



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, 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.

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 express 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 receive 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 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.

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
 - c. Recreation Department
 - d. Parks & Facilities Department
 - e. Covenants, Conditions & Restrictions (CC&R) Department
 8. **APPROVE** Resolution No. 2018-05 Directing Auditor of El Dorado County to Levy and Collect Assessments for the Fiscal Year 2018/19
 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
-

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.

11. Items removed from the Consent Agenda for Discussion
 12. **SECOND READING** and **APPROVAL** of Weed Abatement Ordinance No. 2018.03.21
 13. District Financial Report
 14. Fiscal Year 2018/19 Budget Methodology and Timeline
-

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
 16. Local Area Formation Commission (LAFCO)
 17. Committee Reports
 - Budget & Administration
 - Covenants, Conditions & Restrictions (CC&R)
 - Fire & Emergency Services
 - Parks & Recreation
 18. General Manager Report
-

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
-

CONVENE TO CLOSED SESSION

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

Board of Directors Meeting
Cameron Park Community Services District
2502 Country Club Drive, Cameron Park, California



Monday, February 19, 2018 4:00 p.m. Special Meeting

Board of Directors
Holly Morrison, President
Directors: Margaret Mohr, Monique Scobey, Greg Stanton, Ellie Wooten

CALL TO ORDER – 4:35 p.m.

ROLL CALL – HM, MM, GS, MS, EW

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA

Board members, staff and members of the public may request an item be pulled from the Consent Calendar for discussion. The Board will make any necessary additions, deletions, or corrections to the Agenda, determine matters to be added to or removed from the Consent Calendar, and with one motion adopt the Agenda and approve the Consent Calendar.

Motion to adopt the agenda.

*MM/GS – Motion passed
Ayes – HM, MM, GS, MS, EW
Noes – None
Abstain – None*

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item.

Closed Sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange or lease of real property. Members of the public may address the Board prior to closing the meeting.

CONVENE TO CLOSED SESSION

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

- Anticipated Litigation - Government Code Section 54956.9(b) – one (1) potential case

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

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.

Report out: The Cameron Park Fire Fighters Association organized a Community Crab Feed on Saturday, February 17 at the Cameron Park Community Center. This event was supported by the Cameron Park Community Services District (District) and CAL FIRE personnel, the District’s Fire and Emergency Services contractor. The annual event raises money for the Cameron Park Explorer’s and Resident Fire Fighter programs. The event included a raffle of guns, as in past years, and a California State Approved AR15 (single shot) was raffled on Saturday along with two other guns.

District Board members and staff recognize that including guns in the raffle items, organized by the Cameron Park Fire Fighters Association, was insensitive in light of the recent mass shooting event in Florida and other places across the United States in past months and years. The District deeply apologizes

for this insensitivity to the youth and families affected by the horrific event in Florida and other mass shootings.

In upcoming months, the Board will be reviewing and addressing policies related to use of the Community Center, including raffle items. The District welcomes the public's participation in these discussions.

A person with a disability who requires a modification or accommodation in order to participate in a public meeting of the Board of Directors may, five (5) days prior to the date scheduled for a regular meeting of the Board of Directors, contact the District Office at 2502 Country Club Drive, Cameron Park, CA 95682, phone number: (530) 677-2231 to request a disability related modification or accommodation in order to attend the meeting, or to request auxiliary aids or services in order to enable such person to understand the proceedings at such meeting.



DRAFT

CAMERON PARK COMMUNITY SERVICES DISTRICT
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Cameron Park, CA 95682
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CONFORMED AGENDA

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

Wednesday, February 21, 2018

OPEN HOUSE - 5:30 to 6:30 p.m.

REGULAR BOARD MEETING - 6:30 p.m.

Board will convene into Closed Session after Board Information Items.

Public is welcome to tour the fire station and meet the staff.

The open house and Board meeting will be held at:

Cameron Park Fire Station No. 89
3200 Country Club Drive
Cameron Park, CA 95682

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

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CONFORMED AGENDA

CALL TO ORDER

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/MM – Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain - None

RECOGNITIONS AND PRESENTATIONS

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

4. Sharks Swim Team – Presentation by Sharks Swim Team President Lisa Franzi.
-

APPROVAL OF CONSENT CALENDAR

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.

5. Conformed Agenda - Board of Directors Meeting, January 17, 2018
6. Conformed Agenda – Parks & Recreation Committee Meeting, February 5, 2018
7. Staff Reports
 - a. General Manager
 - b. Fire Department
 - c. Recreation Department
 - d. Parks & Facilities Department
 - e. Covenants, Conditions & Restrictions (CC&R) Department

CONFORMED AGENDA

8. APPROVE Resolution No. 2018-01 and the Proposed Change to the Solid Waste Services Agreement Exhibit C
9. APPROVE Joint Powers Authority (JPA) Budget Resolution No. 2018-02
10. APPROVE Resolution No. 2018-03 Designating General Manager Jill Ritzman as Authorized Signer for Umpqua Bank Business

Motion to approve the Consent Calendar with the following adjustment: Pull agenda items number 8 and 9 for discussion.

*MM/MS – Motion passed
Ayes – HM, MM, MS, GS, EW
Noes – None
Abstain – None*

GENERAL BUSINESS

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

11. Items removed from the Consent Agenda for Discussion

8. APPROVE Resolution No. 2018-01 and the Proposed Change to the Solid Waste Services Agreement Exhibit C

Motion to approve Resolution No. 2018-01 and the proposed change to the Solid Waste Services Agreement.

*MS/EW - Motion passed
Ayes – HM, MM, MS, GS, EW
Noes – None
Abstain – None*

9. APPROVE Joint Powers Authority (JPA) Budget Resolution No. 2018-02

Motion to approve Joint Powers Authority (JPA) Budget Resolution No. 2018-02.

*GS/MM – Motion passed
Ayes – HM, MM, MS, GS, EW
Noes – None
Abstain – None*

CONFORMED AGENDA

12. First Reading of Weed Abatement Ordinance No. 2018.03.21

13. District Financial 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.

15. General Matters to/from Board Members and Staff

MS – Thanked General Manager Jill Ritzman for organizing the off-site meeting and kudos for the revised agenda. Asked the Budget & Administration Committee to look at the cost of having legal counsel at all our Board meetings.

EW - Feels legal counsel should be present at all the Board meetings.

MM - Thanked the Board for coming together at the special meeting on Monday.

GS - Kudos to General Manager Jill Ritzman for her outreach and staff for their work.

HM - Thanked General Manager Jill Ritzman for her work and to the public for attending the meeting. Appreciated Cal Fire inviting the Board to hold a meeting at the fire station.

16. Local Area Formation Commission (LAFCO)

Encouraged all to attend these meetings.

17. Committee Reports

- Budget & Administration

Looking at the 2016/17 audit. Considering not completing an audit every year. Encouraged all to attend these meetings.

- Covenants, Conditions & Restrictions (CC&R)

Reviewed the process for CC&Rs. .

- Fire & Emergency Services

Items have already been discussed at this meeting.

- Parks & Recreation

Reviewed the Summer Spectacular survey. Will be touring the Cameron Park Lake lagoon in March. Introduced new Parks Superintendent. Will begin looking at the facility use policy in April.

18. General Manager Report

County Supervisor Ranalli will be visiting on Friday. Upcoming events include Wedding Affair 2/25/18 and Affair of the Heart 2/28/18. We will be interviewing some of the agencies who responded to the Cameron Park Lake Dam Emergency Action Plan Request for Proposal. Met with the Mature Leadership Council. Local government workshops continue. General Manager has been invited to attend the Civic Advisory Council Meeting at Assembly Kiley's office. Work on the Cameron Park Lake Drive will begin soon. Kudos to staff for their work.

CONFORMED AGENDA

CLOSED SESSION – PUBLIC COMMENT

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

19. Public Comment

Bill Carey, Barbara Rogers, Roberta Rimbault

CONVENE TO CLOSED SESSION – 8:21 p.m.

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

20. “Labor Negotiations” Government Code Section 54957.6

21. Pursuant to California Government Code §54957(B)(1)

Consider the appointment, employment, evaluation or performance, discipline or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

- Unrepresented Employee of the District – General Manager
-

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

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.

Provided direction to the General Manager on labor negotiations. Also provided feedback to the General Manager regarding performance and will complete an evaluation at 12 months.

ADJOURNMENT – 10:00 p.m.

Agenda Transmittal

DATE: March 21, 2018

FROM: Jill Ritzman

AGENDA ITEM #7a: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive & File

The District welcomes two new staff members to the team: Vicky Neibauer and Sarah Fridrich. Sarah is the District's new Recreation Coordinator working with Tina Helm. She will be assigned to summer day camp, senior activities, sports and share in the responsibility for special events. Vicky is serving as the Finance/Human Resources Officer, and started immediately training staff and developing worksheets for the Fiscal Year 2018/19 Budget.

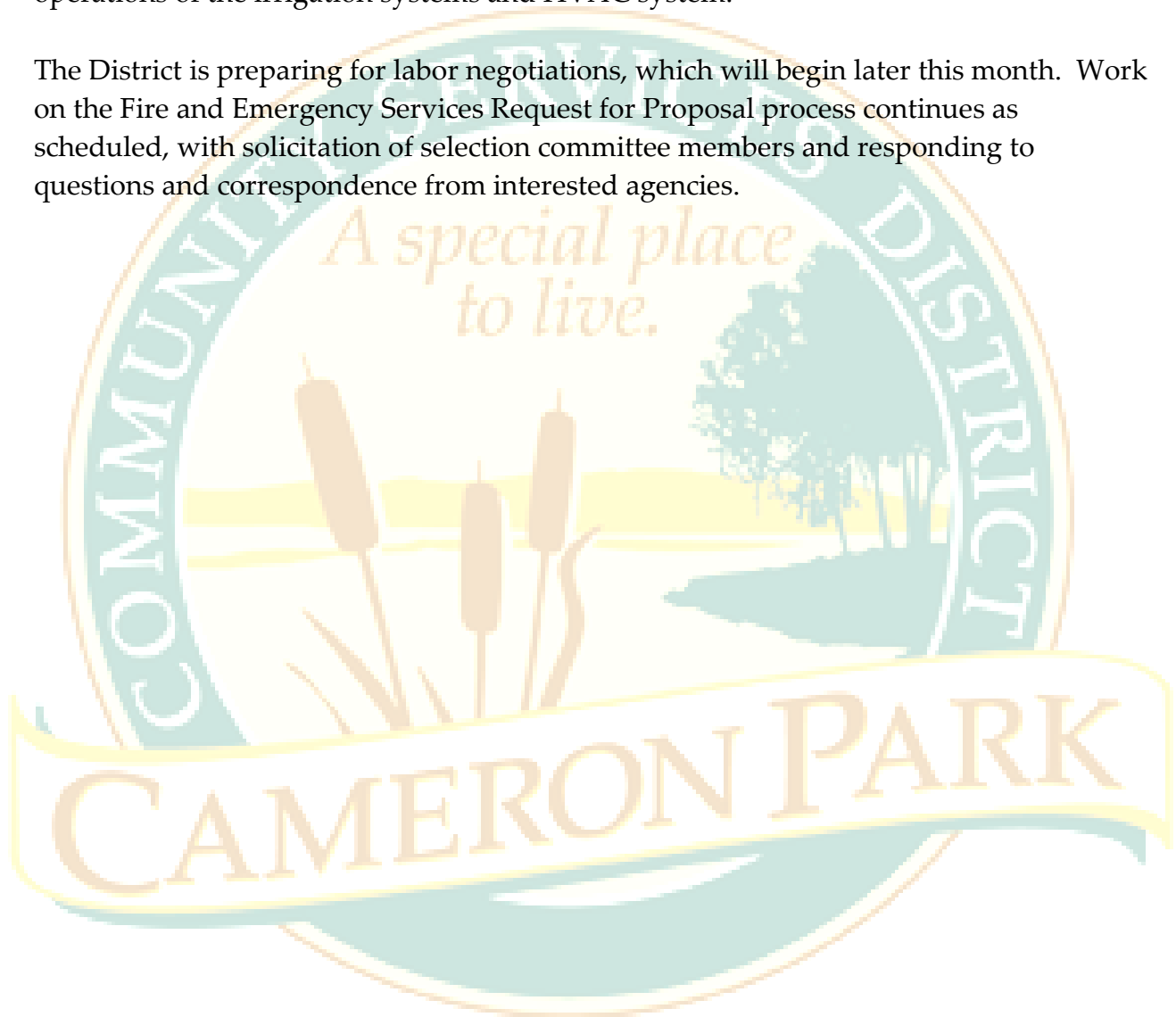
Holly Morrison, President, and I met with County Supervisor Michael Ranalli at the Community Center in February and provided a tour of the District's Community Center campus. I attended Assemblyman Kevin Kiley's Civic Council meeting for local government agencies. The purpose of the meeting was to brief local agencies about upcoming legislation. I also attended my first El Dorado County Solid Waste Advisory Committee (EDSAWC) meeting.

In February and early March, staff continued to survey seniors about programs and activities of interest. The "Dot" exercise was taken to several locations including Senior Nutrition lunch (twice), Zumba class, Tai Chi classes, Tuesday/Thursday table games and Newcomers Club. Feedback about programs will be presented to the Board of Directors in March, and a program plan for seniors will be finalized by the end of the month.

Affair of the Heart was a great success – well attended and everyone was engaged with the food, learning and fun. I met with the El Dorado Community Foundation staff about grant opportunities. Cameron Park Fire Fighters Association, CAL FIRE and District staff met to de-brief about the 2018 Crab Feed and ideas for a 2019 event. I also met with several residents regarding potential Covenants, Conditions and Restrictions (CCR) violations.

We continue to look for efficiencies in the District's operations. A new technology firewall will be installed in the next few days to provide additional security, and Comcast is scheduled to provide a connection that would provide greater capacity and security. Staff is implementing strategies to streamline and improve customer service related to use of the Community Center. Staff is also using technology to improvement operations of the irrigation systems and HVAC system.

The District is preparing for labor negotiations, which will begin later this month. Work on the Fire and Emergency Services Request for Proposal process continues as scheduled, with solicitation of selection committee members and responding to questions and correspondence from interested agencies.



**Cameron Park Community Services District
Staff Report for February 2018**

To: Board of Directors
From: Tina Helm, Recreation Supervisor
Re Item #7c: Recreation Department Report
Recommended Action: Receive and File

UPCOMING EVENTS:

- **Easter Egg Hunt** – Saturday, March 31st at 10am at the Rasmussen Park. Join us for our 36th Annual Easter Egg Hunt. The Easter Bunny arrives at the park at 10am and the big egg hunt begins at 10:20am. Individual age groups are 0-3; 4-5; 6-7 and 8-10. After the hunt the Easter Bunnies will be available for pictures. There will be face painting and a bounce house for a nominal fee.
- **Cameron Park Community Yard Sale** – Saturday, April 7th from 8am – 12pm at the Cameron Park Community Center. Clean out your garage, attic or closets and make some extra money. Reserve your space now for the Community Yard Sale being held at the Cameron Park Community Center, or stop by to check out the large variety of household items for sale!
- **Community Clean up Day** - Saturday, April 7th from 8am to 2pm at Camerado School Parking Lot. Clean unwanted junk out of garages, clean your yard of unwanted clippings & tree trimmings and properly dispose of bulk items. Cameron Park residents can drop off items from 8:00am until 2:00pm. Snowline Hospice will be accepting donations of gently used items as well as e-waste items. No commercial waste please. Members of the Cameron Park Fire Explorers Program will be volunteering at this event.

WEBSITE/NEWSLETTER

- Google Analytics – this will be done quarterly Jan – March and will be included in the report for the April meeting.
- The January newsletter for 2018 was sent out to 3,751 recipients through Mailchimp. The 2017 January newsletter was sent out to 3,441 recipients through Mailchimp. This is an **INCREASE** of 310 recipients.

YOUTH BASKETBALL:

The youth basketball season finished March 10. There were 277 participants that made up 32 teams from grades 1st to 8th. Staff is sending out a survey to participants to get feedback from the season.

MARKETING:

- Recreation staff is spending a minimum of 15 minutes a day interacting through social media to promote programs and events within the community.
- As of February 13, 2018, there are 1,482 (18 more than February) page “Likes” on Facebook, 758 (5 more than January) followers on Twitter and 526 (22 more than January) followers on Instagram.
- Please find some of the PSAs of the recent events and activities held in February.
- Please find the MailChimp campaign information from the email newsletter for February.
- Staff is gathering class information from instructors for the Summer Activity Guide.
- Staff is recruiting seasonal summer staff.

**Cameron Park Community Services District
Facility Report February 2018**

COMMUNITY CENTER:

February rental activities included:

- Renaissance Society Lecture
- Metro List Training
- Rotary Monte Carlo Night
- Golden State Wrestling Event
- Baby Shower
- Bunco

Ongoing Rentals

- EDCAR (El Dorado County Association of Realtors) weekly
- MADD – court mandated class – bi-monthly
- El Dorado Camera Club – monthly

Please find the scheduled rentals for July to February 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
Total	\$26,830.09	139	\$35,600.97	142

February 2017

- 7 Meetings
- 1 Training
- 2 Events
- 2 Parties
- 2 Kitchen use with parties

Reservation Types –

February 2018

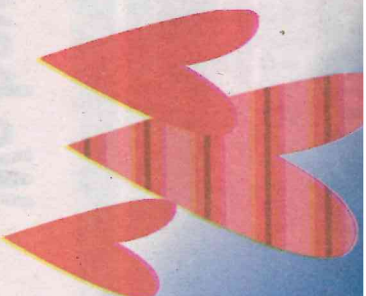
- 8 Meetings
- 1 Training
- 2 Events
- 1 Fundraiser
- 1 Kitchen use with fundraiser
- 2 Parties



February Event Calendar

Celebrating Valentine's Day

& President's Day Holiday



February (Fridays to Sundays) – CP Rotary Club Observatory

From 8:30pm to 10:30 pm, weather permitting,



the observatory is open to the public on weekend evenings. Trained docents show the many celestial wonders of the universe through two 14-inch telescopes.

February 13 – Bingo!

From 1pm to 3pm, Bingo is played the 2nd Tuesday of every month at the CCSD, 2502 Country Club Dr., Cameron Park. Join us for an afternoon of fun, prizes, and treats! \$3 for 2 cards; \$1 each additional card. No more than 4 cards total. Call (530) 677-2231 for additional information, or visit www.cameronpark.org.



February 15 – Chamber Mixer – Wells Fargo Bank

From 6:00PM to 7:30pm at 3440 Palmer Drive in the Bel-Air Shopping Center in Cameron Park, come mingle and enjoy drink specials, food and great raffle prizes! For more information, call

February 17 – Cameron Park Fire Department CRAB FEED



Tickets are \$45 and available at the Fire Station 89. Please call (530) 677-6190 for more information. The Cameron Park Community Center will be the venue, located at 2502 Country Club Dr. Doors open at 5pm – 9:00pm. Enjoy delicious crab, listen to great music, and participate in the raffle and silent auction in support of the Cameron Park Fire Department. For more information call (530) 677-6190 or visit the CSD online at www.cameronpark.org.

February 17 – 3rd Saturday Art Walk – Placerville

Main Street galleries and merchants host changing art shows and late night shopping every third Saturday of the month. Enjoy demonstrations, refreshments, music and more. For information please call 530-672-3436.

February 25 – It's A Wedding Affair

Admission is FREE! Doors open at 10am to 2pm at the Cameron Park CSD, 2502 Country Club Dr., where you'll meet the area's most experienced wedding professionals and get all aspects of your wedding planned – from gowns, florists, honeymoons, MC/DJ's, party rentals, photographers, videographers, catering & dessert tastings, and more! This wedding show is planned for brides of every style. Brides: please

February 28 – Membership Luncheon

From 11:30am to 1:00pm at the Waterfall Buffet inside Red Hawk Casino, come mingle and enjoy meeting new people. For more information, call (530) 677-8000 or visit the website at www.sscpchamber.org

February 28 – Affair of the Heart

Marshall Medical Center presents an evening of healthy food and wine, health screenings, featuring a cardiologist panel moderated by stand-up comedian/former "Tonight Show" writer/heart attack survivor, Frank King. The event includes health screenings (blood pressure, glucose and hearing, weight, and body fat analysis). Wednesday, from 4:30pm to 7pm at the Cameron Park Community Services District, 2502 Country Club Dr., Cameron park. For more information call (530) 677-2231 or visit us online at www.cameronpark.org.

March 10 – Cameron Park Concert Series

Saturday, March 10th at the Cameron Park Community Center, 2502 Country Club Dr., in Cameron Park.

Doors open at 6pm and the show will start at 7pm. Fast Times, performs music from the ultimate decade of decadence, the 80s! Advance tickets are \$18 each, 2 for \$34 or \$20 at the door. Tickets can be purchased at Cameron Park Bel Air, Shingle Springs/Cameron Park Chamber of Commerce at the CSD office or online at



Placerville Recreation and Parks Go Fish

by JULIE BURNSIDES



When: April 14
Where: Lumsden Park
Fishing Times:
 9–11 a.m. (Toddlers–2nd Graders);
 11 a.m.–1 p.m. (Grades 3–8)
Registration: Free

Bring the kids to Placerville Recreation and Parks' annual **Spring Fishing Derby and Casting Contest** on April 14 for a day of fun, food, and awards.

Thanks to the El Dorado County Fish and Game Commission, Lumsden Park's pond will be full of rainbow trout just in time for the festivities. Awards for the longest fish are given to each age group. Children can also show their skills in the Casting Contest, sponsored by the Placerville Lions Club. And when the fish have stopped biting for the day, they can grab a free hot dog and soda, compliments of the Placerville Kiwanis Club.

The entire event is free and no advance registration is required. Just bring your child's fishing pole and some bait; fishing licenses are not required. Rain or shine, don't let this great family event be the one that got away.

For more information, visit cityofplacerville.org or call 530-642-5232.

Cameron Park Community Services District Fun in February

by TINA HELM

The Cameron Park Fire Department is holding its annual **Crab Feed** on February 17 at the Cameron Park Community Center. Come enjoy delicious crab, live music, and participate in the raffle and silent auction. Tickets are available at Station 89, and doors open at 5 p.m. For more information, call 530-677-6190.

Love is in the air! Don't miss **It's a Wedding Affair**—a special event designed for brides of every style—on February 25 from 10 a.m. to 2 p.m. at the Cameron Park Community Center. Meet the area's most experienced wedding



professionals, including florists, photographers, caterers, and more. Admission is free; brides can pre-register online to be entered into the giveaways.

Affair of the Heart will be held at the Cameron Park Community Center on February 28 from 4:30–7 p.m. This public health event to promote American Heart Month is co-sponsored by Marshall Medical Center and the Cameron

Park CSD, and features a Q&A panel with Marshall's cardiologists, health screenings, a zen zone, raffle, healthy food sampling, wine tasting,

and more. Admission is free.

Fast Times, an '80s cover band that performs songs from bands like A-Ha, The Cure, Madonna, and Young MC, is performing on March 21 at the Cameron Park Community Center. Doors open at 6 p.m., and the music starts at 7 p.m. Pre-sale tickets can be purchased at Bel Air in Cameron Park, the Shingle Springs/Cameron Park Chamber of Commerce, at the CSD office, or online at showclix.com.

Activities for the kiddos this month include **ballet, hula, cooking classes, taekwondo, and gymnastics**. For the older ones, there's **ukulele, yoga, tai chi**, a "Digital Photo Organizational Class," and more.

The **50+ Room** is open Tuesdays and Thursdays from 10 a.m. to 2 p.m. and has various games and activities throughout the month, including **Brain Health** on February 13 at 10:30 a.m., **Valentine Bingo** on February 13 at 1 p.m., **exercise classes, bridge** (Monday afternoons and Wednesday mornings), and more.

The UCCE Master Gardeners are holding their first class of the year, **Eco-Gardening**, at the Cameron Park Community Center on February 14 from 9 a.m. to noon.

Purchase your **discounted combo pass** to Cameron Park Lake and the Community Center Pool—\$129 for a family, \$50 for an individual, and \$40 for a senior—now through April 30.



CATCH ALL

Celebrate American Heart Month and National Wear Red Day

More than 600,000 people die from heart disease each year. "Heart disease affects people of all races and ethnicities, [but has] a higher death toll for women, African Americans, and American Indians," says UC Davis Women's Cardiovascular Medicine Program Director Amparo Villablanca, MD. "Only about half of women realize heart disease is their leading cause of death and that it is, for the most part, preventable."

