



CAMERON PARK COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING Wednesday, April 18, 2018 6:30 p.m.

Board Members

| | |
|----------------|----------------|
| Holly Morrison | President |
| Margaret Mohr | Vice President |
| Monique Scobey | Board Member |
| Greg Stanton | Board Member |
| Ellie Wooten | Board Member |

Notice to the Public

An AGENDA in FINAL FORM is located in the Reception area in the District Office and posted at each of the Cameron Park Fire Stations and on the District's website at www.cameronpark.org. Support material is available for public inspection at the District Office and on the District website. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors which is distributed less than 72 hours prior to the meeting, is available for public inspection at the same time the writing is distributed to the members of the Board of Directors. Such written documents will be made available at the District Office and on the District website.

The Cameron Park Community Services District (CPCSD) is committed to ensuring that all persons are provided the resources to participate in its public meetings. For the public's information, we are now taking email requests for future notification of Community Services District meetings. Please contact the District office at 530-677-2231 or cpcsd@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings.

CALL TO ORDER

1. Roll Call
 2. Pledge of Allegiance
-

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda
-

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.

Board of Directors receives guest speakers who have been invited to present items to the Board that are of interest to the District.

Covenants, Conditions and Restrictions (CC&R) Compliance Officer Lyle Eickert on his 10th anniversary with the CPCSD

APPROVAL OF CONSENT AGENDA

The following Consent Calendar 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 Calendar by a Board member or a member of the audience and placed under General Business #11 to be discussed and acted upon individually.

4. Conformed Agenda – Parks & Recreation Committee Meeting, March 5, 2018
 5. Conformed Agenda - Board of Directors Meeting, March 21, 2018
 6. Staff Reports
 - a. Administration Department
 - b. Fire Department
 - c. Recreation Department
 - d. Parks & Facilities Department
 - e. Covenants, Conditions & Restrictions (CC&R) Department – No report as the committee did not have a quorum
 7. **ADOPT** Resolution No. 2018-07 Requesting Election Services from El Dorado County to fill Four Board of Directors' Seats
 8. **RECEIVE AND FILE** Information on Proposition 68
-

OPEN FORUM FOR NON-AGENDA ITEMS

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors. Comment during the Open Forum is limited to four minutes per person. Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes except with the consent of the Board, individuals shall be allowed to speak on an item only once. The Board reserves the right to waive said rules by a majority vote. For the public's information, we are now taking email requests for future notification of Community Services District meetings.

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
 10. **REVIEW AND DISCUSS** General Manager Report – State of the District
 11. **REVIEW AND DISCUSS** Supplemental District Budget Timeline Report
-

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.

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

ADJOURNMENT



Parks & Recreation Committee
Monday, March 5, 2018
4:00 p.m.
Cameron Park Lake
2989 Cambridge Road, Cameron Park

Conformed Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Director Greg Stanton (GS)
Alternate Director Holly Morrison (HM)
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,
Parks Superintendent Mike Grassle

CALL TO ORDER - 4:05 p.m.

ROLL CALL – MS, GS

APPROVAL OF AGENDA - Approved

APPROVAL OF CONFORMED AGENDA - Approved

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

1. **Tour of Cameron Park Lake Lagoon Facility** (M. Grassle)
2. **Oral Updates from Staff** (T. Helm and M. Grassle)
 - New Cameron Park Lake & Swim Lagoon Promotional Flyer
 - Proposed Planting for Community Center Landscaping
3. **Items for the April Committee Agenda**
 - Proposition 68: The California Clean Water and Safe Parks Act and District's Process to Identify, Prioritize Park & Facilities Improvement Projects
 - Community Center Use Policies
4. **Items to take to the Board of Directors**

None

MATTERS TO AND FROM COMMITTEE MEMBERS

None

ADJOURNMENT – 5:27 p.m.



CAMERON PARK COMMUNITY SERVICES DISTRICT

2502 County 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

REGULAR BOARD MEETING Wednesday, March 21, 2018 6:30 p.m.

Board will convene into Closed Session after Board Information Items.

Board Members

| | |
|----------------|----------------|
| Holly Morrison | President |
| Margaret Mohr | Vice President |
| Monique Scobey | Board Member |
| Greg Stanton | Board Member |
| Ellie Wooten | Board Member |

Notice to the Public

An AGENDA in FINAL FORM is located in the Reception area in the District Office and posted at each of the Cameron Park Fire Stations and on the District's website at www.cameronpark.org. Support material is available for public inspection at the District Office and on the District website. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors which is distributed less than 72 hours prior to the meeting, is available for public inspection at the same time the writing is distributed to the members of the Board of Directors. Such written documents will be made available at the District Office and on the District website.

The Cameron Park Community Services District is committed to ensuring that all persons are provided the resources to participate in its public meetings. For the public's information, we are now taking email requests for future notification of Community Services District meetings. Please contact the District office at 530-677-2231 or cpcsd@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings.

CONFORMED AGENDA

CALL TO ORDER – 6:34 p.m.

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

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

Motion to adopt the Agenda.

GS/ MS - Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – 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.

Board of Directors receives guest speakers who have been invited to present items to the Board that are of interest to the District.

4. Planning for Older Adult, Senior Activities
-

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 Calendar by a Board member or a member of the audience and placed under General Business #11 to be discussed and acted upon individually.

5. Conformed Agenda - Board of Directors Special Meeting, February 19, 2018
 6. Conformed Agenda – Board of Directors Meeting, February 21, 2018
 7. Staff Reports
 - a. General Manager
 - b. Fire Department – *Pulled for discussion*
 - c. Recreation Department
 - d. Parks & Facilities Department
 - e. Covenants, Conditions & Restrictions (CC&R) Department
-

CONFORMED AGENDA

8. **APPROVE** Resolution No. 2018-05 Directing Auditor of El Dorado County to Levy and Collect Assessments for the Fiscal Year 2018/19 - *Pulled for discussion*
9. **APPROVE** Resolution No. 2018-06 Directing Preparation of the Annual Engineer's Report for Landscaping and Lighting Districts for Fiscal Year 2018/19
10. **APPROVE** and **DIRECT** General Manager to Sign the WEST Consultants, Inc., Agreement for Services for the Cameron Park Lake Dam Emergency Action Plan – *Pulled for discussion*

Motion to approve the Consent Agenda with the following adjustment

- *Pull agenda items number 7b., 8. and 10. for discussion.*

MM/GS - Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment – Felicity Wood

OPEN FORUM FOR NON-AGENDA ITEMS

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors. Comment during the Open Forum is limited to four minutes per person. Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes except with the consent of the Board, individuals shall be allowed to speak on an item only once. The Board reserves the right to waive said rules by a majority vote. For the public's information, we are now taking email requests for future notification of Community Services District meetings.

