



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, August 15, 2018 6:30 p.m.

Board will convene into Closed Session after Public Comment.

Board Members

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

Notice to the Public

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

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

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

CALL TO ORDER

1. Roll Call
 2. Pledge of Allegiance
-

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda
-

RECOGNITIONS AND PRESENTATIONS

Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #8 to be discussed and acted upon individually.

4. Conformed Agenda - Board of Directors Meeting, July 18, 2018
 5. Staff Reports
 - a. General Manager
 - b. Administration Department
 - o Check Register
 - c. Fire Department
 - d. Recreation Department
 - e. Parks & Facilities Department
 - f. Covenants, Conditions & Restrictions (CC&R) Department
 - g. Response to Public accountability group of El Dorado
 - h. Records Retention and Disposal Project Status
 6. Landscape and Lighting Assessment District (LLAD) Truck Purchase
 7. Workers' Compensation Insurance Carrier Withdrawal, Resolution No. 2018-24
-

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.

8. Items removed from the Consent Agenda for discussion
 9. **ADOPT** Resolutions No. 2018-16 and 2018-17 regarding Bell Woods Community Facilities District
 10. **Public Hearing – APPROVE** Fiscal Year 2018/19 Budget and **ADOPT** Resolution No. 2018-18
 11. **APPROVE** Memorandum of Understanding with the Cameron Park Community Services District Employees Association, 7/1/18 – 6/30/21, and Resolution No. 2018-13
 12. **Public Hearing - APPROVE** Resolution No. 2018-23 Stating the Purposes and Fixing the Amount of Money to be Raised by Taxation in the District to Pay Voter-Approved Debt for the Fiscal Year and Setting Tax Rate
 13. **APPROVE** Grand Jury Response and **APPROVE** Revision of Policy No. 4090 Training
-

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.

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

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(s):

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

Consider the appointment employment, 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.

ADJOURNMENT



CAMERON PARK COMMUNITY SERVICES DISTRICT

2502 County Club Drive
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CONFORMED Revised AGENDA

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

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

Board Members

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

Notice to the Public

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CALL TO ORDER – 6:32 p.m.

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

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

Motion to adopt the Agenda.

GS/MS – Motion passed

Ayes – HM, MS, GS, EW

Noes – None

Absent – MM

Abstain – None

Public Comment - None

RECOGNITIONS AND PRESENTATIONS

Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

- Certificates of Appreciation for Summer Spectacular Volunteers – West Side Church, El Dorado County Sheriff’s Explorers, Civil Air Patrol and Cameron Park Fire Explorers
 - Introduction of Kate Magoolaghan – new Covenants, Conditions and Restrictions (CC&R) Compliance Officer
 - Community Center ~~One~~ Ten-year Status – Brad Epstein, Partner, Angius & Terry, LLP
-

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #7 to be discussed and acted upon individually.

4. Conformed Agenda - Board of Directors Meeting, June 20, 2018
 5. Staff Reports
 - a. General Manager, Summary of CSDA General Manager Leadership Summit
 - b. Administration Department
 - c. Fire Department
 - d. Recreation Department
-

- e. Parks & Facilities Department
- f. Covenants, Conditions & Restrictions (CC&R) Department
- 6. “How They See Us” Results of State Wide Poll Regarding Special Districts

Motion to approve the Consent Agenda with the following correction:

- *Conformed Agenda of June 20, 2018, page 5, agenda item #10, public comment was received from Fred (Prosperous Road, Inc.) instead of William Morgan.*

GS/MS – Motion passed

Ayes – HM, MS, GS, EW

Noes – None

Absent – MM

Abstain – None

Public Comment - None

OPEN FORUM FOR NON-AGENDA ITEMS

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Barbara Rogers, Dave Gelber, Bill Carey

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.

- 7. Items removed from the Consent Agenda for discussion
- 8. **PRESENTATION and DISCUSSION** Bell Woods New Housing Development

No action

Public Comment - Roberta Rimbault, Bill Carey, Dave Gelber

9. **PUBLIC HEARING - APPROVE** Resolution No. 2018-14 Approving Engineer's Report, Confirming Diagram and Assessment and Directing Auditor of El Dorado County to Continue and to Collect Assessment for Fiscal Year 2018/19

Motion to approve Resolution No. 2018-14 approving engineer's report, confirming diagram and assessment and directing Auditor of El Dorado County to continue and to collect assessment for Fiscal Year 2018/19.

GS/MS – Motion passed

Ayes – HM, MS, GS, EW

Noes – None

Absent – MM

Abstain – None

Public Comment – Roberta Rimbault

10. **APPROVE** Resolution 2018-15 and Agreement with El Dorado County Emergency Services Authority for Ambulance Services

Motion to approve Resolution No. 2018-15 approving agreement with El Dorado County Emergency Services Authority for ambulance services.

EW/MS – Motion passed

Ayes – HM, MS, GS, EW

Noes – None

Absent – MM

Abstain – None

Public Comment – Unit Chief Scott Lindgren, Barbara Rogers

11. **REVIEW AND COMMENT** Budget Plan of Action to Address Deficit Spending

No Action

Public Comment – Bill Carey, Samantha Parcher, Barbara Rogers

BOARD INFORMATION ITEMS

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

12. General Matters to/from Board Members and Staff

GS – Thanked staff for all their work.

MS – Thanked staff and volunteers for their work on the Summer Spectacular. Feels the Board is headed in the right direction and getting things done.

HM - Thanked staff and Cal Fire for their work. Mentioned the loss of a fire fighter. Trucks & Tunes is great and lots of fun!

13. Local Area Formation Commission (LAFCO)

HM - Did not attend the June LAFCO meeting due to recent surgery.

14. Committee Reports

- Budget & Administration

HM - Presentation was made by Lennar. Everything else has been covered in this meeting.

- Covenants, Conditions & Restrictions (CC&R)

EW - Committee met. Changes will be coming.

- Fire & Emergency Services

HM - Chief Smith presented update on weed abatement. Demand for payment and invoice letters have been sent out.

- Parks & Recreation

MS - Researching pickle ball. Received preliminary report on Summer Spectacular 2018. A new sign is being installed at Rasmussen Park thanks to a very industrious Eagle Scout.

ADJOURNMENT – 8:49 p.m.

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: August 15, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #5A: **GENERAL MANAGER'S REPORT**

RECOMMENDED ACTION: Receive and File

Staff have been very busy balancing the summer operational needs and continued work on the Budget Plan of Action which was approved by the Board in July. Frequent meetings are occurring between Departments and research taking place regarding the District's vendors. New staff have gained a great deal of knowledge about how the District currently operates and opportunities for efficiencies in the future.

In July, staff began implementing the revised staffing structure for the Parks and Facilities Department approved by the Board in June. Full-time positions were hired first and made available as promotional opportunities to existing staff; appointments were made after a selection process. The remaining part-time vacancies were filled with staff from the existing pool of Blue Ribbon employees. All staff will be receiving technical training for their respective assignments, such as the pool and lagoon, irrigation, turf management, HVAC systems, safety and equipment operations.

I met this past month with several community stakeholders, including the Disc Golf advocates, Tennis and Pickle Ball advocates. Tom Dillon, Renaissance Society and I met about their regular use of the Community Center. Staff is working to improve upon parking strategies in and around the Community Center during the District's events, to lessen the impacts to surrounding neighborhoods. Those strategies will be put into place during upcoming District events and we are hopeful that the neighborhoods will see an improvement.

In an effort to strengthen community partnerships, I met with two key community groups to discuss our common ground and interests. Kim Stoll, Director of Public Relations, Shingle Springs Band of Miwok Indians, and I discussed opportunities for the Tribe and District to partner on projects. In addition, Mark Harris, Cameron Park Community Foundation, and I discussed grant opportunities. More meetings will occur to define the details of these partnerships. The Commission on Aging hosted a reception with state-wide officials at the Carey Hotel in Placerville which I was gratefully invited.

Mike Grassle and I attended a meeting with Ponte Palmero, Marshall Hospital, PG&E and Supervisor Ranalli to light all the street lights along Palmero Drive, which is located in the District's Goldorado Landscape and Lighting Assessment District. Due to PG&E's conversion to LED lights in this area, a savings will be created to allow for all the lights in this area to be turned on. A great success for everyone involved.

Agenda Transmittal

DATE: August 15, 2018

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #5B: **Administration Report**

RECOMMENDED ACTION: Receive and File

On the IT Front

Abila

- Implementation of Abila, our in-house financial system, continues with a goal of a September 'go live' date. Training will also occur as part of the implementation in August/September. We are hoping to have our first actuals against budget status report out of Abila at the September or October Board of Directors meeting. Work completed to date:
 - Developing, editing the chart of accounts;
 - Developing, editing the vendor listing; and,
 - Pulling transitional data from FinTrak to further manipulate for upload into Abila.

Uptown Studios

- Staff have met with Uptown Studios, our current web provider to determine:
 - the services provided under our current contract;
 - additional services available; and,
 - invoicing, reporting, managing domain names and other administrative tasks.
- We also discussed increased contract services (upgrade contract), web site improvements and training. Uptown studios will be getting back to us with more information in the near future.

RecTrak Training

Staff continues to be trained on RecTrak. This month's focus was on the Class Registration, System Searches, Calendars, Altering Booked Items, Refund Processes.

Human Resources

- The Lagoon has closed and the pool hours are winding down. The summer season is on the downhill. We are processing seasonal staff as appropriate.

Budget/Finance

- The FY 2018/19 Final Budget is before your Board this evening for your approval.
- Staff is currently working to switch the District's workers' compensation insurance carrier from Northern California Special District Insurance Authority (NCSDIA) to Special District Risk Management Association (SDRMA).
- Staff is currently working to close/switch out the FY 17/18 Accounts Payable files and set up new FY 18/19 Accounts Payable files. This includes setting up FY 16/17 files for scanning.
- The Accounts Payable filing system is now approximately 90% paperless.
- Staff is currently working to place weed abatement costs remaining outstanding on the County Property Tax bills. Out of the nine invoices payable, six remain outstanding and will be processed with the County Assessor's Office for inclusion on the FY 18/19 Property Tax bill. The process must be completed and to the Assessor's Office by August 31.

Other financial projects staff will be working on in the coming month include the following:

- Abila implementation and training;
- Year-end closing (once County has closed and year end reports are received);
- Developer Impact Fee report;
- Reconciliation and moving cash from County for 17/18, 18/19 General Obligation Bond payments, Landscape and Lighting Assessment Districts (LLADs), Covenants, Conditions & Restrictions (CC&Rs);
- Accountability Act Report 16/17, 17/18, and 18/19 fiscal years; and,
- Coordination of NCSDIA Workers Compensation Insurance cancellation (NCSDIA/SDRMA) along with initiation of SDRMA Workers Compensation Insurance coverage.

*Cameron Park
Community Services District*

Agenda Transmittal

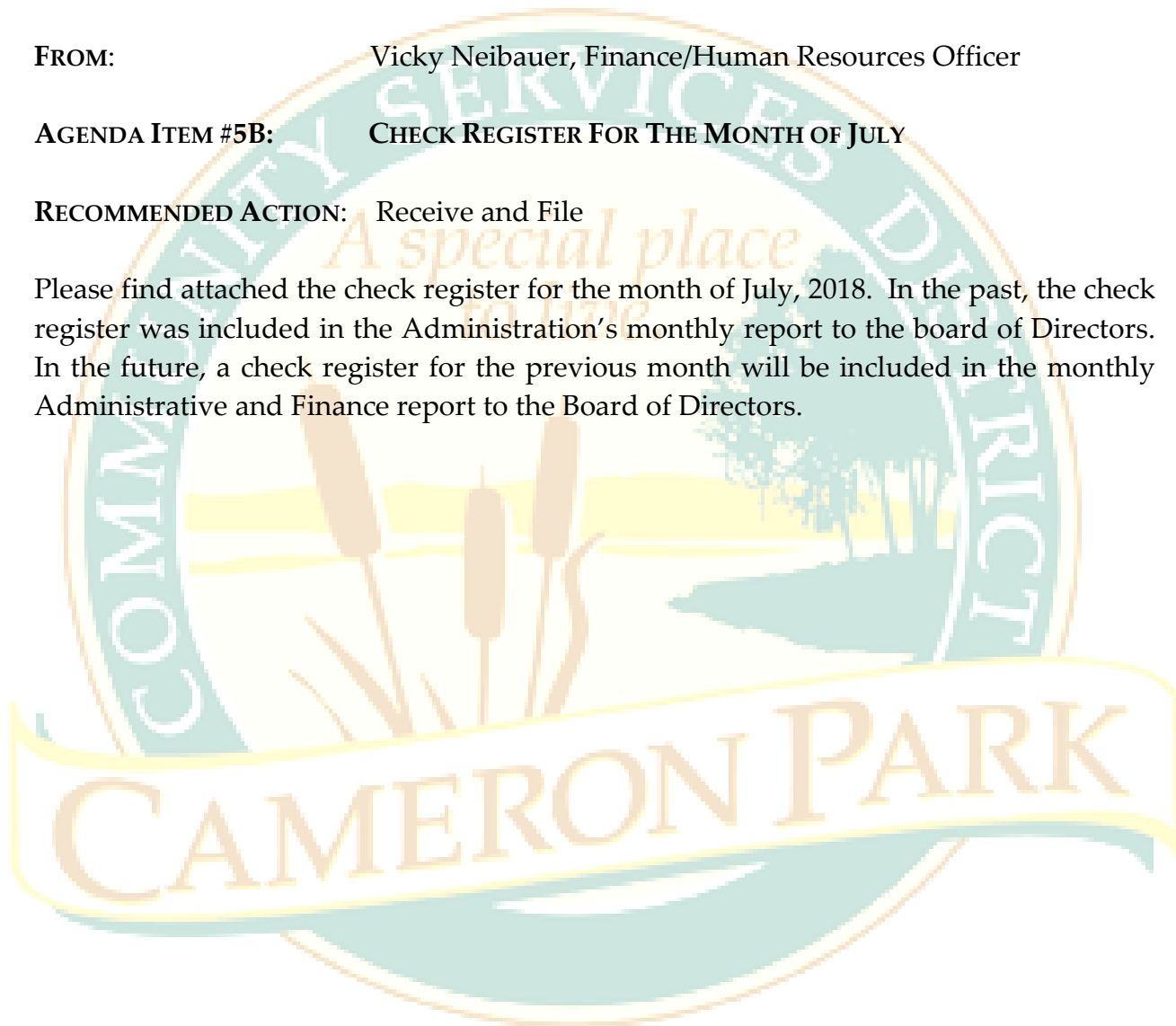
DATE: August 15, 2018

FROM: Vicky Neibauer, Finance/Human Resources Officer

AGENDA ITEM #5B: **CHECK REGISTER FOR THE MONTH OF JULY**

RECOMMENDED ACTION: Receive and File

Please find attached the check register for the month of July, 2018. In the past, the check register was included in the Administration's monthly report to the board of Directors. In the future, a check register for the previous month will be included in the monthly Administrative and Finance report to the Board of Directors.



Run Date: 08/02/18
Run Time: 2:43 PM**Accounts Payable Check Register**

User: LAU

Date	Check	Vend ID	Name	Amount
07/05/2018	28450	05625 02	ADM Screening Description: Emp checks 06/25&27/18, Emp checks 06/25&27/18, Emp checks 06/25&27/18	90.00
07/05/2018	28451	50042 01	Airgas National Carbonation Description: C02 Pool 06/22/18, C02 Pool 06/22/18	218.24
07/05/2018	28452	19096 01	Andrew Webb Description: Inst. Tennis June 2018, Inst. Tennis June 2018	336.00
07/05/2018	28453	10637 01	Angius & Terry LLP Description: Legals CC&R 05/07 & 05/14/18, Legals CC&R 05/07 & 05/14/18	656.00
07/05/2018	28454	19304 01	AT&T Calnet 3 Description: Phones 05/24/18-06/23/18, Phones 05/24/18-06/23/18, phones 05/24-06/23/18, phones 05/24-06/23/18, phones 05/24-06/23/18, phones 05/24-06/23/18	667.12
07/05/2018	28455	50535 01	Barbara Barisone Description: Inst. Water Aerobics June 2018, Inst. Water Aerobics June 2018	275.00
07/05/2018	28456	71191 01	Bettina S. Helm Description: cell ph allowance July 2018, cell ph allowance July 2018	60.00
07/05/2018	28457	04803 01	Blue Ribbon Personnel Services Description: Temps 06/18-06/24/18, Temps 06/18-06/24/18, Temps 06/18-06/24/18, Temps 06/18-06/24/18, Temps 06/18-06/24/18	3,982.50
07/05/2018	28458		Voided Check	0.00
07/05/2018	28459	03044 01	Burton's Fire Inc. Description: FD Coolant/Parts 06/08/18, FD Coolant/Parts 06/08/18	604.07
07/05/2018	28460	09548 01	Cap City Sports Academy LLC Description: Inst. Sports camps June 2018, Inst. Sports camps June 2018	1,109.10
07/05/2018	28461	50309 01	Carbon Copy Inc. Description: FD89 Copies June 2018, FD89 Copies June 2018, FD88 Copies June 2018, FD88 Copies June 2018	88.97
07/05/2018	28462	2018-042	CardConnect Description: 2 card kiosks x 6 mths lease, 2 card kiosks x 6 mths lease, 2 card kiosks x 6 mths lease	300.00
07/05/2018	28463	2018-041	Chen Padilla Description: weed abatement 3090 Cambridge Rd, weed abatement 3090 Cambridge Rd, weed abatement 3050 Cambridge Rd,	8,500.00
07/05/2018	28464	00219 02	Churchill's Hardware Description: Supplies, June 2018, Supplies, June 2018, Supplies, June 2018, Supplies, June 2018, Supplies, June 2018, Supplies, June 2018, Supplies, June 2018	212.84
07/05/2018	28465	2018-031	Cintas Corporation #622 Description: CSD Janitorial Supplies 06/28, CSD Janitorial Supplies 06/28	229.97
07/05/2018	28466	19240 01	Craig Shuler Description: cell ph allowance July 2018, cell ph allowance July 2018	60.00
07/05/2018	28467	2018-81-ONE	Dave Stahlman Description: Mens league refund, Mens league refund	470.00
07/05/2018	28468	01904 01	Dawn Avalon Description: Inst. Tai Chi 05/01-06/30/18, Inst. Tai Chi 05/01-06/30/18	150.00
07/05/2018	28469	2018-83-ONE	Dennis Moore Description: Kidz Kamp refund 07/02/18, Kidz Kamp refund 07/02/18	140.00
07/05/2018	28470	19133 01	DSA Technologies, Inc Description: New Server 07/03/18 installed, New Server 07/03/18 installed, MSA July 2018, MSA July 2018, MSA July 2018, MSA July 2018	13,471.72
07/05/2018	28471	2018-039	Eddie Estabrook Description: weed abatement 3558 Cambridge, weed abatement 3558 Cambridge	3,995.00

Run Date: 08/02/18
Run Time: 2:43 PM**Accounts Payable Check Register**

User: LAU

Date	Check	Vend ID	Name	Amount
07/05/2018	28472	14722 01	El Dorado County Auditor-Controll Description: Lafco taxes FY 2018/2019, Lafco taxes FY 2018/2019, Lafco taxes FY 2018/2019, Lafco taxes FY 2018/2019, Lafco	4,560.71
07/05/2018	28473	11111	El Dorado Weed Control Description: Chemical weed control, Chemical weed control	1,274.75
07/05/2018	28474	2018-014	Emily Jepsen Description: Inst. Art Camp June 2018, Inst. Art Camp June 2018	399.00
07/05/2018	28475	2018-004	Ewing Irrigation Products, Inc. Description: Lake Irrig Supplies 06/20, Lake Irrig Supplies 06/20	74.89
07/05/2018	28476	2018-25-ONE	Foothill Tree Service Description: weed abatement 3493 Verano Way, weed abatement 3493 Verano Way	8,800.00
07/05/2018	28477	00739 01	Gold Country Hardware Description: Hacienda misc 06/18/18, Hacienda misc 06/18/18	25.60
07/05/2018	28478	04450 01	Hankin Specialty Elevators, Inc. Description: Lift semi annual maint 06/11/18, Lift semi annual maint 06/11/18	250.00
07/05/2018	28479	50330 01	Hillyard Inc. Description: Lake Janitorial Supplies 06/22, Lake Janitorial Supplies 06/22	868.20
07/05/2018	28480	19223 01	Holly Morrison Description: DCR mtgs 06/05, 05, 20 2018, DCR mtgs 06/05, 05, 20 2018	300.00
07/05/2018	28481	50351 01	Hunt & Sons Description: Diesel Fuel 06/16/18, Diesel Fuel 06/16/18	968.44
07/05/2018	28482	19131 01	Ingrid Wilson Description: Inst. Drama Camp June 2018, Inst. Drama Camp June 2018	750.00
07/05/2018	28483	2018-82-ONE	Jackie McDaniel Description: craft booth refund, craft booth refund	100.00
07/05/2018	28484	2017-GM	Jill Ritzman Description: cell ph allowance July 2018, cell ph allowance July 2018	100.00
07/05/2018	28485	10123 01	JS West Propane Gas Description: FD89 propane 06/04/18, FD89 propane 06/04/18	428.94
07/05/2018	28486	03543 01	Larry McBride Description: in lieu Med Bens July 2018, in lieu Med Bens July 2018	600.00
07/05/2018	28487	19360 01	Lathakumari Kandhasami Description: Inst. robotic camp June 2018, Inst. robotic camp June 2018	936.00
07/05/2018	28488	12372-01	Lincoln Aquatics Description: Lagoon CO2 06/20/18, Lagoon CO2 06/20/18, Chlorine Lagoon 06/22/18, Chlorine Lagoon 06/22/18, CO2 Pool 06/2	2,827.34
07/05/2018	28489	2018-PS	Michael Grassle Description: cell ph allowance July 2018, cell ph allowance July 2018	100.00
07/05/2018	28490	2018-040	Paul Reed Description: weed abate Knollwd, Ravenwd, Shady, weed abate Knollwd, Ravenwd, Shady	8,700.00
07/05/2018	28491	00395 03	PG&E Description: Elec 05/24/18-06/24/18, Elec 05/24/18-06/24/18, Elec 05/24/18-06/24/18, Elec 05/24/18-06/24/18, Elec 05/24/18-06	23,347.80
07/05/2018	28492		Voided Check	0.00
07/05/2018	28493	18636 01	Rescue Training Institute, Inc. Description: Inst. Child/baby CPR classes June, Inst. Child/baby CPR classes June, Inst. CPR classes June, Inst. CPR classes	234.50

Run Date: 08/02/18
Run Time: 2:43 PM**Accounts Payable Check Register**

User: LAU

Date	Check	Vend ID	Name	Amount
07/05/2018	28494	19194 01	Richard A Kowaleski Description: Inst. Dance 05/01-06/30/18, Inst. Dance 05/01-06/30/18	399.00
07/05/2018	28495	03679 01	Rosalie M. Stearns Description: Inst. Hula 05/01-06/30/18, Inst. Hula 05/01-06/30/18	191.40
07/05/2018	28496	2018-038	Rose Marie Mullen Description: Inst. Sit class 06/22/18, Inst. Sit class 06/22/18	20.00
07/05/2018	28497	00055 01	Roy M Imai Description: inst. Tai Chi June 2018, inst. Tai Chi June 2018	39.00
07/05/2018	28498	2018-018	Sarah Scatton Description: Inst. Chair Yoga 05/01-06/30/18, Inst. Chair Yoga 05/01-06/30/18	150.00
07/05/2018	28499	15534 01	SCI Consulting Group Description: LLAD svcs FY 2018/2019, LLAD svcs FY 2018/2019, LLAD svcs FY 2018/2019, LLAD svcs FY 2018/2019, LLAD svcs FY 2018/2019, LLAD svcs FY 2018/2019	5,171.99
07/05/2018	28500		Voided Check	0.00
07/05/2018	28501	02449 01	SDRMA Description: Meyer, car/tree 05/14/18, Meyer, car/tree 05/14/18, Prop/Liab Covg 2018/2019, Prop/Liab Covg 2018/2019, Prop/Liab Covg 2018/2019, Prop/Liab Covg 2018/2019, Prop/Liab Covg 2018/2019	80,101.06
07/05/2018	28502	16453 01	Sign Banner Print Express Description: Flyers & Signs June 2018, Flyers & Signs June 2018, Flyers & Signs June 2018, Summer Spect 2018, Summer Spect 2018	1,016.63
07/05/2018	28503	15672 01	SiteOne Landscape Supply Description: Lake Irrig supplies 06/22/18, Lake Irrig supplies 06/22/18	128.83
07/05/2018	28504	2018-56-ONE	Sue Reed Description: Inst. Aqua Zumba June 2018, Inst. Aqua Zumba June 2018	200.00
07/05/2018	28505	19314 01	Uptown Studios, Inc Description: CameronPark.org renew domain 1 yr, CameronPark.org renew domain 1 yr, CameronPark.org renew domain 1 yr, CameronPark.org renew domain 1 yr, CameronPark.org renew domain 1 yr, CameronPark.org renew domain 1 yr	40.00
07/05/2018	28506	212121 01	Vavrinek, Trine, Day & Co., LLP Description: Prof Svcs CPA June 2018, Prof Svcs CPA June 2018	8,045.00
07/05/2018	28507	17384 01	Vermont Systems, Inc Description: Fin Trac Maint 7/1-12/31/18, Fin Trac Maint 7/1-12/31/18, RecTrac Maint 07/01/18-06/30/19, RecTrac Maint 07/01/18-06/30/19	6,396.00
07/10/2018	28508	2018-84-ONE	Jessica Malone Description: Trucks & Tunes Ent 07/11/18, Trucks & Tunes Ent 07/11/18	250.00
07/10/2018	28509	07612 02	U.S. Bank Description: Cal Cards June 2018, Cal Cards June 2018, Cal Cards June 2018, Cal Cards June 2018, Cal Cards June 2018, Cal Cards June 2018, Cal Cards June 2018, Cal Cards June 2018, Cal Cards June 2018, Cal Cards June 2018	7,388.46
07/10/2018	28510		Voided Check	0.00
07/12/2018	28511	03385 01	Aba Daba Rentals & Sales, Inc Description: Sum Spect Misc Rentals, Sum Spect Misc Rentals	2,032.39
07/12/2018	28512	50042 01	Airgas National Carbonation Description: CO2 Pool 06/29/18, CO2 Pool 06/29/18	197.65
07/12/2018	28513	14315 01	Alhambra Description: Water delv 06/20, Water delv 06/20, Water delv 06/20, Water delv 06/20	56.65
07/12/2018	28514	16241 01	Blain Stumpf Description: Sum Spect Fencing, Sum Spect Fencing	1,185.24
07/12/2018	28515	04803 01	Blue Ribbon Personnel Services Description: Temps 06/25/18-07/01/18, Temps 06/25/18-07/01/18, Temps 06/25/18-07/01/18, Temps 06/25/18-07/01/18, Temps 06/25/18-07/01/18, Temps 06/25/18-07/01/18	5,930.25
07/12/2018	28516		Voided Check	0.00

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Run Time: 2:43 PM**Accounts Payable Check Register**

