



CAMERON PARK COMMUNITY SERVICES DISTRICT

2502 County Club Drive
Cameron Park, CA 95682
(530) 677-2231 Phone
(530) 677-2201 Fax
www.cameronpark.org

AGENDA

Regular Board of Directors' Meetings are held
Third Wednesday of the Month

REGULAR BOARD MEETING Wednesday, May 16, 2018 6:30 p.m.

Board will convene into Closed Session after Board Information Items.

Board Members

Holly Morrison	President
Margaret Mohr	Vice President
Monique Scobey	Board Member
Greg Stanton	Board Member
Ellie Wooten	Board Member

Notice to the Public

An AGENDA in FINAL FORM is located in the Reception area in the District Office and posted at each of the Cameron Park Fire Stations and on the District's website at www.cameronpark.org. Support material is available for public inspection at the District Office and on the District website. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors which is distributed less than 72 hours prior to the meeting, is available for public inspection at the same time the writing is distributed to the members of the Board of Directors. Such written documents will be made available at the District Office and on the District website.

The Cameron Park Community Services District (CPCSD) is committed to ensuring that all persons are provided the resources to participate in its public meetings. For the public's information, we are now taking email requests for future notification of Community Services District meetings. Please contact the District office at 530-677-2231 or cpcsd@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings.

CALL TO ORDER

1. Roll Call
 2. Pledge of Allegiance
-

ADOPTION OF THE AGENDA

The Board will make any necessary additions, deletions, or corrections to the Agenda and motion to adopt the Agenda.

3. Adopt the Agenda
-

RECOGNITIONS AND PRESENTATIONS

Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #7 to be discussed and acted upon individually.

4. Conformed Agenda – Parks & Recreation Committee Meeting, April 2, 2018
 5. Conformed Agenda - Board of Directors Meeting, April 18, 2018
 6. Staff Reports
 - a. General Manager
 - b. Administration Department
 - c. Fire Department
 - d. Recreation Department
 - e. Parks & Facilities Department
 - f. Covenants, Conditions & Restrictions (CC&R) Department
-

OPEN FORUM FOR NON-AGENDA ITEMS

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors. Comment during the Open Forum is limited to four minutes per person. Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes except with the consent of the Board, individuals shall be allowed to speak on an item only once. The Board reserves the right to waive said rules by a majority vote. For the public's information, we are now taking email requests for future notification of Community Services District meetings.

GENERAL BUSINESS

For purposes of the Brown Act §54954.2 (a), items below provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

7. Items removed from the Consent Agenda for discussion
 8. **REVIEW AND DISCUSS** El Dorado Disposal/Waste Connections rate adjustment and performance standards for 2017
 9. **REVIEW AND APPROVE** agreement with NonProfit Technologies (NPT) for accounting software services
 10. **RECEIVE AND DISCUSS** outcomes of the Fire & Emergency Services Request for Proposal selection process; consider CAL FIRE's contract for services during the District's June budget hearings
-

BOARD INFORMATION ITEMS

At this time, the Board and staff are provided the opportunity to speak on various issues. Direction by the President may be given; however, no action may be taken unless the Board agrees to include the matter on a subsequent agenda.

11. General Matters to/from Board Members and Staff
 12. Local Area Formation Commission (LAFCO)
 13. Committee Reports
 - Budget & Administration
 - Covenants, Conditions & Restrictions (CC&R)
 - Fire & Emergency Services
 - Parks & Recreation
-

PUBLIC COMMENT ON CLOSED SESSION

At this time, members of the public may speak on any Closed Session agenda item.

Closed Sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange or lease of real property. Members of the public may address the Board prior to closing the meeting.

14. Public Comment
-

CONVENE TO CLOSED SESSION

The Board will recess to Closed Session to discuss the following item:
"Labor Negotiations" Government Code Section 54957.6

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

15. Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.
-

ADJOURNMENT

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Parks & Recreation Committee
Monday, April 2, 2018
6:30 p.m.

Cameron Park Community Services District
2502 Country Club Drive, Cameron Park

Conformed Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Director Greg Stanton (GS)
Alternate Director Holly Morrison (HM)
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,
Parks Superintendent Mike Grassle

CALL TO ORDER - 6:30 p.m.

ROLL CALL - GS, HM MS absent

APPROVAL OF AGENDA - Approved

APPROVAL OF CONFORMED AGENDA – Take to Board of Directors' April meeting for approval.

OPEN FORUM

Mike Berry

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

1. **Oral Updates from Staff** (T. Helm and M. Grassle)
2. **Food Truck – Selection of Provider** (T. Helm)
3. **Proposition 68: The California Clean Water and Safe Parks Act and District’s Process to Identify, Prioritize Park & Facilities Improvement Projects** (J. Ritzman)
4. **Facility Use Policies – Update Process** (J. Ritzman)
(correspondence)
5. **Items for the May Committee Agenda**
 - *Report back regarding Community Center use policies*
6. **Items to take to the Board of Directors**
 - *The Board considering a workshop regarding Community Center use policies after Board members solicit feedback from their constituents and staff conduct a survey.*
 - *March Parks & Recreation Committee Conformed Agenda for approval.*

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 8:08 p.m.



CAMERON PARK COMMUNITY SERVICES DISTRICT

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CONFORMED AGENDA

Regular Board of Directors' Meetings are held
Third Wednesday of the Month

REGULAR BOARD MEETING Wednesday, April 18, 2018 6:30 p.m.

Board Members

Holly Morrison	President
Margaret Mohr	Vice President
Monique Scobey	Board Member
Greg Stanton	Board Member
Ellie Wooten	Board Member

Notice to the Public

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CONFORMED AGENDA

CALL TO ORDER – 6:33 p.m.

1. Roll Call – *HM, MM, MS, GS, EW*
 2. Pledge of Allegiance
-

ADOPTION OF THE AGENDA

The Board will make any necessary additions, deletions, or corrections to the Agenda and motion to adopt the Agenda.

3. Adopt the Agenda

Motion to adopt the Agenda.

MM/MS - Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain - None

RECOGNITIONS AND PRESENTATIONS

Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

Board of Directors receives guest speakers who have been invited to present items to the Board that are of interest to the District.

Covenants, Conditions and Restrictions (CC&R) Compliance Officer Lyle Eickert on his 10th anniversary with the CPCSD

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #9 to be discussed and acted upon individually.

4. Conformed Agenda – Parks & Recreation Committee Meeting, March 5, 2018
 5. Conformed Agenda - Board of Directors Meeting, March 21, 2018
 6. Staff Reports
 - a. Administration Department
 - b. Fire Department
 - c. Recreation Department
-

CONFORMED AGENDA

- d. Parks & Facilities Department
- e. Covenants, Conditions & Restrictions (CC&R) Department – No report as the committee did not have a quorum
- 7. **ADOPT** Resolution No. 2018-07 Requesting Election Services from El Dorado County to fill Four Board of Directors’ Seats
- 8. **RECEIVE AND FILE** Information on Proposition 68

Motion to approve the Consent Agenda with the following changes:

- *Pull item number 5. and add Report Out language under item number 20. from legal counsel.*
- *Item number 5. – make the following change to General Matters to/from Board Members and Staff under GS comments “...Emphasized the importance of the Board ~~listening to the~~ considering the public’s input ~~public at Board meetings~~ before a motion is made by a Board member.*

GS/MM - Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment - None

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Michelle Baldwin, Barbara Rogers, Bill Carey, Dave Gelber

GENERAL BUSINESS

For purposes of the Brown Act §54954.2 (a), items below provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

- 9. Items removed from the Consent Agenda for Discussion
- 10. **REVIEW AND DISCUSS** General Manager Report – State of the District
- 11. **REVIEW AND DISCUSS** Supplemental District Budget Timeline Report

CONFORMED AGENDA

BOARD INFORMATION ITEMS

At this time, the Board and staff are provided the opportunity to speak on various issues. Direction by the President may be given; however, no action may be taken unless the Board agrees to include the matter on a subsequent agenda.

12. General Matters to/from Board Members and Staff

MS - Enjoyed and thanked staff and the General Manager for the reports tonight.

GS - Thanked staff for their work and for the information provided. Thanked the General Manager for not having legal counsel at the meeting tonight.

MM - Thanked the public for attending the meeting and staff for their work.

HM - The Easter Egg Hunt was hysterical. Kudos to Tina Helm and CAL FIRE for their work on the event. Thanked Maintenance Department staff for their quick work on cleaning up the community after the recent storm.

13. Local Area Formation Commission (LAFCO)

LAFCO is working on some interesting concepts and invited all to attend these meetings; however the April meeting has been canceled.

14. Committee Reports

- Budget & Administration

Discussed and brought the organizational chart and the budget timeline to the Board.

- Covenants, Conditions & Restrictions (CC&R)

Was already discussed in this meeting. May 7th is the next meeting.

- Fire & Emergency Services

Welcomed back Chief Smith to full duty. The full team of weed abatement specialists are on duty. Chief Moranz and Chief Smith provided a report on weed abatement work that is being done in the community.

- Parks & Recreation

Asked staff to add to the next committee agenda the Skate Park concerns and the Cameron Park Lake website viewings. The next meeting will be on May 7th.

ADJOURNMENT - 8:26 p.m.

Agenda Transmittal

DATE: May 16, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #6a: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive and File.

The Best News of the May – Cameron Park Community Services District is the recipient of a Friends of Seniors Grant for \$1,010 for funding the development of new senior art programs and an art room. Sarah Fridrich, with the support of volunteers Celestine Carey and Sue Hawkes, and Tina Helm developed the program and submitted the grant. Stay tuned for more information about upcoming programs.

On Monday, April 16th, eleven full-time District employees braved a snow storm and traveled to Camino for a staff workshop. We enjoyed an outdoor lunch at Boa Vista (including a few yummy apple donuts) and watched the snowflakes fall. The workshop was held at CAL FIRE's Camino Fire Station on Mount Danaher Road. Topics included strengths of each staff member, expectations of the new team, and a discussion of District goals for the coming year.

I spoke with a project manager from Lennar about the Bell Woods development; a presentation for the Board about the development will be scheduled in the coming months. West Consulting met with District staff, toured Cameron Park Lake Dam and began their work on the inundation report.

Gold Bug Quilters had a wonderful event at the Community Center. The Community Showcase & Luau and Spring Arts & Craft Show was planned and implemented with the District's community partners. Recreation, Parks and Fire Department Staff is knee deep in planning for Summer Spectacular, our 19th year. Summer and all of the great summer programs will be upon us soon.

Developing the District's proposed budget has been the highest priority project for April and May, and taking much of the staff's time.

Agenda Transmittal

DATE: May 16, 2018

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #6b: **Administration Department Report**

RECOMMENDED ACTION: Receive and File

Human Resources

- A time clock system is being installed and implemented at both the main facility and Cameron Park Lake for the summer. This will allow for more efficient timesheet/payroll processing.

Budget/Finance

- Budget work continues. The Budget and Administration Committee got their first look at the Budget numbers and format on May 1st. Each Department Head reviewed their budget with the Committee and took questions. Staff took Committee input and will continue to work with Departments to refine year end estimates and FY 18-19 Proposed Budget requests. The Committee will get their second Budget review on June 5.
- Staff and VTD staff have completed their review of the three financial software companies who responded to the District's RFP. A selection has been made and a contract recommendation is coming before your Board tonight for your consideration.
- Staff continues to edit vendor lists to ensure that inactive information is not migrated to the new Financial System during implementation.
- CalPERS has published a Circular Letter (attached) presenting changes to the CalPERS Actuarial Amortization Policy, effective with the June 30, 2019 Actuarial Valuation Reports and contributions beginning fiscal year 2021-22.

The most applicable change to our organization appears to be the actuarial gains and losses amortization reduction from 30 to 20 years.

The policy allows **existing** amortization bases to remain unchanged to minimize budgeting disruptions. The first-year impact of the policy changes cannot be measured until the June 30, 2019 valuations are completed, but the impact is expected to be small for most plans. This is because the majority of the Unfunded Accrued Liability will be from amortized bases established on or before June 30, 2018 which are not affected by the policy changes. Also, the largest source of gain or loss is typically due to investment experience which will continue to

use a five-year ramp up significantly reducing the first-year impact. The June 30, 2019 implementation date means that the first contribution year public agency employers will see any impact is fiscal year 2021-22.

Staff will continue to monitor and report as new information becomes available.

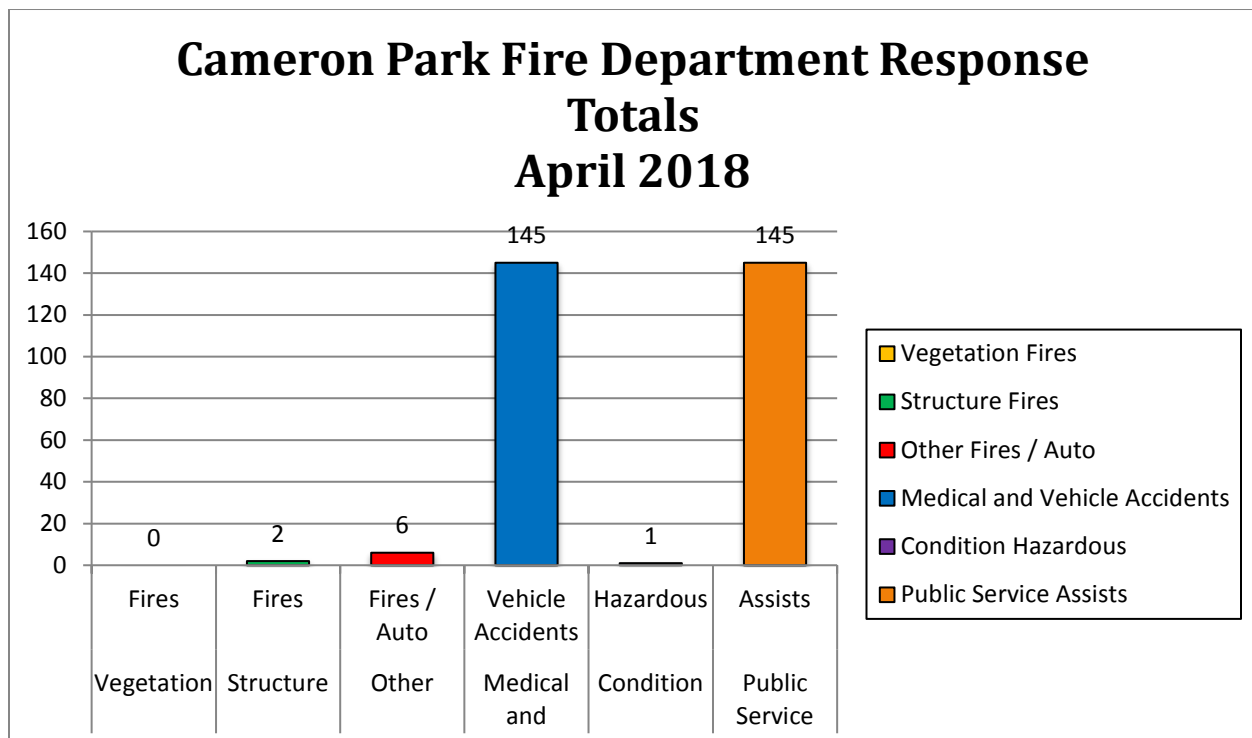




CAMERON PARK FIRE DEPARTMENT STAFF REPORT

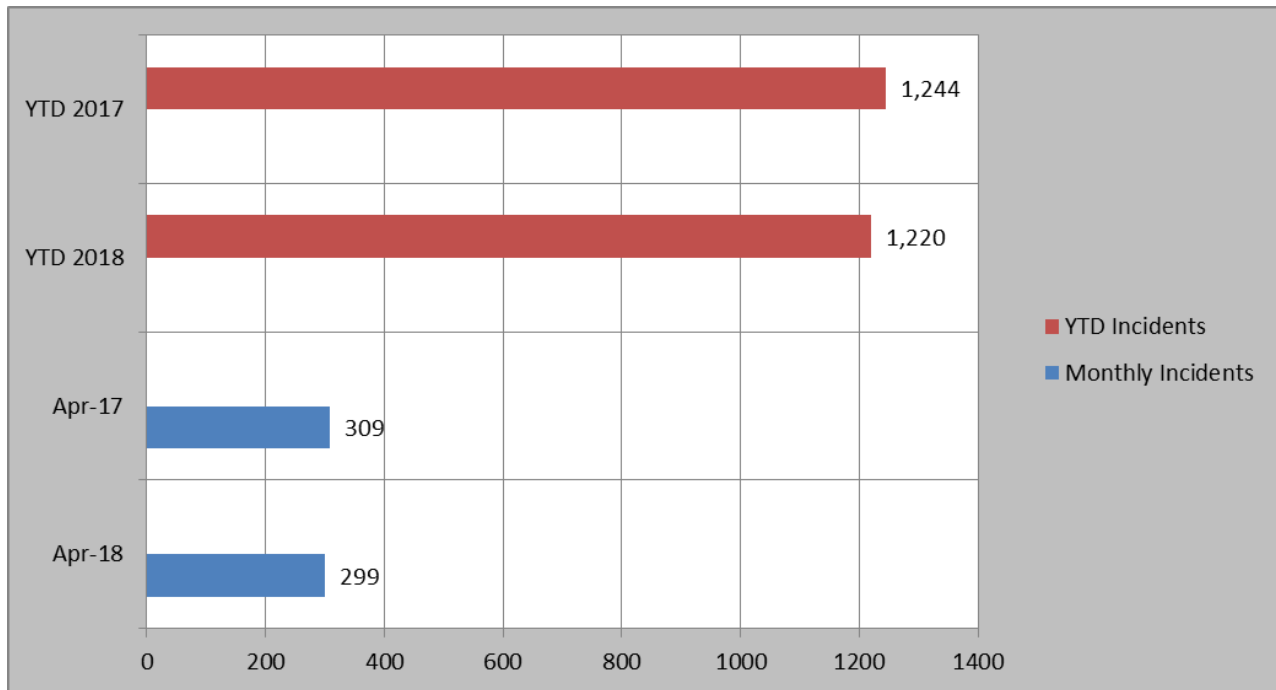
To: Board of Directors
From: Douglas Michael Ferro, Battalion Chief
Agenda Item #6c: Fire Department Report for the May 16, 2018 - Board Meeting
Recommended Action: Receive and File

Incidents for the Month of April 2018



Incidents have decreased by 3% for the month of April compared to 2017.