Bill Carey and Barbara Rogers

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

7b. Fire Department Staff Report

Oral report provided by CAL FIRE Chief Scott Lindgren – No action

CONFORMED AGENDA

8. **APPROVE** Resolution No. 2018-05 Directing Auditor of El Dorado County to Levy and Collect Assessments for the Fiscal Year 2018/19

Motion to adopt Resolution No. 2018-05.

MM/EW – Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment – Barbara Rogers

10. **APPROVE** and **DIRECT** General Manager to Sign the WEST Consultants, Inc., Agreement for Services for the Cameron Park Lake Dam Emergency Action Plan

Motion to approve agreement between Cameron Park Community Services District and WEST Consultants, Inc., to develop a Cameron Park Lake Dam Emergency Action Plan and direct General manager to sign agreement.

EW/MS – Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment – None

12. **SECOND READING** and **APPROVAL** of Weed Abatement Ordinance No. 2018.03.21

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment – Felicity Wood

13. District Financial Report

14. Fiscal Year 2018/19 Budget Methodology and Timeline

CONFORMED AGENDA

BOARD INFORMATION ITEMS

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

15. General Matters to/from Board Members and Staff

GS – Thanked General Manager and legal counsel for the workshops. Emphasized the importance of the Board listening to the public at Board meetings. Welcomed new staff members Vicky Neibauer and Sarah Fridrich.

EW - Welcomed new staff members.

MM - Welcomed new staff members.

HM - Kudos to the maintenance staff as parks are looking good. Welcomed new staff members. Reminded Board and public of upcoming events. Kudos to the General Manager for the excellent progress.

16. Local Area Formation Commission (LAFCO)

HM - Invited everyone to attend these meetings (fourth Wednesday of the month). Cameron Estates was recently discussed at a meeting.

17. Committee Reports

- Budget & Administration

MM - Welcomed Vicky Neibauer. Items have already been covered in this meeting.

- Covenants, Conditions & Restrictions (CC&R)

EW - No report.

- Fire & Emergency Services

HM - Worked on the Weed and Rubbish Abatement ordinance and other items already discussed in this meeting.

- Parks & Recreation

MS - Toured the Cameron Park Lake lagoon. Discussed new watering system.

18. General Manager Report

Upcoming workshop is scheduled for April 4th. Staff attended training “Education Day” yesterday. The emergency services request for proposal is being processed. Undergoing labor negotiations. Working on Summer Spectacular. Park tours are being organized. The election in November will fill four of our Board seats. We are enjoying our new staff.

CONFORMED AGENDA

PUBLIC COMMENT ON CLOSED SESSION

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.

19. Public Comment - *none*

CONVENE TO CLOSED SESSION – 8:27 p.m.

The Board will recess to Closed Session to discuss the following items:

- Conference with Legal Counsel – Anticipated Litigation
 - Government Code Section 54956.9(b) – two (2) potential cases
-

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

20. Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

ADJOURNMENT

Agenda Transmittal

DATE: April 18, 2018

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #6A: **Administration Report**

RECOMMENDED ACTION: Receive and File

Front Office

- Front office staff now has lead responsibility for the facility reservation process. Staff has revised the facility reservation process and application, making it more user friendly and adding a deposit for alcohol after 4 p.m.
- Cash handling procedures have been reviewed and are currently being revised in the front office to include a cash drawer system. This type of system will provide for a more efficient and secure handling of cash receipts than the previous envelope system.
- Directional signage holders for classes have been installed in the Cameron Park campus to allow for an eye appealing approach to class signage within the facility.

Human Resources

- CalPERS provided a three-hour Retirement Business Rules training session on April 12th. Subjects included pension reform, retirement contract information, membership eligibility, service credit, retirement benefits, and the employer's role in the retirement process.
- Staff is currently ramping up for the summer seasonal hiring process. A meeting has been scheduled for April 13th to determine the most efficient way to process necessary staffing including lifeguards, summer camp workers, etc.; hiring packets have been prepared; and the background/substance screening policy has been integrated into the process.

Budget/Finance

- Budget work continues. Department budgets are due to the Finance/Human Resources Officer April 18th with first look by the Budget and Administration Committee on May 1st. We are taking an incremental approach to the budget this year. First, we will be providing the operational budget with any programmatic additions we believe necessary to be funded at the start of the fiscal year. This will allow us to bring you the cleanest, most accurate budget picture possible given the accounting anomalies we are encountering on a daily basis.

Soon after the start of the fiscal year, we will bring back to the Board an improvement/projects budget augmentation request. This will allow us to have a better understanding of the various buckets of dollars available at the County and also give the Departments the opportunity to plan for and get estimates and bids for their proposed improvement/projects.

- Staff met with Vavrinek, Trine, Day & Co. (VTD) on April 10th for a status update. Most reconciliation work is generally up-to-date through the beginning of the year. They are estimating the financial software conversion/implementation to be between 6-12 months. They are recommending a two-year audit be conducted in January 2019. Year-to-date expenditures for the 3rd Quarter will be included in the budget process.
- Three financial software companies have responded to the District's RFP. District and VTD staff are meeting with three financial software companies and will demonstrate their products later this month. A selection will be made by the end of May, and depending upon costs, staff may return to the Board for approval of purchase. Once purchased, the software company will outline a specific implementation time table, including when financial reports will become available on a regular, more frequent basis.



