



**CAMERON PARK COMMUNITY SERVICES DISTRICT**

2502 Country Club Drive  
Cameron Park, CA 95682  
(530) 677-2231 Phone  
(530) 677-2201 Fax  
[www.cameronpark.org](http://www.cameronpark.org)

# AGENDA

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

*Reception at 6:00pm to welcome newly elected Board Members and their families.  
Reception is open to the public.*

## **REGULAR BOARD MEETING** **Wednesday, December 19, 2018** **6:30 p.m.**

### **Board Members**

Holly Morrison	President
Margaret Mohr	Vice President
Monique Scobey	Board Member
Felicity Carlson	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](http://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 [admin@cameronpark.org](mailto:admin@cameronpark.org) if you require public documents in alternate formats or accommodation during public meetings.

# AGENDA

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## **CALL TO ORDER**

1. Roll Call
  2. Pledge of Allegiance
- 

## **OATH OF OFFICE**

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

Felicity Carlson	Four-year term (2022) – Oath administered by Shiva Frentzen
Holly Morrison	Two-year term (2020) – Oath administered by Shiva Frentzen
Monique Scobey	Four-year term (2022) – Oath administered by Shiva Frentzen
Ellie Wooten	Four-year term (2022) – Oath administered by Shiva Frentzen

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## **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.*

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## **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 #8 to be discussed and acted upon individually.*

4. Conformed Agenda – Board of Directors Meeting, November 14, 2018
  5. Conformed Agenda – Parks & Recreation Committee Meeting, December 3, 2018
  6. Conformed Agenda – Board of Directors Special Meeting, December 7, 2018
  7. Staff Reports
    - a. General Manager
    - b. Administration Department
      - o Check Register
    - c. Fire Department
    - d. Recreation Department
    - e. Parks & Facilities Department
    - f. Covenants, Conditions & Restrictions (CC&R) Department
-

# AGENDA

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## **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.*

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## **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.*

8. Items removed from the Consent Agenda for discussion
  9. **APPROVE** 2019 Board and Committee Calendar
  10. **APPROVE** Fire Department Fees for Services – Fire Prevention (J. Ritzman, Chief Moranz)
  11. **APPROVE** Facility Use Fees – Cameron Park Lake (J. Ritzman)
  12. **APPROVE** 2019 Pool Use Fees – Hourly Rates (J. Ritzman)
  13. **APPROVE** Resolution 2018-26 Supporting the Cameron Park Community Services District to File an Application for California Climate Investment Fire Prevention Grant Program (J. Ritzman, S. Moranz; *Report and Resolution to be provided at Board meeting*)
  14. **NOMINATE & ELECT** President and Vice President (*Standing Committee assignments will be posted on the District's website by December 31<sup>st</sup>*)
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## **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.*

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

## **ADJOURNMENT**

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# CONFORMED AGENDA

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

## REGULAR BOARD MEETING Wednesday, November 14, 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

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## **CALL TO ORDER – 6:33pm**

1. Roll Call – *HM, MM, MS, GS, EW*
  2. Pledge of Allegiance
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## **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 – 5*

*Noes – 0*

*Abstain – 0*

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## **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.*

4. Recognition in memory of Melissa Brackins for her service to the District
  5. Recognition West, Wyatt, & Will Anderson - Eagle Scout Projects at Cameron Park Lake
  6. Recognition Greg Stanton, Member, Board of Directors for his service to the District
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## **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 #10 to be discussed and acted upon individually.*

7. Conformed Agenda – Board of Directors Meeting, October 17, 2018
  8. Conformed Agenda – Parks & Recreation Meeting, October 1, 2018
  9. Staff Reports
    - a. General Manager
    - b. Administration Department
      - o Check Register
-

# CONFORMED AGENDA

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- c. Fire Department (to be distributed at meeting)
- d. Recreation Department
- e. Parks & Facilities Department
- f. Covenants, Conditions & Restrictions (CC&R) Department

*Motion to adopt the Consent Agenda.*

*GS/EW - Motion Passed*

*Ayes – 5*

*Noes – 0*

*Abstain – 0*

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## **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.*

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## **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.*

10. Items removed from the Consent Agenda for discussion

11. Solicit Board Member Requests for Committee Assignments (J. Ritzman)

12. **APPROVE** Sports Fields Use Fees, Pool Use Fees, CC&R Amendment Administrative Fee, and Architecture Review Fees (J. Ritzman)

*Motion to approve the Sports Fields Use Fees.*

*MS/GS - Motion Passed*

*Ayes – 5*

*Noes – 0*

*Abstain – 0*

## CONFORMED AGENDA

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*Motion to approve the CC&R Amendment Administrative Fee and Architecture Review Fees.*

*GS/MS - Motion Passed*

*Ayes – 4*

*Noes – 1*

*Abstain – 0*

*Motion to send Pool Use Fees back to Parks & Recreation Committee.*

*GS/EW – Motion Passed*

*Ayes – 5*

*Noes – 0*

*Abstain – 0*

### 13. **RECEIVE & FILE** First Quarter Budget to Actuals Report (V. Neibauer)

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#### **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.*

#### 14. General Matters to/from Board Members and Staff

*HM – Thank you to the fire department; this Saturday is the Christmas Craft Fair – public is encouraged spread the word and attend; the Christmas Tree Lighting is at Christa McAuliffe Park on November 30; December 1<sup>st</sup> is the Santa Run & Pancake Breakfast (put on by the Fire Explorers); Happy Anniversary to Jill; thank you staff for hard work.*

*MM – Happy Anniversary to Jill; looking forward to holiday events in Cameron Park.*

*GS – Thank you to the Board, Holly Morrison, Staff, and Cal Fire.*

*EW – Greg Stanton will be missed.*

*MS – We need to close the gap on the budget in the Budget & Admin Committee; thank you to Greg Stanton for his 8 years of service on the Board.*

*Fire Dept – working on Cal Fire grants.*

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# CONFORMED AGENDA

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## 15. Local Area Formation Commission (LAFCO)

## 16. Committee Reports

- Budget & Administration
  - *Working on CIP to bring to the Board; discussed adding community members to committees but decided now was not the time, except for CC&R Committee.*
  
- Covenants, Conditions & Restrictions (CC&R)
  
- Fire & Emergency Services
  - *Met Chief Gaines; Cal Fire grant opportunity; weed abatement program for improved and unimproved lots (new employee was hired to take the place of Melissa Brackins).*
  
- Parks & Recreation
  - *Fee increases; discussed allowing dogs on leashes at Cameron Park Lake; new fishing program and signage.*

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### **PUBLIC COMMENT**

*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.*

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### **CONVENE TO CLOSED SESSION**

*The Board will recess to closed session to discuss the following item(s):*

## 17. Pursuant to California Government Code §54957(B)(1)

Consider the appointment employment, or performance, discipline or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

Unrepresented Employee of the District – General Manager

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# CONFORMED AGENDA

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## **RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION**

*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.*

- *Direction given to Legal Counsel*
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**ADJOURNMENT – 10:30pm**

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



**Parks & Recreation Committee**  
**Monday, December 3, 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** - 6:36pm

**ROLL CALL** – MS/GS

**APPROVAL OF AGENDA** - *Approved*

**APPROVAL OF CONFORMED AGENDA** – *move to the Board of Directors Meeting*

**OPEN FORUM**

*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. **Pool Use Fees** (J. Ritzman)
2. **Draft Survey Regarding Interest in Allowing Dogs on Leash at Cameron Park Lake** (J. Ritzman)
3. **Review and Discuss Cameron Park Lake Facility Use Fees** (J. Ritzman)
4. **Results from Community Center Survey** (J. Ritzman)
5. **Staff Written Reports & Oral Updates** (T. Helm and M. Grassle)
6. **Items for the January Committee Agenda**
  - *Pool Use Fee MOU*
  - *Dogs at Cameron Park Lake Survey*
7. **Items to take to the Board of Directors**
  - *Hourly Pool Fees*
  - *Cameron Park Lake Facility Use Fees*

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT** – 8:30pm



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# CONFORMED AGENDA

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

## **SPECIAL BOARD MEETING** **Friday, December 7, 2018** **10:30 a.m.**

Board will convene into Closed Session after Public Comment.

### **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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**CALL TO ORDER – 10:30am**

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
- 

**PUBLIC COMMENT**

*At this time, members of the public may speak on any closed session agenda item.*

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---

**CONVENE TO CLOSED SESSION**

*The Board will recess to closed session to discuss the following item(s):*

4. Pursuant to California Government Code §54957(B)(1)

Consider the appointment employment, or performance, discipline or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

Unrepresented Employee of the District – General Manager

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**RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION**

*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.*

- *The Board met in closed session to discuss the item agendaized for closed session discussion and direction was given to staff.*
- 

**ADJOURNMENT – 11:32am**

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***NOTE – THERE WAS NO AUDIO RECORDING MADE OF THIS MEETING.***



## **Agenda Transmittal**

**DATE:** December 19, 2018

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #7A:** **GENERAL MANAGER'S REPORT**

**RECOMMENDED ACTION: RECEIVE & FILE**

There has been much good cheer in the past month at the District. Santa Claus, the District's Recreation team and Fire Department staff implemented several events to celebrate the holidays, and all were well attended.

In November, I attended the Commission on Aging Meeting which the District hosted at the Community Center. Topics included Healthy Communities Strategic Plan Objectives, which would benefit Cameron Park's older residents. The Senior Leadership Council and I are scheduled to make a presentation about new senior programming in Cameron Park in February. I also met with the Senior Leadership Council, who are pleased with the progress at the District with programming.