That's why February is American Heart Month and the first Friday in February is National Wear Red Day, to help raise awareness about symptoms and causes of heart disease. This year, some dresses from Villablanca's **UC Davis Red Dress Collection**—created by undergraduates from the UC Davis Department of Design—will be showcased on banners and displayed at the State Capitol during the final week of February. On February 2, Arden Fair Mall will host the American Heart Association for a **National Wear Red Day Celebration** between 10 a.m. and 2 p.m. where "visitors will be treated to free blood pressure and BMI screenings from Sutter Heart & Vascular Institute, a fashion segment featuring local heart disease and stroke survivors, doctors and nurses, hands-only CPR training, healthy food samples, and more," explains Michael Castillo, director of communications and marketing at the Sacramento American Heart Association. Join Marshall Medical Center on February 28 at the Cameron Park Community Center for its annual **Affair of the Heart**—a free event promoting heart health. Among the offerings are health screenings, exercise demos, health food vendors, raffle prizes, wine tasting, and a panel of Marshall cardiologists moderated by comedian and heart attack survivor Frank King.—*Emily Peter*

For more information, visit womenshearthealth.ucdavis.edu, heart.org, HEARTORG/Affiliate/Sacramento/California/Home_UCM_WSA019_AffiliatePage.jsp, and eventbrite.com/e/affair-of-the-heart-2018-tickets-41407266248.

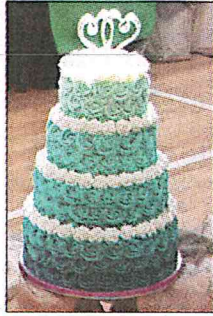
Catch All photo courtesy of the Sacramento American Heart Association. Other photos courtesy of their respective companies or organizations.

C'mon! El Dorado County is Calling! Events & Social Gatherings



It's A Wedding Affair

Sunday, February 25 from 10am - 2pm
at the Cameron Park Community Center,
2502 Country Club Drive
Meet wedding professionals
and vendors to assist in all
aspects of planning your
wedding. Free admission.
Brides who pre-register are
automatically entered into
the prize drawings.
Register now at
saceventsbyrj.com or
cameronpark.org or call
530-677-2231.



Affair of the Heart

Wednesday, February 28
from 4:30-7pm at the
Cameron Park Community Center,
2502 Country Club Drive

Join Marshall Medical and Cameron
Park CSD for an evening of healthy food
and wine, health screenings, featuring a
Cardiologist Panel moderated by stand-up

comedian/former "The Tonight Show"
writer/heart attack survivor Frank King.
Events include...
Health Screenings: Blood Pressure, Glucose
& Hearing, Weight & Body Fat Analysis
Healthy Bites: Bel Air
Exercise Demos: By Cameron Park CSD
Zen Zone: Chair Massage: Essential Oils,
Reiki Therapy
Wine Tasting: Madroña Vineyards, Lava Cap
Winery, Miraflores Winery,
Mastroserio Winery
Raffle prizes: Enter to win an Amazon Echo,
Instant Pot and more! (must be present to win)
Event info phone: 530-626-2894
Event info URL: affairoftheheart2018.eventbrite.com

Smart Phone Camera and Texting Basics

Having trouble taking and sharing pictures on your smartphone?
Bring your smartphone and we'll teach you the camera/texting
basics that makes smartphone photography so enjoyable. At our
hands-on workshop, we'll show you the camera and texting short-
cuts that will help you to connect family and friends with ease. By
the end of our class, you'll be snapping, saving, and sharing photos
like a smartphone pro! Call to hold a spot, seating is limited to 20.
Instructor: Gail Lohmann of Visiting Angels and Abby Lee
Friday, February 23rd at 12:30pm
FREE - please call (530)677-2231 to reserve a spot



Cameron Park
Community Services District
2502 Country Club Drive
Cameron Park
(530) 677-2231
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FEB. 23



EL DORADO COUNTY REAL ESTATE MARKET IS HOT

See pages 26 & 27 For Realtors, Lenders, Listings & More!



It's A Wedding Affair!

7th ANNUAL CAMERON PARK BRIDAL SHOW

Sunday, February 25, 2018
10am - 2pm
Cameron Park Community Center
2502 Country Club Drive
Cameron Park

FREE ADMISSION!

Meet the area's most experienced wedding professionals and get all aspects of your wedding planned from bridal gowns, florists, honeymoons, MC/DJs, party rentals, photographers, videographers, catering and dessert tastings and more! This wedding show is designed for brides of every style! Brides: please pre-register to be placed into the drawing.

www.cameronpark.org • (530) 677-2231



February 2018

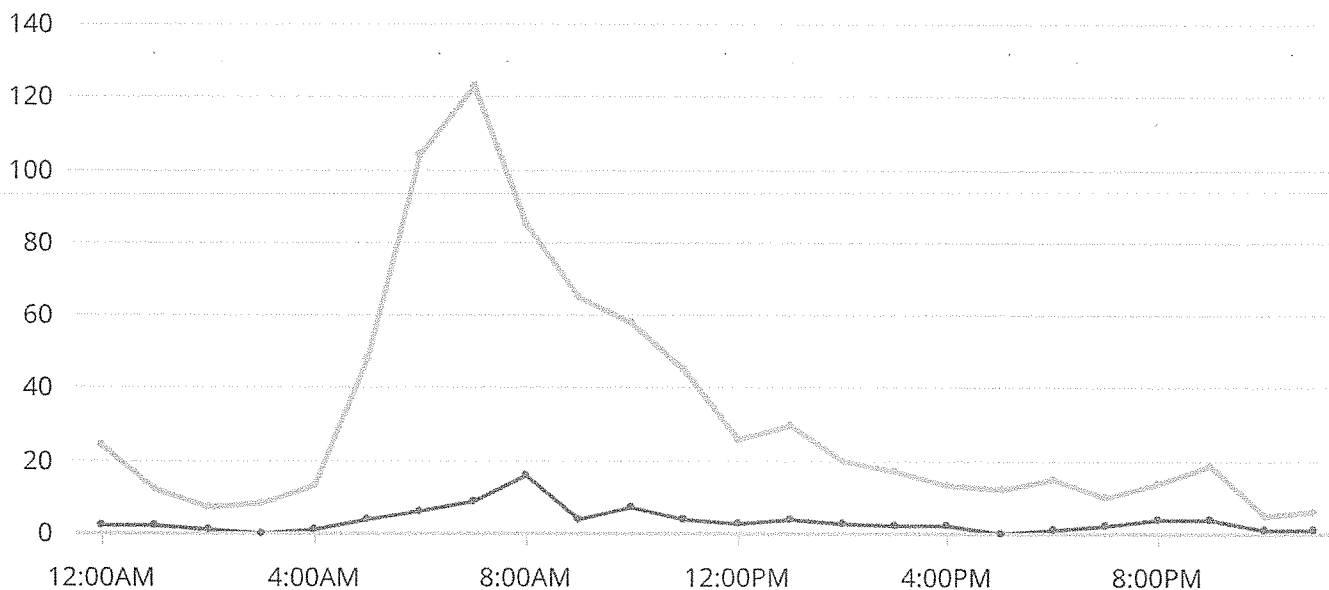
Newsletter

Sent

Tue, Jan 30, 2018 12:00 am

24-hour performance

Opens Clicks



Top links clicked






http://www.cameronpark.org/wp-content/uploads/2017/12/CPCSD_winter2018web.pdf	677
https://gallery.mailchimp.com/c4f729d07d6df947438ef80fa/files/74440dfb-820d-4a96-98c5-6a73f58444c9/Workshop_Flyer_4_Website.pdf	22
http://www.cameronpark.org	14
http://www.affairoftheheart.eventbrite.com	10
http://www.cameronpark.org/	9

Subscribers with most opens

...	53
...	21
...	21
...	18
...	22

February 2018 Newsletter
Opens by location

Sent 1/30/18 12:00AM

Country	Opens	Percent
 USA	1,246	99.0%
	7	0.6%
 Canada	2	0.2%
 Netherlands	2	0.2%
 Finland	1	0.1%

URL	Total	Unique
http://www.cameronpark.org/wp-content/uploads/2017...	677 (90%)	56 (46%)
https://gallery.mailchimp.com/c4f729d07d6df947438ef...	22 (3%)	20 (16%)
http://www.cameronpark.org	14 (2%)	14 (11%)
http://www.affairoftheheart.eventbrite.com	10 (1%)	8 (7%)
http://www.cameronpark.org/	9 (1%)	8 (7%)
https://cameronpark.us8.list-manage.com/unsubscribe/...	6 (1%)	5 (4%)
http://www.cameronpark.org/agenda-and-minutes/	5 (1%)	4 (3%)
http://www.cameronpark.org/ccrs/ccrs-by-subdivision/	4 (1%)	3 (2%)
http://www.saceventsbyrj.com	2 (0%)	2 (2%)
https://cameronpark.us8.list-manage.com/profile?u=c4f...	2 (0%)	2 (2%)
http://www.cameronpark.org/parks-facilities/rentals/	1 (0%)	1 (1%)
https://twitter.com/CameronParkCSD1	0 (0%)	0 (0%)
https://www.facebook.com/CPCSD/	0 (0%)	0 (0%)
http://www.cameronpark.org/parks-facilities/communit...	0 (0%)	0 (0%)
http://www.cameronpark.org/fire-emergency/administr...	0 (0%)	0 (0%)
http://www.cameronpark.org/fire-emergency/preventio...	0 (0%)	0 (0%)

Email domain performance

Domain	Email	Bounces	Opens	Clicks	Unsubs
gmail.com	937 (25%)	0 (0%)	143 (15%)	26 (3%)	0 (0%)
yahoo.com	817 (22%)	15 (2%)	187 (23%)	24 (3%)	0 (0%)
sbcglobal.net	512 (14%)	9 (2%)	132 (26%)	14 (3%)	0 (0%)
hotmail.com	344 (9%)	0 (0%)	75 (22%)	8 (2%)	0 (0%)
comcast.net	240 (6%)	0 (0%)	55 (23%)	6 (3%)	0 (0%)
Other	890 (24%)	13 (1%)	208 (24%)	26 (3%)	0 (0%)

Agenda Transmittal

DATE: March 21, 2018

FROM: Mike Grassle, Parks Superintendent

AGENDA ITEM #7d: PARKS & FACILITIES DEPARTMENT UPDATE

RECOMMENDED ACTION: Receive and File

BUDGET ACCOUNT:

BUDGET IMPACT:

General information

- We recently had our annual Cameron Park Lake Dam inspection. It is a yearly inspection with The Department of Water Resources (DWR). Dam looked good with only minor tasks that need to be taken care of.
- We recently purchase a Toro stand on sprayer and spreader. This piece of equipment will help reduce the staff hours when it comes to spraying, seeding and fertilizing the parks and Landscape and Lighting Assessment Districts (LLADs).
- We are just about ready to install our first internet based irrigation control. Implementing this will help the District not only save water, but keep the landscape much more healthy.
- Staff replaced the missing and or damaged backflow blankets at various locations. These blankets keep the backflows from freezing.
- Met with Jim Settle from Lincoln aquatics to go over the pool chemical controllers. The pools will be open before we know it.
- Raul Godoy, the District's LLAD Maintenance 2 worker successful obtained his Qualified Applicators Certificate.
- The recent storms we have had has kept staff busy with maintaining the cleanliness of the parks and LLADs.

Cameron Park Lake

- We had a new kiosk installed outside of the playground area. Our staff assisted an Eagle Scout with the completion of this project.
- Our staff has been working with Stratus Environmental regarding the lake gauge readings. The State is requiring some additional data.
- We recently had a resident remove a native oak tree on our property. We are working with the El Dorado County Sheriff's Office to handle the matter.
- Staff installed a new gate to leading down to the lagoon pump room. They also reinforced the walls leading down to the pump room.

Sports Parks / Fields

Rasmussen Park

- Staff have been fixing the ongoing issues with the irrigation system.
- Triangle Well came out to give us some options on increasing the pressure that comes out of the well. It is currently about 20 lbs. too low for the irrigation system to perform correctly.
- Little League is under way. Staff spend some time cleaning up the field and helping Little League get ready for their opening day.

David West

- Staff is repairing the damaged irrigation system. We were able to take the available pressure for the irrigation system from 55 PSI to 85 PSI. System will be much more efficient.
- Working on collecting some quotes to get the parking lot sealed and repainted.

Neighborhood Parks / Landscape and Lighting Assessment Districts

Northview Park

- Working with USA Shade and Little Tikes Playground Company to resolve the holes in the shade structure.

Hacienda Park

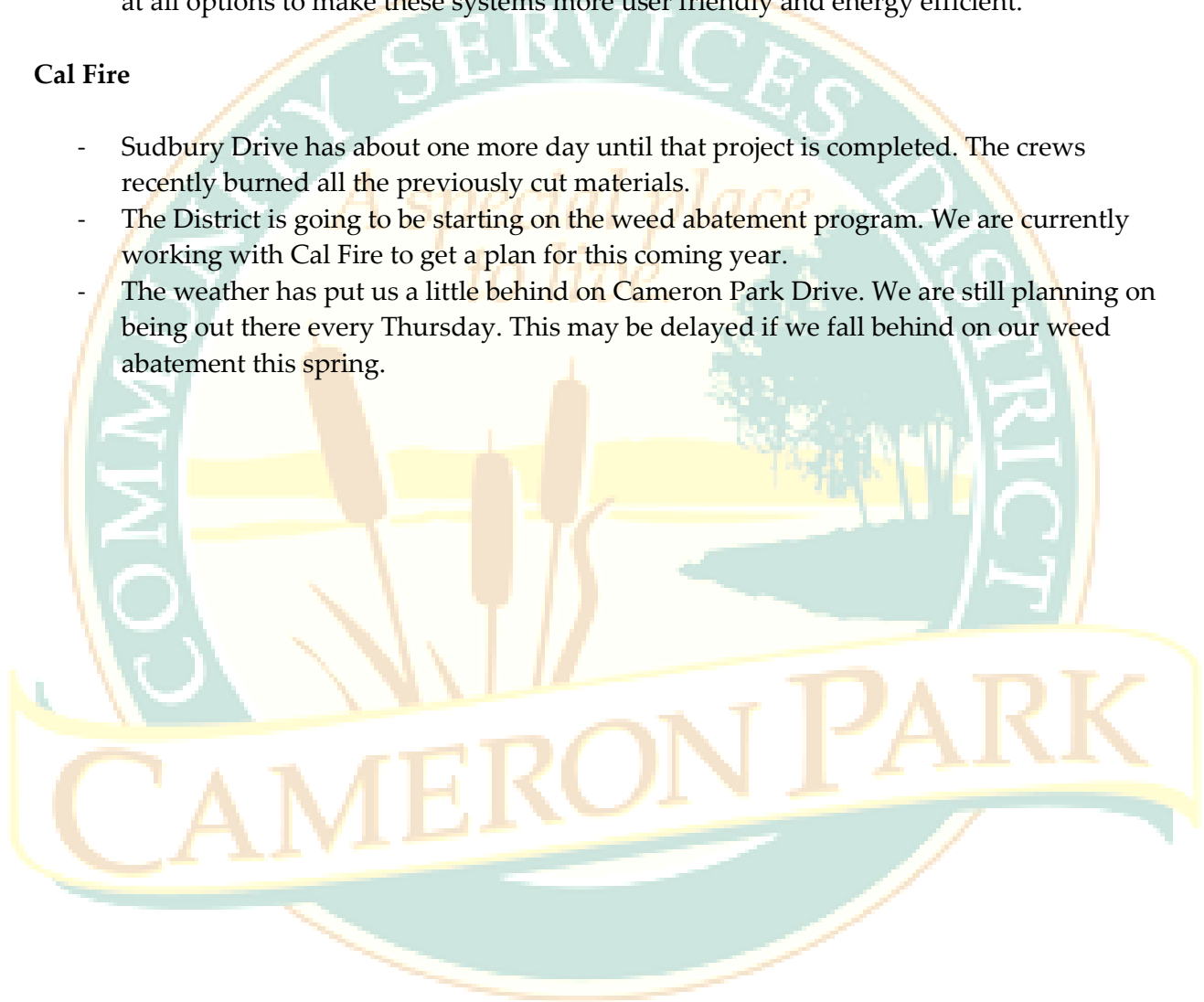
- Staff removed some low-hanging oak tree branches from the dog park.

Community Center

- We are planning on having the Community Center landscape replanted by the end of March. Staff, with the help of a contractor, will be installing approximately 100 plants around the community center. We will also be installing black bark to clean the place up once the new plants are in the ground.
- Staff have been busy working on the HVAC system and the lighting control system. The software of these systems is out of date and needs to be upgraded. We are taking a look at all options to make these systems more user friendly and energy efficient.

Cal Fire

- Sudbury Drive has about one more day until that project is completed. The crews recently burned all the previously cut materials.
- The District is going to be starting on the weed abatement program. We are currently working with Cal Fire to get a plan for this coming year.
- The weather has put us a little behind on Cameron Park Drive. We are still planning on being out there every Thursday. This may be delayed if we fall behind on our weed abatement this spring.



Cameron Park
Community Services District

Agenda Transmittal

DATE: March 21, 2018

FROM: Lyle Eickart,
Covenants, Conditions & Restrictions (CC&R) Compliance Officer

AGENDA ITEM #7e: CC&R DEPARTMENT STAFF REPORT

RECOMMENDED ACTION: Receive and File

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

The following items were reviewed and discussed at the March CC&R Committee meeting:

	Item	Number of Items
	Initial Violation Notices	17
	Final Violation Notices	4
	Pre-Legal Notices	1
	Legal Cases	0
	Pending Violations	3
	Corrected Violations	22

Please see the attached CC&R Committee agenda of 3/5/18.

CAMERON PARK COMMUNITY SERVICES DISTRICT

CC&R POLICY AND ENFORCEMENT SUBCOMMITTEE
2502 Country Club Drive, Cameron Park, CA 95682 - phone (530) 677-2231 fax (530) 677-2201

**AGENDA
CC&R REGULAR SCHEDULED MEETING**

Monday, March 5, 2018 5:30 p.m.
2502 Country Club Drive, Cameron Park, California

1.	Call to Order:			
	Roll Call:	Ellie Wooten, Monique Scobey, Deborah Cole, Gerald Lillpop, Robert Dalton		
2.	Agenda Approval:			
	Agenda for	March 5, 2018		
	Recommended Action:	Approve Agenda		
3.	CC&R Conformed Agenda:			
	Conformed Agenda for	February 5, 2018		
	Recommended Action:	Approve Conformed agenda.		
4.	Public Comment: Time For the Audience to Address the Committee On Non-Agenda Items			
	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 3 minutes, and individuals representing a group are allocated 5 minutes. Matters not on the agenda may be addressed by the public during the Open Forum. Public comments during Open Forum are limited to three minutes per person. The Committee reserves the right to waive said rules by a majority vote.			
5.	Communications Requiring Committee Review/Action:			
	The homeowner living at 3367 Turner Circle was issued a Final Violation notice on February 15, 2018 for keeping chickens on the property. On February 20, 2018 the homeowner contacted the CC&R Compliance Officer and indicated that she would like to appeal the violation notice. The Compliance Officer reviewed the appellate steps available to the homeowner in relation to the violation. The homeowner requested that she be placed on the next CC&R Committee Meeting Agenda and consistent with the existing appeals process her request has been placed on this evening's agenda.			
	Recommended Action: To Be Determined			
	Monthly Staff Report:			
6.	Initial Notice:	Notice Sent	Unit	Complaint
A.	3742 Toronto Road	03/01/18	Cameron Park N. #1	Boat parked on the driveway/visible from roadway
B.	3719 Merrywood Lane	03/01/18	Cameron Park N. #3	Utility trailer parked beside driveway/visible
C.	3321 Hacienda Road	03/01/18	Cameron Park N. #1	Boat parked on the driveway/visible from roadway
D.	4778 Castana Drive	02/28/18	Bar J Ranch Unit #2	Pop-up camper type R/V trailer parked on driveway
E.	Cessna Drive/Fairway Dr	02/28/18	Air Park Estates	Abandoned vehicle/submitted report to Sheriff's Dept.
F.	Cessna Drive (near 3202)	02/28/18	Air Park Estates	Abandoned vehicle//submitted report to Sheriff's Dept.
G.	3426 Oxford Road	02/23/18	Cameron Park N. #6	Construction of fence/no permit
H.	3306 Turner Circle	02/23/18	Viewpointe	R/V trailer improperly parked on side of driveway
I.	3570 Christa Court	02/23/18	Bar J Ranch Unit #3	R/V trailer improperly parked beside the driveway
J.	2668 Sterling Way	02/22/18	Cameron Park #12	Utility trailer filled with misc. debris/ beside driveway
K.	2659 Bertella Road	02/22/18	Bar J Ranch Unit #6	Frequently barking dog/annoyance & nuisance
L.	2574 La Crescenta	02/22/18	The Highlands #6	Cargo type trailer parked on the roadway
M.	3781 Cambridge Road	02/22/18	Cameron Park N. #2	Utility trailer parked beside the driveway
N.	Mira Loma Drive	02/22/18	Cameron Woods #1	Abandoned Vehicle/submitted report to Sheriff's Dept.
O.	3006 Merrywood Circle	02/20/18	Cameron Park N. #2	Boat parked beside driveway.

P.	2640 Green Glen Road	02/16/18	Cameron Park N. #2	Keeping chickens on property
Q.	3248 Chasen Drive	02/16/18	Eastwood Park #5	Gazebo built without permit
Recommended Action: None				
7.	Final Notice	Notice Sent	Unit	Complaint
A.	#6475 4597 Bocana Rd.	02/16/18	Bar J Ranch #4	Cargo trailer parked on the side of the driveway
B.	#6477 3323 Turner Cir.	02/16/18	Viewpoint	Motor home improperly parked beside the house
C.	#6478 3367 Turner Cir.	02/16/18	Viewpoint	Keeping chickens on the property
D.	#6479 3780 Cambridge	02/23/18	Cameron Park N. #2	Utility trailer improperly parked beside the fence
Recommended Action: None				
8.	Pre-Legal Notice	Notice Sent	Unit	Complaint
A.	#6462 3672 Millbrae Rd	01/18/18	Cameron Park N. #2	Misc. goods/materials/equipment on driveway
Recommended Action. Forward Item 8A to Board of Directors for legal action.				
9.	Legal Cases	Notice Sent	Unit	Complaint
	None			
Recommended Action: None				
10.	Pending	Notice Sent	Unit	Complaint
A.	#6466 4407 Voltaire Dr	12/12/17	Cambridge Oaks #1	Neglected landscape maintenance/front yard
B.	#6469 2724 Sterling	02/06/18	Cameron Park #12	Recreational vehicle parked beside driveway
C.	4296 Crazy Horse Road	02/09/18	Cambridge Oaks #3	Commercial vehicle parked on the street overnight
Recommended Action: None				
11.	Corrected Violations	Notice Sent	Unit	Complaint
A.	2320 Knollwood Drive	01/19/18	Cameron Park N. #3	Keeping chickens on the property
B.	3494 Chelsea Road	01/19/18	Cameron Park N. #3	Misc. goods/materials side of driveway/by fence
C.	4030 Placitas Drive	01/19/18	Bar J Ranch Unit #1	Cargo trailer improperly parked on driveway
D.	3080 Knollwood Drive	01/19/18	Cameron Park N. #2	Utility trailers (3) parked by fence/side of property
E.	2668 Sterling Way	01/22/18	Cameron Park #12	Cargo trailer improperly parked on driveway
F.	3704 Clinton Way	01/24/18	Eastwood Park #1	Improperly parking of vehicles on driveway
G.	3401 Raben Way	01/24/18	Eastwood Park #1	Improperly parking of vehicles on driveway
H.	3224 Veld Way	01/24/18	Eastwood Park #1	Improperly parking of vehicles on driveway
I.	3748 Clinton Way	01/24/18	Eastwood Park #1	Improperly parking of vehicles on driveway
J.	3755 Clinton Way	01/24/18	Eastwood Park #1	Improperly parking of vehicles on driveway
K.	#6474 3693 Millbrae Rd.	01/22/18	Cameron Park N. #2	Trailer with two water craft parked on driveway
L.	3407 Turner Circle	01/05/18	Viewpoint	R/V trailer parked on the driveway for over 24 hours
M.	3605 Millbrae Road	01/19/18	Cameron Park N. #2	Cargo trailer improperly parked on side of property
N.	3734 Chelsea Road	01/19/18	Cameron Park N. #3	R/V trailer improperly parked on driveway/visible
O.	3493 Chasen Way	01/24/18	Eastwood Park #2	Improperly parking of vehicles on driveway
P.	3910 Berry Court	01/26/18	Cambridge Estates	Misc. debris/materials in front of fence
Q.	3503 Raben Way	02/09/18	Eastwood Park #2	Boat improperly parked on the side of the street
R.	2803 Wentworth Road	01/31/18	Cameron Park N. #2	Oak tree cut down without prior approval
S.	3036 Merrywood Circle	02/09/18	Cameron Park N. #2	Utility trailer parked on the driveway/
T.	3077 Merrywood Circle	02/09/18	Cameron Park N. #2	Recreational vehicle trailer parked on the driveway
U.	3789 Cambridge Road	02/09/18	Cameron Park N. #2	Utility trailer parked on the side of the driveway
V.	3617 Kimberly Road	02/01/18	Cameron Park N. #3	Commercial signs & misc. debris/front yard
Recommended Action: None				

12.	Matters To and From Committee Members:
	At this time, the Committee and staff are provided the opportunity to speak on various issues. Direction may be given, however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.
13.	Report Back Items:
	None
14.	Adjournment:

CC&R Complaints that could not be confirmed from February 5, 2018

RCV'D	UNIT/ADDRESS	COMPLAINT/REASON CLEARED	CLEARED
02/07/18	The Highlands Unit #6; 2813 Royce Drive	Large commercial truck parked on the driveway; drive by on 02/09, 02/13 & 02/16; no vehicle on driveway.	02/16/18
02/22/18	The Highlands Unit #5; 3191 Bentley Drive	Recreational vehicle trailer parked on the side of the driveway; drive by on 02/23; motorhome present, no R/V trailer; no applicable clause related to motorhomes.	02/23/18

Cameron Park
Community Services District
Agenda Transmittal

DATE: March 21, 2018

TO: Board of Directors

FROM: Jill Ritzman, General Manager

AGENDA ITEM #8: **RESOLUTION No. 2018-05 DIRECTING AUDITOR OF EL DORADO COUNTY TO LEVY AND COLLECT ASSESSMENTS FOR THE FISCAL YEAR 2018/19**

RECOMMENDED ACTION: Receive, Discuss and Adopt Resolution No. 2018-05 with Board Poll Vote

BUDGET ACCOUNT:

BUDGET IMPACT:

In 1985, AB 1350 was passed allowing the Cameron Park Community Services District (CPCSD) to enforce Covenants, Conditions, and Restrictions (CC&Rs) for each subdivision within the District and to assume the duties of the Architectural Review Committee. That same year, the voters authorized the District to adopt and levy a special tax of up to \$12 per year on each parcel of land within the District.

