

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



Budget and Administration Committee
Tuesday, September 1, 2020
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/88317872889>

Meeting ID: 883 1787 2889

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

Members: Chair Director Eric Aiston (EA), Vice Chair Director Monique Scobey (MS),
and Alternate Director Felicity Wood Carlson (FC)

Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER

ROLL CALL

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

- 1. Fiscal Year 2019-2020 Year-End (pre-audit) Report** (J. Ritzman, V. Neibauer)
- 2. Strategic Plan Next Steps** (J. Ritzman)

3. General Manager Performance Review Template (J. Ritzman)

4. CARES Funding Agreement (J. Ritzman)

5. Staff Updates

- a. August Check Register Review (V. Neibauer)
- b. CIP Credits SDRMA

6. Items for October & Future Committee Meetings

- Legislative Policy
- Mid-Year Budget Adjustments
- El Dorado Disposal (County Solid Waste Surcharge)

7. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Teleconference/Electronic Meeting Protocols

Cameron Park Community Services District

(Effective April 2, 2020)

WHEREAS, on March 4, 2020, Governor Newsome proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, March 17, 2020, Governor Newsome issued Executive Order N-29-20 suspending parts of the Brown Act that required in-person attendance of Board members and citizens at public meetings; and

WHEREAS, on March 19, 2020, Governor Newsome issued Executive Order N-33-20 directing most individuals to shelter at home or at their place of residence.

NOW, THEREFORE, the Cameron Park Community Services District will implement the following protocols for its Board and committee meetings.

The guidance below provides useful information for accessing Cameron Park Community Services District (“District”) meetings remotely and establishing protocols for productive meetings.

BOARD AND COMMITTEE MEMBERS:

- **Attendance.** Board and Committee Members should attend District meetings remotely from their homes, offices, or an alternative off-site location. As per the Governor’s updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District’s website. They will also be sent by email to all Board and Committee Members. Note that under the circumstances, District staff may not be able to send paper packets.
- **Board and Committee Member Participation.** Meeting Chair(s) will recognize individual Board and Committee Members and unmute their device so that comments may be heard or will read comments if they are provided in writing only.

PUBLIC PARTICIPATION:

- **Attendance.** The District’s office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District’s website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:
 - **How to Observe the Meeting:**
 - **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248 7799. Enter the Meeting ID# listed at the top of the applicable Board or Committee agenda followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://us04web.zoom.us/j/910110296> if the line is busy.
 - **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link listed at the top of the applicable Board or Committee agenda using a computer with internet access that meets Zoom’s system requirements (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
 - **Mobile:** Log in through the Zoom mobile app on a smartphone and enter the Meeting ID# listed at the top of the applicable Board or Committee agenda.
 - **How to Submit Public Comments:**
 - **Before the Meeting:** Please email your comments to admin@cameronpark.org, with “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed 3 minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. Emails running longer than the time limit will not be finished. All comments received at least 2 hours prior to the meeting on the day the meeting will be held, will be included as an agenda supplement on the District’s website

under the relevant meeting date, and provided to the Directors/Committee Members at the meeting. Comments received after that time will be treated as contemporaneous comments.

- **Contemporaneous Comments:** During the meeting, the Board President/Committee Chair or designee will announce the opportunity to make public comments. If you would like to make a comment during this time, you may do so by clicking the “raise hand” button. You will be addressed and un-muted when it is your turn to speak (not to exceed the 3 minute public comment time limit).

FOR ALL PARTICIPANTS:

- **Get Connected:** Please download Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Ensure Quiet.** All audience members will be muted during the meeting until they are addressed by the Board/Committee as their time to speak. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to remote meetings will likely include some challenges. Please bear with us as we navigate this process.



Budget and Administration Committee
Tuesday, August 11, 2020
5:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/82028199770>

Meeting ID: 820 2819 9770

(Teleconference/Electronic Meeting Protocols are attached)

Conformed Agenda

Members: Chair Director Eric Aiston (EA), Vice Chair Director Monique Scobey (MS),
and Alternate Director Felicity Wood Carlson (FC)

Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER – 5:38pm

ROLL CALL – MS/EA

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

ADOPTION OF AGENDA – Approved with the following correction:

- move items #2 & #3 to the beginning of the agenda

APPROVAL OF CONFORMED AGENDA – Approved

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

1. El Dorado Disposal – Proposed Contract Amendment and Rate Adjustment (J. Ritzman, J. England)

- Reviewed and discussed the El Dorado Disposal – Proposed Contract Amendment and Rate Adjustment. Move the Contract Amendment and 50%/50% Commercial/Residential Rate Adjustment split to the Board with support (Public Hearing).

2. Fiscal Year 2020-2021 Final Budget (V. Neibauer)

- *Reviewed and discussed the Fiscal Year 2020-2021 Final Budget. Move to the Board with support (Public Hearing).*

3. Annual Disclosure of Board and Employee Reimbursements (V. Neibauer)

- *Reviewed and discussed the Annual Disclosure of Board and Employee Reimbursements. Move to the Board with support (consent).*

4. Staff Updates

- a. July Check Register Review (V. Neibauer)
- b. Legislative Updates (J. Ritzman)
- c. Taxation Rate (V. Neibauer)

5. Items for September & Future Committee Meetings

- Legislative Policy
- Credit Card Transaction Monthly Reporting Communications
- Strategic Plan Process
- General Manager Performance Review Template

- *Pre-audited Year-End Actuals*
- *Mid-Year Budget Adjustments*
- *El Dorado Disposal (County Solid Waste Surcharge)*

6. Items to take to the Board of Directors

- *El Dorado Disposal – Proposed Contract Amendment and Rate Adjustment*
- *Fiscal Year 2020-2021 Final Budget*
- *Annual Disclosure of Board and Employee Reimbursements*
- *Legislative Update*
- *Taxation Rate*

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT – 8:05pm



Agenda Transmittal

DATE: September 1, 2020

FROM: Jill Ritzman, General Manager
Vicky Neibauer, Finance/HR Officer

AGENDA ITEM #1: FISCAL YEAR 2019-2020 YEAR-END REPORT (UNAUDITED)

RECOMMENDED ACTION: REVIEW AND DISCUSS; FORWARD TO THE BOARD OF DIRECTORS

Introduction

The Cameron Park Community Services District (District) staff is presenting the Board of Directors a pre-audit Financial Report for Fiscal Year 2019-2020 (FY19-20). The pandemic has hampered the District's ability to generate revenues from service and program fees. In addition, although the Board removed the operational costs of the Swimming Lagoon during Budget Hearings to balance the District's budget, the Lagoon was not closed mid-summer and continued to operate in July and August.

Discussion

The District's FY19-20 Budget had a budgeted deficit of \$182,491 due to capital costs related to the acquisition of a new fire engine and two utility vehicles and parks projects. As of August 21, 2020, the current Year-End Deficit is \$537,719 before the year-end close and audit (Attachment 1A). This deficit is mitigated by the following items:

Current Deficit, August 21, 2020	-537,659
Final tax payment	302,927
Final franchise fee payment	40,039
LLAD utility reimbursement Fund 30 (estimate)	30,000
California Climate Investment (CCI) Grant	23,000
FEMA reimbursement	7,500
CARES funds for FEMA match & sick leave	6,776
Mitigated Deficit	-127,417

The above factors are expected to mitigate this deficit by the time of the audit or in the next Fiscal Year. Further explanation of these factors follows:

- Final tax payment from the County is expected by year-end close.
- Final franchise fee payment is expected by year-end close.
- Fund 30, Airpark Estates owes the General Fund monies for utilities costs estimated \$30,000, expected by year-end close.
- Expenses for CCI grant funded projects have not been fully reimbursed, and expected in next fiscal year.
- FEMA reimbursement for COVID expenses not yet received, and expected in next fiscal year.
- CARES funding for FEMA match (expenses in FY19-20) and employee sick leave (expense in FY20-21) expected by year-end close.

Total revenues lost for park and recreation services is estimated at \$466,944. Recreation lost 38% of its revenues, and Community Center and Parks lost 42% of their revenues. The last quarter of a fiscal year is when most of the revenues are received for summer recreation and aquatics programs, and revenues from spring events at the Community Center. Lake Pass sales were up over budget by 16%, but down from the year prior. FY19-20 Community Center rental revenues (less the gymnasium) for nine months almost matched FY18-19 rental revenues for twelve months, so it appears that Community Center rentals were increasing prior to the pandemic.

Actual expenditures were less than budget by \$495,901, largely due to unexpended capital costs of \$286,256. Salary savings totaled \$37,532.

Conclusion

Considering the additional expenses and loss of revenues due to COVID, and the unbudgeted expenses of the Swimming Lagoon, the District ended its fiscal year under the budgeted deficit and in fair territory. Staff is adjusting FY20-21 budgets for Recreation and Community Center, and expects to initiate mid-year budget adjustments earlier than normal, in the October–November timeframe with the Budget and Administration Committee.