Cameron Park Community Services District Staff Report – April 2018

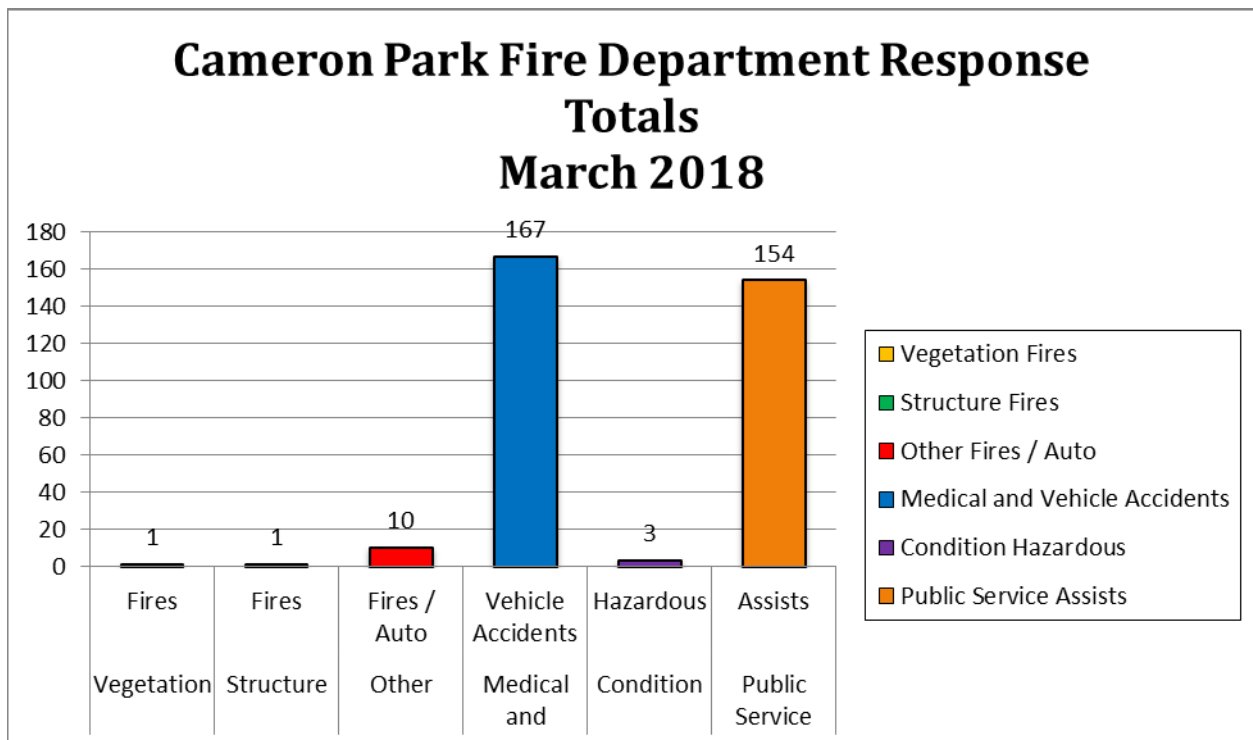
To: Board of Directors
From: Douglas M. Ferro, Battalion Chief
Regarding #6b: Fire Department Report for April 21 , 2018 – Board Meeting

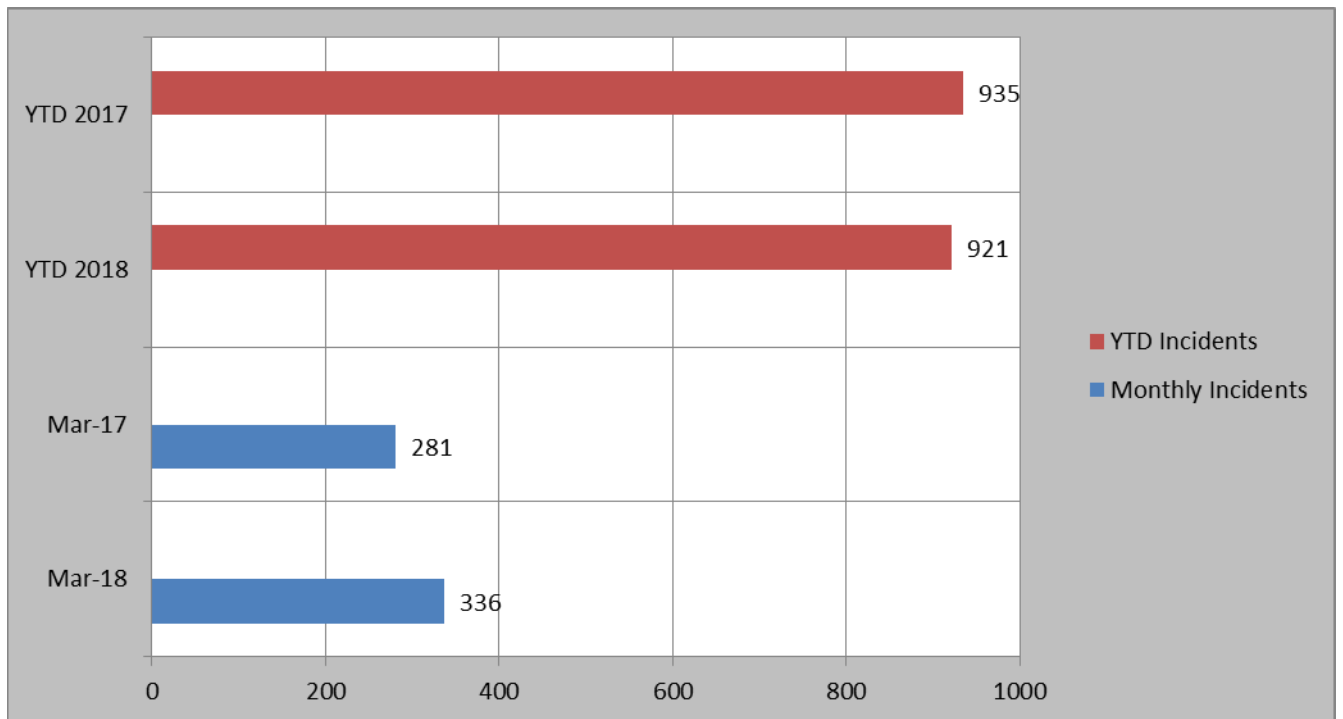
Recommended Action: Receive and File

Incidents for the Month of March 2018:

| Structure Fires | Vegetation Fires | Vehicle Fires | Alarms | Hazard Condition | Rescue | Public Assist | Traffic Collision | Medical Aid | Other/Cover |
|-----------------|------------------|---------------|--------|------------------|--------|---------------|-------------------|-------------|-------------|
| 1 | 1 | 0 | 10 | 3 | 0 | 21 | 4 | 163 | 133 |

Incident Total for Month of March 2018: 336





FIRE DEPARTMENT OPERATIONS AND ADMINISTRATION

Incidents

With the significant rain Northern California received in March, Engine 89, Engine 88 and Medic 89 responded to multiple residential, roadway flooding calls and vehicle accidents. Captain Winger maintained a steady supply of sand and sandbags through contact with Officer Todd Crawford of the El Dorado County Sheriff’s office. Growlersburg crews were dispatched to stage at Station 89 to assist residents with filling sandbags during the weather event. All Station 88, Station 89 and CAL FIRE personnel went above and beyond to provide excellent service to the Cameron Park residence.

Community Outreach

The personnel provided tours throughout the month of March and Station 89 hosted several Girl Scout meetings. Additionally, the Station 88 hosted the Easter Bunny drive to Rasmussen Park.

FIRE PREVENTION

Chief Mike Smith was released to Lite Duty for the month of March and is busy with maintaining a high level of service to the many Tenant Improvements and new construction in Cameron Park. Melissa Brackens and Mary Joseph have joined Audrey Paye and our Cameron Park Fire Department Fire Weed Abatement Program.

Keep your property lean and green to help protect your family and home.