As has been the practice, the CPCSD has annually authorized the El Dorado County Tax Collector to include such assessments on the tax roll of the County and provide receipts to the District, less any established fees and collection costs as established by the County for these services.

Resolution No. 2018-05 reflects this authorization for the 2018/19 fiscal year.

Exhibit A – Draft Resolution No. 2018-05

RESOLUTION NO. 2018-05
of the Board of Directors
of the Cameron Park Community Services District
March 21, 2018

DIRECTING AUDITOR OF EL DORADO COUNTY TO LEVY AND COLLECT
ASSESSMENTS FOR FISCAL YEAR 2018-19

RESOLUTION AUTHORIZING COVENANTS, CONDITIONS AND RESTRICTIONS
ASSESSMENT DISTRICT FOR 2018-2019

WHEREAS, the assessment of property parcels within this District, by vote of the registered voters, is administered by the Cameron Park Community Services District; and

WHEREAS, AB1350, approved by the Governor, September 24, 1985, now authorizes the Cameron Park Community Services District to enforce the Covenants, Conditions, and Restrictions adopted for each subdivision within the District and to assume the duties of the Architectural Control Committee; and

WHEREAS, on November 5, 1985, the voters of said District authorized the Board of Directors of the District to adopt and levy a special tax of up to \$12 per year on each parcel of land within the District.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Cameron Park Community Services District does hereby establish a twelve-dollar (\$12) assessment per parcel, with designated exemptions, herewith for fiscal year 2018-2019; and

BE IT FURTHER RESOLVED, that the Tax Collector of the County of El Dorado be requested to include such assessments on the tax roll of the County and provide receipts to the District less any established fees and collection costs as established by the County for these services.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 21st day of March 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, President
Board of Directors

General Manager Jill Ritzman
Secretary to the Board

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: March 21, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #9: **RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT FOR THE CONTINUATION OF THE ANNUAL ASSESSMENTS FOR THE LANDSCAPE AND LIGHTING ASSESSMENT DISTRICTS: AIRPARK, UNIT 6, UNIT 7, UNIT 8, VIEWPOINTE, GOLDORADO, UNIT 11, UNIT 12, CAMERON WOODS 1-4, BAR J15-A, BAR J15-A NO. 2, BAR J 15-B, CREEKSIDE, EASTWOOD, DAVID WEST, CAMBRIDGE OAKS, NORTHVIEW, CAMERON VALLEY, CAMERON WOODS 8, SILVER SPRINGS AND BAR J14-A NO. 2**

RECOMMENDED ACTION: Receive, Discuss and Approve Resolution No. 2018-06 with a Board Poll Vote

BUDGET ACCOUNT:

BUDGET IMPACT:

RECOMMENDATION

The Landscaping and Lighting Act of 1972 requires that an annual Engineer's Report be prepared by a licensed professional engineer and establishes other requirements for the continuation of the assessments. This Resolution directs SCI Consulting Group to prepare the Engineer's Report for the Cameron Park Community Services District (CSD) Landscape and Lighting Assessment Districts (LLADs) for fiscal year as the first step in a three-step process in the continuing the annual assessments for fiscal year 2018/19.

RESULT OF RECOMMENDED ACTION

Each year, an updated Engineer's Report, including updated budgets, scope of services, current legal justifications, and rate adjustments should be prepared by a California registered civil engineer. SCI Consulting Group will provide professional assessment engineering and assessment administration services to justify the continued collection of the Cameron Park CSD LLADs for fiscal year 2018/19. The services provided by SCI will include the preparation of the Engineer's Report and preliminary assessment roll with the specific assessment amount for each

parcel. The Engineer's Report will be presented to the Board for preliminary approval in June of this year.

ANALYSIS

In order to continue to levy the assessments, the Board will need to adopt the resolution to direct SCI Consulting Group, the assessment engineer, to prepare an Engineer's Report for fiscal year 2018/19. This Engineer's Report will include the proposed budgets for the assessments for fiscal year 2018/19, the special and general benefit findings to support the assessments, the updated proposed assessments for each parcel within each of the landscape and lighting districts, and the proposed assessments per single family equivalent benefit unit for fiscal year 2018/19. After the Engineer's Report and assessment roll is completed, they will be brought back to the Board for your review and consideration. If the Board preliminarily approves the Reports, a noticed public hearing will be subsequently held to allow the public to provide input on the proposed budgets, services and continued assessments, and to allow the Board to make a final decision on the continuation of these important assessments. The preliminary Engineer's Report is scheduled to be presented to the Board on June 20, 2018.

CONCLUSION

It is recommended that the Board approve Resolution No. 2018-06, which would direct SCI Consulting Group to prepare the annual Engineer's Report for the Cameron Park CSD LLADs for fiscal year 2018/19.

RESOLUTION NO. 2018-06
of the Board of Directors
of the Cameron Park Community Services District
March 21, 2018

A RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT FOR THE CONTINUATION OF THE LANDSCAPE AND LIGHTING ASSESSMENT DISTRICTS UNIT NUMBERS 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48 and 50 (Streets and Highways Code Section 22622)

WHEREAS, the Board of Directors of the Cameron Park Community Services District proposes to continue the annual assessments during (7/1/18-6/30/19) for Landscape and Lighting Assessment District (LLAD) Units 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45,46, 47, 48 and 50; which were previously formed in accordance with the Landscaping and Lighting Act of 1972 (Streets and Highways Code Section 22500, et seq.); and

WHEREAS, the Streets and Highways Code Section 22622 requires the governing body of a local agency to adopt a resolution ordering the preparation of an engineer's report and to generally describe any proposed new improvements and/or substantial changes to an existing improvement prior to levying and collecting an annual assessment for an existing LLAD.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Cameron Park Community Services District as follows:

Section 1: The annual Engineer's Report for the following LLADs shall be prepared by SCI Consulting Group who is designated the Engineer of Work; thereafter the Report shall be filed with the Board Secretary for submission to the Board of Directors:

Unit 30	Airpark Estates	Unit 40	Bar J #15B Merrychase
Unit 31	Formerly Unit 6	Unit 41	Creekside
Unit 32	Formerly Unit 7	Unit 42	Eastwood Park
Unit 33	Formerly Unit 8	Unit 43	David West Park
Unit 34	Viewpoint	Unit 44	Cambridge Oaks
Unit 35	Goldorado	Unit 45	Northview
Unit 36	Formerly Unit 11	Unit 46	Cameron Valley Estates
Unit 37	Formerly Unit 12	Unit 47	Cameron Woods 8
Unit 38	Cameron Woods #1-4	Unit 48	Silver Springs
Unit 39	Bar J #15A Country Club	Unit 50	Bar J #15A No. 2

Section 2: Any new improvements and/or substantial changes in existing improvements that are proposed to be paid for out of the 2018-2019 annual assessments will be specified in the Engineer's Reports.

Section 3: This resolution is adopted pursuant to Section 22622 of the Streets and Highways Code.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 21st day of March 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, President
Board of Directors

General Manager Jill Ritzman
Secretary to the Board

Agenda Transmittal

DATE: March 21, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #10: CAMERON PARK LAKE DAM EMERGENCY ACTION PLAN

RECOMMENDED ACTION: 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

BUDGET ACCOUNT: FIRE 3000; 5235 MISCELLANEOUS

BUDGET IMPACT: Cost of the Contract \$31,010; to be funded by savings in Administration Legal Services account 5335 and Fire contract services acct 5236 (up to \$15,505 each) in current budget

BACKGROUND

In December, the Board of Directors authorized a Request for Proposal and a formal bid for engineering services to develop an emergency action plan (EAP) for the Cameron Park Lake Dam (Dam). Newly enacted state law contained in Senate Bill 92 requires EAPs for dams that have a greater than "low" downstream hazard potential, which was due on January 1, 2018. Since the dam hazard potential is rated as "extremely high," an emergency action plan, including inundation mapping, is required. Current inspections by Department of Water Resources rate the dam in satisfactory condition.

DISCUSSION

The Cameron Park Community Services District (District) released the Request for Proposal on January 2nd, with a due date of January 31, 2018. Ten proposals were received, all from very qualified firms. A review team comprised of the following individuals reviewed the proposals:

- Sherry Moranz, Division Fire Chief, CAL FIRE
- Tom Gamble, Cameron Park resident and retired from Bureau of Reclamation
- Steve Palmer, General Manager, Georgetown Public Utilities District

The review team selected three firms for interviews, which were held on Wednesday, February 28. The interviews were conducted by Tom Gamble, Steve Palmer and Jill Ritzman, General Manager. The staff work related to reviewing proposals and preparing for interviews was

completed by Jeremiah Ramirez, California State University, Sacramento (CSUS) graduate student and District Intern. Each respondent was scored on their responsiveness to Request for Proposal, experience with similar projects, costs and timeline.

Staff is recommended an agreement with Water • Environmental • Sedimentation • Technology (WEST) Consultants, which was presented to the Fire & Emergency Services Committee. Their proposal included meeting all requirements and securing approval from Department of Water Resources and Office of Emergency Services. Of the three firms interviewed, their costs were the lowest. WEST Consultants has experience with similar projects including the City of Roseville and San Bernardino County Flood Control District. The Fire & Emergency Services Committee moved to forward the agreement with WEST Consultants to the Board with their support.

Staff would like to consider adding a work task, not to exceed \$5,000, to WEST Consultants' scope of services, to support a Table Top Exercise with emergency responders to brief agencies about the inundation map and Emergency Action Plan. The Cameron Park Fire Department staff would lead this endeavor with support from WEST Consultants. Funding for this endeavor would be identified in the upcoming budget.

Timeline

WEST Consultants will have an inundation map to Division of Dam Safety by the end of June 2018 for initial review. The Division of Dam Safety is significantly impacted by the new regulations, and review timelines are lengthy. The remainder of the timeline is unknown, but the Board will be kept apprised of the project's progress. Project completion may take up to twelve months, depending upon the State's responsiveness.

FINANCIAL IMPACTS

Staff is proposing to fund contract with savings from Administration's legal services and Fire & Emergency Services' contract services. The full amount of the contract will not be spent in FY 2017/18; and will be budgeted in the upcoming FY18/19 budget.

Grant Research

Staff is investigating grant opportunities with the State, but this effort has proved unsuccessful thus far.

CONCLUSION

Staff is recommending executing an agreement with WEST Consultants, for development of an Emergency Action Plan to meet State Department of Water Resources and Office of Emergency Services requirements. WEST Consultants was selected by a professional panel, based on their costs, scope of services and experience. Work on the project will begin immediately, but may take up to a year to complete. The State is inundated with review and approval requirements based on new legislation. Staff will keep the Board apprised of progress on this project.

RECOMMENDATIONS

- Enter into an Agreement for Consultant Services between Cameron Park Community Services District and WEST Consultants, Inc., for development of an Emergency Action Plan for Cameron Park Lake Dam to meet State Department of Water Resources and Office of Emergency Services (Exhibit B); and
- Direct General Manager to sign agreement.

Attachments:

- Exhibit A –WEST Consultants, Inc., Presentation
- Exhibit B – Draft Agreement for Consultant Services with WEST Consultants, Inc.



Exhibit A



Cameron Park Lake Dam Breach and Inundation Mapping

**Shortlist Presentation to the
Cameron Park Community Services District**

2502 Country Club Dr.
Cameron Park, CA 95682

Presented by

WEST Consultants

101 Parkshore Drive
Folsom, CA 95630



February 28, 2018

Project Organization Update



Dr. David C. Curtis,
F.EWRI
Principal in Charge

Jeff Harris, PH
Project Manager

Marty Teal,
P.E., P.H., D.WRE,
F.ASCE
QA/QC

Dr. Om Prakash, PE
Dam Breach & River
Hydraulics Lead

Sarah Bengtson
GIS

Barnard Mondal
Dam Breach
River Hydraulics

Dr. Filippo Bressan
Dam Breach
River Hydraulics

Dr. Bryan Scholl, PE
Dam Breach
River Hydraulics



MARTIN J. TEAL, P.E., P.H., D.WRE, F.ASCE

Senior Vice President

Martin J. Teal, P.E., P.H., D.WRE, F.ASCE has nearly 30 years experience in water resources engineering and currently leads WEST's San Diego office. He is a registered civil engineer in multiple states, a Diplomate of the American Academy of Water Resources Engineers and was elected Fellow of the American Society of Civil Engineers. Throughout his career, Martin has focused on hydrology, hydraulics, and sedimentation processes in watershed, riverine, and estuarine environments.

REGISTRATION

- *Diplomate, American Academy of Water Resource Engineering*
- *Professional Civil Engineer*
 - *California*
 - *Arizona*
 - *Nevada*
 - *Hawaii*
 - *Michigan*
- *Professional Hydrologist, American Institute of Hydrology*

EDUCATION

- *M.S., Civil and Environmental Engineering – Hydraulics, University of Iowa*
- *B.S., Civil Engineering, University of California*

PROFESSIONAL AFFILIATIONS

- *American Society of Civil Engineers*
- *Floodplain Management Association (Past Chair)*
- *United States Society on Dams (Cmte. Chair)*
- *Association of State Dam Safety Officials*
- *Association of State Floodplain Managers*
- *Society of American Military Engineers*



Mr. Teal is currently the Program Manager for a 5-year contract with the Modeling, Mapping, and Consequences (MMC) Center of the U.S. Army Corps of Engineers (USACE). Under this contract WEST and its JV partner perform hydrologic and hydraulic modeling for reservoir management and dam failure inundation mapping, preparing inundation map atlases, and estimating economic and life loss consequences from the hypothetical dam failures.

Mr. Teal was project manager for dam failure inundation modeling on the Island of Kauai for the USACE Honolulu District and the State of Hawaii. This study included development of meteorological inputs, rainfall-runoff modeling and hydrologic flood routing, unsteady hydraulic modeling with dam failures, and floodplain mapping as well as production of a technical report.

Mr. Teal began modeling and mapping as WEST's project manager and lead modeler for the San Diego County Water Authority Emergency Storage Project (SDCWA-ESP) analyses. Four different alternative systems comprised of one or two dams were studied for both the probable maximum flood (PMF) and "sunny day" hypothetical failure scenarios. The DAMBRK model was used to generate breach hydrographs and route these downstream, and inundation maps conforming to State of California regulations were prepared. Model sensitivity analyses comprised part of the study.

Martin also was the WEST project manager and led the technical analyses for the final inundation study for the Olivenhain Dam, also owned by SDCWA (winner of the 2005 Outstanding Projects and Leaders Award). He was principal in charge for the dam failure inundation and mapping study for the San Vicente Dam Raise project, a cooperative effort between SDCWA and the City of San Diego, for dam failure inundation studies using the FLO-2D model for two sites for San Bernardino County and one for the Metropolitan Water District of Southern California, and for hydraulic and scour analyses for certification of non-Federal levees in San Bernardino and Riverside Counties, California.

Mr. Teal currently oversees a 5-year Indefinite Delivery Indefinite Quantity (IDIQ) contract for Water Resources Engineering Services for the Omaha District of USACE and recently completed a similar IDIQ for Los Angeles; each has multiple task orders.

Martin was also Project Manager for watershed studies (hydrology, hydraulics, and sediment production and transport) for three basins within MCB Camp Pendleton, CA, a watershed study of the Santa Margarita River basin for the USACE, Los Angeles District, and a geomorphic study of 500 miles of the Sheyenne River for the USACE, St. Paul District.

Mr. Teal has used numerical models throughout his career to simulate hydrologic, hydraulic and sediment transport processes. He is well-known as an instructor for the HEC-RAS (steady, unsteady, sediment transport) and HEC-HMS courses presented by WEST for a variety of clients. He has taught these courses in both Spanish and English. His instructional experience also includes HEC-6, Riprap Design, WinXSPRO, Hydraulic Design, and Basic Hydrology & Hydraulics.

Mr. Teal has managed and performed technical analyses on seven flooding and sedimentation studies of the Missouri River and tributaries for the USACE, Omaha District. These studies included reservoir sedimentation analyses, hydraulic modeling for habitat restoration projects, bank stability analyses, and floodplain analyses (including ice jam flooding). Other studies which Mr. Teal has managed and performed technical analyses include a two-dimensional hydrodynamic and sediment model of Humboldt Bay for the California Department of Transportation (DOT), and the Tres Rios Hydraulic and Sedimentation Study in Phoenix, Arizona, for the USACE, Los Angeles District. Many of these studies had a large GIS component where geographic data was utilized for analyses, as well as for pre- and post-processing of data for hydraulic and/or hydrologic models.

Mr. Teal has also managed hydrologic and hydraulic studies in eastern Arkansas for the USACE, Memphis District, a flood control study for USACE, New Orleans District, an interim flood protection study for the Tia Juana Valley County Water District, and several dam failure inundation studies for the San Diego County Water Authority. He has worked on scour analyses for pipeline crossings, and bridge scour analyses for DOTs in California, Oregon, Washington, and Arizona. He has performed flood frequency analyses for several projects and designed bank protection for the International Wastewater Treatment Plant along the Tijuana River. Mr. Teal had the lead role in developing RIPRAP Design System, WEST's streambank protection software based on Corps of Engineers, Federal Highway Administration, and other standards, and has developed software and training for the U.S. Forest Service.

Prior to joining WEST, Mr. Teal worked for the Iowa Institute of Hydraulic Research (IIHR), where he performed a study for the U.S. Geological Survey on the accuracy of estimating discharge for ice-affected streamflow. His experience also includes over three years with the USACE, Sacramento District, and work in Chile (South America) with a large engineering consulting firm. His work in Chile was related to mining projects and was performed in Spanish (in which he is fluent).

While with the Corps of Engineers, Mr. Teal performed a variety of tasks related to flood control including design of channels, spillways, outlet works, stilling basins and streambank protection. His extensive computer use included one- and two-dimensional numerical modeling. He was involved with studies of the Sacramento River including HEC-2 work and groin field design for bank protection at several sites. He designed a spillway and outlet works for the proposed Auburn Dam on the American River; analyzed flood control schemes for Coyote Creek near San Jose; modeled Dry Creek near Roseville using HEC-2 for channel modifications; compared flood control plans for the Napa River; studied wind and boat waves for riprap sizing in the San Francisco Bay Delta area; and evaluated flood control alternatives for creeks in Merced County. Mr. Teal also participated in inspections of spillways and outlet works at New Hogan Dam as well as dams located in Merced County, California. He completed a study for Settlement Creek, Utah, dealing with proposed modifications to an existing spillway in order to pass increased flood flow estimates and modification/realignment of downstream channels to pass the larger discharge. Another facet of his experience with the Corps involved construction activities such as inspection, submittal review, negotiations and contract administration.

COMMITTEE AND BOARD ASSIGNMENTS

- U.S. Society on Dams; Member 2006- Present; Board Member 2017-Present
 - Hydraulics Committee, Member 2006- Present
 - Hydraulics Committee Chair. 2014-2017
 - Hydraulics Committee Vice Chair, 2012-2014
 - Sedimentation Subcommittee Chair, 2008-Present
 - U.S. representative to Sedimentation of Reservoirs Committee of the International Commission on Large Dams (ICOLD) 2011 - Present
- Floodplain Management Association (California, Nevada, Hawaii) Member 1998 - Present
 - Immediate Past Chair 2013-2015
 - Chairman 2011-2013
 - Vice Chair 2009-2011
 - Secretary 2007-2009
 - Southern California Director 2005-2007
- American Society of Civil Engineers (ASCE)/Environmental and Water Resources Institute (EWRI) Sedimentation Committee Member 2005-Present
 - Immediate Past Chair 2008-2010
 - Chair 2007 - 2008
 - Vice-Chair, 2006 - 2007
 - Secretary, 2005 – 2006
- Conference Planning Committee Member, 2011 EWRI Conference
- Technical Program Co-Chair, 5th International Conference on Scour and Erosion (2010)
- Sedimentation/Erosion Track Chair, 2008 EWRI Conference
- Sedimentation/Erosion Track Chair, 2007 EWRI Conference
- ASCE/EWRI International Council, Corresponding member, 2005 - Present
- ASCE/EWRI Task Committee (TC) on Bridge Scour, Corresponding member, 2005 – 2012
- ASCE TC on NAFTA, Corresponding member, 2002 – 2007
- ASCE TC on Evaluation and Design of Grade Control, Corresponding member, 1995 – 2002
- ASCE TC on Wetland Sedimentation Processes, Corresponding member, 1993 - 1996
- ASFPM Arid Regions Committee, Member, 1998-Present
- ASFPM International Issues Committee, Member, 1998-2011
- ASFPM Mentor, Municipal Program for Flood Alert and Warning, Aguan River Valley, Honduras, Central America, 1999-2001
- Technical Program Chair, 8th Biennial Arid Regions Floodplain Management Conference, January 1999

WORK HISTORY

May 2003 – Present	Vice President, WEST Consultants, Inc.
March 1997 – May 2003	Project Manager, WEST Consultants, Inc.
August 1993 – March 1997	Project Engineer, WEST Consultants, Inc.
August 1991 – May 1993	Research Assistant, University of Iowa, Institute of Hydraulic Research
February 1990 – August 1991	Hydraulic Engineer, U.S. Army Corps of Engineers, Sacramento District
July 1988 – February 1990	Civil Engineer, U.S. Army Corps of Engineers, Sacramento District
November 1987 – May 1988	Civil Engineer, Fluor Chile, S.A.
May 1987 – August 1988	Civil Engineering Technician, U.S. Army Corps of Engineers, Sacramento District
May 1986 – August 1986	Assistant Civil Engineer, Fluor Chile, S.A.

