

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



**Budget and Administration Committee**  
**Tuesday, July 13, 2021**  
**6:30 p.m.**

**TELECONFERENCE ZOOM MEETING**

<https://us02web.zoom.us/j/82685553739>

**Meeting ID: 826 8555 3739**

(Teleconference/Electronic Meeting Protocols are attached)

**Agenda**

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

*Director Carlson is expected to be absent and Director Scobey serving as the Alternate.*

Staff: Jill Ritzman, General Manager; Christina Greek, Finance/HR 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. Report Back – Internal Audit Scope of Work and Costs (C. Greek)**

2. **Strategic Plan Succession Planning and Organizational Chart Review** (J. Ritzman)
3. **Status of Facilities & Parks Reserves (Fund 80) and Fire & Emergency Services Reserves (Fund 07)** (C. Greek)
4. **Air Quality Management District Electric Vehicle Charging Station Grant** (J. Ritzman)
5. **Staff Updates**
  - a. Check Register Review (C. Greek)
  - b. Finance Office Monthly Report (C. Greek)
  - c. Legislative Updates (J. Ritzman, oral)
  - d. El Dorado Disposal Performance Standards (written report)
6. **Items for June & Future Committee Meetings**
7. **Items to take to the Board of Directors**
  - General Obligation Bond Taxation Rate
  - AQMD Grant Application

**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 Newsom proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and*

*WHEREAS, March 17, 2020, Governor Newsom 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 Newsom 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](mailto: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.

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



**Budget and Administration Committee**  
**Tuesday, June 1, 2021**  
**6:30 p.m.**

**TELECONFERENCE ZOOM MEETING**

<https://us02web.zoom.us/j/81380000602>

**Meeting ID: 813 8000 0602**

(Teleconference/Electronic Meeting Protocols are attached)

**Conformed Agenda**

Members: Chair Director Eric Aiston (EA), Vice Chair Director Felicity Wood Carlson (FC)

Alternate Director Monique Scobey (MS)

Staff: Jill Ritzman, General Manager

**CALL TO ORDER 6:37**

**ROLL CALL EA/FC**

*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**

**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. Fiscal Year 2019-2020 Audit** (Kamiko Tsuchida, Eide Bailly; Michael O'Connor, R.J. Ricciardi)

*Committee asked to have the Development Impact fees and GO Bond cited as restricted funds on page 7; and suggested a more comprehensive audit of internal controls for future. Recommended forwarding audit to Board for approval.*

**2. Fiscal Year 2021-2022 Budget Review – General Fund 01** (District staff)

*Committee reviewed and discussed the proposed budget, and recommended forwarding to the Board for approval.*

**3. Capital Project Budget Appropriations** (District staff)

*Committee discussed proposed budget adjustments for FY20-21; asked for the amount of rental revenues to be confirmed amongst staff.*

**4. Fiscal Year 2021-2022 LLAD Budget Changes for Engineer’s Report** (J. Ritzman, N. Garrison)

*Committee discussed changes to LLAD budget and recommended forwarding to Board of Directors for approval.*

**5. Update to Policy 2055 – Administrative Leave** (J. Ritzman)

*Committee asked for staff to research leave benchmarks at other nearby agencies, and to move ahead if the proposed leave was consistent with the those agencies.*

**6. Establishing Appropriations Limitation FY 2021-2022** (C. Greek)

*Committee recommended forwarding to the Board of Directors for approval.*

**7. Staff Updates**

- a. Check Register Review (L. Sanders-Ito)
- b. Finance Office Monthly Report (oral)
- c. Legislative Updates (J. Ritzman)
- d. El Dorado Disposal Performance Standards (written report)

**8. Items for June & Future Committee Meetings**

*Items for July and future include internal control audit details.*

**9. Items to take to the Board of Directors**

- Fiscal Year 2019-20 Audit
- Budget for General Fund, Fund 01; CC&R Fund 02; LLADs Funds 30-50
- Capital Project Budget Appropriations
- Updated to Policy 2055 – Administrative Leave
- Establishing Appropriations Limitation FY 2021-22



**MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

- FC – Cameron park picnic reservations was not easy to find on the website. Attended two in-person community meetings, Chamber breakfast at Country Club and Soroptimist gathering at Los Pinos
- EA – Looking forward to additional information from State later this month regarding opportunities to open up community after COVID.
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**ADJOURNMENT 8:35**

*Conformed Agenda Prepared by:*

*Conformed Agenda Approved by:*

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*Jill Ritzman  
Board Secretary*

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*Director Eric Aiston, Chair  
Budget & Administration Committee*





## Agenda Transmittal

**DATE:** July 13, 2021

**FROM:** Christina Greek

**AGENDA ITEM #1:** **Internal Audit Scope of Work and Costs**

**RECOMMENDED ACTION:** Discuss and Provide Feedback

### Background

During the FY 2019-2020 Financial Audit review at the June 1, 2021 Budget and Administration Committee meeting, Director Carlson suggested reviewing internal controls within the district.

### Discussion

Over the last few years, the Finance Department has paired with Eide Bailly to support the operations of the District's Finance Office, specifically catching up on audits, securing new finance software, implementing year-end closes, and the overall support of the office operations especially during vacancies. However, there has not been a formal review of the District's internal financial processes, such as cash handling and accounting work processes, for quite some time (if ever).

The scope of services for the internal audit includes:

- review cash handling control at all locations;
- review accounting work processes;
- a report summarizing their assessment of the internal controls over cash receipting, cash disbursements, and payroll and human resources;
- recommended updates to policies and procedures for internal controls to update procedures and strengthening accounting processes.

Eide Bailly is immediately available to conduct this work for a total cost of \$12,260. Staff time will be dedicated to this process from all Departments, not just the Finance Office. The initial audit will be concluded within 6 months with a report of their findings. An additional three months is needed to provide recommended policy and procedure updates. Eide Bailly intends to have all aspects of the audit completed within a year, by June 30, 2022.

## **Conclusion**

Benefits of an internal audit include:

- ✓ Establishes strong internal controls;
- ✓ Creates efficiencies;
- ✓ Provides security;
- ✓ Instills integrity
- ✓ Reduces risk;
- ✓ Improves compliance.

The Board of Directors is ultimately responsible for more than eight million dollars including the general fund, special funds and grant allocations. The internal audit will provide this Board and staff leadership the tools to ensure appropriate accounting practices, and by updating policies and procedures will continue to provide this security for future Boards and staff. The internal audit is also timely with the current staff changes.

If the Committee is agreeable, the contract is within the General Managers signing authority and we will move forward to execute the contract and include the cost in the Final Budget proposed in August.

### Attachments:

A – Eide Bailly Internal Control Walkthrough Engagement Letter



June 30, 2021

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

Re: Internal Control Walkthrough

Dear Mrs. Ritzman:

This letter outlines the understanding of the terms and objectives of the consulting engagement between Eide Bailly LLP (Eide Bailly) and Cameron Park Community Services District (the "District") for the year ending June 30, 2022.

### **Scope of Engagement**

We will work with you to provide consulting services in connection with:

- Assist the District in reviewing its accounting work processes for the purpose of updating its procedures and strengthening its accounting controls
- Assist the District in updating its policies and procedures over internal controls related to its accounting and financial operations
- Provide a report with an assessment of the internal controls over cash receipting, cash disbursements, and payroll and human resources

Our engagement will be performed under the *Statements on Standards for Consulting Services* issued by the American Institute of Certified Public Accountants (AICPA). We will not provide audit, review, compilation or financial statement preparation services to any historical or prospective financial information or provide attestation services under the AICPA *Statements on Standards for Attestation Engagements* and assume no responsibility for any such information.

You will provide us, as promptly as possible, all requested information and documentation reasonably deemed necessary or desirable by us in connection with the engagement. You represent and warrant that all information and documentation provided or to be provided to us is true, correct and complete, to the best of your knowledge and belief. We are authorized to rely upon such information and documentation without independent investigation or verification.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, “service providers”) in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider.

We agree to retain our work papers for a period of at least eight years from the date of our report.

Eide Bailly, LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business Code. It is not anticipated that any of the non-licensee owners will be performing services for the District.

**Timeline**

We will begin our procedures upon acceptance of this engagement agreement. We would expect to have our work completed by June 30, 2022 if all required data is made available. This timetable assumes the timely receipt of requested information and the cooperation of the parties involved. If delays are experienced in receiving information, the delivery of our work will be delayed accordingly.

**Fees**

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices are payable upon presentation. We estimate that our fee for the engagement will be \$12,260 for fiscal year ending June 30, 2022. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate.

EB will abide by an amount not to exceed figure as noted by an issued District purchase order or services agreement. Fees will be billed on a monthly basis in accordance with the rate prescribed below:

 Engagement Service and Fee	
Professional Services	Fee
Internal Controls Walkthrough	\$12,260
<b>Total</b>	<b>\$12,260</b>

In addition, we will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm’s performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our agreed upon procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney’s fees will be added to the amount due.

The District accepts responsibility for the results of the services being provided and agrees to perform the following functions in connection with this engagement:

- Make all management decisions and perform all management functions.
- Designate a competent individual to oversee the services.
- Evaluate the adequacy and results of the services performed.
- Accept responsibility for the results of the services.
- Establish and maintain internal controls, including monitoring ongoing activities.

## **DISPUTE RESOLUTION**

The following procedures shall be used to resolve any disagreement, controversy or claim that may arise out of any aspect of our services or relationship with you, including this engagement, for any reason (“Dispute”). Specifically, we agree to first mediate.

### ***Mediation***

All Disputes between us shall first be submitted to non-binding mediation by written notice (“Mediation Notice”) to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator. The mediator will be selected by mutual agreement, but if we cannot agree on a mediator, one shall be designated by the American Arbitration Association (“AAA”).

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute. Mediation will be conducted with the parties in person in Sacramento, California.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Either party may commence suit on a Dispute after the mediator declares an impasse.

### ***Governing Law and Venue***

We both agree to submit any unresolved Dispute to trial by a federal or state court venued in Sacramento, California. This agreement shall be governed by and construed in accordance with the laws of the State of Minnesota (regardless of the laws that might be applicable under the principles of conflict of law) as to all matters including without limitation, matters of validity, construction, effect, and performance.

## **LIMITATION OF DAMAGES AND NO PUNITIVE DAMAGES**

The exclusive remedy available to you in any adjudication proceeding shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement and/or under applicable professional standards, such damages will be limited to no more than two times fees paid under this agreement. In no event shall we be liable to you for any punitive or exemplary damages, or for attorneys’ fees.

## **TIME LIMITATION**

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute. We both agree that, notwithstanding any statute of limitations that might otherwise apply to a Dispute, it is reasonable that you may not bring any legal proceeding against us unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our report, return or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the agreed-upon procedure report.

The Limitations Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

## **INDEMNITY**

You agree that none of Eide Bailly LLP, its partners, affiliates, officers or employees (collectively "Eide Bailly") shall be responsible for or liable to you for any misstatements in your financial information that we may fail to detect as a result of knowing representations made to us, or the concealment or intentional withholding of information from us, by any of your owners, directors, officers or employees, whether or not they acted in doing so in your interests or for your benefit, and to hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees from any such misstatement, provided that the services performed hereunder were performed in accordance with professional standards, in all material respects.

If a claim is brought against you by a third-party that arises out of or is in any way related to the services provided under this engagement, you agree to indemnify Eide Bailly LLP, its partners, affiliates, officers and employees against any losses, including settlement payments, judgments, damage awards, punitive or exemplary damages, and the costs of litigation (including attorneys' fees) associated with the services performed hereunder provided that the services were performed in accordance with professional standards, in all material respects.

