



Budget and Administration Committee
Tuesday, April 3, 2018

6:30 p.m.

2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Holly Morrison (HM),
and Alternate Director Greg Stanton (GS)
Staff: General Manager Jill Ritzman

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

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

DEPARTMENT MATTERS

PUBLIC COMMENT

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

- 1. El Dorado Disposal Annual Rate Request** (J. England)
- 2. Election Resolution** (J. Ritzman)
- 3. Supplemental District Budget & Finance Timeline** (J. Ritzman; V. Neibauer)
- 4. Finance Office Report** (Oral Report; V. Neibauer)
- 5. Items for the May Committee Meeting**

6. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT



Budget and Administration Committee
Tuesday, March 6, 2018
6:30 p.m.
2502 Country Club Drive, Cameron Park
Conformed Agenda

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Holly Morrison (HM),
and Alternate Director Greg Stanton (GS)
Staff: General Manager Jill Ritzman and Finance/Human Resources Officer Vicky Neibauer

CALL TO ORDER – 6:33 p.m.

ROLL CALL – MM, HM

ADOPTION OF AGENDA - Adopted

APPROVAL OF CONFORMED AGENDA - Approved

OPEN FORUM

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

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DEPARTMENT MATTERS

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- 1. Introduction, New Finance/Human Resources Officer** (J. Ritzman)
Vicky Neibauer
- 2. Budget Template & Timeline** (J. Ritzman)
- 3. District Legal Services Scope of Work, Costs** (J. Ritzman)
- 4. Timing of Audits, dual Audits – Discussion of Options** (J. Ritzman; no written report)

5. **Oral Updates** (J. Ritzman)

6. **Items for the April Committee Meeting**
District Finance Report

7. **Items to take to the Board of Directors**
Budget Report

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 7:39 p.m.

Agenda Transmittal

DATE: April 3, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #1: **EL DORADO DISPOSAL/WASTE CONNECTIONS RATE REVIEW
PERFORMANCE STANDARDS FOR 2016 AND PRESENTATION OF
POTENTIAL RATE ADJUSTMENT**

RECOMMENDED ACTION: Receive, Discuss and Move to the Board of Directors, Public Hearing Scheduled for May 16, 2018

BUDGET ACCOUNT: N/A

BUDGET IMPACT: none

Each year El Dorado Disposal/Waste Connections is required to adjust waste collection rates based on the Consumer Price Index (CPI) and the fuel cost (pursuant to agreement of February 21, 2008). As a result, the El Dorado Disposal/Waste Connections is requesting that the District implement the annual waste disposal rate adjustment, an increase of 4.21% effective July 1, 2018 (see Attachment A).

The increase in the CPI – All Items – for the State of California for the past year is 2.94% (see Attachment B). The year-over-year comparison through the Purchaser's Price Index (PPI) is based on a January to January view (see Attachment C). This year, the fuel surcharge increased to 4.18%. Accordingly, the net rate increase effective July 1, 2018 is 4.21%.

The El Dorado Disposal/Waste Connections is formally requesting that the District implement the automatic CPI adjustment for their hauling rates as provided for in Section 18.C. of the franchise agreement. Jeff England, Site Manager, From El Dorado Disposal will present the Annual Report on Performance Standards for 2017. It is suggested that a Public Hearing be held at the May 16, 2018, Board of Directors' meeting where the El Dorado Disposal/Waste Connections will present the annual report of solid waste collection workshop and the proposed rate decrease and the Board will vote on the resolution adopting the rate increase.

Attachment A: El Dorado Disposal/Waste Connections Request Letter

Attachment B: State of California Consumer Price Index Calculator

Attachment C: El Dorado Disposal/Waste Connections Fuel Component Calculator

Attachment A



WASTE CONNECTIONS INC.
Connect with the FutureSM

El Dorado Disposal Service
P.O. Box 1270
Diamond Springs, CA 95619
(530) 626-4141

Jill Ritzman, General Manager
Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682
(530) 350-4652

Re: Annual Rate Adjustment

March 20, 2018

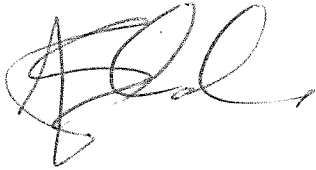
Dear Ms. Ritzman,

Pursuant to Section 18.C. of that certain Solid Waste Services Agreement, dated as of February 21, 2008 (the 'Agreement'), we are formally requesting that the District implement the automatic CPI adjustment for our hauling rates as provided for in Section 18.C of the Agreement. We have attached the CPI calculator as the reference. As you will see, the increase in the Consumer Price Index – All Items – for the State of California for the past year was 2.94%. Accordingly, we are requesting a 2.94% rate increase effective as of July 1, 2018.

In addition, we are formally requesting the review and approval of a change in the fuel component of the rate. The year over year comparison we do through the Purchaser's Price Index is done based on January to January view. This year, the fuel component increased slightly from 2.91% to 4.18%, a 1.27% change. Accordingly, the net rate increase effective July 1, 2018 is 4.21%. We have attached the PPI calculator for your reference.

