



AGENDA

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

BOARD MEETING

Wednesday, February 16, 2022

6:30 p.m.

TELECONFERENCE ZOOM MEETING

<https://us02web.zoom.us/j/81512292874>

Meeting ID: 815 1229 2874

(Teleconference/Electronic Meeting Protocols are attached)

Board Members

Felicity Carlson	President
Sidney Bazett	Vice President
Eric Aiston	Board Member
Monique Scobey	Board Member
Ellie Wooten	Board Member

CALL TO ORDER

1. Roll Call
 2. Pledge of Allegiance
-

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 Board; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda
-

RECOGNITIONS AND PRESENTATIONS

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

4. Community Wildfire Safety Program – PG&E (B. Sanders)
-

OPEN FORUM FOR NON-AGENDA ITEMS

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors.

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #13 to be discussed and acted upon individually.

5. **APPROVE** Amended Conformed Agenda – Board of Directors Special Meeting December 16, 2021
6. **APPROVE** Conformed Agenda – Board of Directors Regular Meeting January 19, 2022
7. **APPROVE** Resolution 2022-04 – Consideration authorizing open meetings via teleconference for Cameron Park Board of Directors and Committee Meetings per AB 361 (Carlson)
8. **RECEIVE AND FILE** Mid-Year Financial Status Report for Fiscal Year 2021-22
9. **RECEIVE AND FILE** Budget Calendar for Fiscal Year 2022-23
10. **RECEIVE AND FILE** General Manager’s Report

GENERAL BUSINESS

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

11. Items removed from the Consent Agenda for discussion
 12. **APPROVE** Change to Admin Assistant II – Fire Prevention Specialist/Weed Abatement position and modify position from part-time to full-time
 13. **REVIEW AND APPROVE** District Work Plan 2022
 14. **DISCUSS AND ADVISE** Summer Spectacular Fireworks
 15. **APPROVE** Sustainability Ad-Hoc Committee
-

BOARD INFORMATION ITEMS

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

16. Committee Chair Report-Outs
 - a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. Parks & Recreation
 17. General Matters to/from Board Members and Staff
 - a. Upcoming Trainings & Community Meetings
 - SDRMA Spring Education Day, March 22, 2022, 9am – 4pm at Hilton Sacramento Arden West
 - Special District Leadership Academy (SDLA) – April 3rd-6th in San Diego, CA.
-

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item. Closed sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange, or lease of real property. Members of the public may address the Board prior to closing the meeting.

ADJOURNMENT

Please contact the District office at (530) 677-2231 or admin@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings. For the public's information, we are taking email requests at admin@cameronpark.org for future notification of Cameron Park Community Services District meetings



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/91011222222> if the line is busy.
 - **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link listed at the top of the applicable Board or Committee agenda using a computer with internet access that meets Zoom’s system requirements (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
 - **Mobile:** Log in through the Zoom mobile app on a smartphone and enter the Meeting ID# listed at the top of the applicable Board or Committee agenda.
 - **How to Submit Public Comments:**
 - **Before the Meeting:** Please email your comments to admin@cameronpark.org, with “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed 3 minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. Emails running longer than the time limit will not be finished. All comments received at least 2 hours prior to the meeting on the day the meeting will be held, will be included as an agenda supplement on the District’s website

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

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

FOR ALL PARTICIPANTS:

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

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

Community Wildfire Safety Program

CAMERON PARK COMMUNITY SERVICES DISTRICT

February 16, 2022




1

Safety

General Safety Tips

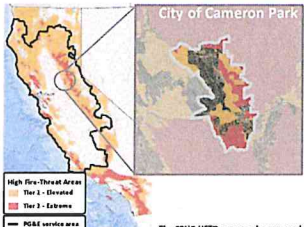
- Identify two exit routes from your current work area in the event of a fire or other emergency.
- "Drop, cover and hold" in the event of an earthquake.
- Notify emergency services if you are in danger. You can also ask for help by putting a message in the chat function of this meeting.



2

Wildfire Risks Across PG&E's Service Area

The California Public Utilities Commission (CPUC) has a map that designates areas that are most at risk for wildfire. This map helps us plan and prioritize wildfire prevention efforts.



EL DORADO COUNTY	
Total Customers Served	75,494
Customers in HFTD	42,421
Total Distribution Line Miles	2,303
Distribution Line Miles in HFTD	2,098
Total Transmission Line Miles	125
Transmission Line Miles in HFTD	97

The CPUC HFTD map can be accessed at: ia.cpuc.ca.gov/FireMap

Source: California Public Utilities Commission. Some of the resources included in this presentation are copyrighted by additional proprietary services provided by PG&E or its affiliates. © 2021 PG&E.

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Community Wildfire Safety Program



- REDUCE WILDFIRE POTENTIAL**
 - Asset inspection and repair
 - Enhanced vegetation management (EVM)
 - System hardening
 - Targeted device replacement
 - Public Safety Power Shutoffs (PSPS)
- IMPROVE SITUATIONAL AWARENESS**
 - Wildfire Safety Operations Center
 - Weather stations
 - High-definition cameras
 - Meteorology
 - Satellite detection
 - Bolster field-based wildfire expertise for program validation
- REDUCE IMPACTS OF PSPS**
 - Focus on areas of highest risk
 - Continuously improve based on feedback and past experience
 - Further expand our ongoing coordination with and support for customers and communities
 - Standing up mitigation efforts





Some of the resources included in this presentation are copyrighted by additional proprietary services provided by PG&E or its affiliates. © 2021 PG&E.

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What is a Public Safety Power Shutoff?

Safety is our most important responsibility. That is why we may need to turn off power as a last resort to prevent wildfires during severe weather conditions.



Some of the resources included in this presentation are copyrighted by additional proprietary services provided by PG&E or its affiliates. © 2021 PG&E.

5

What Conditions Could Lead to a PSPS Event?

We carefully review a combination of factors when deciding if power must be turned off for safety. These factors include:

- Low humidity levels generally 30% and below**
- Forecasted high winds above 19 mph and gusts above 30-40 mph**
- A Red Flag Warning issued by the National Weather Service**
- Condition of dry material on the ground and vegetation near lines**
- On-the-ground, real-time observations**

This year, our decision-making process is evolving to also account for the presence of trees tall enough to strike powerlines when determining if a PSPS event is necessary.

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6

How Will Customers be Notified?

When severe weather is forecast, we provide advance notice prior to turning off power and updates until power is restored.

Timing of Notifications (when possible)

- 1-2 days before power is turned off (WATCH)**
- Just before power is turned off (WARNING)**
- When power is turned off**
- Daily until power is restored**
- Once power has been restored**

Notifications sent via automated calls, texts and emails.

We will also use pge.com, social media and will inform local news and radio.

@pacificgasandelectric
@PGE4Me
@pacificgasandelectric

New for 2021 | Address Alerts
Receive PSPS notifications, available in multiple languages, for any location, such as:

- The home of a friend or loved one
- Your child's school or day care
- Your work or business

Enroll at: pge.com/addressalerts

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Customer Preparedness and Resources

We are increasing resources to help customers and communities before, during and after PSPS events:

- Partnerships with 250+ Community-Based Organizations (CBOs) to provide emergency preparedness information and PSPS event assistance
- Sponsored food replacement through partner food banks and Meals on Wheels organizations
- California Foundation for Independent Living Centers (CFILC) providing emergency planning, portable backup power, accessible transportation, hotel stays and food stipends
- Providing portable backup batteries for income qualified Medical Baseline customers in high fire-threat areas
- Generator rebate programs offered to customers who depend on well-water pumps and live in high-fire threat areas
- Providing better information about when power will be turned off and back on in 16 languages

El Dorado County Community-Based Organizations

CFILC

- Foundation of Resources for Equality and Employment for the Disabled

In-Language Media

- KBTU-Crossings TV
- KCSO Telemundo
- Lotus Radio Sacramento
- Russian American Media

Food Banks

- El Dorado Food Bank
- Placer Food Bank

Other

- 211
- California Council of the Blind

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Community Resource Centers in Cameron Park

During Public Safety Power Shutoff events, we open Community Resource Centers (CRCs) where customers can access resources and up-to-date information.

2021 CRC LOCATIONS*	
Indoor Event-Ready	
1	Cameron Park Cameron Park Community Center
Outdoor Event-Ready	
2	Cameron Park Foothills Church
3	Cameron Park Pizza Factory
4	Cameron Park Faith Episcopal Church

CRC LEGEND:

- Indoor Event Ready
- Outdoor Event Ready

*CRC locations may change without notice.

9

Public Safety Power Shutoff and System Improvements Map

Plan and prepare for a potential Public Safety Power Shutoff (PSPS) and see where wildfire safety improvements are taking place in your community by using our NEW planning map tool.

Search ANY location to find:

- The likelihood of location to be impacted by a PSPS
- The number of past PSPS outages per year
- Completed and planned wildfire safety improvements such as system hardening, enhanced vegetation management, sectionalizing devices and temporary microgrids

Information is available by individual address and by county, city and tribe, including federally recognized tribes with land in trust.