I am assisting California Special District Association, Gold Country Chapter with planning a professional workshop to be held at the Cameron Park Community Center on January 30. Our planning efforts are keeping in mind that many foothill communities have newly elected Board members and new District leadership. Details regarding training topics will be forthcoming.

In November, Kevin Loewen, General Manger, El Dorado Hills Community Services District and I met to discuss areas of interest shared between our districts. Specifically, Kevin shared details of their acquisitions and planning efforts for Bass Lake. Staff from El Dorado Hills Community Services District will make presentations to the District starting with the Parks and Recreation Committee in February to solicit feedback from the Community.

I met with staff from the El Dorado Arts Council in their very new offices located in a very old, historic building in downtown Placerville. We're working towards new programming for the Community Art Room which was funded by the Friends of Seniors grant. I am continuing to work with Cameron Park Community Foundation to fund projects of benefit to Cameron Park. A new grant program to offset program fees for recreation program participants is forthcoming.

Wishing everyone a very Happy New Year.



## **Agenda Transmittal**

**DATE:** December 19, 2018

**FROM:** Vicky Neibauer, Finance and Human Resources Officer

**AGENDA ITEM #7B:** ADMINISTRATIVE REPORT

**RECOMMENDED ACTION:** RECEIVE AND FILE

### **Human Resources**

- Staff started work on an employee handbook, writing and revising procedures where needed.
- Staff attended a CSDA sponsored Human Resources Boot Camp for Special Districts Training.

### **Budget/Finance**

- Staff continues to receive training from VTD to perform the General Ledger accounting functions that VTD currently completes for us; for example, reconciliations, journal vouchers, cash disbursements, etc.
- Staff attended a CSDA sponsored Financial Boot Camp for Special Districts Training.
- Staff is beginning the process for issuing 1099's for our vendors.
- Staff has been compiling the FY 18-19 Mid-Year Budget package working closely with Department managers and supervisors.
- Staff has been working on the 5 year Capital Improvement Plan with Budget & Administration Committee.
- Staff continues coordination of the FY 16-17 and 17-18 audit and post-retirement benefits obligations (OPEB) actuarial report scheduled for early 2019.
- Timeline is developed for FY 19-20 Budget preparation.
- Financial projects for the coming month include the following:



- Coordination of NCSDIA Workers Compensation Insurance cancellation (NCSDIA/SDRMA) along with initiation of SDRMA Workers Compensation Insurance;
- FY 18-19 Mid-Year Budget package;
- Continued FY 19-20 Budget work;
- Continued Audit work.

**Check Register**

- The check register for November 1-21, 2018 is attached.

Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/1/2018	29240	266.02	Airgas National Carbonation	CO2 Microbulk - Pool 10/22
	Total 29240	266.02		
11/1/2018	29241	69.67	Alhambra	Water/Cooler srvc 10/16 & 10/22
	Total 29241	69.67		
11/1/2018	29242	1,050.00	Angius & Terry LLP	CC&R gen council 9/11 & 9/14/18
	Total 29242	1,050.00		
11/1/2018	29243	15.48	Arnolds for Awards, Inc.	FD88 Tags
	Total 29243	15.48		
11/1/2018	29244	345.00	AT&T Calnet 3	Phones Main Lines 9/24/18-10/23/18
	Total 29244	345.00		
11/1/2018	29245	151.20	AT&T Calnet 3	FD Phones 9/24-10/23/18 BAN 9391035822
	Total 29245	151.20		
11/1/2018	29246	120.00	Jamie Bardwell	Res FF Shifts 09/15,16,23
	Total 29246	120.00		
11/1/2018	29247	759.60	Stephen Beck	Inst. Futsal 9/01-10/23/18
	Total 29247	759.60		
11/1/2018	29248	805.83	Big O Tires #100	Parks - Bronco tires
	Total 29248	805.83		
11/1/2018	29249	50.00	CardConnect	Lease Bolt CC Devices Oct. 2018
	Total 29249	50.00		
11/1/2018	29250	286.41	Cintas Corporation #622	Com Center Janitorial Supplies
	Total 29250	286.41		
11/1/2018	29251	480.00	CPRS	J. Ritzman Membership Renewal
	Total 29251	480.00		

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 11/1/2018 Through 11/21/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
11/1/2018	29252	91.97	De Lage Landen Financial Services, Inc.	FD88 Copier Lease 10/15-11/14/18
	Total 29252	91.97		
11/1/2018	29253	170.00	EDC Chamber of Commerce	CSD Membership renewal
	Total 29253	170.00		
11/1/2018	29254	173.99	Ewing Irrigation Products, Inc.	Eastwood - Irrig Supplies
	Total 29254	173.99		
11/1/2018	29255	300.00	Jennifer Farley	Reissued non-dep check for 25810 03/16/17 (dep refund)
	Total 29255	300.00		
11/1/2018	29256	745.63	FYI Telecommunications, Inc.	Hall Comp Equip/Cables repair-add
	Total 29256	745.63		
11/1/2018	29257	435.83	Niki Garrison	Lodging & Mileage 2018 Board Conf. N. Garrison
	Total 29257	435.83		
11/1/2018	29258	100.00	Michael Grassle	Cell Allowance - November M. Grassle
11/1/2018		134.07	Michael Grassle	Mileage Reimb - M. Grassle Oct 2018
	Total 29258	234.07		
11/1/2018	29259	300.00	Nicole Grier	Dance Rm 10/114 Deposit refund
	Total 29259	300.00		
11/1/2018	29260	60.00	Bettina S. Helm	Cell Allowance - November T. Helm
	Total 29260	60.00		
11/1/2018	29261	75.00	Highlander Termite & Pest Control	Comm Center Pest Control 10/25
11/1/2018		35.00	Highlander Termite & Pest Control	FD88 Pest Control 10/17/18
	Total 29261	110.00		
11/1/2018	29262	1,251.55	Hunt & Sons	Fuel 10/26/18
	Total 29262	1,251.55		

Cameron Park Community Services District  
Check/Voucher Register - Check Register  
From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/1/2018	29263	800.00	Charles A. King	Flag Football ref 10/06,13,20 & 27 (5 ea)
	Total 29263	800.00		
11/1/2018	29264	600.00	Shuree Koutnik	Hall-Kitch 10/20 Deposit Refund
	Total 29264	600.00		
11/1/2018	29265	160.00	Grant Leon	Res FF Shifts 09/09,10,12,23
	Total 29265	160.00		
11/1/2018	29266	450.00	Maribel Lopez	Full Hall- Kitchen 9/22 Deposit refund (-\$150 for extra hr)
	Total 29266	450.00		
11/1/2018	29267	920.00	Joshua C. Marks	Janitorial Services Oct 17-31
	Total 29267	920.00		
11/1/2018	29268	600.00	Larry McBride	In Lieu Medical Ben - L. McBride
	Total 29268	600.00		
11/1/2018	29269	49.27	Vicky Neibauer	Mileage Reimb - V. Neibauer class
11/1/2018		40.88	Vicky Neibauer	Notary Exam & Fee reimb V. Neibauer
11/1/2018		50.85	Vicky Neibauer	Reimb, coffee Cand. forum
	Total 29269	141.00		
11/1/2018	29270	11,173.13	PG&E	Elec 09/25/18-10/24/18
	Total 29270	11,173.13		
11/1/2018	29271	2,169.25	PG&E	Elec 09/25/18-10/24/18
	Total 29271	2,169.25		
11/1/2018	29272	2,878.16	Ponderosa Auto Express, Inc.	FD F250 2001 Maint/Repairs
11/1/2018		1,087.58	Ponderosa Auto Express, Inc.	FD F250 2001 tires
	Total 29272	3,965.74		
11/1/2018	29273	126.18	Public Employee's Union Local 1	Union Dues for Payroll 11/01/18
	Total 29273	126.18		

Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/1/2018	29274	41.80	Riebes Auto Parts	Halloween Carnival Supplies
	Total 29274	41.80		
11/1/2018	29275	100.00	Jill Ritzman	Cell Allowance - November J. Ritzman
11/1/2018		77.39	Jill Ritzman	Mileage Reimb - J. Ritzman, Dist Mtgs
	Total 29275	177.39		
11/1/2018	29276	29.82	Sam's Club Direct	Halloween Carnival Candy
	Total 29276	29.82		
11/1/2018	29277	200.00	Mason A. Sanchez	Res FF Shifts 10/02,09,16,30,31
	Total 29277	200.00		
11/1/2018	29278	600.00	Tammie Sandigo	Hall-Kitch rental 10/13 Deposit refund
	Total 29278	600.00		
11/1/2018	29279	222.00	Sarah Scatton	Inst. Chair Yoga 10/01-10/29/18
	Total 29279	222.00		
11/1/2018	29280	160.00	Karissa Schroeder	Res FF Shifts 10/04,11,25 & 26
	Total 29280	160.00		
11/1/2018	29281	160.00	Mitchell Schwegler	Res FF Shifts 10/05,06,25,27
	Total 29281	160.00		
11/1/2018	29282	60.00	Craig Shuler	Cell Allowance - November C. Shuler
	Total 29282	60.00		
11/1/2018	29283	50.26	SiteOne Landscape Supply	D. West Irrig Supplies (w/\$0.96 discount)
11/1/2018		47.73	SiteOne Landscape Supply	Parks, Irrig Supplies
	Total 29283	97.99		
11/1/2018	29284	300.00	Joshua Stander	Room B 10/11 Deposit refund
	Total 29284	300.00		

Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/1/2018	29285	41.73	The Paint Spot, Inc.	Parks - Nitrile Gloves
	Total 29285	41.73		
11/1/2018	29286	6,172.00	U.S. Bank	Cal Card purchases 9/24/18-10/21/18
	Total 29286	6,172.00		
11/1/2018	29287	37.35	Verizon Wireless	FD Wireless 9/16-10/15/18 970402560-00002
	Total 29287	37.35		
11/1/2018	29288	276.07	Verizon Wireless	FD Wireless 9/16-10/15/18 970402560-00004
	Total 29288	276.07		
11/1/2018	29289	225.00	Vermont Systems, Inc	3.1 Overview upgrade of Rec Trac/training
	Total 29289	225.00		
11/2/2018	Paychex Fees 11/...	213.10	Paychex	Paychex Payroll Fees for 10/16/18
	Total Paychex Fee...	213.10		
11/8/2018	29290	79.67	Airgas National Carbonation	CO2 Microbulk - Pool 10/29/18
	Total 29290	79.67		
11/8/2018	29291	105.00	Dawn Avalon	Inst. Tai Chi 10/01-10/31/18
	Total 29291	105.00		
11/8/2018	29292	600.00	Big Brothers Big Sisters of El Dorado Cou...	Hall/Gym rental 09/14 - Deposit Refund
	Total 29292	600.00		
11/8/2018	29293	363.60	Myung Chong	Inst. Mod Zumba 10/01-10/31/18
	Total 29293	363.60		
11/8/2018	29294	462.65	Cintas Corporation #622	Com Cntr Janitorial Supplies
	Total 29294	462.65		
11/8/2018	29295	300.00	Ethel Criddel	NW Ortr hall rental 10/27 - Deposit Refund

Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29295	300.00		
11/8/2018	29296	70.00	Valerie Donnelly	Craft Fair Vendor refund
	Total 29296	70.00		
11/8/2018	29297	556.27	Ewing Irrigation Products, Inc.	Eastwood - Irrig Supplies
11/8/2018		270.53	Ewing Irrigation Products, Inc.	Parks - Irrig. Supplies
	Total 29297	826.80		
11/8/2018	29298	49.12	Fire Apparatus Solutions	Auto Parts FD
	Total 29298	49.12		
11/8/2018	29299	100.00	Tina Lynn Goins	ENews November, CC&R/Cand Forum
	Total 29299	100.00		
11/8/2018	29300	844.94	Home Depot Credit Services	HD Acct. Lake Supplies
	Total 29300	844.94		
11/8/2018	29301	109.20	Roy M. Imai	Inst. Tai Chi Balance 10/01-10/30/18
	Total 29301	109.20		
11/8/2018	29302	1,577.48	JS West Propane Gas	Propane - Pool 10/24/18
	Total 29302	1,577.48		
11/8/2018	29303	200.00	Charles A. King	Flag FB Ref 11/03/18 (5)
	Total 29303	200.00		
11/8/2018	29304	72.00	Richard A. Kowaleski	Inst. Dance 10/01-10/30/18
	Total 29304	72.00		
11/8/2018	29305	1,162.68	Lincoln Aquatics	Chlorine - Pool 10/15/18
	Total 29305	1,162.68		
11/8/2018	29306	300.00	Morse for Congress	Hall rental 10/10 - Deposit refund
	Total 29306	300.00		
11/8/2018	29307	650.00	Mountain Democrat	Fall/Winter Advertising
	Total 29307	650.00		

Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/8/2018	29308	51.88	Vicky Neibauer	Mileage Reimb - HR Workshop
	Total 29308	51.88		
11/8/2018	29309	200.00	On Air	January 2019 Concert Series Perf. Deposit
	Total 29309	200.00		
11/8/2018	29310	1,183.07	PG&E	Elec. 09/25-10/24/18
	Total 29310	1,183.07		
11/8/2018	29311	37.06	Laura Sanders-Ito	Mileage Reimb - HR Workshop
	Total 29311	37.06		
11/8/2018	29312	500.00	SDRMA	Salehi Claim 3/22/18 Deductible
	Total 29312	500.00		
11/8/2018	29313	79.29	SiteOne Landscape Supply	Parks - Irrig Supplies (-\$1.51 discount)
	Total 29313	79.29		
11/8/2018	29314	228.00	Rosalie M. Stearns	Inst. Hula various 10/01-10/30/18
	Total 29314	228.00		
11/8/2018	29315	350.00	Uptown Studios, Inc	Web Maint - Oct 2018
	Total 29315	350.00		
11/8/2018	29316	756.00	WEST Consultants, Inc.	CPCSD Dam Breach & EAP Engineering 8/20 & 10/30
	Total 29316	756.00		
11/8/2018	29317	280.45	Wex Bank	FD Fuel OOT 10/01-10/04
	Total 29317	280.45		
11/15/2018	29318	90.10	Acer Landscape Materials, Inc	Eastwood Park Bark
	Total 29318	90.10		
11/15/2018	29319	561.10	Airespring Inc.	Internet Broadbands CSD/Lake Oct. 2018



Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29319	561.10		
11/15/2018	29320	200.81	Airgas National Carbonation	CO2 Microbulk - Pool 11/02/18
	Total 29320	200.81		
11/15/2018	29321	45.00	Judy Bujold	Inst. Photo class
	Total 29321	45.00		
11/15/2018	29322	30.00	Annette Burrell	Tai Chi cancelled - Refund
	Total 29322	30.00		
11/15/2018	29323	202.00	California Overhead Door, Inc.	FD89 Overhead Doors repair
	Total 29323	202.00		
11/15/2018	29324	159.80	Cap City Sports Academy LLC	Inst. Soccer Programs 10/01-12/01/18
	Total 29324	159.80		
11/15/2018	29325	825.00	CD & Power	FD Generator Maint/Svc
	Total 29325	825.00		
11/15/2018	29326	286.41	Cintas Corporation #622	Janitorial Supplies
	Total 29326	286.41		
11/15/2018	29327	30.00	Jere Copeland	AV Equip non use - refund
	Total 29327	30.00		
11/15/2018	29328	975.00	Monica DaCosta	Inst. Spanish Classes 09/01-12/31/18
	Total 29328	975.00		
11/15/2018	29329	176.96	De Lage Landen Financial Services, Inc.	FD89 Copier Lease 11/01-11/30/18
	Total 29329	176.96		
11/15/2018	29330	55.79	Fire Apparatus Solutions	Drain repair kit for FD E-289
	Total 29330	55.79		
11/15/2018	29331	311.31	Foothill Auto Service, Inc.	96 Bronco Service - Park vehicle
	Total 29331	311.31		

Cameron Park Community Services District  
Check/Voucher Register - Check Register  
From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/15/2018	29332	160.00	Cory Gregersen	RES FF shifts 10/01,9,14,17
	Total 29332	160.00		
11/15/2018	29333	161.07	HealthSmart Benefit Solutions, Inc.	Vision Benefits - December 2018
	Total 29333	161.07		
11/15/2018	29334	1,498.84	Hunt & Sons	Fuel 11/02/18
11/15/2018		1,254.88	Hunt & Sons	Fuel 11/09/18
	Total 29334	2,753.72		
11/15/2018	29335	88.31	Jorgensen Company	Fire Ext Maint. FD88
11/15/2018		496.77	Jorgensen Company	Fire Ext. Maint FD89
	Total 29335	585.08		
11/15/2018	29336	2,647.41	JS West Propane Gas	Propane Delv - Pool 10/31/18
	Total 29336	2,647.41		
11/15/2018	29337	70.00	Donna Kamrath	Tai Chi cancelled - refund
	Total 29337	70.00		
11/15/2018	29338	1,190.00	Joshua C. Marks	Janitorial Srvc Nov 1,5,7,8,12,& 14
	Total 29338	1,190.00		
11/15/2018	29339	80.00	Joshua Morton	RES FF Shifts 08/06 & 08/31
11/15/2018		120.00	Joshua Morton	RES FF Shifts 09/07,14, 28
11/15/2018		80.00	Joshua Morton	RES FF shifts 10/12,19
	Total 29339	280.00		
11/15/2018	29340	475.00	MRJ Maintenance Services	Kitchen Exhaust Hood Maint/Cleaning
	Total 29340	475.00		
11/15/2018	29341	300.00	Susan Oliver	Hall rental 11/09 - Deposit refund
	Total 29341	300.00		
11/15/2018	29342	161.91	Public Employee's Union Local 1	Union Dues for Payroll 11/16/18
	Total 29342	161.91		

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 11/1/2018 Through 11/21/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
11/15/2018	29343	120.00	Joseph Erik White Raffoul	RES FF Shifts 10/10,22,23
	Total 29343	120.00		
11/15/2018	29344	300.00	Brooke Ringger	Hall rental 11/10 - Deposit Refund
	Total 29344	300.00		
11/15/2018	29345	60.00	John Robinson	Re-issued non-dep check for #19613 on 12/19/13
	Total 29345	60.00		
11/15/2018	29346	54.00	Jason Rodriguez	Art class cancelled - Refund
	Total 29346	54.00		
11/15/2018	29347	19.95	Sacevents by Rebecca Johnson	Reissued check for 23793 on 3/11/16 (my social media pro)
	Total 29347	19.95		
11/15/2018	29348	27.00	Shred City LLC	Shred svcs 9 boxes, 11/07/18
	Total 29348	27.00		
11/15/2018	29349	116.33	Sierra Office Systems and Products	FD89 Office Supplies
	Total 29349	116.33		
11/15/2018	29350	171.60	Sign Banner Print Express	Banner/Road Sign changes
11/15/2018		546.98	Sign Banner Print Express	Banners/Signs/Flyers
11/15/2018		25.74	Sign Banner Print Express	Flyers - Symphony
11/15/2018		38.13	Sign Banner Print Express	Holiday Posters, Santa & Symphony
11/15/2018		235.95	Sign Banner Print Express	Parking & Event Signs
	Total 29350	1,018.40		
11/15/2018	29351	19.10	SiteOne Landscape Supply	Cam Val Irrig Supplies (w/ \$0.36 disc)
	Total 29351	19.10		
11/15/2018	29352	584.75	TPX Communications	CSD Phones/Internet Nov. 2018
	Total 29352	584.75		
11/15/2018	29353	167.94	WL Construction Supply, Inc.	FD89 Saw parts

Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29353	167.94		
11/15/2018	29354	35.00	Belquis Zeki	Tai Chi cancelled - refund
	Total 29354	35.00		
11/20/2018	29010	(309.96)	Cintas Corporation #622	Janitorial Supplies - CC
	Total 29010	(309.96)		
11/21/2018	29355	134.58	Airgas National Carbonation	Co2 Microbulk - Pool 11/10/18
11/21/2018		260.95	Airgas National Carbonation	Lagoon CO2 Tank rental
	Total 29355	395.53		
11/21/2018	29356	20.84	AT&T Calnet 3	Phone RP 10/10-11/09/18
	Total 29356	20.84		
11/21/2018	29357	20.86	AT&T Calnet 3	Phones FD 10/10-11/09/18
	Total 29357	20.86		
11/21/2018	29358	240.33	California Department of Tax and Fee Ad...	Water Rights Fees 07/01/18-06/30/19 APP.ID.A014426
	Total 29358	240.33		
11/21/2018	29359	241.79	California Department of Tax and Fee Ad...	Water Rights Fees 07/01/18-06/30/19 APP.ID.A013794
	Total 29359	241.79		
11/21/2018	29360	297.86	Cintas Corporation #622	CC Janitorial Supplies
11/21/2018		309.96	Cintas Corporation #622	Janitorial Supplies - CC
	Total 29360	607.82		
11/21/2018	29361	153.08	Comcast	FD89 Internet 11/11-12/10/18
	Total 29361	153.08		
11/21/2018	29362	44.99	Comcast	FD88 Internet 11/14-12/13/18
	Total 29362	44.99		
11/21/2018	29363	165.00	CoreLogic Solutions LLC	CC&R Metroscan Oct. 2018
	Total 29363	165.00		

Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/21/2018	29364	2.53	Greg Dalbeck	Reimb, Parks hardware
	Total 29364	2.53		
11/21/2018	29365	118.00	EDC Department of Transportation	Encroachment Permits - 2019 Events
	Total 29365	118.00		
11/21/2018	29366	300.00	Scott Faber	Gym rental 11/04 - Deposit Refund
	Total 29366	300.00		
11/21/2018	29367	86.19	Carlos Fausett	Reimb- Uniform Boots - CF
	Total 29367	86.19		
11/21/2018	29368	1,588.08	FYI Telecommunications, Inc.	East Hall AV Equip replace/addition
	Total 29368	1,588.08		
11/21/2018	29369	160.00	Government Finance Officer's Assoc.	Membership - V. Neibauer #300192666
	Total 29369	160.00		
11/21/2018	29370	75.00	Highlander Termite & Pest Control	Com Cntr Pest Control 11/14/18
11/21/2018		75.00	Highlander Termite & Pest Control	FD89 Pest Control 11/08/18
	Total 29370	150.00		
11/21/2018	29371	2,222.58	JS West Propane Gas	Propane - Pool 11/12/18 (last of season large fill)
	Total 29371	2,222.58		
11/21/2018	29372	772.20	L.N. Curtis & Sons	FD Gear (In Kind) 11/07/18
11/21/2018		6,649.50	L.N. Curtis & Sons	FD Gear (In Kind) 11/13/18
	Total 29372	7,421.70		
11/21/2018	29373	30.00	Merrychase Condominium Owners Asso...	Room A rental 02/06 - Deposit Refund
	Total 29373	30.00		
11/21/2018	29374	200.00	Margaret Mohr	Director's Comp Mtgs 11/13, 14
	Total 29374	200.00		

Cameron Park Community Services District  
 Check/Voucher Register - Check Register  
 From 11/1/2018 Through 11/21/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
11/21/2018	29375	402.00	National Aquatic Services, Inc	Pool Valve rebuild kit
	Total 29375	402.00		
11/21/2018	29376	15.70	Vicky Neibauer	Mileage Reimb - County Mtg
	Total 29376	15.70		
11/21/2018	29377	116.46	PG&E	Elec Lamps 10/17-10/31/18
	Total 29377	116.46		
11/21/2018	29378	160.16	PG&E	Elec Lamps 10/17-11/15/18
	Total 29378	160.16		
11/21/2018	29379	1,890.00	Prentice, Long & Epperson	Lgl srvc mtgs/ph calls Oct. 2018
	Total 29379	1,890.00		
11/21/2018	29380	100.00	Monique Scobey	Director's Comp Mtg 11/14
	Total 29380	100.00		
11/21/2018	29381	15.24	Verizon Business	FD Carrier Access Oct. 2018
	Total 29381	15.24		
11/21/2018	29382	376.46	Verizon Wireless	Wireless phones 10/11-11/10/18
	Total 29382	376.46		
11/21/2018	29383	141.34	Verizon Wireless	Wireless Ipads/Hotspots 10/11-11/10/18
	Total 29383	141.34		
11/21/2018	29384	304.31	Wayne's Locksmith	Lock Repair - Lake office door
	Total 29384	304.31		
11/21/2018	29385	300.00	Ellamae J. Wooten	Director's Comp Mtgs 11/05, 13, 14
	Total 29385	300.00		
Report Total		82,867.66		

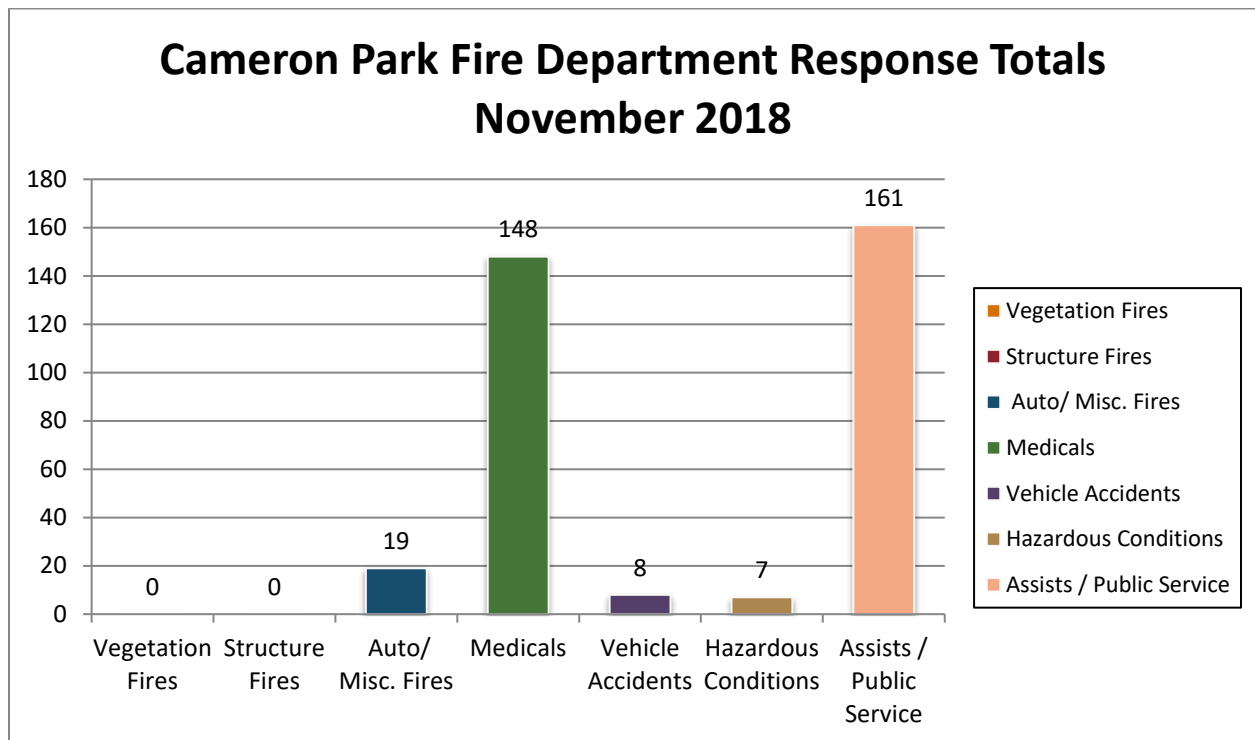


# CAMERON PARK FIRE DEPARTMENT STAFF REPORT

**To:** Board of Directors  
**From:** Jed Gaines, Battalion Chief  
**Regarding Item 7c:** Fire Department Report for the December 19, 2018 - Board Meeting

