

# FALLEN LEAF LAKE COMMUNITY SERVICES DISTRICT

SPECIAL MEETING  
Monday, October 10, 2022  
Held Tele/Video Conference  
10:00 AM

President Cathcart called the meeting to order at 10:02 am

## ROLL CALL

President Cathcart, Director Casey, Director Malley, Director Hart and Director G. Calof via tele/video conference

## PLEDGE OF ALLEGIANCE

Chief Gerren led us in the pledge of allegiance.

**Public Comments:** An Opportunity for Public Comments Regarding Items **Not on** the Agenda. *(Note: Comments Will Be Limited to Two Minutes. Board Members Will Not Respond or Engage in Discussion with Those Making Comments.)*

Barbara D'Anneio made a request that communication happens to the entire community. There are so many houses that have changed ownership and so many new people that have no idea what the CSD function is, and the fact that we have elections, pay taxes and so on. We need to communicate to the entire FLL community. President Cathcart responded that whatever comes into any board member and looks like it should be addressed to the community to pass it on to Chief Gerren so they can be posted on the website every week or so.

Ruth Rich offered her email addresses from the directory to the CSD if needed. Chief Gerren acknowledged her offer.

## SPECIAL MEETING ITEMS

### **A. Resolution 2022-9 / Department of Forestry and Fire Protection Agreement #7GF22033**

Chief Gerren presented to the Board Resolution 2022-9 for the Department of Forestry and Fire Protection Agreement that needs to be mailed back to CalFire by mid-November. It is a split grant for wildfire equipment and wildfire clothing that we apply for each year. This is a request to the Board to approve Resolution 2022-9 in the amount of \$19,011.50, so that the final process can be submitted prior to mid-November. Director Casey motion to approve Resolution 2022-9 for the Department of Forestry and Fire Protection Agreement #7GF22033 in the amount of \$19,011.50. Motion was seconded by Director Malley. Ruth Rich asked if the fire department was Volunteer or

Paid. Chief Gerren responded that we are a combination of both volunteer and paid fire department. Motion was then passed unanimously.

### **B. Operations of the Store, Café' and Marina 2023**

President Cathcart reported that this item would cover the remainder of this year 2022 and 2023. Chief Gerren reported the reference to 2023 was because that is when the season will start. Chief Gerren stated that he sent out to the board via email an information sheet regarding the current process going on regarding the recruiting for concessionaire or store/café, marina managers and what we have received back regarding interest in these positions available. Currently, we have received interest from 3 different people that are interested in the store/café, marina as managers and no prospects interested in concessionaire agreement at this time. The current ads will run for another week. The 3 individual people that have responded are all local. These individuals have run marinas, stores, or café operations in and around Lake Tahoe. Director Malley addressed Chief Gerren if the ads running are posted in states other than California. Chief responded that the ads are posted in Nevada and all around us (Placerville, Sacramento, and all around the area of Lake Tahoe). I placed these ads close to FLL to see what type of interest level there was locally, prior to going out further. President Cathcart requested to the Chief to post the ads on the website so everyone can see the job ad and what is being advertised for the position. The ad is from the last time we advertised from several years ago with revisions to meet the current needs for what the CSD or board had discussed from the last meeting regarding looking for a concessionaire or store/café and marina managers. Again, the only interest from these ads is for management positions at this time.

President Cathcart asked Chief Gerren if he could post the minutes from the last meeting in September to the website in their draft form because of the topic and public interest. Also, he has taken the liberty to form an advisory committee to the Board under the guidelines of the Brown Act. These current members are Director Bruce Hart, Director Mike Casey and a non-board member from the community Danny Kramer. The chair of this committee is Director Hart and when Director Casey leaves office and Danny Kramer takes oath for board position, he will replace Director Casey as board member on the advisory committee. Again, this advisory committee will help assist the Board and Chief Gerren and to hopefully help expedite the process of obtaining a concessionaire, or managers to operate the store/café and marina as discussed from the September meeting for the 2023 season.

Chief Gerren reported on the history of the store, café and marina since 2010. In 2011 we contracted with CLM who was already contacted with the FLL Campground and our situation of a store/café and marina pretty much fell into what they were already doing within the district area. CLM given an extension and through 2020 and they merged with RRM (Vista).