## **ASSIGNMENTS PROHIBITED**

You agree that you will not and may not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly LLP, its partners, affiliates, officers and employees, to any other person or party, or to any trustee, receiver or other third party.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our engagement including our respective responsibilities. If you have any questions, please let us know.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Respectfully,

  
Brad Rockabrand, CPA  
Partner

\*\*\*\*\*

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Cameron Park Community Services District by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Agenda Transmittal

**DATE:** July 13, 2021

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #2:** STRATEGIC PLAN SUCCESSION PLANNING AND ORGANIZATIONAL CHART REVIEW

**RECOMMENDED ACTION:** Discuss and Provide Feedback

### Background

In May 2021, the Board of Directors approved the 2021-2026 Strategic Plan. Under Section E.4 Good Governance, item E.4.e states *“Review and initiate appropriate changes in the staff organizational chart to provide advancement within organization.”*

### Discussion

Staff identified two areas within the District’s Organizational Chart that do not support the Strategic Focus Area for Succession Planning. Staff’s objective is to ensure:

- ✓ Coverage for short term vacations and long-term absences due illness, injury or a vacancy;
- ✓ Provide professional develop opportunities for staff to compete well for promotional opportunities at the District or elsewhere in the community.

### Administration Department

When the Finance/HR Officer position became vacant earlier this spring, the vacancy was covered by promoting the Accounting Specialist into the interim manager position. Staff learned quickly that knowledge gaps between the Finance/HR Officer and Accounting Specialist existed regarding policies and procedural tasks. The Accounting Specialist spends almost all of their time processing payroll, accounts payable and receivable (day-to-day tasks), and had little knowledge or cross over with the tasks of the Finance/HR Officer involving relationships and transactions with the County, human resource functions, administration of Abila financial software, purchasing policies and budget process.

Staff is recommending a portion of the Accounting Specialist’s job functions be elevated to tasks that have greater support and cross-over with the functions of the Finance/HR



Officer to address this knowledge gap. The Finance Office responsibilities and work load expanded with the discovery of the Special Funds/Reserves and financial tracking of numerous federal and state grants, and a part-time staff person was assigned to the office last January.

Staff is reviewing the Accounting Specialist job functions and would like to change the Accounting Specialists to different levels, similar to the Administrative Assistant I and II and the Parks Maintenance I and II. The full-time Accounting Specialist would elevate to an Accounting Specialist II, and the part-time position an Accounting Specialist I at less than 980 hours a year (no benefits). This will allow the Accounting Specialist II the ability to transition some of their day-to-day tasks, such as accounts payable and receivable, to cross train with the Finance/HR officer. Modifications would also be needed to the salary schedule to reflect the change in job descriptions and changes in job duties. This change will have no net cost due to savings in part-time salary.

#### Parks & Facilities Department

The Parks Supervisor position was eliminated in Fiscal Year 2019-2020, during the 3<sup>rd</sup> budget review in the Budget and Administration Committee meeting. In Fiscal Year 2019-2020, the District made several significant reductions to close the budget gap including not funding the Swimming Lagoon, not allocating property tax to Summer Spectacular, and reduction of funds to Weed Abatement Ordinance program for abatement activities. The Parks Supervisor retired December 30, 2019 and the position was not filled. An existing Park Maintenance Worker II promoted to a Foreman, who leads but does not supervise staff.

Since Fiscal Year 2019-2020, the District initiated changes to parks and facility's operations to enhance services now and into the future.

- Weed Abatement activities increased significantly for all properties to comply with District's Ordinance;
- Park Improvement Plan was approved, with accompanying CEQA documents, to allow for the expenditure of Park Development Impact fees and other grant sources;
- Pool operates year-round and revenues are steadily increasing;
- Staff managed contracts to make park improvements including the parking lot at Rasmussen Park and Christa McAuliffe sports field renovation project;
- Disc Golf Course project negotiated with a community group and course opened;
- Silver Springs, Phase 1 Lighting and Landscape District activated;
- Volunteer projects increased especially Eagle Scout projects (pre-COVID).

The Parks & Facilities Superintendent is no longer just overseeing the day-to-day operations of parks and the community center. The position is also coordinating the activities listed above, leaving limited time for staff supervision, training and oversight. The Parks & Facilities Superintendent is also the only staff with certifications for spraying herbicides and irrigation systems. Filling the Parks & Facilities Supervisor position will also provide an opportunity to assign Safety Officer tasks to a full-time supervisor, currently unassigned to a staff person and previously assigned to a part-time staff.

Staff is recommending that the Parks & Facilities Supervisor be funded and filled under the new Parks & Facilities Job Description approved by the Board of Directors in November 2019. Staff identified funding sources for the increased costs including: new assessment revenues from Silver Springs LLAD, elimination of On the Spot janitorial service at Community Center, and reduction of part-time positions.

### **Conclusion**

If the Committee is agreeable, staff will return to the Budget and Administration with additional information and actions during Final Budget in August.

### Attachments:

- A – Parks & Facilities Superintendent Job Description
- B – Accounting Specialist Job Description
- C - FY 2021-2022 Organizational Chart

## Cameron Park Community Services District

<b>Job Title:</b>	Parks & Facilities Supervisor	<b>Department/Group:</b>	Parks and Facilities
<b>Location:</b>	Cameron Park Lake	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
<b>Job Description</b>			
<p><b>GENERAL DESCRIPTION OF POSITION</b></p> <p>Under direction of the Parks Superintendent the Parks Supervisor supervises, evaluates and participates in the work of crews responsible for the construction, repair, maintenance and operational work in the Parks &amp; Facilities Department; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned crews; performs other related duties as required.</p> <p><b>DISTINGUISHING CHARACTERISTICS:</b></p> <p>The Parks Supervisor is the first supervisory level class responsible for assigning and supervising the work of crews engaged in the construction, repair and maintenance work of buildings, grounds, parks, open spaces and Landscape and Lighting Assessment Districts (LLADs).</p> <p><b>SUPERVISION RECEIVED/EXERCISED:</b></p> <p>Receives general direction from the Superintendent of Parks. Exercises direct supervision over assigned staff.</p> <p><b>ESSENTIAL JOB DUTIES</b></p> <ul style="list-style-type: none"> <li>• Accepts responsibility for supervising and participating in the construction, maintenance, and repair of Cameron Park Community Services District's grounds, parks, aquatics (lagoon and pool), Community Center and related facilities.</li> <li>• Supervises, schedules, coordinates, prioritizes, monitors and participates in the work of maintenance crews.</li> <li>• Works with the Superintendent to specify locations to utilize inmate crews.</li> <li>• Assists the Superintendent with the District's weed abatement program.</li> <li>• Coordinates and provides ongoing safety training programs and ensures crew compliance with applicable rules, policies and procedures.</li> <li>• Trains personnel and assists with establishing performance goals.</li> <li>• Provides input to Superintendent for staff evaluations.</li> <li>• Provides constructive, critical feedback to staff routinely.</li> <li>• Initiates disciplinary procedures with Superintendent as is appropriate.</li> <li>• Communicates clearly to Parks Superintendent and staff.</li> <li>• Responsible for timely completion and submission of incident and accident reports.</li> <li>• Recommends programs, projects and work assignments to the Parks Superintendent.</li> <li>• Performs the more difficult and complex maintenance and construction duties of the work.</li> <li>• Maintains appropriate work records and documents, which may include timesheets, work orders and inventories.</li> <li>• Assists with statistical and/or analytical reports on operations as necessary. Assists with the Parks Department budget preparation and monitors approved budgets, prepares project cost estimates and orders supplies, tools and materials.</li> </ul>			

- Assures District premises and resources are used properly, according to approved policy and secured when not in use.
- Assists in contractor compliance with all specifications.
- Responds to typical questions and concerns from the general public, contractors and outside agencies
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff and the public.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Minimum two (2) years full-time experience with a park agency working in community centers, parks, open space, trails, playgrounds and/or aquatic facilities,
- Minimum of one (1) year as a lead worker; or an equivalent combination of education and experience.

#### **PREFERRED SKILLS AND/OR CERTIFICATIONS** (or ability to obtain within one (1) year at the District's request)

- Aquatic Facility Operator (AFO) or Certified Pool/Spa Operator certification (CPO).
- Qualified Applicator Certificate (QAC) or Qualified Applicator License (QAL) through the California Department of Pesticide Regulation.
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificates or ability to obtain.
- Landscape Irrigation Auditor certification.

#### **SPECIAL REQUIREMENTS:**

- Possession of a valid California driver's license and good safe driving record with proof of insurability is required.
- Undergo medical examination, drug screening and Department of Justice background check.

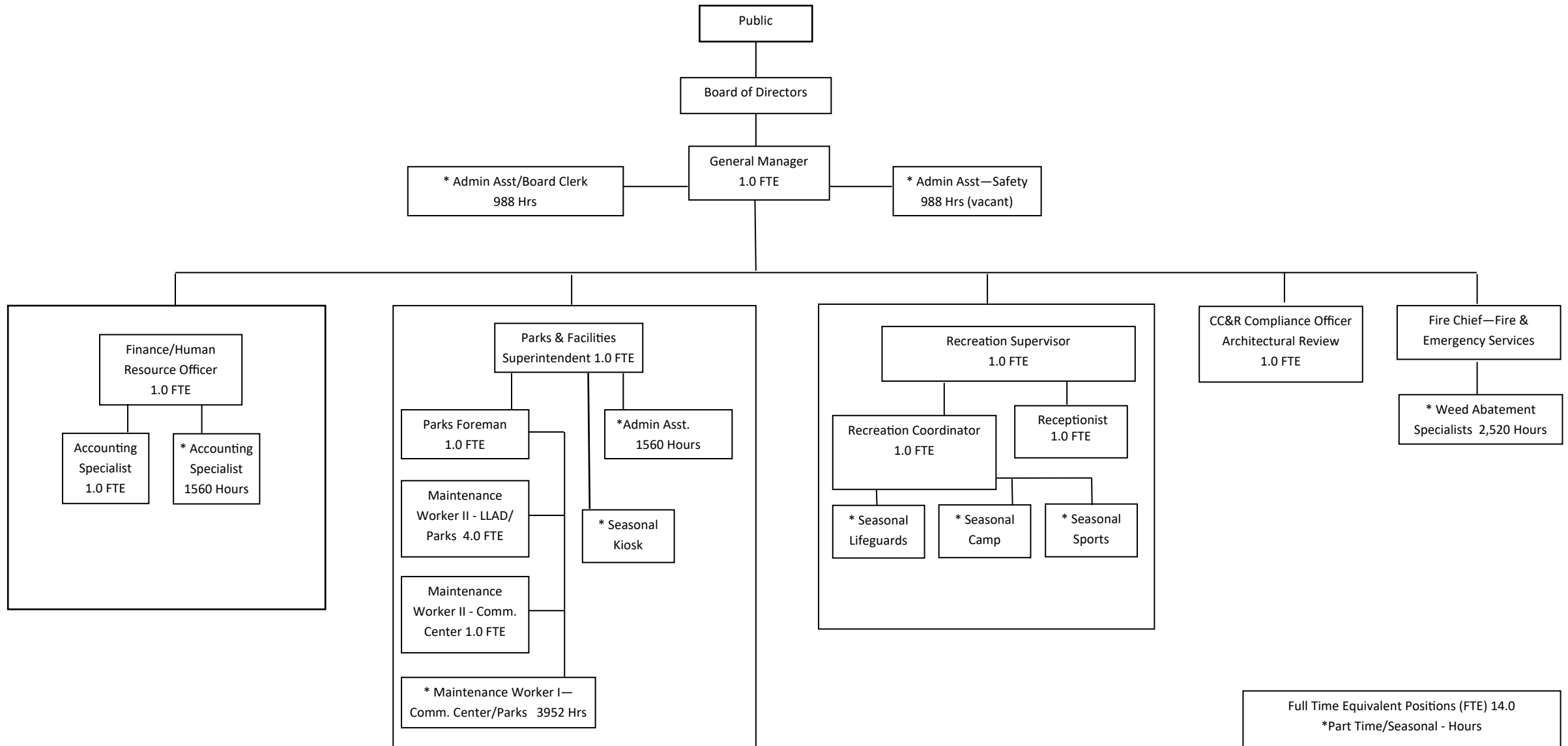
#### **ABILITY TO:**

Plan, organize, train, evaluate and direct work of assigned staff; supervise and direct the operations and activities of the maintenance crew in the Parks Department, estimate time, materials and equipment needed to complete projects; read and understand plans and specifications; assist with the training programs for staff; respond to issues and concerns documents, including park safety reports, inspection reports, vehicle maintenance reports, billing invoices, pesticide recommendations, timesheets, work orders, blueprints, Safety Data Sheets and Safety Guidelines; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; interpret and follow plans and specification for maintenance and construction work; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues, and develop and implement appropriate responses; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; identify and determine the nature of potential hazards and institute corrective action to eliminate or minimize the hazard.