Attachment:

1A – FY19-20 Financial Report

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2020 Through 6/30/2021

		Prior Budget FY 2018-19 (07/01/2018 - 06/30/2019)	Year End Actuals FY 2018-19 (07/01/2018 - 06/30/2019)	Prior Budget 2019-20 (07/01/2019 - 06/30/2020)	Year End Actual 019-20	Budget FY 2020-21 - Preliminary	Final Adjustme...	Total Final FY 2020-21
Operating Revenue								
Property Taxes	4110	3,994,388.00	4,031,109.37	4,184,387.00	4,096,032.59	4,327,328.00	(267.00)	4,327,061.00
Franchise Fees	4113	176,000.00	174,570.91	200,000.00	148,563.65	200,000.00	0.00	200,000.00
Park Impact Fees	4115	52,000.00	0.00	52,000.00	0.00	0.00	0.00	0.00
Quimby Fees	4120	31,000.00	0.00	28,554.00	0.00	0.00	0.00	0.00
Fire Development	4125	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00
Fire Marshall Plan Review	4132	22,000.00	19,363.90	18,000.00	40,723.90	40,000.00	0.00	40,000.00
Tuition Fees	4142	26,160.00	33,033.75	0.00	150.00	0.00	0.00	0.00
Youth Classes	4145	35,000.00	35,927.40	38,000.00	9,319.38	0.00	0.00	0.00
Adult Classes	4146	25,000.00	19,490.28	36,727.00	16,526.81	0.00	0.00	0.00
Youth Sports	4147	100,000.00	85,915.26	100,000.00	50,930.21	0.00	0.00	0.00
Adult Sports	4148	10,000.00	10,501.50	18,800.00	6,800.00	0.00	0.00	0.00
Camp Revenues	4149	12,800.00	0.00	12,800.00	0.00	0.00	0.00	0.00
Senior Nutrition Program	4152	0.00	0.00	0.00	172.50	0.00	0.00	0.00
Senior Programs	4153	12,000.00	14,687.28	12,000.00	8,476.19	0.00	0.00	0.00
Recreation Program Revenue	4154	0.00	0.00	11,609.00	942.50	443,395.00	0.00	443,395.00
Transfer In	4165	0.00	70,244.48	0.00	46,597.99	50,033.00	0.00	50,033.00
Special Events	4170	40,000.00	92,857.41	25,000.00	11,433.40	0.00	0.00	0.00
Park Lake Kiosk Revenues - V...	4180	40,800.00	28,981.79	21,012.00	23,196.00	0.00	0.00	0.00
Lake Season Pass	4181	37,680.00	31,565.04	21,666.00	26,084.23	43,598.00	0.00	43,598.00
Picnic Site Rentals	4182	9,960.00	1,647.00	27,436.00	112.00	1,595.00	0.00	1,595.00
Summer Kids Camp	4183	40,800.00	48,615.00	42,000.00	11,777.50	0.00	0.00	0.00
Cameron Park Lake Concessions	4184	10,000.00	7,549.65	3,250.00	4,023.25	0.00	0.00	0.00
CC Facility Rentals	4185	10,000.00	37,583.66	129,114.00	33,843.13	60,304.00	0.00	60,304.00
Gym Rentals	4186	35,000.00	29,375.64	33,650.00	17,515.75	27,030.00	0.00	27,030.00
Pool Use Fees	4187	160,000.00	137,389.98	195,882.00	71,614.17	87,215.00	0.00	87,215.00
Parks Fac Rev - Sports Fields	4190	65,000.00	67,860.03	27,061.00	21,198.25	35,642.00	0.00	35,642.00
Summer Spectacular	4220	30,800.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations	4250	1,000.00	8,794.33	1,000.00	200.00	0.00	0.00	0.00
Sponsorships	4255	22,067.00	8,125.00	30,000.00	6,075.00	30,000.00	0.00	30,000.00
JPA Reimbursable	4260	1,150,000.00	1,180,533.51	1,150,000.00	1,152,537.65	1,150,000.00	0.00	1,150,000.00
Fire Apparatus Equip Rental	4262	136,244.00	122,749.70	100,000.00	104,876.00	10,000.00	0.00	10,000.00
Reimbursement	4400	0.00	12,279.00	64,717.00	8,930.17	66,200.00	0.00	66,200.00
Weed Abatement	4410	94,260.00	11,915.30	23,263.00	4,006.41	20,000.00	0.00	20,000.00
Interest Income	4505	10,000.00	19,107.58	59,000.00	47,911.87	25,000.00	0.00	25,000.00
Other Income	4600	39,295.00	1,954.65	121,592.00	2,278.80	12,000.00	0.00	12,000.00
Grant - CI	4605	0.00	0.00	23,000.00	0.00	71,120.00	0.00	71,120.00

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2020 Through 6/30/2021

		Prior Budget FY 2018-19 (07/01/2018 - 06/30/2019)	Year End Actuals FY 2018-19 (07/01/2018 - 06/30/2019)	Prior Budget 2019-20 (07/01/2019 - 06/30/2020)	Year End Actual 019-20	Budget FY 2020-21 - Preliminary	Final Adjustme...	Total Final FY 2020-21
Total Operating Revenue		<u>6,429,254.00</u>	<u>6,343,728.40</u>	<u>6,821,520.00</u>	<u>5,972,849.30</u>	<u>6,700,460.00</u>	<u>(267.00)</u>	<u>6,700,193.00</u>
Expenditures								
Salaries - Perm, Part time	5000	505,000.00	654,519.83	648,646.00	655,389.53	767,255.00	(22,477.00)	744,778.00
Salaries - Seasonal	5010	182,350.00	178,346.42	157,170.00	115,684.70	110,540.00	0.00	110,540.00
Overtime	5020	8,000.00	13,306.93	5,899.00	8,471.55	10,000.00	0.00	10,000.00
Health Benefit	5130	170,000.00	143,697.28	108,174.00	125,407.45	107,075.00	5,290.00	112,365.00
Retiree Health Benefit	5135	88,547.00	79,313.01	69,042.00	81,001.21	91,016.00	0.00	91,016.00
Dental Insurance	5140	3,500.00	6,742.22	9,488.00	11,111.07	9,663.00	0.00	9,663.00
Vision Insurance	5150	2,250.00	1,681.51	1,460.00	1,627.45	1,396.00	0.00	1,396.00
CalPERS Employer Retirement	5160	186,000.00	185,626.48	220,831.00	213,596.31	194,784.00	2,880.00	197,664.00
Worker's Compensation	5170	16,000.00	14,722.15	56,127.00	58,277.36	53,571.00	551.00	54,122.00
FICA/Medicare Employer Cont...	5180	23,400.00	25,969.11	19,963.00	21,018.16	23,999.00	0.00	23,999.00
UI/TT Contribution	5190	21,700.00	17,483.08	42,188.00	9,855.50	8,572.00	0.00	8,572.00
Advertising/Marketing	5209	20,000.00	38,605.21	30,095.00	24,044.78	32,010.00	0.00	32,010.00
Agency Administration Fee	5210	96,668.00	24.83	0.00	0.00	0.00	0.00	0.00
Agriculture	5215	2,200.00	13,391.40	18,485.00	8,984.05	18,685.00	0.00	18,685.00
Audit/Accounting	5220	90,000.00	120,072.69	47,500.00	43,902.31	30,000.00	0.00	30,000.00
Bank Charge	5221	16,000.00	14,634.99	14,141.00	7,725.58	10,000.00	0.00	10,000.00
Clothing/Uniforms	5230	6,000.00	9,429.68	8,360.00	6,127.04	7,985.00	0.00	7,985.00
Computer Software	5231	30,000.00	53,361.62	28,483.00	22,193.50	21,900.00	0.00	21,900.00
Computer Hardware	5232	10,000.00	15,740.48	47,758.00	38,260.52	5,500.00	0.00	5,500.00
Contractual Services	5235	28,200.00	26,767.50	20,000.00	7,339.21	10,000.00	0.00	10,000.00
Contractual - Provider Services	5236	3,594,170.00	3,464,578.63	3,710,059.00	3,739,052.27	4,059,061.00	0.00	4,059,061.00
Contract Under Utilization	5237	0.00	0.00	0.00	0.00	(250,000.00)	0.00	(250,000.00)
Contract Services - Other	5240	173,800.00	128,085.44	106,591.00	112,837.57	144,942.00	0.00	144,942.00
Director Compensation	5250	13,000.00	16,200.00	13,700.00	11,059.02	18,000.00	0.00	18,000.00
EDC Department Agency	5260	7,200.00	4,560.71	4,268.00	4,268.20	5,000.00	0.00	5,000.00
Educational Materials	5265	16,360.00	2,312.62	6,845.00	16,196.58	12,850.00	0.00	12,850.00
Elections	5270	18,000.00	10,093.04	0.00	0.00	12,000.00	0.00	12,000.00
Equipment-Minor/Small Tools	5275	8,000.00	13,839.97	9,500.00	6,912.29	8,950.00	0.00	8,950.00
Fire & Safety Supplies	5285	10,500.00	9,225.73	4,803.00	6,926.21	4,200.00	0.00	4,200.00
Fire Prevention & Inspection	5290	900.00	1,555.00	1,800.00	1,100.00	1,200.00	0.00	1,200.00
Fire Turnout Gear	5295	31,000.00	31,070.98	31,000.00	30,195.26	31,000.00	0.00	31,000.00
Fire- Volunteer/Resident	5296	42,000.00	24,316.74	29,200.00	10,816.60	29,200.00	0.00	29,200.00
Food	5300	5,000.00	6,918.30	4,117.00	4,759.35	4,500.00	0.00	4,500.00
Fuel	5305	75,700.00	81,371.38	71,028.00	53,359.09	51,000.00	0.00	51,000.00

