



Budget and Administration Committee
Tuesday, April 5, 2022
6:45 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Chair, Felicity Wood Carlson (FC), Vice-Chair, Director Sidney Bazett (SB)
Alternate Director Eric Aiston (EA)
Staff: André Pichly, General Manager; Christina Greek, Finance/HR Officer

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

1. Conformed Agenda – Budget & Administration Committee Meeting – March 8, 2022

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

2. Fire Prevention Specialist Job Description (S. Moranz)

3. Staff Updates

- a. Check Register Review (C. Greek)
- b. Finance & Admin Staff Report (C. Greek)

4. Items for Future Committee Meetings

5. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Budget and Administration Committee
Tuesday, March 8, 2022
6:45 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/82251051680>

Meeting ID: 822 5105 1680

(Teleconference/Electronic Meeting Protocols are attached)

Conformed Agenda

Members: Chair, Felicity Wood Carlson (FC), Vice-Chair, Director Sidney Bazett (SB)
Alternate Director Eric Aiston (EA)

Staff: André Pichly, General Manager; Christina Greek, Finance/HR Officer

CALL TO ORDER – 6:50

ROLL CALL – SB, FC - present

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

Motion to approve the Agenda
SB/FC – Motion passed
Agenda approved

APPROVAL OF CONFORMED AGENDA

1. Conformed Agenda – Budget & Administration Committee Meeting – February 1, 2022

*Motion to approve the Conformed Agenda
SB/FC – Motion passed
Conformed Agenda approved*

OPEN FORUM

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

DEPARTMENT MATTERS

2. FY 21/22 Mid-Year Budget Adjustment (C. Greek)

*Motion to forward the FY 21/22 Mid-Year Budget Adjustment to the Board of Directors
FC/SB – Motion passed*

3. Fund 7 Balances (C. Greek)

4. Staff Updates

a. Check Register Review (C. Greek)

5. Items for Future Committee Meetings

*-Fire Prevention Specialist position proposal
-FY 2022-2023 Budget*

6. Items to take to the Board of Directors

*-FY21/22 Mid-Year Budget Adjustment
-Fund 7 Balance*

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT – 7:41 (FC/SB)

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Lindsay Dorosh
Board Secretary

Director Felicity Wood Carlson, Chair
Budget and Administration Committee



Agenda Transmittal

DATE: April 5, 2022

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

AGENDA ITEM #3: Fire Prevention Specialist Position

RECOMMENDED ACTION: Discuss and forward to the Board of Directors

Introduction:

Staff is recommending the expansion of the Fire Marshal's program, beginning with the creation of a Fire Prevention Specialist 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:

At the February 1, 2022, Budget and Administration Committee meeting, staff presented a report requesting the Committee discuss and forward to the Board of Directors a draft job description. At the February 16, 2022, Board of Directors meeting staff presented their report for consideration and approval. The Board responded to the report by indicating the following:

- More emphasis in the job description on Weed Abatement/Fire Prevention Specialist duties
- Possibly remove Administrative Assistant from job title, as this position does not do as much administrative duties as a typical Cameron Park CSD Administrative Assistant
- Discuss who this position should report to
- Provide a comparison of this position's salary vs. Fire Marshal salary

- Address possible part time Administrative support for Fire Department in the future so this position can focus on Fire Prevention/Inspections.
- The Board asked that Director Scobey and Director Aiston email General Manager with more suggestions [if any].

Back in February 2022, it was explained that staff identified a significant workload in the Fire Marshal program as it relates to both State and Local mandated inspections, fire and life safety inspections, and permit inspections, which the current staffing level is not able to support.

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. Additionally, the Weed Abatement position is funded by a portion of property taxes, and a portion of the CCI grant, which has now expired, and the position is currently vacant. The District employee who has been working in this position applied for the vacated Board Clerk position and was hired as the new Board Clerk effective March 21, 2022.

Staff has reviewed the workload associated with the Fire Marshal program and the Weed Abatement Program and has created a job description that outlines the duties of a Fire Prevention Specialist. 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 Fire Prevention Specialist position will allow for additional inspections and associated revenue.

The Weed Abatement Position was being paid \$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 expired in March 2022, was funding \$15,000 of the Weed Abatement Position.

The Fire Prevention Specialist Position would be paid \$68,525 annually.

- \$52,000 base pay (2080 hours)
- \$3,360 in pension
- \$2,000 for vacation pay
- \$11,165 for health coverage (includes health, dental, and vision)

Conclusion:

Staff recommends reviewing the new draft job description of a 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.

Attachments:

- 4A. Administrative Assistant II (Weed Abatement/Fire Prevention Specialist) Job Description
- 4B. Fire Financial reports
- 4C. CSD Salary wage scale