Total incidents have decreased by 2% for the calendar year compared to 2017.



PUBLIC OUTREACH EVENTS

- The Fire Explorers, Resident Firefighters along with CAL FIRE and Station 88 and Station 89 personnel provided planning and support for the Cameron Park Community Clean-Up Day on April 6. Station 89 hosted Boy Scout and school tours along with the Girl Scout Meeting.

FIRE DEPARTMENT OPERATIONS AND ADMINISTRATION

Incidents

There were no significant incidents within Cameron Park during April

Apparatus

No changes in the district apparatus in April

FIRE PREVENTION

Weed Abatement Update

- April Weed Abatement first inspections completed on April 6.
- Hazard Abatement letters sent via Certified Mail on 4.12 to 268 recipients.
- No appeals requested.
- 32 Certified Hazard Abatement Letters returned.
- Second Weed Abatement inspections completed by May 4.
- Received approximately... 133 calls from lot owners, contractors, residents, etc.
- Meet and confer process completed with 8 property owners.
- 47% lots in compliance with Ordinance after first April Inspections.
- We have received several calls from property owners wanting extensions to the May 1st deadline. Owners are granted extensions into mid-May. We also request the owners let us know when the clearance has been completed.
- Contacted 5 Vendors for bids on potential lien properties.

Residential Burning

As a reminder to the Cameron Park Residents, "Residential Burning" is only permitted during the first two weeks of April and the first two weeks of November unless their property is 1 Acre or greater with a valid burn permit. (Exhibit B - Ordinance 2000-1) Residents of Cameron Park with less than 1 Acre are advised to either hire a local contractor to chip their yard waste, or haul the debris to the El Dorado County Waste Facility at 4100 Throwita Way in Placerville. The Waste Connections El Dorado Disposal is open 8:00 A.M. to 5:00 P.M. seven days a week.

Replace your batteries and Test your smoke detectors: It just takes only a moment to ensure your smoke detectors work. If you do have a fire, they could save your life.

May 16, 2018



CAMERON PARK FIRE DEPARTMENT
 Cameron Park Community Service District
 Weed Abatement Program
Weed and Rubbish Abatement Ordinance No. 2018.03.21



Non-Compliant Parcels after 2nd Inspection

Exhibit A

	APN	Size		APN	Size		APN	Size
1	083-583-16	5.22	41	082-311-08	20	81	083-453-17	0.48
2	115-030-06	7.45	42	082-521-01		82	116-040-06	5
3	119-052-04		43	083-020-37	2.6	83	116-040-25	5
4	083-162-01		44	083-560-24		84	116-040-26	5
5	083-141-26		45	083-590-30		85	116-040-31	2.81
6	083-582-09	1.05	46	083-241-06		86	116-040-33	5
7	083-020-24		47	083-600-49		87	109-230-09	7.9
8	082-531-18		48	083-590-11		88	109-230-10	7
9	082-142-06		49	116-312-02		89	116-030-14	0.04
10	082-531-14		50	116-311-04		90	102-260-54	10.06
11	082-531-15		51	116-312-06		91	102-351-07	
12	082-531-16		52	116-501-17		92	083-451-01	2.47
13	082-543-07		53	109-230-02	9.89	93	083-451-02	
14	116-301-05	1.02	54	109-230-03	0.57	94	083-500-02	
15	083-020-02		55	109-230-04	4.25	95	116-030-07	5.35
16	082-174-01		56	109-230-06	1.78	96	083-282-29	
17	082-401-02		57	109-230-07	2.06	97	083-291-09	
18	082-381-03	1.03	58	109-230-08	1.81	98	083-282-45	
19	082-381-04		59	109-230-05	1.63	99	109-213-07	0.23
20	083-112-16	0.51	60	082-391-03		100	109-213-06	0.38
21	083-112-15	0.42	61	082-401-05		101	116-680-08	0.44
22	083-112-12	0.62	62	082-253-01		102	116-292-13	
23	083-122-13	0.56	63	082-024-02		103	082-311-13	
24	083-122-12	0.38	64	082-014-10		104	102-110-24	3.34
25	083-122-11	0.41	65	082-430-03	8.89	105	083-253-15	
26	083-091-01		66	082-430-04	13.14	106	083-261-33	
27	083-182-05	0.86	67	082-430-05	15.81	107	083-282-49	
28	083-182-06		68	082-184-01	10	108	082-294-01	
29	083-020-29	10.54	69	082-430-02	11.25	109	082-243-02	
30	083-211-05		70	082-401-06		110	083-262-01	
31	083-211-06		71	119-020-16	2.6	111	083-261-28	
32	119-063-02		72	116-081-05		112	082-332-05	
33	119-062-06		73	116-081-03		113	083-202-06	
34	109-010-01	1.66	74	116-081-04		114	082-552-01	
35	109-214-07	0.52	75	116-083-04		115	116-030-09	5
36	109-214-08	0.47	76	070-011-49	49	116	116-030-10	5.1
37	109-230-12	56	77	083-072-09		117	116-030-31	5
38	082-085-06		78	083-052-07	0.25	118	083-560-26	
39	070-011-49	31.3	79	083-052-08	0.26	119	083-590-30	
40	083-211-04		80	083-350-57	19.87	120	082-543-05	



CAMERON PARK FIRE DEPARTMENT
 Cameron Park Community Service District
 Weed Abatement Program
Weed and Rubbish Abatement Ordinance No. 2018.03.21



Non-Compliant Parcels after 2nd Inspection

	APN	Size		APN	SIZE		APN	Size
121	083-221-15		142	083-052-09		163	116-030-34	5
122	082-082-08		143	083-052-05		164	116-030-35	5
123	082-082-01		144	083-052-06	0.3	165	116-040-22	5
124	082-071-13		145	082-412-09		166	116-040-24	5
125	082-071-07		146	082-412-10		167	119-020-50	33.69
126	082-442-14	3.26	147	082-122-06		168	083-101-21	
127	082-193-09		148	082-164-10		169	102-260-38	
128	082-412-06		149	083-465-28	2.24	170	119-210-25	
129	082-412-05		150	070-460-16		171	119-034-02	
130	082-341-07		151	082-182-08		172	109-135-08	
131	082-341-08		152	083-082-06		173	108-194-09	
132	082-341-11		153	083-221-54		174	119-134-02	
133	102-421-01		154	082-322-15		175	119-272-05	
134	082-182-02		155	082-322-16		176	119-272-06	
135	082-282-13		156	116-810-04		177	083-020-31	
136	082-282-11		157	116-810-05		178	116-281-08	
137	082-282-09		158	116-810-07		179	083-453-01	
138	116-010-04	20	159	083-202-14				
139	082-281-15		160	083-231-13				
140	082-122-14		161	083-453-10	0.47			
141	082-142-11		162	083-453-11	0.47			

Page 1 = 120 parcels
 Page 2 = 59 parcels
 GRAND TOTAL = 179 parcels

ORDINANCE 2000-01
Of the Board of Directors of the Cameron Park Community Services District

November 16, 2000

**Ordinance to Prohibit Outdoor Residential Burning Within Designated Areas
of Cameron Park Community Services District Boundaries**

Whereas, during the general election of November, 1998, the registered voters of Cameron Park Community Services District passed a ballot measure calling for mandatory refuse collection within the boundaries of Cameron Park Community Services District; and

Whereas, March, 1999, the Mandatory Refuse Collection Program began in Cameron Park, as a result of said election; and

Whereas, this program allows for unlimited refuse collection for residences in Cameron Park, inclusive of yard waste; and

Whereas, with this program in place, burning of yard waste is no longer the most expedient manner to dispose of yard waste; and

Whereas, outdoor residential burning in high population density areas does create air pollution and health hazards; and

Whereas, Cameron Park consists of mostly highly developed residential areas; and

Whereas, it is the desire of the District to reduce air pollution caused by Outdoor Residential burning within designated areas of Cameron Park Community Services District; and

Whereas, designated areas shall be defined as residential parcels less than one acre in size and within the District boundaries; and

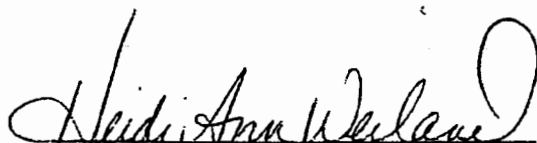
Whereas, during the first two weeks of April and the first two weeks of November residential outdoor burning will be allowed, within regular guidelines for permits and permissive burn days.


Now, Therefore, Be It Set Forth that the Board of Directors of the Cameron Park Community Services District does prohibit residential outdoor burning on residential parcels, less than one acre in size, within the boundaries of Cameron Park Community Services District, excepting for the first two weeks of April and the first two weeks of November, within regular guidelines for permits and permissive burn days.

Passed and Adopted by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on the 16th day of November, Two-thousand by the following vote of said Board:

ATTEST:

November 16, 2000


Secretary to the Board


President, Board of Directors

Agenda Transmittal

DATE: May 16, 2018

FROM: Tina Helm, Recreation Supervisor

AGENDA ITEM #6d: Recreation Department Report

RECOMMENDED ACTION: Receive and File

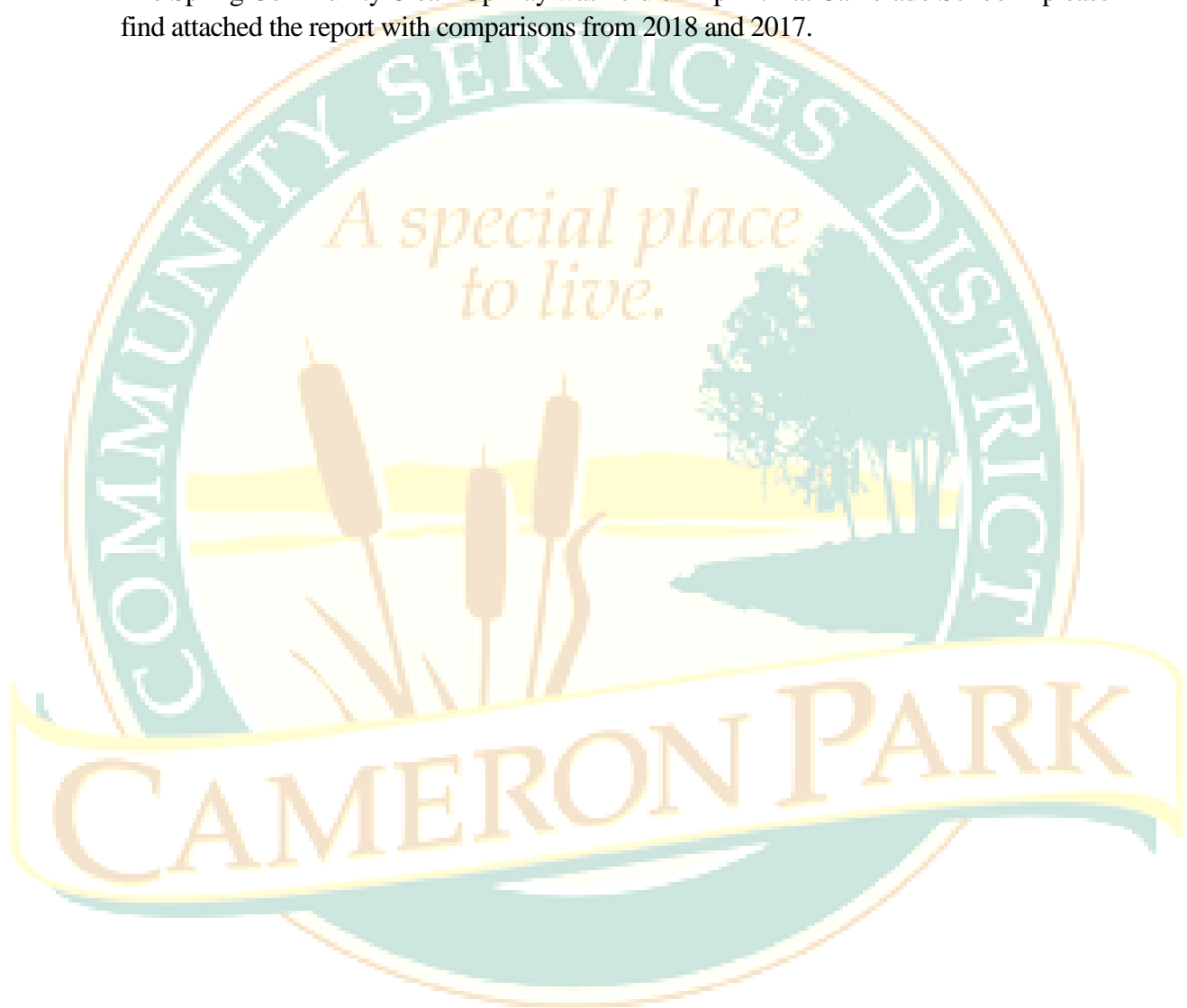
- Facility Use Report: Please find the scheduled rentals from July to April Fiscal Years 2016/17 and 2017/18 compared to the rentals during the same time period. This comparison is for the auditorium/classroom rentals and does not include the gym.

	2016/17 Facility Rentals July 2016- June 2017	number of rentals	2017/18 Facility Rentals July 2016- June 2017	number of rentals
July	\$3,387.76	19	\$7,448.00	20
August	\$2,485.85	20	\$5,615.37	25
September	\$1,638.51	17	\$3,926.50	16
October	\$7,485.51	24	\$6,099.60	20
November	\$3,006.00	18	\$4,455.50	20
December	\$4,832.71	24	\$2,964.00	13
January	\$3,993.75	17	\$1,826.50	13
February	\$3,350.60	14	\$3,265.50	15
March	\$5,243.42	22	\$5,939.05	20
April	\$4,823.00	20	\$10,354.75**	26
Total	\$40,247.11	195	\$51,894.77	188

** 3 day quilt show

- Staff attended the annual Easter Egg Hunt on March 31st. There were lots of happy children and parents that participated and collected over 3,000 eggs.
- The summer activity guide was completed and mailed out to the residents close to April 20th.
- Staff attended the staff retreat at Mt. Danaher in Camino. The retreat focused on individual strengths and similarity shared by other staff as well as the goal for the district moving forward.
- Staff attended the Senior Leadership Council meeting in April to discuss the upcoming Showcase representation, the Friends of Seniors grant, new classes (Arts & Craft Corner, Bunco and the 50+ symbol).