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Date	Check	Vend ID	Name	Amount
07/12/2018	28517	19124 01	BlueLine Rental, LLC Description: Light rentals Sum Spect 2018, Light rentals Sum Spect 2018, Generator rentals Sum Spect 2018, Generator rentals	5,052.29
07/12/2018	28518	07394 01	Buckeye Union School District Description: FLB Field Trip 05/30/18, FLB Field Trip 05/30/18	260.00
07/12/2018	28519	50309 01	Carbon Copy Inc. Description: Copies CSD June 2018, Copies CSD June 2018, Copies CSD June 2018, Copies CSD June 2018	146.16
07/12/2018	28520	ONE8420	Cassandra Neill Description: Room B rental dep refund 06/11, Room B rental dep refund 06/11	100.00
07/12/2018	28521	00045 01	De Lage Landen Description: FD89 Copier Lease July 2018, FD89 Copier Lease July 2018	176.96
07/12/2018	28522	00555 01	Department of Justice Description: Fingerprinting new emps June 2018, Fingerprinting new emps June 2018, Fingerprinting new emps June 2018, Fingerprinting new emps June 2018	704.00
07/12/2018	28523	2018-046	Francis Distributing Inc. Description: Concession supplies 07/11, Concession supplies 07/11	267.77
07/12/2018	28524	19249 01	Gilchrist Golf Cars, Inc. Description: Golf carts Sum Spect 2018, Golf carts Sum Spect 2018	997.13
07/12/2018	28525	07576 05	Home Depot Credit Services Description: Card charges 05/29-06/25/18, Card charges 05/29-06/25/18, Card charges 05/29-06/25/18, Card charges 05/29-06/25/18	1,069.02
07/12/2018	28526	50351 01	Hunt & Sons Description: Fuel 06/29/18, Fuel 06/29/18, Fuel 06/29/18, Fuel 07/06/18, Fuel 07/06/18, Fuel 07/06/18	3,187.85
07/12/2018	28527	19242 01	Lewis Ridgeway Consulting Description: Inst. Guitar Class III 05/01-06/30, Inst. Guitar Class III 05/01-06/30	164.40
07/12/2018	28528	12372-01	Lincoln Aquatics Description: Mur Acid Pool 06/29/18, Mur Acid Pool 06/29/18	713.58
07/12/2018	28529	ONE01007	Lori Kirk Description: Flagpole area dep refund 06/08, Flagpole area dep refund 06/08	100.00
07/12/2018	28530	ONE08390	Lourraine Corcoran Description: Art class cancelled refunds 06/06, Art class cancelled refunds 06/06	98.00
07/12/2018	28531	2018-86-ONE	Marsha Scoles Description: Kidz Kamp refund x2 wks, Kidz Kamp refund x2 wks	330.00
07/12/2018	28532	2018-045	Mason A. Sanchez Description: Res FF Shifts 06/21, 26, 28 & 30, Res FF Shifts 06/21, 26, 28 & 30	160.00
07/12/2018	28533	18997 01	Mountain Democrat Description: Sum Spect Newspaper 06/27 & 29, Sum Spect Newspaper 06/27 & 29, Sum Spect Newspaper 06/27 & 29	175.00
07/12/2018	28534	2018-87-ONE	Nancy Lenoil Description: kidz kamp tshirt refund, kidz kamp tshirt refund	10.00
07/12/2018	28535	00392 01	Northern California Special Description: Workers Comp Ins. 1st Qtr 18/19, Workers Comp Ins. 1st Qtr 18/19, Workers Comp Ins. 1st Qtr 18/19, Workers Comp Ins. 1st Qtr 18/19, Workers Comp Ins. 1st Qtr 18/19	7,748.50
07/12/2018	28536	2018-022	Paul Monaco Description: FF class material reimb 06/2/18, FF class material reimb 06/2/18	61.63
07/12/2018	28537	01000-01	Public Employee's Union Local 1 Description: Union Dues 07/13/18, Union Dues 07/13/18	155.20

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Date	Check	Vend ID	Name	Amount
07/12/2018	28538	18636 01	Rescue Training Institute, Inc. Description: Inst. CPR class 07/07, Inst. CPR class 07/07	42.00
07/12/2018	28539	02449 01	SDRMA Description: Sum Spect 2018 Pakring Addt'l Insur, Sum Spect 2018 Pakring Addt'l Insur, Sum Spect 2018 Pakring Addt'l Insur	100.00
07/12/2018	28540	2018-043	Shred City LLC Description: Records retention task-Shred 06/07, Records retention task-Shred 06/07, Records ret -Shred 05/09,17,24, 31, Reco	591.00
07/12/2018	28541	12321 01	Sierra Security & Fire Description: FD88 2nd Qtr Monitoring 2018, FD88 2nd Qtr Monitoring 2018, FD89 2nd Qtr Monitoring 2018, FD89 2nd Qtr Monit	429.00
07/12/2018	28542	16453 01	Sign Banner Print Express Description: Camp Out brochures July 2018, Camp Out brochures July 2018	101.67
07/12/2018	28543	2018-85-ONE	Silver Kiwi LLC Description: Sum Spect Fun Zone, Sum Spect Fun Zone	688.00
07/12/2018	28544	52064 01	Target Specialty Products Description: Fertilizer Parks 07/06/18, Fertilizer Parks 07/06/18, Fertilizer Parks 07/06/18, Fertilizer Parks 07/06/18	1,574.01
07/12/2018	28545	19418 01	TPX Communications Description: Phones July 2018, Phones July 2018, Phones July 2018, Phones July 2018, Phones July 2018, Phones July 2018	1,253.28
07/12/2018	28546	19314 01	Uptown Studios, Inc Description: Web Maint May 2018 replacement pymt, Web Maint May 2018 replacement pymt, Web Maint May 2018 replacem	700.00
07/12/2018	28547	50205 01	Wayne's Locksmith Description: Keys CSD, Raul 07/09/18, Keys CSD, Raul 07/09/18	129.60
07/19/2018	28548	05625 02	ADM Screening Description: Emp checks 06/29,07/06 & 10, Emp checks 06/29,07/06 & 10, Emp checks 06/29,07/06 & 10	135.00
07/19/2018	28549	2018-036	Airespring Inc. Description: Internet 06/01-06/30/18, Internet 06/01-06/30/18, Internet 06/01-06/30/18	671.86
07/19/2018	28550	50042 01	Airgas National Carbonation Description: CO2, Lagoon 06/22/18, CO2, Lagoon 06/22/18, CO2 liquidator, Lagoon 06/30/18, CO2 liquidator, Lagoon 06/30/18,	1,383.17
07/19/2018	28551	2018-91-ONE	Aislinn Pilloff Description: Kidz Kamp Sports cancel refund, Kidz Kamp Sports cancel refund	165.00
07/19/2018	28552	19310 01	Alison S. Lloyd Description: Inst. Ballet 05/01-07/20/18, Inst. Ballet 05/01-07/20/18	561.00
07/19/2018	28553	ONE00904	Ann Loeffler Description: Hunt Safe cancel 07/29, Hunt Safe cancel 07/29	20.00
07/19/2018	28554	19304 01	AT&T Calnet 3 Description: Phones 06/10-07/09/18, Phones 06/10-07/09/18, Phones 06/10-07/09/18, Phones 06/10-07/09/18	40.33
07/19/2018	28555	19143 01	Bernard Bradshaw Description: Com Campout magician 07/21/18, Com Campout magician 07/21/18	150.00
07/19/2018	28556	04803 01	Blue Ribbon Personnel Services Description: Temps 07/02/18-07/08/18, Temps 07/02/18-07/08/18, Temps 07/02/18-07/08/18, Temps 07/02/18-07/08/18, Temps	3,825.38
07/19/2018	28557	09548 01	Cap City Sports Academy LLC Description: Inst. VB Camp 07/09-07/13/18, Inst. VB Camp 07/09-07/13/18	1,389.50
07/19/2018	28558	10516 01	Church of the Foothills Description: Sports field rent dep refund 06/25, Sports field rent dep refund 06/25	200.00

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Date	Check	Vend ID	Name	Amount
07/19/2018	28559	2018-031	Cintas Corporation #622 Description: Janitorial Supplies, CSD 07/12/18, Janitorial Supplies, CSD 07/12/18, CSD Janitorial Supplies 07/05/18, CSD Janitorial	847.40
07/19/2018	28560	19098 01	Comcast Description: FD89 Internet 07/11-08/10/18, FD89 Internet 07/11-08/10/18	150.93
07/19/2018	28561	17704 01	CoreLogic Solutions LLC Description: CC&R software June 2018, CC&R software June 2018	165.00
07/19/2018	28562	04024 01	EDC Sheriff's Department Description: June 2018 Emp Livescans, June 2018 Emp Livescans, June 2018 Emp Livescans	84.00
07/19/2018	28563	19754 01	Ellamae J. Wooten Description: Dir Comp mtgs 07/09,10 & 18, Dir Comp mtgs 07/09,10 & 18	300.00
07/19/2018	28564	2018-004	Ewing Irrigation Products, Inc. Description: Irrig Supplies 06/18/18, Irrig Supplies 06/18/18	766.29
07/19/2018	28565	ONE00445	Farelyn Fredianelli Description: Soccer Camp 07/16 cancel refund, Soccer Camp 07/16 cancel refund	203.00
07/19/2018	28566	03280 01	Foothill Auto Service, Inc. Description: 1996 Ford Bronco repairs, 1996 Ford Bronco repairs	449.13
07/19/2018	28567	2018-90-ONE	Heather Palmer Description: Forbes BB camp cancel refund, Forbes BB camp cancel refund	119.00
07/19/2018	28568	12617 01	Highlander Termite & Pest Control Description: Pest Cont CC 07/31/18, Pest Cont CC 07/31/18	75.00
07/19/2018	28569	50330 01	Hillyard Inc. Description: Parks bathroom supplies 07/06, Parks bathroom supplies 07/06	74.60
07/19/2018	28570	2018-019	Joshua C. Marks Description: Janitorial svcs 6/27 & 07/01/18 ??, Janitorial svcs 6/27 & 07/01/18 ??, Janitorial svcs 6/27 & 07/01/18 ??, Janitorial s	1,250.00
07/19/2018	28571	19353 01	Kimberly Nickles Description: 1.5 hrs face painting campout, 1.5 hrs face painting campout	150.00
07/19/2018	28572	12372-01	Lincoln Aquatics Description: Chlorine, Pool 07/02/18, Chlorine, Pool 07/02/18, Sod Bicarb Pool 07/09/18, Sod Bicarb Pool 07/09/18	1,300.97
07/19/2018	28573	1929210	Linda Kay Perschbacher-Lenhart Description: Inst. Dance 05/01-06/30/18, Inst. Dance 05/01-06/30/18	168.60
07/19/2018	28574	18350 01	Loomis Description: Car/Bank svc 07/18, Car/Bank svc 07/18, Car/Bank svc 07/18	497.82
07/19/2018	28575	2018-047	Lucille Colquhoun Description: Kidz Kamp shirts Mar-June 2018, Kidz Kamp shirts Mar-June 2018, Kidz Kamp shirts Mar-June 2018, Kidz Kamp sh	1,705.85
07/19/2018	28576	2018-PS	Michael Grassle Description: Shed purchase, HD credit limited, Shed purchase, HD credit limited, Shed purchase, HD credit limited, Shed purcha	3,624.30
07/19/2018	28577	2018-92-ONE	Michelle Tenley Description: campout cancel refund, campout cancel refund	40.00
07/19/2018	28578	19756 01	Monique Scobey Description: Dir Comp mtgs 07/09, 09 & 18, Dir Comp mtgs 07/09, 09 & 18	300.00
07/19/2018	28579	2018-89-ONE	Nicole Borba Description: Soccer camp transfer refund, Soccer camp transfer refund	58.00

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Date	Check	Vend ID	Name	Amount
07/19/2018	28580	00395 03	PG&E Description: Elec (lamps) 06/15-07/16/18, Elec (lamps) 06/15-07/16/18, Elec (lamps) 06/15-07/16/18, Elec (lamps) 06/15-07/16/18	275.55
07/19/2018	28581	191112 02	Prentice, Long & Epperson PC Description: Legal svcs 06/11, 19 & 20, Legal svcs 06/11, 19 & 20	1,260.00
07/19/2018	28582	02449 01	SDRMA Description: M. Widgren car damage ded 05/21, M. Widgren car damage ded 05/21	1,000.00
07/19/2018	28583	2018-93-ONE	Shannon Yourkvitch Description: Mini Gym cancelled refund, Mini Gym cancelled refund	65.00
07/19/2018	28584	2018-043	Shred City LLC Description: Rec Ret. Shred 07/12/18, Rec Ret. Shred 07/12/18	45.00
07/19/2018	28585	19123 01	Sterling B Forbes Description: Inst. BB Camp 07/15-07/30/18, Inst. BB Camp 07/15-07/30/18	2,484.00
07/19/2018	28586	2018-88-ONE	Stewart J Wilson Description: T&T ent. Aug 2018, T&T ent. Aug 2018	200.00
07/19/2018	28587	ONE00906	Vanessa Lathrop Description: Full Hall rental dep refund 12/19, Full Hall rental dep refund 12/19	300.00
07/19/2018	28588	03946 05	Verizon Wireless Description: Wireless FD 06/10-07/09/18, Wireless FD 06/10-07/09/18	6.51
07/19/2018	28589	2018-94-ONE	Zachary Hast Description: Coed League cancelled refund, Coed League cancelled refund	465.00
07/26/2018	28590	50042 01	Airgas National Carbonation Description: Co2 Lagoon 07/17/18, Co2 Lagoon 07/17/18, Co2 Pool 07/17/18, Co2 Pool 07/17/18, Co2 Pool 07/12/18, Co2 Pool	410.42
07/26/2018	28591	04875 01	Allstar Fire Equipment, Inc. Description: FD gear, Justin 07/03/18, FD gear, Justin 07/03/18	565.23
07/26/2018	28592	00460 01	Around Here Magazine Description: Fall issue 2018, Fall issue 2018, Fall issue 2018	328.50
07/26/2018	28593	04803 01	Blue Ribbon Personnel Services Description: Temps 07/09-07/15/18, Temps 07/09-07/15/18, Temps 07/09-07/15/18, Temps 07/09-07/15/18, Temps 07/09-07/15/18	2,854.88
07/26/2018	28594	2018-048	California Prison Industry Auth. Description: Res PPE (wildlnd nomex) 06/19/18, Res PPE (wildlnd nomex) 06/19/18	11,579.78
07/26/2018	28595	15586 01	Capital Private Patrol Description: Patrol CSD August 2018, Patrol CSD August 2018, Patrol Parks August 2018, Patrol Parks August 2018	1,400.00
07/26/2018	28596	04331 01	Capitol Clutch & Brake, Inc. Description: FD Auto parts 07/02/18, FD Auto parts 07/02/18	204.38
07/26/2018	28597	50309 01	Carbon Copy Inc. Description: FD88 copies July, FD88 copies July, FD89 copies July, FD89 copies July	55.28
07/26/2018	28598	00219 02	Churchill's Hardware Description: FD 89 June supplies, FD 89 June supplies, FD 89 June supplies	28.18
07/26/2018	28599	2018-031	Cintas Corporation #622 Description: HHSupplies CSD 05/24/18 misssd inv, HHSupplies CSD 05/24/18 misssd inv, HH Supplies 07/19/18, HH Supplies 07/19/18	842.11
07/26/2018	28600	13870 02	Cory Gregersen Description: CG RES shifts 06/10, 21, 28, CG RES shifts 06/10, 21, 28	120.00

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Date	Check	Vend ID	Name	Amount
07/26/2018	28601	00295 01	Delta Dental of California Description: Dental August 2018, Dental August 2018, Dental August 2018, Dental August 2018, Dental August 2018, Dental August 2018	1,213.88
07/26/2018	28602		Voided Check	0.00
07/26/2018	28603	19372 01	Diamond Wrap Factory Description: FD veh. remove logo 07/18, FD veh. remove logo 07/18	135.00
07/26/2018	28604	19133 01	DSA Technologies, Inc Description: IT srvcs/srvr 06/29-07/12/18, IT srvcs/srvr 06/29-07/12/18, IT srvcs circuits, etc 06/13/18, IT srvcs circuits, etc 06/13/18	7,379.00
07/26/2018	28605	00029 01	Equine Unlimited Description: Inst. camp 05/01-06/30/18, Inst. camp 05/01-06/30/18, Inst. camp 07/01-07/20/18, Inst. camp 07/01-07/20/18	840.00
07/26/2018	28606	2018-004	Ewing Irrigation Products, Inc. Description: Parks Irrig supplies 07/17, Parks Irrig supplies 07/17	95.82
07/26/2018	28607	03280 01	Foothill Auto Service, Inc. Description: CC&R car repair 07/26, CC&R car repair 07/26	186.07
07/26/2018	28608	ONE00899	Forklift Nugget Market Description: Christa rental Dep refund 07/10, Christa rental Dep refund 07/10	200.00
07/26/2018	28609	50425 01	Hangtown Fire Control Inc Description: FD88 svc call hood check 07/13, FD88 svc call hood check 07/13	125.00
07/26/2018	28610	08659-01	HealthSmart Benefit Solutions, Inc Description: Vision August 2018, Vision August 2018, Vision August 2018, Vision August 2018, Vision August 2018, Vision August 2018	104.27
07/26/2018	28611		Voided Check	0.00
07/26/2018	28612	12617 01	Highlander Termite & Pest Control Description: FD 89 pest cont 06/30/18, FD 89 pest cont 06/30/18	75.00
07/26/2018	28613	50330 01	Hillyard Inc. Description: CC garb liners 07/13, CC garb liners 07/13	264.59
07/26/2018	28614	19223 01	Holly Morrison Description: Dir mtgs 07/10,10,18, Dir mtgs 07/10,10,18	300.00
07/26/2018	28615	50351 01	Hunt & Sons Description: Fuel 07/13/18, Fuel 07/13/18, Fuel 07/13/18, Fuel 07/20/18, Fuel 07/20/18, Fuel 07/20/18	2,823.90
07/26/2018	28616	19389 01	Interwest Consulting Group, Inc. Description: 3450 Palmer Plan revs 06/29, 3450 Palmer Plan revs 06/29, 6137 Palermo fire alarm rev 06/8-29, 6137 Palermo fire alarm rev 06/8-29	785.00
07/26/2018	28617	2018-019	Joshua C. Marks Description: Janitorial July 16-31st, Janitorial July 16-31st, Janitorial July 16-31st	1,530.00
07/26/2018	28618	2018-96-ONE	Kevin Davis Description: Flagpole rental, dep refund 07/14, Flagpole rental, dep refund 07/14	100.00
07/26/2018	28619	04442 01	L.N. Curtis & Sons Description: FD gear, Brian R. 07/11/18, FD gear, Brian R. 07/11/18, FD gear, Brian R. 07/10/18, FD gear, Brian R. 07/10/18	2,445.57
07/26/2018	28620	00395 03	PG&E Description: Elec 06/19/18-07/18/18, Elec 06/19/18-07/18/18, Elec 06/19/18-07/18/18, Elec 06/19/18-07/18/18	9,606.08
07/26/2018	28621	00395 03	PG&E Description: Elec 05/18-06/17/18 (missing invc), Elec 05/18-06/17/18 (missing invc), Elec 05/18-06/17/18 (missing invc), Elec 05/18-06/17/18 (missing invc)	7,906.66
07/26/2018	28622	00395 03	PG&E Description: elec 06/18-07/17/18 Baron Ct., elec 06/18-07/17/18 Baron Ct.	9.86

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Date	Check	Vend ID	Name	Amount
07/26/2018	28623	01000-01	Public Employee's Union Local 1 Description: Union dues 07/27/18, Union dues 07/27/18	162.28
07/26/2018	28624	2018-007	Purchase Power Description: Postage, Meter (3), Ink July, Postage, Meter (3), Ink July	355.66
07/26/2018	28625	50110 01	Riverview International Trucks Description: FD auto parts 07/13/18, FD auto parts 07/13/18	44.58
07/26/2018	28626	2018-95-ONE	Samantha Ochoa Description: Flagpole rental, dep refund 07/15, Flagpole rental, dep refund 07/15	100.00
07/26/2018	28627	15672 01	SiteOne Landscape Supply Description: Cam Val Irrig supplies 07/17 w/disc, Cam Val Irrig supplies 07/17 w/disc, Parks Irrig Supplies 07/17 w/disc, Parks Irr	323.50
07/26/2018	28628	2018-001	Tina Lynn Goins Description: July E-Newsletter, July E-Newsletter, July E-Newsletter, July E-Newsletter, July E-Newsletter	100.00
07/26/2018	28629	19314 01	Uptown Studios, Inc Description: cameronparkWEB.org domain transfr, cameronparkWEB.org domain transfr	40.00
07/26/2018	28630	03946 07	Verizon Business Description: FD phone June 2018, FD phone June 2018, FD phone June 2018, FD phone June 2018, FD phone June 2018, FD	15.18
07/26/2018	28631	03946 05	Verizon Wireless Description: FD wireless 06/16-07/15/18, FD wireless 06/16-07/15/18, wireless, etc. 06/11-07/10/18, wireless, etc. 06/11-07/10/1	1,083.09
07/26/2018	28632	ONE01019	Victoria Comalander Description: Christa rental Dep refund 07/15, Christa rental Dep refund 07/15	200.00
07/26/2018	28633	50205 01	Wayne's Locksmith Description: Storg door emerg lock repair 07/23, Storg door emerg lock repair 07/23	175.00
07/26/2018	28634	2018-027	WEST Consultants, Inc. Description: EAP Dam Breach Eng. 05/31-06/29/18, EAP Dam Breach Eng. 05/31-06/29/18	7,745.00

Total Reconciled Checks:	0.00
Total Reconciled Check Amount Paid:	0.00
Total Unreconciled Checks:	178.00
Total Unreconciled Check Amount Paid:	329,319.24
Total Void Checks:	7.00
Total Void Check Amount Paid:	0.00

SELECTION CRITERIA:

Check Date Range: 07/01/18 Through 07/31/18

Bank: OPR

Check Sort Option: Date Then Check

Check Status Option: Both Reconciled and Unreconciled Checks

Check Process Option: Both Good and Voided Checks

Pay Method: Checks Only



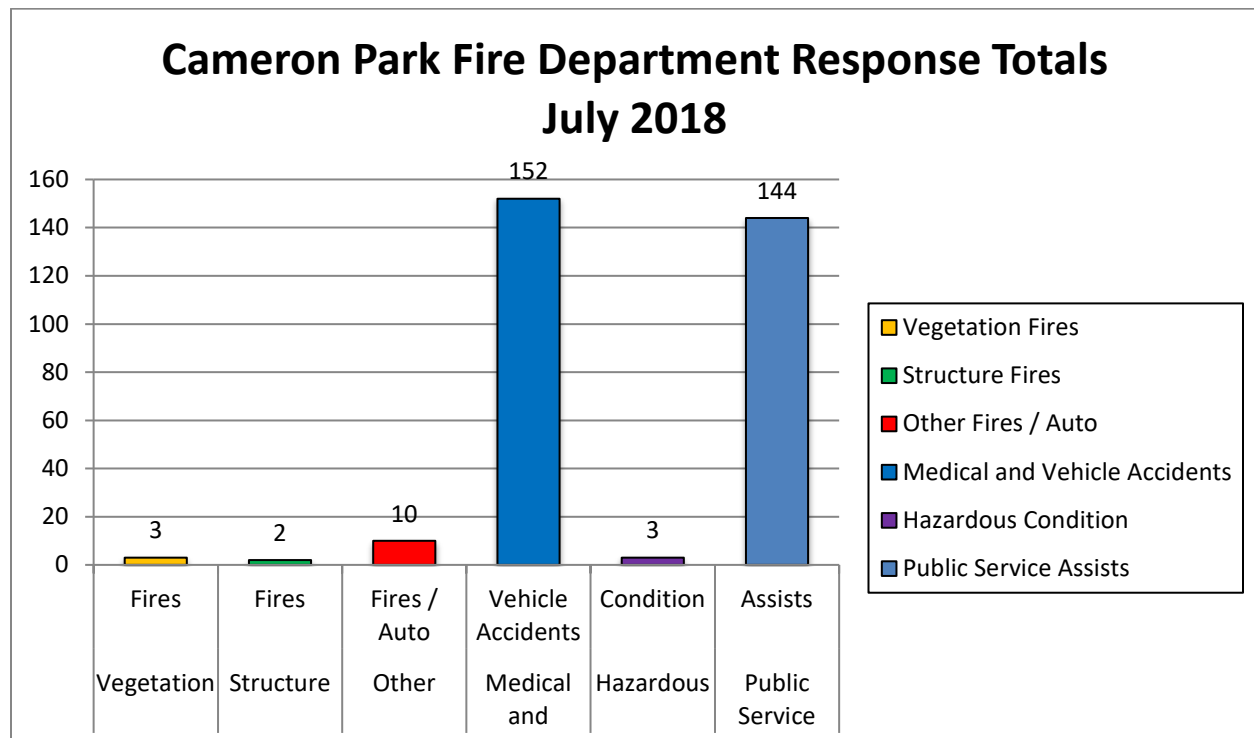
CAMERON PARK FIRE DEPARTMENT STAFF REPORT

Agenda Item #5c.

To: Board of Directors
From: Michael Smith, Battalion Chief
Regarding: Fire Department Report for the August 15, 2018 - Board Meeting

Recommended Action: Receive and File

Incidents for the Month of July 2018

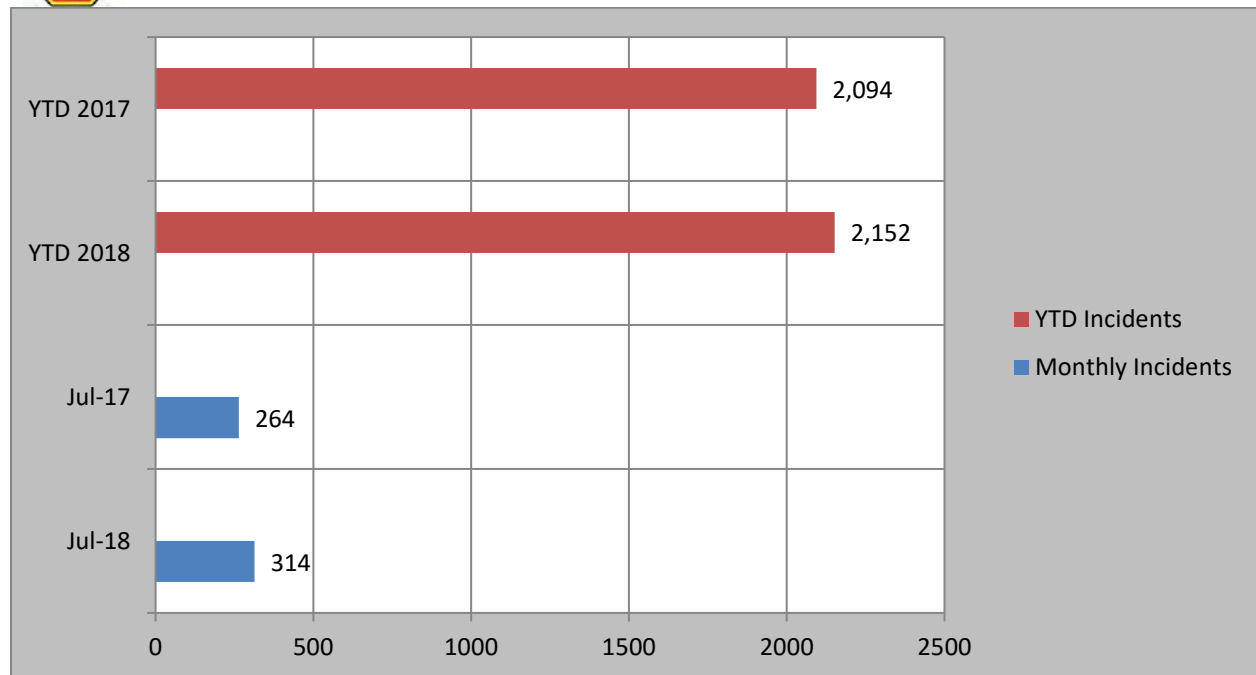


Incidents have increase by 19% for the month of June compared to 2017.