SELECTED PROJECT EXPERIENCE

Hydraulics & Floodplains

- Kehalani Reservoir hydrologic and hydraulic dam safety studies, Maui, Hawaii
- North Sacramento Streams Hydraulic Modeling, Sacramento, California
- Aepo and Elua Reservoirs Hydrologic, Hydraulic, and Dam Failure Inundation Studies, Kauai, Hawaii
- Lower Truckee River Unsteady Flow Modeling and Floodplain Mapping, Nevada
- Las Flores, Aliso, and Horno Creeks Watershed Studies, California
- Flood Hazard and Interior Drainage Study, Camp Humphreys, Korea
- Missouri River 2-D modeling, Nebraska City / Chamois Reaches, Nebraska & Missouri
- Whitewater River Hydraulic Modeling, California
- Olivenhain Dam Failure Inundation Mapping, California
- South Las Chollas Creek Floodplain Delineation, California
- State Standard for Floodplain Modeling, Arizona
- San Diego Creek Channel Protection Investigation, California
- Santa Margarita River Watershed Study, California
- 2-Dimensional Modeling of Humboldt Bay, California
- Missouri River Sedimentation Studies, Nebraska/South Dakota
- Tres Rios Project, Salt/Gila River, Arizona
- Ponca Creek Floodplain Analysis, Nebraska
- Dreamy Draw Letter of Map Revision, Arizona
- St. Tammany Parish Flood Control, Louisiana
- Cherokee Wash Sedimentation Study, Arizona
- West Tennessee Tributaries Project, Tennessee
- Dam Failure Inundation Studies, San Diego County, California
- Tijuana River Flood Control Study, California
- El Paso Natural Gas Company Scour Analyses, Arizona
- Eastern Arkansas Water Supply Study, Arkansas
- Sacramento River High Water Study, California
- Dry Creek Roseville, California
- Coyote Creek, California
- Napa River NED Alternatives, California
- Merced County Streams, California
- Sacramento Metropolitan Area Study, California

Hydrology

- California Department of Transportation Improved Hydrologic Design for Desert Regions
- Las Flores, Aliso, and Horno Creeks Watershed Studies, California
- Dover Basin Probable Maximum Storm Study, Ohio
- Devils Lake Upper Basin Hydrologic Modeling, North Dakota
- Flood Warning Systems, Aguán River Tributaries in Four Municipalities, Honduras
- Otay Ranch Model Review, City of Chula Vista, California
- Highline & Western Canal Floodplain Delineation Study, Arizona
- Santa Margarita River Watershed Study, California
- St. Tammany Parish Flood Control, Louisiana
- Cherokee Wash Sedimentation Study, Arizona
- West Tennessee Tributaries Project, Tennessee
- Eastern Arkansas Water Supply Study, Arkansas
- El Paso Natural Gas Company Scour Analyses, Arizona
- Interior Flood Hydrology Study, City of Clarendon, Arkansas
- Aepo and Elua Reservoirs Hydrologic, Hydraulic, and Dam Failure Inundation Studies, Hawaii

Bank Protection

- Missouri River at Ponca State Park Long-term Bank Erosion Analysis, Nebraska
- San Onofre Creek Outlet Study, California
- IBWC International Wastewater Treatment Plant, California
- Town of Kearny Levee Bank Protection, Arizona
- Topo Chico Channel Design, Mexico
- Sacramento River Contracts 44 & 45 groin field design, California
- Sacramento River R.M. 192.4 groin field design, California
- Sac-San Joaquin Delta Wind and Boat Wave Study, California
- Middle River Project, California

Hydraulic Structures

- El Paso Natural Gas Scour Analyses, drop structures/cascade stabilizers, Arizona
- Auburn Dam spillway and outlet works, American River, California
- Settlement Canyon Dam spillway and channel modification study, Utah
- New Hogan Dam periodic inspection, California
- Merced County Dams inspections, California
- Pine Flat Dam air intake study, California
- Little Dell Dam spillway modifications, Utah

Sedimentation and Erosion

- Hydrologic Indicators for Reservoir Sedimentation Prediction Study, USACE, Nationwide
- Los Peñasquitos Watershed Management Plan, California
- Las Vegas Wash Upper Diversion Weir Project, Nevada
- Lower Mud River Local Protection Project Sedimentation Study, West Virginia
- Missouri River 2-D modeling, Nebraska City / Chamois Reaches, Nebraska & Missouri
- Dillon Lake and Licking River Sedimentation Investigation Assessment, Ohio
- Santa Margarita River Watershed Study, California
- Long Valley Wash & Santa Gertrudis Creek, Riverside County, California
- 2-Dimensional Modeling of Humboldt Bay, California
- Missouri River Sedimentation Studies, Nebraska/South Dakota
- Tres Rios Project, Salt/Gila River, Arizona
- Cherokee Wash Sedimentation Study, Arizona
- Maricopa County Dept. of Transportation Bridge Scour Countermeasures, Arizona
- San Benito River Gravel Mining Study, California
- Harrow Debris Basin Study, Glendora, California
- El Paso Natural Gas Company Scour Analyses, Arizona

Bridge Scour & Hydraulics

- Plans of Action for Scour Critical Bridges, Hawaii Department of Transportation, Hawaii
- El Dorado Bridge over Federal Arroyo, San José del Cabo, Baja California Sur, Mexico
- Collier Way and Lawson Valley Road Bridge Replacements, San Diego County, California
- Riverford Road Bridge Widening, San Diego County, California
- Valley Center Road Bridge Replacement, San Diego County, California
- Carpenter Road Bridge Scour Analysis, Modesto, California
- Market Street Bridge Scour Analysis, Santa Cruz, California
- Eureka, Samoa and Middle Bridges Analysis, Humboldt Bay, California
- Watt Avenue Bridge Scour Countermeasures, Sacramento, California
- Bridge Scour Analysis, City of Temecula, California
- Bridge Scour, Hydraulics and Erosion, National Park Service & FHWA, Western U.S.
- Bridge Scour, Hydraulics and Erosion, Arizona, Oregon, Washington Departments of Transportation

Fluvial Geomorphology, River Engineering and Stable Channel Design

- Missouri River Post-flood Inspection and Assessment, Nebraska, Iowa, Missouri, South Dakota
- Lower Mud River Local Protection Project Sedimentation Study, West Virginia
- Steamboat Creek Geomorphic Assessment, Nevada
- Missouri River Programmatic EIS (Fort Peck Reach), Montana
- Sheyenne River Geomorphology Study, North Dakota
- Santa Margarita River Watershed Study, California
- Cherokee Wash Sedimentation Study, Arizona
- San Benito River Gravel Mining Study, California
- El Paso Natural Gas Company Scour Analyses, Arizona

Drainage/Culvert Design/Pipe Hydraulics

- U.S. Army Garrison Camp Humphreys Expansion, Korea
- Haleakala National Park Seven Pools Trail Design, Maui, Hawaii
- Drum Road All-Weather Upgrade, Oahu, Hawaii
- Easley Estates Project, Glendora, California
- Choquelimpie Mining Project, Chile

Software Development

- *Riprap Design System* - Performs design of riprap revetments
- *WinXSPRO* - Performs single cross section stream hydraulic analysis

Training Course Development and Instructional Experience

- HEC-RAS - River Analysis System – Basic Course (English and Spanish)
- HEC-RAS - River Analysis System - Unsteady Flow (English and Spanish)
- HEC-RAS - River Analysis System - Dam Breach Analysis using HEC-RAS
- HEC-HMS - Hydrologic Modeling System (English and Spanish)
- Sediment Transport in Rivers and Reservoirs (using RAS, HEC-6T, HEC-6)
- Riprap Design & Toe Scour Protection
- WinXSPRO - A Channel Cross Section Analyzer, taught for the U.S.D.A. Forest Service
- Hydraulics and Hydrology for Non-Engineers

Structural Design

- Choquelimpie Mining Project, Chile
- La Escondida Mining Project, Chile
- Ford Ord Ammunition Storage Facility, California
- Ford Ord Youth Center, California
- Luke AFB Wing Headquarters, Arizona

Litigation Experience

- *Crosley vs. United States*. United States Court of Federal Claims, U.S. Department of Justice (representing Defendant). Provided expert opinion on case relating to alleged taking of property due to flooding near the Missouri River.
- *Willis vs. City of Mission Viejo*. Superior Court, State of California, County of Los Angeles. Barber & Bauermeister Law Offices, Santa Ana, CA (representing Defendant). Provided advice as flood expert.
- *Russavage v. San Bernardino County Flood Control District Graves & King, LLC* (representing Defendant) retained as expert regarding flooding, sedimentation and erosion.
- *Hamm v. San Bernardino County Flood Control District Graves & King, LLC* (representing Defendant) retained as expert regarding flooding, sedimentation and erosion.
- *Victoria Club vs. Riverside County Flood Control and Water Conservation District, County of Riverside*, Office of County Counsel (representing Defendant) retained as expert regarding flooding, sedimentation and erosion.
- *Staub vs. City of Palos Verdes Estates*, Superior Court, State of California, County of Los Angeles, Barber & Bauermeister Law Offices, Santa Ana, CA (representing Defendant), retained

as expert, provided basis for declaration in support of motion for summary judgment as to adequacy of storm drain design.

- William Anderson et al. vs. City of Long Beach, United Storm Water and DOES 1 -100, Superior Court, State of California, County of Los Angeles. Lewis Brisbois Bisgaard & Smith, LLP, Los Angeles, CA (representing Defendant). Served as Hydrology expert in matter regarding flooding occurring in Long Beach, California.
- Michael Blair and Denise Blair et al. vs. Union Pacific Railroad Company, U.S. District Court, Western District of Oklahoma, Gungoll, Jackson, Collins, Box & Devoll, P.C., Enid, OK (representing Plaintiffs). Served as expert regarding modeling of flooding events in and around the City of Kingfisher, Oklahoma, as a result of the storm which occurred on August 19, 2007.
- Thomas Fullerton et al. vs. City of Glendale Litigation, Superior Court, State of California, Wasserman, Comden & Casselman, LLP, Tarzana, CA (representing Plaintiff). Expert services in hydraulics
- Wilson et al. v. Fulton Homes et al., Dicks & Coglianese, Phoenix, AZ (representing Plaintiffs). Expert services in hydrology
- San Diego Creek (Orange County, CA) Channel Investigation. Crowell & Moring, LLP, Irvine, CA representing The Irvine Company. Expert services in open channel hydraulics, scour, bed and bank erosion protection in regards to failure of cable-tied block channel protection and design standard of care.
- Burnham vs. Casitas Capistrano Litigation. Robie & Mattahi, Los Angeles, CA. Served as expert in case involving drainage and flooding of residences in San Juan Capistrano, California.

Other Projects

- State Route 125 Due Diligence Environmental Plan Review, California
- Tijuana River Watershed Reconnaissance Study and Project Management Plan, California
- San Diego Creek Block Failure Analysis, California
- Little Dell Dam Seepage Study, Utah
- Presidio of Monterey Roads and Utilities Project, California
- McClellan AFB Ammunition Storage Facility construction, California
- McClellan AFB Hydraulic Equipment Enclosure construction, California
- Grand Junction Environmental Assessment, Colorado
- Uvas Creek at Gilroy Operations and Maintenance Manual, California
- Western Area Oriented Depot (Sharpe Army Depot) claims

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- Teal, M., Bountry, J., and Pridal, D., *Modeling Sediment Movement in Reservoirs*, United States Society on Dams, June 2015
- Teal, M. and Boyd, P. "Assessment, Review, and Planning for Reservoir Sedimentation Information (RSI) Updates for Global Change Sustainability (GCS)," *Proceedings of the Seventh International Perspective on Water Resources and the Environment*, EWRI, Quito, Ecuador, January 2014.
- Ponce, V.M., Aguilar, R., Teal, M., "Efecto de la Fricción de Forma en la Curva de Gastos de Sedimentos" (Effect of Form Friction in Sediment Rating Curves) *Proceedings of the Seventh*

International Perspective on Water Resources and the Environment, EWRI, Quito, Ecuador, January 2014.

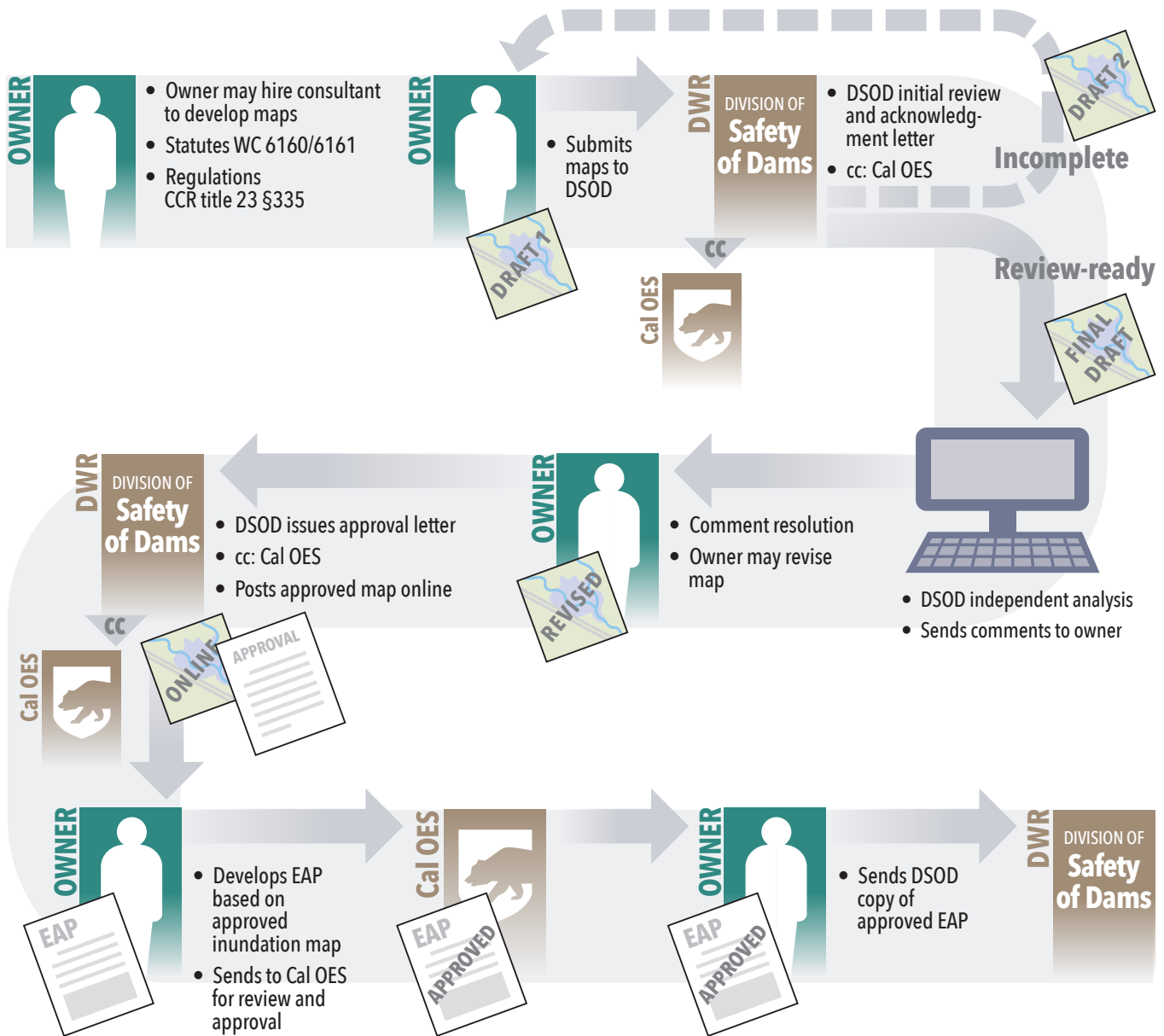
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- Travis, B., Teal, M., and Gusman, J., “Best Methods and Inherent Limitations of Bulked Flow Modeling with HEC-RAS,” *Proceedings of the 2012 World Environmental and Water Resources Conference*, EWRI, Albuquerque, New Mexico.
- Wu, Weiming, and ASCE/EWRI Task Committee on Dam/Levee Breaching, “Earthen Embankment Breaching,” *Journal of Hydraulic Engineering* Vol. 137, No. 12, ASCE, New York, New York, 2011.
- Stefanovic, D., and Teal, M.J., “Two-Dimensional Hydraulic Modeling for Alluvial Fan Floodplain Hazard Identification,” chapter in *Flood Hazard Identification and Mitigation in Semi- and Arid Environments*, World Scientific Publishing Company, Hackensack, NJ, October 2011.
- Teal, M.J., “Upper Missouri River Mainstream Reservoirs: Sedimentation and Sustainability Issues,” *Dams and Reservoirs under Changing Challenges*, A.J. Schleiss and R.M. Boes (ed.), CRC Press/Balkema, Taylor and Francis Group, London, United Kingdom, June 2011.
- Warren, C., Gusman, J., Teal, M., Hunneman, M., and Matsuda, C., “From Auwaiakeakua to Weoweopilau: Assessing Scour Critical Bridges in Hawaii (It’s a Tough Job, But Someone Has to Do It),” *Proceedings of the Fifth International Conference on Scour and Erosion, Geotechnical Special Publication No. 210*, ASCE, San Francisco, California, 2010.
- Gusman, J., Teal, M., Todesco, D., and Bandurraga, M., “Estimating Sediment/Debris Bulking Factors,” *Proceedings of the 33rd IAHR Biennial Conference*, Vancouver, British Columbia, Canada, 2009.
- Gusman, J., Teal, M., Baron, K., Warren, C., and Swanger, B., “Improved Hydrologic Methods for California’s Desert Regions,” *Proceedings of the 32nd Annual Conference*, Association of State Floodplain Managers, Reno, Nevada, 2008.
- Teal, M.J., and Goodell, C., “Hawaii Technical Dam Break Studies: Hydraulic Studies and Dam Break Scenarios,” *Proceedings of the 2008 World Water & Environmental Resources Conference*, EWRI, Honolulu, Hawaii, 2008.
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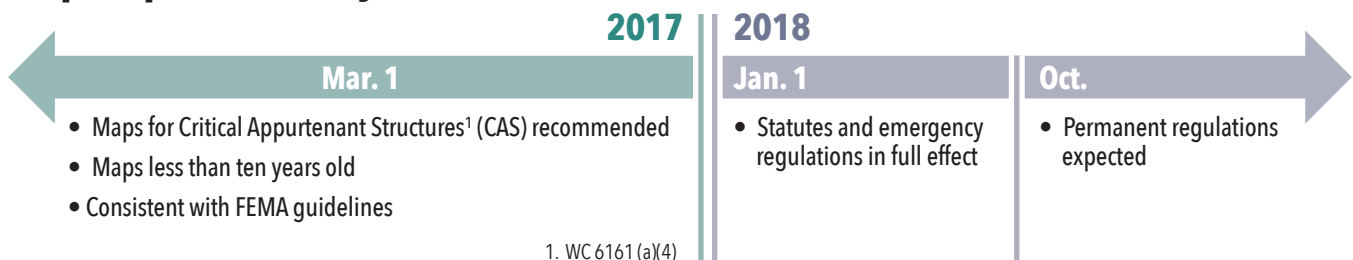
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Inundation Map Review Process

Owners of dams, other than low hazard dams, are subject to the new statutes and regulations requiring inundation maps for dams and their critical appurtenant structures. DSOD reviews and approves inundation maps, and Cal-OES reviews and approves EAPs that are based on approved inundation maps. Owners must update inundation maps at a minimum of every 10 years, anytime there is a change to the dam, and anytime there is a change in downstream development.



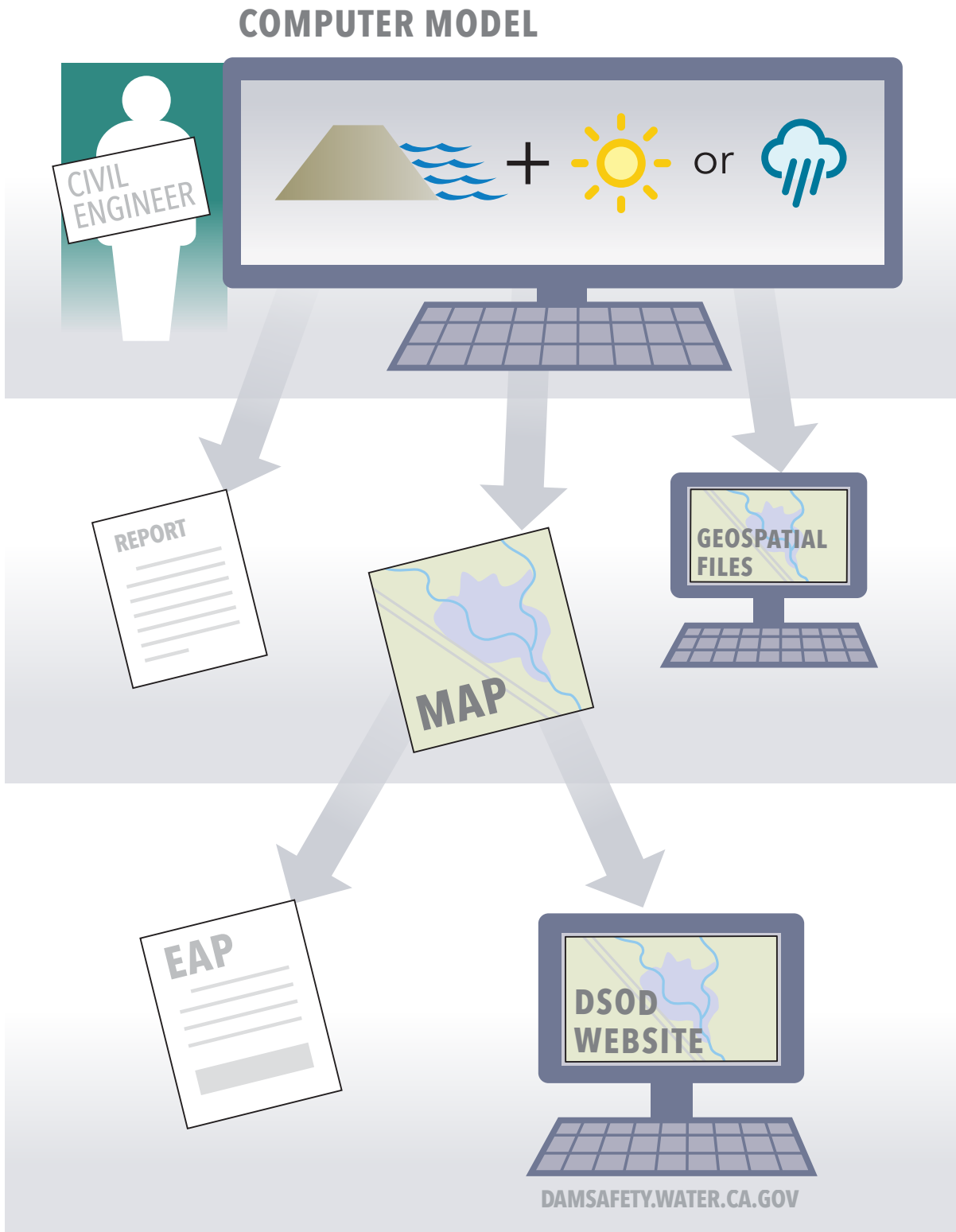
Map Requirements by Date



Acronyms

DWR: California Department of Water Resources; **DSOD:** Division of Safety of Dams; **Cal-OES:** Governor's Office of Emergency Services; **WC:** Water Code; **EAP:** Emergency Action Plan; **FEMA:** Federal Emergency Management Agency

Inundation Map Process



Emergency Action Plan (EAP)

for

Cameron Park Lake Dam

[Click here to enter text.](#)

El Dorado County, California

With assistance from:

Department of Water Resources
Division of Safety of Dams (DSOD)

Governor's Office of
Emergency Services



Cal OES

Dam Owner: Cameron Park Community Services District

DSOD Central Region

DSOD Dam No. 40

National Inventory of Dams (NID) No. CA00230

Federal Energy Regulatory Commission (FERC) No. N/A

Copy 1 of X

Date Prepared: **mm/dd/yyyy**

Date Revised: -

Emergency Response Packet

Exhibit 1 – Fact Sheet

Exhibit 2 – Example Situations and Emergency Levels

Exhibit 3a – Emergency Level 1 Notification Flowchart

Exhibit 3b – Emergency Level 2 Notification Flowchart

Exhibit 3c – Emergency Level 3 Notification Flowchart

Exhibit 4 – Cal OES Warning Center Reporting Form

Exhibit 5 – Contact Log

Exhibit 6 – Action and Event Progression Log

Exhibit 7 – Possible Remediation Actions

Exhibit 8 – Locally Available Resources

Exhibit 9 – Inundation Map

Exhibit 10 – Schematic of Dam and Appurtenant Structures

Exhibit 11 – Spillway Rating Curve and Storage Capacity Curve

Exhibit 1 – Fact Sheet

CONFIDENTIAL INFORMATION – DESTROY BEFORE DISCARDING

Dam Description			
Dam Name: Cameron Park Lake Dam			
NID #:	CA00230	DSOD Dam #:	40
		FECR #:	N/A
Dam Owner: Cameron Park Community Services District			
Lat:	38.68	Long:	-120.99
		Sec/T/R/ Baseline:	<Enter> <Enter> <Enter> <Enter>
Stream:	<Enter>		County: El Dorado
Dam Statistics			
DSOD Region:		Central	
Type of Dam:	Earth	Year Constructed:	1951
Dam Height (ft):	29	Dam Length (ft):	1800
Dam Crest Elev. (ft):	<Enter>	Total Freeboard (ft):	<Enter>
Spillway Crest Elev. (ft):	<Enter>	Storage Capacity at Spillway Elev. (ac-ft):	480 ac-ft
Certification Storage Elev. (ft) ¹	<Enter>	Storage Capacity at Certification Elev. (ac-ft) ² :	<Enter>
Drainage Area (sq mi):	<Enter>	Federal Hazard Class:	Extremely High
Spillway Type:	<Enter>	Spillway Capacity (cfs):	<Enter>
Estimated Evacuation (check one): <input type="checkbox"/> <10 <input type="checkbox"/> 10-100 <input type="checkbox"/> 100-1000 <input type="checkbox"/> >1000			
Directions to Dam			
From Sacramento, take US 50 E toward Lake Tahoe. Take Exit 34 toward Cambridge Road. Turn left onto Flying C Road. Continue onto Cambridge Road.			
Description of Potential Downstream Impacts			
<Enter description here>			

¹ May be the same as Spillway Elev. (ft).