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2020 Through 6/30/2021

		Prior Budget FY 2018-19 (07/01/2018 - 06/30/2019)	Year End Actuals FY 2018-19 (07/01/2018 - 06/30/2019)	Prior Budget 2019-20 (07/01/2019 - 06/30/2020)	Year End Actual 019-20	Budget FY 2020-21 - Preliminary	Final Adjustme...	Total Final FY 2020-21
Government Fees/Permits	5310	23,500.00	19,845.15	29,934.00	21,768.98	25,382.00	0.00	25,382.00
Household Supplies	5315	38,000.00	27,941.69	26,701.00	29,475.36	32,500.00	0.00	32,500.00
Instructors	5316	73,700.00	72,477.19	52,090.00	47,220.76	51,840.00	(3,194.00)	48,646.00
Insurance	5320	85,500.00	82,633.18	103,500.00	97,704.65	132,300.00	0.00	132,300.00
Legal Services	5335	21,500.00	15,316.25	14,250.00	42,043.41	15,000.00	0.00	15,000.00
Maint. - Vehicle Supplies	5340	500.00	402.80	4,000.00	26.58	2,000.00	0.00	2,000.00
Maint. - Buildings	5345	49,900.00	38,856.54	50,495.00	24,907.02	26,500.00	0.00	26,500.00
Maint. - Equipment	5350	55,293.00	57,099.13	46,668.00	44,101.62	55,600.00	0.00	55,600.00
Maint. - Grounds	5355	61,350.00	60,871.40	86,488.00	41,427.50	62,500.00	0.00	62,500.00
Maint. - Radio/Phones	5360	1,500.00	1,741.33	2,000.00	1,959.41	2,000.00	0.00	2,000.00
Maint. - Tires & Tubes	5365	14,000.00	11,211.96	16,100.00	9,923.85	14,800.00	0.00	14,800.00
Maint. - Vehicle	5370	21,000.00	27,676.24	21,000.00	22,916.91	25,250.00	0.00	25,250.00
Medical Supplies	5375	0.00	1,387.18	766.00	217.30	700.00	0.00	700.00
Memberships/Subscriptions	5380	10,900.00	9,366.55	9,445.00	10,494.62	10,410.00	0.00	10,410.00
Mileage Reimbursement	5385	3,200.00	2,801.77	1,028.00	916.99	1,250.00	0.00	1,250.00
Miscellaneous	5395	(2,000.00)	(1,667.47)	0.00	40.00	100.00	0.00	100.00
Office Supplies/Expense	5400	10,500.00	12,236.74	10,848.00	13,724.96	10,700.00	0.00	10,700.00
Pool Chemicals	5405	37,400.00	46,066.59	21,500.00	23,398.15	19,995.00	0.00	19,995.00
Postage	5410	2,900.00	2,463.78	4,400.00	8,296.09	8,600.00	0.00	8,600.00
Printing	5415	1,000.00	1,013.65	614.00	211.88	1,100.00	0.00	1,100.00
Professional Services	5420	110,000.00	72,845.11	161,432.00	82,122.25	124,304.00	16,683.00	140,987.00
Program Supplies	5421	15,000.00	18,642.05	25,242.00	15,784.35	38,779.00	0.00	38,779.00
Publications & Legal Notices	5425	600.00	517.12	595.00	0.00	600.00	0.00	600.00
Radios	5430	700.00	1,900.48	2,500.00	2,370.88	3,000.00	0.00	3,000.00
Refund-Activity Pass	5431	4,300.00	3,849.00	1,500.00	0.00	0.00	0.00	0.00
Rent/Lease - Bldgs, Fields, etc.	5435	700.00	8,078.50	30.00	7,060.00	0.00	0.00	0.00
Rent/Lease - Equipment	5440	2,000.00	7,261.70	9,820.00	8,072.16	2,000.00	0.00	2,000.00
Staff Development	5455	12,000.00	28,255.82	28,050.00	12,724.57	23,700.00	0.00	23,700.00
Special Events	5465	6,000.00	12,039.40	4,238.00	4,650.35	0.00	0.00	0.00
Summer Spectacular	5466	50,000.00	55,770.65	0.00	828.34	0.00	0.00	0.00
Phones/internet	5470	40,000.00	44,729.40	44,589.00	41,788.88	48,000.00	0.00	48,000.00
Travel/Lodging	5480	700.00	605.40	0.00	0.00	0.00	0.00	0.00
Utilities - Water	5490	60,000.00	53,184.47	42,500.00	37,260.94	44,000.00	0.00	44,000.00
Utilities - Electric/Gas	5492	160,000.00	195,844.29	168,350.00	205,744.01	196,000.00	0.00	196,000.00
Utilities - Garbage	5493	800.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilites - Water/Irrigation	5495	0.00	484.19	0.00	695.73	0.00	0.00	0.00
Vandalism	5500	1,000.00	1,030.54	2,000.00	0.00	1,200.00	0.00	1,200.00

Cameron Park Community Services District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 01 - General Fund
 From 7/1/2020 Through 6/30/2021

	Prior Budget FY 2018-19 (07/01/2018 - 06/30/2019)	Year End Actuals FY 2018-19 (07/01/2018 - 06/30/2019)	Prior Budget 2019-20 (07/01/2019 - 06/30/2020)	Year End Actual 019-20	Budget FY 2020-21 - Preliminary	Final Adjustme...	Total Final FY 2020-21
Cal Fire In Kind Purchases	5501 16,000.00	16,021.59	13,500.00	14,794.73	12,400.00	0.00	12,400.00
Capital Equipment Expense	5625 266,271.00	60,100.90	451,117.00	164,861.95	0.00	0.00	0.00
Transer Out	7000 0.00	0.00	0.00	13,473.45	59,053.00	0.00	59,053.00
Reconciliation Discrepancy Acc...	9999 0.00	130.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	<u>6,757,159.00</u>	<u>6,478,597.22</u>	<u>7,004,011.00</u>	<u>6,510,508.35</u>	<u>6,697,417.00</u>	<u>(267.00)</u>	<u>6,697,150.00</u>
Net Revenue Over Expenditures	<u>(327,905.00)</u>	<u>(134,868.82)</u>	<u>(182,491.00)</u>	<u>(537,659.05)</u>	<u>3,043.00</u>	<u>0.00</u>	<u>3,043.00</u>



Agenda Transmittal

DATE: September 1, 2020

FROM: Jill Ritzman, General Manager

AGENDA ITEM #2: STRATEGIC PLAN – APPOINT A STRATEGIC PLAN AD HOC COMMITTEE

RECOMMENDED ACTION: REVIEW AND DISCUSS; PROVIDE INPUT TO STAFF

Background

In the Fiscal Year 2020-21 Budget, the Board of Directors allocated \$10,000 for a new District Strategic Plan. The current Strategic Plan was reviewed by all standing committees and an update provided to the Board of Directors in 2019. The current Plan's timeframe is 2016 to 2021, and the District met most of the Plan's objectives.

Discussion

Staff is recommending that the Board appoint a Strategic Plan Ad Hoc Committee to work with the General Manager on this project. The creation of an Ad Hoc Committee will help to achieve the following objectives.

- ✓ Completing the project in a timely manner,
- ✓ Ability for individual Board Member input into the Strategic Plan,
- ✓ Having a useful document for current and future Boards and the community that will position the District well for the future.

Ad Hoc Committees worked well with past projects including the Solar Energy and LLADs. Staff's practice is to notice and document Ad Hoc Committee meetings the same as Standing Committees. The benefits of an Ad Hoc Committee are that meetings are not routine, the frequency changes with the needs of the project. Waiting for either Standing Committee or Board of Directors meetings can prolong a project's process significantly. Also, this provides Board member input into a contract that is within the General Manager's authority.

Responsibilities of the Ad Hoc Committee would include assisting the General Manager in the following areas:

- Developing a Scope of Services and Request for Proposal
- Interviewing and selecting a consultant
- Drafting scope of services and costs; contract to be executed by the General Manager with Ad Hoc Committee support
- Providing monthly oral updates to the Board during Committee updates
- Serving as an advising body to the Consultant regarding
 - Format and design
 - Community engagement activities
 - Public Workshops and Board Member engagement activities
 - Analysis of community input
 - Development of drafts for Board review

Once a contract is executed with a consultant, the Ad Hoc Committee and consultant will provide the Board of Directors, in a workshop setting, a presentation to obtain Board Member input into the process and timeline for developing the Strategic Plan.



Agenda Transmittal

DATE: September 1, 2020

FROM: Jill Ritzman, General Manager

AGENDA ITEM #3: **DRAFT - GENERAL MANAGER PERFORMANCE REVIEW
TEMPLATE**

RECOMMENDED ACTION: REVIEW AND DISCUSS; PROVIDE FEEDBACK

Per a request from the Budget and Administration Committee, staff compiled the attached draft General Manager Performance Review template (Attachment 3A). This template is based upon California Special District Association on-demand webinar, and also takes from past General Manager Performance Reviews and the District 2020 Work Plan. In the future, Strategic Plan objectives can be substituted for the Work Plan.

Staff recommends that the Board provide the General Manager an opportunity to provide a written annual report to the Board, for review during closed session, regarding their accomplishments prior to the annual Performance Review.

Attachment:

3A – Draft General Manager Performance Review template

General Manager Performance Review

By: Board of Directors

Date: _____

Name: _____

District Work Plan Accomplishments

Please rate on a scale of 0 - 4, the General Manager’s performance regarding the District 2020 Work Plan objectives, considering both quality of work and progress on the objective.

0 = no work completed

1 = poor

2 = fair but improvement needed

3 = meeting expectations

4 = exceeding expectations

- 1. Revise Weed and Rubbish Abatement Ordinance to provide more flexibility in implementing a community fire safe program and additional enforcement options.

0 1 2 3 4

Comments:

- 2. Plan for Capital Asset Improvements to better Training Facilities and Fire Station 88, utilizing Fire Development Impact Fees and other grant funding sources.

0 1 2 3 4

Comments:

Attachment 3A

- 3. Implement programs funded by California Climate Investment Grant including community education and fire fuel reduction projects.

0 1 2 3 4

Comments:

- 4. Initiate and implement plans for Park Improvement Projects with support from the District’s landscape architect and grant writer, utilizing the Park Development Impact Fees and additional sources of funding. Determining a replacement for the Swimming Lagoon is a high priority.

0 1 2 3 4

Comments:

- 5. Develop new base for operations of the Recreation Department, to improve efficiencies, to maximize revenues, reduce expenditures, maintain self-sufficiency, improve customer service, and increase overall participation in programs and use of facilities.

0 1 2 3 4

Comments:

Attachment 3A

6. Implement Summer Spectacular as a self-sufficient event, with plans based on community and stakeholder feedback.

0 1 2 3 4

Comments:

7. Update the CC&R Handbook to reflect current best practices and provide framework for Committee functions.

0 1 2 3 4

Comments:

8. Create guidelines and procedures for the Architecture Review Committee to include in the CC&R Handbook.

0 1 2 3 4

Comments:

9. Initiate a new District 5-Year Strategic Plan involving the community and stakeholders.

0 1 2 3 4

Comments:

10. Develop Five-Year Budget Projection to assist in guiding future budget decisions.

0 1 2 3 4

Comments:

11. Establish a Reserve Policy and Reserve Accounts for Capital Asset Improvements and Economic Uncertainties.

0 1 2 3 4

Comments:

12. Attain the District of Distinction Certification from Special District Leadership Foundation.

0 1 2 3 4

Comments:

13. Plan for District Sustainability

0 1 2 3 4

Comments:

Administration of the District

- Budget Administration and District’s Financial Health

0 1 2 3 4

- Community Outreach Activities (attendance community meetings, newspaper, social media, community presentation)

0 1 2 3 4

- Staff Management and Development

0 1 2 3 4

- Development of Community Partnerships

0 1 2 3 4

Essential Abilities

- Building Effective Relationships

0 1 2 3 4

- Communication with Board Members

0 1 2 3 4

- Quality of Board Agendas, Reports and Presentations

0 1 2 3 4

Follow up from 2019 Performance Review, 2020 Goals

Objectives for Next 12 Months

Additional Comments



Agenda Transmittal

DATE: September 1, 2020

FROM: Jill Ritzman, General Manager

AGENDA ITEM #4: CARES FUNDING AGREEMENT

RECOMMENDED ACTION: REVIEW, DISCUSS AND FORWARD TO THE BOARD OF DIRECTORS

Background

El Dorado County received \$19 million in CARES funding to assist with COVID related expenses, and chose to share this funding with local agencies also affected by the pandemic. Staff submitted four project proposals and two of the projects were approved for funding.