**Recommended Action:** Receive and File

## Incidents for the Month of November 2018

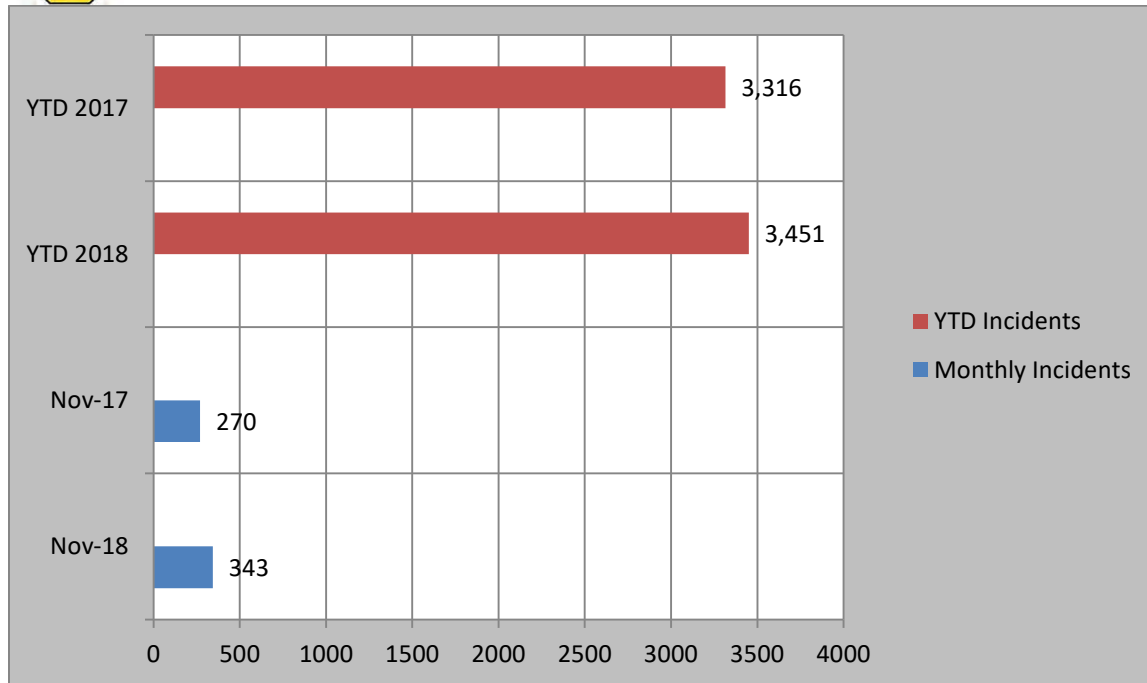


Incidents have increased by 26.5% for the month of November compared to 2017.

Total incidents have increased by 4.2% for the calendar year compared to 2017.



# CAMERON PARK FIRE DEPARTMENT STAFF REPORT



## PUBLIC OUTREACH EVENTS

Station 88 hosted 2 fire education and station tours for children

## FIRE DEPARTMENT OPERATIONS AND ADMINISTRATION

### Significant Incidents

Head on Traffic Collision with extrication on Green Valley near Old Meder Rd, B2715, B2705, E89, E88 and M89 responded, M89 transported to a Trauma Center.

Vehicle accident with ejection on Hwy 50 near Cameron Park Drive, B2705, B2715, E89, and M89 responded

Vehicle Fire Hwy 50 near Cameron Park Drive, B2705 and E89 responded.

Auto aid - El Dorado County Fire Department, residential structure fire, B2715 responded.

### Apparatus

Engine 388, Engine 389 and Utility 289 all rented out during the month of November to CAL FIRE for coverage behind the Camp Fire. Total income to be brought in for the month of November: \$20,009.65.





# CAMERON PARK FIRE DEPARTMENT STAFF REPORT

## Personnel and Training

FC Brian Robbins and FAE Justin Rhames both returned home safely from the Camp Fire.

FAE Emily Travis and FAE Antoine Van Den Boogaard successfully graduated from the CAL FIRE Company Officer Academy (COA) in Ione.

FC Jonah Winger attended a heavy equipment rigging class as part of a county wide USAR training.

FAE Paul Monaco and FAE Eli Ransdell attended a Rescue Systems 1 class Modesto.

FAE Greyson Wright attended a Field Observer class and has successfully completed his JAC program.

## **FIRE PREVENTION**

### Weed Abatement Update

- Hired new employee/admin. to assist with Weed Abatement enforcement. Leslie Hobart will be working approximately 20 hours per week and is in the process of being trained with policies and procedures regarding the Weed Abatement process.
- Received a call from a resident on Calido Court regarding weeds and brush growing on the property behind his apartment. There are three connecting parcels directly behind the apartment complex. We were able to meet with one of the property owners on sight and he is attempting to mitigate the problem. We have been unsuccessful in contacting the other property owners but will continue to attempt to get in touch with them.
- Received complaint from resident regarding 2- five acre parcels on Wilkinson that is adjacent to the subdivision on Plateau Circle. The parcels are dense with overgrown manzanita, trees and brush. Property owner has been contacted.
- Working on complaint received regarding homeless, trash and illegal campfires on the property next to Denny's and Motel 6.
- Edited list of improved properties received from the County. Will begin researching and inspecting high priority areas first. Updated proposed budget for improved properties.
- Compiled information regarding enforcement of our 'Weed Abatement Ordinance' as requested by County employees to help with ideas for a county-wide vegetation management program. Will be attending the county-wide VMP meeting on December 19.
- **86% of vacant lots in compliance with the ordinance to date.**

**Light up your Christmas tree, not your home; use approved decorations and lights.**



## **Agenda Transmittal**

**DATE:** December 19, 2018

**FROM:** Tina Helm, Recreation Supervisor  
Alyssa Kimball, Recreation Coordinator

**AGENDA ITEM #7D:** RECREATION DEPARTMENT REPORT

**RECOMMENDED ACTION:** RECEIVE AND FILE

- Staff met with the sports field user groups to discuss field use for the 2019 year. The groups have received a field calendar and MOU for the upcoming season.
- Staff attended a workshop in Sacramento - "Making the Transition from Staff to Supervisor". Principals on leadership and tools for managing staff were presented.
- The 21<sup>st</sup> Annual Christmas Craft Faire was held on Saturday, November 17<sup>th</sup> at the Community Center. 76 vendors participated in the annual event, 67 inside and 9 outside. The weather was great which allowed for the additional outside vendors. Shoppers came throughout the day. (see activity report – Attachment A)
- Staff continues to meet with the Senior Leadership Council to expand programs in a manner consistent with our plan. Update: Bunco Bash will no longer be offered as participation has decreased. The guest speakers in November were Rob Smith and Andrew Brown from Placerville CHP doing the presentation "Age Well Drive Smart". Eight participants came and will be receiving certificates of attendance. Computer Lessons for Beginners taught by Jenny Figueroa continues to stay booked. All of her students have given good feedback on the lessons. Jenny will continue the program in January. Staff is working on a day trip and a holiday party.
- Staff is continuing to work with Seth Warren from Rec Trac (Vermont Systems) on items for the upcoming migration to the upgraded registration system. The migration to the new system is scheduled for the week of December 10 and Vermont Systems staff will be on site to ensure success.

- Staff is gathering information from instructors for the Winter/Spring Activity Guide.
- Registration for the Youth Basketball Program is currently open. The league begins in January.
- Sarah Fridrich has left the District to work in a different field. Alyssa Kimball is taking on some of Sarah's job duties and responsibilities.
- Upcoming events include the 2<sup>nd</sup> Annual Tree Lighting on November 30<sup>th</sup>, the Santa Run and Pancake Breakfast on December 1<sup>st</sup>, Sierra Symphony Concert on December 8<sup>th</sup>, and the Santa Parade on December 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup>, which is scheduled for the following weekend if it rains.

Attachment 7dd: Christmas Craft Faire Activity Report

*Cameron Park Community Services District*

**ACTIVITY REPORT**  
**CHRISTMAS CRAFT FAIRE**

**EVENT:** Christmas Craft Faire **DATE:** Saturday, November 17, 2018  
**LOCATION:** Cameron Park Community Center **TIME:** 10 am – 4 pm  
**ESTIMATED ATTENDANCE:** 800+ throughout the day  
**SUBMITTED BY:** Tina Helm - Recreation Supervisor

◇	<b>REVENUES:</b>	<b>\$ 5,380.00</b>
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•	76 Vendors	\$ 5,380.00
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◇	<b>EXPENDITURES:</b>	<b>\$ 1,231.41</b>
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## Marketing

•	Signs/banners	\$ 48.27
•	Posters/Flyers	\$ 96.16
•	Road Signs	\$ 96.53
•	More Vendor Signs	\$ 289.58

## Advertisement

•	Postcards	\$ 168.33
•	Facebook	\$ 20.00

## Supplies

•	Decorations	\$ 15.04
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## Staff

•	Recreation/Office	\$ 497.50
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◇	<b>REVENUE</b>	<b>\$ 4,148.60</b>
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**PROGRAM DESCRIPTION:**

The Craft Faire is held the third Saturday of November. This is the 21<sup>st</sup> year that we have held the event. The vendor deadline for the event was October 12. The event was full well before the deadline. Similar to previous years - the gym, auditorium, social room and dance room were all used. We were full of inside spaces so we offered additional spaces outside (weather permitting). Staff waited until the week of the event to contact those on the outside wait list. There were 6 vendors outside along the pool fence as well as the 3 food vendors. The total number of vendors was 76.

### **SUPPLIES AND RESOURCES:**

Banners and signs were placed throughout the community along with smaller yard signs placed at other intersections. A banner was placed on the hill by Koby Pest along Placerville Drive. A large banner was placed on the board at Christa McAuliffe Park that read: **Christmas Craft Faire, Saturday, November 17 10am-4pm, cameronpark.org, 530-677-2231.** A flyer was placed in The Windfall. Event information was placed on the Sacramento Bee website, Facebook, Next Door, Twitter, the CPCSD website, Style Magazine, and The Clipper. Scented pine cones and pine branches were placed in the restrooms, windowsills and other areas. Christmas music from the radio or D was on in the gym and dance studio. Music from Pandora was used in the auditorium.

### **EVALUATION:**

The attendance was strong all day long. People did have to search for a parking spot as there were so many customers. The extra vendors and food vendors were in the courtyard and along the pool fence. The weather was great; no rain, so tables were set up in the courtyard area for people to sit and eat.