To learn more, visit: pge.com/customerpspsplanningmaps

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More Information and Tools to Prepare

For more information

About our wildfire safety efforts and the topics below, visit: pge.com/wildfiresafety
Or call us at 1-866-743-6589* or email us at wildfiresafety@pge.com

- Additional information in 16 languages
- Address alerts for non-account holders
- Backup power options, safety tips and financing
- Tracking weather conditions in your area
- Tools and activities to help families prepare
- Medical Baseline Program

Visit PG&E's YouTube Channel: www.youtube.com/user/pgewideo
To view more PSPS information, tips to be prepared and other resources

To view webinar slides and recordings, visit pge.com/livesafetywebinars

*Translated support available

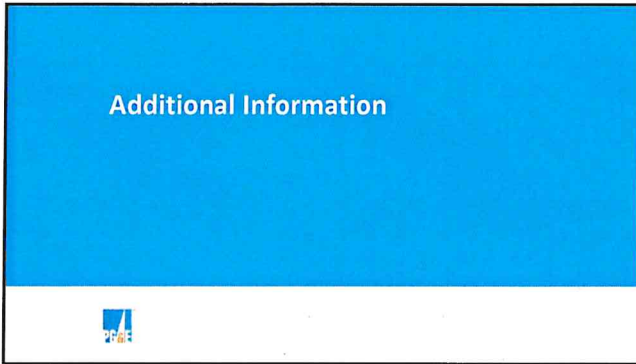
11

Thank You

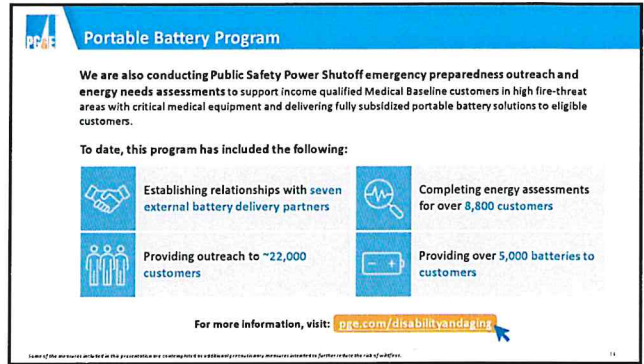
For more information, please:

- Call us at 1-866-743-6589
- Email us at wildfiresafety@pge.com
- Visit pge.com/wildfiresafety

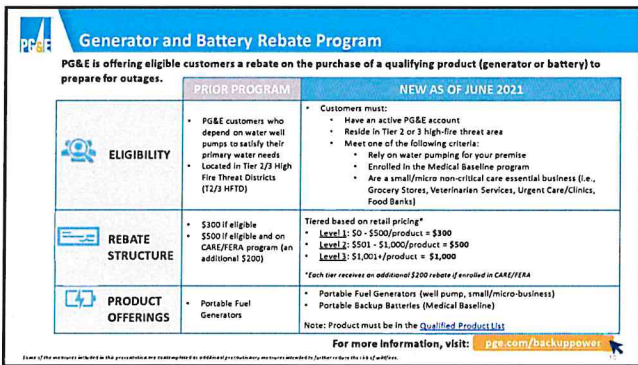
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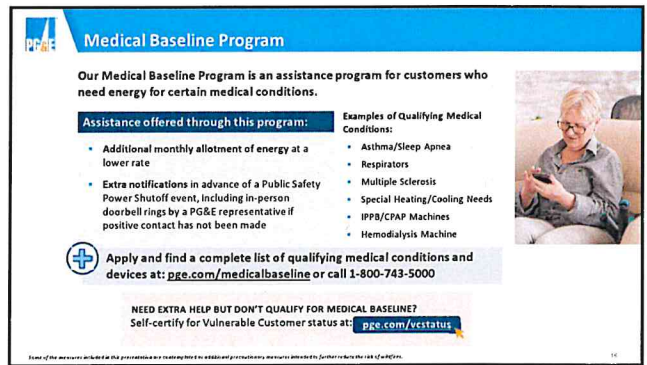
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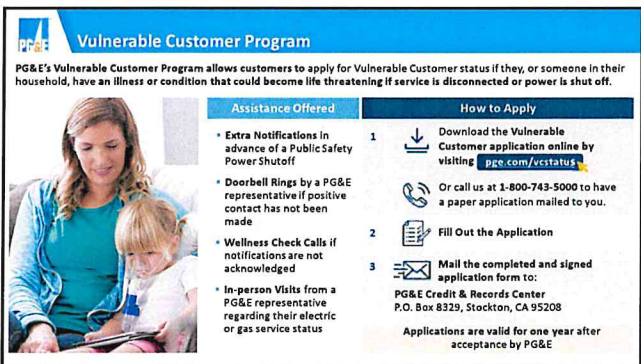
14



15



16



17



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CAMERON PARK COMMUNITY SERVICES DISTRICT

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

CONFORMED AGENDA

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

SPECIAL BOARD MEETING
Thursday, December 16, 2021
6:30 p.m.

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

Board Members

Eric Aiston	President
Felicity Carlson	Vice President
Sidney Bazett	Board Member
Monique Scobey	Board Member
Ellie Wooten	Board Member

CALL TO ORDER 6:34

1. Roll Call *EA/FC/SB/MS/EW*
 2. Pledge of Allegiance
-

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 Board; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

Motion to adopt the Agenda.

*FC/SB – Motion Passed
Ayes – EA, FC, SB, MS, EW
Noes – None
Absent – None
Abstain – None*

RECOGNITIONS AND PRESENTATIONS

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

**Presentation of Signed “History of Cameron Park”
Karen Guthrie and Beverly Campbell**

OPEN FORUM FOR NON-AGENDA ITEMS

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors.

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #13 to be discussed and acted upon individually.

4. **APPROVE** Conformed Agenda – Board of Directors Meeting November 17, 2021
5. **RECEIVE AND FILE** General Manager’s Report
6. **APPROVE** 2022 Board and Committee Meeting Calendar
7. **APPROVE** Resolution 2021-32 Authorizing the Application for Air Quality Management District Vehicle Emission Reduction Grant for Summer Spectacular Shuttles
8. **RECEIVE & FILE** Revised and Updated CC&R Handbook

Motion to adopt the Consent Agenda pulling item #6.

*FC/EW – Motion Passed
Ayes – EA, FC, SB, MS, EW
Noes – None
Absent – None
Abstain – None*

GENERAL BUSINESS

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

9. Items removed from the Consent Agenda for discussion
 - *Item #6 APPROVE 2022 Board and Committee Meeting Calendar*

Motion to approve the 2022 Board and Committee Meeting Calendar as follows: all Board meeting dates and times; January 3 Committee dates changed to January 10; January Committee dates and times (as amended); February – December Committee dates but times to be determined in January.

*MS/FC – Motion Passed
Ayes – EA, FC, SB, MS, EW
Noes – None
Absent – None
Abstain – None*

10. **APPROVE** Resolution 2021-33 to Adopt Public Agency Vesting Under Section 22893 Of The Public Employees’ Medical And Hospital Care Act

Motion to approve Resolution 2021-33 to Adopt Public Agency Vesting Under Section 22893 Of The Public Employees’ Medical And Hospital Care Act

*MS/FC – Motion Passed
Ayes – EA, FC, SB, MS, EW
Noes – None
Absent – None
Abstain – None*

11. APPROVE Splash Pad Fundraising Ad Hoc Committee

Motion to approve Splash Pad Fundraising Ad Hoc Committee.

*MS/SB – Motion Passed
Ayes – EA, FC, SB, MS, EW
Noes – None
Absent – None
Abstain – None*

12. PROVIDE DIRECTION Regarding Application for Land & Water Conservation Fund Grant for the Splash Pad at Cameron Park Lake

- direction given to staff

13. NOMINATE & ELECT Election of President and Vice President

Motion to approve elect Director Carlson as President.

*MS/SB – Motion Passed
Ayes – EA, FC, SB, MS, EW
Noes – None
Absent – None
Abstain – None*

Motion to approve elect Director Bazett as Vice President.

*FC/EW – Motion Passed
Ayes – EA, FC, SB, MS, EW
Noes – None
Absent – None
Abstain – None*

BOARD INFORMATION ITEMS

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

14. Committee Chair Report-Outs

- a. Budget & Administration
- b. Covenants, Conditions & Restrictions (CC&R)
- c. Fire & Emergency Services
- d. Parks & Recreation

15. General Matters to/from Board Members and Staff

- Upcoming Trainings & Community Meetings
 - SDRMA Spring Education Day, March 22, 2022, 9:00am – 4:00pm at Hilton Sacramento Arden West
 - CSDA Gold Country Chapter Meeting & Workshop, January 26, 9:00am – 12noon (date firm, times are tentative) at Cameron Park Community Center
- Solar Project Update (oral, J. Ritzman)
 - *Waiting on PGE; Brighton calling weekly to move it along.*

JR – District is receiving \$193,788, thank you for boxes of candy from Board of Directors to all employees, Chamber Mixer well attended and received.

EA – attended Chamber Mix, making fellow Directors aware that Grizzly Flat residents not receiving FEMA funds due to income calculations for El Dorado County which are based on South Lake Tahoe and El Dorado Hills, attended tree lighting which was well attended, does not support new re-districting map due to inclusion of White Rock Road development may shift voting power, has scheduled a meeting with Parlin in January.

SB – Attended Taxpayers Association Homeless meeting and was disappointed that there was no consensus on a path to address homelessness in County.

EW – nothing to report

MS – Welcomes Andre; Thank you Jill; reminder that Strategic Plan has a sustainability objective that could be implemented in 2022.

FC – Chocolate boxes for staff was fun to coordinate; 2021 was an amazing year that could have been disastrous.

MG – Skate Park closing in January to repair damage due vandalism and install additional security measures; hopeful to recruit community members to support safe operations of skate park.

JE – Remarkable changes at the District since 2017 due to the GM and Board; thanks to Jill and welcome André

AP – drinking with the fire hose; reviewing strategic plan; build on the good work that exists; moving to Placerville next week; office closed 23 & 24 and January 3.

AGENDA

PUBLIC COMMENT

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CONVENE TO CLOSED SESSION

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

- CONFERENCE WITH REAL PROPERTY NEGOTIATIONS pursuant to Government Code section 54956.8, 3301 Spill Way, Cameron Park, CA 95682
District Negotiator: General Manager

*- Discussed in closed session and direction given to staff and negotiator.
-Director Scobey and Director Bazett recused themselves due to a potential conflict of interest.*
 - Pursuant to California Government Code §54957(B)(1) - Consider the appointment employment, or performance, discipline or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.
Unrepresented District Employee: General Manager Performance Evaluation/Exit Interview

- Discussed in closed session and direction given to staff.
-

ADJOURNMENT 10:16PM

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Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Lindsay Dorosh for Jill Ritzman
Board Secretary

Director Felicity Carlson, President
Board of Directors



CONFORMED AGENDA

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Third Wednesday of the Month

BOARD MEETING
Wednesday, January 19, 2022
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/83090070768>

Meeting ID: 830 9007 0768

(Teleconference/Electronic Meeting Protocols are attached)

Board Members

Felicity Carlson	President
Sidney Bazett	Vice President
Eric Aiston	Board Member
Monique Scobey	Board Member
Ellie Wooten	Board Member

CALL TO ORDER -6:30

1. Roll Call - *FC/SB/EA/MS/EW, present*
 2. Pledge of Allegiance
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ADOPTION OF THE AGENDA

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3. Adopt the Agenda

Motion to adopt the agenda with modifications to Item 7

*SB/MS – Motion Passed
Ayes – FC/SB/EA/MS/EW
Noes – None
Absent – None
Abstain - None*

RECOGNITIONS AND PRESENTATIONS

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OPEN FORUM FOR NON-AGENDA ITEMS

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4. **APPROVE** Conformed Agenda – Board of Directors Special Meeting December 16, 2021

AGENDA

5. **APPROVE** Conformed Agenda – Board of Directors Special Meeting January 6, 2022
6. **APPROVE** Conformed Agenda – Board of Directors Special Meeting January 13, 2022
7. **APPROVE** Final Settlement Disbursement Agreement for Community Center Construction Warranty Litigation (*and Authorize the President of the Board and/or the District Manager to Execute Said Agreement on Behalf of the Board of Directors for the Cameron Park Community Services District*)

Amended

8. **APPROVE** Land & Water Conservation Fund Resolution 2022-02
9. **RECEIVE AND FILE** General Manager’s Report

Motion to approve Consent Agenda with Item 4 being removed for discussion.

