



Infrastructure and Financial Planning (I&F) MEETING Minutes

Thursday March 4, 2021, 4:00 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, Jim Bray

1) 4:00PM Call to Order/roll call

KK_P_ KC_P_ BS_P_ KU_P_ JB_P_ (P-Present, A-Absent)

Public Present 3

2) ADOPTION OF AGENDA: KK_Y_ KC_Y_ BS_Y_ KU_Y_ JB_Y_ (Y=yes, N=no, - ABSENT))

3) ADOPTION OF 18 FEBRUARY 2021 MINUTES: KK_Y_ KC_Y_ BS_Y_ KU_Y_ JB_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.

Kevin notified the committee that resident reporting issues with high gutter/driveway edge is requesting an update on the street situation. Suggested to add to next Board meeting agenda. Kevin is completing project request for airport vehicle.

5) OLD BUSINESS:

a) Minimum Critical Budget Update

No major changes the last couple of I&F meetings. Going forward we will create a smaller table of underfunded or unfunded items that need to be funded for the board to consider. Applies to airport operation, airport projects, and streets. Knud to prepare a table for review in the next I&F meeting and before the board meeting.

b) Request for Quote for Professional Engineering Services AST

a. Project update

Met with Cameron Park fire marshal to review AST project and schematic with proposed locations. No specifics about setbacks or tank location given. Ensure tank meets all standards and fire codes. The fire department uses consultants to review projects as needed (this project will use a consultant). The state fire marshal does not get involved. The I&F committee decided to move forward with RFP for the AST project and schematic review; it



will provide a proposed location and ask them to review and propose alternate if required. The details are not fixed so this is an RFP (some areas require input/choices from vendor) not an RFQ (details known and asking only for price to execute). We need to clarify where the AST can be located. RFP will be finalized and updated with dates and sent to at least four vendors early next week.

- c) Funding for ALP RFQ, condition assessments of streets, runway, taxiway, tie-down
It was clarified that the streets are owned by the district and are public use. Kevin will contact Dave Becker for contacts in DOT and El Dorado County Road Department for estimates of road maintenance and schedules for timeframe when maintenance is needed given the current condition of the streets. We need estimates for street and gutters. As for gutters; review of current incident and general condition is needed. We also need review and creation of District guidelines of maintenance approaches and responsibilities for driveways and gutters.

- d) Next step for fee proposals given legal review cost
We received an estimate of legal review of the fee proposal at \$18,000 with the special assessment being the most expensive. Burl will resubmit to Dave Becker to get a breakout of the legal fee review for each fee proposal. Phil suggested asking AOPA recommended law firms. Burl pointed out that we already get very favorable rates from David Becker as our legal counsel.

It was decided to move ahead with the additional aircraft fee proposal that covers both commercial and residential properties. Burl has already written a proposal that will be refined. Committee suggests the base fee includes one airplane. We do have past resolutions adding fees for additional aircraft but not easily enforceable. It was mentioned that in 2003 wording was in place to double the special tax for the second airplane. Proposal will be reviewed next I&F meeting before the board meeting. A public hearing/meeting will also need to be scheduled.

7) NEW BUSINESS:

- a) Update to CPAD Accounting Procedure for Bookkeeper
a. Distribution of Prop 13's 1% general property tax
El Dorado County Office of Auditor-Controller issues Property Tax Revenue Estimates for each district for each fiscal year based on property assessment value as of January 1. CPAD will use the estimates as the annual amount to transfer to the restricted street maintenance account. Bookkeeping policy will be updated accordingly.

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- b. Special airport maintenance account
Historically the account has been used to save money for special projects and an annual amount, decided by the board, was transferred from the general account to the special account. Burl suggested we transfer the \$15,000 of the CARES money to the special account. The board voted to reserve the \$15,000 for next fiscal year. The account should be renamed Restricted Airport Reserve.



Other

- *Resident suggested the district applies for the forgivable SBA PPP loan. Unfortunately, further investigation indicates this only applies to small businesses and non-profits.*
- *Latest CARES Act will likely have money dedicated to Special Districts. CPAD is a member of CSDA and will monitor possible grants carefully.*
- *Knud will meet with Kevin to formulate a review whether to modify the method fuel purchase and sales are reported to improve clarity. The board should review and approve any changes then update guidelines for budget policy.*
- *Knud will update the SAM registration. Information associated with corrected DUNS number. SAM registration update to focus on updating information.*

8) ADJOURNMENT at 5:35 pm

NEXT MEETING: March 18, 2021