The layout of the event was similar to last year and every space was used. Two smaller spots were in front of the stage, three smaller spots on the west side of the auditorium (narrow long spots), there was one spot in the entry way of the hall, and four vendors were placed in the dance room and the social room. Signage was placed at all the various entrances indicating "More Vendors" with arrows.

The food vendors that were outside included: Cameron Park Coffee and Deli, Original Kettlekorn, plus toffee and baked goods. There was a Crepe vendor inside selling crepe mix.

### **Suggestions for next year:**

- Create a map with the registration form with different prices for corner booths, wall spots, etc. The vendor submits for 3 possible spots. The vendors would be juried, contacted and then send in payment.
- Charge a different price for the spots in the smaller rooms.
- Utilize the classroom as an additional area for vendors if needed.

- Continue to limit the number of jewelry vendors (I believe there were too many this year). Also, some did not include all items on their booth description and brought jewelry
- A few of the vendors suggested changing the time.

**Additional Info:**

- Evaluation results – see below scale of 1-5 (attached form) (1=low; 5=high).
- 55 vendors completed and returned the evaluations

Did you use Friday set-up?		Booth Location	Booth Sales	Booth Traffic	Food & Beverages Available	Hours	Advertising	Return for another Xmas Craft Faire?		Interested in Summer Spectacular?	
Y-31	N-20	4.4	4.4	4.1	4.1	4.6	4.4	Y – 49	N-2	Y- 23	N-25

# Old Fashioned Christmas Craft Faire



Saturday, November 17, 2018

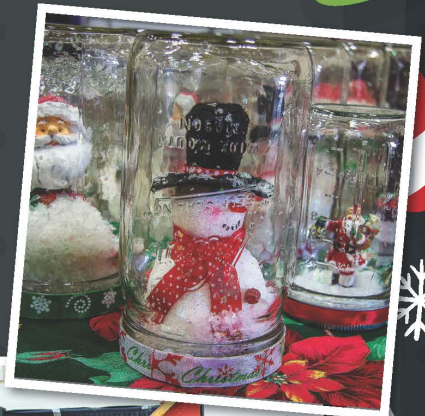
Doors are open from 10am - 4pm

This large, indoor craft faire features hundreds of hand-made crafts made by local and visiting vendors, specific for the Holiday season!

Food and beverages will be available for purchase

Cameron Park Community Center;  
2502 Country Club Drive

For more information  
call (530) 677-2231 or visit us  
online at [www.cameronpark.org](http://www.cameronpark.org).



*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** December 19, 2018

**FROM:** Michael Grassle, Parks and Facilities Superintendent

**AGENDA ITEM #7E:** **PARKS & FACILITIES DEPARTMENT REPORT**

**RECOMMENDED ACTION:** **RECEIVE AND FILE**

### **General information**

- The rain is finally here and staff has shut the irrigation systems off for the year. Growlersburg assisted staff at Cameron Park Lake with the removal of Cattails along the dam and spillway.
- The turf grass throughout the district was fertilized prior to the rain.
- Staff continues to address the Fire Marshal's inspection of the Community Center and the Parks office at Cameron Park Lake.
- The Parks and Facilities Superintendent completed his 20 hours of continuing education required by the State of California to renew the district Qualified Applicator's Certificate. This Certificate is needed by the El Dorado County Agricultural Department for the use of pesticides, herbicides, and fungicides throughout the district.
- The existing Barnco style shed located at Station 89 was sealed up for the winter. Staff spent time repairing damage to the roof and exterior of the building.

### **Cameron Park Lake**

- The district experienced vandalism issues around the playground area. Several of the park benches were damaged. Staff ordered materials and benches should be repaired soon.
- New LED lights were installed at the Cameron Park Lake shop. Staff removed the previous lights and the old electrical wiring. The new lights were install as per the electrical code.



- Wednesday November 14<sup>th</sup> staff spent the day baiting all of the visible gophers along the dam. This is required by the State of California.

## **Parks, Fields, and LLADs**

### **Christa McAuliffe Park**

Parks staff will be installing the lights for the tree lighting ceremony on Wednesday, November 28<sup>th</sup>. The Tree Lighting Ceremony will take place on Friday, November 30<sup>th</sup>.

### **Royal Park**

Growlersburg cleared the brush and debris along the creek beds prior to the rain.

## **Community Center**

- Home Depot will install a new Tuff Shed to be used to store the grounds maintenance equipment.
- The pool is closed for the winter. Staff continues to pursue opportunities to reduce propane costs to heat the pool in 2019, including use of the existing solar system. The chlorine pump is schedule to be rebuilt before the pool opens in 2019.
- Additional signage will be installed around the Community Center to redirect over flow parking to Greenwood and Meadow streets.
- The floor throughout the Community will be stripped and waxed the week of December 17<sup>th</sup>. Staff will be assisted by Hillyard to complete this task.
- A contractor repaired the video cameras that record the district's board meetings. Audio along with video will now be available when watching the meetings from a remote location.

## **Cal Fire**

- The Parks Superintendent will be meeting with the Fire Marshal this winter to discuss the district's open space lots. A detailed plan of action will be presented to the Parks and Recreation Committee in January regarding the District Weed Abatement Program for 2019.
- Staff will be reviewing the Fire Marshal's report the first week of December. There will be a detailed walkthrough with staff and the Fire Marshal.



## Agenda Transmittal

**DATE:** December 19, 2018

**FROM:** Kate Magoolaghan, CC&R Compliance Officer

**AGENDA ITEM # 7F:** **CC&R COMPLIANCE DEPARTMENT REPORT**

**RECOMMENDED ACTION:** **RECEIVE AND FILE**

### Operations

Staff purchased a software program that will greatly increase staff productivity and modernize record keeping. The software is designed for use in the field or in the office. Additionally, staff ordered a laptop computer to replace the current PC that is out of warranty. These upgrades to the CC&R office are an investment towards the long term objective of developing a modern and more efficient program for CC&R enforcement and Architectural Review. Staff expects to launch the new software in the next 60 days.

Staff is also working on enhancements to the CC&R section of the CPCSD website. Recent workshops have indicated that residents would like to have more information available on the website. Staff is researching and collecting resource information to assist residents. Additionally, staff is exploring ways to improve access to CC&R documents on the website.

Staff is preparing to resume the CC&R workshop series after the New Year. Building off the previous workshops, each month will focus on 1 or 2 specific topics intended to foster comprehensive feedback for the given topic. Staff will also be available to attend meetings with a group of residents in a particular subdivision upon request.

### Architectural Review Committee

- Architectural Review Committee reviewed 10 Project Applications in November, all of which were approved.

- Staff is developing new application forms for ARC submissions. The new forms will include checklists and submission requirements for specific projects. The new forms are expected to contribute to a more efficient submission process. The information will assist applicants as well as and reduce the number of staff hours currently dedicated to verbally guiding applicants through the submission process.
- Staff is still recruiting a community member to join the committee. The position is a 1 year commitment beginning in January 2019. Those who are interested are asked to submit a letter of interest by December 21, 2018.

### **CC&R Enforcement**

Initial Notice	19
Final Notice	6
Pre-Legal Notices	1
Pending	0
Cleared	6



## Agenda Transmittal

**DATE:** December 19, 2018

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #9:** **2019 BOARD AND COMMITTEE CALENDAR**

**RECOMMENDED ACTION:** **APPROVE**

Staff is introducing a new best practice for calendaring Board of Directors Regular Board and Committee meetings. District Policy 5010: Board Meetings states that Regular Board meetings will occur on the third Wednesday of each month. District practice is to have Board Committees meet the first Monday and Tuesday of each month. Due to holidays, sometimes the calendar for regular meetings must be adjusted. For example, in September, the Labor Day holiday will delay the Monday Committee Meetings by one week. Sometimes, Committee Meetings fall on different weeks which can cause confusion as well.

Staff is recommending approval of the 2019 Calendar for Regular Board and Committee Meetings. If a regular meeting is changed from the dates cited in the attached calendar, staff will seek approval from the Board thirty days in advance.

Attachment A: 2019 Calendar

*Cameron Park Community Services District*  
**Board and Committee Meeting Dates**  
 2019