*SB/MS – Motion Passed
Ayes – FC/SB/EA/MS/EW
Noes – None
Absent – None
Abstain - None*

GENERAL BUSINESS

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

10. Items removed from the Consent Agenda for discussion

Amendment to Item 4, Conformed Agenda – December 16, 2021 – During closed session of meeting (Conference with Real Property Negotiations), Director Scobey and Director Bazett recused themselves due to a potential conflict of interest.

Motion to correct Conformed Agenda for December 16, 2021

*MS/EA – Motion Passed
Ayes – FC/SB/EA/MS/EW
Noes – None
Absent – None
Abstain – None*

BOARD INFORMATION ITEMS

AGENDA

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

11. Committee Chair Report-Outs

a. Budget & Administration

- *6:45 future meeting time, Work Plan 2022 was discussed*

b. Covenants, Conditions & Restrictions (CC&R)

- *Update for CC&R Committee in February meeting*

c. Fire & Emergency Services

- *Director Aiston was appointed to Chair and Director Bazett was appointed to Vice Chair. Meeting time will remain at 5:30. Updates and clarifications for Station 88 improvements. Discussed the Work Plan for 2022.*

d. Parks & Recreation

- *Director Scobey was appointed to Chair. General Manager Pichly presented the Water Conservation Grant. Discussed the Parks & Recreation Work Plan for 2022. Potential item for Parks and Recreation to discuss is to review Ordinance 2001-01. An update on the Skatepark was given by Mike Grassle.*

12. General Matters to/from Board Members and Staff

• Upcoming Trainings & Community Meetings

- *SDRMA Spring Education Day, March 22, 2022, 9:00am – 4:00pm at Hilton Sacramento Arden West*
- *CSDA Gold Country Chapter Meeting & Workshop, January 26, 9:00am – 12noon (date firm, times are tentative) at Cameron Park Community Center*
 - *Incorrect location listed. This meeting is located at the El Dorado Hills Community Center.*

• Solar Project Update

- *Kim Vickers to give presentation on Recreation Programming in February meeting.*
- *Dates for Splash Pad Adhoc Committee will be scheduled in the next couple weeks.*
- *There will be elections for 3 board members this year. Possible workshop to educate and inform the community on responsibilities of Board Members and the importance of elections. Will be added to subsequent agenda.*
- *A Sustainability Committee will be placed on future Board of Directors Meeting Agenda.*
- *Add Skatepark Closure Feedback to Parks and Recreation Committee agenda for February Meeting.*
- *Discussion around February 4th on whether there will be a Special Board Meeting to vote again on virtual meetings. Possible date for Special Board Meeting could be February 10th.*

AGENDA

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item. Closed sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange, or lease of real property. Members of the public may address the Board prior to closing the meeting.

ADJOURNMENT – 7:31

Please contact the District office at (530) 677-2231 or admin@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings. For the public's information, we are taking email requests at admin@cameronpark.org for future notification of Cameron Park Community Services District meetings.

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Lindsay Dorosh
Board Secretary

Director Felicity Carlson, President
Board of Directors



Agenda Transmittal

DATE: February 16, 2022

FROM: André Pichly, General Manager

AGENDA ITEM #7: Resolution 2022-04 – Consideration authorizing open meetings via teleconference for Cameron Park Board of Director and Committee meetings per AB 361

RECOMMENDED ACTION: **APPROVE RESOLUTION NO. 2022-04**

Background

Assembly Bill 361, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

On February 10, 2022, the District Board of Directors passed Resolution 2022-03 that permitted the Board and Committees to hold virtual meetings from February 11, 2022, to March 12, 2022.

Discussion

By adopting Resolution 2022-04, the Board of Directors would be able to implement virtual meetings for the Board of Directors, as well as standing and ad hoc committees, as warranted, while remaining compliant with the State's Brown Act, for a 30-day period beginning February 17, 2022, to March 18, 2022. Given the potential health risks posed by the continuing pandemic of COVID-19, adopting this resolution would permit the Board of Directors the option of any and all Cameron Park Community Services District public meetings to be held virtually while allowing members of the public to join during all open and public proceedings. A new resolution

will need to be adopted by the Board of Directors at least every 30-days in order to have the option of having public meetings held virtually.

Attachment: 7A – Resolution 2022-04

**RESOLUTION NO. 2022-04
of the Board of Directors
of the Cameron Park Community Services District
February 16, 2022**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-23-21 ON DECEMBER 16, 2021, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF CAMERON PARK COMMUNITY SERVICES DISTRICT FOR THE PERIOD FEBRUARY 17, 2022, TO MARCH 18, 2022, PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Cameron Park Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Cameron Park Community Services District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, the Governor of the State of California’s Proclamation of a State of Emergency executed on March 4, 2020; and

WHEREAS, the Governor of the State of California’s Proclamation of a State of Emergency to exist in California, and that requiring large numbers of individuals to gather, and potentially travel long distances, for in-person meetings in the midst of an on-going pandemic

could potentially, and unnecessarily, expose numerous people to COVID-19, which has caused, and will continue to cause; and

WHEREAS, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the Proclamation of State of Emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of Cameron Park Community Services District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District encourages the safety protocols of wearing a mask and maintaining social distancing.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF Cameron Park Community Services District DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and in-person meetings may present an imminent risk should the County of El Dorado see an increase in COVID-19 cases.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of Cameron Park Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 17, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Cameron Park Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Cameron Park Community Services District, this 16th day of February 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director Felicity Wood Carlson, President
Board of Directors

André Pichly
General Manager



Agenda Transmittal

DATE: February 16, 2022

FROM: Christina Greek, Finance and Human Resources Officer

AGENDA ITEM #8: **MID-YEAR FINANCIAL STATUS REPORT - FISCAL YEAR 2021-22**

RECOMMENDED ACTION: **RECEIVE AND FILE**

Introduction

The Mid-Year Financial Status Report for Fiscal Year 2021-22 for the General Fund is attached (Attachment 8A). The report period is 7/1/21 through 12/31/21 which represents 50% of the Fiscal Year.

Budget and Administration Committee

The Budget and Administration Committee discussed the Mid-Year Financial Status Report and forwarded to the Board of Directors as a consent item.

Discussion

As some of the COVID-19 restrictions are modified, the District is no longer presented with the previous financial and program challenges. The District's Mid-Year financial results reflect the efforts of District staff to adapt and accommodate the public with regulations in place. While meeting the COVID-19 State and County guidelines, staff is working diligently to take advantage of any District programming opportunities that arise. The success of current activities such as Recreation programs, Lake season passes, and pool use fees reflect these efforts.

Generally financial variances at Mid-Year are due to one-time payments at the beginning of a fiscal year and seasonality of services and programs. When comparing the Mid-Year FY 2021-2022 to last year's Mid-Year FY 2020-2021, the reports have similarities and similar bottom lines, despite the pandemic/fire. The Cameron Park Community Center's

operations as an evacuation center during the Caldor Fire negatively impacted gym rentals as well as added expenses that we are submitting for reimbursement from the Red Cross.

New winter break summer camps expanded youth sports and new adult-center enrichment classes will help with recreation revenues during the winter months. In general, recreation revenues are re-bounding slowly, due to

- Seasonality of revenue generation and
- Efforts to re-establish some programs, which are experiencing low enrollment. Staff continues these programs even with low enrollment in hopes that new or returning participants will enroll in the future.

Although the totality of the continued effect of the COVID-19 crisis is unknown at this time, it appears the District's financial status to date is within budget expectations and aligns with FY 2020-21 Mid-Year financial results. During the first half of FY 2020-21, revenues were 48% collected while the current period revenues are 53% collected; this is also the case with total expenditures. FY 2020-21 expenditures for this same period were 34% expended while the current period expenditures are at 36% expended.

Staff continues to work towards containment of the COVID-19 crisis financial impact to the District as well as added expenses hosting an evacuation center for the Caldor Fire. Staff is monitoring closely the financial reports to ensure the District's financial health.