Cameron Park Fire Department / CAL FIRE want to remind residents, creating defensible space is essential to improve your home’s chance of surviving a wildfire. It’s the buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surround it. This space is needed to slow or stop the spread of wildfire and it protects your home from catching fire—either from direct flame contact or radiant heat. Defensible space is also important for the protection of the firefighters defending your home.

Zone 1

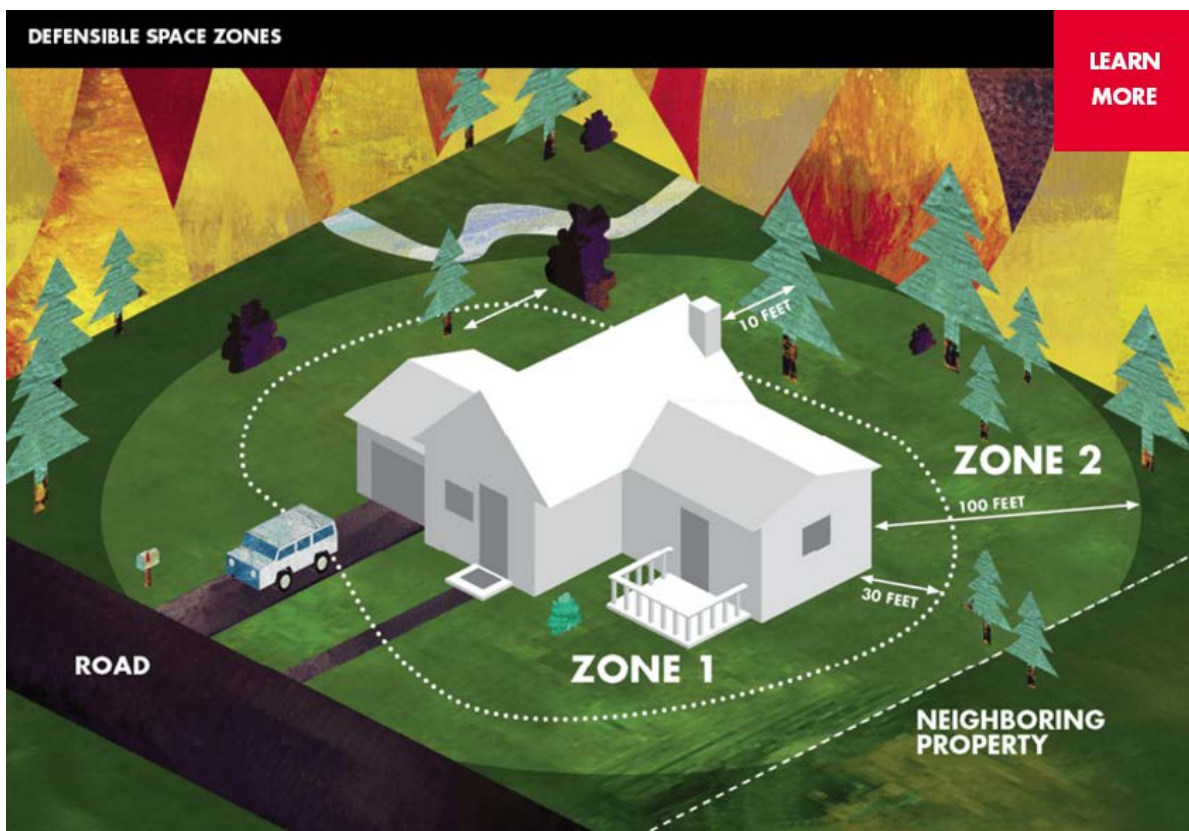
Zone 1 extends 30 feet* out from buildings, structures, decks, etc.

- Remove all dead plants, grass and weeds (vegetation).
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- Trim trees regularly to keep branches a minimum of 10 feet from other trees.
- Remove branches that hang over your roof and keep dead branches 10 feet away from your chimney.
- Relocate wood piles into Zone 2.
- Remove or prune flammable plants and shrubs near windows.
- Remove vegetation and items that could catch fire from around and under decks.
- Create a separation between trees, shrubs and items that could catch fire, such as patio furniture, wood piles, swing sets, etc.

Zone 2

Zone 2 extends 100 feet out from buildings, structures, decks, etc.

- Cut or mow annual grass down to a maximum height of 4 inches.
- Create horizontal spacing between shrubs and trees. (See diagram)
- Create vertical spacing between grass, shrubs and trees. (See diagram)
- Remove fallen leaves, needles, twigs, bark, cones, and small branches. However, they may be permitted to a depth of 3 inches.



<http://www.readyforwildfire.org/Defensible-Space/>

As a reminder, there is a burn ban in place for any and all burn piles within the Cameron Park Service District.

Agenda Transmittal

DATE: April 18, 2018

FROM: Tina Helm, Recreation Supervisor and
Sarah Fridrich, Recreation Coordinator

AGENDA ITEM #6C: RECREATION DEPARTMENT REPORT

RECOMMENDED ACTION: Receive and File

Facility Use Report: Please find the scheduled rentals from July to March Fiscal Years 2016/17 and 2017/18 compared to the rentals during the same time period. This comparison is for the auditorium/classroom rentals and does not include the gym.

| | 2016/17 Facility Rentals July 2016- June 2017 | number of rentals | 2017/18 Facility Rentals July 2016- June 2017 | number of rentals |
|-----------|---|-------------------|---|-------------------|
| July | \$3,387.76 | 19 | \$7,448.00 | 20 |
| August | \$2,485.85 | 20 | \$5,615.37 | 25 |
| September | \$1,638.51 | 17 | \$3,926.50 | 16 |
| October | \$7,485.51 | 24 | \$6,099.60 | 20 |
| November | \$3,006.00 | 18 | \$4,455.50 | 20 |
| December | \$4,832.71 | 24 | \$2,964.00 | 13 |
| January | \$3,993.75 | 17 | \$1,826.50 | 13 |
| February | \$3,350.60 | 14 | \$3,265.50 | 15 |
| March | \$5,243.42 | 22 | \$5,939.05 | 20 |
| Total | \$35,424.11 | 175 | \$41,540.02 | 162 |

The Google Analytics Summary for January 1 to March 31, 2018, is attached (Exhibit A). Some of the 2018 numbers are slightly down from 2017, however, improving these numbers is currently under consideration.