<b>Month</b>	<b>Date of Meeting</b>	<b>Time of Meeting</b>	<b>Type of Meeting</b>
<b>January</b>	7 <sup>th</sup> - Monday	5:30 p.m.	CC&R
	7 <sup>th</sup> - Monday	6:30 p.m.	Parks & Recreation
	8 <sup>th</sup> - Tuesday	5:30 p.m.	Fire & Emergency Services
	8 <sup>th</sup> - Tuesday	6:30 p.m.	Budget & Administration
	16 <sup>th</sup> - Wednesday	6:30 p.m.	Board of Directors
<b>February</b>	4 <sup>th</sup> - Monday	5:30 p.m.	CC&R
	4 <sup>th</sup> - Monday	6:30 p.m.	Parks & Recreation
	5 <sup>th</sup> - Tuesday	5:30 p.m.	Fire & Emergency Services
	5 <sup>th</sup> - Tuesday	6:30 p.m.	Budget & Administration
	20 <sup>th</sup> - Wednesday	6:30 p.m.	Board of Directors
<b>March</b>	4 <sup>th</sup> - Monday	5:30 p.m.	CC&R
	4 <sup>th</sup> - Monday	6:30 p.m.	Parks & Recreation
	5 <sup>th</sup> - Tuesday	5:30 p.m.	Fire & Emergency Services
	5 <sup>th</sup> - Tuesday	6:30 p.m.	Budget & Administration
	20 <sup>th</sup> - Wednesday	6:30 p.m.	Board of Directors
<b>April</b>	1 <sup>st</sup> - Monday	5:30 p.m.	CC&R
	1 <sup>st</sup> - Monday	6:30 p.m.	Parks & Recreation
	2 <sup>nd</sup> - Tuesday	5:30 p.m.	Fire & Emergency Services
	2 <sup>nd</sup> - Tuesday	6:30 p.m.	Budget & Administration
	17 <sup>th</sup> - Wednesday	6:30 p.m.	Board of Directors
<b>May</b>	6 <sup>th</sup> - Monday	5:30 p.m.	CC&R
	6 <sup>th</sup> - Monday	6:30 p.m.	Parks & Recreation
	7 <sup>th</sup> - Tuesday	5:30 p.m.	Fire & Emergency Services
	7 <sup>th</sup> - Tuesday	6:30 p.m.	Budget & Administration
	15 <sup>th</sup> - Wednesday	6:30 p.m.	Board of Directors
<b>June</b>	3 <sup>rd</sup> - Monday	5:30 p.m.	CC&R
	3 <sup>rd</sup> - Monday	6:30 p.m.	Parks & Recreation
	4 <sup>th</sup> - Tuesday	5:30 p.m.	Fire & Emergency Services
	4 <sup>th</sup> - Tuesday	6:30 p.m.	Budget & Administration
	19 <sup>th</sup> - Wednesday	6:30 p.m.	Board of Directors

<b>Month</b>	<b>Date of Meeting</b>	<b>Time of Meeting</b>	<b>Type of Meeting</b>
<b>July</b>	1 <sup>st</sup> - Monday	5:30 p.m.	CC&R
	1 <sup>st</sup> – Monday	6:30 p.m.	Parks & Recreation
	2 <sup>nd</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	2 <sup>nd</sup> – Tuesday	6:30 p.m.	Budget & Administration
	17 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>August</b>	5 <sup>th</sup> - Monday	5:30 p.m.	CC&R
	5 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	6 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	6 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	21 <sup>st</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>September</b>	9 <sup>th</sup> - Monday	5:30 p.m.	CC&R
	9 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	3 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	3 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	18 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>October</b>	7 <sup>th</sup> - Monday	5:30 p.m.	CC&R
	7 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	1 <sup>st</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	1 <sup>st</sup> – Tuesday	6:30 p.m.	Budget & Administration
	16 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>November</b>	4 <sup>th</sup> - Monday	5:30 p.m.	CC&R
	4 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	5 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	5 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	20 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>December</b>	2 <sup>nd</sup> - Monday	5:30 p.m.	CC&R
	2 <sup>nd</sup> – Monday	6:30 p.m.	Parks & Recreation
	3 <sup>rd</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	3 <sup>rd</sup> – Tuesday	6:30 p.m.	Budget & Administration
	18 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors



## Agenda Transmittal

**DATE:** December 19, 2018

**FROM:** Jill Ritzman, General Manager  
Sherry Moranz, Division Chief

**AGENDA ITEM #10:** FIRE DEPARTMENT FEES FOR SERVICES – FIRE PREVENTION

**RECOMMENDED ACTION:** APPROVE

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**BUDGET ACCOUNT:** FIRE DEPT BUDGET 3000, ACCOUNT 4132 PLAN REVIEW

**BUDGET IMPACT:** Increased revenues estimated \$22,000 depending upon  
number of inspections

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### Introduction

Staff is recommending an increase for Fire Prevention hourly rates that are charged for services, beginning January 1, 2019.

### Discussion

Fire Prevention fees have not increased in many years, and the current hourly rate of \$65/hour is the basis for these fees. The time dedicated to inspections varies depending upon the nature of task. For example, new buildings are charged for three hour but tenant improvements are only charged for two hours.

Fire Department staff studied current staff salary and supply costs and is recommending a new rate of \$165/hour (Attachment A). No changes are proposed to the hours dedicated to various tasks described on the current rate sheet (Attachment B). If contracted Fire Prevention services are used, the property owner is billed for the Fire Department time plus the contractor costs plus an administrative fee.

### Fiscal Impact

The estimated revenue increase of \$22,000 is based upon the Fire Prevention fees more than doubling from \$65/hour to \$165/hour, and having the same number of inspections as in past years. The approved FY2018/19 budgeted revenue is currently \$18,000.

## **Fire and Emergency Services Committee**

Fire and Emergency Services Committee reviewed the proposed hourly rate on November 13, 2018 and supported moving staff's recommendation to the Board of Directors for consideration.

### Attachments

A: Cameron Park Fire 2018-2019 Prevention Fees Nexus

B: Fire Prevention Fees for Services (current)



<b>Cameron Park Fire 2018-2019 Prevention Fee Nexus</b>			
<b><u>SALARIES &amp; BENEFITS</u></b>			
		Fire Marshal Salary and Benefits @ 100%	245,388
		Administrative Support Salary & Benefit	0
		Resident Firefighters Salaries (\$40/Day X 100 Days)	4,000
		<b>Total Salaries and Benefits</b>	<b>\$249,388</b>
<b><u>SERVICES AND SUPPLIES</u></b>			
		Vehicle Cost	6,480
		Clothing Items/Shirts/Pullovers/Etc	250
		Computer Software	500
		Educational Materials/School Programs/Stations	2,500
		Equipment Minor/Small Tools	500
		Fire & Safety Supplies	1,000
		Fire Prevention/Inspections	250
		Fire Turnouts	0
		Membership / Subscriptions	400
		Office Supplies	500
		Postage	300
		Printing	400
		Publications & Legal Notices	100
		Radios	0
		Staff Development	500
		Transportation & Travel	300
		<b>Total Salaries and Benefits</b>	
		<b>Total Salaries and Benefits</b>	<b>\$249,388</b>
		<b>Total Services and Supplies</b>	<b>\$13,980</b>
		<b><u>TOTAL EXPENSES</u></b>	<b>\$263,368</b>
		<b>Hourly Rate for Fees (Total Annual Cost/200 working days/8hr days)</b>	<b>\$165</b>

3200 Country Club Dr  
Cameron Park, CA 95682**Fire Prevention Fees for Services**

PLAN REVIEW				
	Units	Amount	Fee	Total
New Building Submittal (2 Inspections)	3 Hours		\$195.00	\$0.00
New Building Plan Review (Sq Feet)	# of Sq. Feet		\$0.10	\$0.00
New Building Re-Submittal Fee (Sq Feet)	# of Sq. Feet		\$0.05	\$0.00
Tenant Improvement Submittal (2 Inspections)	2 Hours		\$130.00	\$0.00
Tenant Improvement Plan Review (Sq. Feet)	# of Sq. Feet		\$0.10	\$0.00
General Plan Review	# of Hours		\$65.00	\$0.00
Expedited Plan Review	# of Hours		\$130.00	\$0.00
Excess Re-Inspections	# of Hours		\$130.00	\$0.00
Fire Flow Letter/Initial Consultation	# of Hours		\$65.00	\$0.00
Site Plan	# of Hours		\$65.00	\$0.00
Subdivision, Minor Fee, 4 lots or less	# of Hours		\$65.00	\$0.00
Subdivision, Major Fee, >4 lots	# of Hours		\$65.00	\$0.00
Additional per lot	# of Lots		\$10.00	\$0.00
Civil Plan Review (building/development)	# of Hours		\$65.00	\$0.00
Building Demolition	# of Hours		\$65.00	\$0.00
Water Storage Tank/Rual Water System Plan	# of Hours		\$65.00	\$0.00
Development Consultation	# of Hours		\$65.00	\$0.00
Design Waiver Review	# of Hours		\$65.00	\$0.00
Fire Sprinkler System <25 Heads (2 Inspections)	2 Hours		\$130.00	\$0.00
25 - 99 Heads	3 Hours		\$195.00	\$0.00
>100 Heads	4 Hours		\$260.00	\$0.00
Per Head Over 100	# of Heads		\$1.00	\$0.00
Sprinkler Minor TI Modification	1 Hour		\$65.00	\$0.00
Fire Alarm System Base Fee (2 Inspections)	2 Hours		\$130.00	\$0.00
Per Fire Alarm Device	# of Devices		\$2.00	\$0.00
Fixed Fire Protection System (1 Inspection)	2 Hours		\$130.00	\$0.00
Kitchen Hood System (1 Inspection)	2 Hours		\$130.00	\$0.00
Medical Gas System	# of Hours		\$65.00	\$0.00
Hazardous Material Facility/ Storage	# of Hours		\$65.00	\$0.00
Underground LPG Tank Installations/ Inspection	1 Hour		\$65.00	\$0.00
Liquefied Petroleum Gas(per tank)	1 Hour		\$65.00	\$0.00
Rack or High Pile Storage	# of Hours		\$65.00	\$0.00
Underground Installations	# of Hours		\$65.00	\$0.00
Additional Site Inspections	# of Hours		\$65.00	\$0.00
Residential Care Facility Inspections	1 Hour		\$65.00	\$0.00
<b>Plan Review Total</b>				<b>0.00</b>
MISCELLANEOUS FEES/PERMITS				
	Units	Amount	Fee	Total
Occupancy Inspection (All Uses)	# of Hours		\$65.00	\$0.00
Fire Hydrant Flow Test	1 Hour		\$65.00	\$0.00
Additional Hydrants	.5 Hour Per		\$30.00	\$0.00
Fire Watch Services (1 Staffed Apparatus)	# of Hours		\$152.00	\$0.00
Appeals Fee	# of Hours		\$65.00	\$0.00
Outside consultant services X 20% Admin	Invoiced Amount			\$0.00
Carnivals and Fairs (Permit)	2 Hours		\$130.00	\$0.00
Tents and Air Supported Structures (Permit)	2 Hours		\$130.00	\$0.00
Fireworks (Permit)	2 Hours		\$130.00	\$0.00
Special Effects (Permit)	2 Hours		\$130.00	\$0.00
Explosives (Permit)	2 Hours		\$130.00	\$0.00
Candles and Open Flames (Permit)	2 Hours		\$130.00	\$0.00
Cryogenic Gas Tank (Permit)	# of Hours		\$65.00	\$0.00
Incident Report			\$10.00	\$0.00
Inspection Report			\$10.00	\$0.00
Investigation Report (up to 5 pages)			\$10.00	\$0.00
Digital Photographs			\$5.00	\$0.00
Defensible Space Home Inspection-owner req.			\$30.00	\$0.00
Weed Abatement Inspection			\$30.00	\$0.00
Weed/ Hazard Abatement Services X 20% Admin				\$0.00
File Search			\$5.00	\$0.00
Knox Application Fee			\$5.00	\$0.00
Will service and Protection Class Letter			\$30.00	\$0.00
<b>Miscellaneous Total</b>				<b>\$0.00</b>
<b>Invoice Total</b>				<b>\$0.00</b>
<b>Invoice Number</b>	<b>2015/2016-</b>			