Total incidents have increase by 2.8% for the calendar year compared to 2017.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT



PUBLIC OUTREACH EVENTS

- Station 89 hosted Boy Scout and school tours along with the Girl Scout Meeting.

FIRE DEPARTMENT OPERATIONS AND ADMINISTRATION

Incidents

Structure Fire – An aggressive fire attack by Cameron Park / CAL FIRE personnel contained the fire to the back deck before the fire breached into the residential structure.

Structure Fire with fatality and vegetation fire - Auto Aid to Rescue Fire Department, both Cameron Park / CAL FIRE Personnel, engines 88 and 89 on the run card.

Hazardous Material Incident - Waste Management refuse truck unknowingly picked up 5 gallon container of large a chlorine concentrate tablets and shockwave, both chemicals mixed and caused a hazardous cloud. Cameron Park fire apparatus followed Waste Management vehicle to refuse distribution center and contained hazardous material to location, Environmental Management cleaned up the chemical and sent report to state.

Station 88 Air Conditioning Unit went out- The cost of repair to the metal line and recharge of system approximately \$1,840.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

Apparatus

E388 and E389 (Type III's) have been hired to staff behind CAL FIRE resources within the unit.

FIRE PREVENTION

Weed Abatement Update

- See August Fire Committee Update Summary below;
- Received approximately... 77 calls from lot owners, contractors, concerned citizens, in the month of July.
- Demand for Payment/Invoice letters sent to Lien Property Owners via overnight mail on June 29, 2018. Payment was due to the CSD no later than August 1, 2018.
- Chief Moranz has informed Weed Abatement officials that three checks were received from Lien Property Owners during the month of July. Starting to prepare documentation for Lien Packet.
- On July 24, 2018, CPFD sent letters to 15 improved lot owners whose properties were identified as a severe fire hazard to their neighborhoods. So far, we have not received any responses from those property owners.
- Fire Prevention Specialists met with new CSD CC&R official to discuss respective positions; how to work together going forward with weed abatement issues within the district.
- Fire Prevention Specialists are still making phone calls to follow up with vacant lot owners who do not comply with our ordinance. We are also continuing with inspections at non-complaint properties.
- Continuing to field complaints via phone and emails from local concerned citizens regarding weed abatement on both improved and unimproved lots. Fire Prevention Specialists are in process of following up with callers to understand the nature of the complaint and contacting the property owners to try to get their properties cleared. Tried to contact the individual lot owners and contacted the residents to let them know the status of the research. In some cases, the properties are not in our jurisdiction so the information was forwarded to the correct department.
- **81% of vacant lots in compliance with the ordinance to date**



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

On Going Development Projects

- Bass Lake Estates – 36 lot, single family residential subdivision
- Sierra Sunrise – 18 lot, single family residential subdivision
- Brooks – 4 lot, single family residential subdivision
- Cameron Hills – 41 lot, single family residential
- Rancho Tierra – 86 lot single family residential subdivision
- Cameron Ranch - 42 lot, single family residential subdivision
- Creekside Apartment Complex – 24 units, 3 commercial buildings with offices
- Bell Woods – 54-lot single family residential subdivision
- Ponte Palmero Phase 2
50,510 square feet, 44 unit Community Care Facility, 53,690 square feet, 46 room Assisted Living Facility and a 11,450 square feet Club House.
- Cameron Glen Estates Phase 5 – 15 single family residential subdivision
6 out of 15 homes finalized on 7/12/18
- ~~New Building – New West Haven II – 15 bed, residential care facility Finalized~~
- New Building – 4 Plex off La Crescenta Dr.

Tenant Improvement Projects

- New Building – Chevron Gas Station, Carwash, Convenience Store and Restaurant
- New Building – 3450 Coach Ln. – Gilmore Heating & Air
- Tenant Improvement – 2580 Merrychase Dr.
- Tenant Improvement – 3077 Ponte Morino Dr.
- Tenant Improvement - 3079 Ponte Morino Dr.
- Tenant Improvement - 3380 Coach Ln.
- Tenant Improvement – 3356 Coach Ln.
- Tenant Improvement – 6137 Palmero Cir.
- Tenant Improvement – 6145 Palmero Cir.
- ~~Tenant Improvement – 3102 Ponte Morino Dr.~~
- ~~Tenant Improvement – 3581 Palmer Dr.~~
- Tenant Improvement – 3450 Palmer Dr.
- Tenant Improvement – 4070 Cameron Park Dr.
- Tenant Improvement – 3959 Cameron Park Dr.
- ~~Tenant Improvement – 2650 Cameron Park Dr., Unit#290~~
- Tenant Improvement – 3931 Cambridge Rd.
- Tenant Improvement – 2391 Merrychase Dr.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

- ~~○ Tenant Improvement – 2480 Merrychase Dr.~~
- Tenant Improvement – 3950 Cambridge Rd.
- Tenant Improvement – 3960 Cambridge Rd.
- Tenant Improvement – 3201 Royal Dr.
- Tenant Improvement – 3332 Heights Dr.
- Tenant Improvement – 3460 Robin Ln.
- ~~○ New Single Family Residential – 3625 Fairway Dr.~~
- ~~○ New Single Family Residential – 3530 Santos Cir.~~

Replace your batteries and Test your smoke detectors: It just takes only a moment to ensure your smoke detectors work. If you do have a fire, they could save your life.

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: August 15, 2018

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

AGENDA ITEM #5D: Recreation Department Report

RECOMMENDED ACTION: Receive and File

- The last Trucks & Tunes for the season was August 8, 2018. Stewart Wilson and his band Encore performed, and seven food trucks attended.
- Summer is winding down. The Lagoon's last day open for public swim was August 5th. The kiosk at the Lake will be open for two more weeks, and then just weekends towards the end of August. Public swim continues until September 3rd, then will continue for two more weekends.
- Staff is looking forward to Labor Day at the Pool! Admission, food and beverages are only \$1 each. Games and prizes for everyone and no pre-registration is needed.
- Kids camp ended August 3, 2018. About 20 camp participant parents have completed the survey and all feedback has been positive. The financials for camp are still being completed.
- Fields and gym space are being filled quickly with the fall season starting. Multiple basketball leagues and a youth and adult basketball program are practicing at the CSD gym. A traveling soccer team and the flag football program conducted by the CSD are using various fields. The Ponderosa Pirates have rented out the West Field at Rasmussen Park to practice for the fall season.
- Upcoming events include Labor Day at the Pool on September 3, and the Halloween Carnival on October 20. Other events include the Christmas Crafter Fair, the Tree Lighting, the Santa Run and Pancake Breakfast, and the three-day Santa Parade put on by the Fire Department.
- The Fall 2018 Activity Guide is being worked on and is scheduled to be out by the end of August. There are many new activities in the guide including many informational and educational speakers and workshops.
- Training for RecTrac has been conducted, which has allowed staff to learn or increase their knowledge on important areas in the system. These areas include the refund process, instructor payments, and updating personal and program information.
- The Shingle Springs Cameron Park Chamber of Commerce will be using Cameron Park Lake in October to host their annual Car Show.

Agenda Transmittal

DATE: August 15, 2018

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #5E: Parks & Facilities Department Report

RECOMMENDED ACTION: Receive and File

General Information

July was an exceptionally busy month for the department. We are in the process of purchasing a new $\frac{3}{4}$ ton vehicle for the Landscape and Lighting Assessment Districts (LLADs). Hoping to have the new truck by the middle of August. Tuff Shed will be constructing a new storage unit at Cameron Park Lake. The storage unit will house the equipment purchased for the LLADs to protect equipment against the weather. Staff have applied all of our summer fertilizer to the turf grass throughout the District. Community Campout was a successful and extremely fun community event. The District will be demoing new lawn mowers in the coming weeks. We will be purchasing a new lawn mower for the LLAD department.

Cameron Park Lake

- There are several Eagle Scout projects in the works. These projects are focusing on improving the entrance to Cameron Park Lake and to make it more attractive for the community.
- The lagoon will be closing for public swim on Sunday, August 6th. Staff will continue maintaining the lagoon for a large reservation and the annual Pooch Plunge.

Sports Parks/Fields

Christa McAuliffe Park / Skate Park

The District closed the Skate Park from July 25th until July 28th. Skate Park attendees brought their own homemade ramps and rails which is a danger to the public and a liability to the District. The homemade items were returned to the youth upon request with a condition that the items did not return to the skate park. When the items were again in the skate park, the park was closed for a few days. Staff is working diligently to maintain a safe and family friendly skate park for the community.

Neighborhood Parks/Landscape and Lighting Assessment Districts

Hacienda Park

Staff removed the broken concrete bench that was destroyed by the falling oak tree. The bench was extremely heavy and took staff a bit to schedule the removal of it. A new bench donation is being sought for replacement.

Northview Park

- Two picnic benches were damaged or vandalized, and both removed. The District purchased a different kind of bench to hopefully stop the vandalism.
- Several mailboxes were destroyed by a vehicle crashing into them. Staff are working with the U. S. Post Office to find a new location for the mailboxes.

Community Center

- New pool grates have been ordered to replace the damaged ones on the pool deck.
- The District hired a new full-time Maintenance Worker II (Carlos Faucet) at the Community Center to replace a staff member who received a promotional opportunity at another agency. Carlos has been a big help throughout the department over the past six months.
- Our current HVAC software was updated to allow remote access.
- Ski Air replaced all of the filters on the HVAC units. They had not been replaced since the spring of 2016.
- The water slide has been closed for the rest of the summer. One of the brackets has shifted a bit, causing an uneven sliding surface.
- Replacing broken tiles at the pool is tentatively scheduled for week of August 13; this is an element of the warranty work and details are still being sorted.

Cal Fire/Weed Abatement

Growlersburg was a tremendous help trimming trees and hedges at Cameron Valley LLAD. Growlersburg also helped us clean up the west side of the Cameron Park Lake and the spill way area.

Agenda Transmittal

DATE: August 15, 2018

FROM: Kate Magoolaghan, CC&R Compliance Officer

AGENDA ITEM # 5F: CC&R COMPLIANCE DEPARTMENT REPORT

RECOMMENDED ACTION: Receive and File

Operations

- The CC&R Compliance Officer is developing a temporary process to more accurately and efficiently track violations while researching software programs designed for CC&R Compliance enforcement. We are also in the process of purchasing a laptop to replace the desktop computer that needs to be replaced anyway. The intent is to be able to work from the field to immediately issue notices and increase efficiency.
- We are looking at ways to improve community outreach and education in a proactive and positive manner so to encourage increased CC&R compliance. Discussions have included implementing a less formal first contact for first time violations, community workshops, and printed materials and signage.

Architectural Review Committee

- Architectural Review Committee reviewed 20 Project Applications in July. Of which, 17 were approved, 2 held over to August pending additional information and 1 was denied due to insufficient setbacks. The denied project was resubmitted and approved with the required setbacks.
- We are reviewing the current composition of the committee to determine how we can best fulfill our responsibility to the community. The current members include Kate Magoolaghan, CC&R Officer, Mike Grassle, Parks Superintendent, and Mike Smith, Battalion Chief. There is currently no representative from the community.

Weed Abatement

There has been ongoing discussion with Fire Services regarding weed abatement. The Fire Department is primarily focusing on vacant lots. However, the CC&R office has been receiving many calls regarding improved lots. In some cases, there is no CC&R clause pertaining to landscaping maintenance that the district can enforce. Staff is researching solutions that would

have a greater impact on community awareness and enforcement of the District's weed abatement ordinance.

Amendments to the CC&Rs

- The Viewpointe unit has had their CC&Rs amended to allow chickens to be kept on individual properties. The final documents were recorded with the El Dorado County Recorder's Office on August 6, 2018. Once the recorded document is received approximately 2 weeks after recording, the resident who circulated the Amendment will be responsible for providing every property owner in the unit with a copy of the Amendment.
- A resident of Black Oak Estates unit 1 is in the process of circulating a proposed amendment modifying the clause relating to automobile, boat and trailer storage. The proposed clause allows for recreational vehicles to be parked outside of a garage or enclosure for 72 hours (currently 24 hours) and will permit boat and boat trailers to be parked on the driveway with some restrictions.

CC&R Enforcement

The CC&R Office received a steady stream of notifications for potential violations. The CC&R Compliance Officer is working diligently to address these violations as quickly as possible. However, there is a slight backlog while the new Compliance Officer is still getting up to speed following Lyle's retirement. We expect to have much improved response times within the next two weeks.

Initial Violation Letters	31
Final Violation Letters	3
Pre-Legal Notices	3
Pending	2
In process	35
Referred to outside agency	2
Cleared	6

We are also working on evaluating the current method for reporting the status of violations to the CC&R Committee and how to present the most pertinent information on a monthly basis.

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: August 15, 2018

FROM: Vicky Neibauer, Finance/Human Resources Officer

AGENDA ITEM #6: **LIGHTING LANDSCAPE ASSESSMENT DISTRICT
TRUCK PURCHASE**

RECOMMENDED ACTION: **Approve Purchase**

BUDGET ACCOUNT: ACCOUNT 5625 - CAPITAL EQUIPMENT EXPENSE

BUDGET IMPACT: Funds are appropriated in LLAD budgets; Cost \$27,439

Introduction

As any commitment of District funds for a purchase or cumulative expense greater than \$25,000 shall first be submitted to the Board of Directors for approval, your Board's approval of this truck purchase is requested.

The District has 19 Landscape and Lighting Assessment Districts (LLADs), six are neighborhood parks and/or landscaped areas, and the remaining 13 have only street lights. Maintenance and operations costs for the LLADs is offset by a special tax assessment and not from the General Fund. The LLAD budgets are fully funded.

Discussion

A \$30,000 allocation is contained in the Fiscal Year 2018-19 Final Budget for the purchase of a ¾ ton truck to support of the six neighborhood parks and/or landscaped areas. This truck is replacing a 2001 ¾ ton Dodge that is too costly to repair. A broken seat belt could not be replaced because replacement parts are no longer manufactured. The brake system is expensive to repair, and the truck body was rusted and dented.

Please find attached an invoice for the purchase of a 2018, ¾ ton Ford F250 Regular Cab truck from Folsom Lake Ford in the amount of \$27,439.05 including the trade in of the previously used truck. Folsom Lake Ford was the lowest bid among three bids. This is the only vehicle assigned to the LLADs, and it is used daily for maintenance of the LLADs.

Staff requested information from three other vendors. The results are as follows:

- Folsom Lake Dodge Jeep - \$56,250 for a 2018 Ram 2500
- Thompson's Toyota - \$32,000 for a used 2006 Dodge 2500 (85,851 miles)
- Folsom Lake Ford - \$27,439 for a 2018 Ford F250

Attachment:

A - Invoice from Folsom Lake Ford

Attachment A

Folsom Lake Ford

FLEET INVOICE

12755 Folsom Boulevard
Folsom, CA 95630
Phone (916) 353-2000
(530) 672-7355

DATE: 08/02/18
INVOICE: FT0024

PHONE# (530) 672-7355
BILL TO: CAMERON PARK C.S.D.
ADDRESS: 3200 COUNTRY CLUB DRIVE
CAMERON PARK CA 95682

SHIP TO ADDRESS:

ATTN:

ATTN:

ATTN:

Stock No.	Vin Number	Vehicle Description	Tax	Unit Price
FT0024	1FTBF2A63JEC59026	2018 S-DTY F-250	7.25 %	\$ 25949.00
Item#	PO NO.			
KEY CODE	R/S NO. Customer Demand R/S			
	X _____			
	DOCUMENTATION FEE - trade in			NONE -400.00
				NONE
				NONE
				NONE
	SUB-TOTAL OF TAXABLE ITEMS			25549.00
	DELIVERY			NONE
	CALIFORNIA TIRE FEE			8.75
	ESTIMATED LICENSE FEES			NONE
	\$NONE DISCOUNT IN DAYS. Net due days.			NONE
	After days a penalty of \$NONE a day will be			
	charged per unit until paid in full.			
	Vehicle and Document Receipt		1881.30	25557.75
		SUB-TOTALS		\$ 27439.05
39RYCHARD Z ROSADA Q	Buyer Name	DATE	TOTAL	
32P	Telephone No.	Fleet Manager	RYCHARD Z ROSADA	

PLEASE PAY OFF INVOICE
NO STATEMENT WILL BE SENT

ORIGINAL INVOICE

FOLSOM LAKE

FORD  **THE FORD SOURCE**

12755 FOLSOM BOULEVARD
FOLSOM, CA 95630 • (916) 353-2000

Vehicle Description

F-SERIES 2018 F250 4X2 SD R/C
SD 6.2L EFI V-8 ENGINE
6 SPEED AUTOMATIC TRANS G

Exterior
OXFORD WHITE
Interior
MEDIUM EARTH GRAY VINYL 40/20/40 SEATS

Standard Equipment INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- . DOOR HANDLES - BLACK
- . LOCKING REMOVABLE TAILGATE
- . -NA W/BOX DLT
- . -NA W/BOX DLT
- . TRAILER SWAY CONTROL

INTERIOR

- . DRIVER SEAT-MANUAL LUMBAR
- . PARTICULATE AIR FILTER
- . VINYL SUN VISORS

FUNCTIONAL

- BRAKING SYSTEM
- . JEWEL EFFECT HEADLAMPS
- . REAR VIEW CAMERA
- . TWIN I-BEAM INDEPENDENT

SAFETY/SECURITY

- . AIRBAGS - SAFETY CANOPY
- . DRIVER/PASSENGER AIR BAGS
- . SOS POST CRASH ALERT SYS

WARRANTY

- . 5YR/60,000 POWERTRAIN

- . BOX RAIL/TAILGATE MOLDINGS
- . HEADLAMPS -WIPER ACTIVATED
- . PICKUP BOX, TIE DOWN HOOKS
- . SPARE TIRE AND WHEEL LOCK
- . TOW HOOKS
- . AIR COND, MANUAL FRONT
- . OUTSIDE TEMP DISPLAY
- . TILT/TELESCOPE STR COLUMN
- . 4-WHEEL ANTI-LOCK DISC
- . HILL START ASSIST
- . MYKEY®
- . -NA W/BOX DLT
- . FRT SUSPENSION W/STAB BAR
- . ADVANCETRAC WITH RSC
- . BELT-MINDER CHIME
- . SECURILOCK® ANTI-THEFT SYS
- . 3YR/36,000 BUMPER / BUMPER
- . 5YR/60,000 ROADSIDE ASSIST

Optional Equipment

- 2018 MODEL YEAR
- OXFORD WHITE
- MEDIUM EARTH GRAY VINYL
- PREFERRED EQUIPMENT
- PKG.600A
- . XL TRIM
- . TRAILER TOWING PACKAGE
- . AIR CONDITIONING -- CFC FREE
- . 6.2L EFI V-8 ENGINE
- . 6 SPEED AUTOMATIC TRANS G
- . LT245/75R17E BSW ALL-SEASON
- . 3.73 RATIO REGULAR AXLE
- . JOB #1 ORDER
- . XL DECOR PACKAGE
- . 10000# GVWR PACKAGE
- . 50 STATE EMISSIONS
- . SPARE TIRE AND WHEEL
- . TRAILER BRAKE CONTROLLER
- . JACK
- . SYNC VOICE ACTIVATED
- . SYSTEMS
- . XL VALUE PACKAGE
- . CRUISE CONTROL
- . AM/FM STEREO CD/CLK

2018 FORD F250 REGULAR CAB

4X2 WITH GAS ENGINE

OPTIONS INCLUDED ON VEHICLE ARE:

SYNC (BLUETOOTH)

AM/FM/CD, CRUISE CONTROL

TRAILER BRAKE CONTROLLER

BID PRICE INCLUDING BEDLINER

25,949.00

1,881.30 ED COUNTY TAX

8.75 CA TIRE FEE

27,839.05 TOTAL

--- 400.00 TRADE-IN

27,439.05 TOTAL DUE

Agenda Transmittal

DATE: August 15, 2018

FROM: Vicky Neibauer, Finance/Human Resources Officer

AGENDA ITEM #7: **RESOLUTION GRANTING THE GENERAL MANAGER THE AUTHORITY TO REQUEST A WAIVER OF NOTICE PROVISION TO WITHDRAW FROM CURRENT WORKERS' COMPENSATION INSURANCE CARRIER**

RECOMMENDED ACTION: APPROVE Resolution No. 2018-24

BUDGET IMPACT: Savings on future insurance costs by bundling Worker's Compensation with Special District Risk Management Association, District's current insurer for liability.

INTRODUCTION:

The District's current Workers' Compensation Insurance is Northern California Special Districts Insurance Authority (NCSDIA).

DISCUSSION:

The District is currently taking steps to change workers compensation insurance carriers from the NCSDIA to Special District Risk Management Association (SDRMA). The primary reasons for making this change are as follows:

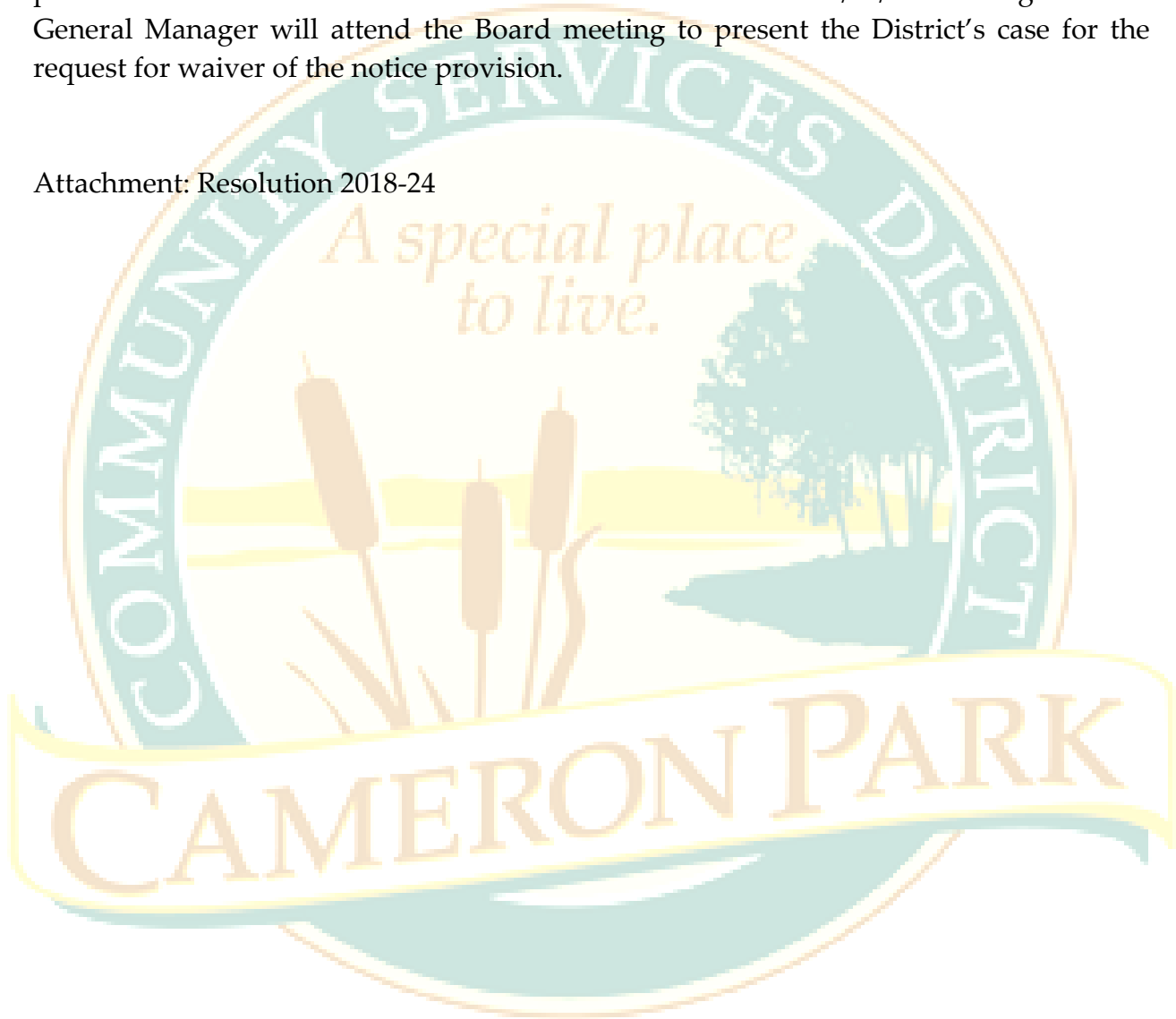
- With the bundling of workers' compensation insurance with property/liability insurance, the District will receive a 5% discount on both property/liability insurance and workers compensation policies.
- Administrative effectiveness and efficiencies will be achieved with all our insurance requirements under one carrier.

In order to withdraw from our current contract with NCSDIA, the District must give one year's notice. According to NCSDIA Bylaws, "...a member can only withdraw at the end of the fiscal year (7/1) provided it has given a minimum 12-month notice."

Therefore, in our case, under normal circumstances the earliest the District could withdraw from NCSDIA is 7/1/20 provided notice is give prior to 7/1/19.

The District can request relief from this provision from the NCSDIA Board at its 1/30/19 meeting. The attached resolution grants the General Manager the authority to request a waiver of the notice provision to withdraw from NCSDIA. This request will be presented to the NCSDIA Board as an Action item at the 1/30/19 meeting and the General Manager will attend the Board meeting to present the District's case for the request for waiver of the notice provision.