Discussion

El Dorado County is funding the following items with CARES funding:

25% FEMA match	\$1,776
Sick leave funding	\$5,000
Total Funds Received	\$6,776

A Sub-Recipient Agreement for Coronavirus Relief Funds between the County and District will authorize the expenditures. If supported by the Budget and Administration Committee, the report and agreement will be accompanied by a Resolution.

Attachment:

4A – Sub-Recipient Agreement for Coronavirus Relief Funds

**SUBRECIPIENT AGREEMENT
FOR
CORONAVIRUS RELIEF FUNDS**

SUBAWARD INFORMATION

The following information is provided pursuant to 2 C.F.R. 200.331(a)(1):

1. Subrecipient's name (must match the name associated with its unique entity identifier): Cameron Park Community Services District
2. Subrecipient's unique entity identifier (DUNS): _____
3. Subaward Period of Performance Start and End Date: July 1, 2020, through December 30, 2020.
4. Total Amount of Federal Funds allocated to the Subrecipient: \$6,776
5. Federal Award Program Description:
County has received Coronavirus Relief Funds pursuant to the CARES Act, a portion of which it has chosen to allocate in the collaboration, and desires to provide a portion of its CRF funding to aid other local agencies and community organizations in addressing the impacts of the COVID-19 Public Health Emergency.
6. Name of Federal Awarding Agency: U.S. Department of the Treasury
7. Name of pass-through entity: El Dorado County, CA
8. Contract Administrator and County Officer responsible for administering this Agreement: Don Ashton, Chief Administrative Officer
9. Award is for Research & Development (R&D): NO

This Agreement made and entered by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and Cameron Park Community Services District, whose principal place of business is 2502 Country Club Drive, Cameron Park, CA 95682, (hereinafter referred to as "Subrecipient");

WHEREAS, on March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Public Health Emergency as a result of the COVID-19 outbreak; and

WHEREAS, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act"); and

WHEREAS, the CARES Act established the Coronavirus Relief Fund ("CRF"), which provides aid to certain eligible local governments to address necessary expenditures due to the COVID-19 Public Health Emergency; and

WHEREAS, County qualified as an eligible local government and received CRF funding from the U.S Department of Treasury; and

WHEREAS, County acknowledges that the economic impacts of COVID-19 are widespread and County, through the spirit of collaboration, desires to provide a portion of its CRF funding to aid other local agencies and community organizations in addressing the impacts of the COVID-19 Public Health Emergency; and

WHEREAS, Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act, requires that units of local government use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the COVID-19; (2) were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the state or local government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, in order to provide funds for Subrecipient to pay necessary expenditures it has incurred or will incur due to the COVID-19 public health emergency, the Parties have agreed that County, in its sole and absolute discretion, may reimburse Subrecipient for eligible expenses as provided herein.

NOW, THEREFORE, the Parties mutually agree as follows:

I. AGREEMENT TERM

This Agreement shall become effective on the date of execution, and end on December 30, 2020 (the "Initial Term").

This Agreement may be extended beyond the Initial Term only upon the written approval of both Parties, provided, however, that all terms and conditions of this Agreement shall remain in full force and effect unless this Agreement is specifically amended. County, in its sole and absolute discretion, may terminate this Agreement at any time.

II. ACTIVITIES & ELIGIBLE EXPENSES

A. Activities

Subrecipient shall be responsible for administering all COVID-19 response activities in a manner satisfactory to County and consistent with any standards required as a condition of providing these funds. Allowable activities must be directly tied to response and recovery efforts related to COVID-19 and must be allowable pursuant to the CRF requirements.

B. Eligible Expenses

Subrecipient shall use all funding received under this Agreement for those purposes defined in Attachment A, "Eligible Expenses." Failure of Subrecipient to comply with the provisions of this Agreement, including non-compliance with 2 C.F.R. 200, may result in expenses being disallowed, withholding of federal funds, and/or termination of this Agreement.

III. NOTICES

Notices to County as required by this Agreement shall be delivered in writing, via email and addressed to County as set forth below. Notices to Subrecipient as required by this Agreement shall be in writing, via email and addressed to Subrecipient as set forth below. All such notices shall also be deemed duly given if personally delivered, or if deposited in the United States Mail, registered or certified return receipt requested.

For County: Don Ashton, Chief Administrative Officer
Address: 330 Fair Lane, Placerville
Email: don.ashton@edcgov.us

For Subrecipient: Jill Ritzman, General Manager
Address: 2502 Country Club Drive, Cameron Park, CA 95682
Email: jritzman@cameronpark.org

IV. TERMS & CONDITIONS

The following requirements are applicable to all activities undertaken with CRF funds.

A. Compliance with State and Local Requirements

Subrecipient acknowledges that this Agreement requires compliance with the regulations of the State of California and with all applicable state and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of this Agreement.

B. Compliance with Federal Requirements

Subrecipient acknowledges that Eligible Expenses funded or reimbursed by County to Subrecipient are not considered to be grants but are “other financial assistance” under 2 C.F.R. 200.40. This Agreement requires compliance with certain provisions of Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Subrecipient agrees to comply with all applicable federal laws, regulations, and policies governing the funds provided under this Agreement. Subrecipient further agrees to utilize available funds under this Agreement to supplement rather than supplant funds otherwise available.

During the performance of this Agreement, the Subrecipient shall comply with all applicable federal laws and regulations, including, but not limited to, the following:

- Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. 7501-7507).
- Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. 200.501(a) when Subrecipient spends \$750,000 or more in federal awards during their fiscal year.
- Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls.
- Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding subrecipient monitoring and management.
- Fund payments are subject to Subpart F regarding audit requirements.

Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in this Agreement, including but not limited to 2 C.F.R. 200.303, 2 C.F.R. 200.330-332, 2 C.F.R. 200.501(a), and 2 C.F.R. Part 200 Subpart F.

With respect to any conflict between such federal requirements and the terms of this Agreement and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

C. Hold Harmless

Subrecipient shall hold harmless, release, and defend County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient’s performance or nonperformance of the services or subject matter called for in this Agreement.

D. Indemnification

Subrecipient shall indemnify County, its officers, agents, employees, and the federal awarding agency, from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Subrecipient and/or its agents, employees or sub-contractors, excepting only loss, injury or damage determined to be solely caused by the gross negligence or willful misconduct of personnel employed by County. It is the intent of the Parties to this Agreement to provide the broadest possible indemnification for County. Subrecipient shall reimburse County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which Subrecipient is obligated to indemnify, defend and hold harmless County under this Agreement.

E. Misrepresentations & Noncompliance

Subrecipient hereby asserts, certifies and reaffirms that all representations and other information contained in Subrecipient's application, request for funding, or request for reimbursement are true, correct and complete, to the best of Subrecipient's knowledge, as of the date of this Agreement. Subrecipient acknowledges that all such representations and information have been relied on by County to provide the funding under this Agreement.

Subrecipient shall promptly notify County, in writing, of the occurrence of any event or any material change in circumstances which would make any Subrecipient representation or information untrue or incorrect or otherwise impair Subrecipient's ability to fulfill Subrecipient's obligations under this Agreement.

F. Workers' Compensation

Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

G. Insurance

Subrecipient shall carry sufficient insurance coverage to protect any funds provided to Subrecipient under this Agreement from loss due to theft, fraud and/or undue physical damage. Subrecipients that are self-insured shall maintain excess coverage over and above its self-insured retention limits.

H. Amendments

This Agreement may be amended at any time only by a written instrument signed by both Parties. Such amendments shall not invalidate this Agreement, nor relieve or release either Party from its obligations under this Agreement. County may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services, or schedule

of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Parties.

I. Suspension or Termination

County may suspend or terminate this Agreement if Subrecipient materially fails to comply with any terms of this Agreement, which include, but are not limited to, the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and Federal awarding agency guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to County reports that are incorrect or incomplete in any material respect.

J. Program Fraud & False or Fraudulent Statements or Related Acts

Subrecipient and any subcontractors must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of Subrecipient and any subcontractors pertaining to any matter resulting from a contract.

K. Debarment / Suspension and Voluntary Exclusion

1. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
2. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A contract award must not be made to parties listed in the Systems of Award Management ("SAM") Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov.

L. Governing Law and Venue. This Agreement shall be interpreted under, and governed by, the laws of the State of California, without regard to conflicts of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in the Superior Court of County and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.

V. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

Subrecipient agrees to comply with and agrees to adhere to appropriate accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all Eligible Expenses.

B. Duplication of Benefits; Subrogation

Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115–254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155).

If Subrecipient receives duplicate benefits from another source, Subrecipient must refund the benefits provided by County to County.

Subrecipient must execute and deliver a Duplication of Benefits and Subrogation Agreement (“Duplication of Benefits Certification”), in the form attached hereto as Attachment B. Subrecipient shall comply with all terms and conditions of the Duplication of Benefits Certification, including, without limitation, Subrecipient’s obligation to promptly notify County of any disaster assistance received from any other source.

C. Documentation & Recordkeeping

As required by 2 C.F.R. 200.331(a)(5), County, or any duly authorized representative of County, shall have the right of access to any records, documents, financial statements, papers, or other records of Subrecipient that are pertinent to this Agreement, in order to comply with any audits pertaining to funds allocated to Subrecipient under this Agreement. The right of access also includes timely and reasonable access to Subrecipient's personnel for the purpose of interview and discussion related to such documents. The right of access is not

limited to the required retention period, as set forth in paragraph D below, but lasts as long as the records are retained.

D. Record Retention

Subrecipient shall retain sufficient records, which may include, but are not limited to, financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to the Agreement to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of three (3) years from the date of submission of the final expenditure report.