² May be the same as Storage Capacity at Spillway Elev. (ac-ft)

Exhibit 2 – Example Situations and Emergency Levels

This table provides example situations for different events and the emergency levels for those situations. Each dam and situation is unique, so good judgment is needed when making decisions based on the situation. For definitions of the emergency levels referenced here, see Section II (Step 2).

Event	Example Situation	Emergency Level
Earthquakes	Sizable earthquake reported within 50 miles of the dam	1 (Go to Exhibit 3a)
	Earthquake resulting in visible damage to dam or appurtenances	2 (Go to Exhibit 3b)
	Earthquake resulting in uncontrolled release of water over dam or rapidly developing flow through cracks or rapidly developing erosion through increased seepage	3 (Go to Exhibit 3c)
Embankment Cracking or Settlement	New cracks in embankment greater than 1/4 inch wide without seepage	1 (Go to Exhibit 3a)
	Cracks in the embankment with seepage	2 (Go to Exhibit 3b)
Embankment Movement	Visual shallow slippage	1 (Go to Exhibit 3a)
	Visual deep seated movement/slippage of embankment	2 (Go to Exhibit 3b)
	Sudden or rapidly proceeding slides of embankment slope	3 (Go to Exhibit 3c)
Erosion of Spillway	Spillway flowing with active erosion gullies	2 (Go to Exhibit 3b)
	Spillway flowing with significant erosion and head cutting advancing rapidly toward reservoir	3 (Go to Exhibit 3c)
Fire	Significant fire in the area that affects access to the dam	1 (Go to Exhibit 3a)
Abnormal Instrumentation Reading	Instrumentation readings beyond predetermined values	1 (Go to Exhibit 3a)
Outlet System Failure	Releases causing erosion around outlet works	1 (Go to Exhibit 3a)
	Uncontrolled releases through the outlet but the dam's structural integrity is still maintained	2 (Go to Exhibit 3b)
	Uncontrolled releases through the outlet with dam failure imminent	3 (Go to Exhibit 3c)

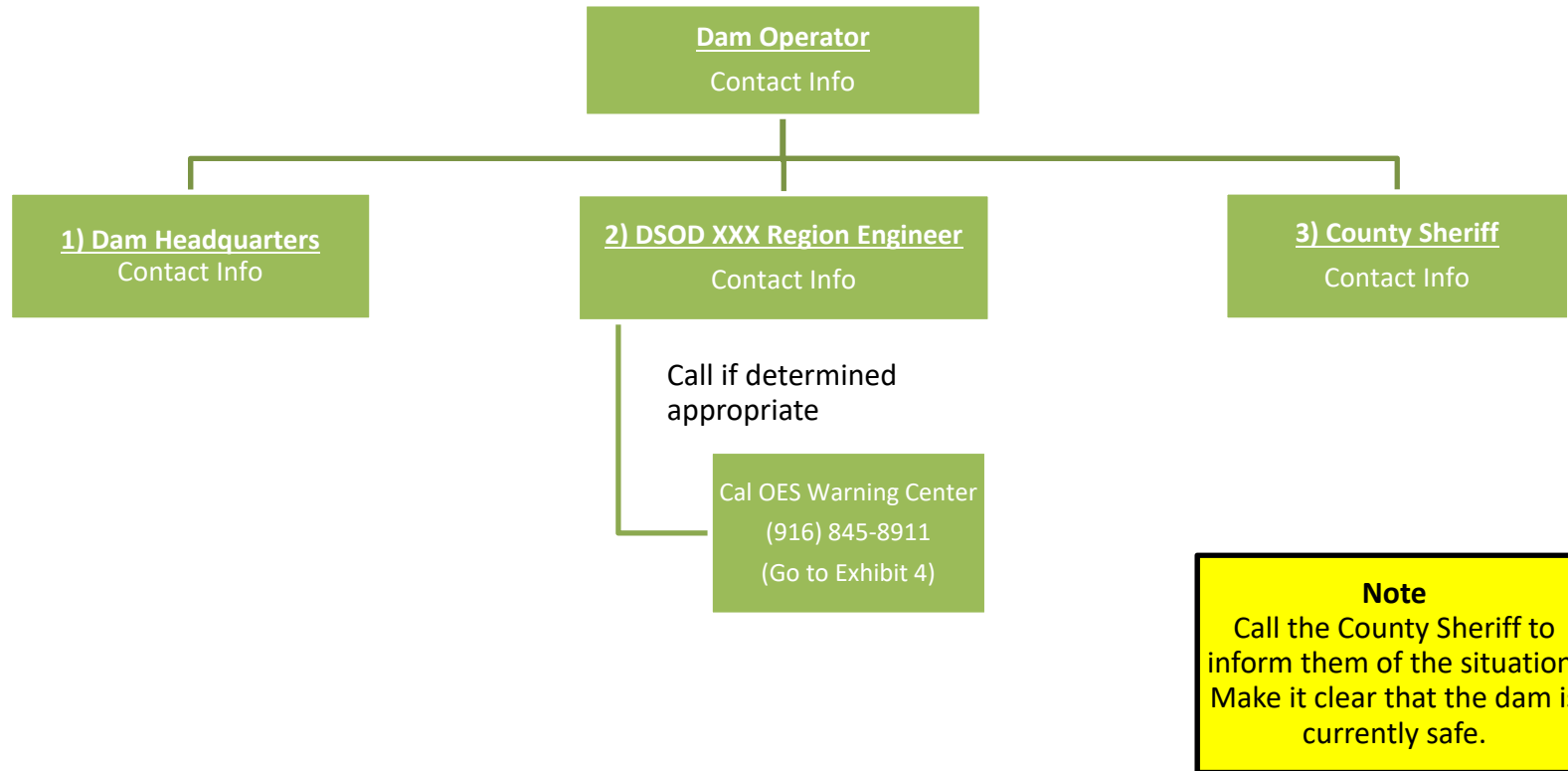
Exhibit 2 – Example Situations and Emergency Levels (Cont.)

Event	Example Situation	Emergency Level
Sabotage or Vandalism	Damage to dam or appurtenances with no impacts to the functioning of dam	1 (Go to Exhibit 3a)
	Damage to dam or appurtenances that could adversely impact functioning of dam	2 (Go to Exhibit 3b)
	Damage to dam or appurtenances resulting in uncontrolled water release or rapidly developing erosion	3 (Go to Exhibit 3c)
Sand Boils	New sand boil appears in or near dam	1 (Go to Exhibit 3a)
	New sand boil continues to increase in size and /or is carrying soil particles	2 (Go to Exhibit 3b)
	Sudden and rapid increases in flow through boil	3 (Go to Exhibit 3c)
Security Threats	Unauthorized personnel seen or reported to be at dam	1 (Go to Exhibit 3a)
	Verified bomb threat that could result in damage to dam	2 (Go to Exhibit 3b)
	Detonated bomb resulting in damage to dam or appurtenances	3 (Go to Exhibit 3c)
Seepage, Springs, Piping	New wet areas in or near dam	1 (Go to Exhibit 3a)
	New wet areas with active flow and cloudy discharge or increasing flow rate	2 (Go to Exhibit 3b)
	Increasing and rapidly developing seepage with cloudy discharge	3 (Go to Exhibit 3c)
Sinkholes	Observation of new sinkhole in reservoir area or on embankment	2 (Go to Exhibit 3b)
	Rapidly enlarging sinkhole	3 (Go to Exhibit 3c)
Storm Event	Spillway is flowing, causing damage downstream, but dam is not endangered	2 (Go to Exhibit 3b)
	Spillway is overcome and flow is over an earth embankment	3 (Go to Exhibit 3c)

Exhibit 3a – Emergency Level 1 Notification Flowchart

Unusual, slowly developing event

CONFIDENTIAL INFORMATION – DESTROY BEFORE DISCARDING

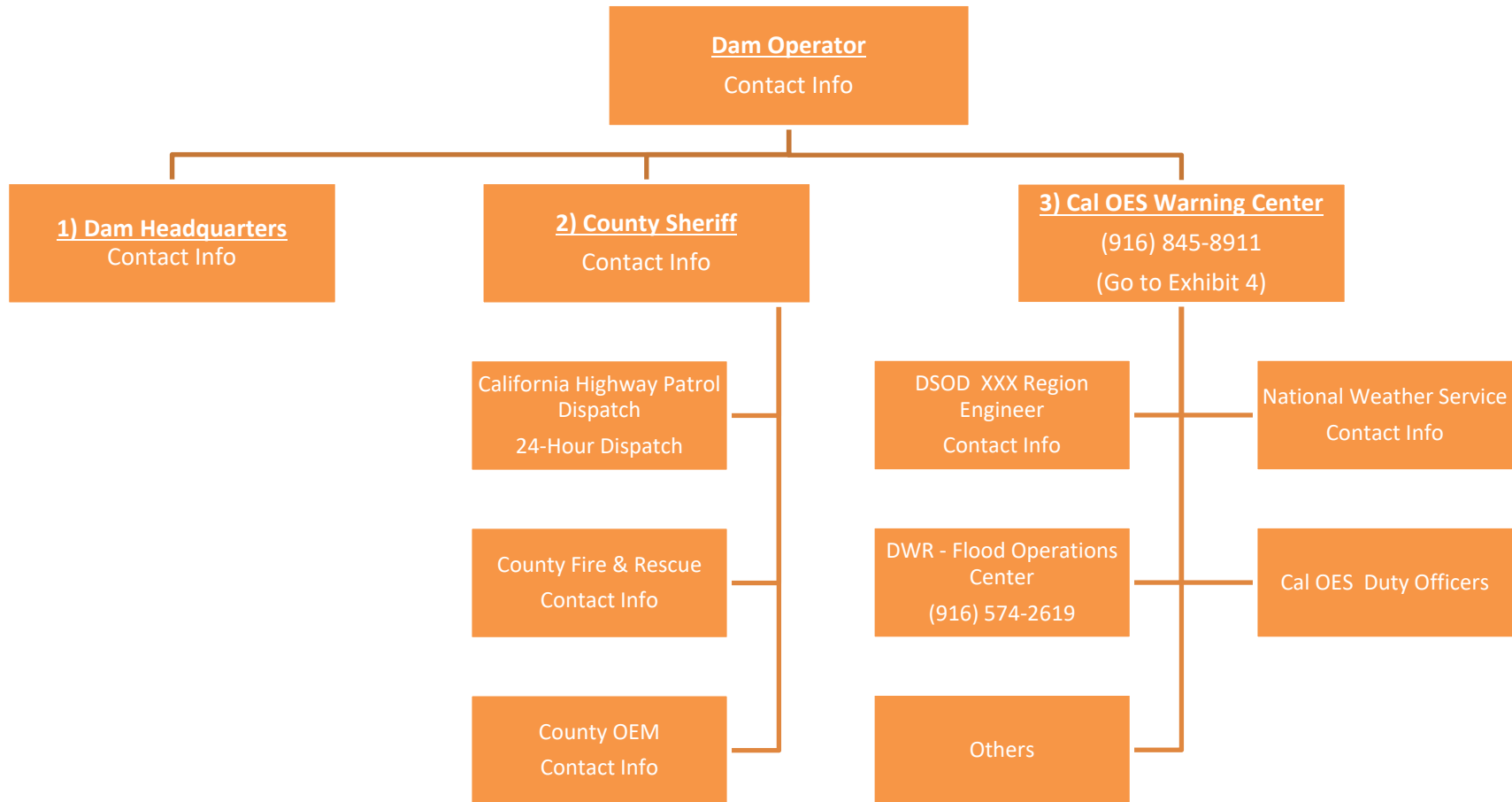


Record each notification on Exhibit 5

Exhibit 3b – Emergency Level 2 Notification Flowchart

Potential dam failure, rapidly developing

CONFIDENTIAL INFORMATION – DESTROY BEFORE DISCARDING

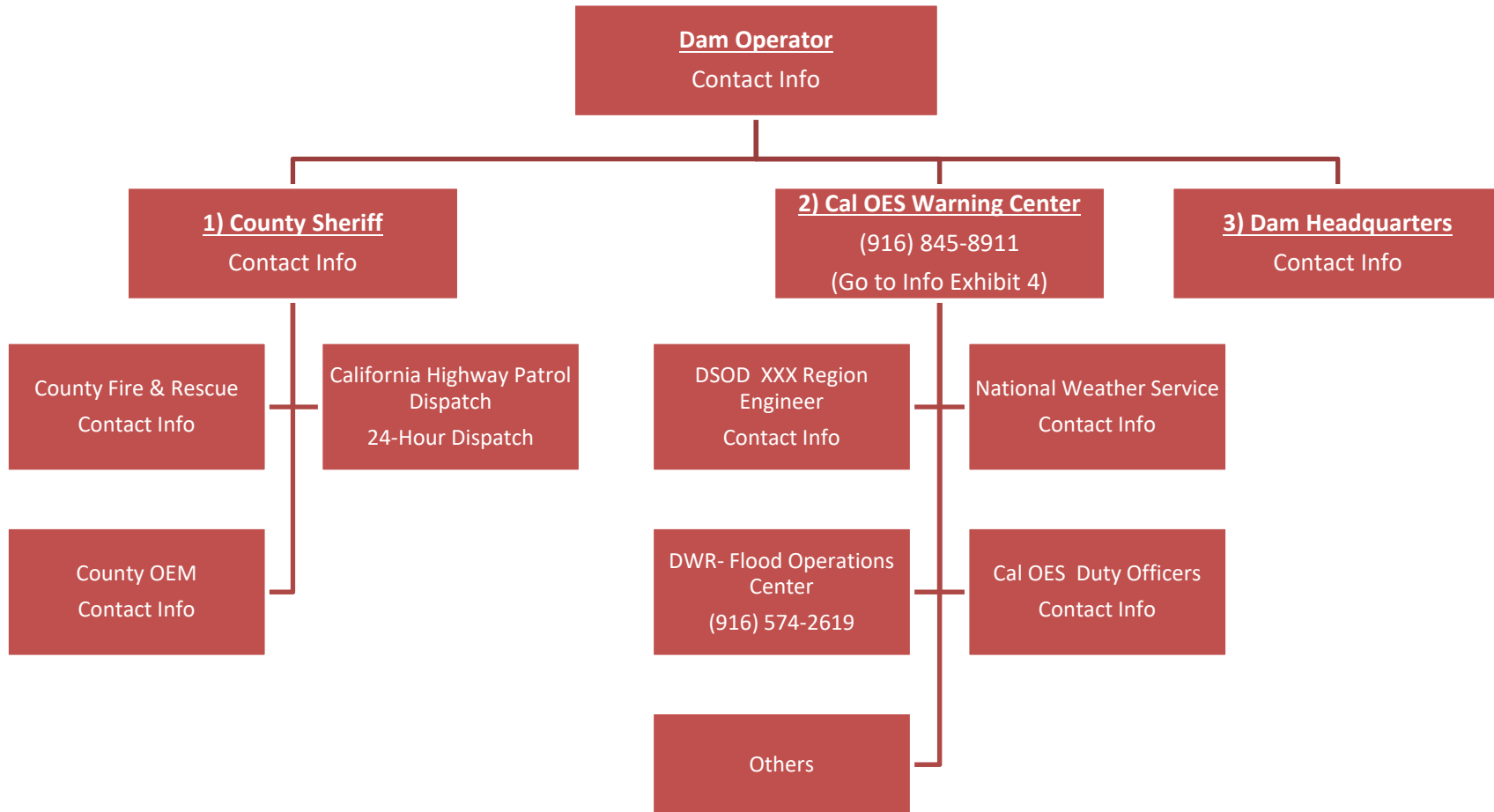


Record each notification on Exhibit 5

Exhibit 3c – Emergency Level 3 Notification Flowchart

Dam failure appears imminent or is in progress

CONFIDENTIAL INFORMATION – DESTROY BEFORE DISCARDING



Record each notification on Exhibit 5

Exhibit 4 – Cal OES Warning Center Reporting Form

Complete this form for Emergency Level 2 or 3, then call the Cal OES Warning Center at (916) 845-8911.

Date:		Time:	
Caller Information			
Name/Agency:		Phone Number:	
Alternate Contact:		Phone Number:	
Dam Information			
Dam Name: Cameron Park Lake Dam			
NID #: CA00230	DSOD Dam #: 40	FERC #: N/A	
Location Of Dam			
DSOD Region Central			
Physical Address: <Enter>			
Latitude: <Enter>		Longitude: <Enter>	
County: El Dorado County	Downstream Jurisdictions: <Enter>		
Nearest City Or Populated Area: <Enter>			
Nearest Or Affected Highway Or Cross Roads: <Enter>			
River Or Creek That Flows Into Reservoir: <Enter>			
Situation			
Activation Of EAP: Yes <input type="checkbox"/> No <input type="checkbox"/>		Emergency Level: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
Emergency Event Type:			
<input type="checkbox"/> Earthquake	<input type="checkbox"/> Embankment Crack or Settlement	<input type="checkbox"/> Embankment Movement	<input type="checkbox"/> Erosion of Spillway
<input type="checkbox"/> Abnormal Instrumentation Reading	<input type="checkbox"/> Outlet System Failure	<input type="checkbox"/> Sabotage/Vandalism	<input type="checkbox"/> Sand Boils
<input type="checkbox"/> Security Threats	<input type="checkbox"/> Seepage, Springs, Piping	<input type="checkbox"/> Sinkholes	<input type="checkbox"/> Storm Event
Other:			
Weather Conditions:			
Reservoir Level: Full <input type="checkbox"/> Partially Full <input type="checkbox"/> Empty <input type="checkbox"/>		Approx. % Full _____	
Potential Of Incident: Dam Failure <input type="checkbox"/> Potential Failure <input type="checkbox"/> Unusual Release <input type="checkbox"/> Other <input type="checkbox"/>			
When/How Event Was Detected:			Observer In Position: Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Details:			
Notifications: County Sheriff: Yes <input type="checkbox"/> No <input type="checkbox"/> Downstream Jurisdictions: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Exhibit 5 – Contact Log

Dam Name: Cameron Park Lake Dam **Date:** _____
NID #: CA00230 **DSOD Dam #:** 40 **FERC #:** N/A
DSOD Region Central **County:** El Dorado County

After determining the emergency level, immediately contact the following agencies/entities. The person making the contact should initial and record the time of the call and who was contacted at each agency/entity.

Emergency Level 1 (See Exhibit 3a)			
Agency/Entity	Person Contacted	Contact Time	Contacted By
Dam Headquarters			
DSOD			
County Sheriff			

Emergency Level 2 (See Exhibit 3b)			
Agency/Entity	Person Contacted	Contact Time	Contacted By
Dam Headquarters			
County Sheriff			
Cal OES Warning Center			

Emergency Level 3 (See Exhibit 3c)			
Agency/Entity	Person Contacted	Contact Time	Contacted By
County Sheriff			
Cal OES Warning Center			
Dam Headquarters			

Exhibit 6 – Action and Event Progression Log

Complete this log during the emergency. See Exhibit 7 for possible remediation actions and, if needed, Exhibit 8 for locally available resources for rock, pumps, etc.

Date	Time	Action/Event Progression	Taken by

Report prepared by: _____ Date : _____

Exhibit 7 – Possible Remediation Actions

This table provides examples of possible remediation actions.

Event	Possible Remediation Actions
Earthquakes	Inspect dam and evaluate the damage sustained and the potential danger of failure. Check for seepage, cracks, displacements, and settlement. Inspect outlet works and spillways. Evaluate instrumentation.
Embankment Cracking or Settlement	Lower the water level by releasing it through outlet or by pumping or siphoning. If necessary, restore freeboard. Lower water level in reservoir to a safe level; continue operating at a reduced level until repairs can be made.
Embankment Movement	Lower water level in the reservoir by opening all gates and valves at a rate and to an elevation that is considered safe given slide condition. If outlet is damaged or blocked, pumping or siphoning may be required.
Erosion of Spillway	Provide temporary protection at the point of erosion by placing sandbags, riprap materials, or plastic sheets weighted with sandbags. Consider pumps and siphons to help reduce the water level in the reservoir. When inflow subsides, lower the water level in the reservoir to a safe level; continue operating at a lower water level to minimize spillway flow.
Fire	Implement fire procedures (if applicable).
Abnormal Instrumentation Reading	Conduct daily inspections of the dam. Check and record reservoir elevation, rate at which reservoir is rising, weather conditions (past, current, forecasted), discharge conditions of creeks/rivers downstream, and new or changed conditions associated with this event. Evaluate accuracy of instrumentation.
Outlet System Failure	Implement temporary measures to protect the damaged structure, such as closing the inlet. Lower the water level in the reservoir to a safe elevation, possibly by using pumps or siphons. Consider the severity of flow through outlet and increased flows in determining emergency level.

Exhibit 7 – Possible Remediation Actions (Cont.)

Event	Possible Remediation Actions
Sabotage or Vandalism	Contact law enforcement to help evaluate the situation. If embankment or spillway has been damaged, provide temporary protection in damaged area. Lower water in reservoir by using outlet or pumps and siphons if necessary. If water supply has been contaminated, immediately close all inlets to water supply system and notify appropriate authorities.
Sand Boils	Determine location and size of affected area. Estimate discharge rate and nature of discharge (cloudy or clear seepage). Provide temporary protection at point of erosion by placing sandbags around boil area to confine flow. If necessary, lower water level in reservoir to a safe level until permanent repairs can be made.
Security Threats	Contact law enforcement.
Seepage, Springs, Piping	If the leak originates from within the reservoir or the upstream embankment, plug the flow with available material such as hay bales, bentonite, or plastic sheeting. Lower water level in the reservoir until flow decreases to a non-erosive velocity or until it stops. Place an inverted filter (a protective sand and gravel filter) over the exit area to hold materials in place. Continue lowering the water level until a safe elevation is reached; continue operating at a reduced level until repairs are made. Stabilize damaged areas on the downstream slope by weighting the toe area below the slide with additional soil, rock, or gravel.
Sinkholes	Conduct an immediate engineering exploration to determine cause of sinkhole, and to evaluate damage sustained and potential for failure. Determine exit point of flowing water. Implement temporary measures to protect damaged structure, such as closing inlet and lowering water level in reservoir to a safe level until permanent repairs can be made.
Storm Event	Conduct daily inspections of dam. Check and record the reservoir elevation, rate at which reservoir is rising, weather conditions (past, current, forecasted), discharge conditions of creeks/rivers downstream, and new or changed conditions associated with this event. If heavy spillway flows are expected to cause downstream damage even though the dam is not in danger, take appropriate emergency action for downstream facilities and people.

Exhibit 8 – Locally Available Resources

CONFIDENTIAL INFORMATION – DESTROY BEFORE DISCARDING

Heavy Equipment Service and Rental	Sand and Gravel Supply	Ready-Mix Concrete Supply
<i>Primary</i>		
<Name>	<Name>	<Name>
<Address>	<Address>	<Address>
<Phone No.>	<Phone No.>	<Phone No.>
<i>Secondary</i>		
<Name>	<Name>	<Name>
<Address>	<Address>	<Address>
<Phone No.>	<Phone No.>	<Phone No.>

Pumps	Sand Bags	Road Maintenance
<i>Primary</i>		
<Name>	<Name>	<Name>
<Address>	<Address>	<Address>
<Phone No.>	<Phone No.>	<Phone No.>
<i>Secondary</i>		
<Name>	<Name>	<Name>
<Address>	<Address>	<Address>
<Phone No.>	<Phone No.>	<Phone No.>

Exhibit 9 – Inundation Map

Exhibit 10 – Schematic of Dam and Appurtenant Structures

Exhibit 11 – Spillway Rating Curve and Storage Capacity Curve

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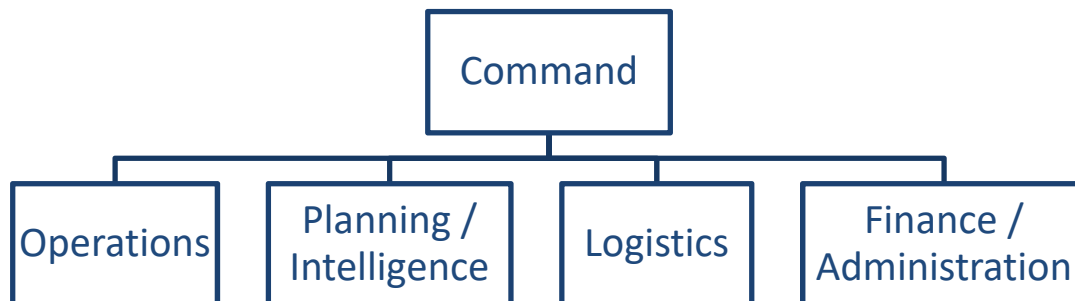
I. Background

a. Purpose

The purpose of this EAP is to reduce the risk of loss of human life or injury, and to minimize property damage in the event of an potential or actual emergency situation associated with Cameron Park Lake Dam. These situations include, but are not limited to dam instability, sizable earthquakes, extreme storm events, major spillway releases, overtopping of the dam, outlet system failure, abnormal instrument readings, vandalism or sabotage, spillway gate failures, and failure of the dam. The *Fact Sheet* (Exhibit 1) includes a description and statistics for the dam. The other information sheets included in this EAP are discussed in Section II, “Five-Step EAP Process.”

b. NIMS, SEMS, and ICS

This EAP leverages the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), and the Incident Command System (ICS) when responding to emergencies. The basic organizational structure of all three systems is shown below:



i. National Incident Management System (NIMS)

NIMS provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. For more information, visit the NIMS website at <http://www.fema.gov/emergency/nims/>.

ii. Standardized Emergency Management System (SEMS)

SEMS is an organizational tool used to mobilize resources throughout the state during emergency events. SEMS also helps different levels of government work with one another during emergencies as well as during day-to-day operations. SEMS was

developed using models from ICS, Multi/Inter-Agency Coordination (MAC), Mutual Aid System, and an Operational Area Concept. The organizational levels of SEMS include Field Response (e.g., incident command), Local Government (e.g., city, county or special district), Operational Area (e.g., county area), Region (e.g., mutual aid regions), and State (e.g., Cal OES Region and State Operations Centers). SEMS can be scaled to match the magnitude of the event. For more information, visit the SEMS website at <http://www.calema.ca.gov/planningandpreparedness/pages/standardized-emergency-management-system.aspx>.

iii. Incident Command System (ICS)

ICS is a standardized, on-scene, all-hazard incident management concept. It allows personnel from various agencies to meld into an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS promotes the safety of responders and others, the achievement of tactical objectives, and the efficient use of resources.