#### **EQUAL OPPORTUNITY EMPLOYER**

Cameron Park Community Services District is an Equal Opportunity Employer.

## Cameron Park Community Services District Preliminary Fiscal Year 2021-22



# Cameron Park Community Services District

<b>Job Title:</b>	Accounting Specialist - Confidential	<b>Department/Group:</b>	Cameron Park CSD Administration and Finance
<b>Location:</b>	Cameron Park CSD Office	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	See approved salary chart	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
<b>Job Description</b>			
<b>GENERAL DESCRIPTION OF POSITION</b>			
<p>Under general direction, performs complex and difficult accounting functions related to financial statements, the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payables/receivables, deposits, payroll, payroll benefits, accruals, supervises Front Office Operations; assists with Human Resources functions and performs other related duties as required. This is a Confidential position.</p>			
<b>DISTINGUISHING CHARACTERISTICS</b>			
<p>The Accounting Specialist is the advanced journey-level class expected to perform the full scope of financial record keeping transactions, payroll, accounts payables/receivables, customer service functions, Human Resource support functions, supervision of Front Office Operations and related support duties with minimum supervision. Assignments are characterized by the presence of general guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Finance/Human Resources Officer in that the latter performs the professional accounting duties.</p>			
<b>SUPERVISION EXERCISED/RECEIVED</b>			
<p>Receives general direction from the Finance/Human Resources Officer. Incumbents in this position may exercise supervision.</p>			
<b>ESSENTIAL JOB DUTIES:</b>			
<ul style="list-style-type: none"> <li>• Performs complex accounting functions related to financial statements, the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payables/receivables, deposits, payroll, payroll benefits, accruals, complex calculations related to labor negotiations.</li> <li>• Processes and oversees the processing of the District's biweekly payroll; audits and verifies time cards submitted by department staff; checks availability of vacation and sick leave; maintains records of appropriate accruals; prepares and balances payroll reports; prepares supporting reports and payments to various taxing, financial, insurance, and retirement organizations; inputs data; prepares and analyzes month-end and year-end closing and reports for payroll.</li> <li>• Analyzes and prepares Workers' Compensation reports; monitors, analyzes, calculates and prepares payment for employee health benefits, dental and vision benefits, deferred compensation, 457 plan and Union.</li> <li>• Provides Human Resources support; updates employee computer payroll files; processes new hires; processes changes in personnel status; maintains all benefit accruals, taxes, benefit and deduction files; maintains employee personnel records; monitors and processes health insurance open enrollment; answers questions from staff regarding benefits and insurance forms.</li> </ul>			

- Audits invoices for proper documents, account numbers and approvals; works with the budget to reconcile anomalies regarding coding; audits posting reports and cash requirement reports; check register reports.
- Processes all accounts payable; balances accounts and generates checks; monitors contract payments; maintains vendor data files; prepares 1099s; prepares and analyzes month-end closing and reports for accounts payable.
- Prepares and processes bank deposits of all District revenues, including reconciliation of deposits to Rec Trac and bank information; Performs a variety of financial reporting tasks, including reconciling a number of District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements; prepares month-end closing and analyzes month-end reports for the general ledger; prepares reports and works with the auditor in gathering and interpreting data for their review.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, staff and the public.
- Provides District IT support.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Any combination of education and experience that provides the knowledge, skills and abilities necessary for an Accounting Specialist duties as described above. A typical way of obtaining the required qualifications is to possess the equivalent of two years of general clerical accounting experience and/or two years of college level course work in accounting, bookkeeping or a related field.
- An Associate's degree is desirable.

**PREFERRED SKILLS AND/OR CERTIFICATIONS**

- Valid California driver's license. Must be able to travel to various locations within and outside the District to meet the District's needs and to fulfill the job responsibilities.

**EQUAL OPPORTUNITY EMPLOYER**

Cameron Park Community Services District is an Equal Opportunity Employer.



## Agenda Transmittal

**DATE:** July 13, 2021

**FROM:** Christina Greek, Finance/HR Officer

**AGENDA ITEM #3:** **Status of Facilities & Parks Reserves (Fund 80) and Fire & Emergency Services Reserves (Fund 07)**

**RECOMMENDED ACTION:** Review and Discuss

### Introduction

Staff identified and began budgeting for special funds, including Facilities & Parks Reserves (Fund 80) and Fire & Emergency Services Reserves (Fund 07), in Fiscal Year 2020-2021. Revenues and expenditures are tracked per project with an Abila program number.

### Discussion

Staff recommendation is to not allocate any new projects to the Fund 07 and 80 for 3-4 months, until revenues are received by the Facilities/Parks and the Training Tower is completed. This will allow staff to reconcile the both Reserve Funds and bring forward accurate fund balances for budgeting. If staff have a critical capital project for an improvement or a repair that is timely to implement, the project will be budgeted in the General Fund.

### Facilities & Parks Reserves (Fund 80)

Fund 80 has a negative fund balance of \$118,530.72 due to projects being completed and outstanding revenues. Outstanding revenues include -

- Proposition 68 Per Capita grant funds for Christa McAuliffe; reimbursement from the State is needed
- Community Center Settlement Agreement funds, which funded the pool heater replacement but funds not received yet
- Park Development Impact fees which is funding the Splash/Spray Playground project; Finance Office will be requesting funds to cover the cost of the landscape architects work to date



### Fire & Emergency Services Reserves (Fund 07)

Fund 07 – Fire and Emergency Services has a positive fund balance of \$543,652.15. An accurate fund balance will assist in making a decision regarding improvements at Station 88. The following projects will use much (but not all) of the fund balance.

- Training Tower construction costs will be expended from this fund shortly since the project is wrapping up
- Payment for the 2 utility trucks will be expended from this fund as well
- Station 88 Architecture Services is ongoing

### **Conclusion**

Staff is exploring ways to strengthen the budgeting and accounting practices for the Reserves, to provide more timely reporting regarding the financial status of projects and fund balances in the Reserves. Recommendations are forthcoming.

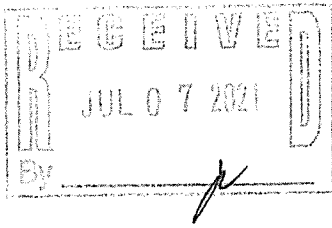
### Attachments

**Cameron Park Community Services District**  
Balance Sheet  
07 - Fire and Emergency Service Capital Asset Reserve  
As of 6/30/2021

	Fiscal Year 2019-20 Fund Balance
Beginning Fund Balance - June 2019	885,241.03
Actual Activity - Year to Date	
Grants	18,989.48
Other	<u>(170,578.36)</u>
Total Actual Activity - Year to Date	(151,588.88)
Fund Balance - Year to Date	733,652.15

**Cameron Park Community Services District**  
Balance Sheet  
80 - Recreation Facilities & Parks Capital Asset Reserve  
As of 6/30/2021

	Fiscal Year 2019-20 Fund Balance
Beginning Fund Balance - June 2019	76,377.93
Actual Activity - Year to Date	(194,908.65)
Fund Balance - Year to Date	(118,530.72)



LAMON CONSTRUCTION CO., INC.  
871 VON GELDERN WAY  
YUBA CITY, CA 95991  
530-671-1370

Cameron Park Community Services Dst  
2505 Country Club Drive  
Cameron Park, CA 95682

INVOICE ID: 1641898  
DRAW ID: 1590  
DATE: June 21,2021

CONTRACT ID: 210150  
Cameron Park Fire Tower  
LOCATION:

CUSTOMER ID: CAMERONPAR

Item Id	Description	Contract Amount	Completed To Date	Retainage	Less Previous Billings	Total This Invoice Less Retainage
00-010	Concrete Foundation	68,000.00	68,000.00	3,400.00	68,000.00	
00-020	Tower Erection	200,000.00	200,000.00	10,000.00		190,000.00
<b>Total</b>		<b>268,000.00</b>	<b>268,000.00</b>	<b>13,400.00</b>	<b>68,000.00</b>	<b>190,000.00</b>

Invoice Sub-total 200,000.00

Retainage Held -10,000.00

Amount due this Invoice \$190,000.00

Contract Summary

Original amount	Approved changes	Revised amount	Invoiced amount	Remaining amount	Billed percent	Retainage balance
268,000.00	0.00	268,000.00	268,000.00	0.00	100.00 %	13,400.00

(89 TOWER CONSTRUCTION)

CPFD Bill Authorization	
DATE	BUDGET LINE ITEM
7/7/21	07-5625-0000-0021
SIGNATURE	
<i>[Signature]</i>	



## Agenda Transmittal

**DATE:** July 13, 2021

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #3:** ELECTRIC VEHICLE CHARGING STATION GRANT APPLICATION

**RECOMMENDED ACTION:** Review and Forward to the Board of Directors

### **Background**

In association with the solar system construction project, Brighton Energy is preparing for electrical vehicle charging stations to be installed at the Community Center and Fire Station 89. El Dorado County Air Quality Management District has grant opportunities to fund the electrical charging station.

### **Discussion**

Staff solicited Request for Proposal for the installation of electrical vehicle charging stations. Two proposals were received. The lowest cost proposal was from Brighton Energy, totaling \$32,567.80

Staff submitted an application to the Air Quality Management District to fully fund the project. A Board of Directors Resolution is required for the grant submittal. If the District is not successful in receiving the grant at this time, future opportunities will be available.