Attachment: Resolution 2018-24



RESOLUTION No. 2018-24
of the Board of Directors of the
Cameron Park Community Services District
August 15, 2018

A RESOLUTION GRANTING THE GENERAL MANAGER THE
AUTHORITY TO REQUEST A WAIVER OF NOTICE PROVISION TO
WITHDRAW FROM THE NORTHERN CALIFORNIA SPECIAL
DISTRICTS INSURANCE AUTHORITY

WHEREAS, the Northern California Special Districts Insurance Authority (NCS DIA) is the District's current Workers Compensation Insurance carrier; and

WHEREAS, it is the District's has enjoyed a positive and productive working relationship with NCS DIA; and

WHEREAS, the District desires to withdraw from the Northern California Special Districts Insurance Authority and cancel its contract with NCS DIA to provide Workers Compensation Insurance through no fault of NCS DIA; and

WHEREAS, it is the District's desire to request a waiver of the notice provision to withdraw from the NCS DIA to allow the District to bundle Workers Compensation with its current property/liability insurer, Special District Risk Management Association; and

NOW THEREFORE BE IT RESOLVED, that the General Manager has the authority to take any administrative actions necessary related to and to affect the withdrawal, cancellation and request for waiver of notice provision to withdraw from the NCS DIA.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on the 15th day of August 2018 by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, Vice President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

Agenda Transmittal

DATE: August 15, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #9: Adoption of Resolution No. 2018-16 Approving Local Goals and Policies for Community Facility Districts; Adoption of Resolution No. 2018-17 Declaring Intention to Form the Proposed Community Facilities District No. 2018-01 (Bell Woods) to Fund Certain Public Services and Authorizing and Directed Certain Related Actions

RECOMMENDED ACTION:

- 1) Accept the Petition, Consent, and Waiver from the landowners requesting the formation of a Community Facilities District (CFD) to fund certain services (Attachment 3)
- 2) Adopt Resolution No. 2018-16, Adopting Local Goals and Policies for CFDs (Attachment 1)
- 3) Adopt Resolution No. 2018-17, Declaring Intention to Establish Community Facilities District No. 2018-01 (Bell Woods) and Authorize the Levy of a Special Tax to Fund Certain Services (Attachment 2)
- 4) Set a public hearing for September 19, 2018, at 6:30 p.m. for public comment on the District's intention to form the CFD for the Bell Woods development and the levy of special taxes to fund certain services
- 5) Direct the District Clerk to publish a notice of public hearing for the formation of the CFD

BUDGET IMPACT: There is no impact on the District's finances or to the General Fund.

INTRODUCTION

Bell Woods is a 54-unit residential development in Cameron Park, at the end of Covello Circle near Ziana Road. The Board of Directors received information about Bell Woods and the District's involvement at the July Board of Directors' meeting. Cameron Park Community Services District (District) is involved in the development in two ways:

1. Formation of a Community Facilities District (CFD) to fund maintenance of landscaped areas, detention basins and open space.
2. Proposed easement for a storm water/residential water run-off in Knollwood Park, currently under review in the Budget & Administration Committee.

DISCUSSION

Recommendations for this Board meeting are related only to the formation of the CFD, and not a proposed drainage easement, which is currently under review in the Budget & Administration Committee.

The Bell Woods Home Owners Association (HOA) will be responsible for the maintenance and operation of their landscaped areas, detention basins and open space. El Dorado County has requested a back-up measure to maintain these areas in the event the HOA dissolves. District staff worked with SCI Consulting Group, the District's special tax consultant, and Lennar Homes of California to formulate a proposed CFD to fund the services and costs in the event the Bell Woods HOA dissolves and the District accepts responsibility for the services.

A resolution declaring the Board's intention to establish the CFD has been prepared (Attachment 2). Adoption of the resolution will commence the proceedings necessary to establish a CFD to provide funding for the required services. Also, local goals and policies for the CFD, along with an associated resolution, have been prepared which is a prerequisite for the formation of CFD.

Tonight, the Board is being asked to consider approving:

- Resolution No. 2018-16, that adopts local goals and policies for CFDs (Attachment 1); and
- Resolution No. 2018-17, declaring the Board's intention to establish the CFD (Attachment 2).

The state requires policies to be in place before the District undertakes any CFD formation proceeding. The policies are intended to be general in nature and may be supplemented, amended or waived by resolution or motion adopted by the Board of Directors at any time. Adoption of the Resolution of Intention (ROI) will commence the proceedings necessary to establish a CFD.

The maximum special tax and the formula for calculating the annual special tax must be approved first by the Board in the ROI, and then by the qualified electors in the CFD voting at a special election conducted as a mailed-ballot election. The public services that will be funded by the CFD are described in Exhibit A of the ROI (Attachment 2). These services include the annual operation, maintenance, and servicing of two open space areas (Lots A and B) and landscaping of two utility corridors (Lots C and D). The annual special tax will only be levied in the event the Bell Woods HOA dissolves and the District accepts responsibility for the maintenance of these areas.

Upon dissolution of the HOA and the District's acceptance of responsibility for the maintenance of the landscaping and open space areas, the District will determine the maximum special tax rates, the annual special tax requirement, and associated annual special tax rates for the CFD. The special tax may be levied and collected in perpetuity, unless and until such time the District determines that the revenue is no longer needed.

The total maximum annual costs (in 2018 dollars) for the services are estimated to be \$38,831 annually. The cost for annual CFD administration is estimated to be \$4,750 annually.

In order to consolidate and expedite the formation process, the two participating landowners have signed a Petition, Consent, and Waiver (Attachment 3) confirming their participation in the CFD and waiving certain timing and noticing requirements for typical special tax election. Accordingly, the landowner has agreed to submit their ballot no later than by September 19, 2018, at 4:30 p.m., so that the election results will be available at the Board of Directors' meeting that same day.

A Public Hearing Report providing descriptions of the services to be funded and an estimate of the fair and reasonable cost of the services and incidental expenses for the CFD will be prepared by staff. The Special Tax Report includes a map showing the boundaries of the proposed CFD and the affected assessor's parcel(s). Attachment 4 is a preview of the Public Hearing Report.

Next Steps

Should the Board approve these actions tonight, the following additional steps will be taken:

- The District Clerk records the boundary map with the County Recorder.
- A landowner special tax election ballot is mailed to the landowners within the CFD, who will be asked to vote on whether they approve or disapprove of the formation of the CFD.
- The public hearing is held on September 19, 2018, at approximately 6:30 p.m.
- The District Board adopts a resolution calling a Landowner Special Tax Election for the formation of the CFD.

- The election is held at approximately 6:30 p.m. on September 19, 2018, at which time the District Clerk opens the ballots, tallies the vote and announces the results of the election.
- The Board adopts a resolution of formation of the CFD.
- The Board adopts a resolution declaring results of the Landowner Special Tax Election, determining validity of prior proceedings, and directing recording of the Notice of Special Tax Lien.

Upon final approval, a Notice of a Special Tax Lien will be recorded with the County Recorder, resulting in a permanent lien on the assessor's parcels within the CFD. The lien continues in perpetuity unless the Board terminates the special tax obligation by Board actions.

The cost for the formation of the CFD has been paid by Lennar Homes. The cost for providing the services, and annually administration of the CFD will be covered by the special taxes levies with the CFD. There will be no impact on the District's finances or on the General Fund.

CONCLUSION

Adoption of the policies will allow the District to consider adoption of the ROI. Adoption of the ROI will initiate proceedings for the formation of proposed CFD next month.

Attachments:

1. Resolution No. 2018-16, Adopting Local Goals and Policies for CFD
2. Resolution No. 2018-17, Declaring Intention to Establish Community Facilities District No. 2018-01 (Bell Woods); Exhibit A – Description of Services provided by the CFD; Exhibit B – Rate and Method of Apportionment of the Special Tax
3. Petition, Consent, and Waiver from the Landowner(s)
4. Preliminary Public Hearing Report
5. Community Services District - Background

Attachment 1

**RESOLUTION NO. 2018-16
of the Board of Directors
of the Cameron Park Community Services District
August 15, 2018**

**RESOLUTION ADOPTING LOCAL GOALS AND POLICIES FOR THE USE OF THE
MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982**

WHEREAS, under the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at Section 53311, of the California Government Code, this Board of Directors (the "Board") of the Cameron Park Community Services District (the "District") is authorized to establish a Community Facilities District and to act as the legislative body for such Community Facilities District; and

WHEREAS, the Cameron Park Community Services District ("District") intends to consider the formation of a community facilities district pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311 et al.) ("Act"); and

WHEREAS, Section 53312.7 of the Act requires that prior to the establishment of a community facilities district ("CFD") the District must adopt local goals and policies and appraisal standards for CFDs.

NOW, THEREFORE, THE DISTRICT BOARD DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The above recitals are all true and correct.

Section 2. Approval and Authorization. The Board does hereby adopt the Cameron Park Community Services District Local Goals, and Policies for Community Facilities Districts attached as Exhibit A.

Section 3. Effective Date. This Resolution shall take effect immediately upon its adoption.

Attachment 1

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 15th day of August 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

Attachment 1

EXHIBIT A

CAMERON PARK COMMUNITY SERVICES DISTRICT El Dorado County, California

Goals and Policies for the use of the
Mello-Roos Community Facilities Act of 1982
to Fund Services of the Cameron Park Community Services District

Statement of Purpose

This document sets forth the goals and policies of the Cameron Park Community Services District (the "District") concerning the use of the Mello-Roos Community Facilities Act of 1982 (the "Act") (Section 53311 and following of the California Government Code) with respect to community facilities districts for the purpose of financing services provided by the District to ensure that adequate services are available as a result of new and / or planned development. It has been prepared pursuant to the requirements of Section 53312.7 of the Act.

Fundamental Policy

It is the policy of the District that, except as specifically limited by these goals and policies, the Board of Directors may exercise all rights, powers, and authorities granted to it by the Act.

The silence of these goals and policies with respect to any matter shall not be interpreted as creating any policy with regard to that matter. Any inconsistency between these goals and policies and the Act, as amended, shall be resolved in favor of the Act.

Initiation of CFDs

The District will consider applications initiated by owners or developers of vacant property proposed to be developed, owners of property within existing developed areas, or registered voters residing in existing developed areas. The District itself may initiate the establishment of a Community Facilities District (a "CFD") to finance services authorized by the Act that benefit or serve existing or new development or a combination thereof.

Financing Priorities

The purpose of the District's use of the Act is to finance services authorized by the Act and necessitated by development or planned development within a proposed CFD.

In selecting services to be financed, the District may finance any service permitted to be financed under the Act which will be demanded by the owners or occupants of parcels within a CFD as a result of increases in the intensity of use of territory within the CFD.

Attachment 1

Equity of Tax Allocation Formulas

It is a goal of the District that any special tax levied pursuant to the Act be allocated equitably against all similar parcels within any CFD. Towards this end, the District will engage a qualified special tax consultant to assist in the development of the rate and method of apportionment for any special tax proposed in connection with a CFD.

The District recognizes that any determination of tax equity must rely, to a large extent, on assumptions based on average characteristics of parcels, and that an exactly fair share of costs cannot be perfectly estimated with respect to any parcel or class of parcel. Consequently, the District may rely on any reasonable tax apportionment analysis, in its sole and absolute discretion. Furthermore, in its sole and absolute discretion, the District may permit the allocation of special taxes on any basis that is rationally related to the purpose of the CFD but may not be based on assessed valuation.

Because any special tax levied pursuant to these goals and policies will be for the ongoing provision of services, any special tax methodology may provide for an annual rate increase to reflect inflation.

It is not desirable that the annual special tax on any parcel pursuant to these Goals and Policies exceed an amount equal to a total tax rate of 2%, including the general property taxes and other special taxes or assessments, per year per residential parcel. This is the maximum tax that may be levied pursuant to these Goals and Policies unless the Board of Directors finds that a higher amount would be more appropriate in light of the attributes of the parcel. The maximum tax rate for developed nonresidential parcels shall be an equitable rate that is comparable to that given above and shall be determined by the Board of Directors.

Issuance of Bonds--Statement Regarding Credit Policy and Appraisal Standards

At this time, it is the policy of the District to utilize the Act pursuant to these goals and policies only for the funding of services. Therefore, these goals and policies do not authorize the issuance of bonds pursuant to Article 5 of the Act. As a consequence, these goals and policies do not include a statement regarding credit policies or a statement of definitions, standards, and assumptions to be used in appraisals.

The Board of Directors may, in the future, amend these goals and policies to permit the issuance of bonds.

Responsible Department

The District's General Manager, who is located at 2502 Country Club Drive, Cameron Park, California, 95682 and whose telephone number is (530) 677-2231, or his / her designated representative, is designated as the official of the District who will serve as CFD Administrator and who is responsible for: (i) preparing the annual roll of special tax obligations with respect to any CFD; (ii) providing information to interested persons

Attachment 1

regarding the current and estimated future tax liability of owners or purchasers of real property subject to the special tax lien; and (iii) furnishing notices of special tax as required by Section 53340.2 of the Act.

Subject to the policies of the District, and as permitted by applicable law, the District may obtain the assistance of a qualified special tax consultant to perform any of the duties set forth above.

Transparency and Notification

The District will take the following steps to ensure that prospective property purchasers are fully informed about their taxpaying obligations imposed under the Act:

1. It will conduct all proceedings required by the Act in the manner required by the Ralph M. Brown Act (Section 54950 and following of the California Government Code);
2. It will cause a map of the boundaries of any proposed CFD to be recorded, pursuant to Section 3111 of the California Streets and Highways Code, in the Office of the Recorder of Placer County within 15 days following the adoption, of a resolution of intention to form that CFD, pursuant to Section 53321 of the Act;
3. It will give notice, pursuant to Section 53322 of the Act, prior to holding any public hearing on the establishment of a CFD;
4. It will record a notice of special tax lien, in the form specified by Section 3114.5 of the California Streets and Highways Code, within 15 days of the Board of Directors' determination that the requisite number of voters are in favor of the levy of a special tax in connection with a CFD. Such notice will include, among other information:
 - a. A description of the rate, method of apportionment, and manner of collection of the authorized special tax;
 - b. Information about the conditions under which the obligation to pay the special tax may be prepaid and permanently satisfied and the lien of the special tax canceled;
 - c. The name(s) of the owner(s) and the assessor's tax parcel number(s) of the real property included within this community facilities district and not exempt from the special tax; and
 - d. The name, address and telephone number of the CFD Administrator, so they may contact the CFD Administrator to obtain further information concerning the current and estimated future tax liability of owners or purchasers of real property subject to the special tax lien.

Attachment 1

5. It will, through the CFD Administrator, furnish a notice of special tax, in the form set forth in Section 53340.2(c) of the Act to any individual requesting the notice or any owner of property subject to a special tax levied by the local agency within five working days of a written request for such notice. The Board of Directors may establish a reasonable fee for this service.

Interpretation

The Board of Directors is empowered to interpret these Local Goals and Policies. A finding by the Board of Directors that a CFD conforms to the provisions of these Local Goals and Policies shall be conclusive evidence of such conformity.

Amendment

These Local Goals and Policies may be amended from time to time by resolution of the Board of Directors.

Attachment 2

**RESOLUTION NO. 2018-17
of the Board of Directors
of the Cameron Park Community Services District
August 15, 2018**

**RESOLUTION DECLARING THE INTENTION TO ESTABLISH COMMUNITY
FACILITIES DISTRICT 2018-01 AND AUTHORIZE THE LEVY OF A SPECIAL TAX
THEREIN TO FUND CERTAIN PUBLIC SERVICES FOR THE BELL WOODS
RESIDENTIAL DEVELOPMENT**

**CAMERON PARK COMMUNITY SERVICES DISTRICT
Community Facilities District No. 2018-01
(Bell Woods)**

WHEREAS, under the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at Section 53311, of the California Government Code, this Board of Directors (the "Board") of the Cameron Park Community Services District (the "District") is authorized to establish a Community Facilities District and to act as the legislative body for such Community Facilities District; and

WHEREAS, the District desires to proceed with the establishment of a Community Facilities District in order to provide backup funding for the annual operation, maintenance, and servicing, including repair and replacement, of two open space areas (Lots A and B), landscaping of two utility corridors (Lots C and D) in the event the HOA dissolves and the District accepts responsibility for the maintenance of these areas; and

WHEREAS, on August 15, 2018, by Resolution No. 2018-16, the Board adopted local goals and policies concerning the use of the Act; and

WHEREAS, the Board having received petitions from ONE HUNDRED PERCENT (100%) of the landowners in the proposed Community Facilities District requesting that the District initiate proceedings for the establishment of a Community Facilities District pursuant to the Act, for the purposes of paying the costs of services to be provided by the District for the additional services authorized to be financed pursuant to Sections 53313 and 53313.5 of the California Government Code that are necessary to meet increased demands placed upon the District as a result of the development of said real property ("Property"), and agreeing to the services to be provided by the District and the costs incidental thereto; and

WHEREAS, the District Clerk has certified that the petition presented to the Board complies with the requirements of Sections 53318 and 53319 of the California Government Code.

Attachment 2

NOW, THEREFORE, DISTRICT BOARD DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Acceptance of Petitions. The Petitions including Consent and Waivers of the landowners of the Property comprising the proposed Community Facilities District is hereby accepted, and the Board hereby determines that the public convenience and necessity require proceedings be undertaken to authorize the establishment of the proposed Community Facilities District pursuant to the Act.

Section 2. Name of CFD. The name proposed for the proposed Community Facilities District is the Cameron Park Community Services District Community Facilities District No. 2018-01 (Bell Woods) (the "CFD").

Section 3. Boundaries Described. The proposed boundaries of the CFD are as shown on the map on file with the District Clerk, which boundaries are hereby preliminarily approved and to which map reference is hereby made for further particulars. The District Clerk is hereby directed to record, or cause to be recorded, said map of the boundaries of the CFD in the office of the County Recorder of El Dorado County within fifteen days of the date of adoption of this Resolution, but in any event at least fifteen days prior to the public hearing specified in Section 8 below.

Section 4. Services. The type of services proposed to be funded by the CFD and pursuant to the Act shall consist of those items listed as Services (the "Services") on Exhibit A attached hereto and hereby incorporated herein.

Section 5. Special Tax. Except to the extent that funds are otherwise available to the CFD to pay for the Services, a special tax (the "Special Tax") sufficient to pay the costs thereof, secured by recordation of a continuing lien against all nonexempt real property in the CFD, will be levied annually within the CFD in perpetuity, and collected in the same manner as ordinary ad valorem property taxes, or in such other manner as this Board or its designee shall determine, including direct billing of the affected property owners.

The proposed rate and method of apportionment of the Special Tax among the parcels of real property within the CFD in sufficient detail to allow each landowner within the proposed CFD to estimate the maximum amount such owner will have to pay are described in Exhibit B attached hereto and hereby incorporated herein.

Under no circumstances will the special tax to be levied against any parcel subject to the foregoing sentence be increased as a consequence of delinquency or default by the owner of any other parcel or parcels within the CFD by more than 10 percent. As specified by the Act, for purposes of this paragraph, a parcel shall be considered "used for private residential purposes" not later than the date on which an occupancy permit for private residential use is issued.

Attachment 2

Section 6. Voting Procedure. The levy of the Special Tax shall be subject to the approval of the qualified electors of the CFD at a special election. The proposed voting procedure shall be by mailed or hand-delivered ballot among the landowners in the proposed CFD, with each owner having one vote for each acre or a portion of an acre such owner owns in the CFD. The Board hereby determines that the Services are necessary to meet increased demands placed upon the District as the result of development occurring within the CFD.

Section 7. CFD Public Hearing Report. The District Manager, as the officer having charge and control of the Services in and for the CFD, or the designee of such official, is hereby directed to study said proposed Services and to make, or cause to be made, and file with the District Clerk a report in writing ("CFD Public Hearing Report") presenting the following information: (a) A description of the Services by type which will be required to adequately meet the needs of the CFD; (b) An estimate of the fair and reasonable cost of the Services including the cost of incidental expenses in connection therewith. The CFD Public Hearing Report shall be made a part of the record of the public hearing specified below.

Section 8. Public Hearing. On September 19, 2018 at 6:30 p.m., or as soon as possible thereafter, in the District Board Chambers, located at 2502 Country Club Drive, Cameron Park, California, 95682, this Board, as legislative body for the CFD, will conduct a public hearing on the establishment of the CFD and consider and finally determine whether the public interest, convenience, and necessity require the formation of the CFD and the levy of the Special Tax.

Section 9. Notice of Hearing. The District Clerk is hereby directed to cause notice of the public hearing to be given by publication one time in a newspaper published in the area of the CFD. The publication shall be completed at least two weeks (14 days) before the date of the public hearing referenced in Section 8. The notice shall be substantially in the form specified in Section 53322 of the Act, with the form summarizing the provisions hereof hereby specifically approved.

Attachment 2

Section 10. Effective Date. This Resoluton shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 19th day of September 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

Attachment 2

EXHIBIT A

DESCRIPTION OF SERVICES TO BE FUNDED BY THE CFD

CAMERON PARK COMMUNITY SERVICES DISTRICT Community Facilities District No. 2018-01 (Bell Woods)

The types of services to be funded by the CFD ("Services") shall include annual operation, maintenance, and servicing, including repair and replacement, of two open space areas (Lots A and B), landscaping of two utility corridors (Lots C and D); any incidental expenses authorized by the Act including the costs associated with annual administration of the CFD; and any other miscellaneous or incidental services identified by the District necessary to provide the described Services herein including the collection and accumulation of funds to pay for anticipated Service, future repairs and replacements and cost shortfalls.

The Services are to be provided by and funded by the Bell Woods Homeowners Association ("HOA"). The annual special tax will only be levied in the event the HOA dissolves and the District accepts responsibility for providing the Services.

Attachment 2

EXHIBIT B

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

CAMERON PARK COMMUNITY SERVICES DISTRICT Community Facilities District No. 2018-01 (Bell Woods)

A Special Tax authorized under the Mello-Roos Community Facilities Act of 1982 applicable to the land in the Community Facilities District No. 2018-01 (the “CFD”) of the Cameron Park Community Services District (the “District”) shall be levied and collected according to the tax liability determined by the District through the application of the appropriate amount or rate described herein.

A. DEFINITIONS

“**Acre**” means each acre of the land area making up an Assessor’s Parcel as shown on an Assessor’s Parcel Map, or if the land area is not shown on an Assessor’s Parcel Map, the land area shown on the applicable Final Map or other recorded County parcel map.

“**Act**” means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

“**Administrative Expenses**” means the actual or estimated costs incurred by the District to determine, levy and collect the Special Taxes, including the proportionate amount of the salaries and benefits of District employees whose duties are directly related to administration of the CFD and the fees of Special Tax levy administrator, other consultants, legal counsel, the costs of collecting installments of the Special Taxes upon the County tax rolls and any other incidental costs authorized by the Act.

“**Annual Escalation Factor**” means the percentage change during the preceding year in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose area (“CPI-U”), as published by the U.S. Department of Labor, Bureau of Labor Statistics, or 4 percent, whichever is greater. If the CPI-U at any time is no longer available, then a comparable economic indicator, as reasonably determined by District, shall be used.

“**Assessor’s Parcel**” or “**Parcel**” means a lot or parcel shown on an Assessor’s Parcel Map with an assigned Assessor’s Parcel number.

“**Assessor’s Parcel Number**” means, with respect to an Assessor’s Parcel, that number assigned to such Assessor’s Parcel by the County for purposes of identification.

Attachment 2

“Annual Special Tax” means the annual Special Tax, determined in accordance with Section D below to be levied in the CFD in any Fiscal Year on any Assessor’s Parcel.

“Base Year” means the Fiscal Year ending June 30, 2018.

“Building Permit” means a single permit or set of permits required to construct an entire structure.

“CFD Administrator” means an official of the District, or designee thereof, responsible for determining and providing for the levy and collection of the Special Tax.

“CFD” or “CFD No. 2018-01” means Community Facilities District No. 2018-01 (Bell Woods) of the Cameron Park Community Services District.

“District” means the Cameron Park Community Services District.

“Board” means the Board of Directors of the Cameron Park Community Services District, acting as the legislative body of the District and the CFD.

“County” means the County of El Dorado, California.

“County Assessor” means the El Dorado County Assessor.

“Developed Residential Property” means all Assessor Parcels of Developed Property for which a Building Permit has been issued prior to June 30 of the preceding Fiscal Year for construction of a Residential Unit.

“Fiscal Year” means the period starting July 1 and ending the following June 30.

“HOA” means the Bell Woods Homeowners Association.

“Land Use Classification” means any of the classes listed in Section B(1).

“Maximum Special Tax” means the greatest amount of Special Tax, determined in accordance with Sections B and C below that can be levied in the CFD in any Fiscal Year on any Assessor’s Parcel.

“Owners Association Property” means any property within the boundaries of the CFD owned by a homeowner association or property owner association, including any master or sub-association.

Attachment 2

“Public Property” means any property within the boundaries of the CFD that is either (i) owned by the federal government, the State of California, the County, another public agency, or a private nonprofit organization that owns and is responsible for conservation of open space areas or (ii) encumbered by an easement owned by any such public agency or private organization which easement makes the development of such property impractical. Notwithstanding the foregoing, a leasehold or other possessory interest in any such property which is subject to taxation pursuant to Section 53340.1 of the Act shall not constitute “Public Property.”

“Residential Unit” means each separate residential dwelling unit on an Assessor's Parcel that comprises an independent facility capable of conveyance or rental as distinct from adjacent residential dwelling units. An accessory residential dwelling unit that shares a Parcel with a Single Family Detached Residential Unit shall not be considered as a Residential Unit for the purposes of this RMA.

“RMA” means this Rate and Method of Apportionment of Special Tax.

“Services” means the services authorized to be funded by the CFD as described in the Resolution of Intention for the CFD.

“Special Tax” means a Special Tax levied in any Fiscal Year to pay the Special Tax Requirement.

“Special Tax Requirement” means the amount required in any Fiscal Year for the CFD to 1) provide the Services; 2) pay for reasonable Administrative Expenses; 3) pay any amounts required to establish or replenish any reserve funds, and 4) cure any delinquencies in the payment of Special Taxes which have occurred in the prior Fiscal Year or pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year.

“State” means the State of California.

“Taxable Property” means any Assessor's Parcel that is not Tax-Exempt Property.

“Tax-Exempt Property” means any Parcel within the CFD which is not Developed Residential Property, Owners Association Property, or Undeveloped Property, and includes Public Property.

“Undeveloped Property” means any Assessor's Parcel which is not Tax-Exempt Property, and for which no Building Permit has been approved and issued by April 1 of the previous Fiscal Year.

Attachment 2

B. DETERMINATION OF MAXIMUM SPECIAL TAX

The Maximum Special Tax shall be calculated as follows:

- 1. Classification of Parcels.** Each Fiscal Year, using the Definitions above and the Parcel records of the County Assessor's Secured Tax Roll of July 1, the District shall cause each Parcel of land in the CFD to be classified as Developed Residential Property, Undeveloped Property, Owners Association Property, or Tax-Exempt Property.
- 2. Assignment of Maximum Special Tax.** Each Fiscal Year, the Base Year Maximum Tax shown below shall be escalated as specified in Section C, Annual Adjustment of Maximum Special Tax, to determine the Maximum Special Tax for the upcoming Fiscal Year for each Land Use Classification.

Land Use Classification	Base Year Maximum Tax
Developed Residential Property	\$807 per Residential Unit
Undeveloped Property	\$0
Owners Association Property	\$0
Tax-Exempt Property	\$0

- 3. Conversion of a Tax-Exempt Property to a Taxable Property.** If a Tax-Exempt Property or Owners Association Property is not needed for public use and is converted to private use, it shall become subject to the Special Tax.
- 4. Nonresidential Developed Property.** In the event that any property is converted to nonresidential developed property, it shall become subject to the special tax at an amount equal to the special tax for undeveloped property.