- Staff attended the Community Showcase and Luau at the Pool event on April 26th. This event was moved from October to April with much more attendance. Staff will be attending the wrap-up meeting this week.
- Staff is scheduling and conducting seasonal staff interviews for Lifeguards, Summer Camp and Kiosk positions.
- The Early Bird season pass sales finished on April 30th. Staff is compiling the report. The office was open late on April 26, 27 and 30 to process passes until 7:00pm.
- The Spring Community Clean-Up Day was held on April 7th at Camerado School – please find attached the report with comparisons from 2018 and 2017.





Cameron Park Community Services District
530-677-2231

Data from Spring Clean Day - 2018

Spring Clean-up event was held on April 7, 2018 at Camerado Middle School – 2480 Merrychase Drive.

2018	2017
195 vehicles went through the cleanup day	244 vehicles went through the cleanup day

Data from Waste Connections

2018	2017
23.5 tons MSW	37.5 tons MSW
6.26 tons recycle	
2.61 tons green waste	8.39 tons green waste

Data from Snowline Hospice:

Please see below the Material Data in Pounds from the Cameron Park Clean Up.

2018		2017	
E-waste	1,176 lbs	E-waste	1,778lbs
Furniture		Furniture	125lbs
Misc Household Goods	1,300 lbs	Misc Household Goods	2,750lbs
TVs	2,211 lbs	TVs	1,508lbs
Linens/Clothing	747 lbs	Linens/Clothing	333lbs
Metal	187 lbs		

** As a whole the participation was lower due to the weather – it was raining and cold.

2018 Yard Sale - held at the Cameron Park CSD Parking Lot from 8am to 12pm

Due to the weather the Yard Sale was relocated to inside the gym. Vendors were assigned spots on a first come first serve basis. There were approximately 20 vendors that did participate. There were shoppers that showed up at 7am to start shopping. We hope the weather will cooperate in the fall.

Agenda Transmittal

DATE: May 16, 2018

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #6e: Parks & Facilities Department Report

RECOMMENDED ACTION: Receive and File.

General information

Staff have been busy getting the district ready for the summer. The community pool is up and running, with the lagoon not too far behind. All of the turf grass has been fertilized and the irrigation systems are getting a much needed tune up right before summer. Staff are working hard on keeping the weeds under control throughout Cameron Park. The district is utilizing a janitorial company to help us keep the bathrooms throughout the district clean and neat. This has taken a burden off of the staff. Also the district has signed a contract with Cintas to deliver and stock our janitorial supplies. Cintas offers much more support and service than the current company we use.

Cameron Park Lake

- Staff installed the spill way boards for the lake in early April.
- Lincoln Aquatics will be out at the lake in the next few weeks to get the lagoon up and running.

Sports Parks/Fields

Christa McAuliffe Park/Skate Park

- Christa will be closed from May 2nd – May 29th for routine maintenance. Field has been fertilized, aerated and over seeded.
- Our facilities staff are checking in on the skate park 2-3 times per day. So far their presence at the skate park has been effective.
- New signage is being ordered for the skate park.

David West

- The district has taken over the maintenance of the little league infield. Ponderosa Little League has been responsible for the maintenance of the infield in the past. After speaking with Ponderosa Little League we agreed the Cameron Park Community Services District (CPCSD) should be maintaining the infield.

Neighborhood Parks/Landscape and Lighting Assessment Districts

Northview Park

- Staff meet with a resident who was concerned about the condition of the decomposed granite trail that runs throughout the park. We are working on taking measures to keep the trail intact.
- Staff removed two arches from the top of the playground. People have been climbing on top of the arches, attempting to vandalize the shade structure.

Chardi Corner

- The lights that shine on the Cameron Park sign have been replaced with LED flood lights. The previous lights were not working.

Community Center

- Staff have been eliminating unnecessary sprinkler heads throughout the landscape.
- The district had our annual pool slide inspection. The district passed without any issues.
- Staff have prepped the pool deck for the upcoming season. All the restrooms, lounge chairs and tables have been pressure washed and cleaned up.

CalFire/Weed Abatement

- CalFire and Growlersberg have helped us complete our weed abatement at the Community Center and Sandpiper. El Dorado Weed Control sprayed out those two areas once the weed abatement was completed.

SDRMA/Fire Inspection

- Our insurance company, SDRMA, come out to give us a safety assessment on our building. We just received the report and have one of our Office Assistants working through it. We also received an annual fire inspection at the Community Center from the CalFire Fire Marshall. Staff are currently looking through that report as well.

Cameron Park
Community Services District

Agenda Transmittal

DATE: May 16, 2018

FROM: Lyle Eickart,
Covenants, Conditions & Restrictions (CC&R) Compliance Officer

AGENDA ITEM #6f: CC&R DEPARTMENT STAFF REPORT

RECOMMENDED ACTION: Receive and File

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

The following items were reviewed and discussed at the May CC&R Committee meeting:

	Item	Number of Items
	Initial Violation Notices	21
	Final Violation Notices	4
	Pre-Legal Notices	2
	Legal Cases	0
	Pending Violations	3
	Corrected Violations	33

Please see the attached CC&R Committee meeting agenda of May 7, 2018.

CAMERON PARK COMMUNITY SERVICES DISTRICT

CC&R POLICY AND ENFORCEMENT SUBCOMMITTEE

2502 Country Club Drive, Cameron Park, CA 95682 - phone (530) 677-2231 fax (530) 677-2201

AGENDA

CC&R REGULAR SCHEDULED MEETING

Monday, May 7, 2018 5:30 p.m.

2502 Country Club Drive, Cameron Park, California

1.	Call to Order:			
	Roll Call:	Ellie Wooten, Monique Scobey, Gerald Lillpop, Robert Dalton		
2.	Agenda Approval:			
	Agenda for	May 7, 2018		
	Recommended Action:	Approve Agenda		
3.	CC&R Conformed Agenda:			
	Conformed Agenda for	March 5, 2018 (The April 2, 2018 meeting was cancelled due to the lack of a quorum)		
	Recommended Action:	Approve Conformed agenda.		
4.	Public Comment: Time For the Audience to Address the Committee On Non-Agenda Items			
	Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to 3 minutes, and individuals representing a group are allocated 5 minutes. Matters not on the agenda may be addressed by the public during the Open Forum. Public comments during Open Forum are limited to three minutes per person. The Committee reserves the right to waive said rules by a majority vote.			
5.	Communications Requiring Committee Review/Action:			
	A homeowner living within the Viewpointe subdivision has requested time to address the Committee concerning the proposed change to Section 8 of the Viewpointe CC&Rs related to the keeping of poultry on individual lots within the subdivision.			
	Monthly Staff Report:			
6.	Initial Notice:	Notice Sent	Unit	Complaint
A.	3056 Camerosa Circle	05/01/18	Bar J Ranch Unit #1	Neglected landscape maintenance/weeds/baron areas
B.	3098 Camerosa Circle	05/01/18	Bar J Ranch Unit #1	Neglected landscape maintenance/baron areas
C.	3011 Camerosa Circle	05/01/18	Bar J Ranch Unit #1	Neglected landscape maintenance/weeds
D.	4770 Castana Drive	04/27/18	Bar J Ranch Unit #2	Neglected landscape maintenance/weeds & tall grass
E.	3884 Hillsborough Road	04/25/18	Cameron Park N. #2	Utility trailer improperly parked/side of property
F.	3119 Royal Drive	04/25/18	Cameron Park N. #2	Cargo trailer improperly parked/side of property
G.	4048 Berry Road	04/25/18	Cambridge Estates	Recreational vehicle trailer parked on driveway
H.	2740 Alhambra Drive	04/25/18	Cameron Park N. #7	Recreational vehicle trailer parked on side of roadway
I.	3000 Twin Oaks Road	04/25/18	Cameron Park N. #2	Utility trailer parked in the front yard/not screened
J.	4865 Canfield Circle	04/24/18	Cambridge Oaks #1	Neglected landscape maintenance/weeds & tall grass
K.	3135 Royal Drive	04/23/18	Cameron Park N. #2	Cargo type trailer improperly parked on driveway
L.	3890 Rustic Road	04/23/18	Cameron Park N. #2	Pop-up type camper trailer improperly parked
M.	4781 Castana Drive	04/20/18	Bar J Ranch Unit #2	Pop-up type camper trailer improperly parked
N.	4165 Crazy Horse Road	04/20/18	Cambridge Oaks #1	Neglected landscape maintenance/weeds
O.	2133 Carrillo Court	04/29/18	Bar J Ranch Unit #2	Motor home improperly parked on Terraza Street
P.	3523 Covello Circle	04/19/18	Bar J Ranch Unit #3	Utility trailer improperly parked beside the driveway
Q.	Turner Circle	04/19/18	Viewpointe	Abandoned vehicle report/license #54722F1
R.	Turner Circle	04/19/18	Viewpointe	Abandoned vehicle report/license #5J69286
S.	2706 Sterling Way	04/19/18	Cameron Park #12	R/V trailer improperly parked on front of property

T.	2668 Sterling Way	04/19/18	Cameron Park #12	Utility trailer full of misc. debris/in front of fence
U.	4635 Castana Drive	04/18/18	Bar J Ranch Unit #4	Recreational vehicle trailer parked on driveway
Recommended Action: None				
7. Final Notice				
A.	#6489 3070 Turner Ct.	04/27/18	Viewpointe	Keeping chickens on the property
B.	#6487 3726 Antilles Dr.	04/20/18	Bar J Ranch Unit #7	Wrecked vehicle parked on the street
C.	#6486 3400 Turner Cr.	04/19/18	Viewpointe	Boat improperly parked beside the driveway
D.	#6484 3879 Fairway Dr.	04/19/18	Cameron Park N. #1	Utility trailer improperly parked on side of driveway
Recommended Action: None				
8. Pre-Legal Notice				
A.	#6475 4597 Bocana Rd.	04/04/18	Bar J Ranch #4	Cargo trailer parked on driveway/street
B.	#6481 2640 Green Glen	04/17/18	Cameron Park N. #2	Keeping chickens on the property
Recommended Action: Forward Items 8A & 8B to Board of Directors for legal action.				
9. Legal Cases				
None				
Recommended Action: None				
10. Pending				
A.	#6578 3367 Turner Cr.	02/16/18	Viewpointe	Keeping chickens on the property
B.	#6482 3306 Turner Cr.	03/15/18	Viewpointe	R/V trailer improperly parked on driveway
C.	#6485 3211 Chasen Dr.	04/19/18	Eastwood Park #5	Boat improperly parked on side of driveway
Recommended Action: None				
11. Corrected Violations				
A.	#6483 3426 Oxford Rd.	03/15/18	Cameron Park N. #6	Construction of fence without permit
B.	7066 Sinclair Drive	03/29/18	Cameron Valley Est.	Recreational vehicle trailer parked on the driveway
C.	3248 Catawba Drive	03/29/18	Cameron Woods #5	Exterior painting of house without a permit
D.	3321 Hacienda Road	03/16/18	Cameron Park N. #1	Boat parked on the driveway
E.	3146 Bonanza Drive	03/29/18	Air Park Estates	Recreational vehicle trailer parked on side of property
F.	4773 Castana Drive	03/28/18	Bar J Ranch Unit #2	Pop-up type camper R/V trailer parked on driveway
G.	3170 Perlett Drive	03/23/18	Cameron Woods #1	Motor home parked on driveway/front of house
H.	3478 Chasen Drive	03/23/18	Eastwood Park #2	Recreational vehicle trailer parked on the driveway
I.	4604 Abrijo Road	04/09/18	Bar J Ranch #4	Motor home improperly parked on the driveway
J.	#6577 3323 Turner Cir.	02/16/18	Viewpointe	Motor home improperly parked beside the house
K.	3719 Merrywood Circle	03/01/18	Cameron Park N. #2	Utility trailer parked on side of the property
L.	2659 Bertella Road	02/22/18	Bar J Ranch Unit #6	Frequently barking dog/disturbance & annoyance
M.	#6462 3672 Millbrae Rd	01/8/18	Cameron Park N. #2	Misc. goods/materials/equipment on driveway
N.	#6479 3780 Cambridge	02/23/18	Cameron Park N. #2	Utility trailer improperly parked beside the fence
O.	3570 Christa Ct.	02/23/18	Bar J Ranch Unit #3	Recreational vehicle trailer parked beside driveway
P.	2574 LaCresenta	02/22/18	The Highlands #6	Caro-type trailer parked on the roadside
Q.	3781 Cambridge	02/22/18	Cameron Park N. #2	Utility trailer parked beside the driveway
R.	3006 Merrywood	02/20/18	Cameron Park N. #3	Boat parked on the side of the driveway
S.	3248 Chasen Dr.	02/15/18	Eastwood Park #5	Gazebo constructed without permit
T.	#6466 4407 Voltaire Dr.	02/28/18	Cambridge Oaks #1	Neglected landscape maintenance
U.	3742 Toronto Rd.	03/01/18	Cameron Park N. #1	Boat parked on driveway/visible from the road
V.	4778 Castana Dr.	02/28/18	Bar J Ranch Unit #2	Pop-up type camper R/V trailer parked on driveway
W.	4296 Crazy Horse	02/09/18	Cambridge Oaks #3	Commercial vehicle parked on the street overnight
X.	2876 Woodleigh	04/10/18	Black Oak Estates	Utility trailer parked on the side of the driveway
Y.	4719 Castana Dr.	03/28/18	Bar J Ranch Unit #3	Motor home improperly parked on driveway
Z.	3360 Colina Court	03/29/18	Viewpointe	Boat parked on drive way/not properly screened
A-1.	3086 Braemer Dr,	04/10/18	Cameron Valley Est.	Recreational vehicle trailer parked on the roadside
A.2.	2778 Knollwood	04/09/18	Cameron Park N. #3	Utility trailer parked beside the roadway
A-3.	#6469 2724 Sterling	12/13/17	Cameron Park #12	Recreational vehicle trailer not properly screened

A-4.	4291 Gailey Circle	04/12/18	Bar J Ranch Unit #9	Utility trailer improperly parked on the driveway
A-5.	2669 Crane Way	04/10/18	Creekside Estates #6	Recreational vehicle trailer parked on the street
A-6.	7006 Sinclair Dr.	04/10/18	Cameron Valley Est.	Recreational vehicle trailer parked on the driveway
A-7.	4028 Berry Road	04/12/18	Cambridge Estates	Recreational vehicle trailer parked on the driveway
Recommended Action: None				
12.	Matters To and From Committee Members:			
	At this time, the Committee and staff are provided the opportunity to speak on various issues. Direction may be given, however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.			
A.	Questions Concerning Expired CC&Rs			
B.	Air Quality / Sound Issues			
C.	Community Representative - CC&R Committee			
D.	Job Announcement – CC&R Compliance Officer			
13.	Report Back Items:			
	None			
14.	Adjournment:			

Agenda Transmittal

DATE: May 16, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #8: **EL DORADO DISPOSAL/WASTE CONNECTIONS RATE REVIEW
PERFORMANCE STANDARDS FOR 2016 AND PRESENTATION OF
POTENTIAL RATE ADJUSTMENT**

RECOMMENDED ACTION: Public Hearing – Proposed Rate Increase for El Dorado
Disposal/Waste Connections

BUDGET ACCOUNT: ADMIN 1000

BUDGET IMPACT: None; user fees offset District costs for services contract.
FY18-19 Budget for contract is \$163,000

RECOMMENDATION

El Dorado Disposal/Waste Connections is requesting an annual waste disposal rate increase of 4.21% effective July 1, 2018.

BACKGROUND

Each year El Dorado Disposal/Waste Connections is required to adjust waste collection rates based on the Consumer Price Index (CPI) and the fuel cost (pursuant to agreement of February 21, 2008). As a result, the El Dorado Disposal/Waste Connections is requesting that the District implement the annual waste disposal rate adjustment, an increase of 4.21% effective July 1, 2018 (see Attachment A).