### Attachment

A. Grant Application

# Attachment 1

## PROJECT SUMMARY

Applicant: **Cameron Park Community Services District**

Contact Person: **Jill Ritzman, General Manager**

Address: **2502 Country Club Drive, Cameron Park 95682**

Telephone: **530-350-4651**

FAX:

Email: **jritzman@cameronpark.org**

Number of chargers to be installed: **two pedestals with two charging stations at Cameron Park Community Center and two pedestals with two charging stations at Cameron Park Fire Station 89 for a total of four charging stations.**

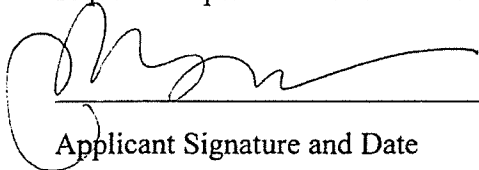
Number of chargers that will be ADA van accessible (minimum of 1): **one at Cameron Park Community Center**

Number of customer vehicle trips to the site on an annual basis (estimate): **Cameron Park Community Center has an estimated 175,000 customer vehicle trips; Cameron Park Fire Station 89 has an estimated 4,250 customer vehicle trips.**

EVSE Availability to public (24/7 or specify hours of operation): **24/7; the parking lots at both sites are not fenced and accessible to the public.**

Match Commitment and Acknowledgement: **the District is agreeable to the Matching Funds outlined in the Request for Proposals.**

By signing below the applicant acknowledges that if the proposal is awarded, the contract will require compliance with the match and acknowledgement requirements.<sup>7</sup>



---

Applicant Signature and Date

6-30-2021

---

**RESOLUTION NO. 2021-XX**  
**of the Board of Directors**  
**of the Cameron Park Community Services District**  
**July 21, 2021**

**RESOLUTION TO AUTHORIZE SUBMITTING PROPOSAL FOR AIR QUALITY  
MANAGEMENT DISTRICT ELECTRIC VEHICLE SUPPLY EQUIPMENT GRANT**

*WHEREAS*, the Cameron Park Community Services District (District) Board of Directors executed an agreement to install a solar system to power the electrical needs of the District; and

*WHEREAS*, the District Board of Directors, in association with the construction of the solar system, would like to construct and provide to the community electric vehicle charging stations; and

*WHEREAS*, the District's proposal to Air Quality Management District is consistent with the Board of Director's Vision to "Take Steps for Environmental Sustainability."

*NOW, THEREFORE, BE IT RESOLVED*, that the Board of Directors of the Cameron Park Community Services District -

- Authorizes submitting proposal for Air Quality Management District Electric Vehicle Supply Equipment Grant and
- Authorizes the General Manager as the grant administrator, and
- Agrees to comply with the grant's matching requirement, including placing a sign acknowledging the project was funded by Air Quality Management District.

*PASSED AND ADOPTED* by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 21<sup>st</sup> day of July 2021, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

---

Director Eric Aiston, President  
Board of Directors

---

Jill Ritzman, General Manager  
Secretary to the Board



Cameron Park Community Services District  
 June 30, 2021

## Funding Request/Breakdown of Cost

*Include amount of money requested from AB 2766 DMV Surcharge fund and total project cost. Itemize the equipment to be purchased and the installation labor cost.*

### Cameron Park Community Center

	Quantity	Rate	Amount
EV Charging Station	4	\$2,200	\$8,800
Materials	1	2,840	2,840
Labor	1	3,200	3,200
Engineering Services	4	150	600
	<i>Sub-total</i>		<i>15,4400</i>
	<i>Tax</i>		<i>843.90</i>
	<b>Total</b>		<b>\$16,283.90</b>

### Cameron Park Fire Station 89

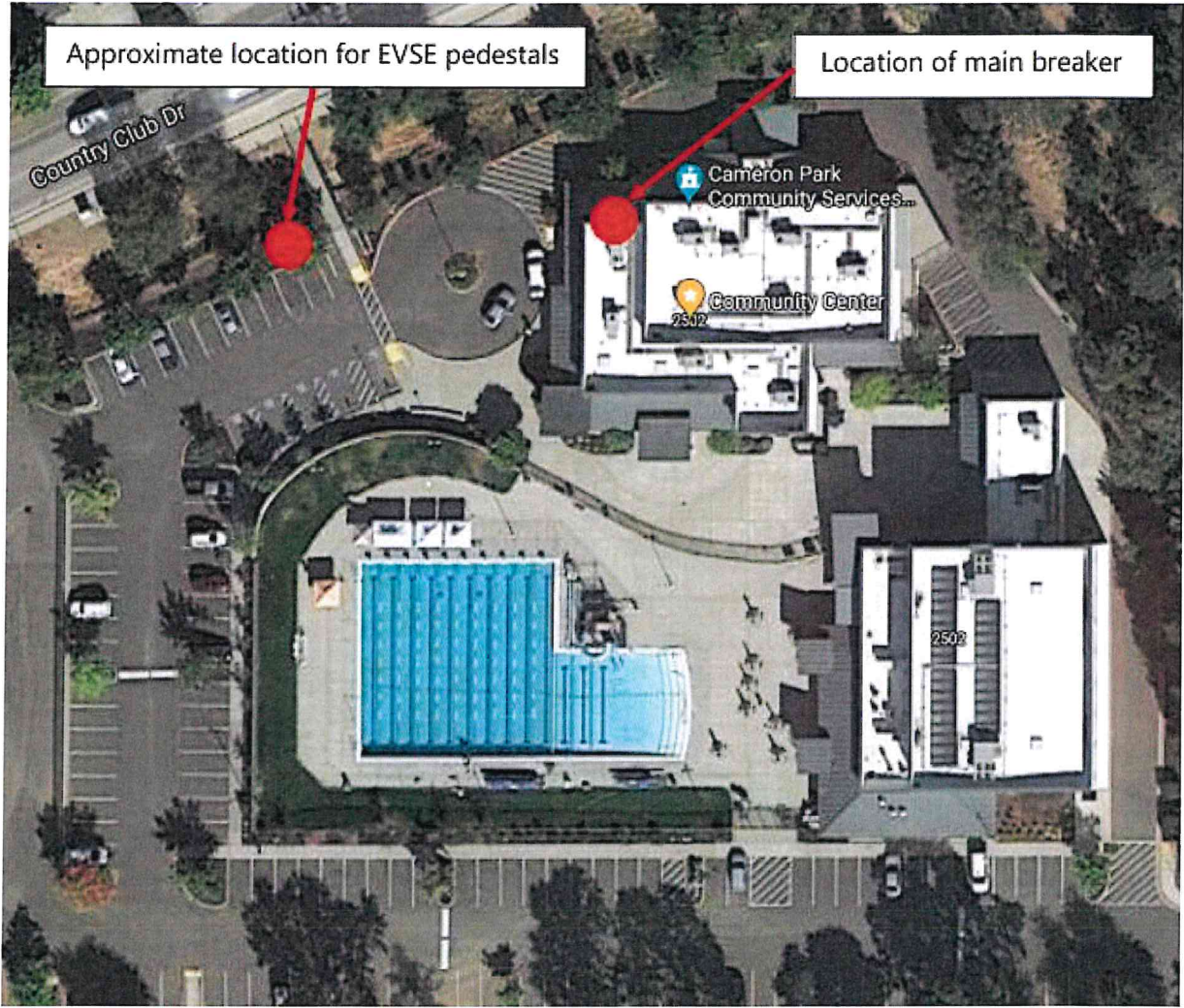
	Quantity	Rate	Amount
EV Charging Station	4	\$2,200	\$8,800
Materials	1	2,840	2,840
Labor	1	3,200	3,200
Engineering Services	4	150	600
	<i>Sub-total</i>		<i>15,4400</i>
	<i>Tax</i>		<i>843.90</i>
	<b>Total</b>		<b>\$16,283.90</b>

### Total Request – 2 Locations

Cameron Park Community Center	\$16,283.90
Cameron Park Fire Station 89	\$16,283.90
<b>Total</b>	<b>\$32,567.80</b>

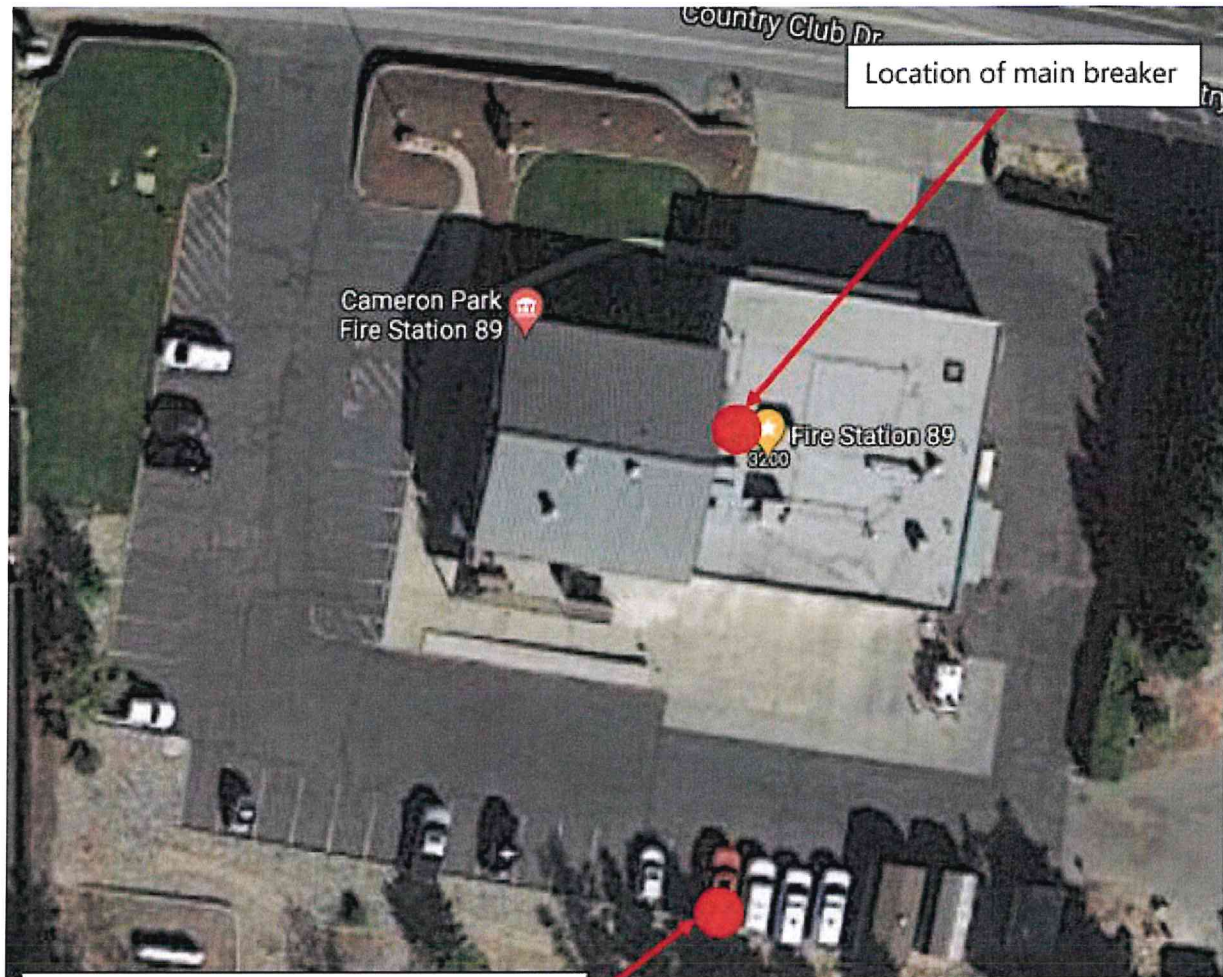
Community Center

2502 Country Club Dr, Cameron Park, CA 95682



Fire Station 89

3200 Country Club Dr, Cameron Park, CA 95682



**Brighton Solar Inc.**  
 2701 Cottage Way Ste 11  
 Sacramento, CA 95825  
 (916) 749-7711  
 accounting@brightonenergy.net  
 www.brightonenergy.net

# Estimate



ADDRESS

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

ESTIMATE #	DATE
1003	06/21/2021

DATE	ACTIVITY	QTY	RATE	AMOUNT
06/21/2021	<b>EV Charging Station</b> Level 2 EV Charging Station - EVSE, pedestal (2), (Enel Juice Box - PRO-40) - no network service plan	4	2,200.00	8,800.00T
06/21/2021	<b>Materials</b> Additional electrical balance of system	1	2,840.00	2,840.00T
06/21/2021	<b>Labor</b> Concrete, electrical interconnection, commissioning	1	3,200.00	3,200.00
06/21/2021	<b>Engineering Services</b> Design & Permit Submission	4	150.00	600.00

Cameron Park Community Center - 2502 Country Club Drive, Cameron Park, CA 95682. Quote not inclusive of El Dorado County permit fees - will be billed to customer as pass-through. After two years required "free" charging, customer has option to purchase 3 years of managed services for an additional \$1,000 and/or maintenance plan (pricing TBD).