Cameron Park Community Services District

Job Title:	Fire Prevention Specialist	Department/Group:	Fire Department
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
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under supervision of the Fire Marshal, this position is assigned work in the Fire Prevention Program to conduct inspections of public occupancies and enforce applicable sections of Title 19 and Title 24 of the California Code of Regulations; conduct inspections of public assembly buildings, commercial, industrial, and specialized and hazardous occupancies; conduct field inspections of developments, buildings, water systems, fire warning alarm systems, and fire extinguishing systems to ensure compliance with all applicable fire laws, ordinances, and other regulations pertaining to fire protection and life safety; examine applications and project plans for buildings, and monitor assigned budget. This position will assist with the administration of the District’s Weed and Rubbish Abatement Program, provide information on fire and life safety; design, construct, and display fire prevention materials; maintain fire and life safety and other public education information materials; develop cooperative relationships with homeowners, contractors, and landowners; and assist or act as a Public Information Officer</p> <p>SUPERVISION EXERCISED/RECEIVED</p> <p>Receives supervision from the Fire Marshal.</p> <p>ESSENTIAL JOB DUTIES:</p> <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 Prevention Program and Weed and Rubbish Abatement Ordinance. • 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, contractors, and the public. • Performs grant research and implementation. • Basic understanding of fire prevention codes, laws, policies and procedures. • Performs routine to fire and life safety inspections on new and existing buildings to include construction inspections, state mandated inspections; performs and assists with the District’s Weed and Rubbish Abatement Ordinance. • Reviews and approves plans presented by contractors, engineers, architects, and property owners to ensure compliance with the portions of the California Health and Safety Code that apply, the California Code of Regulations Title 14, Title 19, and Title 24 as adopted by the California State Fire Marshal, the District’s Weed and Rubbish Abatement Ordinance, all pertinent local El Dorado County, CA ordinances, and locally amended ordinances pertaining to fire protection systems, civil, plumbing, electrical, mechanical, other pertinent work, and structural work to be performed. • Performs as the fire department liaison for the creation and maintenance of Firewise Communities in Cameron Park.

- Performs other related duties as required.

KNOWLEDGE OF:

- Proper grammatical usage, punctuation and spelling; basic mathematical functions; Standard office procedures, practices and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; and social media and publishing software.
- Building and fire codes related to fire prevention inspections.
- Basic inspection techniques (e.g., observation, documentation, interpretation, code compliance) to conduct an inspection program ensuring compliance with State and local laws, codes, and standards.
- Basic fire protection engineering for inspections to ensure safe operating conditions and compliance with appropriate laws, regulations, and ordinances.
- Fire prevention programs and regulations to reduce fuel loading and ignition sources to educate the public about fire-safe landscapes (e.g., defensible space).
- Building codes and fire laws to ensure proper compliance and education to the public.
- Fire prevention requirements (e.g., equipment, industrial operations, clearance) to plan and conduct inspections ensuring compliance with Federal and State laws and local ordinances.

SKILL TO:

- Safely operate/drive different makes and models of District vehicles in a variety of conditions (e.g., inclement weather, rugged terrain) to travel as needed for job assignments.
- Tactfully and diplomatically mitigate complaints from the public to accomplish program goals.
- Work effectively in a team to complete tasks, event/incident planning, problem solving, and decision making.
- Develop and deliver effective oral and written presentations for information exchange and education of the public, employees, and others.
- Plan, organize, and prioritize tasks to ensure efficient completion of assignments.
- Operate computers and software programs effectively (e.g., e-mail, spreadsheets, presentations) to provide accurate reports and information exchange with the public, district, and fire department employees.
- Communicate performance standards and expectations to personnel for successful job performance.
- Read and interpret maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence for successful job performance.
- Create graphic visual reports and conduct presentations (e.g., PowerPoint) for successful job performance.
- Produce accurate and timely social media content.
- Effectively organize and manage time to accomplish the timely completion of multiple assignments, deadlines, projects, and goals.

ABILITY TO:

- Read and understand written materials (e.g., reference manuals, training materials, policies) to effectively educate a variety of audiences (e.g., public, media, personnel).
- Utilize mobile communication devices (e.g., cell phones, two-way radios, tablets) to communicate with a variety of audiences (e.g., public, media, personnel).
- Explain appropriate rules, laws, and codes as they relate to inspections and fire prevention to promote compliance.
- Enforce appropriate rules, laws, and codes as they relate to inspections and fire prevention to ensure compliance.
- Read the topography of the land analyzing the relationship between the natural landscape and fire behavior to advise stakeholders and the public (e.g., home owners, land owners, builders) regarding fire and life safety requirements (e.g., defensible space, applicable codes, building placement on property) ensuring compliance with State and local laws, codes, and standards.
- Assert yourself on behalf of the district to ensure enforcement of and compliance with State and local laws, codes, and standards.

- Be resourceful (e.g., locating vendors, funding, networking) to accomplish job assignments.
- Demonstrate patience when dealing with coworkers and the public to facilitate cooperation and effective communication.
- Use situational awareness to maintain personal and public safety.
- Maintain confidentiality regarding sensitive information and situations encountered during the performance of the job.
- Perform intermediate mathematics (e.g., algebra, percentages, ratios) to complete various tasks, including inspections, budgets, grant proposals, inventory control, and other calculations.
- Communicate in writing to convey clear and concise ideas and information to various audiences (e.g., public, media, personnel).
- Speak professionally (e.g., courteously, precisely, effectively) to the public, media, and personnel to provide information (e.g., complex issues, specifics, instructions).
- Make formal and informal public presentations on various topics (e.g., defensible space, fire and life safety, volunteer training) to communicate and educate a variety of audiences with varying levels of understanding.
- Demonstrate computer literacy by utilizing computer software (e.g., Microsoft) to create documents and reports.
- Perform administrative duties (e.g., filing, inventory, completing paperwork) necessary to meet operational needs.
- Maintain cooperative relationships with various entities (e.g., personnel, public, contractors, stakeholders, media, allied agencies) to complete tasks and reach common goals.
- Position can require 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. 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.