E. Internal Controls

Subrecipient must comply with 2 C.F.R. 200.303 and establish and maintain effective internal control over the funds allocated under this Agreement and provide reasonable assurance that the Subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission.

F. Personally Identifiable Information

Subrecipient must comply with 2 C.F.R. 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information designated as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

G. Monitoring & Compliance

County shall evaluate the Subrecipient’s risk of noncompliance and monitor the activities of Subrecipient as necessary to ensure that the CRF funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement. Monitoring of Subrecipient shall include reviewing invoices for eligible expenses, reviewing payroll logs, applicable contracts and other documentation that may be requested by the County to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

County shall verify that Subrecipient is audited as required by 2 C.F.R. Part 200 Subpart F—Audit Requirements. County may take enforcement action against

noncompliant Subrecipient as described in 2 C.F.R. 200.338 Remedies for noncompliance of this part and in program regulations

H. Close-Outs

Subrecipient shall close-out its use of funds under this Agreement by complying with the closeout procedures set forth in 2 C.F.R. 200.343 and the procedures described below. Subrecipient's obligation to County will not terminate until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that Subrecipient has control over funding provided under this Agreement

I. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to County, the Federal awarding agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be resolved by Subrecipient within 30 days after notice of such deficiencies by the Subrecipient. Failure of Subrecipient to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

If Subrecipient expends \$750,000 or more in total federal assistance (all programs) in a single year, must have an audit conducted of Coronavirus Relief Funds in accordance with 2 C.F.R. Part 200, Subpart F—Audit Requirements. Subrecipient shall submit a copy of that audit to County.

Subrecipients who do not meet the Single Audit threshold are required to have a program-specific Coronavirus Relief Funds audit conducted in accordance with § 200.507 - Program-Specific Audits and may be required to submit such copy of that audit to County.

Issues arising out of noncompliance identified in a Single or Program-Specific Coronavirus Relief Funds audit are to receive priority status of remediation or possible return of all funds to County.

J. Payment & Reporting Procedures

1. Payment Procedures for Advance Payments

Within forty-five (45) days following execution of this Agreement, County shall advance funds in the amount of \$6,776 to Subrecipient for eligible expenses as defined in Attachment A.

Subrecipients shall maintain a financial file with copies of backup documentation for all paid eligible expenditures made by the Subrecipient during the eligible period.

2. Reporting Procedures for Advance Payments

Subrecipient shall provide monthly reports detailing expenditures of advanced funds. Reports shall be due the last day of the month following the month for which expenditures are being reported. For example, the report of expenditures during the month of September would be due by October 31. Such reports shall include sufficient information to demonstrate that each expense is eligible for CRF funding. Such reporting may include documentation of invoices, submission of payroll logs, proof of contracts, etc., to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

3. Payment Procedures for Reimbursement of Eligible Expenses

Subrecipient shall submit a request for reimbursement which shall include a detailed description of the eligible expenses to be reimbursed, along with proof of receipt of subject goods and/or services and proof of payment therefor. Payment shall be made within forty-five (45) days following County's receipt and approval of such request.

Requests for reimbursement must be submitted via email to sue.hennike@edcgov.us, with a copy to tara.stout@edcgov.us. Incomplete requests may result in a delay in approval and funding of requests.

All CRF funds not expended by Subrecipient must be returned to County by December 30, 2020, in compliance with the Close-Out Procedures contained in this Agreement.

VI. Personnel & Participation Conditions

1. Hatch Act

Subrecipient must comply with provisions of the Hatch Act of 1939 (Chapter 15 of Title V of the U.S.C.) limiting the political activities of public employees, as it relates to the programs funded.

2. Conflict of Interest

The Subrecipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a

contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

VII. ATTACHMENTS

All attachments to this Agreement are incorporated as if set out fully. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

This Agreement contains the following attachments:

- Attachment A – Eligible Expenses
- Attachment B – Duplication of Benefits Certification

VII. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

VIII. WAIVER

County's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

IX. CERTIFICATION

The Subrecipient hereby certifies that they have the authority and approval from the governing body to execute this Agreement and request reimbursement from County from the allocation of the Coronavirus Relief Fund provided to County for eligible expenditures. The Subrecipient further certifies the funds received for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- A. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- B. Were not accounted for in the budget most recently approved as of March 27, 2020; and

- C. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Subrecipient understands any award of funds pursuant to this agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure and that the Subrecipient has reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the Subrecipient or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to County.

Subrecipient agrees that they will retain documentation of all uses of the funds, including, but not limited to, invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Subrecipient understands any funds provided pursuant to this agreement cannot be used as a revenue replacement for lower than expected tax or other revenue collections and cannot be used for expenditures for which the Subrecipient has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

X. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties relating to County's allocation of CRF funding to Subrecipient. This Agreement is subject to availability of Federal assistance under the Coronavirus Relief Funds as authorized under the CARES Act. County has no legal requirement to provide funding to any Subrecipient.

VI. SIGNATURE AUTHORITY

The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of the Subrecipient. Note: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer's authority to execute the Agreement for and on behalf of the Subrecipient must be attached to the Agreement for review by County.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement on the dates hereafter set forth below.

-- COUNTY OF EL DORADO --

By: _____ Dated: _____

Don Ashton
Chief Administrative Officer
"County"

-- SUBRECIPIENT --

By: _____ Dated: _____

Jill Ritzman
General Manager
"Subrecipient"

ATTACHMENT A – ELIGIBLE EXPENSES

Eligible expenses are subject to approval by El Dorado County and are contingent on allowability under the respective funding sources. Eligible expenses are those incurred for response and recovery activities as a result of a declared emergency. El Dorado County will review all expenses submitted for reimbursement. Reimbursement shall only be made for eligible expenses that are directly tied to response and recovery activities related to COVID-19. Expenses must be allowable pursuant to the Federal agency award requirements. Expenses listed below are nonexclusive, and additional Federal funding sources may include additional eligible expenses.

Eligible Coronavirus Relief Fund (CRF) Expenses

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that—

- Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- Were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the State or government; and
- Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Eligible expenditures include, but are not limited to, payment for:

- Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase.
 - COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
- Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community

- settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
- Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19- related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
- Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency.
 - Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
 - Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

- Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria, excluding costs associated in conducting Coronavirus Relief Fund Single or Program-Specific audits.

ATTACHMENT B – DUPLICATION OF BENEFITS CERTIFICATION

In consideration of Subrecipient’s receipt of funds or the commitment of funds by County, Subrecipient hereby assigns to County all of Subrecipient’s future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies or coverage or any other reimbursement or relief program related to or administered by the Federal Emergency Management Agency, the Small Business Administration or any other source of funding that were the basis of the calculation of the portion of the Coronavirus Relief Funding transferred to the Subrecipient under the Subrecipient Agreement for Coronavirus Relief Funds Agreement entered into by and between County and Subrecipient. Any such funds received by Subrecipient shall be referred to herein as “additional funds.”

Additional funds received by Subrecipient that that are determined to be a Duplication of Benefits (“DOB”) shall be referred to herein as “DOB Funds.” Subrecipient agrees to immediately notify County of the source and receipt of additional funds related to the COVID-19 pandemic. County shall notify the Federal awarding agency of the additional funding reported by Subrecipient to County. Subrecipient agrees to reimburse County for any additional funding received by the Subrecipient if such additional funding is determined to be a DOB by County, the Federal awarding agency or an auditing agency. Subrecipient further agrees to apply for additional funds that the Subrecipient may be entitled to under any applicable Disaster Program in an effort to maximize funding sources available to the Subrecipient and County.

Subrecipient acknowledges that in the event that Subrecipient makes or files any false, misleading, or fraudulent statement and/or omits or fails to disclose any material fact in connection with the funding under this Agreement, Subrecipient may be subject to civil and/or criminal prosecution by federal, State and/or local authorities. In any proceeding to enforce this Agreement, the Grantee shall be entitled to recover all costs of enforcement, including actual attorney’s fees.

Subrecipient: _____

Signed: _____ Its Duly Authorized Agent

Printed Name: _____

Title: _____ Date: _____

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 7/24/2020 Through 8/25/2020

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
	41,272.55	Payroll GL Summer 07-24-20	PP15 07-24-2...	7/24/2020
	41,272.55		Total PP15 07...	7/24/2020
	38,029.16	Payroll GL Summer 08/07/20	PP16 08-07-2...	8/7/2020
	38,029.16		Total PP16 08...	8/7/2020
	38,869.29	Payroll GL Summer 08-21-20	PP17 08-21-2...	8/21/2020
	38,869.29		Total PP17 08...	8/21/2020
Abila	757.42	Accounting Software - August 2020	32730	8/13/2020
	757.42		Total 32730	8/13/2020
Acer Landscape Materials, Inc	225.23	EW Park, black bark 07/20/20	32731	8/13/2020
	225.23		Total 32731	8/13/2020
ADM Screening	180.00	Per-emp testing Rec/Parks July 2020	32679	8/6/2020
	180.00		Total 32679	8/6/2020
Airespring Inc.	567.19	Internet Broadbands Com Cntr/Lake August 2020	32732	8/13/2020
	567.19		Total 32732	8/13/2020
Airgas National Carbonation	317.71	CO2 fill, Pool 07/17/20	32733	8/13/2020
Airgas National Carbonation	338.44	CO2 fill, Pool 07/26/20		8/13/2020
Airgas National Carbonation	272.79	Lagoon CO2 tank rental 07/31/20		8/13/2020
Airgas National Carbonation	272.15	Pool, CO2 fill 07/31/20		8/13/2020
	1,201.09		Total 32733	8/13/2020
Alhambra	41.80	Water & Cooler Rental July 2020	32681	8/6/2020
	41.80		Total 32681	8/6/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 7/24/2020 Through 8/25/2020