SUBTOTAL	15,440.00
TAX (7.25%)	843.90
<b>TOTAL</b>	<b>\$16,283.90</b>

Accepted By

Accepted Date

**Brighton Solar Inc.**  
 2701 Cottage Way Ste 11  
 Sacramento, CA 95825  
 (916) 749-7711  
 accounting@brightonenergy.net  
 www.brightonenergy.net

# Estimate



ADDRESS

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

ESTIMATE #	DATE
1004	06/21/2021

DATE	ACTIVITY	QTY	RATE	AMOUNT
06/21/2021	<b>EV Charging Station</b> Level 2 EV Charging Station - EVSE, pedestal (2), (Enel Juice Box - PRO-40) - no network service plan	4	2,200.00	8,800.00T
06/21/2021	<b>Materials</b> Additional electrical balance of system	1	2,840.00	2,840.00T
06/21/2021	<b>Labor</b> Concrete, electrical interconnection, commissioning	1	3,200.00	3,200.00
06/21/2021	<b>Engineering Services</b> Design & Permit Submission	4	150.00	600.00

Cameron Park Fire Station 89 - 3200 Country Club Drive, Cameron Park, CA 95682. Quote not inclusive of El Dorado County permit fees - will be billed to customer as pass-through. After two years required "free" charging, customer has option to purchase 3 years of managed services for an additional \$1,000 and/or maintenance plan (pricing TBD).

<b>SUBTOTAL</b>	15,440.00
<b>TAX (7.25%)</b>	843.90
<b>TOTAL</b>	<b>\$16,283.90</b>

Accepted By

Accepted Date

## Jill Ritzman

---

**From:** Luis Villanueva <luiswithsle@gmail.com>  
**Sent:** Wednesday, June 30, 2021 2:08 PM  
**To:** Jill Ritzman  
**Subject:** Responding to RFP  
**Attachments:** SLE Quote # 10091.pdf

# Sunlight Energy

QUOTE Date: 06/28/2021

1978 Bridge Street  
 Yuba City, CA 95991  
 CSLB #1009178 C-10  
 Quote # 10090

Cameron Park CSD - Community Center  
 2502 Country Club Drive  
 Cameron Park, CA 95682

**TOTAL BID**

## \$19,720.00

Notes: EVSE Installation Quote

Item Description	Quantity	Price Per	Total
Design / Permit			\$800.00
Labor - at prevailing wage			\$5,760.00
Materials			\$2,680.00
EVSE Equipment - EV Box Business Line	4	\$2,500.00	\$10,000.00
Commissioning			\$480.00
<b>TOTAL</b>			<b>\$19,720.00</b>



#### Technical features

<b>Charging capacity per connector</b>	Up to 7.7 kW
<b>Connector type</b>	SAE J1772™
<b>Number of connectors</b>	1 or 2
<b>Certification</b>	UL, cUL, CE, ENERGY STAR®
<b>Power output</b>	208V–240V, single phase 32A
<b>Temperature range (°F)</b>	-22°F to +130°F (UL certified for -22°F to +104°F)
<b>Temperature range (°C)</b>	-30°C to +55°C (UL certified for -30°C to +40°C)
<b>Humidity (non-regulating)</b>	Max. 95%
<b>Authorization options</b>	Keyfob or RFID card (Network-ready or Neworked) / Mobile app (Networked) / Autostart (Non-networked)
<b>Status indication</b>	LED ring
<b>Communication</b>	GPS / GSM / UMTS / LTE / GPRS modem / Controller with RFID reader
<b>Communication protocol</b>	OCPP 1.2, 1.5, 1.6S and 1.6J
<b>Payment</b>	Via service provider (Networked)

#### Physical features

<b>Designed according to Protection</b>	IEC 61851-1 (2010), EC 61851-22 (2002) NEMA-3R
<b>Ground fault protection</b>	40 Amp / 208–240V per station/port
<b>Installation standards</b>	EN 1010, IEC 61851-1 (2010), IEC 61851-22 (2002), IEC 60364-4-41 (2007), EN 62196-1 (2003), EN 60335-1 (2012), AC (2014)
<b>Housing</b>	Polycarbonate
<b>Dimensions (in)</b>	10 x 8 x 24 in (L x W x H) BusinessLine Single 10 x 16 x 24 in (L x W x H) BusinessLine Double
<b>Dimension (mm)</b>	255 x 205 x 600 mm (L x W x H) BusinessLine Single 255 x 410 x 600 mm (L x W x H) BusinessLine Double
<b>Weight (lbs)</b>	35 lbs (max.) BusinessLine Single 60 lbs (max.) BusinessLine Double
<b>Weight (kg)</b>	16 kg (max.) BusinessLine Single 28 kg (max.) BusinessLine Double
<b>Mounting</b>	Wall / Pole / Retractor system (for two ports on a retractor, choose two BusinessLine Single units)
<b>Standard colors</b>	White (RAL 9016), Dark grey (RAL 7016)
<b>Cable (ft)</b>	18 or 25 foot cable (SAE J1772)
<b>Cable (m)</b>	6 or 8 meter cable (SAE J1772)

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EVBox North America Inc., 1930 Innovation Way, Suite 200, Libertyville, IL 60048, USA, [evbox.com](http://evbox.com)



Plant one tree for every  
charging port installed

For every EVBox charging port installed, we donate a tree to help reforest an area affected by climate change. Lend a hand in helping create a greener future by choosing EVBox.





# Sunlight Energy

QUOTE Date: 06/28/2021

1978 Bridge Street

Yuba City, CA 95991

CSLB #1009178 C-10

Quote # 10091

**TOTAL BID**

Cameron Park CSD - Fire Station 89

3200 Country Club Drive

Cameron Park, CA 95682

**\$19,920.00**

Notes: EVSE Installation Quote

Item Description	Quantity	Price Per	Total
Design / Permit			\$800.00
Labor - at prevailing wage			\$5,760.00
Materials			\$2,880.00
EVSE Equipment - EV Box Business Line	4	\$2,500.00	\$10,000.00
Commissioning			\$480.00
<b>TOTAL</b>			<b>\$19,920.00</b>



#### Technical features

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<b>Connector type</b>	SAE J1772™
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<b>Temperature range (°C)</b>	-30°C to +55°C (UL certified for -30°C to +40°C)
<b>Humidity (non-regulating)</b>	Max. 95%
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<b>Mounting</b>	Wall / Pole / Retractor system (for two ports on a retractor, choose two BusinessLine Single units)
<b>Standard colors</b>	White (RAL 9016), Dark grey (RAL 7016)
<b>Cable (ft)</b>	18 or 25 foot cable (SAE J1772)
<b>Cable (m)</b>	6 or 8 meter cable (SAE J1772)

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For every EVBox charging port installed, we donate a tree to help reforest an area affected by climate change. Lend a hand in helping create a greener future by choosing EVBox.



**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 5/21/2021 Through 6/30/2021

Vendor Name	Description	Check Amount	Check Date	Check #
	Payroll GL PP11 05-28-21	35,032.69	5/28/2021	Payroll GL 05-28-21
	Payroll GL PP11 05-28-21 - CA COVID, SPSL 2021	560.00	5/28/2021	
		35,592.69	5/28/2021	Total Payroll GL 05-28-21
	Payroll GL PP12 06-11-21	36,037.05	6/11/2021	Payroll GL 06-11-21
	Payroll GL PP12 06-11-21 CA COVID	361.92	6/11/2021	
		36,398.97	6/11/2021	Total Payroll GL 06-11-21
	Payroll GL PP13 06-25-21 Summer	41,117.05	6/25/2021	Payroll GL 06-25-21
	Payroll GL PP13 06-25-21 Summer (FDWA) changed	1,615.84	6/25/2021	
	Payroll GL PP13 06-25-21 Summer (Kiosk) new	87.01	6/25/2021	
		42,819.90	6/25/2021	Total Payroll GL 06-25-21
Abila	Accounting Software - July 2021 FY 21/22	795.30	6/10/2021	33987
		795.30	6/10/2021	Total 33987
ADM Screening	Pre-Emp testing 05/28-06/11/21 (Rec)13 (Parks)3	720.00	6/17/2021	34032
		720.00	6/17/2021	Total 34032
ADM Screening	Pre-emp testing May 2021 (Rec-4)	180.00	6/3/2021	33915
		180.00	6/3/2021	Total 33915
Airespring Inc.	Internet Broadbands Com Cntr/Lake June 2021	567.19	6/3/2021	33916
		567.19	6/3/2021	Total 33916
Airgas National Carbonation	CO2 Cylinder @ pool, rental 05/31/21	82.25	6/10/2021	33988
		82.25	6/10/2021	Total 33988
Airgas National Carbonation	CO2 fill, pool 05/14/21	239.38	6/3/2021	33917

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<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Airgas National Carbonation	CO2 fill, pool 05/21/21	283.34	6/3/2021	
		522.72	6/3/2021	Total 33917
Airgas National Carbonation	CO2 fill, pool 05/29/21	250.15	6/10/2021	33988
		250.15	6/10/2021	Total 33988
Airgas National Carbonation	CO2 fill, Pool 06/04/21	277.06	6/17/2021	34033
		277.06	6/17/2021	Total 34033
Airgas National Carbonation	CO2 fill, Pool 06/12/21	221.88	6/24/2021	34065
		221.88	6/24/2021	Total 34065
Alhambra	Water delv 05/17 & 05/27/21 & cooler rental	57.42	6/10/2021	33989
		57.42	6/10/2021	Total 33989
ARC Alternatives	Solar Consulting Srvcs May 2021	4,466.50	6/17/2021	34034
		4,466.50	6/17/2021	Total 34034
AT&T Calnet 3	CSD Phone lines 04/24-05/23/21 BAN 9391035823	378.34	6/3/2021	33919
		378.34	6/3/2021	Total 33919
AT&T Calnet 3	FD Phones 04/24-05/23/21 JPA/Fire splits BAN 9391035822	162.39	6/3/2021	33920
		162.39	6/3/2021	Total 33920
AT&T Calnet 3	FD89 Fax Line 05/10-06/09/21 JPA/Fire splits #9391035819	23.67	6/17/2021	34035
		23.67	6/17/2021	Total 34035
Becky King	HH credit refund due to no tennis lessons this year	105.00	6/17/2021	34050

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		105.00	6/17/2021	Total 34050
Billy Chaplin	Summer Camp refund (due to unforeseen trip) June 2021	286.00	6/3/2021	33926
		286.00	6/3/2021	Total 33926
Bryan Shuler	FD89 DMV Phys - Reimb B. Shuler 06/10/21	115.00	6/17/2021	34056
		115.00	6/17/2021	Total 34056
California Public Employee's Retirement System	CalPERS Health Pymt June 2021	10,627.83	6/7/2021	1001854709
California Public Employee's Retirement System	CalPERS Health Pymt June 2021 (& 1 Retro May)	9,673.93	6/7/2021	
		20,301.76	6/7/2021	Total 1001854709
California Public Employee's Retirement System	PP11 05-28-21 CalPERS Retirement - Classic	521.68	5/28/2021	1001859045
		521.68	5/28/2021	Total 1001859045
California Public Employee's Retirement System	PP11 05-28-21 CalPERS Retirement - Pepra	3,847.15	5/28/2021	1001859047
		3,847.15	5/28/2021	Total 1001859047
California Public Employee's Retirement System	PP11 06-11-21 CalPERS Retirement - Pepra	4,203.06	6/11/2021	1001869128
		4,203.06	6/11/2021	Total 1001869128
California Public Employee's Retirement System	PP12 06-11-21 CalPERS Retirement - Classic	534.69	6/11/2021	1001869126
		534.69	6/11/2021	Total 1001869126
California Public Employee's Retirement System	PP13 06-25-21 CalPERS Retirement - Classic	534.69	6/25/2021	1001878517