DISCUSSION

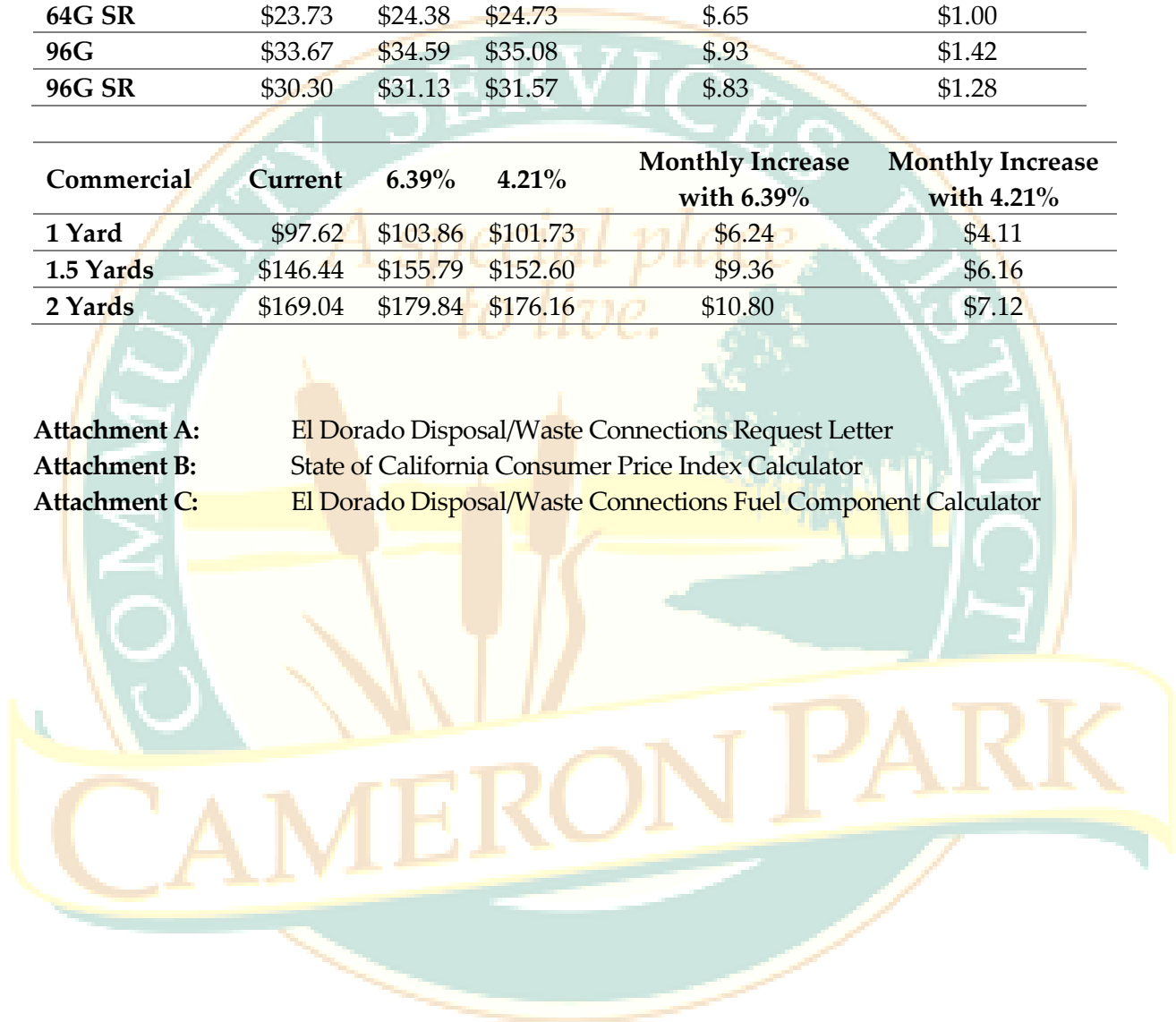
El Dorado Disposal/Waste Connections staff presented the proposed rate increase to the Budget and Administration Committee in April and May. Questions regarding past rate changes, changes in fuel costs, and impacts to user fees were discussed. In May, the Budget and Administration Committee supported the request for an overall rate increase, and requested that staff develop a rate schedule that could lessen the impact and provide rate payers options for services.

Below is the proposed rate schedule

Residential	Current	2.75%	4.21%	Monthly Increase with 2.75%	Monthly Increase with 4.21%
35G	\$23.47	\$24.12	\$24.46	\$0.65	\$0.99
35G Senior	\$19.17	\$19.17	\$19.17	0	0
64G	\$26.37	\$27.10	\$27.48	\$.73	\$1.11
64G SR	\$23.73	\$24.38	\$24.73	\$.65	\$1.00
96G	\$33.67	\$34.59	\$35.08	\$.93	\$1.42
96G SR	\$30.30	\$31.13	\$31.57	\$.83	\$1.28

Commercial	Current	6.39%	4.21%	Monthly Increase with 6.39%	Monthly Increase with 4.21%
1 Yard	\$97.62	\$103.86	\$101.73	\$6.24	\$4.11
1.5 Yards	\$146.44	\$155.79	\$152.60	\$9.36	\$6.16
2 Yards	\$169.04	\$179.84	\$176.16	\$10.80	\$7.12

- Attachment A:** El Dorado Disposal/Waste Connections Request Letter
- Attachment B:** State of California Consumer Price Index Calculator
- Attachment C:** El Dorado Disposal/Waste Connections Fuel Component Calculator



Attachment A



WASTE CONNECTIONS INC.
Connect with the FutureSM

El Dorado Disposal Service
P.O. Box 1270
Diamond Springs, CA 95619
(530) 626-4141

Jill Ritzman, General Manager
Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682
(530) 350-4652

Re: Annual Rate Adjustment

March 20, 2018

Dear Ms. Ritzman,

Pursuant to Section 18.C. of that certain Solid Waste Services Agreement, dated as of February 21, 2008 (the 'Agreement'), we are formally requesting that the District implement the automatic CPI adjustment for our hauling rates as provided for in Section 18.C of the Agreement. We have attached the CPI calculator as the reference. As you will see, the increase in the Consumer Price Index – All Items – for the State of California for the past year was 2.94%. Accordingly, we are requesting a 2.94% rate increase effective as of July 1, 2018.

In addition, we are formally requesting the review and approval of a change in the fuel component of the rate. The year over year comparison we do through the Purchaser's Price Index is done based on January to January view. This year, the fuel component increased slightly from 2.91% to 4.18%, a 1.27% change. Accordingly, the net rate increase effective July 1, 2018 is 4.21%. We have attached the PPI calculator for your reference.

We would like to review the Performance Standards with you, and also share with the public. As you know, we have summarized our performance and our program data in a monthly report, separately submitted to the CSD. We appreciate your co-operation and look forward to hearing from you. If you have any questions or need further information, please feel free to contact me at (530) 295-2854.

Sincerely,

A handwritten signature in black ink, appearing to read "JE England", written in a cursive style.

Jeff England

Site Manager

Waste Connections of California, Inc. dba

El Dorado Disposal Services

Cc: Sue Vandelinder

Attachments: Consumer Price Index Calculator

Fuel Component Calculation

**STATE OF CALIFORNIA
OFFICE OF THE DIRECTOR - RESEARCH UNIT
CONSUMER PRICE INDEX CALCULATOR**

1 Select an Index	California CPI	▼	
2 Select index type	All Urban Consumers	▼	
3 Select beginning month	Annual Average	▼	Beginning Index value 255,303
4 Select beginning year	2016	▼	
5 Select ending month	Annual Average	▼	Ending Index Value 262,802
6 Select ending year	2017	▼	

Based upon the Index, index type, and the time period you have specified, the percent change in the Consumer Price Index is equal to:

2.94%

Attachment C

EI Dorado Disposal
 Fuel Component Calculation
 For the Period January, 2006 through January, 2018

Item Diesel Fuel
 Data Source PPI Commodity, #2 Diesel Series
 ID:WPU057303
 Beginning Period (Jan 06) 197.1
 Current Period (Jan 18) 231.0
 Index Change 33.9
 % Increase 17.20%
 Beginning Fuel Component 3.57%
 Ending Fuel Component 4.18%
 Fuel Surcharge applied in 2017 2.91%
 Change for 2018 1.27%

http://data.bls.gov/timeseries/WPU057303?data_tool=XGtable

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2007	180.9	193.5	220.2	238	226.5	227.6	243.5	231.2	246.2	249.6	296.7	271.9
2008	278.2	287.5	353.7	365.1	398.2	421	431.9	346.7	342.3	281.8	224.1	168
2009	161.6	147.2	139.2	167.4	166.4	191.1	172.8	204.1	193.2	202.8	215.7	205.1
2010	229.4	206.9	225.5	240	235.8	221.8	218.5	231.1	227.7	243.7	255.3	259.2
2011	270	289.3	321.8	339.8	328.4	333.7	327.8	307.3	317.8	310.6	337.1	311
2012	322	329.2	344.3	339.4	325.8	295.4	298.7	307.3	317.8	310.6	337.1	311
2013	318.9	342.4	321	318.3	307.7	304.8	311.6	324.1	342.4	351	323.8	317.4
2014	308.5	322	318.1	318.7	316.5	308.8	311.6	319.3	328	318.4	307	314.7
2015	182.6	191.5	193.1	183.8	202.6	198.7	194	189.2	169.4	173.5	167.4	130.8
2016	119.2	113.4	119.4	123.6	144.4	155.4	157.6	149.8	163.1	159.7	157	158.8
2017	161.1	163.5	161.3	162.9	173.6	171.5	179.6	188.9	204.2	218.5(P)	224.0(P)	223.9(P)
2018	231.0(P)											

P : Preliminary. All indexes are subject to revision four months after original publication.

Agenda Transmittal

DATE: May 16, 2018

FROM: Phuong Nguyen, Vavrinek, Trine, Day & Company
Vicky Neibauer, Finance/Human Resources Officer

AGENDA ITEM #9: ACCOUNTING SOFTWARE SERVICES AGREEMENT BETWEEN
CAMERON PARK COMMUNITY SERVICES DISTRICT AND
NONPROFIT TECHNOLOGIES (NPT) – ABILA MIP FUND
ACCOUNTING

RECOMMENDED ACTION: Review, Approve the Proposed Accounting Software Services
Agreement and Direct General Manager to Sign Agreement

BUDGET ACCOUNT: ADMINISTRATION BUDGET UNIT 1000
BUDGET IMPACT: \$28,024 for FY 2018/19; \$8,244 each year thereafter

Recommendation:

- Review and approve proposed agreement between Cameron Park Community Services District and NonProfit Technologies (NPT); and
- Direct the General Manager to sign the agreement with NPT.

Background:

The District currently has General Ledger, Bank Reconciliation, Accounts Payable, Budget and Reporting modules through FinTrak. FinTrak was installed approximately eight years ago. FinTrak will no longer be supported by its administrator in 2019 and because of this, the District is forced to seek and transition to a new software. The District has employed the services of Vavrinek, Trine, Day & Co., LLP to assist in the process of transitioning to a new software.

Discussion:

It was communicated to the District that FinTrak will no longer be supported by its administrator. Since then, support from FinTrak for technical complications has been minimal. Response time from FinTrak has increased over the year.

Staff is currently working with many limitations within the software, such as history transactions limited to only fiscal year 2016-17 and 2017-18, inaccurate budget to actual reports, inability to perform bank reconciliation in the module, etc.

In March 2018, a Request for Proposal (RFP) for a new accounting software was released with a deadline of April 13, 2018, 4:00pm. The District received three proposals from Accela – Springbrook, NonProfit Technologies – Abila MIP, and Caselle. All three companies were invited to demonstrate their solutions. Staff from the District and Vavrinek, Trine, Day & Co., LLP attended the demonstrations to obtain an understanding of the functionalities and services to be provided.

Proposals were evaluated based on the following criteria:

- Applicable software applications and ability to meet the District's needs.
- Time required to accomplish the requested services.
- Compliance with the RFP requirements.
- Recent public sector experience, preferably in the municipal setting, conducting similar studies.
- References.
- Costs.

A thorough review of each proposing firm was conducted on Wednesday, May 2, 2018. In this meeting District and VTD staff discussed the proposals and demo experiences in detail. An overview is provided in the appendices. Based on this comparison District staff has chosen NonProfit Technologies (NPT) – Abila MIP Fund Accounting.

Highlights of this decision are as follows.

- NPT estimated about 110 hours, or 4-8 weeks, required for implementation, which best fits the District's goal to go-live with the new accounting software on July 1, 2018. The other two solutions required 3-6 months for implementation.
- NPT came in at the second lowest cost in the initial year for the annual subscription and implementation cost. NPT's cost for each year after the first year was the lowest of the three. See attachment B for cost for each solution over 20 years.
- NPT outlined an implementation plan that best accommodates the District Staff's schedule and goals.
- Based on the criteria evaluated, Staff determined NonProfit Technologies (NPT) – Abila MIP Fund Accounting is the best fit for the District.

Attachments

A – Agreement between Cameron Park CSD and NonProfit Technologies – Abila MIP

B – Accounting Software Overview

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into this 13th day of April, 2018, by and between the CAMERON PARK COMMUNITY SERVICES DISTRICT, a political subdivision of the State of California, hereinafter referred to as District and NonProfit Technologies (NPT), hereinafter referred to as Consultant.

RECITALS

WHEREAS, District desires to obtain services from Consultant as specified in Section 1; and

WHEREAS, Consultant is duly licensed, qualified and equipped to perform said services for the benefit of District; and

WHEREAS, the performance of such services by Consultant has been determined by District to be in the public interest.

NOW, THEREFORE, District and Consultant agree as follows:

1. **Scope of Work.** District engages the services of Consultant as an independent contractor to perform the work and render the services described in Exhibit attached hereto and in Consultant's Proposal to Community Brands MIP Fund Accounting Professional Services for CAMERON PARK COMMUNITY SERVICES DISTRICT dated April 13, 2018, attached hereto as Exhibit (hereinafter referred to as the Work), both of which are incorporated herein. The Work is generally described as follows: MIP Professional Services. Consultant shall (a) provide all labor, equipment, material, supplies, advice, consultation, analysis, administration, and preparation of policies, procedures and documents required or necessary to properly, competently and completely perform the Work; (b) determine the method, details and means of doing the Work; and (3) perform the Work in a manner commensurate with the highest professional standards of qualified and experienced personnel in Consultant's field.

2. **Payment.** The Consultant Agreement provides for compensation based on a hourly basis, using the Consultant's rate schedule in the original proposal. The authorized Consultant Agreement total compensation shall not exceed Twenty four thousand one hundred fifty dollars (\$ 24,150) unless changes in the scope of work and compensation are directed in writing by District. In addition, optional tasks will only be undertaken after written authorization by District. All invoices to District shall reference the work done during the billing period.

Consultant shall prepare and submit monthly invoices to District based on standard

charge rates as specified in its proposal. Each properly submitted invoice shall be paid with thirty (30) days of receipt by the District. The invoice shall contain the following information:

Detail the services performed by Consultant, including the itemization of attendance at meetings;

Detail the labor cost (number of hours) attributed to Consultant's team members;

Show the cumulative cost for all tasks completed to date; and

Provide any additional information and data requested by District as deemed necessary by District to properly evaluate or process Consultant's invoice.

Original progress reports and invoices are due Monthly in District's office by mail or e-mail on or before the 10th day of the month. Delay in receipt of Consultant's invoices could mean a delay in District's payment.

Consultant shall maintain accounting records in accordance with Federal guidelines to justify amount billed and shall make these accounting records available to District at anytime with a reasonable notice provided.

3. Term.

A. This Agreement shall take effect on the above date and shall continue in effect until completion of the Work to the satisfaction of District unless sooner terminated as provided below.

Consultant shall perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

B. Time is of the essence in this Agreement.

C. This Agreement may be terminated for any or all portions of the Work by either party upon written notice to the other party in the event of a substantial failure of performance by such other party; or if District, by resolution of its Board of Directors, should deem it necessary or desirable to abandon or indefinitely postpone the prosecution of any part or all of the Work.