II. Five-Step EAP Process

a. STEP 1 – DETECTION

Step 1 involves emergency detection, evaluation, and incident classification. Regular surveillance at the site is the normal method of detecting potential emergency situations. For conditions beyond the normal range of operations, contact the Division of Safety of Dams (DSOD) for assistance with evaluation.

b. STEP 2 – DETERMINING EMERGENCY LEVEL

Step 2 involves determining the appropriate emergency level for a given event. Use the table in *Example Situations and Emergency Levels* (Exhibit 2) for guidance in determining the emergency level for a variety of events that could develop at a dam.

Each event or situation is classified as one of the following:

i. Emergency Level 1 – Unusual, slowly developing event

This classification indicates a situation is developing; however, the dam is not in danger of failing. In many cases, these unusual events are remedied with no further action required. In some cases, flow over spillways could cause unexpected flooding downstream, but the dam is not endangered. In cases of spillway releases, downstream residents may need to be notified if flooding threatens life or property, but it should be made clear the dam is safe.

ii. Emergency Level 2 - Potential dam failure, rapidly developing

This classification indicates that a situation is rapidly developing that could cause the dam to fail. A reasonable amount of time is available for analysis before deciding whether to evacuate residents. Emergency responders in affected areas will be alerted that an unsafe situation is developing.

iii. Emergency Level 3 – Dam failure appears imminent or is in progress

This classification indicates dam failure is imminent or in progress and could threaten life and property. When it is determined that there is no longer time available to implement corrective measures to prevent dam failure, an order for evacuation of residents in potential inundation areas will be issued by the incident commander or emergency responder.

c. STEP 3 – NOTIFICATION FLOWCHARTS

The three *Emergency Notification Flowcharts* (Exhibits 3a, 3b, and 3c) were prepared to assist EAP personnel during an emergency. Each chart identifies who is responsible for notifying representatives and/or emergency management officials; the prioritized order in which individuals are to be notified; and who is to be notified. Use the *Contact Log*

(Exhibit 5) to track required notifications that are attempted or made. The contact information on each notification flowcharts must be updated annually by the dam owner's/operator's representative.

d. STEP 4 – REMEDIATION ACTIONS

Possible Remediation Actions (Exhibit 7) provides the dam owner's/operator's representative with a set of actions to take for different events. The actions listed are not all inclusive of those that may need to be taken during an emergency. Use the *Actions and Event Progression Log* (Exhibit 6) to document the emergency event.

i. Emergency Level 1

For an unusual, slowly developing event, use the *Emergency Level 1 Notification Flowchart* (Exhibit 3a) to make the necessary notifications. Provide the information from the completed *Fact Sheet* (Exhibit 1). Follow the actions outlined in *Possible Remediation Actions* (Exhibit 7).

ii. Emergency Level 2

For a potential dam failure that is rapidly developing, use the *Emergency Level 2 Notification Flowchart* (Exhibit 3b) to make the necessary notifications. Provide the information from the completed *Fact Sheet* (Exhibit 1) and *Cal OES Warning Center Reporting Form* (Exhibit 4). Follow the guidelines in *Possible Remediation Actions* (Exhibit 7).

iii. Emergency Level 3

If dam failure appears imminent or is in progress, nothing further can be done to save the dam. Personal safety and preservation of life must take priority. Use the *Emergency Level 3 Notification Flowchart* (Exhibit 3c) to make the necessary notifications. Provide the information from the completed *Fact Sheet* (Exhibit 1) and *Cal OES Warning Center Reporting Form* (Exhibit 4).

e. STEP 5 – TERMINATION & FOLLOW-UP

Step 5 involves event termination and follow-up activities. Once conditions indicate that there is no longer an emergency at the dam site, EAP operations are terminated and follow-up procedures then needs to be completed.

The incident commander is responsible for terminating the emergency event and relaying this decision to appropriate individuals and agencies.

Prior to the termination of an Emergency Level 3 event that has not caused actual dam failure, DSOD will inspect the dam to determine whether any damage has occurred that could potentially result in loss of life, injury, or property damage. If it is determined that

conditions do not pose a threat to people or property, then the incident commander will terminate EAP operations as described previously in this section.

The dam owner's/operator's representative will make sure that the *Emergency Situation Report* (Appendix A) is completed to document the emergency event and all actions taken. The dam owner's/operator's representative will distribute a copy of the completed report to DSOD. If the event escalates to an Emergency Level 2 or greater, the dam owner's/operator's representative should also be involved with preparing an After Action Report (not included in this sample EAP), which analyzes what happened, why it happened, and how it can be prevented in the future.

III. Roles and Responsibilities

a. Dam Owner's/Operator's Representative

The dam owner's/operator's representative includes maintenance personnel, safety personnel, and executives, if applicable. Duties include the following:

- As soon as an emergency event is observed or reported, immediately determine the emergency level as detailed in Section II, "5-Step EAP Process" (Step 2).
- Immediately notify personnel in the priority order shown on the *Emergency Notification Flowchart* for the appropriate level (Exhibits 3a, 3b, or 3c).
- Provide updates of the situation to the police/sheriff dispatcher to assist them in making timely and accurate decisions regarding warnings and evacuations.
- Provide leadership to ensure the EAP is reviewed and updated annually and copies of the revised EAP are distributed to all who received copies of the original EAP, and any other agency/department in need of the document. See Section V, "EAP Maintenance" for more information.

b. Incident Commander

The incident commander function provides for unified command between applicable agencies and consists of establishing the incident command post, protecting life and property, controlling personnel and equipment resources, maintaining accountability for responder and public safety, and establishing and maintaining an effective liaison with outside agencies and organizations. Duties may include the following:

- Establishing command
- Ensuring responder safety
- Assessing incident priorities
- Determining operational objectives
- Developing an appropriate organizational structure
- Maintaining a manageable span of control
- Coordinating overall emergency activities
- Coordinating the activities of outside agencies
- Authorizing the release of information to the media
- Terminating the emergency
- Participating in an annual review and update of the EAP

c. California Governor's Office of Emergency Services (Cal OES) and Cal OES Warning Center

Cal OES plays dual roles in managing an emergency; one at the regional level and the other at the state level. The regions include Inland Region, Coastal Region, and

Southern Region, while the state level constitutes the executives and brokers resources between the regions. The state level also interfaces with the National Response Framework, and informs the governor, legislature, and state emergency management stakeholders. Cal OES also implements state-level media policy and provides the primary coordination with SEMS and NIMS at the federal level. Cal OES regions will participate in the annual review and update of the EAP.

The Cal OES Warning Center is the link for notifications between state and federal agencies for this EAP. At the request of the operational area manager or a state agency, the Warning Center can obtain rapid responses from the personnel who coordinate resources for emergency response.

The Warning Center is operated 24 hours a day, 7 days a week and, in extreme conditions, a dam owner's/operator's representative may request that the Warning Center notify the local sheriff's office on their behalf as a backup notification plan. The county sheriff is the first agency notified if this assistance is requested.

Immediate notifications would be provided to:

- DWR - Division of Safety of Dams
- National Weather Service
- Cal OES Duty Officers
- Flood Operations Center
- State Parks and Recreation and/or
- Other agencies/departments as dictated by the event or required by law

d. California Department of Water Resources (DWR) – Division of Safety of Dams (DSOD)

The mission of DSOD is to protect people against the loss of life and property due to dam failure. The California Water Code entrusts this regulatory power to the Department of Water Resources, which delegates the responsibility to DSOD. In the event of an emergency at the dam, DSOD actions could include, but are not limited to:

- Advising the dam owner's/operator's representative of the emergency level determination
- Advising the dam owner's/operator's representative of remedial actions to take
- Inspecting the dam during and/or after the emergency

IV. Evacuation Responsibilities

The dam owner/operator is responsible for notifying the appropriate emergency management authority when an incident is anticipated, is imminent, or has occurred. Warning and evacuation planning and implementation are the responsibilities of local emergency management authorities with the legal authority to perform these actions.

The dam owner/operator should not assume or usurp the responsibility of government entities for the evacuation of people during an incident. However, there may be situations in which routine notification and evacuation will not be sufficient, as in the case of a residence located immediately downstream of a dam or a campground that would be inundated within minutes of a dam failure. In some cases, the dam owner/operator can arrange to notify the residence or campground directly. Such instances should be outlined within the dam's EAP by including those specific notifications on the appropriate *Emergency Notification Flowchart* (Exhibits 3a, 3b, and 3c).

V. EAP Maintenance

a. Training

All personnel involved in the EAP should be familiar with the elements of the plan, their responsibilities and duties outlined in the plan and, if applicable, the types and availability of equipment during an emergency. Personnel should be familiar with problem detection and evaluation, and appropriate remediation actions, as detailed in the Emergency Response Packet included in this EAP.

b. Annual Review and Exercises

The dam owner's/operator's representative will review and, if needed, update the EAP at least once annually. This review includes calling all contact information listed on the Emergency Response Packet to verify that contact names, phone numbers, addresses and other information is current. One of the most important among these being the contacts listed in the *Emergency Notification Flowcharts* (Exhibits 3a, 3b, and 3c). Making updates to *Locally Available Resources* (Exhibit 8) along with the other exhibits is also important so that accurate information is readily available during an emergency.

The dam owner's/operator's representative will facilitate a periodic test, either tabletop or full functional exercise, of the EAP. The frequency of testing, based on the hazard potential of the dam, may be determined by the dam owner's/operator's representative and local responders (e. g., the county sheriff).

c. Revisions

The dam owner's/operator's representative is responsible for updating the EAP document. The EAP document held by the dam owner's/operator's representative is the master document. When revisions are made, the dam owner's/operator's representative will update the *Record of EAP Revisions* (Appendix B), and will distribute the revised version to all EAP document holders. The document holders are responsible for replacing their outdated copy of the EAP when revisions are received. Outdated EAPs must be immediately discarded to avoid any confusion with the revisions. The EAP should identify which pages contain confidential information to ensure proper disposal of outdated pages (such as by shredding) upon receipt of updates. The dam owner's/operator's representative should consider numbering the EAP documents as "Copy ___ of ___" prior to initial distribution.

d. Distribution

Copies of this EAP will be provided to all individuals or groups who are involved in the notification procedures for this dam. Use the *Record of EAP Distribution* (Appendix C) to record who has received a copy of the EAP. The form includes a column for noting the number of copies distributed and to whom each numbered copy was distributed.

VI. Appendices

Appendix A –Emergency Situation Report

Appendix B – EAP Revisions

Appendix C – Record of EAP Distribution

Appendix A –Emergency Situation Report

Complete this form after the emergency is terminated.

Date: _____ **Time:** _____

Dam Name:	Cameron Park Lake Dam	DSOD Dam No:	40
Dam Location:	<Enter>	El Dorado County	<Enter>
	City	County	Stream/River

Weather Conditions: _____

General description of emergency situation: _____

Areas of dam affected: _____

Extent of damage to dam: _____

Possible causes of damage: _____

Effect on dam operation: _____

Initial reservoir elevation: _____ **Time:** _____

Maximum reservoir elevation: _____ **Time:** _____

Final reservoir elevation: _____ **Time:** _____

Description of area flooded downstream/damages/injuries : _____

Other data and comments: _____

Observer's name and phone number : _____

Report prepared by: _____ **Date:** _____

Appendix B – EAP Revisions

Revision Number	Description	Date
0	EAP Issued	mm/dd/yyyy
1		
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Appendix C – Record of EAP Distribution

Dam Name: Cameron Park Lake Dam

DSOD Dam No: 40

Copy No.	Organization	Person Receiving Copy	
		Position	Name
1	Dam Headquarters	<Enter>	<Enter>
2	Local Emergency Management Agency	<Enter>	<Enter>
3	Local Fire and Rescue	<Enter>	<Enter>
4	County Sheriff's Department	<Enter>	<Enter>
5	City Police Department	<Enter>	<Enter>
6	Cal OES	<Enter>	<Enter>
7	DSOD	<Enter>	<Enter>
8	National Weather Service	<Enter>	<Enter>
9			
10	(And all other agencies and/or personnel listed in EAP Notification Flowcharts)		

REMOVE THIS PAGE FROM THE FINAL EAP

Overview

The Federal Emergency Management Agency (FEMA) has stated that increasing the number of Emergency Action Plans (EAPs) for dams is a top priority of the National Dam Safety Program. Completing an EAP is generally the responsibility of dam owners/operators and emergency managers.

The purpose of this sample EAP is to assist dam owners/operators and emergency managers throughout California in completing their EAPs. This document was developed by the Department of Water Resources, Division of Safety of Dams (DSOD) with funding provided by FEMA. It is modeled after the USDA Natural Resources Conservation Service (NRCS) sample EAP for earthen high hazard dams. In the development of this EAP, the NRCS sample document was modified to include information specific to California.

This document only serves as a sample, providing information and formatting consistent with State of California procedures. It is not intended to meet every need, and it is understood that each dam, agency, and dam owner/operator may have unique needs to be addressed in the EAP, so changes are expected to make it a useful document. This electronic document may be edited as necessary to adapt the format and content to meet local requirements and site-specific situations. Highlighted items and blank tables throughout the document should be filled in with information specific to the dam.

After becoming familiar with the sample EAP and completing the included information sheets with site-specific information, consider inserting tabbed and labeled dividers between sections to make for fast and easy access during an emergency.

DSOD can assist dam owners/operators and emergency managers by providing certain information to complete your EAP. DSOD may be contacted at:

Street Address:

2200 X Street, Suite 200
Sacramento, CA 95818

Mailing Address:

PO Box 942836
Sacramento, CA 94236-0001

Phone No: (916) 227-9800

E-Mail (General Information): damsafety@water.ca.gov

Risk-Informed Mapping

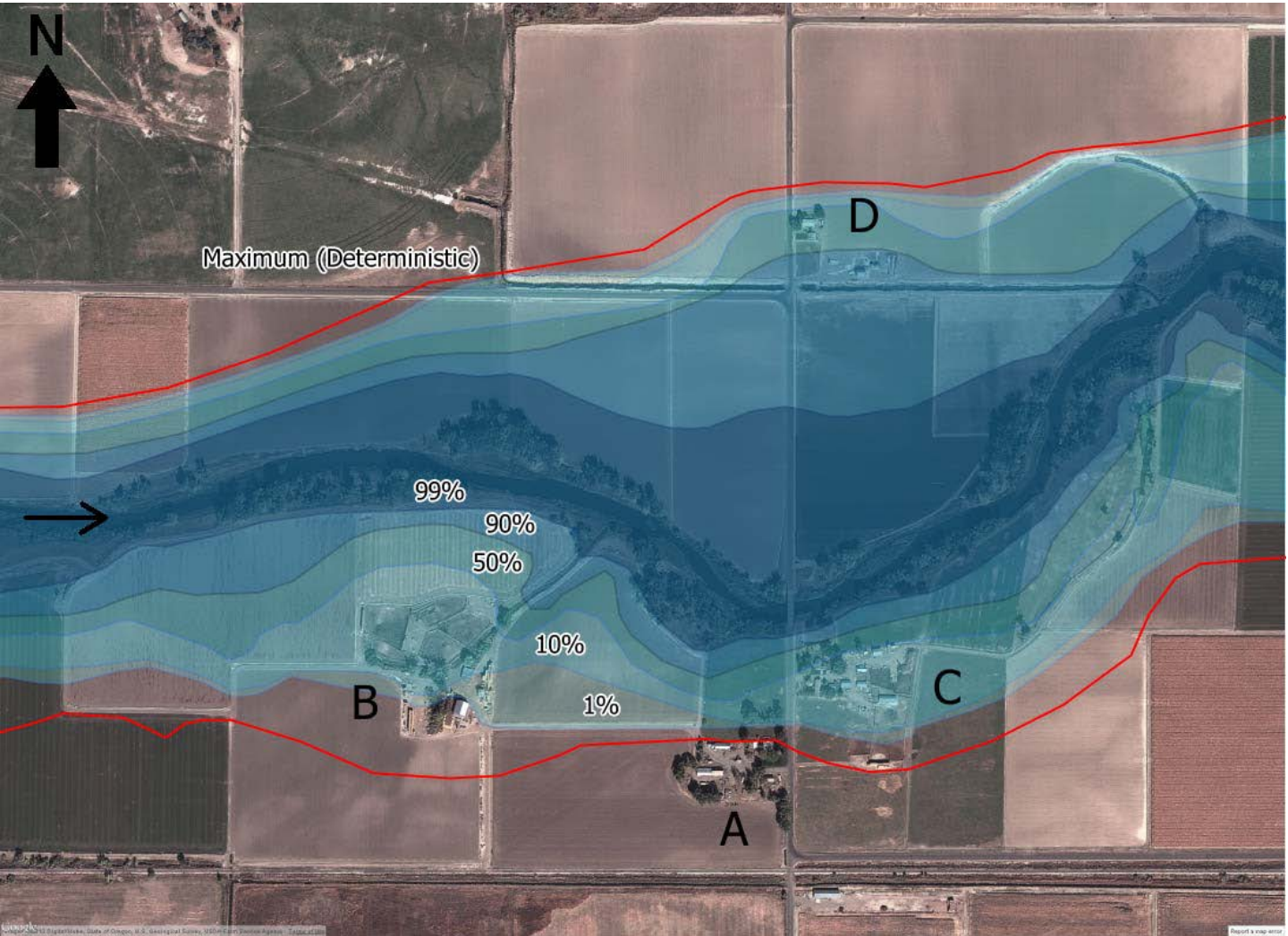
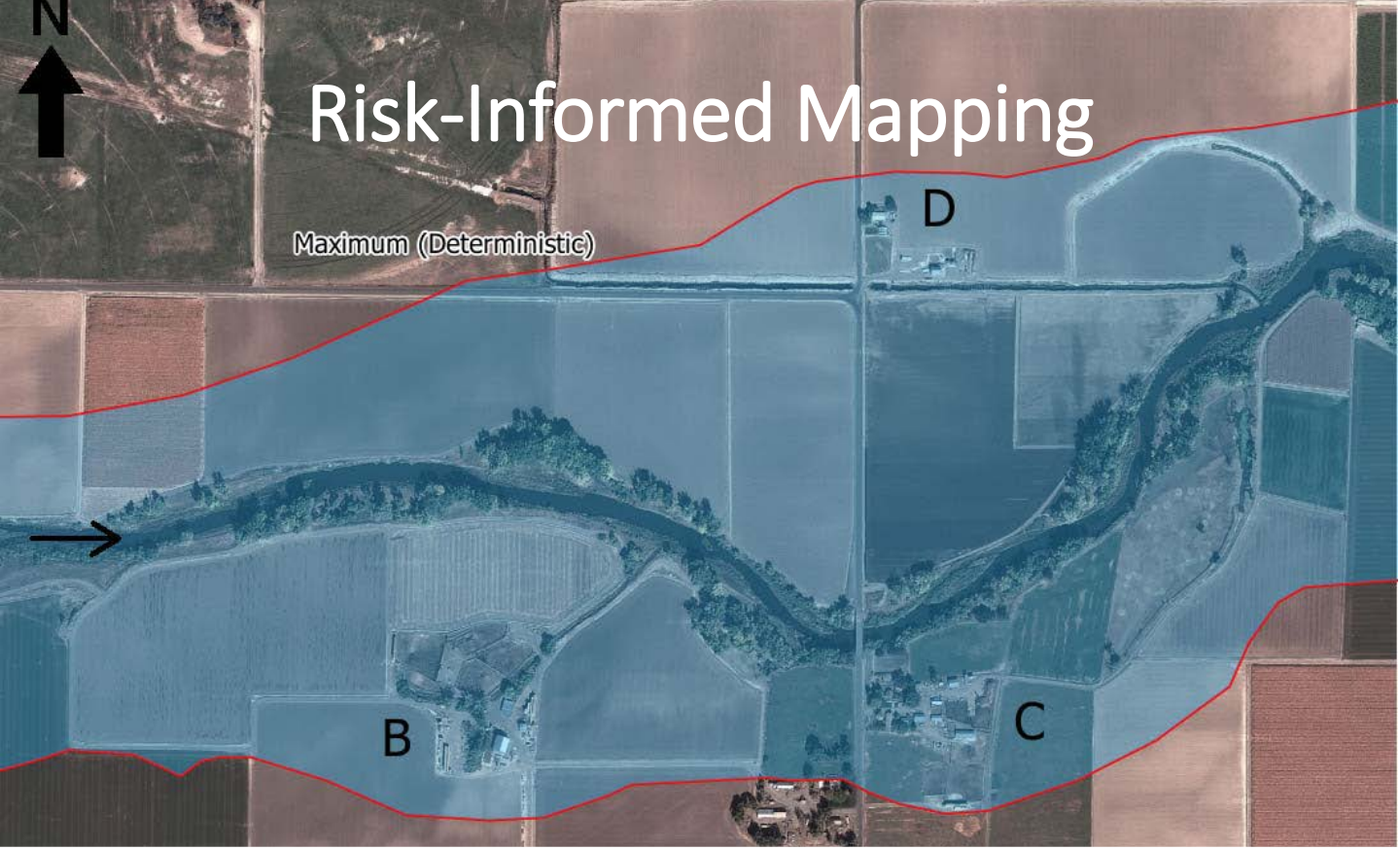


Exhibit B

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into this 21st day of March, 2018, by and between the CAMERON PARK COMMUNITY SERVICES DISTRICT, a political subdivision of the State of California, hereinafter referred to as DISTRICT and WEST Consultants, Inc., hereinafter referred to as CONSULTANT.

RECITALS

WHEREAS, DISTRICT desires to obtain services from CONSULTANT as specified in Section 1; and

WHEREAS, CONSULTANT is duly licensed, qualified and equipped to perform said services for the benefit of DISTRICT; and

WHEREAS, the performance of such services by CONSULTANT has been determined by DISTRICT to be in the public interest.

NOW, THEREFORE, DISTRICT and CONSULTANT agree as follows:

1. **Scope of Work.** DISTRICT engages the services of CONSULTANT as an independent contractor to perform the work and render the services described in Exhibit A attached hereto and in CONSULTANT's proposal to develop an emergency action plan, including inundation mapping services, for the Cameron Park Lake Dam. CONSULTANT shall (a) provide all labor, equipment, material, supplies, advice, consultation, analysis, administration, and preparation of policies, procedures and documents required or necessary to properly, competently and completely perform the work; (b) determine the method, details and means of doing the work; and (3) perform the work in a manner commensurate with the highest professional standards of qualified and experienced personnel in CONSULTANT's field.

2. **Payment.** The CONSULTANT Agreement provides for compensation based on a monthly basis. The authorized CONSULTANT Agreement total compensation shall not exceed thirty-one thousand and ten dollars (\$31,010) unless changes in the scope of work and compensation are directed in writing by DISTRICT. In addition, optional tasks will only be undertaken after written authorization by DISTRICT.

CONSULTANT shall prepare and submit monthly invoices to DISTRICT based on standard charge rates as specified in its proposal, and specify tasks completed during invoice period. Each properly submitted invoice shall be paid with thirty (30) days of receipt by the DISTRICT. The District may request additional information and data to properly evaluate or process CONSULTANT's invoice.

Original invoices are due monthly in DISTRICT's office by mail or e-mail on or before the 10th day of the month. Delay in receipt of CONSULTANT's invoices could mean a delay in DISTRICT's payment.

CONSULTANT shall maintain accounting records in accordance with Federal guidelines to justify amount billed and shall make these accounting records available to DISTRICT at any time with a reasonable notice provided.

3. Term.

A. This Agreement shall take effect on the above date and shall continue in effect until March 1, 2020, or until completion of the work to the satisfaction of DISTRICT unless sooner terminated as provided below.