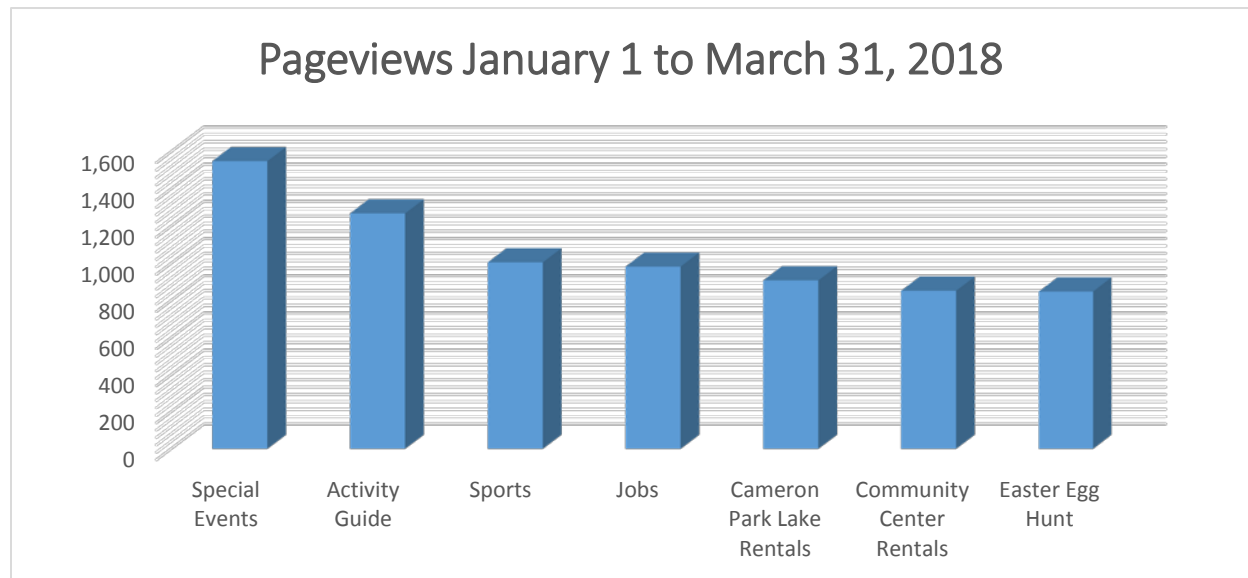
- Conducted interviews for the Recreation Coordinator position. From this process Sara Fridrich was hired as the new Recreation Coordinator and started with the district on March 7th. Sarah is developing the Summer Kidz Kamp program, Senior Activities and Special Events just to name a few. Welcome Sarah!
- The February newsletter for 2018 was sent out to 3,740 recipients through Mailchimp. The 2017 February newsletter was sent out to 3,426 recipients through Mailchimp. This is an **INCREASE** of 314 recipients.
- Staff attended the Affair of the Heart Event on February 28th at the Community Center. The focus is Heart Health and will featured a Cardiology Session moderated by comedian Fran King. The event featured healthy food and wine, health screening and exercise demos from CSD instructors for Tai Chi and Ballroom Dance.
- Staff continues to meet with Cameron Park Rotary, Shingle Springs/Cameron Park Chamber, Cameron Park Foundation and Channel 2 to discuss Community Showcase Event/Luau at the Pool in April.
- As of April 12, 2018, there are 1,492 (10 more than March) page “Likes” on Facebook, 769 (11 more than March) followers on Twitter and 549 (23 more than March) followers on Instagram.
- Staff presented to the Senior Leadership Council the proposed activities for the upcoming summer month – please see Exhibit B.

Summary of Google Analytics on the Cameron Park Community Services District Website

The information below compares the data from January 1 to March 31 in 2017 and 2018.

| <i>Item</i> | 2017 | 2018 | Difference |
|--------------------------------------|-------------|-------------|-------------------|
| <i>Sessions</i> ¹ | 9,377 | 9,075 | -3% |
| <i>Users</i> ² | 8,561 | 8,184 | -4% |
| <i>Pageviews</i> ³ | 28,207 | 28,261 | <+1% |
| <i>Pages/Session</i> ⁴ | 2.13 | 2.17 | +2% |
| <i>Time Per Session</i> ⁵ | 1:33 | 1:38 | +4% |

Below are the most visited web pages:



¹ A **“session”** is defined as “a group of interactions that take place on the website within a given time frame.” The session starts when a user enters the website and end when they leave.

² **“Users”** defines how many people came to the website. Where sessions are created any time someone comes to the website, this number is unique to the number of people that came to the website and will not increase if someone comes multiple times.

³ The number of **pageviews** represents the overall number of times pages on the website have been viewed during the chosen timeframe. If a user navigates through a few pages during their time on the website, this number will increase every time they access a page.

⁴ **Pages/Session** given an average representation of how many pages users visited during their time on the website.

⁵ **Time per session** measures how long users spent on the website.

Senior Activity Report

Summer 2018 Planning

PROPOSAL

With El Dorado County having one of the highest populations of seniors in the state, it is the Cameron Park Community Services District goal to try and better serve this population. We plan to do this by creating more senior programs. We will be working with the Senior Leadership Council along with seniors in the community to collect data, and implement and test programs, activities, and classes. We have already started to take action. We are adding six new programs to the Summer 2018 Activity Guide, and plan to apply for grants and continue to add and improve programs for seniors in the community. We also hope to attract more seniors from the community who do not already use our facilities and services regularly.

SUMMER PROGRAMMING

The following programs have been chosen to develop starting this summer.

- Two fitness programs, Chair Yoga and Sit & Be Fit. Chair Yoga will run Tuesdays and Thursdays, and Sit & Be Fit will run every Friday.
- Bunco will be added the last Friday of every month after Senior Nutrition.
- Guest Speakers have been scheduled to run the third Monday of every month,
 - Mary Cory from the Historical Museum scheduled in May,
 - Roberta Rimbault with Alive Inside in June,
 - Lori Cicchini with Animal Outreach in July, and
 - Jennifer Cullen and the Alzheimer Association in August.
- A Craft Corner is going to be open every Monday, with volunteers to help run it. Budget art projects will be created, with materials provided for a small drop-in fee. This will also be a space for seniors to come and create their own art.
- Free monthly movie will be provided the second Friday of every month. This will have popcorn, coffee and water, and the attending seniors will get to vote on the movie that will be played at the following month's showing.

FUTURE PROGRAMMING

There are many ideas we have for future programming, including once a month birthday celebrations, social dances, coffee time with staff, and a punch card system for drop-in programs. However, we plan to really focus on improving these summer programs this fall after trying them out, and adding Day Trips, Wii Bowling, and increasing the amount of times we do Bingo each month. We plan to be able to achieve these goals by applying for grants such as one offered through Friends of Seniors. We hope to be able to support these new programs with the grant money, purchase the equipment needed for Wii Bowling, and provide a passenger vehicle for Community Day Trips. Some places suggested for Community Day Trips include Marshall Gold Discovery State Historic Park along with other

State Parks, The Annual Orchid Show, the Harrison Center, the B Street Theater, and Red Hawk Casino.