D. In the event of such abandonment, postponement or default by District, District shall pay to Consultant as full payment for all services performed and all expenses incurred under this Agreement, an amount which bears the same ratio to the total fee otherwise payable under this Agreement as the services actually rendered hereunder by Consultant bear to the total services necessary for the full performance of the Work. There shall be deducted from such amount, however, all payments heretofore made by District to Consultant under this Agreement. In ascertaining the services actually rendered hereunder up to the date of such termination of this Agreement, consideration shall be given to both completed services and services in the process of completion.

E. In the event of default in performance by Consultant, the provisions of Section 4 hereof shall apply.

4. **Default by Consultant.** If Consultant fails to expeditiously advance the Work, or performs work that does not comply with the requirements of this Agreement, or fails to perform any task or produce any documents required by this Agreement, or is guilty of any other material breach of the terms of this Agreement, District may (1) suspend payment until such time as the default is remedied by Consultant; or (2) by written notice to Consultant terminate Consultant's right to perform all or any portion of the Work. Consultant hereby agrees to pay District all damages sustained as a result of default by Consultant. If District terminates Consultant's right to perform the Work, District may have the work performed by others and charge the cost to Consultant. The cost of completion by District shall include reasonable reimbursement for additional executive and administrative expenses along with all damages for delay and other damages sustained by District as a result of Consultant's default. If the cost and expense of completing the Work, when added to the sum of amounts previously paid to Consultant under this Agreement and any amounts due but unpaid to Consultant at the time of such termination, exceed the contract price, District may deduct the amount of the excess from any such amounts then due consultant. If the amount of such excess is larger than the amounts then due Consultant, Consultant shall immediately pay such excess or the balance thereof to District.

5. **Ownership of Documents.** Upon satisfactory performance of the Work by Consultant and upon complete payment for the Work to Consultant by District pursuant to the provisions of Section 2 hereof, every document prepared by Consultant under this Agreement shall become the exclusive property of District. By this Agreement, Consultant transfers all of its right, title and interest in such documents to District. To the extent any document prepared under this Agreement constitutes a copyrightable work, the Work under this Agreement shall be considered a work for hire and by this Agreement Consultant shall be deemed to transfer all rights, title and interest in the copyrightable work to District, including the exclusive copyright, upon District's full payment therefore. Documents prepared by Consultant under this Agreement shall not be provided by Consultant to any other person without District's prior written approval. The Consultant and District agree that the Master Plan documents to be prepared by Consultant pursuant to the terms of this Agreement are intended to be public documents available for public review. District agrees not to make any other use of the documents other than for purposes of planning and developing fire suppression and emergency medical facilities. In the event of Consultant's breach of the terms of this agreement, the District retains the right to have the remaining Work completed by others including the use of the documents prepared by Consultant prior to the date of breach. Consultant retains the right to include representations of this project in its promotional and professional materials.

6. **Compliance with Laws.** Consultant shall perform the Work in compliance with all applicable federal, state and local laws and regulations regarding safety of persons and property and their protection from damage, injury or loss, including applicable Cal-OSHA regulations. Consultant also shall possess and maintain all permits, licenses and certificates that may be required for it to perform the Work. Consultant shall comply with all laws and regulations as required by local, state and federal agencies regarding nondiscrimination including, but not limited to, Title VII

of the Civil Right of 1964, the Americans with Disabilities Act, the Age Discrimination Employment Act of 1967, and the California Fair Employment and Housing Act. The Consultant is aware of the District's anti-harassment policy and agrees to abide by the policy, practices and procedures set forth and established by the District.

7. **Indemnification.** Consultant shall indemnify, defend, protect, and hold harmless District, and its officers, employees, volunteers and agents from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every type and description to which it may be subjected or put to by reason of or resulting from: (1) the performance of or failure to perform the Work or any other obligations of this Agreement by Consultant or Consultant's agents or employees; (2) any alleged negligent act or omission of Consultant, or Consultant's agents or employees in connection with any acts performed or required to be performed pursuant to this Agreement. This indemnification is effective and shall apply whether or not any such action is alleged to have been caused in part by District as a party indemnified hereunder. This indemnification shall not include any claim arising from the sole negligence or willful misconduct of the District or its employees. Consultant's obligations under this indemnification provision shall survive the termination, or completion of Work, under this Agreement.

8. **Insurance.**

A. Types and Limits. Consultant at its sole cost and expense shall procure and maintain for the duration of this agreement the following types and limits of insurance:

Type	Limits	Scope
Commercial Public Liability and Property Damage	\$1,000,000 per occurrence	at least as broad as ISO CG 0001
Automobile Liability	\$1,000,000 per accident	at least as broad as ISO CA 0001, code 1 (any auto)
Workers' Compensation	statutory limits	
Employers' Liability	\$1,000,000 per accident	
Errors and Omissions Coverage	\$1,000,000 per wrongful act	

B. Other Requirements. The public liability, property damage and automobile liability insurance furnished by Consultant shall name District as an additional insured and shall directly protect, as well as provide the defense for District, its officers, agents and employees as well as Consultant, and its agents, and employees, if any, from all suits, actions, damages, losses or claims of every type and description to which they may be subjected by reason of or resulting from Consultant's operations in the performance of the Work pursuant to this Agreement, and all insurance policies shall so state. Said insurance shall also specifically cover the contractual liability of Consultant. Said insurance shall also specify that it acts as primary insurance and District's insurance shall not contribute with Consultant's insurance. If Consultant fails to maintain such insurance, District may declare a default in the performance of this Agreement and exercise the remedies specified in Section 4 of this Agreement.

C. Consultant shall be permissibly self insured or shall carry full workers' compensation coverage for all persons employed, either directly or through subcontractors, in carrying out the Work contemplated by this Agreement and in accordance with the Workers' Compensation Act contained in the Labor Code of the State of California. If Consultant fails to maintain such insurance, District may declare a default in the performance of this Agreement and exercise the remedies specified in Section 4 of this Agreement.

D. Consultant agrees to furnish a certificate or certificates substantiating the fact that it has taken out the insurance set forth above for the period covered by the Agreement and all endorsements substantiating coverage of District and its agents and employees as additional insureds. All insurance is to be placed with insurers with a current A.M. Best rating A:VII or better unless otherwise accepted in writing by District.

Each such certificate shall bear an endorsement precluding the cancellation or reduction in coverage of any policy covered by such certificate before the expiration of thirty (30) days after District shall receive notification of such cancellation or reduction.

9. **Independent Contractor.** The parties hereto agree that at all times during the term of this Agreement Consultant, Consultant's employees and agents hired to perform services pursuant to this Agreement are independent contractors and are not agents or employees of District. Consultant shall have control over the means, methods, techniques, sequences, and procedures for performing and coordinating the Work required by this Agreement. District shall have the right to control Consultant only insofar as the result of Consultant's services rendered pursuant to this Agreement. If, in the performance of this Agreement, any third parties are employed or contracted by Consultant, such employees or subcontractors shall be entirely and exclusively under the direction, supervision and control of Consultant. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other term of employment or contract shall be determined by Consultant, and District shall have no right or authority over such persons or the terms of their employment or contract.

Therefore, neither Consultant or any third persons employed by or contracted by Consultant to perform services pursuant to this Agreement shall be entitled to workers' compensation benefits from District should Consultant or any of its employees or contractors sustain an injury in the course of performing services specified in this Agreement. Furthermore, neither Consultant nor any third persons or contractors employed by Consultant shall be entitled to any other benefits payable to employees of District. Consultant hereby agrees to defend and hold District harmless from any and all claims that may be made against District based on any contention by any third party that an employer/employee relationship exists or that a contractual relationship exists between District and that third party by reason of this Agreement.

Consultant represents that it, and its employees and contractors, if applicable, are properly licensed and will remain so during the progress of the Work contemplated by this Agreement.

10. **Entire Agreement.** This writing and the documents incorporated herein by reference as Exhibits A and B, represent the sole, entire, exclusive and integrated contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. Each party to this Agreement acknowledges that no representations or promises have been made by any party hereto which are not embodied herein, and that no other agreement or promise not contained in this Agreement or in the incorporated documents shall be valid or binding. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.

11. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of District.

12. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Consultant shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

13. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.

14. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

15. **Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail addressed as follows:

District: Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682
Attention: Jill Ritzman, General Manager

Consultant: NonProfit Technologies, Inc.
631 North US HWY 1, Suite 101
North Palm Beach, FL 33408
Attention: Tammy Massey

Any party may change its address by notifying the other party of the change in the manner provided above.

16. **Attorneys Fees.** In the event of litigation between the parties, or if a party becomes involved in a litigation because of wrongful acts of the other party, the prevailing or innocent party shall be entitled to an award of reasonable attorneys fees from the other party. The prevailing party

will be entitled to an award of attorney fees sufficient to compensate the prevailing party for all attorney fees incurred in good faith.

**CAMERON PARK
COMMUNITY SERVICES DISTRICT**

By: Jill Ritzman, General Manager

Name and Title

NonProfit Technologies

By: Tammy Massey, Sales Consultant

Tammy Massey

Name and Title

REQUEST FOR PROPOSAL
FOR
CAMERON PARK COMMUNITY SERVICES DISTRICT



Presented by
NONPROFIT TECHNOLOGIES, INC.

April 13, 2018

Contact:

Kevin M. Massey, CPA
800-404-9758 Ext 110
kevin@cpaz.com

Table of Contents

A.	Cover Letter	3
B.	Qualifications	4
	Vendor Summary	5
	Software Summary	9
C.	Work Tasks, Timeline and Costs	12
	Appendix A - Agreement for Consultant Services.....	20

A. COVER LETTER

April 13, 2018

Kristen West
Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682

Dear Ms. West,

It is with great pleasure that we submit our professional qualifications to serve Cameron Park Community Services District as its accounting technology consultant. We are very proud of our firm and our clients and hope this proposal conveys our strong desire to be associated with Cameron Park Community Services District.

We Focus On Your Success.



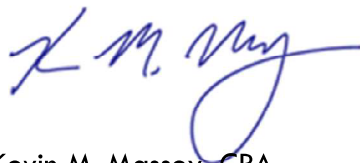
Financial Accounting Systems
Installation & Integration
Custom Programming
Training & Support

NonProfit Technologies, Inc. (NPT) has the unwavering desire and experience to serve Cameron Park Community Services District as a client of our firm. We agree to provide all financial software/professional services and will adhere to all requirements, specifications, terms and contract provisions set forth in this proposal and any attachments or amendments to this proposal. We look forward to a mutually rewarding relationship and an exceptional experience.

Our entire business is dedicated to providing and implementing fund accounting solutions for government and nonprofit organizations. Since our inception 20 years ago, we have implemented and continue to support over 1,100 public sector organizations.

We appreciate the opportunity to present this proposal for financial software and professional services. This project will be given our highest priority and attention. Should you have any questions, please call 800-404-9758. We look forward to working with you on this exciting project.

Sincerely,



Kevin M. Massey, CPA
President/CEO
NonProfit Technologies, Inc.

B. QUALIFICATIONS

In 1996 Massey, Porter & DePalma, CPA's founded NonProfit Technologies (NPT) to serve the technology needs of its governmental and nonprofit audit clients. NPT is a Certified Abila MIP Fund Accounting Business Partner and Consulting firm. The firm is managed by Kevin M. Massey, CPA, who plans and participates in each and every engagement the firm conducts. We employ 18 professional staff (4 CPA's) and three support staff.

NonProfit Technologies' entire business is dedicated to providing and implementing fund accounting solutions for government and not-for-profit organizations. **Since our inception, we have implemented and continue to support over 1,100 public sector organizations like the Cameron Park Community Services District.**

NonProfit Technologies, Inc. is...

- Certified by Microsoft and Abila to sell and implement the product proposed.
- Incorporated in the State of Florida, this license was obtained in 1996, an NPT has been in good standing every year since the company's inception.
- Headquartered at 631 US Hwy 1, Suite 101, North Palm Beach, FL 33408. Phone: 561-659-3570. **Contact for Cameron Park Community Services District RFP: Tammy Massey, tammy@cpaz.com or 561-659-3570 Ext 123.**
- Experienced with Financial and Management Software Implementation and Training for not-for-profit and government organizations.
- A Value Added Business Partner chosen to resell Abila MIP software published by Abila. <http://marketplace.abila.com/find-partner/NonProfit-Technologies-Inc/>
- A 2009 through 2012 Sage Award winner of the President's Club, Chairman's Club and the Million Dollar Club Award.
- An Abila President's Club award winner 2013 through 2016.
- The top cloud/hosting managed services provider in the nation for Abila Products.
- The recipient of the Sage Nonprofit Division Highest customer satisfaction scores – results from Sage Software independent surveys of NPT clients.
- Staffed to have every project managed by a CPA:
 - Our CPA's have been auditing public sector agencies for over 20 consecutive years.
 - These auditors are available as resources for your software implementation should the need arise.
- Able to provide quality references illustrating the firms' ability to deliver what is promised on-time and on-budget.
- Able to support Cameron Park Community Services District.
 - Your staff will have continued direct access to the implementation team that was involved with your implementation.

- Is not a Point-of-Sale (POS) representative and would need to work with which ever “best of breed” POS system you choose to meet your requirements. This would constitute a subcontract status for this requirement.
- Is dedicated to empowering each client to maximize staff efficiency, cost saving, reporting compliance as a result of their software investment.

NPT provides expert certified implementation, customization and integration of industry leading – Abila MIP software. Available services include:

- Current software systems review and recommendation reports
- Software installation and upgrades
- Data Conversion and imports
- Software application integration services
- Custom report writing and custom application development
- Pre-audit preparation assistance

We also offer a number of training and support services designed to maximize your knowledge of your software and empower you throughout the implementation of our solutions. These services include: individual training, classroom and web-based user training, technology bulletins, User Groups and newsletters.

Vendor Summary

Sage 100 Fund Accounting (formerly MIP) is the industry-leading nonprofit accounting solution delivered through the Industry & Specialized Solutions Division of Sage Software. Sage MIP Fund Accounting was originally developed and distributed by Micro Information Products, Inc. of Austin, Texas. First released in 1982, MIP was designed to meet the specialized fund accounting needs of nonprofit organizations and government agencies that had difficulty meeting regulatory and reporting requirements unique to nonprofit/government accounting with commercial accounting solutions

Sage MIP Fund Accounting was the first native fund accounting solution to be available as a 32-bit Windows-based application in 1996. Additionally, Sage MIP Fund Accounting was the first native fund accounting solution to fully leverage the power and scalability Microsoft SQL Server in 2000. In 2001, Micro Information Products was acquired by Sage Software, making the worldwide resources of Sage Group plc available to further growth through investment, shared resources and a deep understanding of business management needs across all major industries. Because the MIP brand was so well known in the public sector, Sage kept that name until 2012. The name has just been changed to Sage 100 Fund Accounting this year. Over the last 30 years over 10,000 nonprofit organizations and state & local government agencies in North America have become Sage 100 Fund Accounting users.

In June 2013, Accel-KKR (a technology focused private equity firm) took ownership of the Sage 100 Fund Accounting publishing. In July 2013, the company name changed to Abila and the product name changed to Abila MIP Fund Accounting. Sage Nonprofit Solutions is now Abila.

In May 2017, Abila Joined forces with YourMembership and Aptify to create Community Brands to help cause oriented organizations achieve success faster, grow stronger, and truly achieve their potential.

January 1, 2018 NonProfit Technologies, was acquired by Community Brands and is now a member of the Nonprofit Solutions division.

References:

At NonProfit Technologies, Inc., we take great pride in the relationships we foster with our clients. We work hard to help them achieve their goals and support them long after the initial implementation and training are completed.

Abila MIP has over 9,000 clients worldwide. NonProfit Technologies, Inc. serves over 1,100 of these clients nationwide. We service all types of public sector clients ranging from very large state government agencies to very small nonprofit organizations.