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		534.69	6/25/2021	Total 1001878517
California Public Employee's Retirement System	PP13 06-25-21 CalPERS Retirement - Pepra	3,944.15	6/25/2021	1001878519
		3,944.15	6/25/2021	Total 1001878519
Callander Associates Landscape Architecture	Cameron Park Lake Splash Pad design May 2021	4,579.01	6/17/2021	34037
		4,579.01	6/17/2021	Total 34037
Callander Associates Landscape Architecture	CP Lake Splash Pad design - March/April 2021	25,505.32	6/3/2021	33922
		25,505.32	6/3/2021	Total 33922
CalPERS 457 Plan	PP11 05-28-21 CalPERS 457 Plan	200.00	5/28/2021	1001859037
		200.00	5/28/2021	Total 1001859037
CalPERS 457 Plan	PP12 06-11-21 CalPERS 457 Plan	200.00	6/11/2021	1001869124
		200.00	6/11/2021	Total 1001869124
CalPERS 457 Plan	PP13 06-25-21 CalPERS 457 Plan	200.00	6/25/2021	1001878515
		200.00	6/25/2021	Total 1001878515
Capital Live Scan	Pre-emp FP's/BG check May 2021 (Rec)(3)	63.00	6/17/2021	34038
		63.00	6/17/2021	Total 34038
Capital Private Patrol	Patrol Srvcs for Parks May 2021	1,067.04	6/10/2021	33990
		1,067.04	6/10/2021	Total 33990
Carbon Copy, Inc.	Copier Count CCR/Rec/Admin %'s March 2020 (Cs4053ci)	51.11	6/3/2021	33923

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Carbon Copy, Inc.	FD89 Copier Count May 2021	27.63	6/3/2021	
		78.74	6/3/2021	Total 33923
CardConnect	Bolt CC Devise rentals May 2021	50.00	6/3/2021	33924
		50.00	6/3/2021	Total 33924
Christina Greek	cell phone allowance - June 2021 (1st pd)	100.00	6/3/2021	33951
		100.00	6/3/2021	Total 33951
Churchill's Hardware, Inc.	FD's ** & *9 misc hardware, etc. 05/04-05/24/21	436.44	6/3/2021	33927
		436.44	6/3/2021	Total 33927
Churchill's Hardware, Inc.	Parks/Lake/CC Hardware, etc. 05/04-05/26/21	510.19	6/3/2021	33928
		510.19	6/3/2021	Total 33928
Cintas Corporation #622	CC Janitorial Supplies 05/26/21	284.06	6/3/2021	33929
Cintas Corporation #622	CC Janitorial Supplies 06/02/21	244.28	6/3/2021	
		528.34	6/3/2021	Total 33929
Cintas Corporation #622	CC Janitorial Supplies 06/16/21	242.51	6/24/2021	34067
		242.51	6/24/2021	Total 34067
Cintas Corporation #622	CC Janitorial Supplies 06/09/21	238.77	6/10/2021	33991
		238.77	6/10/2021	Total 33991
Comcast	FD88 Internet 05/14-06/13/21	87.95	6/3/2021	33930
		87.95	6/3/2021	Total 33930
Comcast	FD88 Internet 6/14-7/13/21 FY % splits done !	87.95	6/24/2021	34069
		87.95	6/24/2021	Total 34069

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<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Comcast	FD89 Intnt 6/11-7/10/21 JPA/Fire Splits- FY Splits done!	154.69	6/17/2021	34039
		154.69	6/17/2021	Total 34039
Crystal Clean	Summer Camp Refund Sess 4 & 5 (surgery/recovery)	265.00	6/24/2021	34068
		265.00	6/24/2021	Total 34068
Daniel Galloway	Combo Pass refund (uspet that kiosk is not yet charging)6/11	144.00	6/17/2021	34044
		144.00	6/17/2021	Total 34044
De Lage Landen Financial Services, Inc.	CC Copier Lease pymt 05/15-06/14/21	235.95	6/3/2021	33932
		235.95	6/3/2021	Total 33932
De Lage Landen Financial Services, Inc.	FD88 Copier Lease pymt 05/15-06/14/21	87.97	6/3/2021	33931
		87.97	6/3/2021	Total 33931
De Lage Landen Financial Services, Inc.	FD89 Copier Lease pymt 05/15-06/14/21	196.82	6/3/2021	33933
		196.82	6/3/2021	Total 33933
Delta Dental of California	Dental - July 2021 FY 21/22 (1 retro June)	1,538.92	6/24/2021	34070
		1,538.92	6/24/2021	Total 34070
Department of Industrial Relations	OSHA Penalty Pymt #24 Due 06/21/21	485.00	6/10/2021	33992
		485.00	6/10/2021	Total 33992
Department of Justice	Pre-Emp BG checks May 2021 (Rec Dept.)	96.00	6/10/2021	33993
		96.00	6/10/2021	Total 33993



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<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Dept. of Forestry & Fire Protection	3 wood tables (Growlersburg) Northview park 04/20/21	1,050.00	6/10/2021	33994
		1,050.00	6/10/2021	Total 33994
Dept. of Forestry & Fire Protection	3rd Qtr FY 2020/2021 CalFIRE #27750	530,521.86	6/3/2021	33934
		530,521.86	6/3/2021	Total 33934
Dept. of Forestry & Fire Protection	3rd Qtr FY 2020/2021 CalFIRE #27753	277,084.48	6/3/2021	33935
		277,084.48	6/3/2021	Total 33935
Dept. of Forestry & Fire Protection	FDWA Growlersburg crew 03/02-03/05/21 CCI grant	1,791.36	6/3/2021	33936
		1,791.36	6/3/2021	Total 33936
Dept. of Forestry & Fire Protection	FDWA Growlersburg crew 03/12-03/29/21 CCI grant	4,478.40	6/3/2021	33937
		4,478.40	6/3/2021	Total 33937
Dept. of Forestry & Fire Protection	FDWA Growlersburg Crew work 05/06-05/25/21 CCI grant	2,799.00	6/17/2021	34041
		2,799.00	6/17/2021	Total 34041
Dept. of Forestry & Fire Protection	FDWA Growlersburg Crew work 05/06-05/25/21 CCI grant	5,598.00	6/17/2021	34042
		5,598.00	6/17/2021	Total 34042
Dept. of Forestry & Fire Protection	Q4 FY19/20 Covid differential pymt (must be in FY21/22)reimb	18,302.78	6/17/2021	34040
		18,302.78	6/17/2021	Total 34040
Doran Enterprises LLC	Lap swim refund due to time changes 06/03/21	10.00	6/10/2021	33995
		10.00	6/10/2021	Total 33995
DTA	CP Fire First Responder Fee study 03/11 & 04/20/21	666.93	6/10/2021	33996

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		666.93	6/10/2021	Total 33996
EDC Emergency Services Authority	FD Q3 Dispatch Services Jan-Mar 2021 FY 20/21	6,537.77	6/10/2021	33998
		6,537.77	6/10/2021	Total 33998
EDC Fire Chiefs Association	S. Moranz, Membership Dues FY 21/22	25.00	6/3/2021	33938
		25.00	6/3/2021	Total 33938
Eide Bailly LLP	CPA Srvc's May 2021, LLAD's, Lafco, Audit finish, etc.	4,060.00	6/3/2021	33944
		4,060.00	6/3/2021	Total 33944
El Dorado County Air Quality Mgmt Dist.	FD Permits #02-1537 & 13-1615 Fac ID FA0005416 FY21/22	1,682.63	6/10/2021	33997
		1,682.63	6/10/2021	Total 33997
El Dorado Disposal Service	Christa Sports Field Renov 05/18/21	3,443.94	6/3/2021	33945
		3,443.94	6/3/2021	Total 33945
El Dorado Irrigation District	Bar J 15a Wtr 03/24-05/26/21	470.35	6/10/2021	34005
		470.35	6/10/2021	Total 34005
El Dorado Irrigation District	Bar J B Wtr 03/25-05/25/21	240.84	6/10/2021	34006
		240.84	6/10/2021	Total 34006
El Dorado Irrigation District	Cam Val Wtr/Lndscp 03/16-05/13/21	162.51	6/3/2021	33939
		162.51	6/3/2021	Total 33939
El Dorado Irrigation District	CC Bldg Wtr/Swr 03/20-05/28/21	1,350.14	6/10/2021	34010
		1,350.14	6/10/2021	Total 34010
El Dorado Irrigation District	Chardi Wtr/Lndscp 03/20-05/20/21	175.35	6/10/2021	34009

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		175.35	6/10/2021	Total 34009
El Dorado Irrigation District	CM Park RR's Wtr/Swr 03/25-05/28/21	188.98	6/10/2021	34000
		188.98	6/10/2021	Total 34000
El Dorado Irrigation District	CM Park Wtr 03/25-05/25/21	3,508.25	6/10/2021	34004
		3,508.25	6/10/2021	Total 34004
El Dorado Irrigation District	CP Lake Wtr/Swr 03/26-05/28/21	2,404.81	6/10/2021	34008
		2,404.81	6/10/2021	Total 34008
El Dorado Irrigation District	D. West Wtr 03/26-05/26/21 (high bill due to issues)	1,335.23	6/10/2021	34007
		1,335.23	6/10/2021	Total 34007
El Dorado Irrigation District	Dog Park Wtr 03/20-05/20/21	223.71	6/10/2021	34002
		223.71	6/10/2021	Total 34002
El Dorado Irrigation District	Eastwood Water 03/13-05/13/21	252.62	6/3/2021	33941
		252.62	6/3/2021	Total 33941
El Dorado Irrigation District	Eastwood Water 03/17-05/14/21	256.30	6/3/2021	33940
		256.30	6/3/2021	Total 33940
El Dorado Irrigation District	Eastwood Wtr/Lndscp 03/13-05/13/21	71.51	6/3/2021	33942
		71.51	6/3/2021	Total 33942
El Dorado Irrigation District	FD88 Wtr/Swr 03/23-05/28/21	349.79	6/10/2021	34001
		349.79	6/10/2021	Total 34001
El Dorado Irrigation District	FD89 Wtr/Swr 03/24-05/28/21 Jpa/Fire splits	1,371.48	6/10/2021	33999

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		1,371.48	6/10/2021	Total 33999
El Dorado Irrigation District	Northview Water 03/13-05/13/21	160.23	6/3/2021	33943
		160.23	6/3/2021	Total 33943
El Dorado Irrigation District	Pool & Grounds RW/WTr/Swr 03/20-05/28/21	575.41	6/10/2021	34011
		575.41	6/10/2021	Total 34011
El Dorado Irrigation District	Rasm Park Wtr/Swr 03/24-05/28/21	229.71	6/10/2021	34003
		229.71	6/10/2021	Total 34003
El Dorado Press	CP Lake banners 06/8/21	128.70	6/10/2021	34012
		128.70	6/10/2021	Total 34012
El Dorado Press	Park information handouts 06/11/21	242.70	6/17/2021	34043
		242.70	6/17/2021	Total 34043
Ellamae J. Wooten	Dir Comp Mtgs 05/03 & 05/19/21	200.00	6/3/2021	33985
		200.00	6/3/2021	Total 33985
Epperson Law Group, PC	Legal Srvcs, calls, mtgs, etc. 05/12-05/19/21	828.00	6/10/2021	34013
		828.00	6/10/2021	Total 34013
Eric William Blodgett Aiston	Dir Comp Mtgs 05/04 & 05/19/21	200.00	6/3/2021	33918
		200.00	6/3/2021	Total 33918
Erik Sarwold	Summer Camp refund Sess 5x2 (vacation)	265.00	6/24/2021	34081
		265.00	6/24/2021	Total 34081
Ewing Irrigation Products, Inc.	D. West irrigation supplies 05/24/21	142.18	6/10/2021	34014
		142.18	6/10/2021	Total 34014