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
Allstar Fire Equipment, Inc.	306.71	FD New engine Fire hooks 07/22/20	32682	8/6/2020
	306.71		Total 32682	8/6/2020
Angela S. Swarthout	250.00	Crisis Debrief, Lake employees 07/28/20	32724	8/6/2020
	250.00		Total 32724	8/6/2020
AT&T Calnet 3	361.48	CSD Phones #9391035823 06/24-07/23 ok for FY 20/21	32683	8/6/2020
	361.48		Total 32683	8/6/2020
AT&T Calnet 3	154.92	FD phone lines 06/24-07/23/20 ok for FY 20/21 JPA/Fire split	32684	8/6/2020
	154.92		Total 32684	8/6/2020
Brittany Hieb	3,000.00	Meder Rd Hedge trimming 08/04/20	32763	8/13/2020
	3,000.00		Total 32763	8/13/2020
Brooke Ringger	200.00	Facility Rental - refund due to COVID closure	32771	8/13/2020
	200.00		Total 32771	8/13/2020
C & H Motor Parts, Inc	1,253.19	FD Parts for E288, E88, B2715 07/29/20	32685	8/6/2020
	1,253.19		Total 32685	8/6/2020
C & H Motor Parts, Inc	164.30	FD Parts for B2705 07/24/20	32686	8/6/2020
	164.30		Total 32686	8/6/2020
C & H Motor Parts, Inc	164.30	FD Parts for B2705 07/28/20	32687	8/6/2020
	164.30		Total 32687	8/6/2020
California Public Employee's Retirement System	19,453.13	CalPERS Health Pymt August 2020	1001605065	8/5/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 7/24/2020 Through 8/25/2020

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
	19,453.13		Total 1001605...	8/5/2020
California Public Employee's Retirement System	851.64	PP15 07-24-20 CalPERS Retirement - Classic	1001612282	7/24/2020
	851.64		Total 1001612...	7/24/2020
California Public Employee's Retirement System	3,577.38	PP15 07-24-20 CalPERS Retirement - Pepra	1001612286	7/24/2020
	3,577.38		Total 1001612...	7/24/2020
California Public Employee's Retirement System	879.36	PP16 08/07/20 CalPERS Retirement - Classic	1001624091	8/7/2020
	879.36		Total 1001624...	8/7/2020
California Public Employee's Retirement System	3,629.48	PP16 08/07/20 CalPERS Retirement - Pepra	1001624096	8/7/2020
	3,629.48		Total 1001624...	8/7/2020
California Public Employee's Retirement System	844.56	PP17 08-21-20 CalPERS Retirement - Classic	1001632667	8/21/2020
	844.56		Total 1001632...	8/21/2020
California Special Districts Association	475.00	2020 Virtual Board Sec Conf - N. Garrison	32693	8/6/2020
California Special Districts Association	100.00	CEQA virtual training July 2020 - N. Garrison		8/6/2020
	575.00		Total 32693	8/6/2020
Callander Associates Landscape Architecture	2,789.81	Landscape Arch planning June 20 FY 19/20	32688	8/6/2020
	2,789.81		Total 32688	8/6/2020
CalPERS 457 Plan	200.00	PP15 07-24-20 CalPERS 457 Plan	1001612278	7/24/2020
	200.00		Total 1001612...	7/24/2020
CalPERS 457 Plan	200.00	PP16 08/07/20 CalPERS 457 Plan	1001624089	8/7/2020
	200.00		Total 1001624...	8/7/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
CalPERS 457 Plan	200.00	PP17 08-21-20 CalPERS 457 Plan	1001632664	8/21/2020
	200.00		Total 1001632...	8/21/2020
Camino Power Tool	73.68	FD Chainsaw parts 07/25/20	32689	8/6/2020
	73.68		Total 32689	8/6/2020
Camino Power Tool	55.28	FD Chainsaw maint/part 08/07/20	32734	8/13/2020
	55.28		Total 32734	8/13/2020
Capital Private Patrol	1,017.00	Parks - Patrol Services August 2020	32735	8/13/2020
	1,017.00		Total 32735	8/13/2020
Carbon Copy, Inc.	44.75	CC Copier count July 2020	32690	8/6/2020
	44.75		Total 32690	8/6/2020
Carbon Copy, Inc.	15.33	FD88 Copier Count June & July OK FY 20/21	32736	8/13/2020
Carbon Copy, Inc.	24.47	FD89 Copier Count July 2020		8/13/2020
	39.80		Total 32736	8/13/2020
CardConnect	50.00	Bolt devices CC Lease July 2020	32691	8/6/2020
	50.00		Total 32691	8/6/2020
Churchill's Hardware, Inc.	305.15	FD 89 Hardware, misc. 07/05-07/13/20	32737	8/13/2020
	305.15		Total 32737	8/13/2020
Churchill's Hardware, Inc.	139.95	Parks/Lake hardware, misc 06/30-07/30/20	32738	8/13/2020
	139.95		Total 32738	8/13/2020
Cintas Corporation #622	284.80	CC Janitorial Supplies 07/23/20	32692	8/6/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
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Vendor Name	Check Amount	Description	Check #	Check Date
Cintas Corporation #622	326.20	CC Janitorial Supplies 07/30/20		8/6/2020
	611.00		Total 32692	8/6/2020
Cintas Corporation #622	412.32	Janitorial Supplies 08/06/20	32739	8/13/2020
	412.32		Total 32739	8/13/2020
David Seth Muzichuck	320.00	Res FF shifts 07/11,17,23,30	32769	8/13/2020
	320.00		Total 32769	8/13/2020
De Lage Landen Financial Services, Inc.	235.95	CC Copier Lease 07/15-08/14/20 #988441	32695	8/6/2020
	235.95		Total 32695	8/6/2020
De Lage Landen Financial Services, Inc.	87.97	FD88 Copier Lease 07/15-08/14/20 #522414	32696	8/6/2020
	87.97		Total 32696	8/6/2020
De Lage Landen Financial Services, Inc.	176.96	FD89 Copier Lease Aug 2020	32740	8/13/2020
	176.96		Total 32740	8/13/2020
Department of Industrial Relations	485.00	OSHA Penalty Pymt #14 due 08/25/20	32741	8/13/2020
	485.00		Total 32741	8/13/2020
Dept. of Forestry & Fire Protection	641,717.73	4th Qtr CALFIRE 2019/2020 #27750	32742	8/13/2020
	641,717.73		Total 32742	8/13/2020
Dept. of Forestry & Fire Protection	262,737.90	4th Qtr CALFIRE 2019/2020 #27753 (JPA)	32743	8/13/2020
	262,737.90		Total 32743	8/13/2020
ECMS, Inc.	151.93	FD Structure PPE 07/22/20	32744	8/13/2020
	151.93		Total 32744	8/13/2020

**Cameron Park Community Services District
Check/Voucher Register - Check Register
From 7/24/2020 Through 8/25/2020**

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
El Dorado Irrigation District	674.63	Wtr 05/16-07/16/20 Cam Val Lndscp FY 19/20	32697	8/6/2020
	674.63		Total 32697	8/6/2020
El Dorado Irrigation District	205.16	Wtr 05/15-07/14/20 Eastwood Lndscp FY 19/20	32698	8/6/2020
	205.16		Total 32698	8/6/2020
El Dorado Irrigation District	524.99	Wtr Eastwood Lot A 05/16-07/15/20 FY 19/20	32699	8/6/2020
	524.99		Total 32699	8/6/2020
El Dorado Irrigation District	70.06	Wtr Eastwood Indscp 05/16-07/15/20 FY 19/20	32700	8/6/2020
	70.06		Total 32700	8/6/2020
El Dorado Irrigation District	262.92	Wtr Northview 05/16-07/15/20 FY 19/20	32701	8/6/2020
	262.92		Total 32701	8/6/2020
El Dorado Irrigation District	934.80	FD89 Water/Swr 05/22-07/30/20 Fire/Jpa split ok on FY 20/21	32745	8/13/2020
	934.80		Total 32745	8/13/2020
El Dorado Irrigation District	183.17	CM Park Water/Swr 05/22-07/30/20 ok on FY 20/21	32746	8/13/2020
	183.17		Total 32746	8/13/2020
El Dorado Irrigation District	356.17	FD88 Water/Swr 05/22-07/30/20 ok on FY 20/21	32747	8/13/2020
	356.17		Total 32747	8/13/2020
El Dorado Irrigation District	321.49	Dog park, Water 05/22-07/21/20 ok on FY 20/21	32748	8/13/2020
	321.49		Total 32748	8/13/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
El Dorado Irrigation District	236.17	Rasm Pk Water/Swr 05/28-07/30/20 ok on FY 20/21	32749	8/13/2020
	236.17		Total 32749	8/13/2020
El Dorado Irrigation District	4,776.24	CM Park Water 05/22-07/21/20 ok on FY 20/21	32750	8/13/2020
	4,776.24		Total 32750	8/13/2020
El Dorado Irrigation District	419.88	BarJB Water/Lndscp 05/21-07/21/20 ok on FY 20/21	32751	8/13/2020
	419.88		Total 32751	8/13/2020
El Dorado Irrigation District	556.80	Bar JB Water 05/22-07/22/20 ok on FY 20/21	32752	8/13/2020
	556.80		Total 32752	8/13/2020
El Dorado Irrigation District	1,637.12	D. West, Water 05/29-07/24/20 ok on FY 20/21	32753	8/13/2020
	1,637.12		Total 32753	8/13/2020
El Dorado Irrigation District	2,486.51	CP Lake Water/Swr 05/27-07/30/20 ok on FY 20/21	32754	8/13/2020
	2,486.51		Total 32754	8/13/2020
El Dorado Irrigation District	256.18	Chardi Water/Lndscp 05/21-07/21/20 ok on FY 20/21	32755	8/13/2020
	256.18		Total 32755	8/13/2020
El Dorado Irrigation District	1,344.23	CC Bldg Water/Swr 05/22-07/30/20 ok on FY 20/21	32756	8/13/2020
	1,344.23		Total 32756	8/13/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 7/24/2020 Through 8/25/2020