Please see below for the requested references:

Sharon Mauze
Accounting Director
Associated Recreation Council
206-615-1909
Sharon.mauze@seattle.gov

Lorie Orme
Internal Services Specialist/Accounting
Montrose Recreation District
970-249-7705 Ext. 8567
lorie@montroserec.com

Ginger Stout
Finance Director
Upper Cumberland Development District
(931)476-4100
gstout@ucdd.org

YOUR CLIENT SERVICES TEAM

The choice of professionals to serve you is a critical element of success in any ongoing relationship. In selecting a service team for this project, we will carefully review our understanding of your needs as well as our plans for the future and select the individuals whose credentials we believe are best suited to your organization.

We are proud to hold the highest certifications available from Abila and Microsoft. Our firm is periodically required to prove our competency to these vendors to remain certified to represent their products. Credentials that we hold include:

- Sage Certified Business Partner since 1998 (Sage 100 Fund Accounting)
- Abila Certified Trainers

- Abila Gold Certified Development Partner
- Microsoft Gold Certified Business Partner

Continuity At NonProfit Technologies, we strive to maintain continuity on all engagements to maximize the benefit of our experience with your organization. The individuals for your implementation will be selected because they have a proven record of experience with clients in your industry, strong technical backgrounds and outstanding management skills.

Responsiveness and Continuous Involvement You will find that your team listens to your needs. At NonProfit Technologies, we believe that open, candid communications and an intimate knowledge of your concerns make it possible to offer appropriate, proactive advice and counsel.

Our service philosophy is to provide hands-on service and to interact with management on a continuous basis. This experienced client service team will be there to provide insights when they are of most value to you. Your issues will need to be addressed on a timely basis. Our responsiveness to these needs will be invaluable to your success in meeting your goals and objectives.

Noelle M. Porter, CPA

Position

Senior Consultant – Project Manager

Education

Bachelor of Business Administration in Accounting,
Edinboro University of Pennsylvania
Masters of Business Administration, Palm Beach Atlantic College

Professional History

- * Chief Financial Officer, United Way of Palm Beach County, Inc.
- * Director of Finance, United Way of Palm Beach County, Inc.
- * Staff Accountant, Hill, Barth & King, CPA's

Professional and Business Experience

Ms. Porter served as the Chief Financial Officer for a \$15 million dollar organization. She was responsible for all financial aspects of the organization including; budgeting, cash flow management, payroll, investments, grant management and compliance, and human resources.

Ms. Porter was also a staff accountant for a large regional public accounting firm. During this time she worked as a staff auditor on various engagements as well as prepared corporate, personal and nonprofit tax returns.

**Professional and
Community Activities**

- * Florida Institute of Certified Public Accountants, Member
- * Palm Beach Atlantic Alumni, Board Member
- * Mental Health Association of Palm Beach County, Board Member
- * Leadership Palm Beach County Alumni, Board Member
- * West Palm Beach Professional Jaycees, Past Treasurer

SCOTT J. WILLIAMS

Position Implementation Specialist

Education Berea College, Bachelor of Science in Business Administration
with Accounting Emphasis, 1998

Professional History

- * Professional Consultant, Intuit Public Sector Solutions
- * Staff Accountant/Loan Officer, MACED, Inc.
- * Staff Accountant/System Analyst, Steve Davis Accounting

**Professional and
Business Experience**

Mr. Williams' experience includes working as a staff accountant for the public sector as well as a professional consultant and systems analyst. His background in financial reporting and financial system set up is extremely valuable to our firm and our clients. His most recent experience includes project management in financial system setup and implementation. He has provided on and offsite consulting services including system design, data conversion, training and ongoing project management.

Denise O'Malley

Position Senior Consultant

Education Courses in Accounting and Information Systems

**Professional and
Business Experience**

Denise O'Malley joined NonProfit Technologies in 2004. Prior to that time she was employed by Asher and Company, a regional CPA firm in Philadelphia. Asher and Company was a Business Partner for MIP and Denise was the authorized representative for over 8 years.

Ms. O’Malley also provided consulting services to her client base on Great Plains, Solomon, One-Write Plus, Acc-Pac, Peachtree, Quicken, and QuickBooks. Additionally, Denise provided technical support to her clients and Asher staff.

Denise’s previous experience as a controller, along with her college background in accounting and computer technology, provides her clients with a strong set of skills.

Denise provides ongoing support, training and installation for several Abila product lines.

Software Summary

NPT proposes Abila MIP for Cameron Park Community Services District (CPCSD). All MIP modules are fully integrated with the MIP fund Accounting General Ledger and meet the project objectives CPCSD outlined in the RFP for Accounting Software. Our proposed solution is designed specifically to accommodate the strict FASB/GASB and OMB reporting requirements imposed on public sector organizations and Abila MIP is the industry-leading fund accounting software, with more than 30 years’ experience and trusted by over 9,000 customers worldwide. Abila MIP fully leverages the power of the Microsoft development tools and SQL database engines to provide CPCSD with the following features:

<i>Feature</i>	<i>Benefit</i>
Modular Design	Purchase only the modules you need now. Other modules may be added at any time.
User-defined account structure – Table Driven Chart of Accounts	Configure and customize your system exactly how your organization needs to track and report on data. Unlimited number of segments. Each segment may be up to 100 characters (numeric, alpha, or alpha-numeric). Saves time adding a new account, only <u>one</u> new code must be added, not every possible combination. Also chart of accounts won’t be voluminous.
Inter-Fund Transactions	Fully automated fund accounting that will create appropriate inter-fund transactions (due to/from; inter-fund transfers, etc.) anytime more than one fund is used in a transaction regardless of which module the activity occurs.
Automatic Cost Allocations	No more time wasted making tedious calculations and entering the result. Dynamically calculate and allocate costs to other funds/programs. Stepped/tiered allocations to multiple levels are supported.
Multi Directional Reporting	Expands your reporting capability. Drill down to the exact information you need. Greater visibility allows you to better manage operations.

Internal Report Writer

Timely user defined financial statements provide greater accountability.
Allows you to control costs and make informed financial decisions.

Integrated modules and 3rd party applications with General Ledger

Eliminate time wasted on double entry. Improves accuracy by eliminating input errors with use of modules and 3rd party applications fully integrated with the General Ledger.

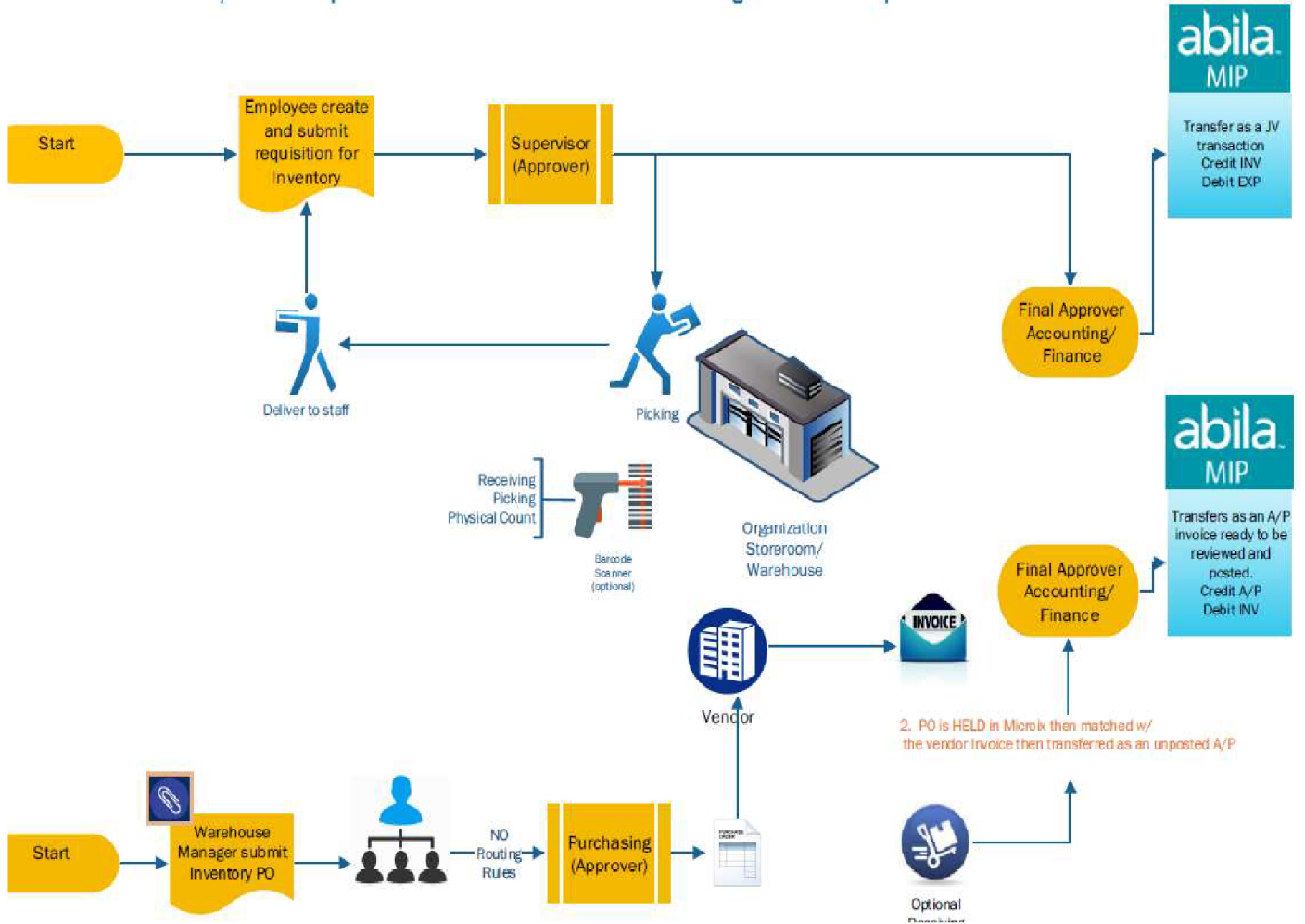
Requested RFP requirements:

NPT is not a Point –of-Sale (POS) representative and would need to work with which ever “best of breed” POS system you choose to meet your requirements. This would constitute a subcontract status for this requirement.

The Electronic Funds Transfer module works with accounts payable (EFT for AP) to remit electronic payments, print payment vouchers, and send the electronic payment information directly to the bank. The module creates a NACHA-formatted file that is transmitted to the bank per their instructions.

The Microix Inventory Module is a feature-rich tool that allows you to efficiently and effectively manage your inventory. It works in conjunction with Microix's Requisition/Purchase Order Module to leverage off of a proven workflow approval process and fully integrate with Abila MIP Fund Accounting™. You can easily manage inventory with barcode scanners and track them by location and bin. In addition, you can also track it by lot, serial number and expiration date. Microix monitors your stock level and notifies you when the inventory is running low. It can also generate the purchase orders to replenish the inventory. Microix can print physical count sheets and automatically create the journal entries to adjust inventory. Here is an example of a simple workflow process. Please see diagram below:

Inventory AND Requisition/Purchase Order/Invoicing Module Simple Workflow Process



C. WORK TASKS, TIMELINE AND COSTS

The implementation and training of Abila MIP Fund Accounting software will be performed by joint NPT and Abila's Client Services department. The NPT/Abila implementation approach is collaborative, where both NPT/Abila and the customer assume responsibilities to bring the project to a successful completion. The project will be very "hands-on" and will require a significant amount of effort from both parties to complete successfully. Projects typically take 2 to 4 months to complete. However, project timelines can vary widely based on a customer's business schedule, the MIP modules purchased, and the type of data migration selected. We have estimated 138 hours for the implementation, how you choose to work through those hours is up to you.

Each customer will be assigned a Project Manager and a dedicated Implementation Consultant. The Project Manager will manage the overall project progress and the Implementation Consultant will be responsible for the day-to-day activities of implementing and training of the Abila software. They will be the customer's primary points of contact throughout the project.

NPT/Abila will develop a detailed timeline with specific dates for the duration of the project. This project timeline will be presented to the customer for review and sign-off, and the agreed upon timeline will drive all activities throughout the project.

Below are the key milestones that are typical for an implementation of MIP.

Implementation Planning & Organization

- Project Kick-off Meeting
- Establish implementation and project management team
- Collect Data from client (reports, polices/procedures)
- Pre-Meeting Planning

Discovery Meetings

- Evaluate existing systems and understand goals of new solution
- Team reviews all business processes
- Team designs, develops and refines new business processes where required
- Customization requirements are identified for development
- Determine migration definition for data mapping

Customization & Interfaces

- Identify customization requirements: special forms, reports, interfaces and customization are developed (as needed only)
- Make changes to programs following customer change control procedures

Project Planning

- Develop overall project plan
- Develop implementation timeline
- Obtain formal approval

Setup Environment

- Develop Chart of Accounts
- Create new database
- Import COA, users, security
- Setup Training database
- Convert data
- Perform all Training

User Acceptance Testing

- Test, demonstrate and validate solution
- Test, verify all setups, data migrations, processes and customizations
- Prove the solution meets the business requirements
- Resolve all issues, make necessary corrections before continuing

Team Readiness Actions

- Project team and end user(s) prepare for the go-live
- Final migration and startup schedules are refined
- Changes in user procedures and documents for training are completed

Legacy Data Migration and Go-Live

- Finalize master record data that has been converted and loaded
- Customer does final month-end close on legacy system
- Final data migration is completed
- Obtain Client sign-off affirming project completion

Go-Live Support

- Abila project team member provides Client with Abila Customer Support contact information

All Client Services work will be completed remotely unless otherwise specified in the contract.

Services Scope Description**Initiation**

Once a Project Manager and Implementation Consultant have been assigned to the new project, they will initially reach out to the customer to introduce themselves, provide their contact information and coordinate a formal Implementation Project Kick-off call.

Project Kick-off Call

The assigned Project Manager and Implementation Consultant will conduct a Kick-off call with key customer personnel to review the end-to-end MIP Project process. On this call Abila and the customer will discuss the customer's current systems and processes in place today, identify key stakeholders within the customer organization, define goals and objectives for the new Abila MIP Fund Accounting software, discuss key milestones for the project, and review the contracted project scope. Project controls, communication plans, as well as Change Management will also be discussed. The topic of the overall project timeline will also be discussed, where the customer will identify any specific business-related

activities that would conflict with the overall project schedule. This is an extremely dynamic approach where the customer is heavily engaged to ensure all requirements have been discussed.

Discovery Sessions

To begin understanding how to best setup the new software, the Implementation Consultant will coordinate a series of discovery calls with the customer. These sessions will include a combination of phone calls, documents, questionnaires and templates for the customer to complete. Key items to discuss include application security, reporting requirements, GL Codes, data migration processes, Chart of Accounts design, and integrations to other systems. The Implementation Consultant will also perform a review of the customer's current business processes, as well as discuss and document current and future reporting needs from the new Abila MIP Fund Accounting software.

Develop a Project Timeline

Abila will develop an initial project timeline which will include key milestones and a projected Go-Live date for the customer. The project will be scheduled to start based on Abila and customer resources availability, in addition to the customer's completion of Project prerequisites. The Project timeline will then be presented to the customer for review and approval. Once the project timeline has been agreed upon by both parties, a formal sign-off will be required from the customer. From that point forward all Project activities will be scheduled according to the agreed upon milestones and dates.

Develop a Communication Plan

Abila will present to the customer a high-level communication plan for the project. The communication plan will generally consist of weekly or bi-weekly meetings throughout the project as well as periodic Progress Reports to key customer stakeholders. This plan will be agreed upon by both parties but may change throughout the project, based on volume or timing of work scheduled to be performed.

Develop a Change Management Plan

Abila will present to the customer the process for requesting any changes to the scope, price or timing of the project. All requested changes are to be submitted to Abila via a *Change Order Form*. Abila will review the Change Order process and discuss the potential impact of making changes after the project plan has been accepted.

Setup of the MIP Environment

The Implementation Consultant will setup an MIP environment specifically for the customer. The consultant will create a new entity within the Abila environment, create all defined users within the application, setup the defined application security, and create a test environment (if applicable).

Build the customer database

Using the information gathered, the Implementation Consultant will build a new Chart of Accounts (COA) and import the new COA into MIP. The consultant will then import Vendors and Customers into the system as well as create one (1) custom check form. The Abila consultant will train key users on how to log into the new Abila MIP software and will review the application security with the key customer point of contact.

The Initial data imports do not include financial data and balances. This historical data will be imported during the Data Migration process.

