

Budget and Administration Committee

Monday, March 9, 2026

5:30pm



Cameron Park Community Center – Social Room
2502 Country Club Drive
Cameron Park, CA 95682

Minutes

Members: Chair Director Katie Gilchrest (KG), Vice Chair Director Dawn Wolfson (DW)
Alternate: Director Tim Israel (TI)

Staff: Maurice Johnson, General Manager; Christina Greek, Finance/Human Resources Officer

CALL TO ORDER – 5:30pm

ROLL CALL – KG/SB (DW was absent)

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 MINUTES – Monday, January 12th & Monday, February 9th - 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. Landscaping Contract Award (M. Hornstra)

- Discussed Landscaping Contract Award. Move to Board for approval.

- 2. Preparation of the Engineer's Report for LLADs for FY 2026-27 (M. Johnson)**
 - *Discussed Preparation of the Engineer's Report for LLADs for FY 2026-27. Move to Board with support.*
- 3. Cash Handling Policy (M. Johnson)**
 - *Discussed Cash Handling Policy. Move to Board with support.*
- 4. Public Records Policy #1050 (M. Johnson)**
 - *Discussed Public Records Policy #1050. Move to Board with support.*
- 5. Brighton/Solar (verbal update)**
 - *Discussed Brighton/Solar.*
- 6. Director Scobey Resolution (M. Johnson)**
 - *Discussed Director Scobey Resolution. Move to Board with support.*
- 7. Administrative Services Coordinator Job Description (M. Johnson)**
 - *Discussed Administrative Services Coordinator Job Description. Move to Board with support.*
- 8. Administrative Services Analyst Job Description (M. Johnson)**
 - *Discussed Administrative Services Analyst Job Description. Move to Board with support.*
- 9. Board Clerk Job Description (M. Johnson)**
 - *Discussed Board Clerk Job Description. Move to Board with support.*
- 10. Staff Updates**
 - a. February Check Register (L. Sanders-Ito)
 - b. FY 2024-25 Audit (M. Johnson)
- 11. Items for Future Committee Meetings**
 - Cost Recovery Policy (bounced check, etc.)
 - Bylaws Review
- 12. Items to Take to the Board of Directors**
 - *Landscaping Contract Award*
 - *Preparation of the Engineer's Report for LLADs for FY 2026-27*
 - *Cash Handling Policy*
 - *Public Records Policy #1050*
 - *Director Scobey Resolution*
 - *Administrative Services Coordinator Job Description*

- *Administrative Service Analyst Job Description*
- *Board Clerk Job Description*



MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

CLOSED SESSION

**Conference with Legal Counsel – Potential Litigation
Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2)**

ADJOURNMENT – 6:43pm

Minutes Prepared by:

Niki Garrison
Board Clerk

Minutes Approved by:

Director Katie Gilchrest, Chair
Budget and Administration Committee