C. ANNUAL ADJUSTMENT OF MAXIMUM SPECIAL TAX

Beginning in January 2019 and each January thereafter, the Maximum Special Tax shall be adjusted each fiscal year by Annual Escalation Factor. Each annual adjustment of the Maximum Special Tax shall become effective for the following Fiscal Year.

Attachment 2

D. DETERMINATION OF THE ANNUAL SPECIAL TAX

Upon dissolution of the HOA and the District's acceptance of responsibility for providing the Services, the Board will determine the Special Tax Requirement and will levy the annual special tax each fiscal year on each assessor's parcel of developed residential property at up to one hundred percent of the applicable maximum special tax to fund the special tax requirement.

Under no circumstances will the Annual Special tax levied against any Assessor's Parcel of Developed Property increase by more than ten (10) percent as a consequence of delinquency or default by the owner of any other Assessor's Parcel within the CFD.

Subject to the preceding, the amount of Annual Special Tax levied upon any Developed Property and Undeveloped Property in any Fiscal Year shall not exceed the Maximum Special Tax for such Fiscal Year as computed herein.

E. DURATION OF THE SPECIAL TAX

Assessor's Parcels in the CFD shall remain subject to the Special Tax in perpetuity. If the Special Tax ceases to be levied, the District or its designee shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished.

F. PREPAYMENT OF SPECIAL TAX

Prepayment of the Special Tax is not authorized.

G. APPEALS AND INTERPRETATION PROCEDURE

Any property owner who feels that the portion of the Special Tax levied on the subject property is in error, may file a written appeal no later than April 10 of the Fiscal Year in which the levy occurred, with the General Manager or his or her designee, appealing the levy of the Special Tax on the subject property. General Manager or his or her designee will promptly review the appeal, and, if necessary, meet with the applicant, and decide the merits of the appeal. If the findings of the General Manager or his or her designee verify that the Special Tax levied should be modified, the Special Tax levy for future Fiscal Years shall be corrected, and a credit against future Special Taxes shall be arranged, if applicable. Any overcharges shall be corrected solely by means of adjustments to future Special Tax levies; no cash refunds shall be made. Any dispute over the decision of the General Manager or his or her designee shall be referred to the General Manager, and the Board and the decision of the Board shall be final and binding on all parties.

Attachment 2

Interpretation may be made by resolution of the Board for purposes of clarifying any vagueness or uncertainty as it relates to the application of the Special Tax rate, or application of the method of apportionment, or classification of properties or any definition applicable to the CFD.

H. COLLECTION OF THE SPECIAL TAX

The Special Tax shall be collected each year in the same manner and at the same time as ad valorem property taxes are collected and shall be subject to the same penalties and lien priorities in the case of delinquency as is provided for ad valorem taxes. The District shall cause the actions required above to be done for each Fiscal Year in a timely manner to assure that the schedule of the Special Taxes to be collected are received by the County Auditor for inclusion with billings for such ad valorem taxes for the applicable Fiscal Year. However, the CFD Administrator may directly bill the Special Tax, may collect Special Taxes at a different time or in a different manner if necessary to meet the financial obligations of the District or as otherwise determined appropriate by the CFD Administrator.

PETITION, CONSENT AND WAIVER

PETITION, CONSENT AND WAIVER OF OWNERS OF PROPERTY REGARDING PROPOSED FORMATION OF CAMERON PARK COMMUNITY SERVICES DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2018-01 (BELL WOODS) REGARDING CERTAIN TIME LIMITS AND PROCEDURAL REQUIREMENTS WITH RESPECT TO A SPECIAL LANDOWNER'S ELECTION

To: Honorable District Board
Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682
Attn: Jill Ritzman, District Clerk

Board Members:

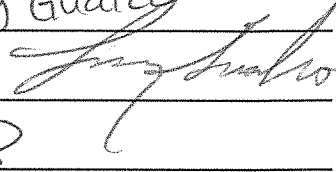
The undersigned is the owner (or duly authorized representative thereof) of all of the real property identified in Exhibit A and hereby requests that the Cameron Park Community Services District (the "District") initiate formation proceedings to Community Facilities District No. 2018-01 (Bell Woods) (the "CFD") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (Sections 53311, et seq., California Government Code) (the "Act"), and hereby respectfully petitions and shows as follows:

1. The undersigned requests that the property identified in Exhibit A be included in the formation of the CFD as shown on a map of the proposed boundaries to be filed with the District Clerk and that the District take all steps necessary to complete the formation of the CFD and to levy a special tax therein for the purpose of financing the public services (the "Services") described in Exhibit B attached hereto and incorporated herein by reference.
2. The undersigned hereby certifies that as of the date indicated above his/her signature, the landowner listed herein is the owner of the property within the proposed boundaries of the CFD described in Exhibit A hereto (the "Property"). The undersigned further certifies that there have been no persons residing and registered to vote within the Property for each of the ninety (90) days preceding the date of this Petition, Consent and Waiver.
3. The undersigned hereby acknowledges that inclusion of the Property in the formation of the CFD is voluntary.
4. In furtherance of this waiver, we agree that the election may be conducted by mailed or hand-delivered ballot to be returned as quickly as possible to the office of the District Clerk and that the results of said election be canvassed and reported to you as soon as possible, and to the extent permitted by law.

5. In accordance with the provisions of the Act, and specifically Sections 53326(a) and 53327(b) thereof allowing certain time and conduct requirements relative to a special landowner election to be waived with the unanimous consent of all the landowners to be included in a community facilities district and concurrence of the election official conducting the election, the undersigned (i) expressly consents to the conduct of the special election at the earliest possible time following the adoption by the Board of a resolution of intention to form the CFD and (ii) expressly waives any requirement to have the special election conducted within the time periods specified in Section 53326 of the Act or in the California Elections Code.
6. The undersigned waives any requirements for the mailing of the ballot for the special election and expressly agrees that said election may be conducted by mailed or hand-delivered ballot to be returned as quickly as possible to the designated election official, being the office of the District Clerk at the same meeting of the Board as the public hearing of the formation of the CFD.
7. The undersigned expressly waives all applicable waiting periods for the election and waives the requirement for analysis and arguments relating to the special election, as set forth in Section 53327 of the Act, and consents to not having such materials provided to the landowner in the ballot packet, and expressly waives any requirements as to the form of the ballot.
8. The undersigned expressly waives all notice requirements relating to hearings and special elections, whether by posting, publishing or mailing, and whether such requirements are found in the California Elections Code, the California Government Code or other laws or procedures, including, but limited to any notice provided for by compliance with the provisions of Section 4101 of the California Elections Code.
9. The undersigned hereby consents to and expressly waives any and all claims based on any irregularity, error, mistake or departure from the provisions of the Act or other laws of the State and any and all laws and requirements incorporated therein, and no step or action in any proceedings relative to the CFD or the special election therein shall be invalidated or affected by any such irregularity, error, mistake or departure.
10. The undersigned hereby declares under penalty of perjury to be the owner of record or the authorized representative of the landowner.
11. The undersigned warrants that the actions and conditions under this Petition, Consent and Waiver shall not constitute or be construed as events of default or delinquencies under any existing or proposed financing documents entered into or to be entered into by the undersigned for the Property.

-
12. The undersigned agrees to execute such additional or supplemental agreements as may be required by the District to provide for any actions and conditions under this Petition, Consent and Waiver. The undersigned further agrees that this Petition, Consent and Waiver shall not be considered as filed with the District for purposes of commencing proceedings for the CFD under the Act unless and until deemed filed by the District in its absolute discretion.

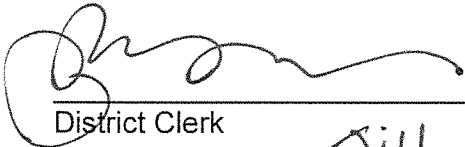
Respectfully submitted as of this day of July 26 2018

By: Larry Gualco
Signature: 
Title: VP

The address of the above owner for purposes of receiving all notices and ballots is:

Lennar Winncrest, LLC
C/O Lennar Homes
1420 Rocky Ridge Dr #320
Roseville CA 95661

Filed in the Office of the District Clerk of the Cameron Park Community Services District
this day of Aug 1 2018



District Clerk

Jill Ritzman
General Manager
Clerk of the Board

EXHIBIT A

DESCRIPTION OF LANDOWNER PROPERTIES

CAMERON PARK COMMUNITY SERVICES DISTRICT
Community Facilities District No. 2018-01
(Bell Woods)

<u>Assessor's Parcel Number</u>	<u>Acres</u>	<u>Property Owner</u>
119-020-50	34.28	Lennar Winncrest, LLC.

EXHIBIT B

DESCRIPTION OF SERVICES TO BE FINANCED BY THE CFD

**CAMERON PARK COMMUNITY SERVICES DISTRICT
Community Facilities District No. 2018-01
(Bell Woods)**

The types of services to be funded by the CFD ("Services") shall include annual operation, maintenance, and servicing, including repair and replacement, of two open space areas (Lots A and B), landscaping of two utility corridors (Lots C and D); any incidental expenses authorized by the Act including the costs associated with annual administration of the CFD; and any other miscellaneous or incidental services identified by the District necessary to provide the described Services herein including the collection and accumulation of funds to pay for anticipated Service, future repairs and replacements and cost shortfalls.

The Services are to be provided by and funded by the Bell Woods Homeowners Association ("HOA"). The annual special tax will only be levied in the event the HOA dissolves and the District accepts responsibility for providing the Services.



**CAMERON PARK COMMUNITY SERVICES DISTRICT
PRELIMINARY PUBLIC HEARING REPORT
COMMUNITY FACILITIES DISTRICT No. 2018-01
(BELL WOODS)**

JULY 2018

PREPARED FOR:

**BOARD OF DIRECTORS
CAMERON PARK COMMUNITY SERVICES DISTRICT**

PREPARED BY:


SCI Consulting Group
4745 MANGLES BOULEVARD
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www.sci-cg.com

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CAMERON PARK COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

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SPECIAL TAX CONSULTANT

Blair Aas, SCI Consulting Group

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INTRODUCTION

The Cameron Park Community Services District (“District”) and Lennar Homes of California, LLC. are proposing formation of a Community Facilities District (“CFD”) and the levy of an annual special tax for all future residential development within the planned development know as Bell Woods, in order to provide funding for certain services. The annual special tax will only be levied in the event the Bell Woods Homeowners Association (“HOA”) dissolves and the District accepts responsibility for the maintenance of these areas.

The Bell Woods Development is located at the north end of Covello Circle and consists of 54 residential lots, and 4 lettered lots on 33.69 acres. The 4 lettered lots consist of two landscaping and utility corridors and two open space lots that will be granted to the homeowners association (“HOA”). The open space totals 10.88 acres and also serves as mitigation for the development. The tentative map was originally approved by the County Board of Supervisors on May 24, 2005. The project was acquired by Lennar Winncrest in 2017. Construction on the subdivision improvements is expected to commence this summer with home construction expected to start in spring of 2019.

The purpose of the CFD will be fund the annual operation, maintenance, and servicing, including repair and replacement, of two open space areas (Lots A and B), landscaping of two utility corridors (Lots C and D) in the event the HOA dissolves and the District accepts responsibility for the maintenance of these areas.

On August 15, 2018, the Cameron Park Community Services District Board of Directors (“Board”) will consider adoption of a resolution declaring its intent to establish a CFD for the Bell Woods development, authorize the levy of the special tax therein, and schedule a public hearing on the matter for September 19, 2018.

This Preliminary CFD Public Hearing Report (“Report”) was prepared pursuant to California Government Code § 53321.5. The purpose of this Report is to provide the following information at the public hearing:

- Describe the Services to be funded by the CFD; and
- Provide an estimate of the fair and reasonable cost of the Services and incidental expenses for the CFD.

Four important exhibits are attached to this Report. Exhibit A shows the boundaries of the Project and the proposed boundaries of the CFD. Exhibit B is the description of landowner property(ies) included in the formation of the proposed CFD. Exhibit C describes the Services will be financed by the proposed CFD. Exhibit D details the rate and method of apportionment of the proposed special tax.

DESCRIPTION OF CFD BOUNDARIES

The boundaries of CFD No. 2018-01 are described in Exhibit "A," a reduced scale map entitled "Map of Proposed Boundaries of Community Facilities District No. 2018-01." The parcels of real property within the CFD are described more particularly on the assessor's parcel maps that are on file in the Office of the El Dorado County Assessor or on maps filed with the County Recorder in connection with lot line adjustments and are incorporated into this Report by reference. Exhibit B lists the landowner(s) and their respective assessor's parcel number(s) that will participate in the formation.

A full-scale map will be on file in the Office of the District Clerk and recorded with the County Recorder upon adoption of a Resolution of Intention to form the CFD by the Board of Directors.

DESCRIPTION OF SERVICES AND MAXIMUM ANNUAL COST

The Bell Woods Homeowner's Association ("HOA") will fund the annual operation, maintenance, and servicing, including repair and replacement of two open space areas (Lots A and B), landscaping of two utility corridors (Lots C and D). In the event that HOA dissolves and the District accepts responsibility for providing these services, these ongoing annual costs will be funded by the CFD.

The Special Tax will fund Services that are in addition to those provided in or required for the territory within the CFD and will not be replacing Services already available. The list of authorized Services to be funded by the CFD are further described in Exhibit C.

As shown in Figure 1 below, the total maximum annual costs (in 2018 dollars) for the Services required to meet the needs of the CFD at buildout are estimated to be \$38,831 annually. The cost for annual CFD administration is estimated to be \$4,750 annually.

FIGURE 1 – ESTIMATE OF MAXIMUM ANNUAL COST

Cost Component	Maximum Annual Services Cost (2018\$)
Backup Bell Woods HOA Maintenance Services	\$36,731
CFD Administrative Expense	\$4,750
Cost Contingency (5%)	\$2,100
Total Maximum Annual Cost	\$43,581
Sources: Cameron Park Community Services District; Lennar Homes of California, LLC.; CTA Engineering and Surveying; SCI Consulting Group	

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

The special taxes within the CFD will be levied according to formulas and provisions of the Rate and Method of Apportionment of Special Tax (the "RMA") which is attached as Exhibit D. The CFD special tax will only be levied in the event that the HOA dissolves the District accepts responsibility for providing the services. Once these events occur, the special tax will be collected annually on all residential lots in the CFD for which a building permit was issued prior to June 30 of the preceding fiscal year.

As shown in Figure 2 below, the maximum special tax rate for developed residential property is \$807 per residential unit. The maximum special tax rate for undeveloped property, tax-exempt property, and owners association property shall be \$0.

FIGURE 2 – MAXIMUM ANNUAL SPECIAL TAX

	Calc	
Maximum Annual Special Tax Revenue (Base Year)	a	\$43,581
Total Residential Units at Buildout of CFD	b	54
Total Acres within CFD	c	34.28
Maximum Special Tax Rates (Base Year)		
Developed Residential Property (Per Residential Unit)	d = a / b	\$807
Undeveloped Property	e	\$0
Owner Association Property	f	\$0
Tax Exempt Property	g	\$0

OVERVIEW OF THE PROPOSED CFD SPECIAL TAX

This section provides an overview of the structure and administration procedures of the CFD Special Tax. The specific administrative requirements are detailed in Exhibit C - Description of Services to be funded by the CFD and Exhibit D – Rate and Method of Apportionment of the Special Tax.

USE OF SPECIAL TAX PROCEEDS

The special tax will be used solely for the following:

1. The annual operation, maintenance, and servicing, including repair and replacement, of two open space areas (Lots A and B), landscaping of two utility corridors (Lots C and D) in the event the HOA dissolves and the District accepts responsibility for the maintenance of the areas; and
2. Any incidental expenses authorized by the Act including the costs associated with the annual administration of the CFD; and
3. Any other miscellaneous or incidental services identified by the District necessary to provide the described services including the collection and accumulation of funds to pay for anticipated services, future repairs and replacements, and cost shortfalls.

The services are necessary to meet increased demands placed upon the District as a result of development occurring in the CFD. The special tax will fund Services that are in addition to those provided in or required for the territory within the CFD and will not be replacing services already available.

ANNUAL SPECIAL TAX FORMULA

Upon dissolution of the HOA and District's acceptance of responsibility for the maintenance of the areas, the Board will determine the special tax requirement and will levy the annual special tax each subsequent fiscal year on each assessor's parcel of developed residential property at up to one hundred percent of the applicable maximum special tax to fund the special tax requirement.

ANNUAL INFLATIONARY ADJUSTMENT

The maximum CFD special tax will be annually adjusted for inflation-based percentage increase during the preceding year in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose area ("CPI-U"), as published by the U.S. Department of Labor, Bureau of Labor Statistics, or 4 percent, whichever is greater. If the CPI-U at any time is no longer available, then a comparable economic indicator, as reasonably determined by District, shall be used.

PREPAYMENT OF SPECIAL TAX

Prepayment of the CFD special tax is not authorized.

DURATION OF THE SPECIAL TAX

The annual special tax will only be levied in the event the Bell Woods Homeowners Association ("HOA") dissolves and the District accepts responsibility for the maintenance of these areas. Upon dissolution of the HOA and District accepting responsibility for the maintenance of the areas, the CFD special tax will be levied and collected annually in perpetuity or until the District determines it no longer needs the special tax proceeds to fund the authorized services of the CFD.

MANNER OF COLLECTION

The special tax will be collected in the same manner and at the same time as ad valorem property taxes. At the District's option, the special tax may be billed directly to property owners.

ANNUAL REPORT

Upon dissolution of the HOA and the District accepting responsibility for the maintenance of the areas, the General Manager, or his or her designee, will file a report with the Board no later 120 days after the last day of each fiscal year in accordance with Government Code § 53343.1. No annual report will be necessary until the special tax is first levied. In general, the annual report shall contain (a) the amount of special taxes collected for the year; (b) the amount of special tax proceeds expended for Services and with an identification of the categories of each type of service funded with amounts expended in each category; (c) the amount of special tax proceeds expended on administrative and other incidental costs; (d) and other information required by the Act.

EXHIBIT A – PROPOSED BOUNDARIES OF CFD

CAMERON PARK COMMUNITY SERVICES DISTRICT Community Facilities District No. 2018-01 (Bell Woods)

The proposed boundaries of CFD No. 2018-01 include all land on which the Special Tax may be levied. A reduced scale map showing the boundaries of CFD No. 2018-01 is provided herein.

119-020-50-100

Legend
 CFD 2018-01 Boundaries

CFD No. 2018-01
Assessor Parcel Numbers:
119-020-50-100

PROPOSED BOUNDARIES OF
CAMERON PARK COMMUNITY SERVICES DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 2018-01
(BELL WOODS)
COUNTY OF EL DORADO,
STATE OF CALIFORNIA
Sheet 1 of 1

CLERK'S MAP FILING STATEMENT
 FILED IN THE OFFICE OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT CLERK OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT THIS _____ DAY OF _____, 2018.

 CITY CLERK

CLERK'S MAP CERTIFICATE
 I DO HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE PROPOSED BOUNDARIES OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2018-01 (BELL WOODS), COUNTY OF EL DORADO, STATE OF CALIFORNIA, WAS APPROVED BY THE CAMERON PARK COMMUNITY SERVICES DISTRICT BOARD AT A REGULAR MEETING THEREOF, HELD ON THE _____ DAY OF _____, 2018, BY ITS RESOLUTION NO. _____.

 CITY CLERK

RECORDER'S CERTIFICATE
 FILED THIS _____ DAY OF _____, 2018 AT THE HOUR OF _____ O'CLOCK _____ M. IN BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE _____, IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY EL DORADO, STATE OF CALIFORNIA.

 COUNTY RECORDER, COUNTY OF EL DORADO

SCI Consulting Group
 4745 Mangels Blvd
 Fairfield, CA 94534
 (707) 430-4300

EXHIBIT B – DESCRIPTION OF LANDOWNER PROPERTIES

**CAMERON PARK COMMUNITY SERVICES DISTRICT
Community Facilities District No. 2018-01
(Bell Woods)**

<u>Assessor's Parcel Number</u>	<u>Acres</u>	<u>Property Owner</u>
119-020-50	34.28	Lennar Winncrest, LLC.
Total Acres	34.28	
Total Landowner Votes	35	

EXHIBIT C – DESCRIPTION OF SERVICES TO BE FUNDED BY THE CFD

CAMERON PARK COMMUNITY SERVICES DISTRICT Community Facilities District No. 2018-01 (Bell Woods)

The types of services to be funded by the CFD ("Services") shall include annual operation, maintenance, and servicing, including repair and replacement, of two open space areas (Lots A and B), landscaping of two utility corridors (Lots C and D); any incidental expenses authorized by the Act including the costs associated with annual administration of the CFD; and any other miscellaneous or incidental services identified by the District necessary to provide the described Services herein including the collection and accumulation of funds to pay for anticipated Service, future repairs and replacements and cost shortfalls.

The Services are to be provided by and funded by the Bell Woods Homeowners Association ("HOA"). The annual special tax will only be levied in the event the HOA dissolves and the District accepts responsibility for providing the Services.

EXHIBIT D – RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

CAMERON PARK COMMUNITY SERVICES DISTRICT Community Facilities District No. 2018-01 (Bell Woods)

A Special Tax authorized under the Mello-Roos Community Facilities Act of 1982 applicable to the land in the Community Facilities District No. 2018-01 (the “CFD”) of the Cameron Park Community Services District (the “District”) shall be levied and collected according to the tax liability determined by the District through the application of the appropriate amount or rate described herein.

A. DEFINITIONS

“**Acre**” means each acre of the land area making up an Assessor’s Parcel as shown on an Assessor’s Parcel Map, or if the land area is not shown on an Assessor’s Parcel Map, the land area shown on the applicable Final Map or other recorded County parcel map.

“**Act**” means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

“**Administrative Expenses**” means the actual or estimated costs incurred by the District to determine, levy and collect the Special Taxes, including the proportionate amount of the salaries and benefits of District employees whose duties are directly related to administration of the CFD and the fees of Special Tax levy administrator, other consultants, legal counsel, the costs of collecting installments of the Special Taxes upon the County tax rolls and any other incidental costs authorized by the Act.

“**Annual Escalation Factor**” means the percentage change during the preceding year in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose area (“CPI-U”), as published by the U.S. Department of Labor, Bureau of Labor Statistics, or 4 percent, whichever is greater. If the CPI-U at any time is no longer available, then a comparable economic indicator, as reasonably determined by District, shall be used.

“**Assessor’s Parcel**” or “**Parcel**” means a lot or parcel shown on an Assessor’s Parcel Map with an assigned Assessor’s Parcel number.

“**Assessor’s Parcel Number**” means, with respect to an Assessor’s Parcel, that number assigned to such Assessor’s Parcel by the County for purposes of identification.

“**Annual Special Tax**” means the annual Special Tax, determined in accordance with Section D below to be levied in the CFD in any Fiscal Year on any Assessor’s Parcel.

“Base Year” means the Fiscal Year ending June 30, 2018.

“Building Permit” means a single permit or set of permits required to construct an entire structure.

“CFD Administrator” means an official of the District, or designee thereof, responsible for determining and providing for the levy and collection of the Special Tax.

“CFD” or “CFD No. 2018-01” means Community Facilities District No. 2018-01 (Bell Woods) of the Cameron Park Community Services District.

“District” means the Cameron Park Community Services District.

“Board” means the Board of Directors of the Cameron Park Community Services District, acting as the legislative body of the District and the CFD.

“County” means the County of El Dorado, California.

“County Assessor” means the El Dorado County Assessor.

“Developed Residential Property” means all Assessor Parcels of Developed Property for which a Building Permit has been issued prior to June 30 of the preceding Fiscal Year for construction of a Residential Unit.

“Fiscal Year” means the period starting July 1 and ending the following June 30.

“HOA” means the Bell Woods Homeowners Association.

“Land Use Classification” means any of the classes listed in Section B(1).

“Maximum Special Tax” means the greatest amount of Special Tax, determined in accordance with Sections B and C below that can be levied in the CFD in any Fiscal Year on any Assessor’s Parcel.

“Owners Association Property” means any property within the boundaries of the CFD owned by a homeowner association or property owner association, including any master or sub-association.

“Public Property” means any property within the boundaries of the CFD that is either (i) owned by the federal government, the State of California, the County, another public agency, or a private nonprofit organization that owns and is responsible for conservation of open space areas or (ii) encumbered by an easement owned by any such public agency or private organization which easement makes the development of such property impractical. Notwithstanding the foregoing, a leasehold or other possessory

interest in any such property which is subject to taxation pursuant to Section 53340.1 of the Act shall not constitute "Public Property."

"Residential Unit" means each separate residential dwelling unit on an Assessor's Parcel that comprises an independent facility capable of conveyance or rental as distinct from adjacent residential dwelling units. An accessory residential dwelling unit that shares a Parcel with a Single Family Detached Residential Unit shall not be considered as a Residential Unit for the purposes of this RMA.

"RMA" means this Rate and Method of Apportionment of Special Tax.

"Services" means the services authorized to be funded by the CFD as described in the Resolution of Intention for the CFD.

"Special Tax" means a Special Tax levied in any Fiscal Year to pay the Special Tax Requirement.

"Special Tax Requirement" means the amount required in any Fiscal Year for the CFD to 1) provide the Services; 2) pay for reasonable Administrative Expenses; 3) pay any amounts required to establish or replenish any reserve funds, and 4) cure any delinquencies in the payment of Special Taxes which have occurred in the prior Fiscal Year or pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year.

"State" means the State of California.

"Taxable Property" means any Assessor's Parcel that is not Tax-Exempt Property.

"Tax-Exempt Property" means any Parcel within the CFD which is not Developed Residential Property, Owners Association Property, or Undeveloped Property, and includes Public Property.

"Undeveloped Property" means any Assessor's Parcel which is not Tax-Exempt Property, and for which no Building Permit has been approved and issued by April 1 of the previous Fiscal Year.

B. DETERMINATION OF MAXIMUM SPECIAL TAX

The Maximum Special Tax shall be calculated as follows:

1. **Classification of Parcels.** Each Fiscal Year, using the Definitions above and the Parcel records of the County Assessor's Secured Tax Roll of July 1, the District shall cause each Parcel of land in the CFD to be classified as Developed Residential Property, Undeveloped Property, Owners Association Property, or Tax-Exempt Property.
2. **Assignment of Maximum Special Tax.** Each Fiscal Year, the Base Year Maximum Tax shown below shall be escalated as specified in Section C, Annual Adjustment of Maximum Special Tax, to determine the Maximum Special Tax for the upcoming Fiscal Year for each Land Use Classification.

Land Use Classification	Base Year Maximum Tax
Developed Residential Property	\$807 per Residential Unit
Undeveloped Property	\$0
Owners Association Property	\$0
Tax-Exempt Property	\$0

3. **Conversion of a Tax-Exempt Property to a Taxable Property.** If a Tax-Exempt Property or Owners Association Property is not needed for public use and is converted to private use, it shall become subject to the Special Tax.
4. **Nonresidential Developed Property.** In the event that any property is converted to nonresidential developed property, it shall become subject to the special tax at an amount equal to the special tax for undeveloped property.

C. ANNUAL ADJUSTMENT OF MAXIMUM SPECIAL TAX

Beginning in January 2019 and each January thereafter, the Maximum Special Tax shall be adjusted each fiscal year by Annual Escalation Factor. Each annual adjustment of the Maximum Special Tax shall become effective for the following Fiscal Year.