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum of eighteen (18) years of age
- School diploma or equivalent GED Certificate
- Possess and able to maintain a valid California Class C Driver License
- Must have Hazardous Materials First Responder Awareness training within twelve (12) months of date of hire
- Must obtain CSFM Community Risk Educator within twelve (12) months of the date of hire and successful completion of Task Book within twenty-four (24) months of the date of hire
- Must have or obtain a valid CPR certification within 90 days of hire
- Must be able to pass a 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
- COMMUNITY RISK EDUCATOR CERTIFICATION
- COMMUNITY RISK SPECIALIST CERTIFICATION
- COMMUNITY RISK OFFICER CERTIFICATION
- CSFM FIRE INSPECTOR I CERTIFICATE
- CSFM CERTIFIED PLANS EXAMINER CERTIFICATION OR EQUIVALENT

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.



Cameron Park Community Services District
Check/Voucher Register - Check Register
From 3/1/2022 Through 3/31/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
	Payroll GL 03-04-22 PP05	39,991.17	3/4/2022	Payroll GL 03-04-22
		39,991.17	3/4/2022	Total Payroll GL 03-04-22
	Payroll GL 3/18/22 PP06	41,257.69	3/18/2022	Payroll GL 3/18/22
		41,257.69	3/18/2022	Total Payroll GL 3/18/22
Abila	Accounting Software - April 2022	835.04	3/10/2022	35174
		835.04	3/10/2022	Total 35174
AFSCME District Council 57	DUES 3/18/22	110.81	3/17/2022	35206
		110.81	3/17/2022	Total 35206
AFSCME District Council 57	DUES 3/4/22 PP05	112.38	3/3/2022	35136
		112.38	3/3/2022	Total 35136
AFSCME District Council 57	Union Dues for Payroll PP07 04/01/22	110.65	3/31/2022	35248
		110.65	3/31/2022	Total 35248
Airespring Inc.	Internet Broadband Com Cntr/Lake - March 2022	564.67	3/10/2022	35175
		564.67	3/10/2022	Total 35175
Airgas National Carbonation	CO2 delivery, pool 3/4/22	262.32	3/17/2022	35207
		262.32	3/17/2022	Total 35207
Airgas National Carbonation	CO2 fill, Pool 03/15/22	413.49	3/24/2022	35230
		413.49	3/24/2022	Total 35230
Airgas National Carbonation	CO2 fill, Pool 03/23/22	375.61	3/31/2022	35249
		375.61	3/31/2022	Total 35249
Airgas National Carbonation	CO2 fill, pool 2/28/22	317.54	3/10/2022	35176

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 3/1/2022 Through 3/31/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Airgas National Carbonation	CO2 tank rental pool 2/28/22	84.75	3/10/2022	
		402.29	3/10/2022	Total 35176
Alhambra	Water deliv. & Cooler rental 3/1/22	87.40	3/17/2022	35209
		87.40	3/17/2022	Total 35209
Andre L. Pichly III	Cell & Mileage Allowances March 2022	200.00	3/3/2022	35163
		200.00	3/3/2022	Total 35163
Andre L. Pichly III	CPRS Conference prkg/entry reimb 03/22/22	80.00	3/24/2022	35244
Andre L. Pichly III	Mileage CPRS Conference 03/09 & 10 2022	96.32	3/24/2022	
		176.32	3/24/2022	Total 35244
Andre L. Pichly III	Staff Dev/retreat supplies - reimb 03/24/22	162.42	3/31/2022	35273
		162.42	3/31/2022	Total 35273
Anna Collins	FD Weed Abatement uniform shirts 03/17/22	250.64	3/24/2022	35229
		250.64	3/24/2022	Total 35229
AT&T Calnet 3	CSD Phone lines 02/24-03/23/22 BAN 9391035823	421.16	3/31/2022	35250
		421.16	3/31/2022	Total 35250
AT&T Calnet 3	CSD Phone Lines 1/24-2/23/22	420.95	3/3/2022	35137
		420.95	3/3/2022	Total 35137
AT&T Calnet 3	FD 89 Phone JPA/Fire Split 1/24-2/23/22	160.13	3/10/2022	35177
		160.13	3/10/2022	Total 35177
AT&T Calnet 3	FD89 Fax Line Fire/JPA Split 2/10-3/9/22	22.62	3/17/2022	35210

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 3/1/2022 Through 3/31/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		22.62	3/17/2022	Total 35210
Brighton Energy	CC Solar 2/1-2/28/22	4,170.50	3/10/2022	35178
Brighton Energy	FD 89 Solar JPA/Fire Split 2/1-2/28/22	990.86	3/10/2022	
		5,161.36	3/10/2022	Total 35178
Bryan Shuler	Training Reimbursement 3/16/22	850.00	3/17/2022	35224
		850.00	3/17/2022	Total 35224
California Public Employee's Retirement System	CalPERS Health - March 2022	18,886.16	3/8/2022	1002049174
California Public Employee's Retirement System	CalPERS Health - March 2022 (& Feb retro L. Dorosh)	4,126.39	3/8/2022	
		23,012.55	3/8/2022	Total 1002049174
California Public Employee's Retirement System	PP05 3-4-22 CalPERS Retirement - Classic	1,447.37	3/4/2022	1002056363
		1,447.37	3/4/2022	Total 1002056363
California Public Employee's Retirement System	PP05 3/4/22 CalPERS Retirement - Pepra	4,019.39	3/4/2022	1002056380
		4,019.39	3/4/2022	Total 1002056380
California Public Employee's Retirement System	PP06 3/18/22 CalPERS Retirement - Classic	1,447.37	3/18/2022	1002066156
		1,447.37	3/18/2022	Total 1002066156
California Public Employee's Retirement System	PP06 3/18/22 CalPERS Retirement - Pepra	4,058.87	3/18/2022	1002066149
		4,058.87	3/18/2022	Total 1002066149