CONSULTANT shall perform the work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the work.

B. Time is of the essence in this Agreement.

C. This Agreement may be terminated for any or all portions of the work by either party upon written notice to the other party in the event of a substantial failure of performance by such other party; or if DISTRICT, by resolution of its Board of Directors, should deem it necessary or desirable to abandon or indefinitely postpone the prosecution of any part or all of the work.

D. In the event of such abandonment, postponement or default by DISTRICT, DISTRICT shall pay to CONSULTANT as full payment for all services performed and all expenses incurred under this Agreement, an amount which bears the same ratio to the total fee otherwise payable under this Agreement as the services actually rendered hereunder by CONSULTANT bear to the total services necessary for the full performance of the work. There shall be deducted from such amount, however, all payments heretofore made by DISTRICT to CONSULTANT under this Agreement. In ascertaining the services actually rendered hereunder up to the date of such termination of this Agreement, consideration shall be given to both completed services and services in the process of completion.

E. In the event of default in performance by CONSULTANT, the provisions of Section 4 hereof shall apply.

4. Default by CONSULTANT. If CONSULTANT fails to expeditiously advance the work, or performs work that does not comply with the requirements of this Agreement, or fails to perform any task or produce any documents required by this Agreement, or is guilty of any other material breach of the terms of this Agreement, DISTRICT may (1) suspend payment until such time as the default is remedied by CONSULTANT; or (2) by written notice to CONSULTANT terminate

CONSULTANT's right to perform all or any portion of the work. CONSULTANT hereby agrees to pay DISTRICT all damages sustained as a result of default by CONSULTANT. If DISTRICT terminates CONSULTANT's right to perform the work, DISTRICT may have the work performed by others and charge the cost to CONSULTANT. The cost of completion by DISTRICT shall include reasonable reimbursement for additional executive and administrative expenses along with all damages for delay and other damages sustained by DISTRICT as a result of CONSULTANT's default. If the cost and expense of completing the work, when added to the sum of amounts previously paid to CONSULTANT under this Agreement and any amounts due but unpaid to CONSULTANT at the time of such termination, exceed the contract price, DISTRICT may deduct the amount of the excess from any such amounts then due CONSULTANT. If the amount of such excess is larger than the amounts then due CONSULTANT, CONSULTANT shall immediately pay such excess or the balance thereof to DISTRICT.

5. Ownership of Documents. Upon satisfactory performance of the work by CONSULTANT and upon complete payment for the work to CONSULTANT by DISTRICT pursuant to the provisions of Section 2 hereof, every document prepared by CONSULTANT under this Agreement shall become the exclusive property of DISTRICT. By this Agreement, CONSULTANT transfers all of its right, title and interest in such documents to DISTRICT. To the extent any document prepared under this Agreement constitutes a copyrightable work, the work under this Agreement shall be considered a work for hire and by this Agreement CONSULTANT shall be deemed to transfer all rights, title and interest in the copyrightable work to DISTRICT, including the exclusive copyright, upon DISTRICT's full payment therefore. Documents prepared by CONSULTANT under this Agreement shall not be provided by CONSULTANT to any other person without DISTRICT's prior written approval. The CONSULTANT and DISTRICT agree that the Master Plan documents to be prepared by CONSULTANT pursuant to the terms of this Agreement are intended to be public documents available for public review. DISTRICT agrees not to make any other use of the documents other than for purposes of planning and developing fire suppression and emergency medical facilities. In the event of CONSULTANT's breach of the terms of this agreement, the DISTRICT retains the right to have the remaining work completed by others including the use of the documents prepared by CONSULTANT prior to the date of breach. CONSULTANT retains the right to include representations of this project in its promotional and professional materials.

6. Compliance with Laws. CONSULTANT shall perform the work in compliance with all applicable federal, state and local laws and regulations regarding safety of persons and property and their protection from damage, injury or loss, including applicable Cal-OSHA regulations. CONSULTANT also shall possess and maintain all permits, licenses and certificates that may be required for it to perform the work. CONSULTANT shall comply with all laws and regulations as required by local, state and federal agencies regarding nondiscrimination including, but not limited to, Title VII of the Civil Right of 1964, the Americans with Disabilities Act, the Age Discrimination Employment Act of 1967, and the California Fair Employment and Housing Act. The CONSULTANT is aware of the DISTRICT's anti-harassment policy and agrees to abide by the policy, practices and procedures set forth and established by the DISTRICT.

7. **Indemnification.** CONSULTANT shall indemnify, defend, protect, and hold harmless DISTRICT, and its officers, employees, volunteers and agents from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and CONSULTANT fees, and litigation costs) of every type and description to which it may be subjected or put to by reason of or resulting from: (1) the performance of or failure to perform the work or any other obligations of this Agreement; (2) any alleged negligent act or omission of CONSULTANT, or CONSULTANT's agents or employees in connection with any acts performed or required to be performed pursuant to this Agreement. This indemnification is effective and shall apply whether or not any such action is alleged to have been caused in part by DISTRICT as a party indemnified hereunder. This indemnification shall not include any claim arising from the sole negligence or willful misconduct of the DISTRICT or its employees. CONSULTANT's obligations under this indemnification provision shall survive the termination, or completion of work, under this Agreement.

8. **Insurance.**

A. Types and Limits. CONSULTANT at its sole cost and expense shall procure and maintain for the duration of this agreement the following types and limits of insurance:

Type	Limits	Scope
Commercial Public Liability and Property Damage	\$1,000,000 per occurrence	At least as broad as ISO CG 0001
Automobile Liability	\$1,000,000 per accident	At least as broad as ISO CA 0001, code 1 (any auto)
Workers' Compensation Employers' Liability	Statutory limits \$1,000,000 per accident	
Errors and Omissions Coverage	\$1,000,000 per wrongful act	

B. Other Requirements. The public liability, property damage and automobile liability insurance furnished by CONSULTANT shall name DISTRICT as an additional insured and shall directly protect, as well as provide the defense for DISTRICT, its officers, agents and employees as well as CONSULTANT, and its agents, and employees, if any, from all suits, actions, damages, losses or claims of every type and description to which they may be subjected by reason of or resulting from CONSULTANT's operations in the performance of the work pursuant to this Agreement, and all insurance policies shall so state. Said insurance shall also specifically cover the contractual liability of CONSULTANT. Said insurance shall also specify that it acts as primary insurance and DISTRICT's insurance shall not contribute with CONSULTANT's insurance. If CONSULTANT fails to maintain such insurance, DISTRICT may declare a default in the performance of this Agreement and exercise the remedies specified in Section 4 of this Agreement.

C. CONSULTANT shall be permissibly self insured or shall carry full workers' compensation coverage for all persons employed, either directly or through subcontractors, in carrying out the work contemplated by this Agreement and in accordance with the workers' Compensation Act contained in the Labor Code of the State of California. If CONSULTANT fails to maintain such insurance, DISTRICT may declare a default in the performance of this Agreement and exercise the remedies specified in Section 4 of this Agreement.

D. CONSULTANT agrees to furnish a certificate or certificates substantiating the fact that it has taken out the insurance set forth above for the period covered by the Agreement and all endorsements substantiating coverage of DISTRICT and its agents and employees as additional insureds. All insurance is to be placed with insurers with a current A.M. Best rating A:VII or better unless otherwise accepted in writing by DISTRICT.

Each such certificate shall bear an endorsement precluding the cancellation or reduction in coverage of any policy covered by such certificate before the expiration of thirty (30) days after DISTRICT shall receive notification of such cancellation or reduction.

9. **Independent Contractor.** The parties hereto agree that at all times during the term of this Agreement CONSULTANT, CONSULTANT's employees and agents hired to perform services pursuant to this Agreement are independent contractors and are not agents or employees of DISTRICT. CONSULTANT shall have control over the means, methods, techniques, sequences, and procedures for performing and coordinating the work required by this Agreement. DISTRICT shall have the right to control CONSULTANT only insofar as the result of CONSULTANT's services rendered pursuant to this Agreement. If, in the performance of this Agreement, any third parties are employed or contracted by CONSULTANT, such employees or subcontractors shall be entirely and exclusively under the direction, supervision and control of CONSULTANT. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other term of employment or contract shall be determined by CONSULTANT, and DISTRICT shall have no right or authority over such persons or the terms of their employment or contract.

Therefore, neither CONSULTANT or any third persons employed by or contracted by CONSULTANT to perform services pursuant to this Agreement shall be entitled to workers' compensation benefits from DISTRICT should CONSULTANT or any of its employees or contractors sustain an injury in the course of performing services specified in this Agreement. Furthermore, neither CONSULTANT nor any third persons or contractors employed by CONSULTANT shall be entitled to any other benefits payable to employees of DISTRICT. CONSULTANT hereby agrees to defend and hold DISTRICT harmless from any and all claims that may be made against DISTRICT based on any contention by any third party that an employer/employee relationship exists or that a contractual relationship exists between DISTRICT and that third party by reason of this Agreement.

CONSULTANT represents that it, and its employees and contractors, if applicable, are properly licensed and will remain so during the progress of the work contemplated by this Agreement.

10. **Entire Agreement.** This writing and the documents incorporated herein by reference as Exhibit A represent the sole, entire, exclusive and integrated contract between the parties concerning the work and supersedes all prior oral and/or written negotiations, representations or contracts. Each party to this Agreement acknowledges that no representations or promises have been made by any party hereto which are not embodied herein, and that no other agreement or promise not contained in this Agreement or in the incorporated documents shall be valid or binding. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.

11. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, CONSULTANT shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of DISTRICT.

12. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by DISTRICT to CONSULTANT shall be considered or construed to be an approval or acceptance of any work or a waiver of any breach or default.

13. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.

14. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

15. **Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail addressed as follows:

DISTRICT: Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682
Attention: Jill Ritzman, General Manager

CONSULTANT: WEST Consultants, Inc.
101 Parkshore Drive
Folsom, CA 95630
Attention: David C. Curtis, Ph.D., Sr. Vice President

Any party may change its address by notifying the other party of the change in the manner provided above.

16. **Attorneys' Fees.** In the event of litigation between the parties, or if a party becomes involved in a litigation because of wrongful acts of the other party, the prevailing or innocent party shall be entitled to an award of reasonable attorneys fees from the other party. The prevailing party will be entitled to an award of attorney fees sufficient to compensate the prevailing party for all attorney fees incurred in good faith.

**CAMERON PARK
COMMUNITY SERVICES DISTRICT**

WEST CONSULTANTS, INC.

By: _____
*Jill Ritzman, General Manager
Cameron Park Community Services District*

By: _____
*David C. Curtis, Ph.D., Vice President
WEST Consultants, Inc.*

Agenda Transmittal

DATE: March 21, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #12: **SECOND READING AND ADOPTION OF ORDINANCE NO. 2018.03.21 – AN ORDINANCE OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT AMENDING “WEED AND RUBBISH ABATEMENT” ORDINANCES NO. 2014.09.17 AND 2016.03.16**

RECOMMENDED ACTION: Receive, Discuss and Provide Second Reading and Adoption of Ordinance No. 2018.03.21 Amending “Weed and Rubbish Abatement” Ordinances No. 2014.09.17 and 2016.03.16 with a Board Poll Vote

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

Background:

In March, 2016, the Cameron Park Community Services District (District) Board of Directors approved Ordinance No. 2016.03.16, which amended Ordinance No. 2014.09.17, which enabled the Cameron Park Fire Department to require vacant lot owners to remove hazardous (combustible) vegetation from their lots, where such vegetation constitutes a threat to adjoining improved lots. Property owners are sent a notice requiring them to abate the nuisance by a given date. If the hazard is not abated by the deadline, the Cameron Park Fire Department may hire a contractor to abate the hazard at the property owners' expense.

Ordinance No. 2018.03.21 makes corrections to Government Codes and Health and Safety Codes quoted in Section 13 of Ordinances No. 2014.09.17 and 2016.03.16. This Board provided the first reading and preliminary approval of Ordinance No. 2018.03.21 at the February 21, 2018 meeting. (Attachment A).

CONCLUSION:

The proposed Weed and Rubbish Abatement Ordinance revisions and annual resolutions should achieve the Board’s intention to compel property owners to abate weeds on their property; and if a private property owner does not comply, the District has the ability to work with the County Auditor-Controller to levy an assessment on the property.

RECOMMENDATION:

- Provide second reading of Ordinance No. 2018.03.21
- Adopt Ordinance No. 2018.03.21 with a Board poll vote

Attachments:

Exhibit A – Ordinance No. 2018.03.21



ORDINANCE NO. 2018.03.21

AN ORDINANCE OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
AMENDING THE "WEED AND RUBBISH ABATEMENT" ORDINANCES NO. 2014.09.17
and 2016.03.16 WITHIN CAMERON PARK COMMUNITY SERVICES DISTRICT

=====

BE IT ORDAINED BY THE CAMERON PARK COMMUNITY SERVICES DISTRICT AS
FOLLOWS:

The "WEED AND RUBBISH ABATEMENT" ORDINANCES NO. 2014.09.17 and
2016.03.16 are hereby amended as follows, and shall hereafter be designated as CAMERON
PARK COMMUNITY SERVICES DISTRICT ORDINANCE NO. 2018.03.21

Sections:

- Section 1: FINDINGS
- Section 2: DEFINITIONS
- Section 3: LEGAL AUTHORITY FOR DISTRICT ORDINANCE
- Section 4: PROHIBITED CONDUCT
- Section 5: DUTY TO REMOVE AND ABATE HAZARDOUS VEGETATION
AND COMBUSTIBLE MATERIAL
- Section 6: ENFORCEMENT OFFICIALS
- Section 7: INSPECTION
- Section 8: ENFORCEMENT
- Section 9: ENFORCEMENT PROCEDURE
- Section 10: APPEALS
- Section 11: REMOVAL OF HAZARDOUS VEGETATION AND COMBUSTIBLE MATERIAL
- Section 12: COLLECTION OF COSTS FOR ABATEMENT
- Section 13: LEVYING OF ABATEMENT COSTS AGAINST PROPERTY
- Section 14: VIOLATIONS
- Section 15: PENALTY – INFRACTION
- Section 16: SEVERABILITY
- Section 17: EFFECTIVE DATE AND PUBLICATION

Section 1: FINDINGS

- A. The Board of Directors of Cameron Park Community Services District (hereinafter "District") finds and declares that the uncontrolled growth and/or accumulation of weeds, grasses, hazardous vegetation and combustible materials or other materials or obstructions on sidewalks, streets, and on lands or lots within the District is dangerous or injurious to neighboring property and the health or welfare of residents of the District and is a public nuisance in that it creates fire hazards, conditions that reduce the value of private property, promote blight and deterioration, invite plundering, constitute an unattractive nuisance creating a hazard to the health and safety of minors, and creates a harbor for rodents and insects and is injurious to the health, safety and general welfare.

- B. It is the intent of the District that this Ordinance shall apply to the abatement of the accumulation of weeds, grasses, hazardous vegetation and combustible materials on all parcels within the District;
- C. The District is located in a wildland/suburban interface in which many of the native and non-native plant species within the jurisdictional boundaries of the District are highly flammable during dry periods and have contributed to significant wildfires resulting in catastrophic fire losses to life, property and the environment.
- D. The District has a diverse and complex landscape which includes mountains and other brush covered wildlands which are home to many rare and sensitive plant and animal species;
- E. Of paramount importance to the District Board of Directors and the citizens of this District is the protection of lives and property from the threat of fire and the safety of fire and law enforcement personnel during wildfires; and
- F. It is the purpose of this Ordinance to establish a hazardous vegetation and combustible material abatement program that protects the lives and property of the citizens of the District.

Section 2: DEFINITIONS

- A. Accumulation of Weeds, Grasses, Hazardous Vegetation and Combustible Materials - Allowing the growth of weeds, grasses, hazardous vegetation and accumulation of combustible materials as defined below.
- B. Combustible Material – Accumulation of garbage, rubbish, waste or material of any kind other than hazardous vegetation that is flammable and endangers the public safety by creating a fire hazard.
- C. Fire Chief – The Battalion Chief of the Cameron Park Community Services District Fire Department or his or her authorized representative.
- D. Garbage – Includes, but is not limited to, the following: waste resulting from the handling of edible foodstuffs or resulting from decay, and solid or semisolid putrescible waste, and all other mixed, nonrecyclable wastes which are generated in the day-to- day operation of any business, residential, governmental, public or private activity, and may include paper, plastic, or other synthetic material, food or beverage containers.
- E. Hazardous Vegetation – Vegetation that is flammable and endangers the public safety by creating a fire hazard including but not limited to seasonal and recurrent weeds, stubble, brush, dry leaves and tumbleweeds.
- F. Improved Parcel – A portion of land of any size, the area of which is determined by the Assessor’s maps and records and may be identified by an Assessor’s Parcel Number upon which a structure is located.

- G. Rubbish - Includes all the following, but is not restricted to, nonputrescible wastes, such as paper, cardboard, grass clippings, tree or shrub trimmings, leaves wood, wood chips, bedding, crockery, rubber tires, construction waste and similar waste materials.
- H. Structure – Any dwelling, house, building or other type of flammable construction including but not limited to a wood fence attached to or near any other structure.
- I. Unimproved Parcel – A portion of land of any size, the area of which is determined by the Assessor's maps and records and may be identified by an Assessor's Parcel Number upon which no structure is located.
- J. Waste - waste means all putrescible and non-putrescible solid, semi-solid, and liquid wastes, including residential, commercial, and municipal garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, construction and demolition debris, discarded home and industrial appliances, manure, vegetable or animal solid and semi-solid wastes, and other discarded solid wastes and semisolid wastes.
- K. Weeds - Includes any of the following:
- (1) Weeds which bear seeds of a downy or wingy nature;
 - (2) Sagebrush, chaparral, and any other brush or weeds which attain such hard growth as to become, when dry, a fire menace to adjacent improved property;
 - (3) Weeds and grasses which are otherwise noxious;
 - (4) Poison oak and poison ivy when the conditions of growth are such as to constitute a menace to the public health;
 - (5) Dry grass, stubble, brush, or other flammable vegetation which endangers the public safety by creating a fire hazard.

Section 3: LEGAL AUTHORITY FOR DISTRICT ORDINANCE

The District has the legal authority to adopt the provisions contained in this Ordinance as specified below:

- A. **Government Code** Section 61100(t) which provides the District the authority to abate weeds and rubbish pursuant to the provisions of the California Health and Safety Code at Section 14875 et seq.

- B. **Government Code** Section 61069 which provides the District the authority to enter private property to: (1) inspect and determine the presence of public nuisances including fire hazards that the District has the authority to abate; and (2) abate public nuisances, including public nuisances constituting fire hazards such as excessive growth of weeds, grasses, hazardous vegetation and other combustible material by giving notice to the property owner to abate such public nuisance; and (3) enter upon private property to determine if a notice to abate a public nuisance including a fire hazard has been complied with by the property owner; and, if not, exercise its power to abate such public nuisance after failure to act by the responsible propertyowner.
- C. The **California Health and Safety Code**, Part 5 Sections 14875-14930, which provides that an accumulation of weeds, grasses, hazardous vegetation and other combustible material constitutes a public nuisance, providing guidelines for enforcement and abatement by the District of such fire hazards, and payment of such abatement costs incurred by the District to remove such hazardous vegetation and combustible material, and provides for penalties for violations of this Ordinance by property owners.
- D. The **California Fire Code** Title 24, Part 9, Chapter 3, Section 304.1.2 and Section 1103.2.4 prohibits combustible waste material creating a fire hazard on vacant lots or open space, which California Fire Code has been adopted by this District.
- E. The **California Code of Regulations Code**, 14 C.C.R., Sections 1270.01-1276.03.
- F. The **California Public Resources Code** Section 4291 which requires a person who owns, leases, controls, operates, or maintains a building or structure in, upon, or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass-covered lands, or land that is covered with flammable material, to maintain defensible space no greater than 100 feet from each side of the structure, and which provides for required fuel modification so as to ensure that a wildfire burning under average weather conditions would be unlikely to ignite the structure on the property.
- G. **Government Code** Section 25845 regarding enforcement mechanisms available for the District to ensure that the costs incurred by the District in abating the nuisance consisting of accumulation of weeds, grasses, hazardous vegetation and other combustible materials are recovered from the property owner who fails to abate such nuisance after notice from the District to do so.

H. **Government Code** Section 61115 which provides the District the authority to levy charges against property owners within the District for all the costs incurred by the District in abating nuisances created by accumulation of weeds, grasses, hazardous vegetation and other combustible materials: to provide for a basic penalty for the nonpayment of such charges of not more than 10% plus an additional penalty of not more than 1% per month for the nonpayment of the charges and the basic penalty; to recover such charges and penalties by recording in the office of the County Recorder a lien declaring the amount of the charges and penalties due, the lien to be incurred against all real property owned by the delinquent property owner within El Dorado County; and to request the El Dorado County Tax Collector to enter the amount of the delinquent weed abatement charges and penalties as special tax assessments on the current real property tax roll against those parcels of real property owned by the property owner who is delinquent in the payment of such charges and penalties. Such special tax assessments are to be collected in the same manner and method as real property taxes are collected by the county.

Section 4: PROHIBITED CONDUCT

A person shall not dump, nor permit the dumping of weeds, grasses, hazardous vegetation, refuse, or other combustible material, nor shall a person permit the accumulation of weeds, grasses, hazardous vegetation, refuse, or other combustible material on that person's property or on any other property so as to constitute a fire hazard.

Section 5: DUTY TO REMOVE AND ABATE HAZARDOUS VEGETATION AND COMBUSTIBLE MATERIAL

It shall be the duty of every owner, occupant, and person in control of any parcel of land or interest therein, which is located within the District to remove, or abate, all hazardous vegetation and combustible material, which constitutes a fire hazard which may endanger or damage neighboring property.

The owner, lessee or occupant of buildings, grounds, or lots within the District shall remove from such property and adjacent streets all waste, garbage,, rubbish weeds, hazardous vegetation or other combustible materials growing or accumulated thereon in accordance with the procedures and methods prescribed in this Ordinance and by the enforcement official.

All parcels within the District, whether Improved or Unimproved, shall comply with the following requirements:

- (1) Cultivated and useful grasses and pastures shall not be considered a public nuisance. However, if the District's enforcement official shall determine it necessary to protect adjacent improved property from fire exposure, an adequate firebreak may be required. All waste, dry grass, brush, vines or other dry vegetation shall be cleared for an area of not less than 30 feet from all structures, combustible fences, vehicles, and combustible storage. The enforcement official may require additional clearances when topographical or geographical conditions warrant said action.

(2) Any Unimproved Parcel of less than two acres (2ac.) shall be cleared of all waste, hazardous vegetation and combustible material prior to May 1 or the start of fire season, whichever occurs first. Lots on which weeds, dry grass, non-cultivated pastures, or other hazardous vegetation exists, shall be mowed, and shall be cut to a maximum height of two inches so as to not constitute a fire hazard throughout the calendar year.

(3) Any Unimproved parcel or multiple contiguous parcels under the same ownership consisting of more than two acres (2ac.) shall either be cleared of all waste, hazardous vegetation and combustible material or mowed as set forth in subsection (2) above, or shall construct and maintain a minimum thirty-foot wide firebreak around the perimeter of such property. Such actions should take place prior to May 1 or the start of fire season, whichever occurs first. Firebreaks shall be disked around the entire perimeter of the parcel. Scraping will also be allowed, provided that the scraped material is removed or spread evenly over the remaining property

(4) The District's enforcement official or his or her designee may require a firebreak of more than thirty (30) feet in width to a maximum of one hundred (100) feet in width, or less than thirty (30) feet in width, as a firebreak for the protection of public health, safety or welfare or the environment. The determination of appropriate clearance distances for firebreaks will be made based upon a visual inspection of the parcel and shall consider all factors that place the property or adjoining structure(s) at risk from an approaching fire. These factors shall include local weather conditions, fuel type(s), topography, and the environment where the property or adjoining structure(s) is located.

(5) Dry leaves or wood chips located on parcels must be disked or turned under or evenly broadcast over the parcel area. If leaves or wood chips are being retained for the purpose of mulch or compost, they must be placed in a container so as to not constitute a fire hazard.

Section 6: ENFORCEMENT OFFICIALS

The enforcement official shall have authority to enforce this chapter and issue citations for violations. For purposes of this chapter, the "enforcement official" may be:

- A. The District General Manager or his/her designee;
- B. The Covenants, Codes and Restrictions (CC&R) enforcement official of the District;
- C. The Battalion Chief of the District's Fire Department, or his/her designee; and/or
- D. The Park Superintendent.