Attachment:

8A –Mid-Year Financial Status Report Fiscal Year 2021-22

Cameron Park Community Services District
Statement of Revenues and Expenditures
01 - General Fund
From 7/1/2021 Through 12/31/2021

		FY 2020-21 Final Budget	FY 2020-21 Actual	21-22 Final Budget	21-22 Actual	ent Exp to I
Operating Revenue						
Property Taxes	4110	4,363,061.00	2,204,983.27	4,582,358.00	2,351,966.83	51.32%
Franchise Fees	4113	200,000.00	56,087.08	206,780.00	61,889.84	29.93%
Fire Marshall Plan Review	4132	40,000.00	15,721.40	45,000.00	41,410.95	92.02%
Tuition Fees/Revenue	4142	0.00	0.00	0.00	0.00	0.00%
Youth Classes	4145	0.00	0.00	0.00	0.00	0.00%
Adult Classes	4146	0.00	0.00	0.00	0.00	0.00%
Youth Sports	4147	0.00	0.00	0.00	0.00	0.00%
Adult Sports	4148	0.00	0.00	0.00	0.00	0.00%
Senior Programs	4153	0.00	0.00	0.00	0.00	0.00%
Recreation Program Revenue	4154	116,918.38	710.00	122,639.00	54,094.16	44.10%
Transfer In	4165	24,570.00	0.00	39,598.85	0.00	0.00%
Special Events	4170	0.00	(47.50)	0.00	0.00	0.00%
Lake Entries - Daily (Kiosk)	4180	0.00	0.00	35,660.00	24,052.05	67.44%
Annual Passes (Lake/Pool Combo)	4181	66,782.00	18,757.25	75,000.00	8,808.00	11.74%
Picnic Site Rentals	4182	0.00	0.00	1,500.00	360.00	24.00%
Assembly Hall & Classroom Rentals	4185	15,304.00	9,000.00	35,139.00	7,604.50	21.64%
Gym Rentals	4186	27,810.00	20,135.40	26,000.00	2,247.90	8.64%
Pool Rental Fees	4187	87,215.00	59,630.69	98,000.00	25,275.41	25.79%
Sports Field Rentals	4190	27,070.00	10,779.76	19,580.00	13,115.00	66.98%
Brochure Ads	4209	0.00	0.00	0.00	0.00	0.00%
Donations	4250	0.00	1,200.00	0.00	0.00	0.00%
Sponsorships	4255	14,500.00	0.00	20,000.00	0.00	0.00%
JPA Reimbursable	4260	1,150,000.00	574,999.98	1,150,000.00	574,999.98	49.99%
Fire Apparatus Equip Rental	4262	20,000.00	9,426.23	10,000.00	0.00	0.00%
Reimbursement	4400	6,776.00	20,527.13	1,800.00	15,080.43	837.80%
Weed Abatement	4410	4,020.00	5,378.61	15,750.00	4,455.06	28.28%
Settlements	4450	0.00	0.00	0.00	0.00	0.00%
Interest Income	4505	25,000.00	2,717.43	19,000.00	416.23	2.19%
Other Income	4600	12,000.00	886.08	8,000.00	187.53	2.34%
Relief Funds	4601	0.00	0.00	0.00	193,788.00	0.00%
Grant - CCI	4605	153,794.00	53,517.66	113,120.00	129,344.68	114.34%
Grants	4610	0.00	0.00	0.00	0.00	0.00%
Gain/Loss of Assets	4615	0.00	0.00	0.00	3,015.31	0.00%

Cameron Park Community Services District
Statement of Revenues and Expenditures
01 - General Fund
From 7/1/2021 Through 12/31/2021

		FY 2020-21 Final Budget	FY 2020-21 Actual	21-22 Final Budget	21-22 Actual	ent Exp to I
Total Operating Revenue		<u>6,354,820.38</u>	<u>3,064,410.47</u>	<u>6,624,924.85</u>	<u>3,512,111.86</u>	<u>53.01%</u>
Expenditures						
Salaries - Perm.	5000	668,160.00	338,367.75	777,784.00	360,581.93	46.36%
Salaries - Seasonal	5010	90,540.00	50,653.61	138,175.00	86,772.85	62.79%
Overtime	5020	7,050.00	6,034.11	6,750.00	9,391.13	139.12%
In Lieu Benefits Stipend	5120	0.00	0.00	0.00	833.34	0.00%
Health Benefit	5130	118,523.00	61,513.93	109,540.00	74,180.23	67.71%
Retiree Health Benefit	5135	78,016.00	45,617.66	76,025.00	59,837.64	78.70%
Dental Insurance	5140	9,663.00	4,940.20	9,721.00	6,116.22	62.91%
Vision Insurance	5150	1,396.00	871.92	1,513.00	904.50	59.78%
CalPERS Employer Retirement	5160	207,664.00	175,307.90	248,154.00	215,394.92	86.79%
Worker's Compensation	5170	57,914.00	53,016.48	31,622.93	31,996.85	101.18%
FICA/Medicare Employer Contribution	5180	23,999.00	10,437.22	24,516.00	13,410.09	54.69%
UI/TT Contribution	5190	10,689.00	2,660.40	10,682.00	3,055.76	28.60%
Advertising/Marketing	5209	7,810.00	1,733.59	15,200.00	7,662.83	50.41%
Agriculture	5215	14,816.00	6,664.32	14,400.00	7,496.72	52.06%
Audit/Accounting	5220	30,000.00	3,472.50	36,000.00	7,295.00	20.26%
Bank Charge	5221	10,000.00	2,738.16	3,800.00	3,498.89	92.07%
Clothing/Uniforms	5230	4,285.00	1,454.18	6,350.00	1,707.01	26.88%
Computer Software	5231	27,200.00	16,667.90	31,721.00	20,915.47	65.93%
Computer Hardware	5232	5,500.00	3,124.15	7,250.00	6,898.12	95.14%
Contractual Services	5235	10,000.00	5,350.75	10,000.00	2,996.91	29.96%
Contractual - Provider Services - FIRE	5236	4,059,061.00	799,775.16	4,160,537.26	846,725.84	20.35%
Contract Under Utilization	5237	(250,000.00)	0.00	(300,000.00)	0.00	0.00%
Contract Services - Other	5240	163,438.00	70,843.71	176,290.00	19,851.19	11.26%
Director Compensation	5250	18,000.00	5,110.00	16,800.00	8,100.00	48.21%
EDC Department Agency	5260	4,300.00	4,252.73	4,300.00	4,418.54	102.75%
Educational Materials	5265	12,500.00	0.00	11,000.00	188.14	1.71%
Elections	5270	0.00	45.00	0.00	0.00	0.00%
Equipment-Minor/Small Tools	5275	9,340.00	3,455.92	8,500.00	3,974.73	46.76%
Fire & Safety Supplies	5285	3,913.04	2,703.03	3,450.00	2,416.91	70.05%
Fire Prevention & Inspection	5290	1,200.00	1,445.00	1,100.00	1,785.00	162.27%

Cameron Park Community Services District
Statement of Revenues and Expenditures
01 - General Fund
From 7/1/2021 Through 12/31/2021

		FY 2020-21 Final Budget	FY 2020-21 Actual	21-22 Final Budget	21-22 Actual	ent Exp to I
Fire Turnout Gear	5295	31,000.00	4,277.95	31,000.00	14,024.90	45.24%
Fire- Intern paid	5296	14,200.00	7,760.00	20,200.00	2,560.00	12.67%
Food	5300	2,750.00	1,034.38	2,500.00	1,759.77	70.39%
Fuel	5305	38,200.00	18,877.91	34,000.00	23,598.38	69.40%
Government Fees/Permits	5310	25,382.00	15,079.88	25,400.00	14,916.59	58.72%
Janitorial / HH Supplies	5315	26,700.00	15,451.55	29,000.00	18,492.43	63.76%
Instructors	5316	1,000.00	39.00	6,500.00	5,684.70	87.45%
Insurance	5320	130,000.00	129,177.41	175,886.00	172,195.17	97.90%
Legal Services	5335	15,000.00	8,542.50	15,000.00	6,467.00	43.11%
Maint. - Vehicle Supplies	5340	1,700.00	948.67	2,200.00	0.00	0.00%
Maint. - Buildings	5345	27,900.00	11,648.91	23,000.00	7,596.84	33.02%
Maint. - Equipment	5350	42,225.00	18,250.63	43,040.00	14,892.77	34.60%
Maint. - Grounds	5355	50,026.00	19,070.90	42,500.00	19,624.52	46.17%
Maint. - Radio/Phones	5360	2,000.00	423.05	2,000.00	0.00	0.00%
Maint. - Tires & Tubes	5365	14,800.00	4,216.55	13,600.00	9,782.30	71.92%
Maint. - Vehicle	5370	33,750.00	26,655.42	25,500.00	26,282.11	103.06%
Medical Supplies	5375	700.00	0.00	0.00	0.00	0.00%
Memberships/Subscriptions	5380	10,160.00	9,495.32	10,660.00	9,257.55	86.84%
Mileage Reimbursement	5385	1,250.00	84.68	500.00	543.52	108.70%
Miscellaneous	5395	100.00	0.00	0.00	0.00	0.00%
Office Supplies/Expense	5400	10,200.00	4,537.88	9,700.00	4,096.76	42.23%
Pool Chemicals	5405	26,827.00	17,835.19	25,000.00	12,764.46	51.05%
Postage	5410	10,300.00	1,004.72	7,800.00	673.77	8.63%
Printing	5415	1,100.00	156.56	850.00	320.13	37.66%
Professional Services	5420	129,587.00	33,923.00	74,110.00	63,047.38	85.07%
Program Supplies	5421	2,579.00	37.47	19,730.00	5,454.08	27.64%
Publications & Legal Notices	5425	600.00	0.00	600.00	230.01	38.33%
Radios	5430	3,000.00	0.00	3,000.00	24.61	0.82%
Rent/Lease - Bldgs, Fields, etc.	5435	0.00	0.00	7,060.00	0.00	0.00%
Rent/Lease - Equipment	5440	4,200.00	1,451.59	3,400.00	1,550.24	45.59%
Staff Development	5455	19,300.00	8,039.82	23,250.00	7,353.37	31.62%
Special Events	5465	500.00	399.00	0.00	0.00	0.00%
Phones/internet	5470	41,600.00	20,594.97	42,100.00	23,309.46	55.36%
Utilities - Water	5490	38,500.00	24,259.93	46,000.00	28,189.27	61.28%
Utilities - Gas	5491	0.00	0.00	0.00	48,679.08	0.00%

Cameron Park Community Services District
Statement of Revenues and Expenditures
01 - General Fund
From 7/1/2021 Through 12/31/2021

		FY 2020-21 Final Budget	FY 2020-21 Actual	21-22 Final Budget	21-22 Actual	ent Exp to I
Utilities - Electric	5492	147,860.00	96,870.56	167,798.00	62,722.95	37.38%
Utilites - Water - LLAD's	5495	350.00	510.61	0.00	0.00	0.00%
Vandalism	5500	2,200.00	985.10	1,700.00	0.00	0.00%
Cal Fire In Kind Purchases	5501	12,400.00	5,745.19	12,500.00	2,124.32	16.99%
Capital Equipment Expense	5625	0.00	0.00	0.00	5,307.92	0.00%
Transfer Out	7000	9,020.00	9,080.00	9,020.00	0.00	0.00%
Transfer to Reserve	7001	0.00	0.00	27,639.66	0.00	0.00%
Reconciliation Discrepancy Account	9999	0.00	0.00	0.00	0.00	0.00%
Total Expenditures		<u>6,333,943.04</u>	<u>2,194,723.58</u>	<u>6,624,924.85</u>	<u>2,421,933.12</u>	<u>36.56%</u>
Net Revenue Over Expenditures		<u>20,877.34</u>	<u>869,686.89</u>	<u>0.00</u>	<u>1,090,178.74</u>	<u>0.00%</u>

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: February 16, 2022

FROM: Christina Greek, Finance Officer

AGENDA ITEM #9: **DISTRICT BUDGET CALENDAR- FISCAL YEAR 2022-23**

RECOMMENDED ACTION: **RECEIVE AND FILE**

INTRODUCTION

Staff recommends the Board of Directors approve the Budget calendar for Fiscal Year 2022-23 (Attachment 9A).