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 3/1/2022 Through 3/31/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Callander Associates Landscape Architecture	CP Lake Splash Pad Design through 12/31/21	3,035.10	3/3/2022	35141
		<hr/> 3,035.10	3/3/2022	Total 35141
Callander Associates Landscape Architecture	CP Lake Splash Pad Environmental thru Jan 2022	741.13	3/31/2022	35251
		<hr/> 741.13	3/31/2022	Total 35251
Carbon Copy, Inc.	Copier Count CCR/Rec/Admin %'s Feb 2022 (Cs4053ci)	42.50	3/3/2022	35142
		<hr/> 42.50	3/3/2022	Total 35142
Carbon Copy, Inc.	Copier Count CCR/Rec/Admin %'s March 2022 (Cs4053ci)	28.70	3/31/2022	35252
		<hr/> 28.70	3/31/2022	Total 35252
Carbon Copy, Inc.	FD 89 Copier Count 2/1-2/28/22	60.39	3/10/2022	35179
		<hr/> 60.39	3/10/2022	Total 35179
Carbon Copy, Inc.	FD89 Copier count 10/01/21-03/31/22	33.17	3/31/2022	35252
Carbon Copy, Inc.	FD89 Copier count March 2022	<hr/> 18.56	3/31/2022	
		51.73	3/31/2022	Total 35252
CardConnect	Card reader rentals CC & Kiosk Feb 2022	75.00	3/3/2022	35143
		<hr/> 75.00	3/3/2022	Total 35143
Charles Karl Catilus V	FF Intern Shifts 2/4, 2/11	160.00	3/17/2022	35212
		<hr/> 160.00	3/17/2022	Total 35212
Christina Greek	Cell Allowances March 2022	100.00	3/3/2022	35154
		<hr/> 100.00	3/3/2022	Total 35154

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 3/1/2022 Through 3/31/2022

Vendor Name	Description	Check Amount	Check Date	Check #
Churchill's Hardware, Inc.	Parks/Lake/CC/Pool Misc Hardware & Supplies 2/2-3/1/22	623.64	3/10/2022	35181
		623.64	3/10/2022	Total 35181
Cintas Corporation #622	CC Janitorial Supplies 03/22/22	239.57	3/31/2022	35253
Cintas Corporation #622	CC Janitorial Supplies 03/29/22	233.99	3/31/2022	
		473.56	3/31/2022	Total 35253
Cintas Corporation #622	CC Janitorial Supplies 3/15/22	226.87	3/17/2022	35213
Cintas Corporation #622	CC Janitorial Supplies 3/8/22	239.57	3/17/2022	
		466.44	3/17/2022	Total 35213
Cintas Corporation #622	Janitorial Supplies CC 3/1/22	230.85	3/3/2022	35146
		230.85	3/3/2022	Total 35146
Clark Woods	Instructor Pay (60%) skills-n-drills class 11/30/21-1/8/22	1,665.00	3/10/2022	35204
		1,665.00	3/10/2022	Total 35204
Comcast	FD88 Internet 03/14-04/13/22	92.00	3/24/2022	35231
		92.00	3/24/2022	Total 35231
Comcast	FD89 Internet JPA/Fire Splits 3/11-4/10/22	158.30	3/17/2022	35214
		158.30	3/17/2022	Total 35214
Conforti Plumbing, Inc	CP Lake drinking fountain repair 03/18/22	140.00	3/31/2022	35254
		140.00	3/31/2022	Total 35254
Daniel Ilin	FF Intern Shifts Feb 2022 2/4, 2/11, 2/18, 2/24	320.00	3/17/2022	35221
		320.00	3/17/2022	Total 35221

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 3/1/2022 Through 3/31/2022

Vendor Name	Description	Check Amount	Check Date	Check #
Dawn Avalon	Instructor Pay (60%) Tai Chi Class 2/3-2/24/22	264.00	3/3/2022	35138
		264.00	3/3/2022	Total 35138
De Lage Landen Financial Services, Inc.	CC Copier Lease 2/15-3/14/22 #988441	247.75	3/3/2022	35147
		247.75	3/3/2022	Total 35147
De Lage Landen Financial Services, Inc.	CC Lease 03/15-04/14/22 #988441	235.95	3/31/2022	35256
		235.95	3/31/2022	Total 35256
De Lage Landen Financial Services, Inc.	FD88 Copier lease 03/15-04/14/22 #522414	91.97	3/31/2022	35255
		91.97	3/31/2022	Total 35255
De Lage Landen Financial Services, Inc.	FD88 Copier Lease 2/15-3/14/22	91.97	3/17/2022	35215
		91.97	3/17/2022	Total 35215
De Lage Landen Financial Services, Inc.	FD89 Copier lease 03/15-04/14/22 # 988441	196.82	3/24/2022	35232
		196.82	3/24/2022	Total 35232
Delta Dental of California	Dental - April 2022	1,288.76	3/17/2022	35216
		1,288.76	3/17/2022	Total 35216
Dept. of Forestry & Fire Protection	2nd Qtr FY 21/22 CALFIRE #27750	732,249.44	3/3/2022	35148
		732,249.44	3/3/2022	Total 35148
Dept. of Forestry & Fire Protection	2nd Qtr FY 21/22 CALFIRE #27753	370,095.17	3/3/2022	35149
		370,095.17	3/3/2022	Total 35149