Section 7: INSPECTION

The enforcement official, or personnel acting under his or her direction, may enter upon private or public property whenever necessary to enforce or administer the provisions of this chapter; provided, however, that this right of entry and inspection shall not be construed to grant the right to enter into any dwelling or structure which may be located on the land. Should the District determine that there is a reasonable expectation of privacy of the property owner with respect to the dwelling unit to be inspected, the District may request an inspection warrant pursuant to the provisions of California Civil Code Section 1822.50 et seq., which warrant shall state the location which it covers and state the purposes of the inspection. When there is no reasonable expectation of privacy, such as with respect to an abandoned dwelling or building, the District's designated enforcement official may enter onto that property without a warrant in order to inspect the property for the purposes of determining whether the provisions of this Ordinance have been violated.

Section 8: ENFORCEMENT

Violations of this Ordinance may be enforced pursuant to the legal authorities specified in Section 3 of this Ordinance following the procedures and timelines specified in Section 9 of this Ordinance. As an alternative to such enforcement procedures, the enforcement official retains the discretion to commence a meet and confer process with property owners determined to be in violation of this Ordinance to attempt to agree to a mutually acceptable method for abating the waste, vegetation and combustible material existing on such property. Nothing shall prohibit the enforcement official from issuing a hazard abatement notice to a property owner and following the enforcement procedure specified in Section 9 with respect to property owners who do not agree to a mutually acceptable abatement method after discussions with the enforcement official.

Section 9: ENFORCEMENT PROCEDURE

A. Initial Notice of Duty to Remove and Abate Waste, Hazardous Vegetation and Combustible Material

On or before February 15 of each year the enforcement official shall mail written notice to all owners of Unimproved Parcels within the District stating that all waste, hazardous vegetation and combustible material located on such parcel must be removed and or abated as specified in Section 5 of this Ordinance on or before April 1 of such year. Such written notice shall be mailed to all owners of Improved Parcels within the District with respect to which inspection of the parcel by the enforcement official reveals a violation of this Ordinance within 15 days after the discovery of such violation by the enforcement official.

B. Hazard Abatement Notice

If the meet and confer process described in Section 8 does not occur or does not result in abatement and removal of waste, hazardous vegetation and/or combustible material, the enforcement official may commence proceedings to enforce the provisions of this Ordinance when a violation is identified due to: (a) the failure of an owner of an

Unimproved Parcel to remove and abate all waste, hazardous vegetation and combustible material on or before April 1 pursuant to the Notice specified in section 9 A, or (b) the failure of an owner of an Improved Parcel to remove and abate all waste, hazardous vegetation and combustible material within the time specified in the Notice described in Section 9 A. Enforcement proceedings are commenced by the mailing of a Hazard Abatement Notice in the manner prescribed as follows: The enforcement official shall mail the Hazard Abatement Notice to each person that has an ownership interest in the parcel to which the violation pertains. Ownership interest shall be determined based on the last equalized assessment roll available on the date of mailing of the Hazard Abatement Notice. Notification may also be accomplished by posting the Hazard Abatement Notice on the property if the owner's mailing address is not available or not current.

The contents of the Hazard Abatement Notice shall include the following:

- (1) A description of the property by reference to the assessor's parcel number as used in the records of the county assessor, and by reference to the common name of a street or road upon which the property abuts, if the property abuts upon a road or street;
- (2) A statement that there are weeds, grasses, hazardous vegetation, waste and combustible materials upon the property;
- (3) A request that such weeds, grasses, hazardous vegetation, waste and combustible materials be removed or abated by May 1, which shall not be less than 15 calendar days following the mailing or posting of the notice;
- (4) A statement that if such weeds, grasses, hazardous vegetation, waste and combustible materials are not removed or abated by the property owner by May 1, that such materials may be removed under authority of the District, and the costs of such removal and abatement may be made a legal charge against the owner or owners of the property, a lien imposed on and recorded against the property in the amount of such costs, and such costs referred to the County Tax Collector for collection together with property taxes on such property pursuant to the provisions of Health and Safety Code Sections 14875 through 14931, and Government Code Sections 25845 and 61115;
- (5) A statement referencing the right of the property owner to appeal the issuance of the Hazard Abatement Notice pursuant to Section 10 hereof.; and
- (6) With respect to notices which are posted, a title which reads "Notice to Remove Weeds, Grass, Hazardous Vegetation, Waste and/or Other Combustible Materials," the letters of the foregoing title to be not less than one inch in height.

Notices which are posted shall be conspicuously posted in front of the property, or if the property has no frontage upon a road or street, then upon a portion of the property nearest to a road or a street most likely to give actual notice to the owner. Notices shall be posted not more than 100 feet in distance apart upon property with more than 200 feet of frontage, and at least one notice shall be posted on each parcel with 200 or less feet of frontage.

Such Hazard Abatement Notice also will be sent by certified mail to the property owner of such parcel as her or her name appears on the last equalized assessment roll and to the address shown on such assessment roll.

Section 10: APPEALS

Appeals Procedure. Any person, who is adversely affected by the Hazard Abatement Notice specified in Section 9, may appeal such Hazard Abatement Notice to the Board of Directors within fifteen (15) calendar days of the postmark on the Hazard Abatement Notice by filing a written appeal with the enforcement official. Timely appeal shall stay any further action for removal or abatement until the date set for hearing, unless the weeds, hazardous vegetation, waste or combustible material at issue presents an imminent fire hazard within 100 feet of any structure. The enforcement official shall set the matter for hearing before the Board of Directors. The enforcement official shall notify the Appellant by certified mail of the date and time set for such hearing, at least fifteen (15) days prior to said date. If the Appellant resides outside the District, such Notice of Hearing shall be mailed to the Appellant at least twenty (20) days prior to the date set for the hearing. The Appellant shall have the right to appear in person or by agent, designated in writing, at the hearing, and present oral, written, and/or photographic evidence. The Board of Directors shall issue its order denying or granting the appeal, which shall be in writing and be issued within fifteen (15) days of the date of the hearing. The decision of the Board of Directors shall be final.

Section 11: REMOVAL OF HAZARDOUS VEGETATION AND COMBUSTIBLE MATERIAL

If, by May 1 of any year as specified in the original Hazard Abatement Notice, or as extended in cases of appeal, or as specified by the Board of Directors, compliance with this Ordinance has not been accomplished, the enforcement official or his designee may order that waste, hazardous vegetation or other combustible material located on the property be removed by public officers and/or employees of the District, or may cause such removal to be carried out by a private contractor selected by the District.

Section 12: COLLECTION OF COSTS FOR ABATEMENT

When proceedings under this chapter result in the removal of weeds, grasses, hazardous vegetation, waste or combustible material from property by the District or its agents or contractors due to the refusal of a property owner to comply with this Ordinance, all costs incurred by the District in performing such removal may be assessed against the property. Such costs shall include the costs of labor, materials and equipment furnished by the District in removing such waste, hazardous vegetation and/or combustible material; the costs incurred by the District for payments to an independent contractor to remove such waste, hazardous vegetation and combustible material from the property; all administrative costs incurred by the District in removing such waste, hazardous vegetation and combustible material including actual costs of investigation, property inspection, boundary determination, measurement, clerical costs, related attorneys' fees, and administrative overhead costs for supervision, insurance, costs of publication, mailing and posting of notices; preparation of contracts with independent contractors to perform the abatement work; review of bids by contractors; administration of contracts for abatement activities; and other budgeted overhead items. If waste, weeds, hazardous vegetation and/or combustible

material are ultimately removed from the property by the property owner subsequent to the deadline for removal specified in any Hazard Abatement Notice issued by the District, the District shall be entitled under this Ordinance to assess against the property all such costs incurred securing such compliance with this Ordinance by the property owner up to and including the final date of compliance.

The enforcement official shall keep an account of such administrative and removal costs of abatement, and shall submit to the District Board of Directors for confirmation an itemized written report showing such unpaid costs and their proposed assessment to the respective properties subject to the Hazard Abatement Notice. The report shall be filed with the General Manager not less than 15 calendar days in advance of the confirmation hearing required below.

Upon receipt of the report, a public hearing shall be scheduled in June to receive any protests and to confirm the cost report. A statement of the proposed costs and notice of the time, date and place of the hearing, together with reference to the report on file with the clerk, shall be mailed to the owner or owners of each parcel of property proposed to be assessed as shown on the last equalized assessment roll available on the date of mailing of the notice to the address or addresses of the owner or owners shown on the roll or any other address or addresses ascertained to be more accurate. Such notice shall be mailed not less than 15 calendar days in advance of the hearing.

Notice of the time, date and place of the public hearing by the Board shall be published once in a newspaper of general circulation published within the District. With respect to each property proposed to be assessed for which the name of the owner or owners is not shown on the last equalized assessment roll, or no address for an owner is shown on the last equalized assessment roll, the notice shall show the name or names of the owner or owners as such name or names are shown on the last equalized assessment roll, the assessor's parcel number, the street address of the property if the property has an address and the address is known to the enforcement official, the name of the street or road upon which such property abuts if the property abuts upon a street or road, the amount of the proposed assessment and reference to the report on file with the enforcement official. Such publication shall be made not less than 15 calendar days in advance of the hearing.

At the time fixed for receiving and considering the report, the District Board of Directors shall conduct a public hearing and shall receive and consider any objections from members of the general public or property owners liable to be assessed for the costs of abatement. The District Board of Directors may continue the hearing and delegate to the General Manager or his or her designee the responsibility of hearing individual protests and submitting a recommendation with respect thereto; provided, that the District Board of Directors provides an opportunity for individual consideration of each property upon which abatement activities have been conducted by the District upon receipt of a recommendation by the General Manager. The District Board of Directors may modify the report if it is deemed necessary. The District Board of Directors shall then confirm the report by motion or resolution.

Section 13: LEVYING OF ABATEMENT COSTS AGAINST PROPERTY

- A. The costs of abatement incurred by the District once approved by resolution of the Board of Directors of the District, shall be mailed to the owner of the property by July 1 demanding payment within thirty (30) days of the date of mailing, or by August 1. If the costs as confirmed are not paid by the responsible property owner by August 1, or within 30 days of the date of mailing of the notice, whichever is later, such costs shall be assessed against the parcel of land as a nuisance abatement lien in accordance with Health and Safety Code Sections 14875 through 14931, Government Code Section 25845. The Notice of Lien shall, at a minimum, identify the record owner or possessor of the property, set forth the last known address of the record owner or possessor, set forth the date upon which the abatement of the nuisance was ordered by the Board of Directors and the date that the abatement was complete, and include a description of the real property subject to the lien and the amount of the abatement cost constituting the lien. Recordation of a Notice of Abatement Lien pursuant to this Section shall have the same effect as recordation of a money judgment recorded pursuant to Code of Civil Procedure Section 697.310 et seq., and shall create a lien which has the same priority as a judgment lien on real property which shall continue in effect until released. On the order of the Board of Directors, or any designee of the Board of Directors, an abatement lien created under this Ordinance may be released or subordinated in the same manner as a judgment lien on real property may be released or subordinated.
- B. As an alternative to, or in addition to the lien procedure detailed in subsection A above, the abatement costs incurred by the District may be levied against the parcel of land subject to abatement activities by the District as a real property assessment in accordance with Health and Safety Code Division 12, Part 5, Chapter 4, Article 3 commencing with 14912 and 14915 – 14919 and Government Code Section 25845. Any assessment imposed on real property pursuant to this Section may be collected at the same time and in the same manner as ordinary real property taxes are collected by the County of El Dorado, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as is provided for ordinary real property taxes. Notice of any assessment that is levied on real property pursuant to this Section shall be given to the property owner by certified mail from District, and shall contain the information set forth in Health and Safety Code Division 12, Part 5, Chapter 4, Article 3 commencing with 14912 and 14915 – 14919 and Section 25845 of the Government Code. The District shall transmit the notice of such assessment levied on real property pursuant to this Section to the County Auditor-Controller of El Dorado County with instructions to collect the assessment on the real property tax rolls for the ensuing fiscal year. Such notice shall be transmitted to the County Auditor-Controller prior to August 10 in any fiscal year.

Section 14: VIOLATIONS

The owner or occupant of any parcel or premises within the District who violates this Ordinance or permits a violation of this Ordinance upon any parcel or premises owned, occupied or controlled by him or her, shall be guilty of an infraction. Violation of this Ordinance shall consist of the following: (1) failure to abate waste, hazardous vegetation and combustible material after abatement notice from the District; or (2) interference with the performance of the duties of officers or employees of the District or any contractor hired

by the District for abatement activities: or (3) refusal to allow any officer or employee of the District or private contractor approved by the District to enter upon the property for the purpose of inspecting and/or removing any waste, hazardous vegetation and/or combustible material from the property; or (4) interference in any manner whatsoever with the officers, employees or contractors of the District in the work of inspection and removal as provided in this Ordinance.

Section 15: PENALTY - INFRACTION

- A. Notwithstanding the provisions of any other section of this code, violation of any of the provisions of this chapter, or failure to comply with any of the regulatory requirements of this chapter, is an infraction.
- B. Every violation of this chapter is punishable by:
- (1) A fine not exceeding \$100.00 for the first violation;
 - (2) A fine not exceeding \$200.00 for the second violation within three (3) years; and
 - (3) A fine not exceeding \$500.00 for each additional violation within three (3) years.

Section 16: SEVERABILITY

If any Ordinance, article, subsection or subdivision thereof, provision, sentence, clause or phrase of this code, or any application thereof, is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the remaining provisions of this code, which can be given effect without the invalid portions and, therefore, such invalid portions are declared to be severable. The District hereby declares that it would have enacted this Ordinance and each of its articles, sections, subsections, or subdivisions thereof, provisions, sentences, clauses or phrases irrespective of the fact that one or more of them is declared invalid.

Section 17: EFFECTIVE DATE AND PUBLICATION

This Ordinance shall take effect thirty (30) days after its adoption. The Cameron Park Board Secretary is directed to publish this Ordinance as adopted in a newspaper of general circulation in the District. In lieu of publication of the full text of the Ordinance within fifteen (15) days after its passage, a summary of the Ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the District Board and a certified copy shall be posted in the office of the District, and Cameron Park Fire Department Office, pursuant to Government Code Sections 25120 through 25132.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District this 21st day of March 2018, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, President
Board of Directors

Jill Ritzman
Secretary to the Board

Agenda Transmittal

DATE: March 21, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #13: DISTRICT FINANCIAL REPORT

RECOMMENDED ACTION: Receive and File

The following report summarizes the activities in the District's Finance Office.

New Finance Director

Vicky Neibauer was appointed as the new Finance/Human Resources Officer. Vicky has a broad background in public agency finances, with most of her career spent with Sacramento County. Her immediate responsibilities include development of the Fiscal Year 2018/19 Budget, reconciling and defining the funds held at the County on behalf of the District, gearing up for hiring 50 summer recreation employees, and reviewing the ongoing payroll and accounts payable.

Legal Services Use, Cost & Budget

The budget for legal services in the current Fiscal Year 2017/18 is \$36,000; expenditures in the first two quarters, to December 31, 2017 (50% of the year) is only \$6,654. Current services provided by Jason Epperson, District Legal Counsel, includes attending monthly Board meetings and responding to the General Manager's request for opinions or feedback, which occurs about twice a month. Budget and Administration Committee supported staff's current strategy for legal services as a risk prevention measure, and for legal counsel to continue to attend most, if not all, upcoming Board meetings.

CalPERS Status

In addition to reconciliation regarding the District's Finances, staff is reconciling current and past District employee records at CalPERS regarding retirement and health benefits. Staff attended three days of training, and has sought advice and corrections one-on-one with CalPERS staff on multiple issues. District staff is requesting CalPERS conduct an audit of the District's files and records; and to provide a workshop to all District staff about the benefits of being in the CalPERS system.

3rd Quarterly Budget to Actuals Report Next Month

The 3rd Quarter Budget to Actuals Report, for period ending March 30, 2018, will be presented. Once the new financial software is implemented, monthly financial reports can be provided to the Board and community.

Vavrinek, Trine & Day (VTD) Accounting Services

Staff from VTD continue to support the District, with bank reconciliations, journal entries and leading the effort to secure new accounting software. A Request for Proposal for new accounting software was released on March 15 for a two-week period of time. VTD and District staff will conduct a selection process and make a recommendation to the General Manager. One of the key objectives is to purchase a software system that is appropriate to the size of the District. In April, staff will meet with VTD to determine remaining projects for VTD and plan for an exit strategy for this service.

District Funds held at County

In February, there was dialog between County, VTD, CAL FIRE and District staff regarding funds held at the County on behalf of the District. This dialog including fund balances, sources, purpose and how to receive funds. A full report regarding these funds will be presented to the Board as part of the Fiscal Year 2018/19 process.



CAMERON PARK

Agenda Transmittal

DATE: March 21, 2018

FROM: Vicky Neibauer, Finance/Human Resources Officer

AGENDA ITEM #14: **FISCAL YEAR 2018/19 BUDGET METHODOLOGY AND TIMELINE**

RECOMMENDED ACTION: Review & Discuss the FY 2018-19 Budget Methodology and Timeline

The methodology and timeline contained in this report have been discussed and approved by the Budget & Administration Committee in their March meeting.

General Guidelines

The following are general guidelines that will be followed during the FY 18-19 Budget process.

- a. Goal is for budget accuracy, staff's best estimate for revenues and expenditures
- b. Budget is based upon past actuals and known, verified changes for upcoming year
- c. Zero based budget
- d. Budget by function for staff accountability; track expenditures by function and program for broader understanding of District's costs for services
- e. Provide descriptors for line item accounts
- f. New, eliminated or changed services and programs are highlighted, requested
- g. Establish a Personnel Budget Report to include wages and benefits for full and part-time employees
- h. Clearly track variances in District's beginning and ending Fund Balance
- i. Provide balances and descriptors for all the District Funds
- j. Identify one time vs. recurring expenditures, and expenditures that "invest" for future strategic benefits
- k. Allocate funds for investment in capital equipment and items identified in Browning Reserve Report
- l. Allocate funds for pre-funding retirement benefits
- m. Add allocation for employee retention initiatives: training, employee appreciation
- n. Protocols for allocating property tax revenues and general fund revenues generated from District programs and services
- o. Streamline processes and capture savings
- p. Tie budget numbers to service levels

Budget Methodology

A budget template (attached) was also developed with Budget & Administration Committee input. In addition to this template for budget numbers, each Department will include written descriptions to support the budget numbers. A sample Table of Contents is below:

1. Budget Report by General Manager, summarizing the budget and service levels.
2. Roll-Up of General Fund Budget by numbers (template)
3. By Department: Administration, Fire & Emergency Services, Recreation, Parks, Community Center, CCR, LLADs,
 - a. Brief Description of Services & Programs
 - b. Budget Detail (line item) Descriptions
 - c. Budget Numbers (template)

Budget Timeline

The following is the FY 18-19 Budget Timeline.

March 12	Staff Budget Training
Week of April 2	draft budget meetings with Budget managers
April 18	Budget due to Finance/HR Officer
April 27	Committee Budget Report released
May 1	1 st Review by Budget & Administration Committee
June 1	Committee Budget Report released
June 5	2 nd Review by Budget & Administration Committee
June 20	Public Hearing, Board of Directors

Budget Development and Tracking Changes

With implementation of a new financial software system, new budget templates and staff accountability, now is the time to make changes in how the District staff develops and tracks budgets. For example, the Community Center budget will no longer be a blend of recreation programs and facility maintenance costs. The new Community Center budget will be solely facility maintenance and operations costs. This will affect comparing past actuals to the current proposed budget in both Recreation and Community Center. In the future, program costs (example pool costs that includes both facilities and recreation) will be captured with the new financial software.

Attachment: Budget template

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget
 Department: XXXXXX
 Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	FY 2015-16	FY 2016-17	FY 2017-18				FY 2018-19			
		ACTUAL	ACTUAL	ANNUAL BUDGET	DECEMBER 2017 ACTUAL	VARIANCE	PCT	JAN - 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED
4110	Property Tax										
4113	Franchise Fees										
4115	CC&R Special Tax										
4118	Delinquent Costs and Penalties										
4120	Quimby Fees										
4125	Fire Development										
4132	Fire - Plan Review										
4133	Plan Review Fund 9										
4135	Special Assessments										
4140	Arc Review Fees										
4142	Tuition										
4145	Youth Programs										
4146	Adult Programs										
4147	Youth Sports										
4148	Adult Sports										
4149	Camp Revenues										
4153	Senior Programs										
4154	Recreation Programs										
4170	Special Events										
4180	CP Lake Day - Kiosk										
4181	CP Lake Season Pass										
4182	CP Lake Reservations										
4183	Summer Kids Camp										
4184	CP Lake Concessions										
4185	Community Center Rentals										
4186	Gym Use Fees										
4187	Community Center Pool Use Fees										
4190	Parks/Field Use Revenue										
4195	Special Event Park Rental										
4209	Brochure Ads										
4215	Grill'n & Chill'n										
4220	Summer Spectacular										
4250	Donations										
4255	Sponsorships										
4260	JPA Reimbursable										
4261	Training Admin. Fee										
4262	Fire Apparatus Equip										
4320	Title III - Fire Safety										
4350	Special Assessments										
4400	Reimbursement										
4450	Settlements										
4505	Interest										
4600	Other Income										
	<i>Total Revenues</i>									\$ -	\$ -

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget
 Department: XXXXXX
 Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	FY 2015-16	FY 2016-17	FY 2017-18				FY 2018-19			
		ACTUAL	ACTUAL	ANNUAL BUDGET	DECEMBER 2017 ACTUAL	VARIANCE	PCT	JAN - 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED
5000	Salaries - Permanent										
5010	Salaries - Seasonal										
5020	Overtime										
5130	Health & Dental										
5135	Retired: Health										
5140	Vision Insurance										
5150	Retiree Benefits										
5160	Worker's Compensation										
5180	UI/TT Contribution										
5190	UI/TT Contribution										
	<i>Total salaries and benefits</i>									-	-
5209	Advertising/Marketin										
5210	Agency Admin										
5215	Agriculture										
5220	Audit/Accounting										
5221	Bank Charge										
5230	Clothing/Uniforms										
5231	Computer Software										
5235	Contractual Services										
5236	Contractual - PS										
5240	Contract Services -										
5250	Director Comp										
5260	Employer FICA/MED										
5265	Educational Material										
5270	Elections										
5275	Equipment-Minor/Smal										
5280	Ext Data Processing										
5282	Refund -- Deposit										
5285	Fire & Safety Sup										
5290	Fire Prevent & Insp										
5295	Fire Turnout Gear										
5296	Fire: Resident Shift										
5300	Food										
5305	Fuel										
5310	Govt Fees & Permits										
5315	Household Supplies										
5316	Instructors										
5317	Interest										
5320	Insurance										
5335	Legal Services										
5340	Maint. - Vehicle Sup										
5345	Maint. - Buildings										
5350	Maint. - Equipment										
5355	Maint. - Grounds										
5360	Maint. Radio/Phones										
5365	Maint. Tires & Tubes										
5370	Maint. Vehicle										

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget
 Department: XXXXXX
 Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	FY 2015-16	FY 2016-17	FY 2017-18				FY 2018-19			
		ACTUAL	ACTUAL	ANNUAL BUDGET	DECEMBER 2017 ACTUAL	VARIANCE	PCT	JAN - 2018 PROJECTED	PROJECTED ACTUAL	PROPOSED	ADOPTED
5375	Medical Supplies										
5380	Memberships/Subscrip										
5385	Mileage Reimburse										
5395	Miscellaneous										
5400	Office Supplies										
5405	Pool Chemicals										
5410	Postage										
5415	Printing										
5420	Professional Service										
5421	Program Supplies										
5425	Public & Legal Not										
5430	Radios										
5431	Refund -- Activity/P										
5435	Rent/Lease - Bldgs										
5440	Rent/Lease - Equip										
5455	Staff Development										
5460	Grill'n & Chill'n										
5465	Special Events										
5466	Summer Spectacular										
5470	Telephone										
5480	Travel/Lodging										
5486	Tuition										
5490	Utilities - Water										
5492	Utilities - Elec/Gas										
5493	Utilities - Garbage										
5500	Vandalisim										
5501	Cal Fire In Kind Pur										
5625	Capital Equipment Ex										
5626	Fire Engine										
		#REF!	#REF!	#REF!	#REF!	#REF!	100%		#REF!		
	<i>Total services and supplies</i>	#REF!	#REF!	#REF!	#REF!	#REF!	100%	-	-	-	-
	<i>Total Expenditures</i>	#REF!	#REF!	#REF!	#REF!	#REF!	100%	\$ -	#REF!	\$ -	\$ -
<i>Department Summary</i>											
<i>Revenue</i>											
	01-1000 ADMIN									#REF!	#REF!
	01-3000 FIRE & JPA									#REF!	#REF!
	01-4000 PARKS									#REF!	#REF!
	01-5000 RECREATION									#REF!	#REF!
	01-7000 COMM CTR									#REF!	#REF!
										#REF!	#REF!
<i>Expenditures</i>											
	01-1000 ADMIN									#REF!	#REF!
	01-3000 FIRE & JPA									#REF!	#REF!
	01-4000 PARKS									#REF!	#REF!
	01-5000 RECREATION									#REF!	#REF!
	01-7000 COMM CTR									#REF!	#REF!
										#REF!	#REF!