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Ewing Irrigation Products, Inc.	Parks Irrigation Supplies 06/10/21	1,093.14	6/24/2021	34071
		<hr/> 1,093.14	6/24/2021	Total 34071
Executech	Dell R640 Server Prosupport June 2021-June2022 - FY 21/22	1,026.36	6/10/2021	34015
		<hr/> 1,026.36	6/10/2021	Total 34015
Executech	Laptop Docker, MM. Grassle CC Office 05/27/21	378.87	6/3/2021	33946
Executech	MSA, IT Srvcs, June 2021	2,947.06	6/3/2021	
		<hr/> 3,325.93	6/3/2021	Total 33946
Felicity Wood Carlson	Dir Comp Mtgs 05/03,04,19	300.00	6/3/2021	33925
		<hr/> 300.00	6/3/2021	Total 33925
Folsom Lake Ford, Inc.	B2715 Maint. 05/21/21	70.27	6/3/2021	33947
		<hr/> 70.27	6/3/2021	Total 33947
Foothill Auto Service, Inc.	Parks 2008 F150 Oil change 05/26/21	96.36	6/3/2021	33948
Foothill Auto Service, Inc.	Parks 96 Bronco Oil change 05/27/21	85.62	6/3/2021	
		<hr/> 181.98	6/3/2021	Total 33948
Foothill Tree Service	BarJa Arborist Report 06/04/21	675.00	6/24/2021	34072
		<hr/> 675.00	6/24/2021	Total 34072
Gold Country Hardware	Landscape hoses Eastwood 05/20/21	123.93	6/3/2021	33949
		<hr/> 123.93	6/3/2021	Total 33949
Highlander Termite & Pest Control	FD89 Pest Control 06/14/21 #713	75.00	6/17/2021	34046
		<hr/> 75.00	6/17/2021	Total 34046

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<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Highlander Termite & Pest Control	Pest Control, CC 06/09/21	75.00	6/10/2021	34017
		75.00	6/10/2021	Total 34017
Hillyard, Inc.	Parks, Janitorial Supplies 05/21/21	1,115.07	6/3/2021	33953
		1,115.07	6/3/2021	Total 33953
Home Depot Credit Services	CC New Shed & Parts (w creds -\$48.00) 03/31-05/27/21	3,065.53	6/17/2021	34047
		3,065.53	6/17/2021	Total 34047
Hunt & Sons	FD Fuel fill 05/21/21	2,215.92	6/3/2021	33954
		2,215.92	6/3/2021	Total 33954
Hunt & Sons	Fuel fill 06/04/21	1,513.16	6/10/2021	34018
		1,513.16	6/10/2021	Total 34018
Idle Wheels R.V. Center Inc.	Parks - Inmate trailer 20' waste hose 06/01/21	67.56	6/3/2021	33955
		67.56	6/3/2021	Total 33955
Interwest Consulting Group, Inc.	FD Plan Review 3100 Ponte Morino 05/12-05/17/21 # CPKF21-000	270.00	6/3/2021	33956
Interwest Consulting Group, Inc.	FD Plan review CPCSD 04/01-06/02/21 #CPKF21-0008	222.50	6/3/2021	
Interwest Consulting Group, Inc.	FD Plan review FD 89 05/18-06/02/21 #CPKF21-0007	222.50	6/3/2021	
		715.00	6/3/2021	Total 33956
Interwest Consulting Group, Inc.	Fire Inspection - 3161 Cam Park Drive #105 06/10/21	241.75	6/17/2021	34048
		241.75	6/17/2021	Total 34048
Jacqueline Morrison	Summer Camp refund (50% due to late cancel) June 2021	143.00	6/17/2021	34053

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		143.00	6/17/2021	Total 34053
Jennifer Bettencourt	SummerCamp 1 week refund (vacation) June 2021	135.00	6/17/2021	34036
		135.00	6/17/2021	Total 34036
Jill Ritzman	cell phone allowance - June 2021	100.00	6/3/2021	33973
Jill Ritzman	Staff Lunch portion- reimb 06/01/21	60.09	6/3/2021	
		160.09	6/3/2021	Total 33973
Jonathan Sherwood	Res ff shifts / fire inspector rate 05/04,11,18,25	820.00	6/3/2021	33975
		820.00	6/3/2021	Total 33975
Jorgensen Company	FD88 Extinguisher Service 05/18/21	55.00	6/3/2021	33957
		55.00	6/3/2021	Total 33957
Joshua C. Marks	Parks - Janitorial Srvcs Restrooms 05/05,12,19,26	1,250.00	6/3/2021	33962
		1,250.00	6/3/2021	Total 33962
JS West Propane Gas	Propane fill, CC bldg 05/14/21	479.14	6/3/2021	33959
		479.14	6/3/2021	Total 33959
JS West Propane Gas	Propane fill, Pool 05/14/21 (\$1.61 gal)	1,226.18	6/3/2021	33958
		1,226.18	6/3/2021	Total 33958
JS West Propane Gas	Propane fill, Pool 05/27/21 (\$1.61 gal)	1,456.89	6/10/2021	34019
		1,456.89	6/10/2021	Total 34019
Kelly Ricketts	Summer Camp refund (not avail wk 1 ) June 2021	270.00	6/3/2021	33971
		270.00	6/3/2021	Total 33971

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 5/21/2021 Through 6/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Kimberly Vickers	cell phone allowance - June 2021 (1st pd)	100.00	6/3/2021	33981
		100.00	6/3/2021	Total 33981
L.N. Curtis & Sons	FD PPE 05/27/21	655.50	6/3/2021	33960
		655.50	6/3/2021	Total 33960
L.N. Curtis & Sons	FD PPE 06/02/21	7,930.71	6/10/2021	34020
		7,930.71	6/10/2021	Total 34020
L.N. Curtis & Sons	FD88 Wildland PPE 06/02/21 #C36322	6,006.00	6/17/2021	34051
		6,006.00	6/17/2021	Total 34051
L.N. Curtis & Sons	FD89 Hoses 06/10/21 #C36322	3,967.71	6/17/2021	34052
		3,967.71	6/17/2021	Total 34052
Larry McBride	In Lieu - Reitred Med Bens - June 2021	600.00	6/3/2021	33963
		600.00	6/3/2021	Total 33963
Life-Assist, Inc.	FD E89 Pulse Ox Cable 05/25/21	202.85	6/3/2021	33961
		202.85	6/3/2021	Total 33961
Linda Weiss	Summer Camp Guest Instructor Engineer 4 fun 6/23/21	150.00	6/3/2021	33982
		150.00	6/3/2021	Total 33982
Lyndi Galves	Summer Camp Refund (hard adjustment)	691.00	6/24/2021	34073
Lyndi Galves	Summer Camp refund (vacation)	135.00	6/24/2021	
		826.00	6/24/2021	Total 34073
Marie Bensley	Family Pass refund	162.00	6/24/2021	34066
		162.00	6/24/2021	Total 34066



**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 5/21/2021 Through 6/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Melissa O'Meara Simpkin	Summer Camp tshirts June 2021	1,325.07	6/17/2021	34059
		<hr/> 1,325.07	6/17/2021	Total 34059
Micah Smith dba Tailored Enterprises	2536 Greenwood - Weed abatement srvcs 06/16/21	750.00	6/24/2021	34083
Micah Smith dba Tailored Enterprises	2544 Greenwood - Weed abatement srvcs 06/16/21	750.00	6/24/2021	
Micah Smith dba Tailored Enterprises	3450 Coach Lane - Weed abatement srvcs 06/16/21	1,000.00	6/24/2021	
		<hr/> 2,500.00	6/24/2021	Total 34083
Michael Grassle	cell phone allowance - June 2021	100.00	6/3/2021	33950
		<hr/> 100.00	6/3/2021	Total 33950
Mountain Democrat	FD89 Newspaper renewal 1 yr 05/17/21	111.54	6/3/2021	33964
		<hr/> 111.54	6/3/2021	Total 33964
Mountain Democrat	Pub Hearing Notice, WA 06/04/21	112.38	6/10/2021	34021
Mountain Democrat	Pub Notice App Limits for FY21/22	42.63	6/10/2021	
Mountain Democrat	Pub Notice Pre Budget FY 21/22	34.88	6/10/2021	
		<hr/> 189.89	6/10/2021	Total 34021
Municipal Resource Group LLC	GM Recruitment prep 04/29-05/28/21	4,837.50	6/17/2021	34054
		<hr/> 4,837.50	6/17/2021	Total 34054
Municipal Resource Group LLC	Recruit Fin/HR Offr (Cont \$6450 & add exp \$179) Mar-Apr 2020	6,629.00	6/10/2021	34022
		<hr/> 6,629.00	6/10/2021	Total 34022

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 5/21/2021 Through 6/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Original Watermen, Inc.	Aquatics uniform shorts/whistles 06/22/21	964.41	6/24/2021	34075
		964.41	6/24/2021	Total 34075
Pathian Administrators	Vision Benefits - July 2021 FY 21/22	199.62	6/10/2021	34023
		199.62	6/10/2021	Total 34023
Paychex	Paychex Flex/Mobile fees for May 2021	182.00	6/21/2021	1430410
		182.00	6/21/2021	Total 1430410
Paychex	Paychex Payroll Fees for 05-28-21 PP11	226.15	5/28/2021	2021052401
		226.15	5/28/2021	Total 2021052401
Paychex	Paychex Payroll Fees for 06-11-21 PP12	226.15	6/11/2021	20211060701
		226.15	6/11/2021	Total 20211060701
Paychex	Paychex Payroll Fees for 06-25-21 PP13	302.15	6/25/2021	2021062101
		302.15	6/25/2021	Total 2021062101
PG&E	CC Elec 04/21-05/19/21 w/ LP #7	4,412.72	6/3/2021	33966
		4,412.72	6/3/2021	Total 33966
PG&E	Elec. 11 lamps 05/18-06/16/21	162.56	6/24/2021	34077
		162.56	6/24/2021	Total 34077
PG&E	Elec. 8 lamps 05/18-06/16/21	118.23	6/24/2021	34076
		118.23	6/24/2021	Total 34076
PG&E	FD's 88/89 Elec 04/27-05/25/21 Jpa/Fire splits & Carous Ln.	1,730.75	6/3/2021	33965
		1,730.75	6/3/2021	Total 33965

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 5/21/2021 Through 6/30/2021