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 3/1/2022 Through 3/31/2022

Vendor Name	Description	Check Amount	Check Date	Check #
Eide Bailly LLP	CPA srvs, Audit, meetings, reserves, fixed assests Feb 2022	1,795.00	3/10/2022	35183
		1,795.00	3/10/2022	Total 35183
El Dorado Community Foundation	Hall Deposit Refund - Event cancelled 3/3/22	300.00	3/3/2022	35150
		300.00	3/3/2022	Total 35150
El Dorado County Building Department	Permit for FD 88 Remodel 3/15/22	2,883.00	3/17/2022	35217
		2,883.00	3/17/2022	Total 35217
El Dorado Irrigation District	Cam Val Wtr/Lndscp 01/19-03/14/22	103.06	3/31/2022	35257
		103.06	3/31/2022	Total 35257
El Dorado Irrigation District	EW Park Wtr 01/14-03/15/22	100.79	3/31/2022	35258
		100.79	3/31/2022	Total 35258
El Dorado Irrigation District	EW Park Wtr 01/15-03/11/22	127.32	3/31/2022	35259
		127.32	3/31/2022	Total 35259
El Dorado Irrigation District	EW Park Wtr/Lndscp 01/15-03/11/22	74.92	3/31/2022	35260
		74.92	3/31/2022	Total 35260
El Dorado Irrigation District	NV Park Wtr 01/19-03/11/22	122.42	3/31/2022	35261
		122.42	3/31/2022	Total 35261
Elizabeth Salehi	Refund for skills-n-drills class, low enrollement 3/5/22	15.00	3/10/2022	35194
		15.00	3/10/2022	Total 35194
Ellamae J. Wooten	Dir comp mtgs 2/7, 2/7, 2/10, 2/16	400.00	3/10/2022	35205

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 3/1/2022 Through 3/31/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		400.00	3/10/2022	Total 35205
Epperson Law Group, PC	Legal svcs, calls, mtgs, 03/01-03/22/22	810.00	3/31/2022	35262
		810.00	3/31/2022	Total 35262
Epperson Law Group, PC	Legal svcs, mtgs, emails, etc. 1/26-2/25/22	1,446.00	3/10/2022	35184
		1,446.00	3/10/2022	Total 35184
Eric William Blodgett Aiston	Dir Comp Feb 2022 - 2/1, 2/7, 2/10, 2/16	400.00	3/17/2022	35208
		400.00	3/17/2022	Total 35208
Ewing Irrigation Products, Inc.	FD89 irrigation supplies 03/10/22	109.81	3/31/2022	35263
		109.81	3/31/2022	Total 35263
Ewing Irrigation Products, Inc.	Parks & FD89 irrigation supplies 03/08/22	459.42	3/24/2022	35233
Ewing Irrigation Products, Inc.	Parks irrigation parts 03/11/22	4.12	3/24/2022	
		463.54	3/24/2022	Total 35233
Ewing Irrigation Products, Inc.	Parks RoundUp supply 2/25/22	369.71	3/10/2022	35185
Ewing Irrigation Products, Inc.	Rasmussen Irrigation Parts 2/24/22	159.34	3/10/2022	
		529.05	3/10/2022	Total 35185
Executech	IT Service @ CC Wifi's & Datto reboots/inspec/changes Jan 22	300.00	3/24/2022	35234
		300.00	3/24/2022	Total 35234
Executech	MSA, IT Srvcs, March 2022	3,039.56	3/3/2022	35151
		3,039.56	3/3/2022	Total 35151
Felicity Wood Carlson	Dir Comp Mtgs 2/1, 2/10, 2/16	300.00	3/10/2022	35180
		300.00	3/10/2022	Total 35180

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 3/1/2022 Through 3/31/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Financial Pacific Leasing, Inc	2020 Fire Engine E-88 1st pymt w-doc/title fees Due 04/01/22	98,154.33	3/24/2022	35235
		98,154.33	3/24/2022	Total 35235
Heartwood Professional Tree Management Inc.	Dog Park log removal, live oak trimming 3/10/22	995.00	3/17/2022	35219
		995.00	3/17/2022	Total 35219
Heartwood Professional Tree Management Inc.	Emergency Tree Cleanup Service Paul J Ryan Park 2/28/22	1,150.00	3/3/2022	35155
		1,150.00	3/3/2022	Total 35155
Highlander Termite & Pest Control	FD89 Pest Control 3/14/22 #713	75.00	3/17/2022	35220
		75.00	3/17/2022	Total 35220
Hillyard, Inc.	Parks - Papertowels & toilet paper 2/25/22	758.56	3/10/2022	35188
		758.56	3/10/2022	Total 35188
Home Depot Credit Services	Parks/CC Misc Hardware & Supplies, etc. 1/28-2/23/22	2,161.81	3/10/2022	35189
		2,161.81	3/10/2022	Total 35189
Hunt & Sons	FD Bulk Fuel 3/7/22	4,620.43	3/10/2022	35190
		4,620.43	3/10/2022	Total 35190
Hunt & Sons	FD Bulk Fuel fill 03/18/21	2,220.79	3/24/2022	35236
		2,220.79	3/24/2022	Total 35236
James W. Carswell III	Instructor Pay (70%) Taekwondo Class 2/5/22	209.30	3/3/2022	35144
		209.30	3/3/2022	Total 35144
Jonathan Sherwood	FF Intern Shifts 2/1, 2/8, 2/15, 2/22	560.00	3/10/2022	35195