***NOTE:** Prior to importing data into the new MIP system, it is recommended that the customer perform any needed data cleansing on their legacy data (i.e. removing duplicate records, correcting contact and address information, removing old customers and vendors). This is the responsibility of the customer. Abila can assist in this effort for an additional fee.*

Setup new dashboards

The Abila Consultant will setup the new MIP dashboard and discuss with the customer how to access and interpret the displayed data.

Integrations

If the scope includes integrating MIP with any other applications, the Implementation Consultant will work with the customer to import data or develop the appropriate reports for exporting data to other software. The consultant will assist the customer in verifying the import or export results within MIP.

Training

Remote Custom Training – Remote Custom Training consists of a series of online meetings and video conferencing sessions to train the customer’s new MIP users. This remote training will typically be performed in 2- to 3-hour sessions per day over a period of 2 to 3 weeks. All custom remote training will be performed by the assigned Implementation Consultant, who will already be familiar with the Customer’s organization, accounting structure and business needs. The Implementation Consultant will develop a custom Agenda for the training sessions based on the MIP modules purchased and customer input. This Training Agenda will be presented and approved by the customer prior to beginning any training sessions. In addition, all Custom Training will be performed using the customer’s own database. Using a customer’s data during training has proven to enhance the overall training experience for the customer, as well as aids in the retention of the concepts being taught.

UAT (User Acceptance Testing)

Once the customer’s Chart of Accounts has been created, the customer data has been imported, and the customer has completed training, the customer will then perform User Acceptance Testing with their data in MIP. In most cases, customers have not previously performed or had much exposure to any type of acceptance testing. The Implementation Consultant will provide assistance and guidance, which could include key content to look for in the data, key reports to run, and how to document the UAT process.

Should the customer identify data elements that are not correct, the customer is to document these items in a *User Acceptance Testing Modification Form*, which will be provided. Abila will then review the form to determine if the item is a change or addition to the original data entered into the Data Templates. If there was a problem with the migration process, Abila will go back to make the appropriate corrections. If the item is a change or addition to the original scope, additional fees may apply.

Go-Live

This is the predetermined date that the customer formally begins using the MIP software in a production mode. Prior to Go-Live, the Implementation Consultant will coordinate with the customer to ensure that the system is ready for use, and they will also be available during this scheduled time to assist the customer with any last-minute questions or issues that may occur.

Transition to Support

Shortly after Go Live, the Project Manager will coordinate a call to formally transition the customer to the Abila Support team. During the call, the customer will be introduced to key MIP Support personnel as well as review the various options available to contact Abila Support should the customer need assistance with the product moving forward. This signifies the completion of the implementation project.

Historical Data Migration

The historical data migration is typically performed after Go-Live. Most customers choose to do this so they can begin using the new MIP software as soon as possible. Even though their system is Live, the historical data migration is still a very critical piece of work to complete in a timely manner.

The objective is to prepare and format legacy historical financial data for importing into MIP. The Abila consultant will provide the appropriate instructions, data files, and import forms for the customer to migrate data from the legacy system. Once the templates are completed by the customer, the consultant will ensure that all the historical data is properly imported into MIP.

Level I Data Import (One-time Beginning Balance Import) – Client Services will import a point in time single General Ledger Trial Balance into Abila MIP Fund Accounting. Based on the scheduled Go-Live date, the Implementation Consultant and customer will determine the best date to bring in the balance into the new Abila MIP Fund Accounting software. The customer will then run a Trial Balance from their legacy Accounting System and enter the required data into the Excel template provided by Client Services. The Implementation Consultant will work with the customer to import the Beginning Balance into Abila MIP Fund Accounting and verify accuracy with the customer.

Customer Responsibilities

Customer shall have the following responsibilities as part of the MIP Implementation Project:

- Identify team members engaged in the Implementation project.
- Work with the Abila consultant to schedule the initial Project Kick-off call as well as other discovery sessions within a reasonable time during business hours.
- Providing workflow documents or diagrams for each area of the organization involved in the implementation project.
- Providing all documents regarding current batch processes, and/or interfaces with other applications included within the project.
- Provide the appropriate resources and skilled staff to successfully participate in the implementation project, as well as successfully use and manage the software upon completion.
- Complete and return all templates and questionnaires within a timely manner.
- Provide written approval of the proposed Project Management Plan for the MIP Implementation.
- Provide written approval of the proposed Change Management Plan.
- Provide a list of all usernames and passwords to be setup in the system.
- Acknowledgement that security settings within the MIP software are setup correctly.
- Input of all data into the forms Abila provides. Once complete, the Abila consultant will validate and import the customer's data file.
- Provide formal sign off-of all training agendas and timelines.
- Perform all User Acceptance Testing and, upon completion, a written sign-off that all data imported into MIP is correct.
- Have knowledge and access to the current legacy system to export data. Abila will not have access to the customer's legacy system.
- Perform the data crosswalk from the customer's legacy system to the new MIP format (i.e. Old Chart of Accounts to the new Chart of Accounts)
- Coordinating with the 3rd party vendors on behalf of Abila for any integrations with MIP.
- Coordinate within their organization for the scheduled Go-Live date. This may include the formal notification that MIP is now the database of record, the implementation of new internal business processes and/or new roles and responsibilities for key personnel.
- Extract historical data from the legacy system and import the data into the Abila provided templates.
- Verify that all historical financial data balances correctly BEFORE importing into MIP.
- Schedule the appropriate personnel to attend the Transition to Support call.

NonProfit Technologies, Inc. Proposal - Abila MIP Advance- SaaS				
Org:	Cameron Park Community Services District			
Contact:	Kristen West			
Named User Count	<u>3</u>	Total	12	
<u>1</u>	*Silver Bundle	\$399.00		Data Consolidation Manager
	Includes:			Direct Deposit
	General Ledger			Electronic Requisitions
	Accounts Payable		x	Encumbrances \$39.00
	Accounts Receivable Reporting		x	Fixed Assets \$119.00
	Bank Reconciliation			GASB Reporting
	Budget Management			Grant Administration
	Data Import/Export			Inventory
	Forms Designer			Multi-Currency
	EFT for AP			Scheduler
	Advanced Security			Order Entry
x	Accounts Receivable Billing	\$89.00		Payroll/Direct Deposit
x	Allocations Management	\$109.00	x	Microix Electronic Requisition/PO \$160.00
	Data Consolidation Cleint		x	Microix Inventroy \$160.00
# in Box Below				
<u>9</u>	Additional Users	\$450.00		
<u>2</u>	Additional Executive View Seats	\$40.00		
	Additional Databases (beyond 5 included)			
<u>3</u>	Microix Users	\$90.00		
Total		\$1,655.00		
*Includes Dashboards and Rest API				
Abila MIP Fund Accounting SaaS Fee				
Monthly fee includes Abila Business Care Plan & Hosting		\$1,655.00		
Organization Set Up Cost (one time cost/\$450 per organization)		\$450.00		
Database Set Up Cost (one time cost/\$100 per database)		\$100.00		
Named User Set Up Cost (one time cost/\$85 per named user 12 included)		\$1,020.00		
Abila Maintenance & Support - included in monthly fee				
First Month Total - includes one time set up fees				<u>\$3,225.00</u>
Second Month Total/Each Month thereafter		\$1,655.00		
Annual Fee		\$21,430.00		
Professional Services Estimate -Optional (one time charge)				
Estimated hours	<u># of Hours</u>	<u>On-Site Work**</u>	OR	<u>Remote Work</u>
Includes:	138	\$29,670.00		\$24,150.00
Project management, installation, configuration, design, end-user training and import of master records such as vendor and customer records. Data conversion of accounting transactions and balances is <u>not included</u> .				
** Estimate does not include travel expenses.				
Proposal prepared by: Tammy Massey, 800-404-9758 ext. 123				
Proposal prepared on:	April 13, 2018			
Proposal valid through:	June 1, 2018			

Commitment

Our firm philosophy is to provide total commitment to each and every client. The client services team chosen for this project will be the team that begins and completes your engagement. Continuity is what allows us to provide a long-term commitment of professional and quality services to our clients. As part of our relationship we only solicit clients that we can service in their timeframe, which helps us achieve our number one goal of total client satisfaction.

Communication

Communication is the critical element to the success of any engagement and client relationship. To that end, it is our firm philosophy that each member of the client services team will be available to meet with management frequently, in accordance with your schedule, to ensure that all parties are involved and up-to-date during every stage of the engagement.

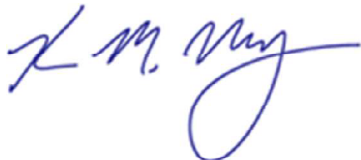
Conclusion

NonProfit Technologies, Inc. has the unwavering desire and experience to serve CPCSD as a client of our firm. We look forward to a mutually rewarding relationship and an exceptional experience.

We believe that the solution outlined in this document shows how your objectives can be achieved. This solution can meet the financial software needs for CPCSD today, will grow into the future and provides value to you. We have strived to illustrate the functionality that you have requested both in the context of this document and to demonstrate to you that we understand your needs.

We appreciate the opportunity to present this proposal for software and professional services. This project will be given our highest priority and attention. Should you have any questions, please call us at 800-404-9758. We look forward to working with you on this exciting project.

Sincerely,



Kevin M. Massey, CPA
President/CEO

Appendix A - Agreement for Consultant Services

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into this 13th day of April, 2018, by and between the CAMERON PARK COMMUNITY SERVICES DISTRICT, a political subdivision of the State of California, hereinafter referred to as District and NonProfit Technologies (NPT), hereinafter referred to as Consultant.

RECITALS

WHEREAS, District desires to obtain services from Consultant as specified in Section 1; and

WHEREAS, Consultant is duly licensed, qualified and equipped to perform said services for the benefit of District; and

WHEREAS, the performance of such services by Consultant has been determined by District to be in the public interest.

NOW, THEREFORE, District and Consultant agree as follows:

1. **Scope of Work.** District engages the services of Consultant as an independent contractor to perform the work and render the services described in Exhibit attached hereto and in Consultant's Proposal to Community Brands MIP Fund Accounting Professional Services for CAMERON PARK COMMUNITY SERVICES DISTRICT dated April 13, 2018, attached hereto as Exhibit (hereinafter referred to as the Work), both of which are incorporated herein. The Work is generally described as follows: MIP Professional Services. Consultant shall (a) provide all labor, equipment, material, supplies, advice, consultation, analysis, administration, and preparation of policies, procedures and documents required or necessary to properly, competently and completely perform the Work; (b) determine the method, details and means of doing the Work; and (3) perform the Work in a manner commensurate with the highest professional standards of qualified and experienced personnel in Consultant's field.

2. **Payment.** The Consultant Agreement provides for compensation based on a hourly basis, using the Consultant's rate schedule in the original proposal. The authorized Consultant Agreement total compensation shall not exceed Twenty four thousand one hundred fifty dollars (\$ 24,150) unless changes in the scope of work and compensation are directed in writing by District. In addition, optional tasks will only be undertaken after written authorization by District. All invoices to District shall reference the work done during the billing period.

Consultant shall prepare and submit monthly invoices to District based on standard

charge rates as specified in its proposal. Each properly submitted invoice shall be paid with thirty (30) days of receipt by the District. The invoice shall contain the following information:

Detail the services performed by Consultant, including the itemization of attendance at meetings;

Detail the labor cost (number of hours) attributed to Consultant's team members;

Show the cumulative cost for all tasks completed to date; and

Provide any additional information and data requested by District as deemed necessary by District to properly evaluate or process Consultant's invoice.

Original progress reports and invoices are due Monthly in District's office by mail or e-mail on or before the 10th day of the month. Delay in receipt of Consultant's invoices could mean a delay in District's payment.

Consultant shall maintain accounting records in accordance with Federal guidelines to justify amount billed and shall make these accounting records available to District at anytime with a reasonable notice provided.

3. Term.

A. This Agreement shall take effect on the above date and shall continue in effect until completion of the Work to the satisfaction of District unless sooner terminated as provided below.

Consultant shall perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

B. Time is of the essence in this Agreement.

C. This Agreement may be terminated for any or all portions of the Work by either party upon written notice to the other party in the event of a substantial failure of performance by such other party; or if District, by resolution of its Board of Directors, should deem it necessary or desirable to abandon or indefinitely postpone the prosecution of any part or all of the Work.

D. In the event of such abandonment, postponement or default by District, District shall pay to Consultant as full payment for all services performed and all expenses incurred under this Agreement, an amount which bears the same ratio to the total fee otherwise payable under this Agreement as the services actually rendered hereunder by Consultant bear to the total services necessary for the full performance of the Work. There shall be deducted from such amount, however, all payments heretofore made by District to Consultant under this Agreement. In ascertaining the services actually rendered hereunder up to the date of such termination of this Agreement, consideration shall be given to both completed services and services in the process of completion.

E. In the event of default in performance by Consultant, the provisions of Section 4 hereof shall apply.

4. **Default by Consultant.** If Consultant fails to expeditiously advance the Work, or performs work that does not comply with the requirements of this Agreement, or fails to perform any task or produce any documents required by this Agreement, or is guilty of any other material breach of the terms of this Agreement, District may (1) suspend payment until such time as the default is remedied by Consultant; or (2) by written notice to Consultant terminate Consultant's right to perform all or any portion of the Work. Consultant hereby agrees to pay District all damages sustained as a result of default by Consultant. If District terminates Consultant's right to perform the Work, District may have the work performed by others and charge the cost to Consultant. The cost of completion by District shall include reasonable reimbursement for additional executive and administrative expenses along with all damages for delay and other damages sustained by District as a result of Consultant's default. If the cost and expense of completing the Work, when added to the sum of amounts previously paid to Consultant under this Agreement and any amounts due but unpaid to Consultant at the time of such termination, exceed the contract price, District may deduct the amount of the excess from any such amounts then due consultant. If the amount of such excess is larger than the amounts then due Consultant, Consultant shall immediately pay such excess or the balance thereof to District.

5. **Ownership of Documents.** Upon satisfactory performance of the Work by Consultant and upon complete payment for the Work to Consultant by District pursuant to the provisions of Section 2 hereof, every document prepared by Consultant under this Agreement shall become the exclusive property of District. By this Agreement, Consultant transfers all of its right, title and interest in such documents to District. To the extent any document prepared under this Agreement constitutes a copyrightable work, the Work under this Agreement shall be considered a work for hire and by this Agreement Consultant shall be deemed to transfer all rights, title and interest in the copyrightable work to District, including the exclusive copyright, upon District's full payment therefore. Documents prepared by Consultant under this Agreement shall not be provided by Consultant to any other person without District's prior written approval. The Consultant and District agree that the Master Plan documents to be prepared by Consultant pursuant to the terms of this Agreement are intended to be public documents available for public review. District agrees not to make any other use of the documents other than for purposes of planning and developing fire suppression and emergency medical facilities. In the event of Consultant's breach of the terms of this agreement, the District retains the right to have the remaining Work completed by others including the use of the documents prepared by Consultant prior to the date of breach. Consultant retains the right to include representations of this project in its promotional and professional materials.

6. **Compliance with Laws.** Consultant shall perform the Work in compliance with all applicable federal, state and local laws and regulations regarding safety of persons and property and their protection from damage, injury or loss, including applicable Cal-OSHA regulations. Consultant also shall possess and maintain all permits, licenses and certificates that may be required for it to perform the Work. Consultant shall comply with all laws and regulations as required by local, state and federal agencies regarding nondiscrimination including, but not limited to, Title VII

of the Civil Right of 1964, the Americans with Disabilities Act, the Age Discrimination Employment Act of 1967, and the California Fair Employment and Housing Act. The Consultant is aware of the District's anti-harassment policy and agrees to abide by the policy, practices and procedures set forth and established by the District.

7. **Indemnification.** Consultant shall indemnify, defend, protect, and hold harmless District, and its officers, employees, volunteers and agents from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every type and description to which it may be subjected or put to by reason of or resulting from: (1) the performance of or failure to perform the Work or any other obligations of this Agreement by Consultant or Consultant's agents or employees; (2) any alleged negligent act or omission of Consultant, or Consultant's agents or employees in connection with any acts performed or required to be performed pursuant to this Agreement. This indemnification is effective and shall apply whether or not any such action is alleged to have been caused in part by District as a party indemnified hereunder. This indemnification shall not include any claim arising from the sole negligence or willful misconduct of the District or its employees. Consultant's obligations under this indemnification provision shall survive the termination, or completion of Work, under this Agreement.