We would like to review the Performance Standards with you, and also share with the public. As you know, we have summarized our performance and our program data in a monthly report, separately submitted to the CSD. We appreciate your co-operation and look forward to hearing from you. If you have any questions or need further information, please feel free to contact me at (530) 295-2854.

Sincerely,

A handwritten signature in black ink, appearing to read "JE", with a stylized flourish extending to the right.

Jeff England

Site Manager

Waste Connections of California, Inc. dba

El Dorado Disposal Services

Cc: Sue Vandelinder

Attachments: Consumer Price Index Calculator

Fuel Component Calculation

**STATE OF CALIFORNIA
OFFICE OF THE DIRECTOR - RESEARCH UNIT
CONSUMER PRICE INDEX CALCULATOR**

1 Select an Index

2 Select index type

3 Select beginning month

4 Select beginning year

5 Select ending month

6 Select ending year

Beginning Index value

Ending Index Value

Based upon the Index, index type, and the time period you have specified, the percent change in the Consumer Price Index is equal to:

Attachment C

EI Dorado Disposal
 Fuel Component Calculation
 For the Period January, 2006 through January, 2018

Item Diesel Fuel
 Data Source PPI Commodity, #2 Diesel Series
 ID:WPU057303
 Beginning Period (Jan 06) 197.1
 Current Period (Jan 18) 231.0
 Index Change 33.9
 % Increase 17.20%
 Beginning Fuel Component 3.57%
 Ending Fuel Component 4.18%
 Fuel Surcharge applied in 2017 2.91%
 Change for 2018 1.27%

http://data.bls.gov/timeseries/WPU057303?data_tool=XGtable

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2007	180.9	193.5	220.2	238	226.5	227.6	243.5	231.2	246.2	249.6	296.7	271.9
2008	278.2	287.5	353.7	365.1	398.2	421	431.9	346.7	342.3	281.8	224.1	168
2009	161.6	147.2	139.2	167.4	166.4	191.1	172.8	204.1	193.2	202.8	215.7	205.1
2010	229.4	206.9	225.5	240	235.8	221.8	218.5	231.1	227.7	243.7	255.3	259.2
2011	270	289.3	321.8	339.8	328.4	333.7	327.8	307.3	317.8	310.6	337.1	311
2012	322	329.2	344.3	339.4	325.8	295.4	298.7	307.3	317.8	310.6	337.1	311
2013	318.9	342.4	321	318.3	307.7	304.8	311.6	324.1	342.4	351	323.8	317.4
2014	308.5	322	318.1	318.7	316.5	308.8	311.6	319.3	328	318.4	307	314.7
2015	182.6	191.5	193.1	183.8	202.6	198.7	194	189.2	169.4	173.5	167.4	130.8
2016	119.2	113.4	119.4	123.6	144.4	155.4	157.6	149.8	163.1	159.7	157	158.8
2017	161.1	163.5	161.3	162.9	173.6	171.5	179.6	188.9	204.2	218.5(P)	224.0(P)	223.9(P)
2018	231.0(P)											

P : Preliminary. All indexes are subject to revision four months after original publication.

Cameron Park
Community Services District
Agenda Transmittal

Date: April 3, 2018

From: Jill Ritzman, General Manager

Agenda Item #2: **RESOLUTION NO. 2018-07 REQUESTING ELECTION SERVICES FROM THE EL DORADO COUNTY REGISTRAR OF VOTERS TO FILL THREE Full Four-Year TERM SEATS AND ONE UNEXPIRED SHORT-TERM SEAT ON THE CAMERON PARK COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS ON NOVEMBER 6, 2018**

Recommended Action: Receive, Discuss and Forward to the Board of Directors Resolution No. 2018-07

Budget Account: Admin 1000; Account 5270 Elections

Budget Impact: \$18,000

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

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

The estimated cost is \$18,000. It is recommended that the Board approve Resolution No. 2018-07.

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

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

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

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

NOMINATION OF CANDIDATES

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

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

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

Publications, issue nomination documents, ballots, sample ballots, election officers, polling places and canvass.

3. In the event of a tie vote, the winning candidate shall be decided by lot.

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

AYES:

NOES:

ABSENT:

ATTEST:

Holly Morrison, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

Agenda Transmittal

DATE: April 3, 2018

FROM: Jill Ritzman, General Manager
Vicky Neibauer, Finance & Human Resources Officer

AGENDA ITEM #3: SUPPLEMENTAL DISTRICT BUDGET & FINANCE TIMELINE

RECOMMENDED ACTION: Review & Discuss

BACKGROUND

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

DISCUSSION

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

June/July

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

September

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

October

- Update 5 Year Budget Forecast and Assessment

December/January

- FY2016/17 and FY 2018/19 Audit

CONCLUSION

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