D. DETERMINATION OF THE ANNUAL SPECIAL TAX

Upon dissolution of the HOA and the District's acceptance of responsibility for providing the Services, the Board will determine the Special Tax Requirement and will levy the annual special tax each fiscal year on each assessor's parcel of developed residential property at up to one hundred percent of the applicable maximum special tax to fund the special tax requirement.

Under no circumstances will the Annual Special tax levied against any Assessor's Parcel of Developed Property increase by more than ten (10) percent as a consequence of delinquency or default by the owner of any other Assessor's Parcel within the CFD.

Subject to the preceding, the amount of Annual Special Tax levied upon any Developed Property and Undeveloped Property in any Fiscal Year shall not exceed the Maximum Special Tax for such Fiscal Year as computed herein.

E. DURATION OF THE SPECIAL TAX

Assessor's Parcels in the CFD shall remain subject to the Special Tax in perpetuity. If the Special Tax ceases to be levied, the District or its designee shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished.

F. PREPAYMENT OF SPECIAL TAX

Prepayment of the Special Tax is not authorized.

G. APPEALS AND INTERPRETATION PROCEDURE

Any property owner who feels that the portion of the Special Tax levied on the subject property is in error, may file a written appeal no later than April 10 of the Fiscal Year in which the levy occurred, with the General Manager or his or her designee, appealing the levy of the Special Tax on the subject property. General Manager or his or her designee will promptly review the appeal, and, if necessary, meet with the applicant, and decide the merits of the appeal. If the findings of the General Manager or his or her designee verify that the Special Tax levied should be modified, the Special Tax levy for future Fiscal Years shall be corrected, and a credit against future Special Taxes shall be arranged, if applicable. Any overcharges shall be corrected solely by means of adjustments to future Special Tax levies; no cash refunds shall be made. Any dispute over the decision of the General Manager or his or her designee shall be referred to the General Manager, and the Board and the decision of the Board shall be final and binding on all parties.

Interpretation may be made by resolution of the Board for purposes of clarifying any vagueness or uncertainty as it relates to the application of the Special Tax rate, or application of the method of apportionment, or classification of properties or any definition applicable to the CFD.

H. COLLECTION OF THE SPECIAL TAX

The Special Tax shall be collected each year in the same manner and at the same time as ad valorem property taxes are collected and shall be subject to the same penalties and lien priorities in the case of delinquency as is provided for ad valorem taxes. The District shall cause the actions required above to be done for each Fiscal Year in a timely manner to assure that the schedule of the Special Taxes to be collected are received by the County Auditor for inclusion with billings for such ad valorem taxes for the applicable Fiscal Year. However, the CFD Administrator may directly bill the Special Tax, may collect Special Taxes at a different time or in a different manner if necessary to meet the financial obligations of the District or as otherwise determined appropriate by the CFD Administrator.

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Community Services District - Background

In 1982, the State of California enacted the Mello-Roos Community Facilities Act (Act), an alternate method of financing for public improvements and services. The Act allows any county, city, special district, school district, or joint powers authority to establish a Community Facilities District (CFD). The improvements and services may include streets, sewer collection and treatment systems, other basic infrastructure, police protection, fire protection, ambulance services, schools, parks, libraries, museums, and other cultural facilities. In addition, a CFD can recover expenses of formation and the annual administrative costs of providing for the special taxes and, if issued, bonded debt.

A CFD may be created to provide financing for public improvements and services when no other source of funding is obtainable, and is created by the sponsoring local government agency. All properties that benefit from the improvements to be constructed or the services to be provided are included in the CFD. In order to be created, a CFD must receive a 2/3 majority vote of residents residing within the proposed boundaries unless there are fewer than 12 residents within the proposed boundaries. In the case where there are fewer than 12 residents, the 2/3 vote is, instead, conducted of current landowners. In many cases, the property owner or developer may be the only participant.

In recent years, public agencies are increasingly opting to use "Service CFDs" over Landscaping and Lighting Districts (LLADs) to fund the maintenance and servicing costs, including repair and replacement costs of the public improvements for new development projects. Services CFDs allow for more flexibility in their design to adapt to changes in the development plan for a project. The method of apportionment of the special tax to properties within the CFD must be based on reasonable criteria but does not need to be based on the "special benefit." Furthermore, unlike LLADs that require a contribution from the General Fund for the "general benefit" to property, a CFD may fund 100% of the identified services. Additionally, CFDs require less City resources for the annual administration and levy of the special tax. LLADs are not suitable for fund large open space areas.

Agenda Transmittal

DATE: August 15, 2018

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

AGENDA ITEM #10: **PUBLIC HEARING FISCAL YEAR 2018/19 BUDGET**

RECOMMENDED ACTION: **APPROVE** Fiscal Year 2018/19 Final Budgets for the General Fund; Lighting and Landscape Assessment District; Covenants, Conditions and Restrictions; and General Obligation Bonds.
ADOPT RESOLUTION NO. 2018-18

Introduction

On June 20, 2018, the Board of Directors approved a base budget to continue the current level of services with a deficit of \$369,692. In July, District staff recommended a Budget Action Plan that will begin to align expenditures and revenues. The stated goals of this process are to:

- Cover annual operating costs;
- Fund an adequate Capital Improvement Plan that invests in capital assets; and
- Address long-term employee and retiree costs.

The Final Budget is scheduled as a Board action to meet the September 1, 2018 deadline required by the County of El Dorado. It would have been preferable to have more time between the Preliminary and Final Budget, but staff felt it important to meet the September 1, 2018 deadline. Staff have not fully implemented and reported back on progress regarding the July Budget Action plan. In addition, Fiscal Year 2017/18 year-end reports have not been finalized by the County and District. As stated, staff projects it will take a year to make lasting budget changes to align revenues and expenditures. Recommendations regarding the July Budget Action plan are forth coming (Attachment A; Budget Timeline) but some have been addressed in the Proposed Final Budget as outlined in the following discussion.

Discussion

Although Fiscal Year (FY) 2017/18 year-end reports have not been finalized by the County and the District, staff is presenting preliminary unaudited Fiscal Year 2017/18 year-end balances. The projected, unaudited fund balance increased by \$167,017 to \$3,668,658; which is good news.

Attachment C outlines the budget changes from Preliminary to Final Budget with a short description. The significant changes include an additional \$34,136 in revenues from Weed Abatement fees to property owners for abatement; adjustment in insurance costs saving of \$56,300; and the Cal PERS pension payment was made in a lump sum saving \$16,839 in costs.

Salaries changed by a net cost of \$26,649 for the addition of two full-time park maintenance workers; the salary savings by proportioning the Park Superintendent and Supervisor positions to LLADs was realized in the Preliminary budget. Health care costs increased due to the five part-time, year-round employees receiving District health benefits, which the District is obligated to pay due to the conditions set forth by Cal PERS and the Affordable Care Act. As put forth in the Budget Action Plan, staff is investigating less expensive options to provide health benefits to employees and will be reporting back mid-year. Fire Department costs increased by \$222,226 due to the fixed reimbursement from El Dorado County Emergency Services Authority and the change of CAL FIRE contact costs from Preliminary to Final Budget. CAL FIRE contract costs increased due to a new or revised labor contract.

Savings from Budget Action Plan

The following is the list of savings contained in the Fiscal Year 2018/19 Final Budget from the July Budget Action Plan. Others items contained in the July Budget Action Plan have already been addressed in the Preliminary budget; for example, the 20% fee increase. Still others items will take a year or more to reap any budget savings.

- Use of part-time, youth sports staff instead of paid umpires for adult sports – **decrease \$800.**
- Reduce/change banner program – **decrease \$5,000.**
- Eliminate Paid Storage (nine months) – **decrease \$1,350.**
- Pool Chemical reductions – **decrease \$22,000.**

Budget and Administration Committee

The Budget and Administration Committee requested that Departments seek a 10% cut in expenditures. Budget changes were made and are reflected in the Final Budget, lowering the deficit \$146,700 to \$376,668.

Attachments

- A. Budget Timeline
- B. Programmatic District Budget Summary – Proposed Final
- C. General Obligation Bond, Statement of Revenues and Expenditures – Final Draft
- D. Fiscal Year 2018/19 Proposed Final Budget Changes
- E. Cameron Park Community Services District Job Class Chart Final 2018/19
- F. Resolution No. 2018-18

Attachment A

Fiscal Year 2018-19 BUDGET TIMELINE

A budget and finance timeline was provided to the District in April, June and July. The original timeline, with edits and comments in bold and italics, is below:

May/June

- ~~Secure New Financial Software~~ *COMPLETED*

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.~~ *COMPLETED*

(ADDED in June) August 1

- Implementation of Abila, new financial software (*occurring now*)
- Interface Rec Track and Abila for revenue tracking (*may be postponed due to necessary update in Rec Trac; move to October*)
- Final Fiscal Year 2018/19 Budget (Due September 1, 2018 to El Dorado County)

September

- Fire & Parks – Five-Year Capital Improvement Projects Budget (*A.2; B; D.3, 5; H. 1,2*)
- Set aside for Browning Reserve projects (*A.2, H.1, 2*)
- Report back on recommended recreation program and facility changes (*B, C*)
- Receive first financial report from Abila, new finance software

October

- Update Five-Year Budget Forecast and Assessment (*B*)
- Recommendations for implementing new fees for all services, fire marshal, architectural review, recreation programs and facility use (*B*)
- Interface Rec Track and Abila for revenue tracking- tentative schedule

December/January

- FY 2016/17 and FY 2018/19 Audit
- Conclude Vavrinek, Trine, Day & Co. (VTD) Services
- (ADDED in June) Report back on employee and retiree costs, current and long-term budget impacts and options to address (*A.3,4; B; D.1*)
- (ADDED in June) Report back with recommendations on new cost saving initiatives (*B.1¹*)

¹ *B.1 staff is including cost saving measures in addition to Increased Revenues, Funding*

**CAMERON PARK COMMUNITY SERVICES DISTRICT
PROGRAMMATIC DISTRICT BUDGET SUMMARY - PROPOSED FINAL
FISCAL YEAR 2018-19**

GENERAL FUND SUMMARY	Unaudited Actual FY 2016-17	Unaudited Actual FY 2017-18	Approved Preliminary 2018-19	Final Budget FY 2018-19
Beginning General Fund Balance 7/1	3,796,661	3,844,141	3,501,641	3,668,658
Revenues				
Property Taxes	3,675,065	3,795,951	3,954,888	3,994,388
Interest	5,590	9,381	8,100	9,600
Parks and Rec Revenues (Program Fees, Special Events and Facility Rentals)	704,630	492,425	769,523	769,523
Intergovernmental - JPA	1,011,556	1,325,110	1,150,000	1,150,000
Reimbursement (rebates), Grants, Accounting Fee, Quimby, Sponsorships	21,780	1,042	34,000	44,000
Franchise Fees	158,876	166,934	163,000	167,000
Other Income	5,342	432	0	0
Fire Dept Revenues (Apparatus Equipment, Fire Marshall, Tuition, Weed Abatement Reimbursement)	<u>880</u>	<u>162,665</u>	<u>178,000</u>	<u>212,136</u>
Total Revenues and Other Sources	<u>5,583,719</u>	<u>5,953,940</u>	<u>6,257,511</u>	<u>6,346,647</u>
Expenditures				
Administration	540,805	580,848	725,595	756,579
Fire and Emergency Services	3,492,281	4,045,900	4,272,307	4,450,802
Parks and Facilities*	580,889	652,965	1,027,124	996,136
Recreation*	347,276	321,929	602,177	519,798
Community Center*	<u>574,989</u>	<u>527,781</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>5,536,239</u>	<u>6,129,423</u>	<u>6,627,203</u>	<u>6,723,315</u>
Net Surplus (Deficit)	<u>47,480</u>	<u>(175,483)</u>	<u>(369,692)</u>	<u>(376,668)</u>
Interfund Transfer	<u>-47,480</u>	<u>175,483</u>	<u>369,692</u>	<u>376,668</u>
Net Change in General Fund Balance	47,480	(175,483)	(369,692)	(376,668)
Ending General Fund Balance				
Unreserved, undesignated	<u>3,844,141</u>	<u>3,668,658</u>	<u>3,131,949</u>	<u>3,291,990</u>

*Note: In FY 2018-2019 Community Center budget is no longer 100% in Recreation budget. It is now split between Administration, Recreation and Park Facilities budgets.

CAMERON PARK COMMUNITY SERVICES DISTRICT - GENERAL OBLIGATION BOND
 STATEMENT OF REVENUES AND EXPENDITURES - FINAL DRAFT
 ANNUAL BUDGET FOR FISCAL YEAR 2018-19

ACCOUNT GENERAL OBLIGATION BOND	FINAL BUDGET FY 2018-19
7300 Bond Payment Principal	371,000
7350 Bond Payment Interest	208,380
7370 Bond Payment Admin Fees	1,000
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p style="padding-left: 40px;">Total Expenditures</p> <p>4110 Total Revenues</p> </div> <div style="width: 15%; text-align: right;"> <p>580,380</p> <p>580,380</p> </div> </div>	
Surplus/deficit	0
Transfers In/(Out) of general Fund	0
Net Surplus/(deficit)	0

CAMERON PARK CSD
FY 2018-19 FINAL BUDGET CHANGES

GENERAL FUND

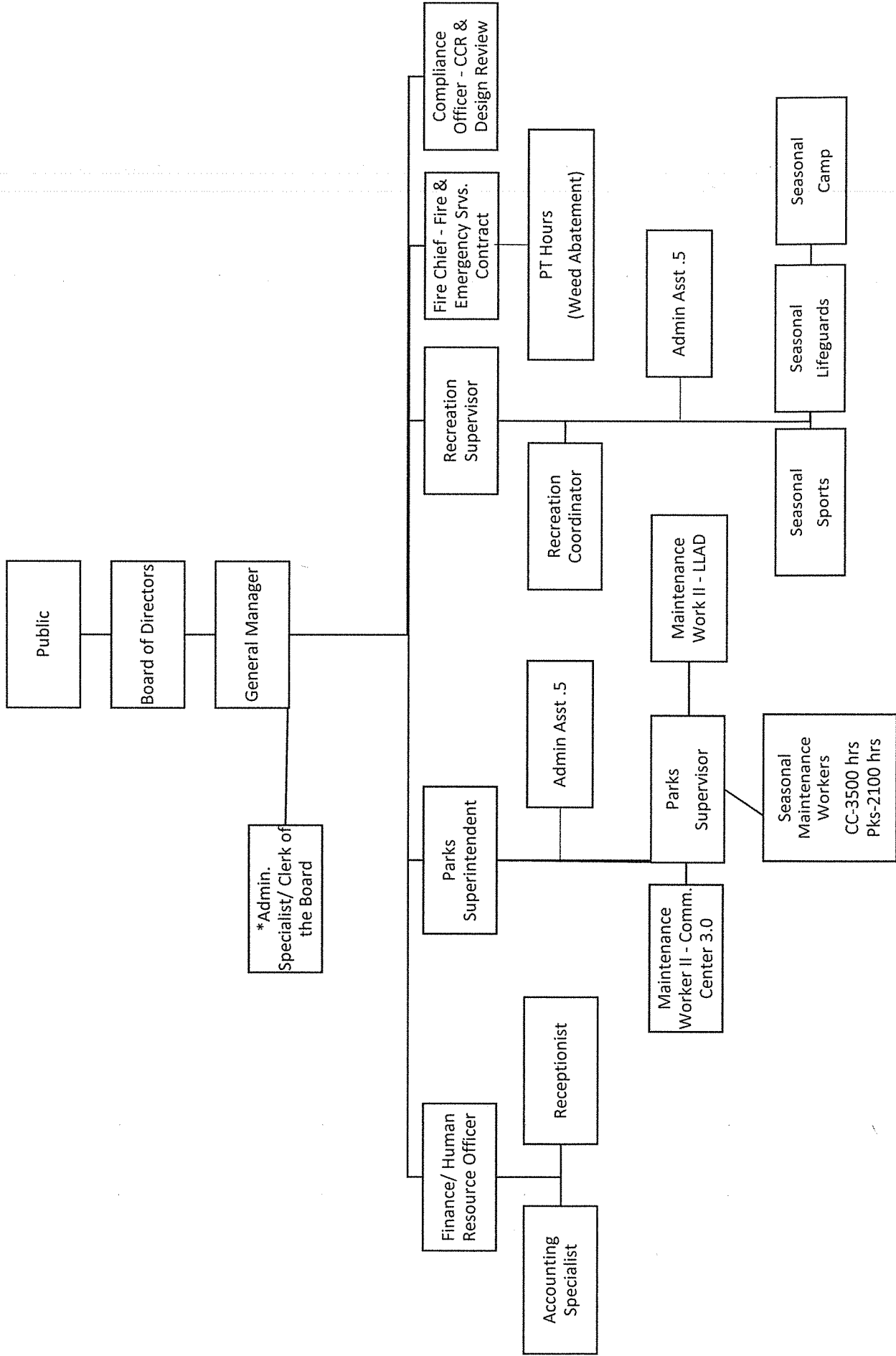
DEPT	ACCOUNT	DESCRIPTION	FROM	TO	POSITIVE CHANGE	NEGATIVE CHANGE
Admin	4410	Weed Abtmt Rev	0	-34,136	-34,136	
All	5320	SDRMA Ins Adjustment	136,300	95,000	-41,300	
Admin	5221	Bank Charges	14,500	12,000	-2,500	
All	5135	Addl info	93,225	88,547	-4,678	
All	5150	Add info, rate change	214,699	197,860	-16,839	
		Unf Liab Savings Lump Sum Pymt				
All	5010	Salaries Seasonal	278,679	265,399	-13,280	
All	5180	FICA/Medi Employer	21,403	8,736	-12,667	
All	5190	UI/TT Contribution	25,782	11,349	-14,433	
Rec	5316	Use of Youth Sports staff	74,990	74,190	-800	
Rec	5465	Reduce/change banner program	13,000	8,000	-5,000	
Admin	5435	Eliminate Paid Storage (9 months)	12,300	10,950	-1,350	
Parks	5405	Pool Chemicals	25,000	10,000	-15,000	
CC	5405	Pool Chemicals	22,000	15,000	-7,000	
		Subtotal Positive Changes			<u>-168,983</u>	
Admin	5420	OPEB Actuarial Valuation	0	11,500		11,500
Admin	5420	West Consultants	0	12,000		12,000
Admin, Parks	5000	Salaries Perm	511,894	533,245		21,351
Parks	5130	Hlth Care Addl positions	133,233	175,413		42,180
All	5160	Workers Compensation	10,793	18,151		7,358
All		All Misc Adjustments	0	6244		6244
Fire	5236	Fire Contract Incr	<u>3,541,247</u>	<u>3,763,473</u>		<u>222,226</u>
		Subtotal Negative Changes				322,859
		TOTAL NET CHANGE - NEGATIVE				<u><u>153,876</u></u>

COVENANTS, CONDITIONS AND RESRICTIONS

DEPT	ACCOUNT	DESCRIPTION	FROM	TO	POSITIVE CHANGE	NEGATIVE CHANGE
CCR	4140	Arc Review Fees	16,500	19,800	-3,300	
CCR	5231	Computer Software				
		New computer/Software	0	6,000		6,000
CCR	5370	Maint Vehicle	600	1,100		500
CCR	5230	Cloths	0	250		250
					<u>-3,300</u>	<u>6,750</u>
		TOTAL NET CHANGE - NEGATIVE				<u><u>3,450</u></u>

Cameron Park Community Services District

Final, 2018/19



RESOLUTION No. 2018-18
of the Board of Directors
of the Cameron Park Community Services District
August 15, 2018

A RESOLUTION ADOPTING THE CAMERON PARK COMMUNITY SERVICES DISTRICT FISCAL YEAR 2018/19 OPERATING BUDGET

WHEREAS, a preliminary Fiscal Year 2018/19 Budget was adopted by this this Board on June 20, 2018; and

WHEREAS, the Budget & Administration Committee has reviewed the proposed final Fiscal Year 2018/19 Budget; and

WHEREAS, proper notice was published accordance with the law, that said proposed final Fiscal Year 2018/19 Budget was open for inspection and that a public hearing was be held on August 15, 2018, and interested taxpayers were given the opportunity to voice their opinions on the proposed Budget; and

WHEREAS, the Fiscal Year 2018/19 Budget has a beginning fund balance of \$3,668,658 and an ending balance of \$3,291,990; and

WHEREAS, the Fiscal Year 2018/19 Budget is due to the County of El Dorado by September 1, 2018;

NOW THEREFORE BE IT RESOLVED, that the District adopts Exhibit B3291990, attached to this resolution and made part therein as the Cameron Park Community Services Fiscal Year 2018/19 Operating Budget.

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 August 2018 by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, Vice President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

Agenda Transmittal

DATE: August 15, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #11: RESOLUTION NO. 2018-13 AND MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CAMERON PARK COMMUNITY SERVICES DISTRICT AND CAMERON PARK COMMUNITY SERVICES DISTRICT EMPLOYEES ASSOCIATION

RECOMMENDED ACTION: Approve Resolution No. 2018-13 and MOU

BUDGET ACCOUNT: SALARIES, ACCOUNT 5000 IN ALL DEPARTMENTS EXCEPT FIRE

BUDGET IMPACT: Year 1 Impact is \$16,842; Total in 5 Years = \$52,900
¼ percent of total District Budget

BACKGROUND

Since 2003, the District has updated the Memorandum of Understanding (MOU) between the Cameron Park Community Services District Employee Association (CPCSDEA) through a series of resolutions agreed upon by Cameron Park Community Services District (District) Board of Directors and CPCSDEA. In 2017, the District and CPCSDEA agreed to work towards a new MOU in early 2018.

OVERVIEW OF CHANGES

The following list summarizes the changes in the MOU:

- Three year contract July 1, 2018 to June 30, 2021; either party may re-open to discuss issues or concerns that arise during the term of the MOU.
- Grievances are appealed to arbitration instead of the Board of Directors; cost of arbitration is shared 50/50.
- New employees have 2.5% annual step increase instead of 5%; salary scale is increased four additional steps (2.5% each) for long-time employees.
- Eliminate sick leave buy-out for all employees; reduce vacation cap to 240 from 400.

- 4% salary increase each year for next 3 years = 12% total at end of contract to bring wages closer to wages offered in similar agencies in El Dorado County.
- Probation reduced to six months from one year.
- Strengthen tuition reimbursement to 75% up to \$1,000 per year.

The most significant change to the MOU is the salary increase. Staff compared District salaries to El Dorado County and City of Placerville for similar positions. The proposed salary increases brings the District salaries closer to these neighboring agencies. Total impact of the salary increase in Year 1 is \$16,842, which represents ¼ percent of the District's total budget. In trade, the District has lessened an unfunded liability by eliminating the pay-out of sick leave and reduced the balance of vacation which can be accrued.

CONCLUSION

Employees are the District's most valuable asset. They are entrusted with providing enriching programs to youth, keeping parks and facilities safe, ensuring accuracy in financial transactions, and providing excellent customer service. This agreement acknowledges the employees' service to the District.

Attachments

- A: Resolution No. 2018-13
- B: Memorandum of Understanding
- C: Current Positions and Wage Scale



CAMERON PARK

RESOLUTION NO. 2018-13
OF THE BOARD OF DIRECTORS OF THE
CAMERON PARK COMMUNITY SERVICES DISTRICT
August 15, 2018

**RESOLUTION APPROVING THE
MEMORANDUM OF UNDERSTANDING BETWEEN
CAMERON PARK COMMUNITY SERVICES DISTRICT AND
CAMERON PARK COMMUNITY SERVICES DISTRICT
EMPLOYEES ASSOCIATION**

WHEREAS, Cameron Park Community Services District (District) staff and Cameron Park Community Services District Employees Association (CPCSDEA) negotiated in good faith for several months; and

WHEREAS, The District staff and CPCSDEA agreed upon the terms and conditions for the Memorandum of Understanding (MOU) which contains benefits to both the District and CPCSDEA.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Cameron Park Community Services District hereby approves the Memorandum of Understanding between Cameron Park Community Services District and Cameron Park Community Services District Employees Association, July 1, 2018 to June 30, 2021; and

BE IT FURTHER RESOLVED, that the Board of Directors authorizes the General Manager to execute the agreement on behalf of the Board of Directors of the Cameron Park Community Services District.

PASSED AND ADOPTED BY THE Board of Directors of the Cameron Park Community Services District at a meeting held on 15th day of August 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE
CAMERON PARK COMMUNITY SERVICES DISTRICT
AND
THE
CAMERON PARK COMMUNITY SERVICES DISTRICT EMPLOYEES
ASSOCIATION (CPCSDEA)**

July 1, 2018 through June 30, 2021

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**CHAPTER I
RECOGNITION AND ADMINISTRATIVE MATTERS**

ARTICLE 1: PREAMBLE AND RECOGNITION

- A. This Memorandum of Understanding (MOU) is entered into by and between the Cameron Park Community Services District Employees Association, hereinafter referred to as the "CPCSDEA" and the Cameron Park Community Services District, hereinafter referred to as the "District." It is the intent and purpose of this Memorandum to set forth the understanding of the parties regarding, but not limited to, matters relating to the wages, hours, and terms and conditions of employment between employees represented by the CPCSDEA and the District.
- B. For the purpose of meeting and conferring in accordance with the Myers-Milias-Brown Act, the CPCSDEA is formally recognized as the exclusive representative of all the following job classifications:
- Accounting Specialist
 - CC&R Enforcement Officer
 - Maintenance Worker II
 - Park Maintenance Foreman
 - Parks Supervisor
 - Receptionist
 - Recreation Coordinator
 - Recreation Supervisor
- C. The parties to this Memorandum of Understanding agree that neither shall discriminate against any person in the administration of this agreement on the basis of race, color, ancestry, religion, sex, age, national origin, sexual orientation, or as described in the Americans With Disabilities Act.
- D. The desire of this MOU is to create a mutually beneficial relationship between the members of the CPCSDEA and the District, relating to employee development and economic growth of the District.

ARTICLE 2: EMPLOYEE RIGHTS

- A. Notwithstanding the provisions of this agreement, employees shall retain all rights provided for in Government Code 3500.
- B. For the purpose of this Memorandum of Understanding, the terms "employee" and "Personnel" shall refer exclusively to those employees who are members in the CPCSDEA.

ARTICLE 3: POLICIES AND PROCEDURES

Copies of all District Policies and Procedures, Rules and Regulations shall be made available to each represented employee by the District upon initial employment and throughout their term of employment.

ARTICLE 4: BENEFITS AND WAIVER CLAUSE

- A. The parties further agree that all terms and conditions of this Memorandum of Understanding, whether stated herein or incorporated by reference, shall be maintained and continue for the life of this agreement, except in case of severe financial hardship, in which case, the Board and the CPCSDA agree to meet and confer over the impact of the MOU.
- B. All wages, hours, and other terms and conditions of employment shall be maintained and remain unchanged until a successor Memorandum of Understanding is entered into between the District and the CPCSDA.
- C. If any article or provision of this agreement or any portion thereof, or, the application of such to any person or circumstance is inconsistent with applicable law or is otherwise held to be invalid by a court of competent jurisdiction, the remainder of this agreement or the application of such portion to persons or circumstances other than those as to which it is held invalid shall not be affected.