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
El Dorado Irrigation District	1,039.82	CC Pool/Grnds Water/Swr/Lnds 05/22-07/30/20 ok on FY 20/21	32757	8/13/2020
	1,039.82		Total 32757	8/13/2020
El Dorado Weed Control	400.00	CP Lake Spillway Veg Control 07/20/20	32702	8/6/2020
	400.00		Total 32702	8/6/2020
Epperson Law Group, PC	702.00	Legal Srvcs & BOD Mtg 07/07-07/15/20	32758	8/13/2020
	702.00		Total 32758	8/13/2020
Eric William Blodgett Aiston	300.00	Dir Comp Mtgs 07/07,07,15	32680	8/6/2020
	300.00		Total 32680	8/6/2020
Ewing Irrigation Products, Inc.	59.41	EW Park irrigation supplies 08/07/20	32759	8/13/2020
Ewing Irrigation Products, Inc.	14.71	Lake, fishing disposal hardware 08/04/20		8/13/2020
Ewing Irrigation Products, Inc.	773.13	Lake, fishing disposal pipes, etc. 08/04/20		8/13/2020
	847.25		Total 32759	8/13/2020
Executech	2,798.06	MSA IT Srvcs - August 2020	32703	8/6/2020
	2,798.06		Total 32703	8/6/2020
Fire Apparatus Solutions	1,249.33	FD E88 Maint/Parts 08/11/20	32760	8/13/2020
Fire Apparatus Solutions	1,343.83	FD Ladder pump parts E88 07/21/20		8/13/2020
	2,593.16		Total 32760	8/13/2020
Flying Ace T-Shirts, Inc.	431.10	Kiosk Staff shirts 07/23/20	32704	8/6/2020
	431.10		Total 32704	8/6/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
Hands 4 Hope	200.00	Facility Rental Pymt refund - Covid	32761	8/13/2020
	200.00		Total 32761	8/13/2020
Hankin Specialty Elevators, Inc.	250.00	Semi Annual Maint on Lift @ CC Stage 07/31/20	32762	8/13/2020
	250.00		Total 32762	8/13/2020
Highlander Termite & Pest Control	675.00	Christa Park, Wasp Traps 08/05/20	32764	8/13/2020
	675.00		Total 32764	8/13/2020
Home Depot Credit Services	406.48	HD credit, Parks Swamp Cooler 06/24/20 FY 19/20	32765	8/13/2020
	406.48		Total 32765	8/13/2020
Hunt & Sons	813.65	FD Fuel pump repair 07/24/20	32707	8/6/2020
	813.65		Total 32707	8/6/2020
Hunt & Sons	1,208.06	FD Fuel 07/31/20	32766	8/13/2020
	1,208.06		Total 32766	8/13/2020
Interwest Consulting Group, Inc.	317.50	FD Plan Rev CPCC TI 07/24/20 #202005179	32708	8/6/2020
Interwest Consulting Group, Inc.	440.00	FD plan review Nails 4u 03/27-04/24/20 # 202002591 FY 19/20		8/6/2020
Interwest Consulting Group, Inc.	368.75	FD pln rev 2845 Ruth Crt 02/07-04/10/20 #202001134 FY 19/20		8/6/2020
Interwest Consulting Group, Inc.	345.00	FD pln rev 3427 Robin Ln 03/06-04/10/20 #202001964 FY 19/20		8/6/2020
Interwest Consulting Group, Inc.	264.75	FD PR Best Properties Field Insp Srvcs 05/01/20 FY 19/20		8/6/2020
	1,736.00		Total 32708	8/6/2020
Interwest Consulting Group, Inc.	264.75	FD Perm Rev, Blue Oak 08/11/20 Field Insp.	32767	8/13/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
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Vendor Name	Check Amount	Description	Check #	Check Date
Interwest Consulting Group, Inc.	312.25	FD Perm Rev, Motel 6 08/12/20 Field Insp.		8/13/2020
Interwest Consulting Group, Inc.	217.25	FD Perm Rev, TI@Cam Park, 08/12/20 Fiel Insp.		8/13/2020
Interwest Consulting Group, Inc.	407.25	FD Plan Review 2551 Cameo 07/14-07/17/20 Field Inspections		8/13/2020
	1,201.50		Total 32767	8/13/2020
Jesse Williams	120.00	Res FF Shifts 06/11,18,27 FY 19/20	32780	8/13/2020
Jesse Williams	640.00	Res FF Shifts 07/04,10,11,16,24,25,3...		8/13/2020
	760.00		Total 32780	8/13/2020
Jill Henderson	60.00	Lake pass refund	32706	8/6/2020
	60.00		Total 32706	8/6/2020
Jill Ritzman	100.00	cell allowance - August 2020	32721	8/6/2020
	100.00		Total 32721	8/6/2020
Larry McBride	600.00	In lieu Med Bens Ret - August 2020	32712	8/6/2020
	600.00		Total 32712	8/6/2020
Lincoln Aquatics	937.90	Chlorine delv, Pool 07/13/20	32711	8/6/2020
	937.90		Total 32711	8/6/2020
Michael Grassle	100.00	cell allowance - August 2020	32705	8/6/2020
	100.00		Total 32705	8/6/2020
Mountain Democrat	25.99	Pub Notice adopt final budget 08/07/20	32768	8/13/2020
Mountain Democrat	25.99	Pub Notice EDD amendment 08/07/20		8/13/2020
Mountain Democrat	29.70	Pub Notice voter apprvd debt 08/07/20		8/13/2020
	81.68		Total 32768	8/13/2020 10

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 7/24/2020 Through 8/25/2020

Vendor Name	Check Amount	Description	Check #	Check Date
Paychex	292.80	Paychex Payroll Fees for 07/24/20	2020072101	7/24/2020
	292.80		Total 2020072...	7/24/2020
Paychex	292.80	Paychex Payroll Fees for 08/07/20	2020080401	8/7/2020
	292.80		Total 2020080...	8/7/2020
Paychex	289.80	Paychex Payroll Fees for 01-24-20	2020081701	8/21/2020
	289.80		Total 2020081...	8/21/2020
Paychex	251.60	Paychex Stratustime Fees 06/27-07/31/20	22180523	8/14/2020
	251.60		Total 22180523	8/14/2020
PG&E	11,517.92	LLAD's/Parks Elec. 06/25-07/23/20 FY 20/21	32714	8/6/2020
	11,517.92		Total 32714	8/6/2020
PG&E	1,575.47	Elec. CP Lake, Lagoon, etc. 06/25-07/23/20 FY 20/21	32715	8/6/2020
	1,575.47		Total 32715	8/6/2020
PG&E	3,281.79	FD Elec 06/25-07/23/20 FY 20/21 Fire/Jpa splits	32716	8/6/2020
	3,281.79		Total 32716	8/6/2020
PG&E	7,246.57	Elec CC 06/19-07/19/20 split FY 19/20 & 20/21	32717	8/6/2020
	7,246.57		Total 32717	8/6/2020
Public Employee's Union Local 1	99.09	Union dues for payroll 08-07-20	32718	8/6/2020
	99.09		Total 32718	8/6/2020
Purchase Power	272.89	Meter rental Aug-Oct 2020 & Postage fill 07/12/20	32719	8/6/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 7/24/2020 Through 8/25/2020

Vendor Name	Check Amount	Description	Check #	Check Date
	272.89		Total 32719	8/6/2020
R.J. Ricciardi, Inc CPA's	900.00	CPA, State Cont Report FY 19/20	32720	8/6/2020
	900.00		Total 32720	8/6/2020
Riebes Auto Parts	17.88	Parks, mower parts 08/11/20	32770	8/13/2020
Riebes Auto Parts	16.60	Parks, Vehicle Parts 08/12/20		8/13/2020
	34.48		Total 32770	8/13/2020
Riverview International Trucks, Inc.	82.35	FD E388 Parts 07/23/20	32722	8/6/2020
Riverview International Trucks, Inc.	1,741.33	FD parts E389 07/07/20		8/6/2020
	1,823.68		Total 32722	8/6/2020
Robert S. Dalton	22.83	CC&R temp PP15 - 1 hr	32694	8/6/2020
Robert S. Dalton	91.32	CC&R temp PP16 - 4 hrs		8/6/2020
	114.15		Total 32694	8/6/2020
SDRMA	129,177.41	Prop Liab Insurance FY 20/21	32781	8/21/2020
	129,177.41		Total 32781	8/21/2020
Sierra Security & Fire	150.00	2nd Qtr Security/Alarm CC CY 2020	32723	8/6/2020
Sierra Security & Fire	99.00	2nd Qtr Security/Alarm Lake CY 2020		8/6/2020
	249.00		Total 32723	8/6/2020
Sierra Security & Fire	90.00	FD88 2nd Qtr CY 2020 Fire alarm #207-0088	32773	8/13/2020
Sierra Security & Fire	90.00	FD89 2nd Qtr CY 2020 Fire alarm #701-1594		8/13/2020
	180.00		Total 32773	8/13/2020
SiteOne Landscape Supply	210.91	LLAD irrig supplies 08/10/20 (w/ discount -4.01)	32774	8/13/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 7/24/2020 Through 8/25/2020

Vendor Name	Check Amount	Description	Check #	Check Date
	210.91		Total 32774	8/13/2020
SS/CP Chamber of Commerce	148.00	SS/CP Chamber membership FY 20/21	32772	8/13/2020
	148.00		Total 32772	8/13/2020
State Industrial Products	419.09	Parks, Sanitizer & Disinfectant 08/05/20	32775	8/13/2020
	419.09		Total 32775	8/13/2020
TPX Communications	919.72	Com Center Phones/Internet Aug 2020	32776	8/13/2020
	919.72		Total 32776	8/13/2020
Tracy M. Weyer	250.00	Crisis Debrief, Lake employees 07/28/20	32729	8/6/2020
	250.00		Total 32729	8/6/2020
Trevor Parsons	148.53	PP15 07/24 repl payroll check for TP (incorrect bank info)	32713	8/6/2020
	148.53		Total 32713	8/6/2020
Tyler Johnson	440.00	Adult BB refund - Covid	32709	8/6/2020
	440.00		Total 32709	8/6/2020
Umpqua Bank	10,858.16	Umpqua credit cards July 2020	32777	8/13/2020
	10,858.16		Total 32777	8/13/2020
Umpqua Bank	60.47	Maintenance Fee for July 2020	Bank Maint Fee	8/20/2020
	60.47		Total Bank Ma...	8/20/2020
Umpqua Bank	98,625.00	Loan Pymt Bldg due 08/01/20 Int	Loan Pymt	7/31/2020
Umpqua Bank	404,000.00	Loan Pymt Bldg due 08/01/20 Princ		7/31/2020
	502,625.00		Total Loan Pymt	7/31/2020

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 7/24/2020 Through 8/25/2020