This calendar will allow for a District Preliminary Budget to be approved by the statutory deadline of June 30, 2022 and a Final Budget by the statutory deadline of September 1, 2022.

Attachments

9A –Budget Calendar for Fiscal Year 2022-23

Budget Timeline for Fiscal Year 2022-23

PRELIMINARY BUDGET STATUTORILY REQUIRED TO APPROVE BY JUNE 30, 2022

LLAD and CCR Funds to be approved by June 5, 2022

March 31	Budget & Administration Committee Agenda posted	Draft Preliminary Budgets for General Fund, LLADs and CCR.
April 5	Budget & Administration Committee Meeting – General Fund 01, CCR Fund 02, LLADs Funds 30-50	Discuss Preliminary Draft Budgets for General Fund, CCR and LLADs special funds, and provide feedback to staff
April 28	Budget & Administration Committee Agenda posted	Draft Preliminary Budgets for General Fund, CCR, LLADs, Capital Asset Reserves
May 3	Budget & Administration Committee Meeting – General Fund 01, CCR Fund 02, LLADs Funds 30-50; Capital Asset Reserves Funds 07 and 80	Second review of General Fund, LLAD, CCR budgets; forward LLAD and CCR to Board of Directors; first review of Capital Asset Reserves.
May 18	Board of Directors Budget Hearings for LLADs, CCR	LLADs, CCR budget must be approved by June 5, 2022.
May 26	Budget & Administration Committee Agenda posted	FY 2022-23 2nd Draft Preliminary Budget review
June 7	Budget & Administration Committee Meeting – Final Review of Budgets for General Fund and Special Funds	Final Review of proposed Preliminary Budgets; Discuss and Provide Feedback to Staff; Forward to Board of Directors
June 9	Board of Directors Agenda posted	Review of Proposed Preliminary Budgets for District’s General and Special Funds
June 15	Board of Directors Budget Hearings	Conduct Public Hearing and Consider Adoption of FY 2022-23 Preliminary Final Budget – General Fund and Special Funds

FINAL BUDGET STATUTORILY REQUIRED TO APPROVE BY SEPTEMBER 1, 2022

July 28	Budget & Administration Committee Agenda posted	FY 2022-23 Draft Final Budget
August 2	Budget & Administration Committee Meeting, General Fund 01 and all Special Funds	Discuss and provide feedback to staff regarding edits to budgets; forward to Board of Directors
August 11	Board of Directors Agenda posted	FY 2022-23 Preliminary Final Budget
August 17	Board of Directors Budget Hearings	Conduct Public Hearing and Consider Adoption of FY 2022-23 Final Budget



Agenda Transmittal

DATE: February 16, 2022

FROM: André Pichly, General Manager

AGENDA ITEM #10: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

CSD Attorney

Jason Epperson and I had lunch together on February 3rd so we could get to know one another a little more. It was a productive discussion, and I am looking forward to working with Mr. Epperson on matters concerning the District.

Budget and Administration

Finance/Human Resources Office Christina Greek and I continue to spend time getting to know one another as we talk about budget and District finances. Recent discussions included Work Plan items, training of our new Board Clerk, and staff development and team building.

Parks

I met with Parks Superintendent Mike Grassle and the Parks Maintenance staff for a meet and greet at the Parks Shop on February 2nd – the meeting lasted well over an hour. More than anything I was impressed by the pride and enthusiasm they have for their work – each one described what they do and why they enjoy working in the Parks Maintenance Department and for Mr. Grassle. Following this meeting, Maintenance Foreman Greg Dalbeck took me on a tour of Cameron Park Lake, which included a drive through the disc golf course.



Mr. Grassle and I have had several discussions that include Work Plan items, team building, as well as strategies for resolving the propane issues for the aquatic center.

Recreation

Recreation Supervisor Kim Vickers and I continue to spend time getting to know one another. Recent discussions include the impact the pool closure is having on aquatics programming, challenges with planning for a Summer Spectacular, and Work Plan items.

I'm proud to inform you that Ms. Vickers was elected to the California Park and Recreation Society (CPRS) District Board of Directors for 2022 and will be installed in March as the Recreation Therapy Section Representative.

Fire and Emergency Services

Fire Chief Sherry Moranz have spent time discussing the scope of work that CalFire is contracted to perform for the District, Work Plan items, Fire Inspection services, and mandates from the state.

CC&R

CC&R Compliance Office Jim Mog and I have had conversations about Work Plan items and are reviewing a proposal from Brad Epstein for CC&R legal advising services. Mr. Epstein has performed work for the District for over 20 years and just recently left the firm of Angius & Terry to start his own firm. Mr. Mog believes that Mr. Epstein has institutional knowledge that is beneficial to the District in regards to legal advising on CC&R matters.

Waste Collection

I visited with Mr. Jeff England and staff at the El Dorado Disposal facility in Placerville on January 21st. I received a tour of the EDD facilities and Mr. England gave me a preview of the new Materials Receiving Facility (MRF). We spent time talking about waste collection services in Cameron Park.

CSDA Gold Country Training

- Mr. Mog and I attended the Winter Workshop hosted by CSDA Gold Country on January 26th. The topics included Board Governance, Brown Act 101, Legislative Updates, and a Tenured Board Member Q&A Panel featuring Director Aiston.

Other

- I had a phone call with Don Ashton, Chief Administrative Officer for El Dorado County, on January 21st. This first discussion was very productive. We talked

about our respective roles and the challenges that lie ahead. Mr. Ashton did request that communication between the agencies start with him, which I told him was understandable. He said he would extend the same courtesy to me. We talked briefly about the Covid Relief funding we received from the state. I told Mr. Ashton I would send an email with some other concerns that the County might be able to address or assist with.

- Former General Manager, Jill Ritzman, completed the online submittal of the LWCF grant before the deadline of 5 pm on February 1st. We hope to hear good news come this summer.
- On February 2nd, Mr. Grassle, Ms. Vickers, and I met with a representative of the El Dorado Disc Sports to talk about the renewal of the concession agreement at Cameron Park Lake and the relationship between EDDS and the District. It was a good discussion that will involve some follow-up meetings.
- I had a lunch meeting with Mr. Kevin Loewen, General Manager of the El Dorado Hills Community Services District on January 28th.
- I was a panel member for a CPRS District 2 Lunch n' Learn hosted at the Cameron Park Community Center on February 9th. I did not attend in person due to my Covid status but joined the event virtually. The topic was Current & Future Leaders and was a chance for younger professionals to interact and get career advice from the managers and executives sitting on the panel. Thanks to Ms. Vickers for her work in getting the Assembly Hall ready for the event. Both Ms. Vickers and Recreation Coordinator, Kayla Thayer, attended the event. Overall attendance was 40 people representing about 15 different parks and recreation agencies.





Agenda Transmittal

DATE: February 16, 2022

FROM: André Pichly, General Manager
Sherry Moranz, Assistant Chief

AGENDA ITEM #12: CHANGE TO ADMIN. ASSISTANT II – FIRE PREVENTION SPECIALIST/WEED ABATEMENT POSITION AND MODIFY POSITION FROM PART-TIME TO FULLTIME

RECOMMENDED ACTION: REVIEW AND APPROVE

Introduction:

Staff is recommending the expansion of the Fire Marshal’s program, beginning with the creation of a Fire Prevention Specialist/Weed Abatement position, which is a standard in the Fire Department industry. Staff has identified a funding source for the new position, from the Fire Marshal fees that are collected through the inspection process. As the program grows and inspections increase, additional funding will support adding positions to ultimately and adequately provide the community with a full scope prevention program.

Discussion:

Staff has identified a significant workload in the Fire Marshal’s program as it relates to both State and Local mandated inspections, fire and life safety inspections, and permit inspections, which our current staffing level is not able to support. It cannot be overstated how important these inspections are for the safety of the public and for firefighters responding to fires and hazardous situations. Examples of inspections are sprinkler systems, fire and water alarm systems, exits and escape routes, ventilation systems, building/roofing materials, unpermitted building remodels and modifications, electrical connections, hazardous materials, access, new buildings, fire department access, water supply systems, occupancy standards, etc.

In January 2020, the Administrative Assistant II position, assigned to Weed Abatement, began working as a regular-part time employee, 32 hours per week. This was budgeted for and is in the CPCSD organizational chart. The Weed Abatement position has consistently committed more and more time to the Fire Marshal inspection program to help with the increased workload.

Other duties assigned to the Weed Abatement Position include applying for and managing the Fire Department grants, managing the Weed Abatement Program, including working with the County Assessor's Office, the County Realtor's Association, CSD staff, and property owners. The position also administers the Weed Abatement Ordinance through education and enforcement, including initial and follow up physical inspections requiring walking/hiking acres of parcels, coordinating contractors to abate properties, purchasing and billing, creating abatement reports for the GM, and supervising the seasonal Weed Abatement personnel during the spring.

Most of these duties are not included in the scope of the CSD Administrative Assistant job description.

Staff has reviewed the workload associated with the Fire Marshal's program and the Weed Abatement Program and has created a job description that outlines the duties of a Fire Prevention Specialist/Weed Abatement. This position requires numerous weeks of specialized fire inspection and fire prevention training which is built upon with on-the-job experience. Creating an identified, permanent position will allow for job recruitment and retention of a qualified and experienced fire inspector for the CSD. This position will also assist the BOD and the community with the creation of a Firewise Community(s) in Cameron Park.