8. **Insurance.**

A. Types and Limits. Consultant at its sole cost and expense shall procure and maintain for the duration of this agreement the following types and limits of insurance:

Type	Limits	Scope
Commercial Public Liability and Property Damage	\$1,000,000 per occurrence	at least as broad as ISO CG 0001
Automobile Liability	\$1,000,000 per accident	at least as broad as ISO CA 0001, code 1 (any auto)
Workers' Compensation	statutory limits	
Employers' Liability	\$1,000,000 per accident	
Errors and Omissions Coverage	\$1,000,000 per wrongful act	

B. Other Requirements. The public liability, property damage and automobile liability insurance furnished by Consultant shall name District as an additional insured and shall directly protect, as well as provide the defense for District, its officers, agents and employees as well as Consultant, and its agents, and employees, if any, from all suits, actions, damages, losses or claims of every type and description to which they may be subjected by reason of or resulting from Consultant's operations in the performance of the Work pursuant to this Agreement, and all insurance policies shall so state. Said insurance shall also specifically cover the contractual liability of Consultant. Said insurance shall also specify that it acts as primary insurance and District's insurance shall not contribute with Consultant's insurance. If Consultant fails to maintain such insurance, District may declare a default in the performance of this Agreement and exercise the remedies specified in Section 4 of this Agreement.

C. Consultant shall be permissibly self insured or shall carry full workers' compensation coverage for all persons employed, either directly or through subcontractors, in carrying out the Work contemplated by this Agreement and in accordance with the Workers' Compensation Act contained in the Labor Code of the State of California. If Consultant fails to maintain such insurance, District may declare a default in the performance of this Agreement and exercise the remedies specified in Section 4 of this Agreement.

D. Consultant agrees to furnish a certificate or certificates substantiating the fact that it has taken out the insurance set forth above for the period covered by the Agreement and all endorsements substantiating coverage of District and its agents and employees as additional insureds. All insurance is to be placed with insurers with a current A.M. Best rating A:VII or better unless otherwise accepted in writing by District.

Each such certificate shall bear an endorsement precluding the cancellation or reduction in coverage of any policy covered by such certificate before the expiration of thirty (30) days after District shall receive notification of such cancellation or reduction.

9. **Independent Contractor.** The parties hereto agree that at all times during the term of this Agreement Consultant, Consultant's employees and agents hired to perform services pursuant to this Agreement are independent contractors and are not agents or employees of District. Consultant shall have control over the means, methods, techniques, sequences, and procedures for performing and coordinating the Work required by this Agreement. District shall have the right to control Consultant only insofar as the result of Consultant's services rendered pursuant to this Agreement. If, in the performance of this Agreement, any third parties are employed or contracted by Consultant, such employees or subcontractors shall be entirely and exclusively under the direction, supervision and control of Consultant. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other term of employment or contract shall be determined by Consultant, and District shall have no right or authority over such persons or the terms of their employment or contract.

Therefore, neither Consultant or any third persons employed by or contracted by Consultant to perform services pursuant to this Agreement shall be entitled to workers' compensation benefits from District should Consultant or any of its employees or contractors sustain an injury in the course of performing services specified in this Agreement. Furthermore, neither Consultant nor any third persons or contractors employed by Consultant shall be entitled to any other benefits payable to employees of District. Consultant hereby agrees to defend and hold District harmless from any and all claims that may be made against District based on any contention by any third party that an employer/employee relationship exists or that a contractual relationship exists between District and that third party by reason of this Agreement.

Consultant represents that it, and its employees and contractors, if applicable, are properly licensed and will remain so during the progress of the Work contemplated by this Agreement.

10. **Entire Agreement.** This writing and the documents incorporated herein by reference as Exhibits and , represent the sole, entire, exclusive and integrated contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. Each party to this Agreement acknowledges that no representations or promises have been made by any party hereto which are not embodied herein, and that no other agreement or promise not contained in this Agreement or in the incorporated documents shall be valid or binding. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.

11. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of District.

12. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Consultant shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

13. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.

14. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

15. **Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail addressed as follows:

District: Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682
Attention:

Consultant: NonProfit Technologies, Inc.
631 North US HWY 1, Suite 101
North Palm Beach, FL 33408
Attention: Tammy Massey

Any party may change its address by notifying the other party of the change in the manner provided above.

16. **Attorneys Fees.** In the event of litigation between the parties, or if a party becomes involved in a litigation because of wrongful acts of the other party, the prevailing or innocent party shall be entitled to an award of reasonable attorneys fees from the other party. The prevailing party

will be entitled to an award of attorney fees sufficient to compensate the prevailing party for all attorney fees incurred in good faith.

**CAMERON PARK
COMMUNITY SERVICES DISTRICT**

By: _____

Name and Title

NonProfit Technologies

By: Tammy Massey, Sales Consultant

Tammy Massey

Name and Title

April 27, 2018

Phuong Nguyen
Cameron Park Community Services District
2502 County Club Dr.
Cameron Park, CA 95682

Dear Ms. Nguyen:

Thank you so much for your interest in Abila MIP Advance software.

On the following pages, you will find the proposal for an Abila MIP Advance system. The model for this quote is Software as a Service/Subscription (SaaS), fee per month. Also included is our Professional Services estimate which includes system configuration and training. On the final page, please find the steps we can take together during the course of our working relationship.

We Focus On Your Success.



Financial Accounting Systems
Installation & Integration
Custom Programming
Training & Support

We appreciate the opportunity to present this proposal. This project will be given our highest priority and attention. I will be in touch shortly to confirm you received this, but in the meantime, if you have any questions, please call me at 800-404-9758, ext. 123. We look forward to working with you on this exciting project.

Sincerely,

Tammy Massey
Solutions Consultant
NonProfit Technologies, Inc.

NonProfit Technologies, Inc. Proposal - Abila MIP Advance- SaaS

Org: Cameron Park Community Services District
 Contact: Phuong Nguyn

Named User Count		Total	
3		4	
1	*Silver Bundle	\$399.00	Data Consolidation Manager
	Includes:		Direct Deposit
	General Ledger		Electronic Requisitions
	Accounts Payable	x	Encumbrances \$39.00
	Accounts Receivable Reporting	x	Fixed Assets \$119.00
	Bank Reconciliation		GASB Reporting
	Budget Management		Grant Administration
	Data Import/Export		Inventory
	Forms Designer		Multi-Currency
	EFT for AP		Scheduler
	Advanced Security		Order Entry
	Accounts Receivable Billing		Payroll/Direct Deposit
	Allocations Management		Microix Electronic Requisition/PO
	Data Consolidation Cleint		Microix Inventroy
# in Box Below			
1	Additional Users	\$50.00	
4	Additional Executive View Seats	\$80.00	
	Additional Databases (beyond 5 included)		
	Microix Users		
Total		\$687.00	
*Includes Dashboards and Rest API			

Abila MIP Fund Accounting SaaS Fee

Monthly fee includes Abila Business Care Plan & Hosting	\$687.00
Organization Set Up Cost (one time cost/\$450 per organization)	\$450.00
Database Set Up Cost (one time cost/\$100 per database)	\$100.00
Named User Set Up Cost (one time cost/\$85 per named user 8 included)	\$680.00
Abila Maintenance & Support - included in monthly fee	
First Month Total - includes one time set up fees	<u>\$1,917.00</u>
Second Month Total/Each Month thereafter	\$687.00
Annual Fee	\$9,474.00

Professional Services Estimate -Optional (one time charge)

	# of Hours	On-Site Work**	OR	Remote Work
Estimated hours	106	\$22,790.00		\$18,550.00
Includes:	Project management, installation, configuration, design, end-user training and import of master records such as vendor and customer records. Data conversion of accounting transactions and balances is <u>not included</u> .			
** Estimate does not include travel expenses.				

Proposal prepared by: Tammy Massey, 800-404-9758 ext. 123

Proposal prepared on: April 26, 2018
 Proposal valid through: June 1, 2018

Next Steps:

- If you decide that you would like to move forward with the purchase of the proposed system, please sign below and fax this back to my attention at: 1-561-658-2770.
- After we receive your signed proposal, you will receive an invoice from NonProfit Technologies (invoice will include the cost of the software, maintenance, support and a retainer equal to 1/3 of the Professional Services estimate or a minimum of \$5,000).
- Once we (NPT) receive your payment, we will place the software order.
- One of our Professional Services staff members will be in contact with you to discuss the engagement which they will follow up with an Engagement Letter detailing the project.
- Once we (NPT) receive your signed engagement letter, our Professional Services staff will contact you to schedule the installation and training.

Authorized Signature

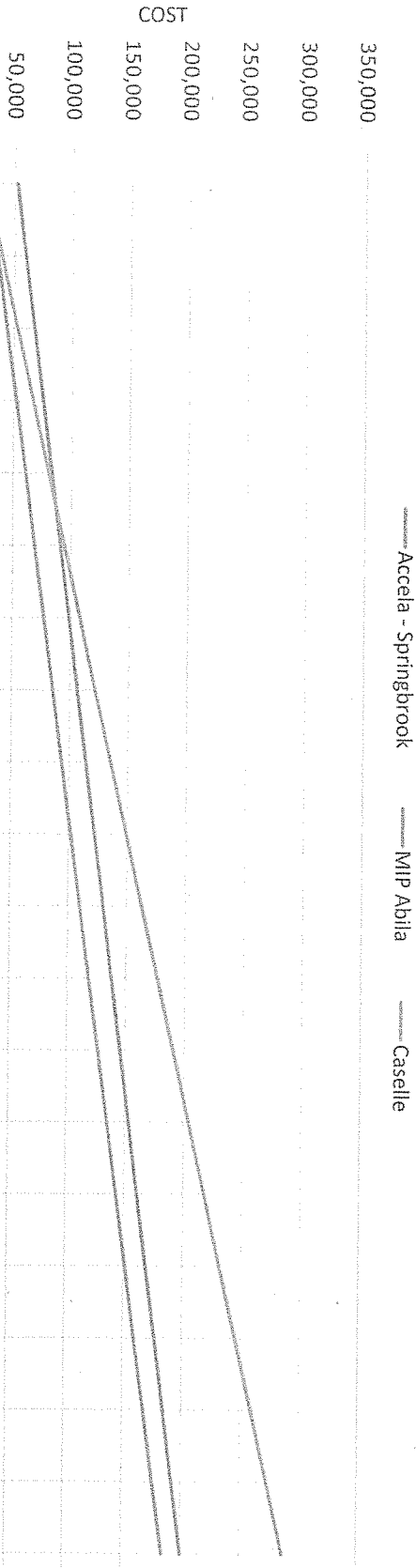
Date

Thank you for choosing NonProfit Technologies, Inc.

Attachment B

Summarized Overview	Accela - Springbrook	MIP Ahla	Caselle
Quoted Implementation Cost	approx \$44,620	\$22,790 (on-site) or \$18,550 (remotely)	\$12,325
Quoted Monthly/Annual Cost	\$7,788 annual fee	\$1,917 first month \$687 each month after \$9,474 annual fee first year \$8,244 annual fee each year thereafter	\$1,144 per month \$13,728 annual fee
Additional Cost		- Travel cost for on-site implementation - Data conversion of accounting transactions and balances	
Estimated Timeline	315 hours (approx 12 weeks)	106 hours (4- 8 weeks)	5-6 months
Implementation	Conducted Remotely	Conducted either On-site or Remotely	Conducted Remotely
Training	Conducted Remotely or on-site	Remote Custom Training 2-3 hour sessions per day for 2-3 weeks period	Conducted at Caselle
Access	No restrictions on # of users	4 users + 4 executive (budget & reporting) users	4 concurrent user + unlimited Caselle Connect users (budgeting)
Updates	Constant updates remotely	Constant updates remotely	Constant updates remotely

Total Cost over 20 Years



YEAR	Accela - Springbrook	MIP Abila	Caselle
2018	52,408	28,024	26,053
2019	60,196	38,268	39,781
2020	67,984	44,512	53,509
2021	75,772	52,756	67,237
2022	83,560	61,000	80,965
2023	91,348	69,244	94,693
2024	99,136	77,488	108,421
2025	106,924	85,732	122,149
2026	114,712	93,976	135,877
2027	122,500	102,220	149,605
2028	130,288	110,464	163,333
2029	138,076	118,708	177,061
2030	145,864	126,952	190,789
2031	153,652	135,196	204,517
2032	161,440	143,440	218,245
2033	169,228	151,684	231,973
2034	177,016	159,928	245,701
2035	184,804	168,172	259,429
2036	192,592	176,416	273,157
2037	200,380	184,660	286,885

Features	Accelea - Springbrook	MIP Atilia	Caselle
Security	<ul style="list-style-type: none"> - Admin will have ability to set access by user or group - Cloud backup every 6 hours - Journaling backup every hour 	<ul style="list-style-type: none"> - Admin will have ability to set access by user or group in each menu level - Workflow access - Alert of hard or soft limits - Full audit trails 	<ul style="list-style-type: none"> - Admin will have ability to set access by user or group - Caselle Connect (Caselle product) access
General Ledger	<ul style="list-style-type: none"> - Multiple Segments - No limit on number of characters - Ability to drilldown into accounts, batch packets, etc - Reoccurring templates, import functionality 	<ul style="list-style-type: none"> - Multiple Segments - Access to MIP Advance (online) to query on transactions and balances - Reoccurring templates, import functionality - Import files from ReCtrac for AR 	<ul style="list-style-type: none"> - Multiple Segments - Limited to approx 40 characters - Ability to create custom trans type - Ability to drilldown into accounts, batch packets, etc - Reoccurring templates, import functionality - Import files from PR & ReCtrac
Budgeting	<ul style="list-style-type: none"> - Ability to assign users departmental Budget 	<ul style="list-style-type: none"> - User friendly budget upload worksheets - Create multiple budgets for each department, ability to consolidate to one complete budget - Ability to pull data from prior year actual in worksheet for ease of budgeting - Create original, revised, final, etc - Ability to import/export excel files - Quick increase or decrease functions 	<ul style="list-style-type: none"> - Caselle Connect - multiple users to input departmental budget - Online Access for non-Caselle users - Create original, revised, final, etc - Approval path process - Quick increase or decrease functions
Accounts Payable	<ul style="list-style-type: none"> - Ability to assign fixed asset during AP process - Import credit card statement - Workflow process - Reoccurring Invoicing 	<ul style="list-style-type: none"> - Ability to assign fixed asset during AP process - Alert message when over budget - Reoccurring Invoicing - Flexible of AP Check set up - 1099 efile - Vendor Merging - Multiple code Distribution - One process for reissue and void of checks and invoices 	<ul style="list-style-type: none"> - Ability to assign fixed asset during AP process - Import credit card statement - Reoccurring Invoicing - Vendor Merging - Code Distribution - Positive Pay - Multiple code Distribution - One process for reissue and void of checks and invoices - 1099 efile
PO & Requisitions/ Encumbrances	<ul style="list-style-type: none"> - Microix external records 	<ul style="list-style-type: none"> - Workflow process for Requisitions, PO & Invoicing - Can be added as a segment 	<ul style="list-style-type: none"> - "Activity" to track revenues and expenditures
Project Accounting			
Asset Management	<ul style="list-style-type: none"> - Asset can be added through AP process - Attached external records 	<ul style="list-style-type: none"> - Asset can be added as a pending asset from AP process - Attachment upload feature 	<ul style="list-style-type: none"> - Asset can be added as a pending asset from AP process
Reporting	<ul style="list-style-type: none"> - Ability to export from any screen to an excel file - Exports to excel easily - Tabs to pull quick reports - Can grant security access by user or group 	<ul style="list-style-type: none"> - Ability to create and customize reports - Exports to excel easily - Adjust stock reports as needed - Add or remove multiple criteria - MIP Advance (online) Reporting & data analysis - Dashboard to create reports for board packets, agendas, etc 	<ul style="list-style-type: none"> - Works with mExcel (Caselle product) - Readable reports for Agendas, etc - Adjust stock reports as needed