Cameron Park Community Services District

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		560.00	3/10/2022	Total 35195
Joshua C. Marks	Parks gates/restrooms lock/unlocks March 2022	1,815.00	3/24/2022	35242
		1,815.00	3/24/2022	Total 35242
JS West Propane Gas	CC Propane fill 2/22/22	638.83	3/3/2022	35157
		638.83	3/3/2022	Total 35157
JS West Propane Gas	Pool Propane fill 2/22/22	3,659.90	3/3/2022	35156
		3,659.90	3/3/2022	Total 35156
JS West Propane Gas	Propane fill, CC Bldg 03/02/22	421.20	3/24/2022	35238
		421.20	3/24/2022	Total 35238
JS West Propane Gas	Propane fill, Pool 02/25/22 (\$2.60 gal)	1,875.38	3/24/2022	35239
		1,875.38	3/24/2022	Total 35239
JS West Propane Gas	Propane fill, Pool 03/02/22 (\$2.60 gal)	2,919.02	3/24/2022	35237
		2,919.02	3/24/2022	Total 35237
JS West Propane Gas	Propane fill, Pool 03/09/22 (\$2.74 gal)	2,149.26	3/24/2022	35240
		2,149.26	3/24/2022	Total 35240
JS West Propane Gas	Propane fill, Pool 03/09/22 (\$2.74 gal)	1,028.87	3/24/2022	35241
		1,028.87	3/24/2022	Total 35241
JS West Propane Gas	Propane fill, Pool 03/16/22	2,658.48	3/31/2022	35264
		2,658.48	3/31/2022	Total 35264
Kayla Thayer	Cell Allowances March 2022	50.00	3/3/2022	35170
Kayla Thayer	Mileage Reimbursement Jan/Feb 2022	53.20	3/3/2022	

Cameron Park Community Services District
Check/Voucher Register - Check Register
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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		103.20	3/3/2022	Total 35170
Kayla Thayer	Parking CPRS Conference 03/07-03/12/22	27.00	3/24/2022	35245
		27.00	3/24/2022	Total 35245
Kayla Thayer	staff dev/ retreat bkfst food - reimb 03/24/22	48.45	3/31/2022	35274
		48.45	3/31/2022	Total 35274
Kimberly Vickers	Cell Allowances March 2022	100.00	3/3/2022	35173
		100.00	3/3/2022	Total 35173
Larry McBride	In Lieu Med Benefits (Retired) - March 2022	600.00	3/3/2022	35158
		600.00	3/3/2022	Total 35158
Laura Sanders-Ito	Cell Allowances March 2022	50.00	3/3/2022	35166
		50.00	3/3/2022	Total 35166
Lawton Construction & Restoration, Inc.	Fire Riser room mold abatement 03/29/22	3,996.11	3/31/2022	35265
		3,996.11	3/31/2022	Total 35265
Leticia Avila	Hall Deposit Refund 12/18/21	300.00	3/3/2022	35139
		300.00	3/3/2022	Total 35139
Melissa O'Meara Simpkin	CCR shirts/vests 3/7/22	102.80	3/10/2022	35197
Melissa O'Meara Simpkin	CSD Admin shirts & Gm vest 3/7/22	252.27	3/10/2022	
Melissa O'Meara Simpkin	Tshirts for Parks and CC Staff 3/7/22	180.60	3/10/2022	
		535.67	3/10/2022	Total 35197
Michael Grassle	Cell Allowances March 2022	100.00	3/3/2022	35153
		100.00	3/3/2022	Total 35153
Michael Grassle	Mileage Reimbursement Feb 2022	63.84	3/10/2022	35187

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 3/1/2022 Through 3/31/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		63.84	3/10/2022	Total 35187
Michael Grassle	Mileage Reimbursement Jan 2022	68.88	3/3/2022	35153
		68.88	3/3/2022	Total 35153
Myung Chong	Instructor Pay (60%) Modified Zumba Classes 2/3-2/28/22	127.50	3/3/2022	35145
		127.50	3/3/2022	Total 35145
Napa Auto Parts	Alternator for CCR Vehicle 3/4/22	208.45	3/10/2022	35191
Napa Auto Parts	Battery for Crew Trailer 3/1/22	120.25	3/10/2022	
Napa Auto Parts	Car Battery for CCR Vehicle 3/3/22	173.89	3/10/2022	
		502.59	3/10/2022	Total 35191
Napa Auto Parts	Parks auto parts 03/23/22	16.81	3/31/2022	35266
Napa Auto Parts	Parks auto tools 03/23/22	40.38	3/31/2022	
Napa Auto Parts	Parks, oil 03/21/22	9.42	3/31/2022	
		66.61	3/31/2022	Total 35266
Napa Auto Parts	Tire Patch Kit Parks Vehicle	25.09	3/3/2022	35159
		25.09	3/3/2022	Total 35159
National Aquatic Services, Inc	Pool heater pressure/regulator service 12/30/21 & 02/22/22	885.00	3/31/2022	35267
		885.00	3/31/2022	Total 35267
Pathian Administrators	Vision Benefits - April 2022	167.04	3/17/2022	35222
		167.04	3/17/2022	Total 35222
Paychex	Paychex Flex/Mobile fees for February 2022	187.20	3/21/2022	2205527
		187.20	3/21/2022	Total 2205527
Paychex	Paychex Payroll Fees for 03-04-22 PP05	234.50	3/4/2022	2022022801
		234.50	3/4/2022	Total 2022022801