We gave Vista a 1-year extension and a four-year contract this year, of which they have elected to get out of the contract. There are other concessionaires around our area, such as Camp Richardson, but no one has responded or contracted us with any interest, except the 3 individuals that were interested in the management position. I have spoken with each of those

interested so they would understand what would be expected of them on the job. All 3 of them seem to be very solid individuals from the area and I have discussed them with Mike Basso, as our consultant, to help with determining his thoughts of the level of knowledge of these individuals and if they would be a good fit for the management positions of the store/café and marina for the CSD. Prior to having formal interviews with the candidates, I would like the committee, Mike Basso and I to determine what candidates would have the knowledge and experience to fit the needs of the management positions for the store/café and marina for the CSD. With Mike Basso's seven-year experience with the CSD running the store/café and marina has updated experience of how management has been run during this time with profitability and success. I have been working on this matter since we found out RRM/CLM decided that they would not be coming back, including looking at purchasing pontoon boats, fishing boats, etc. because RRM/CLM took these items. They do have 4 or 5 items that they would consider selling to us and once they give us a price a determination will then be made if we are willing to purchase. The store is clean, empty and secured. Going to change the locks and get ready for close down. The next step is to make decisions come the December meeting.

President Cathcart asked the Chief 1) to provide a written job duty description and what their job would be; 2) did you make a determination of the assets that were RRM's vs to what was ours or separate what we owned and if there were assets to make sure that they are still there and how are you doing the pricing with the negotiations with RRM to whatever they are offering for sale; 3) how do you expect the operation of the store/café and marina to take place in 2023 and thereafter based on employee vs concessionaire. Chief Gerren responded 1) that the individuals were in his office for over an hour discussing and going through in thorough detail the job duties and description of what the job entailed. In addition, also discussed what the CSD would expect from them as managers. All have owned their own businesses in similarity to what the District is looking for to run the store/café and marina. A written job description can be in place prior to their final interview; 2) RRM/CLM removed their property. All of the districts property is still in place. Tom and I did several walk through, including a final review. The 5 items that RRM/CLM wants to sell to us are priced. Tom advised that RRM/CLM would send an invoice and as of to date we have not received it. Tom stated that if he found the invoice to be different to contact RRM/CLM directly. All kitchen items and racks etc. we still have and what I did notice is that a few items in the kitchen may need to be upgraded do to wear and tear over the years. Items that we will need to make some decisions as soon as possible are purchase of a few pontoon boats, along with some fishing boats. The kayaks and paddleboards are more readily available to purchase as we get closer to the season of 2023. I have been researching and talking with different boats dealers to find out about lead time and what we would be looking at for cost;

President Cathcart wanted to ask about the necessary insurance that Director Malley was concerned about. Plus, I realize that you have been working on some licenses that we will need if we employed individuals for management. Director Malley can help with the insurance aspect, as an individual, that will not go against the Brown Act.

Director Malley asked about if the boats produce any revenue in from the marina. Chief Gerren reported yes. Those boats are a big profit maker for the parks and recreation department. So, it is to our advantage to purchase and make sure that we have the revenue coming into the parks and recreation department.

Chief Gerren continued with question 3 from President Cathcart, what expectations do you have for the operation of the store/café and marina to take place in 2023 and thereafter based on employee vs concessionaire. 3) The overall operation from a management standpoint, I feel that we would have better control of the operation. From a profitable aspect we would have a better bottom line than we have with a concessionaire, because the concessionaire is in for the profit and makes a better percentage than what we receive. If we do go with employed management, we would have start-up costs for season 2023 and after that the start-up costs would be minimal. Mike Basso's point of view with management vs concessionaire, is from working under a concessionaire, was finding a manager that he could put into the marina. One of the 3 individuals that I have talked with specializes in marina management. He has worked as manager for a local marina in Lake Tahoe for many years and has the experience that the CSD would be looking for to manage the marina. He lives and has worked locally in Lake Tahoe for many years. He also has some store and café operations experience. After talking with Mike Basso, feels that working with two individual managers, one for store/café and one for marina would be ideal for the District because we would have optimum performance for the community and the public that comes into the community here at the CSD area, rather than one manager overseeing both, very busy operations and getting rundown and overworked. If we do not get a concessionaire, it would be good to get a manager to run the store/café and a manager to run the marina, having cross-training in both areas, to optimally run the area in a less stressful atmosphere focusing on their area of management.

Discussions were then held regarding 2 managers vs a concessionaire, emails blasts going out to public, using the website to keep everyone abreast as to what is happening, giving the community an opportunity to send in comments and how these comments can be forwarded directly to the advisory committee, where to find the postings of job interest ad and what the ad states, expanding the search for managers and concessionaires, copies of the RFP and sub-committees to the advisory committee.

With no other further business, President Cathcart adjourned the meeting at 11:39 am.