MARKETING

Flyers and handouts will be created to better advertise for these senior programs. We will also be creating a 50+ symbol to place in the Activity Guide and on flyers to show what programs are specifically for community members that are 50 years old and older. Finally, a newsletter draft has been created, and may be placed out the first week of every month. It will include a picture and information about a CSD staff member and a senior within the community, upcoming classes and events specifically for seniors, names of seniors who have birthdays that month, the Senior Nutrition meal calendar, important dates to remember, and pictures from the previous month's events, activities, and classes.

Agenda Transmittal

DATE: April 18, 2018

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #6D: **Parks, Facilities & LLADs Report**

RECOMMENDED ACTION: Receive and File

General Information

- Staff addressed the aftermath of the flooding that took place Thursday March 22nd. The majority of the District's parks and LLADs had some sort of flooding. Between downed branches, washed out pathways and clogged drains we have been busy.
- Staff are working on controlling the weeds and getting the irrigation systems ready for summer. Staff have put the new Toro sprayer/spreader to good use and have been able to reduce the amount of time it takes to spray weeds significantly.
- Special District Risk Management Association (SDRMA), the District's insurer conducted a Safety Inspection on Thursday and Friday, April 5 and 6. A full report is forth-coming and a few items are being immediately addressed by staff.
- Staff are meeting with DSA, District's IT contractor, regarding ways to capitalize on technology to make the irrigation system, HVAC and other system more efficient.
- Mike Grassle received a Supervisory Training Certificate at the recent SDRMA Safety Day, which provides points to the District to reduce annual insurance fees.
- Irrigation training courses are scheduled with staff, hosted by an irrigation technician from Hunter.

Community Parks/Sports Fields

Cameron Park Lake

- Staff are currently working with the El Dorado County Sheriff's Department regarding the resident who cut down a protected oak tree on Cameron Park Community Services District (CPCSD) property.
- Staff have been taking safety measures to insure the lagoon pump room is safe for staff to work in this summer, addressing extension cords and exposed wiring.

Christa McAuliffe Park

- Staff solicited feedback and information from Foothill Associates about re-locating the T-ball field from Rasmussen to an unused portion of Christa McAuliffe.

Rasmussen Park

- Staff spent a full day prepping the baseball fields for this upcoming season.
- See Rasmussen Park Irrigation System Repair and Upgrades (attached Exhibit A).

Community Center

- New plants were installed on Tuesday April 2nd around the Community Center.
- CAL FIRE/Growlersburg teams spent time cleaning the creek and open space in front of the Community Center before the heavy rains.
- Refrigeration Supplies Distributor fixed our scheduling issues for the HVAC system. We are also considering updating the software for our system.
- Curtis Osze, Maintenance Worker, completed the Certified Pool Operators course with a score of 100%. This certification will give Curtis a better understanding of how the chemicals work to keep the pool safe as he does extensive work on the Community Center pool. It will also give him more insight on potential hazards to be aware of and how to handle them.

Neighborhood and Natural Area Parks/Landscape and Lighting Assessment Districts

David West

- Staff started repairing the irrigation system. We are also installing a central irrigation control before summer.
- Staff will address the graffiti along the concrete wall the faces Highway 50. Paint has been ordered.
- The parking has been resealed and painted.

Royal Park

- A large oak tree fall across Country Club Drive on March 22nd. Staff did an awesome job of responding within 30 minutes of the tree falling and cutting it out of the roadway.

Northview Park

- Staff have been busy repairing the decomposed granite pathway, which washed out during all the flooding.
- There was some vandalism to the new shade structure over the playground. Someone climbed on the roof of the playground and poked holes in the shade structure. We are removing the roof and capping the playground posts.

Weed Abatement in Transportation Corridors

- District staff and CAL FIRE have finally completed the clearing out the space between the roads on Sudbury.
- Staff spent their last day with D.O.T. on Cameron Park Drive on Thursday March 29th. The District will start on weed abatement in open space areas and parks before returning to Cameron Park Drive. We plan to continue this joint effort later this summer.

Rasmussen Park Irrigation System Repairs and Upgrades

Rasmussen Park's irrigation system needed a lot of work including several valves which were not working correctly. Staff went zone by zone mapping out and replacing the damaged sprinkler heads. Below is a list of the specific tasks we addressed to get the irrigation system working effectively.

- Staff replaced 29 Hunter I-40 Rotors. The system was a mix match of various sprinkler heads. A sprinkler system of this size needs to have uniform sprinkler heads so we can effectively manage our water.
- The District does not have accurate irrigation plans for the park. As staff have been repairing the system they are also mapping it out. This will make checking the systems so much easier in the future.
- Staff replaced the damaged irrigation valve boxes.
- Once staff installed the correct heads throughout the park, we installed the correct nozzles. Installation of the correct nozzles is crucial as it ensures we have matched precipitation throughout the parks. Matched precipitation is just a fancy word; meaning the turf grass is getting water evenly.
- Staff raised and straightened every sprinkler head throughout the park. Approximately 90% of the sprinklers had issues.
- Triangle Well came out and installed a new sand filter on the well. The existing filter was full of debris and was mounted to a T post in the ground. Whenever the irrigation turned on, the entire filtration system would shake and become unstable. The new filter is attached to the concrete wall to prevent any movement on the main irrigation line.
- Staff installed a Wi-Fi based central irrigation controller. This will allow the district to access the irrigation system at Rasmussen Park remotely. Accessing the system remotely will save staff time and give the District much more control over the entire irrigation system.

By repairing the District's irrigation systems I am confident that we will see some major improvements not only in water savings, but in the overall health of the landscape, especially the turf grass. Healthy turf grass will mean a much safer and esthetically pleasing playing surface for our user groups. Similarly, we hope to continue to repair and upgrade the rest of the District's irrigation systems.

Cameron Park
Community Services District
Agenda Transmittal

Date: April 18, 2018

To: Board of Directors

From: Jill Ritzman, General Manager

Agenda Item #7: **RESOLUTION NO. 2018-07 REQUESTING ELECTION SERVICES FROM THE EL DORADO COUNTY REGISTRAR OF VOTERS TO FILL THREE FULL FOUR-YEAR TERM SEATS AND ONE UNEXPIRED SHORT-TERM SEAT ON THE CAMERON PARK COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS ON NOVEMBER 6, 2018**

Recommended Action: Receive, Discuss and Adopt Resolution No. 2018-07

Budget Account: Admin 1000; Elections 5270

Budget Impact: FY 2018/19 \$18,000

The term on three seats on the Cameron Park Community Services District Board of Directors will expire in December, 2018 plus there is an unexpired short-term seat (expires 12/4/2020) to fill. These seats are currently held by Directors Morrison, Stanton, Scobey and Wooten. An election will be held by the El Dorado County Registrar of Voters on November 6, 2018. By Resolution No. 2018-07, the Cameron Park Community Services District is requesting the Registrar of Voters:

- Consolidate said election with any other election conducted on November 6, 2018; and
- Provide all necessary services, at District expense, including:
 - Publications, issue nomination documents, ballots, sample ballots, election offers, polling places and canvass.