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
PG&E	LLAD's ST Lts & some parks ELEC. 04/27-05/25/21	13,171.30	6/10/2021	34024
		13,171.30	6/10/2021	Total 34024
Pitney Bowes Global Financial Services	Postage Machine ink 05/13/21	69.82	6/3/2021	33967
		69.82	6/3/2021	Total 33967
Public Employee's Union Local 1	Union Dues for payroll 05/28/21	85.96	6/3/2021	33968
		85.96	6/3/2021	Total 33968
Public Employee's Union Local 1	Union Dues for Payroll 06-25-21	86.60	6/24/2021	34078
		86.60	6/24/2021	Total 34078
Public Employee's Union Local 1	Union Dues for Payroll 06/11/21	87.87	6/10/2021	34025
		87.87	6/10/2021	Total 34025
Purchase Power	Postage Meter refill (dept % costs for May 2021 use)	200.00	6/3/2021	33969
		200.00	6/3/2021	Total 33969
Purchase Power	Postage Meter refill (dept% cost for June 2021 use)	200.00	6/24/2021	34079
		200.00	6/24/2021	Total 34079
R.J. Ricciardi, Inc CPA's	CPA Audit FY 19/20 Pymt#4 - Final - May 2021	1,133.75	6/3/2021	33970
		1,133.75	6/3/2021	Total 33970
Riebes Auto Parts	Parks - Bronco parts return / others added 06/17/21	54.98	6/24/2021	34080
Riebes Auto Parts	Parks, Bronco AC repair parts 06/17/21	86.55	6/24/2021	
		141.53	6/24/2021	Total 34080
Riebes Auto Parts	Parks, Lawn mower battery 06/01/21	62.12	6/3/2021	33972

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 5/21/2021 Through 6/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		62.12	6/3/2021	Total 33972
Sacramento Exercise Equipment Center, Inc.	CalFire/Growler Exercise Equipment 06/14/21 (in kind)	1,422.48	6/17/2021	34055
		1,422.48	6/17/2021	Total 34055
Sandra Helms	Summer Camp 1 week cancel - refund	286.00	6/10/2021	34016
		286.00	6/10/2021	Total 34016
Sara Sherman	Summer Camp refund (away on vacation) June 2021	270.00	6/3/2021	33974
		270.00	6/3/2021	Total 33974
Shawna Middleton	1 week summer camp refund (vacation)	135.00	6/24/2021	34074
		135.00	6/24/2021	Total 34074
Shirleen Hernandez	Pass refund 10% portion (Edgewater) resident	18.00	6/3/2021	33952
		18.00	6/3/2021	Total 33952
Sidney Arthur Bazett	Dir Comp Mtg 03/17/21	100.00	6/3/2021	33921
		100.00	6/3/2021	Total 33921
Sierra Ecosystem Associates	CEQA for May 2021 Rasm Park Fields Renovation	1,966.25	6/10/2021	34026
		1,966.25	6/10/2021	Total 34026
Sierra Nevada Tire & Wheel	FD B2705 Tires 06/10/21	0.00	6/17/2021	34057
		0.00	6/17/2021	Total 34057
Sierra Security & Fire	1st Qtr CY 2021 Alarm CC 05/31/21 #114-0645/701	150.00	6/17/2021	34058
Sierra Security & Fire	1st Qtr CY 2021 Alarm FD88 05/31/21 # 207-0088	90.00	6/17/2021	

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 5/21/2021 Through 6/30/2021

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Sierra Security & Fire	1st Qtr CY 2021 Alarm FD89 05/31/21 #701-1594	90.00	6/17/2021	
Sierra Security & Fire	1st Qtr CY 2021 Alarm Lake 05/31/21 #701-1595	99.00	6/17/2021	
Sierra Security & Fire	2nd Qtr CY 2021 Alarm CC 06/30/21 #114-0645/701	150.00	6/17/2021	
Sierra Security & Fire	2nd Qtr CY 2021 Alarm FD88 06/30/21 #207-0088	90.00	6/17/2021	
Sierra Security & Fire	2nd Qtr CY 2021 Alarm FD89 06/30/21 #701-1594	90.00	6/17/2021	
Sierra Security & Fire	2nd Qtr CY 2021 Alarm Lake 06/30/21 #701-1595	99.00	6/17/2021	
		858.00	6/17/2021	Total 34058
SiteOne Landscape Supply	D. West, tarp (w/ -\$0.99 disc) 06/07/21	52.13	6/24/2021	34082
		52.13	6/24/2021	Total 34082
SiteOne Landscape Supply	Eastwood irrig parts (w/disc. -\$1.57) 05/20/21	82.41	6/3/2021	33976
		82.41	6/3/2021	Total 33976
SiteOne Landscape Supply	EP irrig supplies (w/ -\$2.47 disc) 6/10/21	130.12	6/24/2021	34082
SiteOne Landscape Supply	Parks, hose nozzle ( w/ -\$0.11 disc) 06/09/21	5.75	6/24/2021	
		135.87	6/24/2021	Total 34082
Spot-On Signs & Graphics	CCI Grant - WA Parks signs 05/11/21	3,280.78	6/10/2021	34027
		3,280.78	6/10/2021	Total 34027
Streamline	Streamline Web/Engage Mthly June 2021	370.00	6/3/2021	33977
		370.00	6/3/2021	Total 33977
Target Specialty Products	Fertilizer CM Sports Field Reno 06/03/21	1,402.94	6/10/2021	34028
		1,402.94	6/10/2021	Total 34028
The Pool Place	Reagent for Pool 06/16/21	79.66	6/17/2021	34060

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 5/21/2021 Through 6/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		79.66	6/17/2021	Total 34060
Tina Lynn Goins	E-Newsletter - June 2021	125.00	6/17/2021	34045
Tina Lynn Goins	E-Newsletter -May 2021	150.00	6/17/2021	
Tina Lynn Goins	Summer Camp Logo (design/produce) 06/08/21	250.00	6/17/2021	
		525.00	6/17/2021	Total 34045
TPX Communications	Com Center Phones/Internet June 2021	973.58	6/17/2021	34061
		973.58	6/17/2021	Total 34061
Two Rivers Architects, Inc.	FD88 Remodel/Addition Bldg Rev/Prelim Design 05/19/21	2,550.00	6/3/2021	33978
		2,550.00	6/3/2021	Total 33978
Umpqua Bank	CC Merch Fees - Vantiv/Umpqua May 2021	1,439.82	6/9/2021	Merch Fees
		1,439.82	6/9/2021	Total Merch Fees
Umpqua Bank	Maintenance Fee for May 2021	71.26	6/22/2021	Bank Maint Fee
		71.26	6/22/2021	Total Bank Maint Fee
Umpqua Bank	Ops to Payroll for 5/28/21	35.00	6/1/2021	Bank Fee
		35.00	6/1/2021	Total Bank Fee
Umpqua Bank	Umpqua Visa Cards May 2021	10,387.05	6/10/2021	34029
		10,387.05	6/10/2021	Total 34029
United States Treasury	941 adjustment for Q3 9/30/2020 (Covid/Fed tax cred removal)	395.00	6/17/2021	34049
		395.00	6/17/2021	Total 34049
Van's Paving & Grading, Inc.	FD Training tower foundation work 05/26/21	7,430.00	6/10/2021	34030
		7,430.00	6/10/2021	Total 34030
Verizon Business	FD Business line fees May 2021 #Y2620200	5.59	6/17/2021	34062

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 5/21/2021 Through 6/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		5.59	6/17/2021	Total 34062
Verizon Wireless	FD Wireless 04/16-05/15/21	606.21	6/3/2021	33979
		606.21	6/3/2021	Total 33979
Verizon Wireless	FD Wireless04/16-05/15/21	114.03	6/3/2021	33980
		114.03	6/3/2021	Total 33980
Verizon Wireless	Wireless Ipads/Hotspots 05/11-06/10/21	180.96	6/24/2021	34085
		180.96	6/24/2021	Total 34085
Verizon Wireless	Wireless Phones CC, Rec, Parks, CCR 05/11-06/10/21	495.30	6/24/2021	34084
		495.30	6/24/2021	Total 34084
Vermont Systems, Inc	Rec Trac Software FY 21/22 07/1/21-06/30/22	5,109.00	6/24/2021	34086
		5,109.00	6/24/2021	Total 34086
Wayne's Locksmith	Kiosk & Baron Court keys 06/17/21	119.08	6/24/2021	34087
		119.08	6/24/2021	Total 34087
Wayne's Locksmith	Kiosk, cash drawer lock repair 06/04/21	22.50	6/10/2021	34031
		22.50	6/10/2021	Total 34031
Wayne's Locksmith	Summer Camp door keys 06/10/21	37.36	6/17/2021	34063
		37.36	6/17/2021	Total 34063
Wilkinson Portables, Inc.	D. West porta Potty 04/27-05/24/21	155.73	6/17/2021	34064
Wilkinson Portables, Inc.	D. West porta Potty 05/25-06/21/21	155.73	6/17/2021	
Wilkinson Portables, Inc.	Disc Golf porta Potty 04/27-05/24/21	155.73	6/17/2021	
		467.19	6/17/2021	Total 34064

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 5/21/2021 Through 6/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Wilkinson Portables, Inc.	Disc Golf Porta Potty 05/26-06/24/21	155.73	6/3/2021	33984
		155.73	6/3/2021	Total 33984
Wilkinson Portables, Inc.	Porta Potty @ Training Tower Const. 05/24-06/20/21	105.73	6/3/2021	33983
		105.73	6/3/2021	Total 33983
Youngdahl Consulting Group, Inc.	Geotech srvcs Training tower 04/30/21	1,200.00	6/3/2021	33986
		1,200.00	6/3/2021	Total 33986
Report Total		1,193,493.44		



*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** July 13, 2021

**FROM:** Christina Greek

**AGENDA ITEM #5B:** ADMINISTRATION DEPARTMENT REPORT

**RECOMMENDED ACTION:** Receive and File

### The Administration and Finance Department

The following is a list of Department's current activities and the Department's focus in the next month.

#### Budget – Fiscal Year 2021-22

The 2021-22 Fiscal Year budget cycle is coming to a close. Staff is reviewing final Department budget adjustments with Department Managers, making sure the various budget submittals are in agreement with each other and adhere to budgeting best practices and District priorities. Staff will present the final budget for the General Fund, CC&R, and LLADs to the Budget and Admin Committee at the August 3<sup>rd</sup> meeting.

#### Year End- Fiscal Year 2020-2021

Staff will be working on properly allocating payables and receivables that come in July through the end of August to ensure that they are accounted for in the correct fiscal year eliminating the need to process journal entries to accrue them back. After this process is complete we will move forward with providing the necessary information to our auditor to initiate auditing our financial information for FY 2020-2021.

#### Monthly Department Financial Reporting

Staff has developed a process and reports for a monthly financial status review and feedback loop. This loop includes the Department Manager's review and report back with information identifying the cause of large variances, and questions regarding proper account coding and sources of costs and revenues and needed research. This process helps with more accurate financial reporting and early identification of large

variances, errors in revenue and expenditure coding and any needed research. This timely 'review and feedback loop' gives the District more information and flexibility to respond as early as possible to any program/financial issues that may be identified.

## Cameron Park Monthly Performance Standards

### Month May

Performance Standard	System of Record	Result
<b>Missed Pickup</b>	Route Manager	4
The missed pickup rate for residential customers shall not exceed .005 or fiver per one thousand customers		
<b>Call Answer Rate in Seconds</b>	NEC Phone System	554
Customer calls shall be answered within an average of 180 seconds		
<b>Customer Complaints</b>	Logged into Excel	0
Contractor shall on average correct 99.95% of customer complaints for each operating year		
Total complaints for the year		1
<b>Litter Complaint</b>		0
Contractor shall on average correct 99.95% of customer complaints for litter attributive to contractor within 48 hours	Logged into Excel	
Litter complaints for the year		0
<b>New Starts</b>		39
<b>Special removal(batteries, bulky, oil)</b>		189
<b>Reporting</b>		100%
All reports required to be filed by contractor within the specified time. Specifically refers to franchise fee and diversion reporting.	Waste Works/Route Manager	