ARTICLE 5: SUCCESSOR CLAUSE

- A. This agreement shall be binding upon any organization which, during the term of this agreement, succeeds the CPCSDA as the recognized employee/employer organization.

ARTICLE 6: TERM OF AGREEMENT

- A. The terms and conditions of this Memorandum of Understanding are effective July 1, 2018 and shall remain in full force and effect until June 30, 2021; and shall remain in full force and effect year to year, thereafter, unless either party gives written notice, by certified mail, or their intent to alter, amend, or modify this MOU not more than ninety (90) days nor less than sixty (60) days prior to the expiration date of this MOU.

**CHAPTER II
COMPENSATION**

ARTICLE 7: SALARY

- A. Employees shall be compensated in accordance with the provisions of this agreement and the Fair Labor Standards Act, as amended.
- B. Employee shall be compensated pursuant to Attachment A. Each job classification is assigned a salary range and employees in each job classification shall be compensated accordingly.
 - 1. Employee hired prior to July 1, 2018: Employees shall move through the salary range up to Step 9 in step increments of approximately 5%. For example, an employee on step 1 shall move on his/her anniversary date to step 3, followed by step 5, and so on up to step 9. Employees shall move from step 9 to steps 10, 11, 12, and 13 on his/her anniversary date in increments of approximately 2.5%. Step 13 shall be the final step of the salary range.

2. Employees hired on or after July 1, 2018: Employees shall move through the salary range in step increments of approximately 2.5%. For example, an employee on step 1 shall move on his/her anniversary date to step 2, then to step 3, and so on up to Salary Step 13. Step 13 shall be the top and final step of the salary range.

Salary range movement shall be in accordance with CPCSD Personnel Policies and Procedures.

- C. Effective July 1, 2018, the employees listed below shall be placed in the following salary steps in the classes and salary ranges shown on Attachment A. Employees shall retain their anniversary dates.

Name	Job Classification	Salary Step Placement
Sarah Fridrich	Recreation Coordinator	Step 2
Craig Shuler	Parks Supervisor	Step 2
Curtis Osze	Maintenance Worker II	Step 3
Laura Sanders-Ito	Accounting Specialist	Step 3
Lyle Eickert	CCR Compliance Officer	Step 9
Raul Godoy	Maintenance Worker II	Step 3
Tina Helm	Recreation Supervisor	Step 9
Susan Settle	Receptionist	Step 4

- D. Salary Increases:
 1. Effective the first full pay period in July 2018, all job classifications listed on Attachment A shall receive a 4% increase.
 2. Effective the first full pay period in July 2019, all job classifications listed on Attachment A shall receive a 4% increase.
 3. Effective the first full pay period in July 2020, all job classifications listed on Attachment A shall receive a 4% increase.

ARTICLE 8: OVERTIME COMPENSATION

- A. All hours worked, which exceed the employee's regular forty (40) hour week, shall be considered overtime (exception see Article 9-AI), and shall be compensated at a rate of one and one-half(1) times the employee's normal rate of pay, up to fifty-six (56) hours and then at two (2) times the employee's normal rate of pay. The District may require employees to work flexible work schedules to reduce the need for overtime pay or CTO.
 1. Time worked in excess of 44 hours per week for employees on a 09/80 schedule.
- B. Employees shall be paid a two (2) hour minimum, at the overtime rate, for each callback received during non-duty hours.
- C. Pursuant to Article 17, employees may reserve the right to take compensatory time off for

compensatory time earned verses overtime pay.

ARTICLE 9 : UNIFORM/ BOOT ALLOWANCE

- A. If a uniform is required by the District, such uniform will be provided and replaced by the District at no cost to the employee.
- B. All required safety clothing/equipment (i.e., boots, glasses, etc.) shall be provided by the District at no cost to the employee.
- C. The District may require employees to purchase and wear steel toe boots. Employees required to purchase steel toe boots shall be reimbursed \$150.00.

**CHAPTER III
HEALTH AND RETIREMENT PLANS**

ARTICLE 10: HEALTH PLANS: MEDICAL, VISION AND DENTAL

- A. The District participates in the PERS health program. Employees may enroll in any plan offered by PERS. The District agrees to contribute monthly an amount up to 100% of the cost for Kaiser employee only, and an amount up to 50% of the cost of for Kaiser dependent coverage. Employees who select a PERS health plan that exceeds this contribution shall pay the difference. Employees who select a plan that is less than this contribution shall not be paid the difference.
- B. The District will provide Dental and Vision Insurance. The District will pay the full cost of coverage for employees. Employees may add dependent coverage. The District agrees to pay 50% of the cost of dependent coverage.
- C. During the term of this Agreement, the District agrees to meet with CPCSDEA to increase dental benefits; provided, however, that there is no increase benefit cost to the District.

ARTICLE 11: RETIREMENT PLANS

- A. The District shall maintain retirement benefits in accordance with its current contract with the Public Employees Retirement Systems (PERS).
 - 1. For employees remaining in continuous District employment, commencing before July 1, 2003, the District agrees to pay both the District's and the employee's contribution to PERS for the term of this agreement.
 - 2. For employees commencing District employment on or after July 1, 2003, the District shall pay the District's portion of the contribution to PERS. The employee shall pay the employee's portion of the PERS contribution.

ARTICLE 12: RETIREE HEALTH BENEFITS

- A. For employees hired prior to July 1, 2007, the District will pay 100% of the employee health care and 80% of dependent cost of the Kaiser rate (per Resolution 2017-12, August 29, 2017).
- B. For employees hired on or after July 1, 2007, the District will pay 50% of the employee health care cost at the Kaiser rate.
- C. The District does not contribute to the cost of Dental and Vision Insurance for retirees.

ARTICLE 13: WORK RELATED DISABILITY BENEFITS

Represented employees who are disabled from performance of their normal duties as a result of a work-related injury or illness may have their duties modified to accommodate the injury or illness. Such changes in duties will be made on a case by case basis as determined by the District. Employees who are unable to work due to a work-related injury or illness shall have their wages and benefits provided exclusively through state law pertaining to worker's compensation. There shall be no diminishment of benefits while on disability.

A. Eligibility

Employees become eligible for District paid, automatic coverage on their first day of permanent employment.

B. Benefits

Employees are entitled to a maximum of one (1) year of full pay and employment benefits for disability. If an employee's disability is not "permanent and stationary" at the end of one (1) year, the employee may use CTO, vacation, sick leave, or benefits on a coordinated basis with any remaining Workers Compensation benefits up to full pay. When this option is used, any benefits from Workers Compensation shall be assigned to the District with the leave used charged on a pro rata share. Employment benefits will be maintained for employees while receiving Workers Compensation benefits whether or not such benefits are supplemented by other District leave benefits.

C. Exhaustion of Other Paid Leave

Employees who continue to be medically disabled following a discontinuation of Workers Compensation benefits, and who subsequently exhaust their available CTO, vacation and sick leave, will henceforth pay the District the entire premium amount for continuation of any insurance benefits, unless the employee is terminated or retired.

D. District Notice Return to Work Physical

Employees absent due to a work-related disability shall keep the District informed of their condition, treatment, improvement, and expected date of return to duty. When employees are physically able to resume normal duties, they shall be required to provide the District with their treating physician's verification.

E. State Disability Insurance (SDI)

SDI is provided for all District employees and shall be paid for by the employee.

**CHAPTER IV
LEAVES AND HOLIDAYS**

ARTICLE 14: GENERAL LEAVE PROVISIONS

- A. The District reserves the right to cancel leave if due cause is shown (i.e., staffing shortage, disaster, Act of God, declaration of war) and if notice of cancellation is given at least seventy-two (72) hours prior to leave commencing. The District shall reimburse employee all lost monies regarding leave (i.e., non-refundable plane fare, non-refundable room reservation fee, non-refundable cruise fees, non-refundable train fare, etc.) up to \$350.00 to cover any deductible for vacation/trip insurance secured by an affected employee.
- B. In the event the District cancels an employee's vacation or CTO, the District guarantees that the employee will not lose canceled time due to any restrictions, and that the employee has one (1) calendar year in which to take canceled time. In the event that the canceled time is vacation time and is not taken within the year authorized, the employee which is owed the canceled vacation time shall have first priority for vacation in the next vacation bid period.

ARTICLE 15: VACATIONS AND LEAVE OF ABSENCE

- A. Vacation time is an employee benefit program designed to compensate employees for time not worked due to vacations or holidays. Use of vacation time shall be only up to those hours accrued and must be either scheduled in advance, in accordance with the Vacation Selection Procedure (Section D), or, by submission of a Leave Request Form to the General Manager through the Department Head no later than two (2) weeks prior to leave commencing, except in the case of an emergency.
- B. Accrual of vacation is on a bi-weekly basis in accordance with the following schedule and is posted to each employee's account at the end of each pay period.

<u>Years of Service</u>	<u>Employee Vacation Accrual</u>
After six (6) months	40 hours (one (1) week)
12 months to 59 months	80 hours (two (2) weeks)
60 months to 119 months	120 hours (three (3) weeks)
120 months to 176 months	160 hours (four (4) weeks)
180 months or over.	200 hours (five (5) weeks)

C. Maximum Vacation Accrual

Vacation credits may be accrued to a maximum of twice the employee's accrual rate, not to exceed

240 hours. On a case by case basis, the District may grant an exception to the 240-hour maximum. This District encourages all employees to use their vacation leave to keep balances below the 240-hour maximum.

D. Vacation Selection Procedure

1. Vacation/leave requests shall be submitted no later than two (2) weeks prior to the commencement of such vacation/leave. Employees are encouraged to submit requests as soon as practical.
2. Employees on scheduled vacation time or CTO may cancel any portion of the leave covered by sick leave, bereavement leave or industrial injury/disability.

E. Partial Vacation Time Usage

Personnel shall be permitted to use up to fifty percent (50%) of their accrued vacation time per calendar year as hourly leave time.

F. Catastrophic Illness/Injury Leave Program

The District will maintain a voluntary Catastrophic Illness Leave Program. Employees will be allowed to donate vacation and/or sick leave time to employees that have exhausted their vacation, CTO, and where appropriate, sick leave benefits.

G. Leave of Absence Without Pay

Temporary Leaves of Absence without pay may be granted by the General Manager for a period not to exceed six (6) months. Leaves of absence for more extended periods must be submitted to the Meet and Confer process. No sick leave or vacation benefits shall accrue to an employee during such periods of absence. The District will make no contribution to retirement, medical or other benefits during that period, but benefits may be continued upon payment of the total premiums or fees to the District by the employee. Accrued vacation and sick leave shall not be lost by virtue of such approved leave of absence.

- H. The District shall upon employee separation, retirement or death, pay employee or designated beneficiary for 100% of accumulated vacation hours within thirty (30) days.

ARTICLE 16: SICK LEAVE

- A. Represented employees shall accrue sick leave at the rate of one day per month (8 hours). Unused sick leave may be accumulated without limit from year to year. Use of sick leave shall be administered in accordance with District policy.
- B. In the event of death of the employee, the District will pay to the employee's designated beneficiary one hundred percent (100%) of accumulated sick leave up to 960 hours.
- C. A pregnant employee shall be permitted to utilize their accumulated sick leave for illness or disability caused or contributed by pregnancy, miscarriage, abortion, child birth, or for

recovery from any of the foregoing.

- D. Donation of leave time is limited to one (1) week, see Article 15-F. A minimum of 120 hours should be maintained by the employees - any sick hours above this minimum can then be donated.
- E. The employee has the right to use any amount of accumulated sick leave for catastrophic illness/accident including those affecting immediate family members. Immediate family shall be defined to mean spouse, child, brother, sister, parents or parents of spouse, or domestic partner.

ARTICLE 17: COMPENSATORY TIME OFF

- A. When an employee works overtime, he/she has the option of either getting paid at one and one-half (1.5) times their base hourly rate, or receiving compensatory time off (CTO) hours at a rate of one and one-half (1.5) times the overtime hours worked.
- B. Employees may elect to buy out any or all of their CTO at 100% of current rate base pay, including all incentives. All CTO must be used by the end of the fiscal year or will be bought out. Buy-out of CTO will be on a one-time, annual basis by written request to the General Manager. Requests for buy-out of CTO must be submitted no later than May 1, for payment in July.
- C. Compensated time off requests must be submitted to the Department Head on a Leave Request Form at least five (5) days in advance of its being taken, except in the case of emergency and waived by the Department Head.
- D. The District shall upon non-disciplinary separation, retirement or death, pay employee or designated beneficiary for accumulated compensatory time within thirty (30) days or time allowed by law.
- E. Employees may accrue a maximum of 120 hours of CTO.

ARTICLE 18: EDUCATIONAL LEAVE/REIMBURSEMENT

- A. Educational leave can be taken for the purpose of attending classes directly related to the employee's present position or to a position within the normal line of promotion within the District service for the employee's current classification.
 - 1. Seventy-five (75%) of all fees and expenses incurred by members for education and training shall be paid by the District, after completion of the one-year period in B. below, for a maximum of \$ 1,000.00 per year per employee.
- B. Employees shall be eligible for educational leave after one (1) year of continuous, full-time employment.
- C. Requests for educational leave must be submitted and approved by the General Manager on a Leave Request Form at least five (5) days in advance of its proposed taking.

- D. Requests for educational leave will be granted on a first-come, first-serve basis. Seniority shall be a determining factor only when educational leave requests are submitted simultaneously.
- E. No individual employee may take more than one hundred (100) hours of educational leave per calendar year.
- F. Training required by the District shall not count against an employee's maximum educational leave benefit.
 - 1. District Required Training: Such education or training which may be required by the District as a condition of continued employment in the employee's present position shall be reimbursed at 100%, or paid directly by the District, and shall take place on District time, as approved by the General Manager.
- G. The District shall reimburse employees pursuant to Section A.1. above for the tuition and necessary materials upon successful completion of the following approved courses/classes. The following are illustrative only.
 - 1. Any higher level of education, such as college/tech school, courses related to the employee's field, or a degree in said field.
- H. Employees shall continue to accrue all pay and benefits while on educational leave.

ARTICLE 19: CPCSDEA BUSINESS LEAVE

- A. One (1) CPCSDEA representative shall be granted reasonable paid release time to represent CPCSDEA members during the Grievance Procedure and the Disciplinary Action Process and Appeals Procedure. B. During a scheduled meet and confer session, as many as two (2) members of the employees' negotiating committee or other CPCSDEA members may be granted release time from a regularly scheduled eight (8) hour shift without loss of compensation or other benefits for the period beginning thirty (30) minutes before and not more than thirty (30) minutes after any scheduled meet and confer session. Such release time shall include reasonable travel time to and from the employee's duty location and the scheduled meeting location.
- C. Employee schedules shall be flexible to minimize any overtime impact to the District for the represented employee's participation in the CPCSDEA Business Leave.

ARTICLE 20: BEREAVEMENT LEAVE

- A. Employees shall be eligible for up to forty (40) hours of leave without loss of pay for the purpose of arranging for and attending the funeral of a member of the immediate family and/or for the purpose of coping with the emotional consequences of death in the immediate family. Employee shall certify to the District their relationship to the deceased and provide substantiation to support the request by submission of an inter-office memorandum to the General Manager. For the purposes of this section, immediate family includes spouse, child, mother, father, grandchild, grandmother, grandfather,

mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, any other person with whom the employee co-habitats, or any other person approved by the General Manager. Vacation of CTO benefits and/or leaves of absence may also be available if additional time away is required and can be accommodated by the District. For purposes of this section, a step relative of any of the relatives listed above shall be treated in the same manner as the listed relatives.

ARTICLE 21: JURY DUTY/COURT LEAVE

- A. Members summoned for jury service will be released from scheduled duty without loss of pay for those periods they are required to be present at the courthouse. Jury duty fees shall be reimbursed to the District.
- B. To receive pay for work time lost, the employee must provide the District with a statement signed by an official of the court, certifying the employee's service as a juror or appearance in court for that purpose, the date or dates of attendance, and the time released from attendance.
- C. All members required to make any court appearance on behalf of the District shall be compensated at their regular rate for regular shift hours.

ARTICLE 22: HOLIDAYS

- A. The District shall observe official holidays in accordance with the following designated holiday schedule. Those represented employees who work on any of the following holidays shall be compensated at one and a half (1.5) times their hourly rate of pay for actual holiday hours worked.
 - 1. New Year's Day - January 1st
 - 2. Martin Luther King's Birthday- January 18th
 - 3. Lincoln's Birthday- February 12th
 - 4. President's Day- 3rd Monday in February
 - 5. Memorial Day - Last Monday in May
 - 6. Independence Day- July 4th
 - 7. Labor Day - First Monday in September
 - 8. Columbus Day - Second Monday in October
 - 9. Veteran's Day- November 11th. Thanksgiving Day- 4th Thursday in November
 - 11. Day after Thanksgiving- Fourth Friday in November
 - 12. Christmas Eve Day - When December 25th falls on a Thursday, December 26th shall be observed as the Christmas Eve Day.
 - 13. Christmas Day - December 25th
 - 14. Personal Days (two per year)
- B. Any employee that works on a holiday has the option to be paid at the overtime rate or take equal compensatory time off.

ARTICLE 23: REPORTING OF ACCRUED TIME-OFF BENEFITS

A. Reporting Time-Off Benefits

The District shall keep accurate records of the accrual and use of time-off and report leave balances to employees at each pay period.

**CHAPTER V
HOURS, SCHEDULES AND STAFFING**

ARTICLE 24: DUTY HOURS AND SCHEDULE

- A. For all full-time and part-time employees, the normal work week shall consist of eight hours a day, five (5) days per week, exclusive of the lunch period. Hours for Administration and Recreation shall generally be from 8 a.m. to 5 p.m., Parks will generally be from 7 a.m. to 4 p.m. The District may require employees to work flexible work schedules consistent with District policy.
- B. All employees shall be provided a meal period of not less than thirty (30) minutes nor more than one (1) hour, which shall be scheduled in the middle of the eight (8) hour work day. Additional meal time shall be provided for any time worked over twelve (12) hours.
- C. Formal breaks shall be provided as close to the mid-point of each four (4) hour work period for a period of fifteen (15) minutes each.

ARTICLE 25: STANDBY/CALL IN PAY

- A. Employees may be placed on Standby status by the District. Standby shall be for a period of not less than 8 hours. Employees on Standby shall be ready and able to come into work at any time during the Standby period. Employees on Standby shall be reachable by cell phone and remain in close geographic proximity to the District. An employee placed on Standby shall be compensated 3 hours of straight time pay for every 8 hours of assigned Standby. Employees on Standby who are called into work shall receive a minimum 2 hours straight time pay in addition to Standby pay.

**CHAPTER VI
PROBATION, PROMOTION, GRIEVANCE, AND DISCIPLINE**

ARTICLE 26: PROBATIONARY PERIODS FOR NEWLY HIRED EMPLOYEES

- A. All new District employees shall serve a six (6) month probationary period.
- B. For seniority and benefit purposes, upon completion of the six (6) month probationary period, employment shall accrue from initial date of hire.

ARTICLE 27: PROMOTION

- A. All notices regarding vacancies shall be posted for fifteen (15) days at all District bulletin boards prior to any outside applicants being interviewed.
- B. When promotional vacancies become available, reasonable efforts will be made to fill these positions within ninety (90) calendar days.

ARTICLE 28: GRIEVANCE PROCEDURE

Purpose

The CPCSDEA and the District agree to work together to solve grievances in an orderly manner within a reasonable time period. To provide methods of administering employee-employer relations through the establishment of uniform and orderly methods of communication between employees and the District.

Policy

- 1. Any employee has the right to file a grievance free of fear from intimidation, or coercion from any party.
- 2. Grievances may be initiated by the employee, or by the CPCSDEA representative on the employee's behalf.
- 3. The CPCSDEA's first contact regarding job and working conditions is with the employee's Department Head. The Department Head shall attempt to settle grievances informally at this level. The grievant has the right to be present at any meeting with the District without the loss of pay or benefits. The employee representative selected by the grievant shall have the same right to be present without loss of pay or benefits.

4. Definition

A grievance is a claim, charge, or dispute involving the following:

- 1. The interpretation or application of any District rule, regulation, policy or procedure affecting an employee's wages, hours, or other terms and conditions of employment.
- 2. The interpretation or application of the provisions of this MOU.

Procedural Due Process

Prior to any removal of an employee for cause, the District must follow the Disciplinary Action process as described in Article 28 of this MOU.

Grievance by CPCSDEA

A grievance filed by the CPCSDEA must bear the signature of an CPCSDEA representative.

Time to File

Failure to process a timely grievance, as spelled out below, shall act as a bar to the claim alleged. The time limits specified at any step in the procedure may be extended in any specific instance by mutual agreement of the District and the CPCSDEA representative. The term "business days" as used herein shall be defined as weekdays excluding Saturdays, Sundays and recognized District holidays.

Steps of the Grievance Procedure

1. The grievant and his CPCSDEA representative shall discuss the grievance in an informal fashion with the person designated in charge, in a good faith effort, to resolve the grievance prior to the formal step. This meeting must take place within ten (10) business days in which the grievant (employee or CPCSDEA representative) knows, or in the exercise of reasonable diligence should have known, of the event giving rise to the grievance.
2. If the grievance is not settled at step 1 (informal step), the grievance shall then be presented to the Department Head in writing by the CPCSDEA representative within ten (10) business days. The grievance should state the violation and the suggested remedy. The Department Head shall have ten (10) business days to reply in writing. If the reply is not submitted by the Department Head in ten (10) business days, or if there is no reply, then the grievance may be appealed to Step 2. If the grievance is settled to everyone's satisfaction then the basis for settlement shall be noted and acknowledged accordingly.
3. If the grievance is not settled in step 2, then it shall be presented in writing by the CPCSDEA representative to the General Manager within ten (10) business days of receipt of the reply. The General Manager shall meet with the grievant and the CPCSDEA representative at the earliest administratively convenient date, but in no case longer than ten (10) days after it is presented to them. The General Manager shall provide an answer in writing to the grievant and the CPCSDEA representative within ten (10) business days after conclusion of the meeting.
4. Upon receipt of the CPCSDEA representative's written request for appeal of the disciplinary action, the Board of Directors shall meet with the employee and the CPCSDEA representative at the earliest administratively convenient date, but in no case longer than ten (10) days after it is presented to them. The Board of Directors shall provide an answer in writing to the employee regarding the appeal within ten (10) business days after the conclusion of the meeting.

ARTICLE 29: DISCIPLINARY ACTION PROCESS AND APPEALS PROCEDURES

- A. As used herein, "disciplinary action" or "action" means verbal, writing, written reprimand,

reduction of rank, or pay step, suspension, demotion, termination or other action having disciplinary effect.

- B. Any employee may be reduced in rank or pay step, suspended, demoted, terminated, or otherwise disciplined by notifying the employee of the action, pending the service upon him or her of a notice of intent to discipline. The term "business days" as used herein shall be defined as weekdays excluding Saturdays, Sundays and recognized District holidays.

- C. The illustrations of unacceptable conduct cited below are intended to provide specific and exemplary reasons for initiating disciplinary action, and to alert employees to the more common types of employment conduct violations. However, because conditions of human conduct is unpredictable, no attempt has been made to establish a complete and exhaustive list herein. Should there arise instances of unacceptable conduct not included in the following list, the District may likewise find it necessary and appropriate to initiate disciplinary action in accordance with the policies and procedures contained herein.
 - 1. Fraud in securing employment.
 - 2. Insubordination during work hours.
 - 3. Under the influence of alcohol or illegal drugs while on duty.
 - 4. Manufacture, possession, sale or use of illegal controlled substances, or abuse of legal controlled substances.
 - 5. Absence without excused leave.
 - 6. Willful violation of any of the rules set forth in the policies and procedures manuals of the District.
 - 7. Unlawful physical altercation while on duty.
 - 8. Theft of District property.
 - 9. Any act or conduct that is discriminatory toward another person's race, color, national origin, age, sex, (including sexual harassment, marital status or pregnancy condition), sexual orientation, or religious beliefs.

D. Disciplinary Action Documentation

The District will employ the use of the following forms when dealing with counseling and disciplining employees:

- 1. Counseling Memo: The form used by supervisors and officers of the District to notify personnel that a specific behavior is unacceptable and could result in disciplinary action if continued. The Counseling Memo is retained in the employee's personnel file for three (3) months and does not constitute disciplinary action or a reprimand. It is simply used to document, in writing, a counseling session held between a supervisor and an employee.

- 2. Notice of Disciplinary Action: The form used to document disciplinary action following the completion of a pre-disciplinary ("Skelly") hearing. The Notice of Disciplinary Action may serve to document a written reprimand, suspension, demotion in step or rank, termination, or any other form of disciplinary action. The Notice of Disciplinary Action is kept in the employee's personnel file.

3. Anonymous complaints made against an employee shall be investigated as deemed appropriate by the District. If any credence is given to the complaint, a copy shall be forwarded to the CPCSDEA representative within ten (10) business days.

E. Disciplinary Action Process

The following procedure is hereby established for disciplinary action taken by the District against CPCSDEA members:

1. Emergency Suspension: Notwithstanding any provision of this article, an employee against whom disciplinary action is to be taken may be immediately suspended, with pay, upon verbal notification to employee and immediate written notification to the CPCSDEA representative, pending a notice of intended disciplinary action and a pre-disciplinary hearing when it is in the best interest of the District.
2. Prior to the proposed imposition of disciplinary action, excluding verbal and written reprimand, the District shall give written notice to the employee. The written notice of intended disciplinary action shall be personally delivered to the employee or sent to the CPCSDEA representative. The affected employee shall therein be given the opportunity to request a pre-disciplinary hearing within ten (10) business days or waive such right to this pre-disciplinary hearing. The contents of the written notice shall include, but need not be limited to, the following:
 - a. A statement in ordinary and concise language outlining in detail the specific violations of District rules, regulations, ordinances, or any state or federal law that the employee is alleged to have violated.
 - b. The contemplated disciplinary action and the reason(s) for that specific action.
 - c. Copies of all material pertaining to the charges including, but not limited to, tape recordings, reports, memorandums, transcripts, witness statements, and all other evidence.
 - d. A complete statement of the employee's rights and responsibilities as they pertain to the Disciplinary Action Process and Appeals Procedure.
3. Within ten (10) business days from the service of the notice of intent to discipline, the employee must request a pre-disciplinary or "Skelly" hearing pursuant to Skelly vs. State Personnel Board (1975) 15 cal.3d 194, 124 Cal.Rptr. 14. The employee has the right to be represented by an attorney, labor representative or other representative of his choice in all stages of the Disciplinary Action Process.
4. Within ten (10) business days following the pre-disciplinary hearing, if disciplinary action is still contemplated, the General Manager shall serve upon the employee a Notice of Disciplinary Action, if he or she still intends to proceed with disciplinary action.

F. Appeal of Disciplinary Action – Binding Arbitration

All members of the CPCSDEA Bargaining Unit, having successfully completed the applicable probationary period, shall have the right to appeal any form of punitive or

disciplinary action affecting the employee including, but not limited to, termination, demotion, suspension, and written reprimands.