It is recommended that the Board approve Resolution No. 2018-07.

RESOLUTION NO. 2018-07
of the Board of Directors
of the Cameron Park Community Services District
April 18, 2018

DECLARING AN ELECTION BE HELD IN ITS JURISDICTION
CONSOLIDATION WITH OTHER DISTRICTS
REQUESTING ELECTION SERVICES

RESOLUTION AUTHORIZING AN ELECTION TO FILL
THREE FOUR-YEAR TERM SEATS AND
ONE SHORT TERM (TWO YEAR) SEAT ON THE
CAMERON PARK COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

WHEREAS, it is the determination of the above-named District that an election be held on November 6, 2018, at which election the issue to be presented to the voters shall be:

NOMINATION OF CANDIDATES

| <u>No. of Members</u> <u>To be Elected</u> | <u>Term</u> |
|---|---|
| 3 | Full four-year terms to expire 12/02/2022 |
| 1 | Unexpired short term to expire 12/04/2020 |

NOW, THEREFORE, BE IT RESOLVED, that the Elections Department of El Dorado County is hereby requested to:

1. Consolidate said election with the Statewide General Election conducted on November 6, 2018.
2. Authorize and direct the Registrar of Voters, at District expense, to provide all necessary services, which shall include, **but not be limited to**:

Publications, issue nomination documents, ballots, sample ballots, election officers, polling places and canvass.
3. In the event of a tie vote, the winning candidate shall be decided by lot.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 18th day of April 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Holly Morrison, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

Agenda Transmittal

DATE: April 18, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #8: CALIFORNIA PROPOSITION 68, PARKS, ENVIRONMENT, AND WATER BOND (JUNE 2018)

RECOMMENDED ACTION: Receive and File

BUDGET ACCOUNT: PARKS DEPARTMENT & CAPITAL IMPROVEMENT PLAN

BUDGET IMPACT: To Be Determined

Senate Bill 5, California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 was introduced by Senator De León in December 2016. In October, the Governor approved the bill.

In June 2018, voters will consider Proposition 68, Parks, Environment, and Water Bond. If passed, the Proposition authorizes \$4 billion in general obligation bonds for state and local parks, environmental protection and restoration projects, water infrastructure projects, and flood protection projects.

Specific benefits to the District include a per capita allocation, whereby funding will come directly to the District for park improvement projects. In addition, the District will have the ability to compete for additional grant funds.

Attachments:

Exhibit A Local Government Benefits
Exhibit B Funding Allocations



The Committee *for* Clean Water, Natural Resources & Parks

SB 5 Bond Measure:

Local Government & Smart Growth Communities

The Committee for Clean Water, Natural Resources, and Parks (CWNRP) members worked hard alongside state legislators to successfully pass SB 5, a bond measure that voters will decide in June 2018. If passed by voters, the measure would provide \$4 billion that would reduce local spending, lower disaster risk and associated costs, increase local and regional revenues, create local jobs, and foster thriving, sustainable communities.

THE SB 5 BOND REDUCES LOCAL SPENDING

- ✓ Allows local governments to build water projects that reduce operating costs by increasing water efficiency or allowing local entities to purchase less water
- ✓ Allows local governments to make required repairs to park infrastructure and complete other needed parks projects consistent with existing city, county, or district park expenditure plans
- ✓ Allows local governments to undertake needed flood protection projects and avoid flooding costs
- ✓ Allows local governments to provide essential protections for their communities against climate change impacts, and avoid costs associated with climate change impacts

THE SB 5 BOND INCREASES LOCAL REVENUE

- ✓ Allows local governments to develop visitor centers, county fairs, aquatic facilities, fitness centers, regional sports complexes, and other revenue-earning attractions
- ✓ Allows local governments to update, expand and acquire parks, and generate local revenue from park programming and private events
- ✓ Allows local governments to acquire or expand open space, green infrastructure, urban forestry, efficient landscaping, bike and walking paths, trails and other smart community growth features that create local revenues via increased property values, business influx, and diverse income earners, among other things
- ✓ Allows local governments to enhance or create place-specific revenue-earning recreational and tourism opportunities

THE SB 5 BOND CREATES LOCAL JOBS

- ✓ Grows and supports California's \$92 billion outdoor recreation economy with over 700,000 local jobs and billions of dollars in local and state revenues
- ✓ Grows and supports California's tourism economy
- ✓ Provides up to 5% of bond funds for community workforce development
- ✓ Provides that to the extent practicable a project that receives bond funds will provide workforce education and training, contractor, and job opportunities for disadvantaged communities

Thriving local communities for all.



Environmental & Social Equity Investments

- \$725 million for parks in park-poor neighborhoods

California's Outdoor Spaces

- \$200 million for local park grants (grants based on population)
- \$15 million for park and recreation grants for jurisdictions with a population of 200,000 or less
- \$30 million for competitive grants to local park districts, open space districts, and open space authorities to create, expand, or restore parks (\$5 million for projects in units of the state park system managed by non-profit organizations)
- \$40 million for grants to local agencies that have approved local park revenue measures

State Parks, Natural & Cultural Legacy

- \$218 million for existing state parks and improving public access to parks
 - \$10 million for state parks enterprise projects
 - \$5 million for local agencies that operate a unit of the state park system
 - \$18 million for fairground facility improvements
 - \$30 million for low cost coastal accommodations
 - \$25 million for state parks natural resource projects

Trails & Greenway

- \$30 million for non-motorized infrastructure development and access improvements competitive grants (up to 25% for innovation transportation programs that expand outdoor experiences to disadvantaged youth)

Rural Recreation, Tourism, & Economic Enrichment

- \$25 million for competitive grants to non-urbanized areas

Rivers, Creeks, & Waterways

- \$162 million for river parkways and urban streams restoration
 - \$37.5 million to Santa Monica Mountains Conservancy
 - \$37.5 million for San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy
 - \$16 million for the Santa Ana Conservancy Program
 - \$10 million to the Lower American River Conservancy Program
 - \$3 million for the Los Gatos Creek and Guadalupe River
 - \$3 million for the Russian River
 - \$10 million for parkway along the Santa Margarita River
 - \$5 million for Clear Lake
 - \$10 million for the River Parkway Act of 2004
 - \$10 million for Urban Streams Restoration Program to the Department of Water Resources
 - \$20 million for parkway along the Los Angeles River