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 3/1/2022 Through 3/31/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Paychex	Paychex Payroll Fees for 03/18/22 PP06	247.70	3/18/2022	2022031401
		<hr/> 247.70	3/18/2022	Total 2022031401
PG&E	11 lamps 02/15-03/16/22	169.41	3/31/2022	35271
		<hr/> 169.41	3/31/2022	Total 35271
PG&E	111 lamps 11/24-02/24/22 PGE tech issues/billed late	4,991.79	3/31/2022	35268
		<hr/> 4,991.79	3/31/2022	Total 35268
PG&E	8 lamps 02/15-03/16/22	123.22	3/31/2022	35270
		<hr/> 123.22	3/31/2022	Total 35270
PG&E	Bar J-B & CP Lake Elec. 1/25-2/23/22	1,046.47	3/17/2022	35223
		<hr/> 1,046.47	3/17/2022	Total 35223
PG&E	Baron Ct. elec 02/16-03/17/22	9.86	3/31/2022	35269
		<hr/> 9.86	3/31/2022	Total 35269
PG&E	CC Elec. 02/17-03/20/22 & LP #17	4,663.08	3/31/2022	35272
		<hr/> 4,663.08	3/31/2022	Total 35272
PG&E	Elec for CC & LP#16 1/19-2/16/22	4,407.83	3/10/2022	35193
		<hr/> 4,407.83	3/10/2022	Total 35193
PG&E	Elec. 01/25-02/23/22 LLADs	10,049.43	3/24/2022	35243
		<hr/> 10,049.43	3/24/2022	Total 35243
PG&E	Elec. 11 Lamps 1/24-2/24/22	164.80	3/3/2022	35162
		<hr/> 164.80	3/3/2022	Total 35162
PG&E	Elec. 12/24/21-1/24/22 LLADs	10,144.71	3/3/2022	35160
		<hr/> 10,144.71	3/3/2022	Total 35160
PG&E	Elec. 8 Lamps 1/14-2/14/22	119.84	3/3/2022	35161

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 3/1/2022 Through 3/31/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		119.84	3/3/2022	Total 35161
PG&E	Elec. Baron Ct 1/18-2/15/22	9.53	3/10/2022	35192
		9.53	3/10/2022	Total 35192
Purchase Power	Postage Meter refill (dept % costs for 1/24-2/15/22)	300.00	3/3/2022	35164
		300.00	3/3/2022	Total 35164
R.J. Ricciardi, Inc CPA's	Audit Services for Feb 2022 - FY 21/22	6,357.50	3/3/2022	35165
		6,357.50	3/3/2022	Total 35165
Robert A. Godwin	Basketball Officiating 2/2, 2/9/, 2/16, 2/23, 3/2	900.00	3/3/2022	35152
		900.00	3/3/2022	Total 35152
Samantha Deleon	Refund for skills-n-drills class, low enrollment 3/5/22	15.00	3/10/2022	35182
		15.00	3/10/2022	Total 35182
Sidney Arthur Bazett	Director Comp. Mtgs 2/10, 2/10, 2/16	300.00	3/3/2022	35140
		300.00	3/3/2022	Total 35140
Sierra Office Systems and Products	CCI Grant FD Magnets 3/9/22	1,166.88	3/17/2022	35225
		1,166.88	3/17/2022	Total 35225
Sierra Office Systems and Products	FD CCI Grant Mailers 2022 Postage 3/1/22	2,170.00	3/10/2022	35196
Sierra Office Systems and Products	FD CCI Grant Mailers Postcards 2022 3/1/22	3,952.00	3/10/2022	
		6,122.00	3/10/2022	Total 35196
Sierra Office Systems and Products	FD89 Office Supplies 3/9/22	432.55	3/17/2022	35225