Staff's objective is to ensure:

- Mandated and other required fire and life safety inspections, are conducted to adhere to State and Local laws and to provide for the safety of firefighters and the public;
- Professional development opportunities for staff to compete for promotional opportunities at the District or elsewhere in the community.

As of February 1, 2022, the Fire Marshal program has generated over \$48,000 in fees and is on track to generate over \$78,000 by the end of this fiscal year. Filling the Weed

Abatement/Fire Prevention Specialist position will allow for additional inspections and associated revenue.

We currently pay the Weed Abatement Position \$43,610.80 (32 hr/wk @ \$23.95) annually.

- \$39,852.80 base pay (1664 hours), \$2,096 in pension, Medicare \$1662
- The CCI grant, which expires March 2022, is funding \$15,000 of the Weed Abatement Position.

The Weed Abatement/Fire Prevention Specialist position would be paid \$58,000 (40 hr/wk @ \$25.00) annually.

- \$52,000 base pay (2080 hours), \$3,817 in pension, and \$2,000 for vacation pay.

This item was brought to the Budget and Administration Committee on February 1, 2022, was reviewed, and endorsed with the following addition to the job responsibilities:

- Assist with the creation of a Firewise Community in Cameron Park.

Conclusion:

Staff recommends creating the job description of a Weed Abatement/Fire Prevention Specialist as a full-time position mirroring the Parks Maintenance Foreman pay scale to reflect the change in job descriptions and job responsibilities and authorize the filling of the position.

Attachments:

12A - Administrative Assistant II (Fire Prevention Specialist/Weed Abatement) Job Description

12B - Fire Financial Reports

12C - CSD Salary Wage Scale

12D - Revised Organizational Chart

Cameron Park Community Services District

Attachment 12A

Job Title:	Administrative Assistant II –(Fire Prevention Specialist/ Weed Abatement) Confidential	Department/Group:	Administration
Location:	Cameron Park Fire Department	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full Time
Applications Accepted By:			
OFFICE ADDRESS: Cameron Park Community Services District 3200 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with all Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION Under the general direction of the Fire Marshal or the Fire Chief, this position is responsible for assisting with the enforcement of the District’s weed abatement and fire prevention programs.			
DISTINGUISHING CHARACTERISTICS The Fire Prevention Specialist / Administrative Assistant is expected to perform a variety of tasks to provide support to the District’s weed abatement and fire prevention programs. Responsibilities include maintaining office records and files; providing information to the public; services and facility use; answering telephones; preparing or processing forms, reports or action steps related to agency activities including areas of safety compliance; cash handling; maintaining and preparing program and facility reports; and other related clerical tasks and customer service functions. Related tasks may be necessary as required.			
SUPERVISION EXERCISED/RECEIVED Receives supervision from the Fire Marshal or Fire Chief.			
ESSENTIAL JOB DUTIES:			
<ul style="list-style-type: none"> • Greets and assists the public, on the telephone and in person, with local and county information; answers questions about the fire department, weed abatement and fire prevention programs. • Maintains the Cameron Park Fire Department Facebook page. • Answers the Fire Department telephone and takes and relays messages. • Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, data entry, social media posting and other administrative support. • Maintains a professional work ethic, and confidentiality as required. • Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff, fire department personnel, and the public. • Perform property inspections, prepare documents and correspondence, and other duties as required to implement the ordinance. • Communicate effectively with property owners, other agencies, and contractors. • Performs fire prevention program research and development. 			

- Performs grant research and implementation.
- Basic understanding of codes, laws, policies and procedures in relation to weed abatement and fire prevention.
- Under the Fire Marshal's supervision, assist in enforcing the Cameron Park weed and rubbish abatement ordinance and fire prevention program.
- Performs all inspections related to the weed abatement program.
- Sends out non-compliant and hazard abatement notices.
- Returns phone calls from concerned citizens regarding non-compliant parcels.
- Coordinates with vendors to complete the abatement of hazardous fuels on parcels.
- Sends out demand payment letters to owners of abated properties.
- Creates itemized cost report for abatement to CSD Board.
- Creates report on abated properties for Lien Confirmation Hearing.
- Publish notification of Lien Confirmation Hearing in newspaper(s).
- Assists CSD finance personnel in preparing lien packet for County Auditor/Tax Collector.
- Performs state mandated fire prevention inspections on buildings and facilities in Cameron Park.
- Performs fire prevention inspections on new and existing buildings and facilities in Cameron Park.
- Coordinates with the County to sign off fire prevention items during the permitting process.
- Works with Interwest to perform Plan reviews of new and remodel buildings and facilities.
- Schedules fire prevention inspections and manages billing and plan processing.
- Assist with the creation and facilitation of the Firewise ad hoc committee
- Performs other related duties as required.

KNOWLEDGE OF:

Proper grammatical usage, punctuation, and spelling; basic mathematical functions; familiarity with office terminology, procedures, and modern equipment; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position. Standard office procedures, practices, and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; methods of techniques for record keeping and recreational recordkeeping, report preparation and writing; proper English, spelling and grammar; and social media and publishing software. Graphics is desired but not required. Building and fire codes related to fire prevention inspections.

ABILITY TO:

Establish and meet timelines; handle monetary transactions accurately; read, interpret and record data correctly; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; demonstrate strong organization skills; analyze complex issues and develop and implement appropriate responses when needed; follow written and oral direction; communicate clearly and concisely, both orally and in writing; work with computer programs – Word, Excel, Publisher, Adobe, etc.; establish and maintain effective working relationships.

SKILL TO:

Operate standard office equipment, registration system, and computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

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. Ability to walk on uneven terrain and hike up and down hills. Ability to climb in and out of a pickup truck.

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

REQUIRED EDUCATION AND EXPERIENCE:

- Candidate must have a High School diploma or GED
- Valid CA Driver License
- Must have or obtain a valid CPR certification within 90 days of start date
- A combination of education and experience that has provided the knowledge, skills, and abilities necessary for the duties expected of an Administrative Assistant.
- Candidate must be able to pass a medical examination, drug screening and Department of Justice (DOJ) background check.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Associates Degree or higher.
- 1 year as a Fire Department Member or support person

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2021 Through 12/31/2021

		FY 2020-21 Final Budget	FY 2020-21 Actual	21-22 Final Budget	21-22 Actual	ent Exp to I
Operating Revenue						
Property Taxes	4110	35,516.00	0.00	14,930.93	0.00	0.00%
Fire Marshall Plan Review	4132	0.00	0.00	45,000.00	41,410.95	92.02%
Reimbursement	4400	0.00	0.00	0.00	15,080.43	0.00%
Weed Abatement	4410	4,020.00	5,378.61	15,750.00	4,455.06	28.28%
Other Income	4600	0.00	0.00	0.00	0.00	0.00%
Grant - CCI	4605	133,794.00	53,517.66	113,120.00	129,344.68	114.34%
Total Operating Revenue		<u>173,330.00</u>	<u>58,896.27</u>	<u>188,800.93</u>	<u>190,291.12</u>	<u>100.79%</u>
Expenditures						
Salaries - Perm.	5000	29,948.00	14,222.95	32,885.00	9,040.52	27.49%
Salaries - Seasonal	5010	9,600.00	0.00	18,150.00	6,440.47	35.48%
CalPERS Employer Retirement	5160	2,480.00	1,180.16	2,496.00	692.69	27.75%
Worker's Compensation	5170	2,487.00	2,120.66	199.93	202.30	101.18%
FICA/Medicare Employer Contribution	5180	1,187.00	192.30	1,945.00	614.93	31.61%
UI/TT Contribution	5190	434.00	0.00	625.00	(36.95)	(5.91)%
Clothing/Uniforms	5230	500.00	0.00	250.00	0.00	0.00%
Computer Software	5231	1,000.00	0.00	1,000.00	0.00	0.00%
Computer Hardware	5232	1,500.00	0.00	1,000.00	382.72	38.27%
Contractual Services	5235	0.00	0.00	10,000.00	2,996.91	29.96%
Contract Services - Other	5240	77,848.00	48,750.00	100,000.00	241.75	0.24%
Educational Materials	5265	10,000.00	0.00	10,000.00	188.14	1.88%
Fire & Safety Supplies	5285	0.00	0.00	500.00	159.48	31.89%
Janitorial / HH Supplies	5315	0.00	0.00	0.00	0.00	0.00%
Memberships/Subscriptions	5380	0.00	0.00	500.00	50.00	10.00%
Office Supplies/Expense	5400	1,000.00	61.35	1,000.00	428.99	42.89%
Postage	5410	8,500.00	0.00	6,000.00	0.00	0.00%
Printing	5415	500.00	0.00	250.00	148.00	59.20%
Professional Services	5420	0.00	0.00	0.00	0.00	0.00%
Publications & Legal Notices	5425	0.00	0.00	0.00	0.00	0.00%
Staff Development	5455	0.00	0.00	2,000.00	2,477.48	123.87%
Total Expenditures		<u>146,984.00</u>	<u>66,527.42</u>	<u>188,800.93</u>	<u>24,027.43</u>	<u>12.73%</u>
Net Revenue Over Expenditures		<u>26,346.00</u>	<u>(7,631.15)</u>	<u>0.00</u>	<u>166,263.69</u>	<u>0.00%</u>

Cameron Park Community Services District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 01 - General Fund
 From 7/1/2021 Through 12/31/2021

FY 2020-21 Final Budget	FY 2020-21 Actual	21-22 Final Budget	21-22 Actual	ent Exp to I
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Current Entry	Current Top												
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
		0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025
			0.05		0.05		0.05		0.05		0.05		0.05