Ocean & Coastal Protection

- \$175 million for coastal and ocean resource protection
 - \$35 million for grants to protect ocean and coastal ecosystems
 - \$30 million for low cost coastal accommodations
 - \$85 million for protection of beaches, bays, wetlands, & coastal watersheds
 - \$20 million for coastal forest watershed health
 - \$5 million for estuarine lagoons and coastal wildlife areas

Groundwater Sustainability

- \$80 million for groundwater cleanup

Clean Drinking Water and Drought Preparedness

- \$250 million for clean and safe drinking water

Conservancies & Wildlife

- \$30 million for projects that implement the Salton Sea Management Program
- \$180 million to state conservancies
 - \$6 million to Baldwin Hills Conservancy
 - \$27 million to California Tahoe Conservancy
 - \$7 million to Coachella Mountains Conservancy
 - \$12 million for Sacramento-San Joaquin Delta Conservancy
 - \$12 million to San Diego River Conservancy
 - \$30 million to Lower Los Angeles River and Mountains Conservancy
 - \$6 million to San Joaquin River Conservancy
 - \$30 million to Santa Monica Mountains Conservancy
 - \$30 million to Sierra Nevada Conservancy
 - \$20 million to State Coastal Conservancy
- \$137 million to the Wildlife Conservation Board, including \$5 million for regional conservation investment strategies, \$52 million for Natural Community Conservation Plan projects, and up to \$10 million to the UC Natural Reserve System
- \$200 million for voluntary settlement agreements
- \$50 million for Dept. of Fish & Wildlife deferred maintenance
- \$170 million to the California Natural Resources Agency for Salton Sea

Climate Preparedness & Habitat Resiliency

- \$18 million for wildlife & natural systems conservation direct expenditures and grants
- \$30 million to remove barriers to between habitat areas and increase connectivity, including \$10 million for the California Waterfowl Habitat Program
- \$25 million to restore rivers and streams in support of fisheries and wildlife, including \$5 million for salmon and steelhead projects in Klamath-Trinity watershed
- \$60 million to improve wildlife & fish passage, including \$30 million for Southern California Steelhead habitat
- \$60 million for upper watersheds protection in the Sierra Nevada and Cascades
- \$30 million to improve conditions for fish and wildlife in streams
- \$40 million for grants to assist coastal communities and fisheries with climate change adaptation, with 35% to the SF Bay Area Conservancy Program, and 12% to the West Coyote Hills Program
- \$30 million for innovative farm practices that improve climate resilience
- \$50 million for forest restoration & fire protection including hazardous fuel load reduction and management for wildfire and climate change, with at least 30% for urban forestry projects
- \$40 million to state and local conservation corps for restoration & protection projects and equipment
- \$60 million to restore natural, cultural, ethnic, and community resources, and convert fossil fuel plants to green space, with \$20 million of this amount for multi-benefit "green infrastructure" benefiting disadvantaged communities

Flood Protection and Repair

- \$550 million for flood protection and repair, including \$350 million for flood protection, \$100 million for stormwater, mudslide, and other flood-related protections, and \$100 million for urban multibenefit flood projects

Regional Water Sustainability

- \$290 million for regional water sustainability, including \$50 million for groundwater sustainability planning
- \$100 million for water recycling, including \$20 million for agricultural operations to implement irrigation systems that save water

Agenda Transmittal

DATE: April 18, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #10: GENERAL MANAGER REPORT – STATE OF THE DISTRICT

RECOMMENDED ACTION: Receive & File

The General Manager will be providing an oral report regarding projects completed, in process and on a task list for the future. The following topics will be covered. Staff and the General Manager will be available for questions at the conclusion of the report.

- Implementation of District's Staff Organizational Chart
- Cameron Park Lake Dam Emergency Action Plan
- Fire & Emergency Services Request for Proposal
- Records Retention and Office Cleaning
- Community Center Construction Warranty Inspection
- Technology Improvements, Constraints
- Finance Software Selection Process and Rec Trac Upgrades
- Board of Directors & General Manager Training
- Weed Abatement Ordinance & Program Implementation
- Weed Abatement in Transportation Corridors
- Status of District Audits
- New Senior Programming & Services
- Marketing Initiatives – *Cameron Park Life* Column, *ENewsletter* Facelift, New District Shirts
- Summer Spectacular & Summer Programs' Plans Underway
- Safety Inspection by Special District Risk Management Association
- Review of District Policies, Fiscal Policies
- District Website and Social Media Opportunities

Agenda Transmittal

DATE: April 18, 2018

FROM: Vicky Neibauer, Finance & Human Resources Officer

AGENDA ITEM #11: SUPPLEMENTAL DISTRICT BUDGET & FINANCE TIMELINE

RECOMMENDED ACTION: Review & Discuss

BACKGROUND

In recent years, the Board of Directors invested in several significant planning documents including a Fire Department Master Plan, Five Year Budget Forecast and Assessment, Browning Reserve Study and a Parks and Recreation Master Plan. These plans influence the District's budget and finances. There is funding held at the County on behalf of the District that assists in implementing projects identified in these plans. In addition, a Park Bond (Proposition 68) will be on the June ballot.

DISCUSSION

In March, Board members stressed the importance of addressing elements in the above-mentioned planning documents. Due to the failing financial software system and its impacts on the financial system reconciliations, staff is struggling to address both the District's FY 2018/19 operations budget and planning for funding/implementing the planning documents; therefore, a phased approach is being recommended:

May/June

- Secure New Financial Software

June/July

- Approval of FY 2018/19 Budget, including pre-funding retirement CalPERS obligations;
- Determined Fund Balances and Descriptions for District Funds held at the County.

September

- Fire and Parks – Five Year Capital Improvement Projects Budget;
- Set aside for Browning Reserve projects.

October

- Update Five Year Budget Forecast and Assessment

December/January

- FY 2016/17 and FY 2018/19 Audit
- Conclude Vavrinek, Trine, Day & Co. (VTD) Services

CONCLUSION

Staff truly understands the importance of ensuring the District's future financial health, and acknowledges the efforts the Board of Directors has taken. Time is slipping away quickly to address the District's finances. Staff is actively exploring opportunities to make systems more cost efficient, and eliminate duplicate services and redundant expenses. These efforts include implementation of a new financial software system, analyzing accounts payable vendor lists, analyzing current banking account systems, changing merchant services, changing credit card providers, and using technology and outside vendors to District's advantage. To ensure accuracy of all budget and finance documents, staff is recommending a phased approach to address all of the District's financial needs.

