Y_ KU_Y_ (Y=yes, N=no)
4) **PUBLIC FORUM/PUBLIC COMMENT:** Only items that are within the jurisdiction of this committee will be considered. Statements from the floor will be heard during public forum/public comment; public comments are limited to one 5-minute comment per person per topic.

None

- 5) **OLD BUSINESS:**

- a) Measure P promotion schedule, content, and staging

Burl ensured signatures on the argument in favor of measure P and delivered it to the county election department before the 7/20/2020 deadline.

No fee from El Dorado County election department for the measure or the argument for the measure.

Ideas for promoting and providing information about measure P

- *Material to match the sections in the white paper. Kevin and Knud to prepare proposal and schedule. Create a schedule for information packages, voter contact.*
- *Anybody is welcome to provide ideas.*
- *Knud to contact neighbors with artistic and/or marketing experience for ideas/help*
- *Q&A style tri-fold, pamphlets, flyers ...*



- CPAD cannot fund signs, flyers, etc. Establish committee in favor of measure to raise funds for material, signs, flyers, postage. Burl will investigate options. He has already researched rules for formatting and placement of election signs.
- Spread out material over the next three months leading up to General Election November 3. Not a single event.
- Hold a community meeting closer to the election (October). Likely Zoom
- Door to door (with proper distancing). Ensure neighbors not using Zoom are contacted.
- Call neighbors we have not heard from to ensure they are informed
- Investigate to what level FOCA (non-political) can be involved.

b) Continued account chart review and update

Account chart proposed that makes minimal changes to account numbers. Need to improve account numbering to better reflect the category and allow for collapsing/expanding account numbers for the different detail levels. We need to maintain a mapping from old to new numbers for the auditor. Updates should be completed and aligned with the 2020/21 budget. Kevin to review proposal as he will be assigning account numbers to incoming bills. Kevin proposed that the accounting policies and procedures state how to create new account numbers or retire account numbers.

c) Further discussion of income options

Terry has kindly agreed to prepare a proposal for additional aircraft fees (residential side, commercial side)

Proposal for transfer fees should be reviewed through CSDA. Expect we can only charge reproduction fees.

CARES money still held up in the system. At this point CPAD has completed the application process.

7) NEW BUSINESS:

a) 2020/21 budget

Proposed 2020/21 budget not received from accountant yet. We will prepare budget for 2020/21 before the CPAD Regular Board Meeting 8/24 over the next two I&F meetings. Additionally, work to transition to adjusted account numbering.

b) Understanding grant applications

Mark Harris has kindly offered to research the grant application process. Especially CalTrans grants as they appear to have fewer restrictions than FAA grants.

Burl has ensured that our Airport Capital Improvement Projects for 2019-2028 have been submitted to Caltrans so they are in the system.



Phil pointed out that CPAD matching funds can be volunteer hours. CPAD Board is now tracking volunteer hours.

8) ADJOURNMENT at 4:01pm

NEXT MEETING: August 6, 2020