## Agenda Transmittal

**DATE:** December 19, 2018

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #11:** FACILITY USE FEES – CAMERON PARK LAKE

**RECOMMENDED ACTION:** APPROVE

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**BUDGET ACCOUNT:** PARKS DEPT 4000; ACCT 4182 RESERVATIONS

**BUDGET IMPACT:** estimate \$1,000 (FY 19-20 budgeted revenues is \$7,968)

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### BACKGROUND

Cameron Park Lake has two picnic areas and an overflow area available to groups for rent: Flagpole Area, Gazebo, and the grounds that are called the “Event Area” just outside of the Gazebo. Picnic areas are rented two to three times a month during the summer months, typically on Saturdays. Many groups use the area on a first come, first serve basis at no charge. If a group has reserved a picnic site, Park staff clean the site and have trash cans emptied and ready.

The Swimming Lagoon is not available to rental groups specifically. Groups are encouraged to rent the Gazebo and use the Swimming Lagoon when open. Having both the pool and Lagoon available for rentals has been problematic in the past due to the number of available lifeguards. Staff will consider expanding rentals to include the Lagoon in the future.

### DISCUSSION

The following chart outlines the current and proposed fees. The fee schedule is designed to simplify fees and maximize revenues. Historically, a specified number of park entry tickets were included in the picnic area fee. For example, if a group of 30 people rented the Flagpole area for \$125, the group would receive 25 complimentary entries and pay \$1.50 for an additional 5 entries. Managing the complimentary and discounted entries

associated with a reservation proved difficult for the kiosk operators to manage and confusing to renters.

Staff is recommending that the picnic area fees are reduced substantially, and to not include any complimentary or discounted entries. A picnic site reservation fee will reserve the site, and all people entering the park will pay the typical park entry fees. Fees to begin January 1, 2019.

Current Fee Schedule	Proposed Fees
<ul style="list-style-type: none"> <li>• Flagpole Area  <i>Minimum 25 /Max Occupancy 50</i>            25 people = \$125            50 people = \$162.50            (25 complimentary ticket included; additional people are \$1.50 each up to a maximum of 50 people total)</li> </ul>	\$50
<ul style="list-style-type: none"> <li>• Gazebo  <i>Minimum 50 /Max Occupancy 100</i>            50 people = \$225            100 people = \$300            (50 complimentary ticket included; additional people are \$1.50 each up to a maximum of 100 people total)</li> </ul>	\$120
<ul style="list-style-type: none"> <li>• Gazebo + Event Area  <i>Groups of 100-150</i>            Gazebo \$300 + Event Area \$150 = \$450</li> </ul>	Not available
<ul style="list-style-type: none"> <li>• Gazebo + Flagpole + Event Area  <i>Groups of 150-250</i>            Gazebo \$300 + Flagpole \$162.50 + Event Area \$300 = \$762.50            (a specific number of entries for complimentary or discounted tickets was not designated)</li> </ul>	\$170
<ul style="list-style-type: none"> <li>• Electricity \$25</li> </ul>	No charge
<ul style="list-style-type: none"> <li>• Deposit \$100</li> </ul>	Not required

## Comparison of Revenues

The below chart compares the possible revenues collected from the past fees (shaded area) and future revenues under the new fee structure. An exact comparison is difficult because the number of people and the type of entry fees paid varies from group to group. Staff anticipates a cost savings by not printing, distributing and collecting complimentary and discounted tickets. In addition, staff is hopeful that clearer messaging regarding a simpler fee structure will provide better overall customer service. In all instances, revenues will most likely increase except possibly for the Flag Pole area reserved to 25 people.

Site	<b>past fees</b>	<b>proposed fees</b>		
	<b>site &amp; entry</b>	<b>site</b>	<b>entry*</b>	<b>total</b>
flagpole, 25 people	125	50	75	125
flagpole, 50 people	163		150	200
gazebo, 50 people	225	120	150	270
gazebo, 100 people	300		300	420
flagpole, gazebo & event areas, 250 people	762	170	750	920

\*entry is based upon the number of expected people and a \$3 resident fee

## **Parks and Recreation Committee**

Parks and Recreation Committee reviewed the proposed hourly rate on November 5, 2018 and made slight adjustments. With those changes, the Committee supported moving the proposed fees to the Board of Directors for consideration.

## **CONCLUSION**

Staff designed the new Cameron Park Lake Facility Use Fees to be easier to explain and implement, lower costs to manage and to maximize revenues. The new fees will be monitored closely to evaluate whether or not these objectives were reached. As with all the District fees, staff will evaluate fees annually and return to the Board for approval of any revisions and updates.



## Agenda Transmittal

**DATE:** December 19, 2018

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #12:** 2019 POOL USE FEES – HOURLY RATES

**RECOMMENDED ACTION:** APPROVE

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**BUDGET ACCOUNT:** GENERAL FUND BUDGETS 7000 COMMUNITY CENTER, 5000  
RECREATION; ACCTS 4187 POOL

**BUDGET IMPACT:** Estimated Increased Revenues less than \$1,000

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### BACKGROUND

The District has two categories of pool facility use fees:

1. Hourly rates for groups who rent the pool for parties, mostly school groups for the end-of-the-year parties;
2. Monthly use fees for community swim teams.

In November, the Board of Directors did not approve staff's recommended Pool Use Fees and asked for the item to be reconsidered by the Parks and Recreation Committee. Staff's work is two-fold: considering fee increases and applying standard fees consistently.

### DISCUSSION

Staff is recommending the following Hourly rates to increase rental fees, simplify the fee structure, and keep fees just under neighboring agencies. New fees to start January 1, 2019.

#### Current Hourly Rates (includes Lifeguards)

No. in Party	Time	Lifeguards	Rate
1-50	2 hours	3	\$164.00/hour
	over 2 hours	4	\$181.00/hour
51-250	2 hours	5	\$198.00/hour
	over 2 hours	6	\$215.00/hour
251-350	2 hours	6	\$215.00/hour
	over 2 hours	7	\$232.00/hour

**Proposed Hourly Rates (includes Lifeguards)**

No. in Party	Hourly Rate
1-50	\$190
51-250	\$225
251-350	\$265

*Note: Minimum use is two hours.*

El Dorado Hills has a flat hourly rate of \$195 for main pool; \$225 for the main pool and mushroom (children’s) pool. City of Placerville Aquatic Center fee is from \$200-\$300 for one pool depending upon the number of people; additional fees up to \$650 for two pools and the full facility.

**Parks and Recreation Committee**

On December 4, Pool Facility Use Fees were proposed to the Parks and Recreation Committee, both Hourly rates for groups who rent the pool and Monthly fees for community swim teams. The Parks and Recreation Committee supported the Hourly rates to move ahead to the Board of Directors for consideration.

Committee and staff did not reach a decision regarding Monthly pool fees. Aquasol and Sierra Sharks Swim Teams were present for the discussion about Monthly pool fees and new information was presented about how past fees were applied and affected the total fee to each user group. In addition, staff are gaining a clearer understanding of operational costs. Staff will analyze the new information and propose new Monthly use fees to the Parks and Recreation Committee in February.

**Fiscal Impact**

Revenues will increase slightly due to the new Hourly rates. Less than ten groups rent the pool annually.



## **Agenda Transmittal**

**DATE:** December 19, 2018

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #14:** **ELECTION OF PRESIDENT AND VICE PRESIDENT**

**RECOMMENDED ACTION:** **NOMINATE AND ELECT BOARD OF DIRECTORS' PRESIDENT AND VICE PRESIDENT**

The Cameron Park Community Services District (District) Bylaws, Section 5.1, defines the Officers of the District Board as a President and Vice President. Traditionally, the Officers have been elected in December to begin a one year term starting in January for the calendar year. Officers are determined by a majority vote of the Board. The President and Vice President should be voted on separately.

District Policy 4060.2 defines the standing committees of the Board of Directors as:

- Covenants, Conditions & Restrictions Committee,
- Parks and Recreation Committee,
- Budget & Finance Committee, and
- Fire & Emergency Services Committee.

The policy also states the President shall appoint and publicly announce the members of the standing committees no later than January. Staff have collected Board Member preferences for standing committees and will provide the information to the newly elected President. Standing committee assignments will be posted on the website by the end of December and meetings will begin in January.