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check #</u>	<u>Check Date</u>
Umpqua Bank	831.84	CC Merch Fees - Vantiv - July 2020	Merch Fees	8/11/2020
	831.84		Total Merch F...	8/11/2020
Uptown Studios, Inc	350.00	Web Maint. July 2020	32725	8/6/2020
	350.00		Total 32725	8/6/2020
Uptown Studios, Inc	50.00	1 year domain renewal - cameronpark.org	32778	8/13/2020
	50.00		Total 32778	8/13/2020
Verizon Wireless	181.38	Wireless Ipads/Hotspots Irrigation 06/11-07/10 FY splits	32726	8/6/2020
	181.38		Total 32726	8/6/2020
Verizon Wireless	455.01	FD Wireless 06/16-07/15/20 ok for FY 20/21	32727	8/6/2020
	455.01		Total 32727	8/6/2020
Verizon Wireless	114.03	FD wireless 06/16-07/15/20 ok for FY 20/21	32728	8/6/2020
	114.03		Total 32728	8/6/2020
Wex Bank	942.91	FD OOA fuelcards July 2020	32779	8/13/2020
	942.91		Total 32779	8/13/2020
Whitney Kahn	100.00	Cell allowance August 2020	32710	8/6/2020
	100.00		Total 32710	8/6/2020
Report Total	1,779,054.04			



Property/Liability Credit Incentive Program

Cameron Park Community Services District

CIP Points Earned as of: 3/31/2020

The Credit Incentive Program (CIP) is designed to encourage our Members to take a proactive approach for loss prevention administration, training and safety/risk management. In an effort to assist our Members in achieving the lowest contributions possible, we performed a review of the documents submitted to date for the CIP program year 2019-20. The CIP points earned will be applied toward the invoice for the 2020-21 program year. However, the actual dollar credit shown as 'Earned CIP Credits' on the invoice may differ from this report due to the actual General and Auto Liability amounts on the invoice. The following earned credits have been documented:

CIP Criteria Description*	CIPs Earned	CIP \$ Earned	Unearned CIPs	Unearned CIP \$
SDRMA Safety Specialist Certificate	2	\$657	0	\$0
Special District Administrator designation from SDLF	0	\$0	2	\$657
Staff Attendance at SDRMA Workshop	2	\$657	0	\$0
Additional Staff Attendance at SDRMA Workshop	1	\$329	0	\$0
Management Staff Attendance at CSDA Sponsored Training	1	\$329	0	\$0
Additional Management Staff Attendance at CSDA Sponsored Training	1	\$329	0	\$0
Attendance at Approved Legal Seminar	1	\$329	0	\$0
Additional Attendance at Approved Legal Seminar	1	\$329	0	\$0
TargetSolutions Online Training Program	0	\$0	3	\$986
Use of SDRMA Safety Video Library	2	\$657	0	\$0
ADMINISTRATION TRACK TOTALS - 9 POINTS MAXIMUM	9	\$2,957	0	\$0
SDLF District of Distinction designation	0	\$0	4	\$1,314
Single Board Member Attendance at SDRMA Workshop	1	\$329	0	\$0
Additional Board Member Attendance at SDRMA Workshop	1	\$329	0	\$0
Single Board Member Attendance at CSDA Training	1	\$329	0	\$0
Additional Board Member Attendance at CSDA Training	1	\$329	0	\$0
Completion of two CSDA Education / Webinar sessions	2	\$657	0	\$0
General Safety Specialist Certificate	0	\$0	1	\$329
GOVERNANCE TRACK TOTALS - 4 POINTS MAXIMUM	4	\$1,314	0	\$0
No Claims during the year	0	\$0	2	\$657
CLAIMS TRACK TOTALS - 2 POINTS MAXIMUM	0	\$0	2	\$657
COMBINED TRACK TOTALS - 15 POINTS MAXIMUM	13	\$4,271	2	\$657
5 YEAR NO CLAIMS BONUS	0	\$0	3	\$986
TOTAL CREDIT INCENTIVE POINTS	13	\$4,271	5	\$1,643

*For detailed information, please see the Property/Liability CIP criteria for the applicable Program Year. For questions, please contact Dennis Timoney, Chief Risk Officer at 800.537.7790 or dtimoney@sdrma.org.



2020-21 Credit Incentive Program Criteria

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability coverage through the Credit Incentive Program.

Credit incentives of up to 15 points can be earned based on an Agency's participation in meeting the following program guidelines. One CIP point is equal to a 1% discount on the Agency's Property/Liability Program for the Auto and General Liability net contributions invoice only. Participating members may choose among various options to complete during the CIP period (April 1 – March 31) to reach the maximum points allowable within each track.

The maximum total points a member can receive is 15 points (not including bonus points) and points earned before March 31, 2020 will be applied to the 2020-21 Program Year. Options allowing a member to earn points for both Property/Liability and Workers' Compensation are designated with *(Credit will be applied to both programs)*. Points are currently awarded as follows:

ADMINISTRATION TRACK (9 POINTS MAXIMUM)

For staff accredited with the SDRMA General Safety Specialist Certificate or Supervisor Safety Specialist Certificate. This certificate program is a way for the Agency's staff to demonstrate their dedication to safety and loss prevention. The General Safety Specialist certificate requires the Agency employee complete and pass four OSHA certified general training courses and to receive the Supervisor Safety Specialist certificate, complete and pass two supervisory safety courses in addition to the four OSHA certified general training courses. Certificates are valid for 2 years.

2 points

No Documentation Required - Will be confirmed by SDRMA.

(Credit will be applied to both programs)

For management staff accredited with the Special District Administrator designation by the Special District Leadership Foundation (SDLF). This certification program is a way for special district administrators to affirm – to their customers, to their board of directors, and to themselves – that they are competent and experienced in their profession. Requirements for this certification include management experience, continuing education, community service, and ultimately an exam.

2 points

No Documentation Required - Will be confirmed by SDLF.

(Credit will be applied to both programs)

For each full-day attendance by the Agency's safety officer, designated individual, or employee(s) at an SDRMA Safety/Claims Education Day (First attendee earns 2 points, second attendee earns 1 point).

3 Points maximum

No Documentation Required - Will be confirmed by SDRMA workshop attendance sheet.

(Credit will be applied to both programs)

For each full-session attendance by the Agency's management staff in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops and/or the Special District Leadership Academy (Each attendee earns 1 point).

2 points maximum

No Documentation Required - Will be confirmed by CSDA training attendance sheet.

(Credit will be applied to both programs)

For attending an approved Legal Seminar relating to Employment Practices or Human Resource issues (Each attendee earns 1 point).

2 Points maximum



Property/Liability Program

Documentation Required – Course syllabus and certificate of completion must be submitted to SDRMA for credit. For utilizing SDRMA's Safety DVD/Video Library. Participating members must review a minimum of 4 Safety DVD/Videos.

2 points

No Documentation Required - Will be confirmed by SDRMA.

For staff participation in SDRMA's online safety training program – TargetSolutions Safety Programs. 25% of member employees (FT, PT and volunteer firefighters) must each successfully complete a minimum of four individual e-training modules.

3 points

No Documentation Required - Will be confirmed by SDRMA.

GOVERNANCE TRACK – GOVERNING BODY RELATED (4 POINTS MAXIMUM)

For Agency accredited with District of Distinction designation by the Special District Leadership Foundation (SDLF). This accreditation program enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply to SDLF for designation as a "District of Distinction" by submitting financial audits, policies and procedures and proof of Governance and Ethics training received by directors and executive staff.

4 points

No Documentation Required - Will be confirmed by SDLF.

(Credit will be applied to both programs)

For each full-day attendance by a member of the Agency's governing body at an SDRMA Safety/Claims Education Day (Each attendee earns 1 point).

2 Points maximum

No Documentation Required - Will be confirmed by SDRMA workshop attendance sheet.

(Credit will be applied to both programs)

For each full-session attendance by a member of the Agency's governing body in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops (SDRMA approved), Board Leadership Training, Special District Leadership Academy and/or Special District Leadership Foundation (Each attendee earns 1 point).

2 points maximum

No Documentation Required - Will be confirmed by CSDA training attendance sheet.

(Credit will be applied to both programs)

For completion by a member of the Agency's governing body of a minimum of two CSDA Education / Webinar training session(s).

2 points

No Documentation Required - Will be confirmed by CSDA training attendance sheet.

For members of a governing body accredited with the SDRMA General Safety Specialist Certificate. This certificate program is a way for the Agency's governing body to demonstrate their dedication to safety and loss prevention. The General Safety Specialist certificate requires an Agency's governing body member complete and pass four OSHA certified general training courses.

1 point

No Documentation Required - Will be confirmed by SDRMA.

(Credit will be applied to both programs)

CLAIMS TRACK (2 POINTS)

For a participating member agency not having any "paid" claims (excluding first party property claims).

2 points

No Documentation Required - Will be confirmed by SDRMA.



Property/Liability Program

The following bonus points are in addition to the 15 CIP point limit:

CLAIMS BONUS (3 POINTS)

For a member agency not having any “paid” claims as outlined under the Claims Track for the prior 5 consecutive years.

3 points

No Documentation Required - Will be confirmed by SDRMA.

CONTACT INFORMATION

For questions regarding point credits or the Credit Incentive Program, please contact SDRMA Chief Risk Officer Dennis Timoney at dtimoney@sdrma.org or SDRMA Claims Manager Debbie Yokota at dyokota@sdrma.org or call the SDRMA office at 800.537.7790.

Also, visit our website at www.sdrma.org, click on MemberPlus Services and then click on TargetSolutions Program to view information about the program or take an online demonstration course of several of our Online Certified Safety Training Program Courses available to all members including:

Over 800 member safety-training courses in English and Spanish

- Courses that meet State and Federal government regulations for required contact hours for certified water and wastewater operators
- Courses endorsed by the National Fire Protection Association (NFPA)
- Courses that are recognized and accepted by the California Water Environmental Association (CWEA) and the California Department of Health Services (DHS)
- OSHA approved training courses – 40 new courses
- Professional Development Courses in Leadership, Management, Computer Skills, Customer Service, Finance, Health and Wellness
- Online Driver Training and Compliance Program
- Emergency Vehicle Operator
- Law Enforcement, Online Police Training
- Human Resources