ANNUAL RATE	FY21/22	COLA (3% from MOU effective December 2021)															
General Manager	NEGOTIATED = 135,000																
Parks Superintendent		62,296.00	63,856.00	65,457.60	67,100.80	68,764.80	70,491.20	72,259.20	74,068.80	75,899.20	77,812.80	79,768.00	81,744.00	83,782.40			
Finance/Human Resources Officer		62,296.00	63,856.00	65,457.60	67,100.80	68,764.80	70,491.20	72,259.20	74,068.80	75,899.20	77,812.80	79,768.00	81,744.00	83,782.40			
Accounting Specialist I/Admin Assist II Board clerk		38,604.80	39,561.60	40,560.00	41,558.40	42,619.20	43,659.20	44,761.60	45,884.80	47,028.80	48,214.40	49,400.00	50,648.00	51,916.80			
Accounting Specialist II		52,603.20	53,892.80	55,244.80	56,617.60	58,032.00	59,488.00	60,985.60	62,524.80	64,084.80	65,665.60	67,308.80	69,014.40	70,720.00			
Admin Assist II (Fire Prevention Specialist/ Weed Abatem		41,600.00	42,640.00	43,700.80	44,803.20	45,905.60	47,070.40	48,256.00	49,441.60	50,689.60	51,958.40	53,268.80	54,579.20	55,931.20			
Receptionist		32,136.00	32,884.80	33,758.40	34,590.40	35,484.80	36,358.40	37,273.60	38,188.80	39,166.40	40,123.20	41,142.40	42,161.60	43,222.40			
Maintenance Worker II		34,091.20	34,923.20	35,796.80	36,691.20	37,627.20	38,563.20	39,520.00	40,518.40	41,516.80	42,556.80	43,617.60	44,720.00	45,822.40			
Recreation Coordinator		38,604.80	39,561.60	40,560.00	41,558.40	42,619.20	43,659.20	44,761.60	45,884.80	47,028.80	48,214.40	49,400.00	50,648.00	51,916.80			
Recreation Supervisor		52,603.20	53,892.80	55,244.80	56,617.60	58,032.00	59,488.00	60,985.60	62,524.80	64,084.80	65,665.60	67,308.80	69,014.40	70,720.00			
CC&R Enforcement Officer		52,603.20	53,892.80	55,244.80	56,617.60	58,032.00	59,488.00	60,985.60	62,524.80	64,084.80	65,665.60	67,308.80	69,014.40	70,720.00			
Parks and Facilities Supervisor		52,603.20	53,892.80	55,244.80	56,617.60	58,032.00	59,488.00	60,985.60	62,524.80	64,084.80	65,665.60	67,308.80	69,014.40	70,720.00			
Parks Maintenance Foreman		41,600.00	42,640.00	43,700.80	44,803.20	45,905.60	47,070.40	48,256.00	49,441.60	50,689.60	51,958.40	53,268.80	54,579.20	55,931.20			

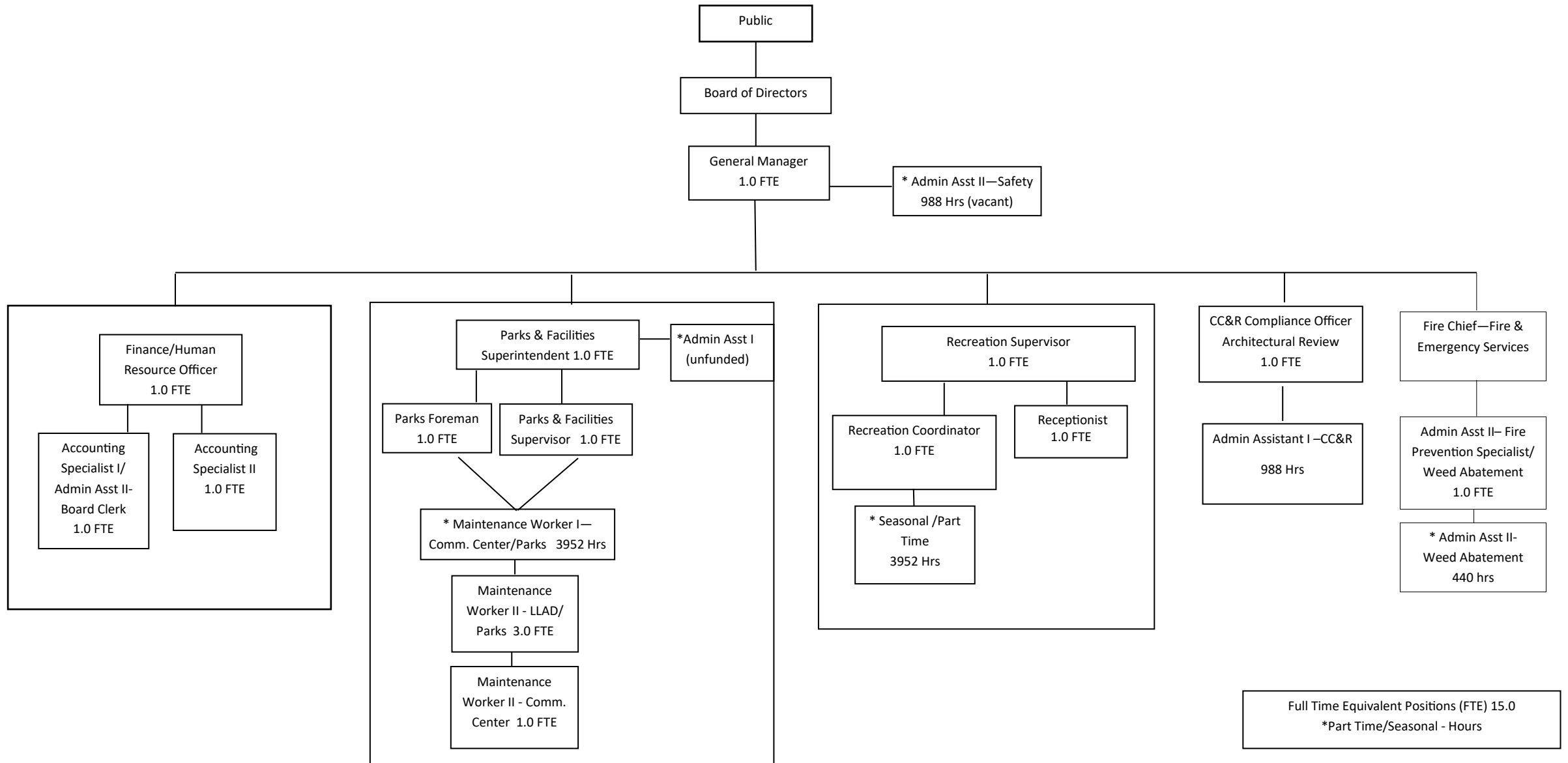
HOURLY RATE	FY21/22																
General Manager	NEGOTIATED = 135,000																
Parks Superintendent		\$29.95	\$30.70	\$31.47	\$32.26	\$33.06	\$33.89	\$34.74	\$35.61	\$36.49	\$37.41	\$38.35	\$39.30	\$40.28			
Finance/Human Resources Officer		\$29.95	\$30.70	\$31.47	\$32.26	\$33.06	\$33.89	\$34.74	\$35.61	\$36.49	\$37.41	\$38.35	\$39.30	\$40.28			
Accounting Specialist I/Admin Assist II Board clerk		\$18.56	\$19.02	\$19.50	\$19.98	\$20.49	\$20.99	\$21.52	\$22.06	\$22.61	\$23.18	\$23.75	\$24.35	\$24.96			
Accounting Specialist II		\$25.29	\$25.91	\$26.56	\$27.22	\$27.90	\$28.60	\$29.32	\$30.06	\$30.81	\$31.57	\$32.36	\$33.18	\$34.00			
Admin Assist II (Fire Prevention Specialist/Weed Abateme		\$20.00	\$20.50	\$21.01	\$21.54	\$22.07	\$22.63	\$23.20	\$23.77	\$24.37	\$24.98	\$25.61	\$26.24	\$26.89			
Receptionist		\$15.45	\$15.81	\$16.23	\$16.63	\$17.06	\$17.48	\$17.92	\$18.36	\$18.83	\$19.29	\$19.78	\$20.27	\$20.78			
Maintenance Worker II		\$16.39	\$16.79	\$17.21	\$17.64	\$18.09	\$18.54	\$19.00	\$19.48	\$19.96	\$20.46	\$20.97	\$21.50	\$22.03			
Recreation Coordinator		\$18.56	\$19.02	\$19.50	\$19.98	\$20.49	\$20.99	\$21.52	\$22.06	\$22.61	\$23.18	\$23.75	\$24.35	\$24.96			
Recreation Supervisor		\$25.29	\$25.91	\$26.56	\$27.22	\$27.90	\$28.60	\$29.32	\$30.06	\$30.81	\$31.57	\$32.36	\$33.18	\$34.00			
CC&R Enforcement Officer		\$25.29	\$25.91	\$26.56	\$27.22	\$27.90	\$28.60	\$29.32	\$30.06	\$30.81	\$31.57	\$32.36	\$33.18	\$34.00			
Parks and Facilities Supervisor		\$25.29	\$25.91	\$26.56	\$27.22	\$27.90	\$28.60	\$29.32	\$30.06	\$30.81	\$31.57	\$32.36	\$33.18	\$34.00			
Parks Maintenance Foreman		\$20.00	\$20.50	\$21.01	\$21.54	\$22.07	\$22.63	\$23.20	\$23.77	\$24.37	\$24.98	\$25.61	\$26.24	\$26.89			

PART TIME POSITIONS	(Generally less than 19 hrs per week)													
Admin Assist I (clerical)		15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17
Admin Assist II (Weed Abatement, Safety, Board Clerk)		\$17.77	\$18.21	\$18.66	\$19.12	\$19.68	\$20.17	\$20.57	\$21.08	\$21.70	\$22.24	\$22.80	\$23.37	\$23.95
Accounting Specialist I		\$18.02	\$18.47	\$18.93	\$19.40	\$19.89	\$20.38	\$20.89	\$21.42	\$21.95	\$22.50	\$23.06	\$23.64	\$24.23
Parks & Facilities Maintenance Worker I		15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17
Rec/Aquatics Leaders		\$17.36	\$17.79	\$18.23	\$18.68	\$19.23	\$19.71	\$20.10	\$20.60	\$21.20	\$21.73	\$22.27	\$22.83	\$23.40

SEASONAL POSITIONS	(Summer and/or year round periodically)													
Recreation Leader I- Day Camp Staff, Scorekeepers, Kiosk Staff, Concessions, Water Safety instructor (without Lifeguard Certifications)		15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17
Recreation Leader II - Day Camp Staff with Shift Lead		15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	20.67
Recreation Specialist- Headguard II, Day Camp Director		16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	20.67	21.18	21.7	22.25
Lifeguard- Swim Instructors + Lifeguard with Title 22 and ARC Lifeguard Certification		15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	20.67
Head Lifeguard		16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	20.67	21.18	21.7

NOTE: Wage scale to be adjusted as minimum wage changes
 Prior Schedule Approved by BOD on 8/18/21 to add AS II, ASI and Parks/Fac Supervisor

Cameron Park Community Services District Organizational Chart



Full Time Equivalent Positions (FTE) 15.0
*Part Time/Seasonal - Hours



Agenda Transmittal

DATE: February 16, 2022

FROM: André Pichly, General Manager

AGENDA ITEM #13: DISTRICT WORK PLAN 2022

RECOMMENDED ACTION: REVIEW AND APPROVE

The Cameron Park Community Services District Board of Directors' Standing Committees reviewed, discussed and updated the 2021 Work Plan. Below lists the 2022 Work Plans for each Standing Committee as developed by staff and committee members, and has been reviewed and drafted by the General Manager for the Board of Directors consideration and approval.