Cameron Park Community Services District
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From 3/1/2022 Through 3/31/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		432.55	3/17/2022	Total 35225
Ski Air Incorporated	Install of new heat exchanger in main hall 2/18/22	2,160.00	3/3/2022	35167
		2,160.00	3/3/2022	Total 35167
Stephen A. Twitchell	Instructor Pay (60%) Modified Zumba 2/3-2/28/22	127.50	3/3/2022	35171
		127.50	3/3/2022	Total 35171
Stephen Beck	Instructor pay portion (60%) - Futsal 3/15/22	297.00	3/17/2022	35211
		297.00	3/17/2022	Total 35211
Stratus Environmental, Inc	CP Lake Monitoring & Reporting 7/1/21-2/28/22	2,292.00	3/10/2022	35198
		2,292.00	3/10/2022	Total 35198
Streamline	Streamline Web/Engage Mnthly 3/1-4/1/22	370.00	3/3/2022	35168
		370.00	3/3/2022	Total 35168
Target Specialty Products	CP Lake Herbicide 2/15/22	3,982.89	3/3/2022	35169
Target Specialty Products	Misc Park Lawn & Weed Supplies 2/15/22	3,771.95	3/3/2022	
Target Specialty Products	Parks Herbicide 2/15/22	165.82	3/3/2022	
		7,920.66	3/3/2022	Total 35169
Target Specialty Products	Parks pendulum aquacap 2/22/22	213.32	3/10/2022	35199
Target Specialty Products	Parks roundup, turf, misc supplies 2/22/22	648.71	3/10/2022	
		862.03	3/10/2022	Total 35199
Thuan Tat	FF Intern Shifts 2/13, 2/27	160.00	3/10/2022	35200
		160.00	3/10/2022	Total 35200
Tina Lynn Goins	E-Newsletter March 2022	150.00	3/17/2022	35218
		150.00	3/17/2022	Total 35218

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 3/1/2022 Through 3/31/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Tina Lynn Goins	Feb E Newsletter 2/2/22	125.00	3/10/2022	35186
		125.00	3/10/2022	Total 35186
Tina Lynn Goins	Spring 22 Rec Mailer Postage Shortage 3/11/22	55.47	3/17/2022	35218
		55.47	3/17/2022	Total 35218
TPX Communications	Com. Center Phones/Internet March 2022	1,045.84	3/17/2022	35226
		1,045.84	3/17/2022	Total 35226
Umpqua Bank	CC Merch Fees - Vantiv/Umpqua February 2022	1,011.38	3/9/2022	Merch Fees
		1,011.38	3/9/2022	Total Merch Fees
Umpqua Bank	Maintenance Fee for February 2022	107.82	3/22/2022	Bank Maint Fee
		107.82	3/22/2022	Total Bank Maint Fee
Umpqua Bank Commercial Card OPS	Umpqua Credit Cards Feb 2022	11,047.90	3/10/2022	35201
		11,047.90	3/10/2022	Total 35201
Verizon Business	FD Business Line - March 2022 #Y2620200	5.37	3/17/2022	35227
		5.37	3/17/2022	Total 35227
Verizon Wireless	FD Wireless 02/16-03/15/22	577.89	3/31/2022	35275
		577.89	3/31/2022	Total 35275
Verizon Wireless	FD Wireless 02/16-03/15/22	114.03	3/31/2022	35276
		114.03	3/31/2022	Total 35276
Verizon Wireless	FD Wireless 1/16-2/15/22	114.03	3/3/2022	35172
		114.03	3/3/2022	Total 35172
Verizon Wireless	FD Wireless 1/16-2/15/22	578.67	3/10/2022	35202
		578.67	3/10/2022	Total 35202

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 3/1/2022 Through 3/31/2022

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Verizon Wireless	Parks wifi/hotspots 02/11-03/10/22	180.98	3/24/2022	35247
		180.98	3/24/2022	Total 35247
Verizon Wireless	Wireless Phones CC, Rec, Parks, CCR 02/11-03/10/22	433.37	3/24/2022	35246
		433.37	3/24/2022	Total 35246
Wex Bank	FD Fuel OOA Feb 2022	130.51	3/10/2022	35203
		130.51	3/10/2022	Total 35203
Wilkinson Portables, Inc.	Dave West porta potty 3/7-4/3/22	170.73	3/17/2022	35228
		170.73	3/17/2022	Total 35228
Report Total		1,470,919.93		

Cameron Park
Community Services District



Agenda Transmittal

DATE: April 5, 2022

FROM: Christina Greek

AGENDA ITEM #3B: FINANCE & ADMINISTRATION DEPARTMENT REPORT

RECOMMENDED ACTION: Receive and File

The Finance and Administration Department

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

Year End- Fiscal Year 2020-2021

Our Auditor will be on site April 7, 2022 to do additional testing and complete staff interviews.

Monthly Department Financial Reporting

Staff has developed a process and reports for a monthly financial status review by Department heads with a feedback loop. This loop includes the Department Manager's review and report back with information identifying the cause of large variances, questions regarding proper account coding, sources of costs and revenues, and needed research. This process helps with more accurate financial reporting and early identification of large variances, errors in revenue and expenditure coding and any needed research. This timely 'review and feedback loop' gives the District more information and flexibility to respond as early as possible to any program/financial issues that may be identified.

FY 2022-23 Budget Preparation

The Finance Department is working with managers and consultants in reviewing the current budget and putting together budget documents for the FY 2022-23.

Other key items

- CPCSD hired a full time Board Clerk/ Accounting Specialist I on March 21, 2022. Jessica Garrison made the transition from a part time CPCSD employee for weed

abatement at station 89. Training has begun and she has already jumped in feet first with getting certifications to help her navigate the role of Board Clerk.

Jessica has also started cross training with Accounts Payable and Payroll.

- We have started our escheatment process for the current year for outstanding checks in accounts payable.
- Seasonal staffing for recreation and parks is ramping up making for additional onboarding and paperwork for Payroll and HR
- We continue to process AP and AR on a weekly basis
- Monthly reconciliation of Cash received at the County