Budget and Administration Committee

- Update the 5 Year Budget Projection (*Meets Strategic Focus Area - E.1.b*),
- Develop a schedule for reviewing and updating District policies,
- Research process and develop policy for evaluating contractor performance,
- Develop a Reserve Policy and establish a healthy reserve balance for asset improvements and economic uncertainty (*Meets Strategic Focus Area - E.1.c*),
- Communicate required training opportunities for Board Members in effort to attain District of Distinction Certification (*Meets Strategic Focus Areas - E.4.b and E.4.c*),
- Cameron Park Lake fees research and analysis for 2022-23 budget (*Meets Strategic Focus Areas - E.1.a and E.3.e*).

Strategic Plan 2021-2026: Strategic Focus Areas

- **E.1 Financial Stability:** Our objective in the area of finance is to ensure the long-term fiscal health of the District. To do this, our strategy is to utilize best accounting practices and tools, conduct practical and realistic financial forecasting, seek optimal revenue sources, and acknowledge available financial resources to support the District vision and services.
 - **E.1.a** Develop and implement an annual budget that is operationally balanced and allocates appropriate funds to preserve and improve the District's assets.
 - **E.1.b** Annually update a 5-year budget projection.

- E.1.c Develop a funding plan for capital asset reserves and long term obligations.
- **E.3 Create Community:** Our objective is to provide positive, memorable experiences and establish strong relationships with residents. Our strategy is to create a feeling of community through caring service delivery and programs that meet the changing needs of the community.
 - E.3.e Examine benefits/constraints of charging entry fees at Cameron Park Lake.
- **E.4 Good Governance:** Our objective is for the Board of Directors to be a cohesive and effective governing board. Our strategy is to engage in continued special district education, adhere to District Board policies, follow good governance practices, and strengthen the workforce to achieve the District's Vision.
 - E.4.b Achieve Special District Leadership Foundation's District of Distinction certificate.
 - E.4.c Provide education opportunities for board members, appointed community members, residents and management staff regarding the value and role of special districts, services provided by the District, functions of the Board of Directors and good governance practices.

CC&R Committee

- Develop uniformed fence guidelines that collaborate with the El Dorado County Fence Code (*Meets Strategic Focus Area - E.3.f*),
- Provide a Power Point Presentation CC&R Public Workshop for residents to attend (*Meets Strategic Focus Area - E.3.f*),
- Research and develop a short video about Common Restrictions, ARC Requirements, and Violations for District Website (*Meets Strategic Focus Area - E.3.f*),
- Collaborate with Apartment community management groups to improve curb appeal (*Meets Strategic Focus Area - E.3.f*).

Strategic Plan 2021-2026: Strategic Focus Areas

- **E.3 Create Community:** Our objective is to provide positive, memorable experiences and establish strong relationships with residents. Our strategy is to create a feeling of community through caring service delivery and programs that meet the changing needs of the community.
 - E.3.f To maintain an attractive, welcoming community, the CC&R office will update its processes and services in alignment with industry standards, and focus on education and engagement with residents to achieve residential compliance.

Fire & Emergency Services Committee

- Complete education and fuel reduction projects funded by the California Climate Investment grant, and identify plan and funding for continued maintenance efforts (*Meets Strategic Focus Areas - E.2.a and E.2.e*),
- Continue to apply for grants that will fund Fire Department equipment and programs (*Meets Strategic Focus Area - E.2.e*).
- Work to implement a First Responder Fee to support Fire Department Advanced Life Support services based on the completed Nexus Study.
- Continue with plan to make improvements of Fire Station 88 to accommodate current engine staffing and Fire Department operations (*Meets Strategic Focus Area - E.2.c*),
- In support of the El Dorado County Public Health Department, take an active role in the County's response to the COVID pandemic with immunizations, community education and implementation measures, to protect the health of the Fire Department personnel and the residents they serve.
- Assist with the creation of a Firewise Community(s) in Cameron Park (*Meets Strategic Focus Area - E.2.d*),
- Continue the education of the public on the importance of weed abatement and fuels reduction (*Meets Strategic Focus Areas - E.2.d and E.2.f*).

Strategic Plan 2021-2026: Strategic Focus Areas

- **E.2 Firewise Community:** Our objective is to create a Firewise Community and to provide a high level of fire protection and advanced live support services to the residents. Our strategy is to educate property owners, seek community involvement, and actively implement the District's Weed and Rubbish Abatement Ordinance to reduce fire fuels in the community.
 - **E.2.a** Complete the education and fuels reduction projects funded by the California Climate Investment Grant, which includes working with the El Dorado County Department of Transportation, to establish clearance along major roadways.
 - **E.2.c** Work on the expansion and improvement of Fire Station 88, for the wellbeing of fire station personnel.
 - **E.2.d** Achieve national recognition as a Firewise Community which enables benefits to residents with homeowner insurance policies
 - **E.2.e** Seek grants that will support fire protection and advanced life support services, and fuels reduction efforts.

- **E.2.f** Continue to implement the District’s Weed and Rubbish Abatement Ordinance to reduce the wildfire risk in the community.

Parks and Recreation Committee

- Continue the implementation for a Splash Pad feature at the old Swimming Lagoon site and determine funding options to minimize impact on the general fund (*Meets Strategic Focus Area E.3.a*),
- Develop a park entry sign program to clearly identify each park as a Cameron Park Community Services District public park (*Meets Strategic Focus Area E.3.a*),
- Develop viable options to better manage parking at Cameron Park Lake (*Relates to Strategic Focus Area E.3.e*),
- Research and assess the need for inclusion services for Recreation Programs (*Relates to Strategic Focus Area E.3.c*),
- Research and develop shade options for pool deck.

Strategic Plan 2021-2026: Strategic Focus Areas

- **E.3 Create Community:** Our objective is to provide positive, memorable experiences and establish strong relationships with residents. Our strategy is to create a feeling of community through caring service delivery and programs that meet the changing needs of the community.
 - **E.3.a** Secure funding and implement priority projects outlined in the 2020 Park Improvement Plan and a park sign program
 - **E.3.c** Seek feedback, especially reaching out to under-served areas of the community, to assess effectiveness of District services and plan for improvements. Look for process efficiencies with technology.
 - **E.3.e** Examine benefits/constraints of charging entry fees at Cameron Park Lake



Agenda Transmittal

DATE: February 16, 2022

FROM: André Pichly, General Manager

AGENDA ITEM #14: **SUMMER SPECTACULAR FIREWORKS**

RECOMMENDED ACTION: **DISCUSS AND ADVISE**

In 2019, Cameron Park celebrated the 20th Anniversary of Summer Spectacular at Cameron Park Lake. The popular event was canceled in 2020 and 2021, in part out of an abundance of caution due to the COVID-19 pandemic. In December 2021, staff began discussing the event to determine if it could be held in the summer of 2022.

Recent discussions with staff raise concerns about the District's ability to secure a fireworks vendor and required permitting from El Dorado County. A Request For Proposals for a licensed and qualified fireworks vendor that includes scope of work, insurance requirements, and other stipulations, has not been issued. The Cameron Park Fire Department, which in past years takes the lead on applying for permitting from El Dorado County, was not aware of staff's discussions about the event, and so have not begun the permit application form.

While there may have been some discussions and expressed support for fireworks display in the summer of 2022, staff planning for this event is only in preliminary discussions. Staff would like to explain the challenges and discuss options and ideas for an event in 2022.



Agenda Transmittal

DATE: February 16, 2022

FROM: André Pichly, General Manager

AGENDA ITEM #15: SUSTAINABILITY AD HOC COMMITTEE

RECOMMENDED ACTION: APPROVE

Introduction

Due to interest expressed by Board members, staff is developing Sustainability Ad Hoc Committee guidelines. Policy 4060 - Committees of the Board of Directors outlines the formation of Ad Hoc Committees as follows:

4060.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

Budget & Administration Committee

The Budget & Administration Committee discussed the elements of the proposed Ad Hoc Committee and asked staff to add language regarding a term. Committee is forwarding to the Board of Directors with support.

Discussion

Staff recommends that the leadership of the Committee be comprised of five people, one to two Board members and two to three community members. There may be many community members involved in the Committee's efforts, but the leadership and planning remain with individuals assigned to the Ad Hoc Committee by the Board President. The General Manager or their designee will attend and support the efforts of the Ad Hoc Committee. District staff's participation should remain as an advisor and a support role.

Below are the proposed duties of the Ad Hoc Committee:

- ✓ Tour District operational facilities to assess efforts to reduce, reuse, and recycle resources and make recommendations to the General Manager;
- ✓ Review and evaluate operational practices and make recommendations to the General Manager that may improve efficiencies and reduce any negative environmental impacts;
- ✓ Committee term begins March 2022 and concludes when a final Sustainability Final Report and Action Plan is approved by the Board of Directors.

Conclusion

The Ad Hoc Committee, comprised of Board members and community members, has a great opportunity to help the District make progress towards a Strategic Plan 2021-2026 priority - Take Steps for Environmental Sustainability. This includes:

- Impacts to the environment are considered when making strategic and operational decisions
- Create opportunities for re-use and recycling
- Meet new waste collection and recycling mandates