1. Within ten (10) work days after receipt of the Notice of Disciplinary Action, disciplinary actions may be appealed to arbitration. Notice of the appeal must be filed with the CPCSD General Manager. If the employee fails to file a notice of appeal within this time period, the disciplinary action shall become final and there shall be no further appeal.
2. The decision of the arbitrator shall be final and binding on the parties. No appeal or review of the arbitrator's decision by Writ or other mechanism before any court, administrative tribunal or any other forum on any legal theory or basis shall be possible.
3. Appeals of disciplinary actions to arbitration shall be pursuant to the following procedure:
 - a. An appeal of a disciplinary action is a complaint of a permanent employee of whether there was cause for the disciplinary action taken against the employee.
 - b. The parties to the discipline hearing and to the selection of the arbitrator shall be the employee, who may be represented by CPCSDEA, self-represented, or independent counsel, and the District.
 - c. The employee shall be entitled to appear personally at the hearing and produce evidence.
 - d. The fees and expenses of the arbitrator, a court reporter and transcript if required by the arbitrator, shall be shared equally by the parties.

CHAPTER VII MISCELLANEOUS PROVISIONS

ARTICLE 30: EXPOSURE TO CONTAGIOUS DISEASES IN THE COURSE AND SCOPE OF EMPLOYMENT

- A. The District will pay the cost of any co-payment incurred by an employee who receives baseline screening for Hepatitis B, Tuberculosis, and AIDS related diseases through the employee's primary health care plan. Further, the District will pay the cost of any co-payment incurred by an employee who receives vaccinations against Hepatitis B, Tuberculosis and Influenza through the employee's primary health care plan. If baseline screenings and/or vaccinations are not covered under the employee's primary health care plan, the District will pay one-hundred percent (100%) of the cost of such screenings and vaccinations.
- B. The District will, as soon as possible notify the CPCSDEA representative of all exposures, work related accidents, or incidents.

ARTICLE 31: SAFETY

- A. District shall include two (2) members of the CPCSDEA in all Safety Committee functions.
- B. The District shall continue to provide for the safety of employees during the hours of their

employment. In this regard, the District agrees that it will receive and consider written recommendations with respect to unsafe working conditions from any employee or the Association; and the employee and the Association agree that they will afford their safety recommendations and ideas to the District.

- C. The District shall immediately make all reasonable efforts to correct all unsafe conditions brought to its attention by the CPCSDEA.
- D. The District, shall hold bi-weekly safety meetings with employees.
- E. All equipment provided and maintained by the District shall be safe and adequate for its normal and intended use.

ARTICLE 32: SENIORITY

- A. The District shall establish a seniority list of regular status employees in the CPCSDEA Bargaining Unit which shall be updated by the District by January 1st of each year and immediately be posted on the bulletin board of each district work location for thirty (30) days.
- B. District seniority shall be based on total unbroken service of employees in the District. The actual date of hire shall be used for this determination.
- C. In the event two or more persons are hired on the same calendar date, seniority in the District shall be determined by lottery.

ARTICLE 33: REDUCTION IN FORCE

- A. The CPCSDEA and the District shall make every reasonable effort to cooperate so as to avoid economic or other circumstances which would require a reduction in District staffing.
- B. Reduction in Force

All employees retain the right to "bump down" into CPCSDEA Bargaining Unit positions if a reduction in force takes place. The employee's seniority with the District will be the sole determining factor regarding "bump down rights" in such an instance. The specific position the CPCSDEA employee bumps down into will be determined pursuant to the employee's meeting specific job descriptions as defined in the job descriptions as determined by the General Manager.

- C. The District will not hire part-time or grant funded-employees to fill or replace positions where lay-offs have occurred.

ARTICLE 34: MILEAGE REIMBURSEMENT

- A. In the event an employee is required to use their personal automobile on authorized District business, including inter-District travel or paid training, they shall be reimbursed at the current approved IRS rate per mile. Employees are to submit such reimbursement requests at the end

of each month in which required travel occurred. The request shall contain the date of travel, purpose and mileage for each complete trip.

ARTICLE 35: BOARD PACKETS

- A. The District shall provide to the CPCSDEA representative, at no cost, a copy of the Board Agenda and information packet for every regular and special meeting of the Board of Directors no later than it is available to the general public.

ARTICLE 36: NO STRIKE

- A. The District and the CPCSDEA recognize and acknowledge that the work performed by CPCSDEA members is consistent to the quality of life of citizens in the District.
- B. The District agrees that there will be no lock-out of employees, and the CPCSDEA agrees that there will be no strike for the life of this MOU.

ARTICLE 37: BLOOD DONATION AND VOTING

- A. Each represented employee shall be allowed to receive up to two (2) hours paid time-off to donate blood up to and including four (4) times a year. The employee's Department Head shall approve in advance and may require verification of donation.
- B. Each represented employee shall be allowed to receive up to one (1) hour paid time-off for the purpose of voting. The employee's Department Head may require verification of same.

ARTICLE 38: GENERAL REOPENER

- A. Either party to this MOU shall have the right to reopen this MOU on issues/concerns that may arise during the term of this MOU. Should either party choose to reopen this MOU, the parties agree to meet in good faith. No change to this MOU shall be made without the agreement of both parties.

ARTICLE 39: SIGNATURES

- A. This Memorandum of Understanding is hereby executed this _____ day of _____, 2018, by the District/CPCSDEA representatives whose signatures appear below on behalf of their respective organizations.

For the District:

For CPCSDEA:

Jill Ritzman, General Manager

Jere Copeland, Representative

ATTACHMENT C

**Cameron Park Community Services District
Job Classification Salary Ranges -- Represented**

	Current Entry Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Current Top Step 9	Step 10	Step 11	Step 12	Step 13
		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
			5.0%		5.0%		5.0%		5.0%				
Accounting Specialist	\$32,231	\$33,037	\$33,863	\$34,709	\$35,577	\$36,466	\$37,378	\$38,313	\$39,270	\$40,252	\$41,258	\$42,290	\$43,347
Receptionist	\$22,961	\$23,535	\$24,123	\$24,726	\$25,345	\$25,978	\$26,628	\$27,293	\$27,976	\$28,675	\$29,392	\$30,127	\$30,880
Maintenance Worker II	\$28,453	\$29,164	\$29,893	\$30,641	\$31,407	\$32,192	\$32,997	\$33,822	\$34,667	\$35,534	\$36,422	\$37,333	\$38,266
Recreation Coordinator	\$32,231	\$33,037	\$33,863	\$34,709	\$35,577	\$36,466	\$37,378	\$38,313	\$39,270	\$40,252	\$41,258	\$42,290	\$43,347
Parks Maintenance Forman	\$34,735	\$35,603	\$36,493	\$37,406	\$38,341	\$39,299	\$40,282	\$41,289	\$42,321	\$43,379	\$44,464	\$45,575	\$46,715
Recreation Supervisor	\$40,949	\$41,973	\$43,022	\$44,098	\$45,200	\$46,330	\$47,488	\$48,675	\$49,892	\$51,140	\$52,418	\$53,729	\$55,072
CC&R Enforcement Officer	\$43,911	\$45,009	\$46,134	\$47,287	\$48,470	\$49,681	\$50,923	\$52,196	\$53,501	\$54,839	\$56,210	\$57,615	\$59,055
Parks Supervisor	\$45,698	\$46,840	\$48,011	\$49,212	\$50,442	\$51,703	\$52,996	\$54,321	\$55,679	\$57,071	\$58,497	\$59,960	\$61,459

Agenda Transmittal

DATE: August 15, 2018

FROM: Vicky Neibauer, Finance/Human Resources Officer

AGENDA ITEM #12: Resolution Stating the Purposes and Fixing the Amount of Money to be Raised by Taxation in the District to Pay Voter Approved Debt For 2018/19 and Setting the Tax Rate

RECOMMENDED ACTION: Adopt Resolution No. 2018-23 with a Board Poll Vote

BACKGROUND

Each year the District is required to adopt a resolution levying a tax on all taxable property within the District to pay the debt service on the voter approved bonds used for the construction of the Community Center.

The signed adopted resolution must be submitted to the El Dorado County Auditor-Controller's office.

DISCUSSION

The Resolution sets the Fiscal Year 2018/19 tax rate at \$.0239 per \$100 of secured assessed valuation of property on all taxable property within the District. Last year's rate was \$0.0211 per \$100 of secured assessed valuation. The increase in the rate reflects having no Fiscal Year 2017/18 residual funds from the General Operations fund account that will be used to service the Fiscal Year 2018/19 debt payments.

Staff recommends that the Board adopt Resolution No. 2018-23 with a poll vote.

RESOLUTION NO. 2018-23
of the Board of Directors of the
Cameron Park Community Services District
August 15, 2018

**RESOLUTION STATING THE PURPOSES AND FIXING THE AMOUNT OF MONEY TO BE
RAISED BY TAXATION IN THE DISTRICT TO PAY VOTER APPROVED DEBT FOR 2018/19
AND SETTING THE TAX RATE**

WHEREAS, a duly called municipal election (the “Election”) was held in the Cameron Park Community Services District, El Dorado County, State of California (hereinafter referred to as the “District”), on March 8, 2005, at which the following measure (the “Bond Measure”) was submitted to the qualified electors of the District:

“To construct and equip a Cameron Park recreational community center, including meeting/classrooms, a youth activity area, facilities for senior citizen meals and programs, recreational and competition pools, gym, exercise/dance room, assembly hall with a theatre and stage for community productions, shall Cameron Park Community Services District issue \$8,500,000 of bonds at legal rates and appoint a Citizens’ Oversight Committee to maintain financial accountability, prevent waste and ensure that no bond money is used for operating expenses”

WHEREAS, at such election, the Bond Measure received the affirmative vote of more than two thirds of the voters of the District voting on the proposition as certified by the Registrar of Voters of the County of El Dorado in the official canvassing of votes;

WHEREAS, on August 24, 2005, the District issued \$8,499,457.70 of such voter-approved bonds (the “Bonds”)

WHEREAS, on July 9, 2014, the District refunded \$7,436,000.00 of bonds to refinance the remaining balance of the 2005 bonds.

WHEREAS, the District is in receipt of the statement of assessed values and the assessment roll for the fiscal year 2018-19 and the total assessed value of the land within the District is \$2,400,851,372;

WHEREAS, the estimated minimum amount of money required to pay debt service on the Bonds for the current roll year is \$580,380.00;

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

SECTION 1. For the purpose of paying debt service on the Bonds, the District hereby levies a tax of \$.0239 for each \$100 of secured assessed valuation of property on all taxable property within District for fiscal year 2018-19 (as further detailed on Exhibit A hereto).

SECTION 2. The District does hereby levy and affix the aforesaid taxes and tax rate on all taxable property within the District as described in Section 1 hereof and the District shall transmit a copy of this Resolution to the Auditor/Controller of the County of El Dorado.

SECTION 3. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 15th day of August 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Attest:

Director Holly Morrison, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

EXHIBIT A
Revised 8/15/18

CAMERON PARK COMMUNITY SERVICES DISTRICT						
GENERAL OBLIGATION BOND - TAX RATE REQUIREMENT						
FISCAL YEAR 18/19						
				UTILITY & SECURED	UNSECURED	
SETTING TAX RATE						
Net Valuation (Less All Exemptions)				2,361,997,339	38,854,033	
Less Delinquency Allowance						
Secure (Teeter)				0	0	
Unsecured				0	0	
Less Redevelopment Agency or Other				0	0	
Adjusted Net Assessed Valuation				2,361,997,339	38,854,033	
Add HOPTR (Homeowner) Exemption				27,434,800		
ADJUSTED VALUATION FOR RATE COMPUTATION				2,389,432,139		
February 1, 2019 Debt Service						104,190
August 1, 2019 Debt Service						475,190
Bond assessment expenses						1,000
Current-Year Requirements						580,380
Less Other Available Financing						0
AMOUNT TO BE RAISED THROUGH TAX RATE						580,380
UNSECURED ROLL FUNDING						
Unsecured Tax Rate						
(prior year secured rate: 38,854,033 x .000211)						
Unsecured Property Tax					8,198	
Unsecured HOPTR Exemption Revenue					0	
AMOUNT TO BE RAISED ON SECURED ROLL :					8,198	
Total Requirements				580,380		
Less Unsecured Roll Funding				(8,198)		
Balance Required				572,182		
SECURED TAX RATE (572,182/2,389,432,139) = <u>.000239</u>						
HOPTR Exemption Revenue (27,434,800 x .000239)				6,570		
Secure Property Tax (572,182-6,570)					565,612	
TOTALS				6,570	573,810	580,380

Agenda Transmittal

DATE: August 15, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #13: **RESPONSE TO GRAND JURY REPORT, CASE 17-01**

RECOMMENDED ACTION: Approve Response to Recommendations in Grand Jury Report

BUDGET ACCOUNT: TBD

BUDGET IMPACT: TBD

BACKGROUND

The El Dorado County Grand Jury publicly released a report on June 8, 2018, Case 17-01: Cameron Park Community Services District (Attachment A). The Grand Jury investigated multiple claims of employee harassment, disruptive behavior at board meetings, a U.S. Department of Labor investigation and fiscal concerns at the Cameron Park Community Services District (District). The Grand Jury looked for significant systemic issues that might continue to hamper the District's ability to govern and provide services to its residents.

DISCUSSION

The report contains ten Findings and five Recommendations. The District is instructed to respond to Findings F3, F7, F8, F9, and F10; and all of the Recommendations within 90 days from the release of the report, which would be September 8, 2018. Staff prepared the following response to the Findings and Recommendations. The Budget and Administration Committee reviewed, discussed and supported moving the response on to the Board for consideration.

F3. District Policy 4090 about training is inadequate in that it does not require training for directors, even topics where California State law requires training.

District Policy 4090 does not include training topics for directors and staff which are required by state law. Staff will be editing the current policy and providing a recommendation to the Board of Directors.

F7. There are significant deficiencies with the District's financial record keeping.

The significant deficiencies in the Finance Office are actively being addressed. District procured a new financial software system to replace the old, unsupported system, and the transition to the new system is occurring now. The first financial report is scheduled to be released to the Board at the September Board meeting.

The Rec Trac program registration and facility use reservation system tracks the District's revenues, and is being updated to the most current module. Once updated (expected late Fall 2018), these software systems will represent the District tracking methodology for all expenditures and revenues.

A dual audit is scheduled for early 2019 for Fiscal Years 2016-17 and 2017-18 to bring the District current.

F8. There may be opportunities to increase revenue-generating use of District facilities.

Staff are exploring all areas to increase use of the District's facilities, especially the Community Center. Fees are being reviewed and compared to surrounding agencies with comparable facilities. Fee adjustments will be presented to the Board. Great customer service is a District goal to increase returning and new clients.

F9. The District Strategic Plan is not being used to guide policy decisions.

The District Strategic Plan (Plan) was reviewed by the General Manager when she began employment, but was not used as a guide and resource in the first months. The Plan has been pulled for review and being actively used as a guide for future budget decisions. Staff will work with the Budget and Administration Committee to begin citing the Strategic Goals in all Board reports.

F10. The District website is missing links to important district documents.

The process for updating the website fell to several staff, and there was not centralized process to ensure the website had current, accurate information. A few missing documents, such as the Strategic Plan, along with the District Fiscal Year 2018-19 budget, are now

posted. Staff are meeting with the website contractor this week to discuss roles, responsibilities and processes for improvements.

R1. District should amend Policy 4090 no later than October 31, 2018 to mandate training for directors and managers. Mandatory training should, at a minimum, include topics on ethics and harassment required by State law.

Response: Attached in Track Changes is Policy 4090 for the Committees review (Attachment B).

R2. Newly-appointed directors and the general manager should attend the California Special Districts Association Leadership Academy no later than December 31, 2018.

The next Leadership Academy will be April 2019 in San Diego and July 2019 in Napa; details regarding costs have not been released and District attendee(s) will be determined. The General Manager attended the California Special District Association (CSDA) General Manager Leadership Summit in June 2018, with a full scholarship provided by the Special District Leadership Academy, which had many similar topics as the Leadership Academy. The board clerk is scheduled to attend the Board Secretary/Clerk Conference in October and staff have applied for another scholarship. Funds for training is limited and will be contained within the budget; webinars will be encouraged.

Board members have actively sought training in recent years from CSDA, especially on-line webinars. Topics included ethics, financial planning and risk management. The District hosted a series on local government which Board members attended February through May 2018. Topics included what is a special district, special district financing, parliamentary procedures, and Brown Act and ethics. Information about additional opportunities for training have been provided to the Board members.

R3. District staff should develop a written plan by October 31, 2018 designed to increase rental revenues from district facilities.

Staff are reviewing District facility use fees and comparing those fees to surrounding communities to ensure the District remains competitive and consistent with industry standards. A report is scheduled for the Board's review in October that will recommend new and revised fees in all business areas of the District, including community center, architectural review, fire marshal and recreation programs. Efforts are being made to ensure responsible use of District facilities to protect the asset. Staff are also working to increase customer service to drive an increase in use as well. Revenues for the community center are trending upward.

R4. The Board should review and update the Strategic Plan as needed by October 31, 2018.

In a recent Board Budget staff report, the Strategic Plan's goals were cited to ensure that the budget adjustments would be consistent with the Strategic Plan. Staff will continue to cite how District projects, programs and initiatives are consistent with the Strategic Plan by citing the Strategic Goal in Board staff reports.

R5. No later than October 31, 2018, the District should provide resources and training for staff to update and maintain the District website.

Staff have initiated a meeting on August 1st with Uptown Studios, the District's website contractor, to determine services, roles, responsibilities and costs. Staff's plan is to evaluate the current website and make changes that will be consistent with the California Special District Association's Transparency Certificate. This change may take several months, and staff have a goal to apply for a Transparency Certificate in 2019.

Next Steps

If approved, the response will be sent to the Presiding Judge at El Dorado Superior Court, Honorable Suzanne N. Kingsbury.

FINANCIAL IMPACT

There may or may not be a financial impact to the District. Staff have budgeted for training and website costs, and any additional costs may be offset by increased revenues related to fees. Any financial impact will either be absorbed in the current budget or be requested in upcoming budget adjustments.

Attachments

A: Grand Jury Report, Case 17-01

B: Proposed Changes - Policy 4090 Training

STATE OF CALIFORNIA

GRAND JURY
El Dorado County

P.O. Box 472
Placerville, California 95667
(530) 621-7477 Fax: (530) 295-0763
grand.jury@edcgov.us



CONFIDENTIAL

June 4, 2018

Holly Morrison, President
Cameron Park Community Services District Board of Directors
5202 Country Club Drive
Cameron Park, CA 95682

Dear Ms. Morrison,

The 2017-2018 El Dorado County Grand Jury has completed the attached report, **17-01 CAMERON PARK COMMUNITY SERVICES DISTRICT**. It is being provided to you at least *two days in advance of its public release*, as required by California Penal Code §933.05 (f):

A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.

Please refer to the section REQUEST FOR RESPONSES near or at the end of the report for the timing of your response, if any, as required by the Penal Code.

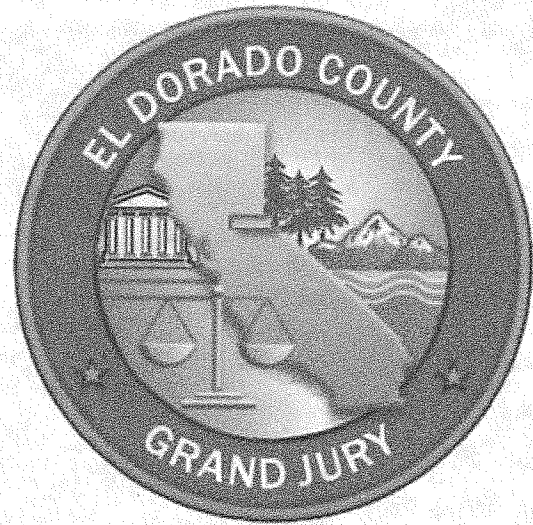
Please keep in mind that this report must be kept confidential until its public release by the Grand Jury.

Sincerely,

A handwritten signature in black ink that reads "Tom Simpson". The signature is written in a cursive, slightly slanted style.

Tom Simpson, Foreperson

EL DORADO COUNTY
2017-2018 GRAND JURY
REPORT



CAMERON PARK
COMMUNITY SERVICES DISTRICT

CASE 17-01 • JUNE 4, 2018

Public Release

JUNE 8, 2018

EL DORADO COUNTY 2017-2018 GRAND JURY

CAMERON PARK COMMUNITY SERVICES DISTRICT

Case 17-01 • June 30, 2018

The Grand Jury investigated multiple claims of employee harassment, disruptive behavior at board meetings, a U.S. Department of Labor investigation and fiscal concerns at the Cameron Park Community Services District.

BACKGROUND

Cameron Park is an unincorporated community in El Dorado County, California, about 30 miles east of Sacramento and 70 miles west of South Lake Tahoe. Located along the US Highway 50 corridor on the western slope of the Sierra Nevada, it covers about nine square miles and has approximately 19,000 residents.

A Community Services District is a form of independent local government providing various services in unincorporated areas of a county. The Cameron Park Community Services District (CPCSD or District) was formed in 1961. It is led by a five-member elected Board of Directors and an appointed general manager. Today, the CPCSD administers fire and emergency services, parks and recreation, lighting and landscaping, solid waste disposal and recycling for residents and enforces covenants, conditions and restrictions (CC&R's) of various homeowners associations.

The CPCSD came to the attention of the Grand Jury when citizens claimed the Board failed to act upon complaints of bullying and harassment of District employees by the General Manager. In March 2017, the District was investigated by the U.S. Department of Labor for failing to properly pay overtime to employees. The Grand Jury looked for significant systemic issues that might continue to hamper the District's ability to govern and provide services to its residents.

METHODOLOGY

- Reviewed prior grand jury reports about this, and other, special districts.
- Interviewed District officials, employees, Cameron Park residents and El Dorado County officials.
- Attended Board meetings and a workshop.
- Examined District facilities.
- Reviewed reports from El Dorado County agencies on specific aspects of CPCSD.
- Reviewed District policies and procedures.
- Reviewed the District Five-year Strategic Plan.
- Reviewed District annual budgets.
- Reviewed District Board of Directors meeting agendas and minutes.
- Reviewed the District website as well as other websites pertinent to the operation of special districts in California.
- Reviewed the U.S. Department of Labor document, *Back Wage Compliance and Payment Agreement*, regarding non-payment of District employees for overtime worked.

DISCUSSION

Overall, the Grand Jury found the district is making progress towards correcting the issues investigated.

Board Meetings

The Grand Jury learned of disrespectful and disruptive behavior by members of the public at Board of Directors meetings. Grand Jurors who attended meetings observed directors maintaining a professional and respectful demeanor despite occasional citizen discord and outbursts.

Board meetings observed by the Grand Jury met California public meeting requirements, including advance posting of board meeting agendas on the District website and allowing public input at meetings. Adopted minutes of prior board meetings are posted on the website. Board meetings were conducted in a professional and organized manner by District directors and staff.

Reports of Sheriff Deputies at board meetings were investigated. An incident where a County Deputy Sheriff was called in response to public disruption at a board meeting in November 2015 was documented. The Deputy removed a disruptive member of the audience. On at least one other occasion Sheriff Deputies were preemptively stationed at a board meeting in anticipation of potential disturbances.

The District recently implemented videotaping of board meetings. Video recordings are available via the District website.

Directors

Some observers maintain that the timing of past director resignations were orchestrated by the Board of Directors to facilitate the appointment of selected individuals to positions on the Board rather than open elections. A review of the election and appointment of District directors since 2000 did not find any unusual patterns of resignations and appointments. Though there were a few appointments, a far greater number of directors were selected through the normal election process, some serving two or more four-year terms.

Two board members resigned in 2017 at about the same time the General Manager resigned. The Grand Jury determined that both resignations were for personal reasons and unrelated to any issues on the board. Two new directors were sought. A public process to solicit and interview applicants was conducted by the District. New directors were appointed in September 2017.

Training

The Grand Jury found formal training or orientation is not provided to new directors upon assuming office. New directors are provided binders containing the District's policies, procedures and information on the District's programs. Although District policy 4090 defines training for elected directors, it is general in nature and only encourages training for directors. It does not require training, nor does it address mandatory ethics and sexual harassment training required under California law.

District staff advised the Grand Jury that training on public meeting laws, requirements for elected public officials, good governance and other related topics would be useful to both new and existing directors.

The District has access to a variety of training opportunities. Membership in the California Special Districts Association (CSDA) includes a Special District Leadership Academy session on essential governance responsibilities. The District scheduled a series of public workshops on special district governance and operations starting in early February 2018. They will be attended by District board members and staff and are open to the public. The initial workshop was conducted with the assistance and support of CSDA staff.

Public Outreach/Community Involvement

The General Manager resigned in April 2017 amid citizen claims that the board failed to act upon complaints of bullying and harassment of district employees by the General Manager.

The District conducted a public workshop in Fall 2017 to obtain community input regarding the selection of a new general manager. Input from this meeting was used to help determine the desirable qualifications and characteristics used in the recruitment. Recruitment was conducted with the assistance of a professional executive recruitment firm. A new General Manager was found and subsequently hired in November 2017.

Employee Morale

The Grand Jury investigated poor employee morale and loss of long term employees in key positions. Employee morale clearly declined under the previous general manager. A U.S. Department of Labor investigation initiated by a CPCSD employee, found that District employees were due significant back pay for overtime worked. Employee complaints prompted the District to hire a firm specializing in employment law to investigate the complaints. While the nature of those complaints are confidential personnel matters and not subject to grand jury investigation, it appears that employee turnover seems to have been a symptom of a greater organizational morale problem. Recent indications show that employee morale is improving under new management.

Recordkeeping

District finances are somewhat in disarray. More than two years elapsed without an audit by an independent certified public accountant as required by district policy. An audit was underway at the time that this investigation was conducted by the Grand Jury.

Separate from the regular financial audit process, the District hired a certified public accounting firm to perform forensic accounting to determine and correct problems and uncertainties with past financial records. While the Grand Jury did not delve into the details of this process, the accounting firm has been working on financial records since July 2017 and continues as of the writing of this report. The Board took a major step toward improving financial record-keeping when they approved hiring a Finance Director / Human Resources Manager at the January 17, 2018 board meeting. The position was subsequently filled in March.

Revenue

Revenue is a continuing challenge as it is with many government agencies. Most revenue comes from sources beyond the District's control such as property taxes. One source that can be influenced is rental of District facilities for public use. The District website has a facilities rental page identifying the many facilities available for rent along with complete rental information and an application.

Additional revenue comes from district programs and activities fees. The District publishes a brochure of programs and activities that is delivered to residents, as well as publicizing the programs and activities via its website, social media and local print media. The calendar shows the programs and activities offered are robust and varied.

Strategic Plan

The District adopted a five-year Strategic Plan in February 2016. It provides a roadmap for policy and decision making over a five-year period. It identified nine strategic elements where the District would focus time and resources over the next five years and to provide a roadmap for decision making.

- A. Optimize Reserve Programs
- B. Increase Revenues
- C. Increase Participation in Programs and Facilities Usage
- D. Continue to Follow Existing Top-Level Plans
- E. Maintain and Improve Fire Service
- F. Enhance Our Relations with the County and the Community
- G. Strengthen Community Partnerships
- H. Address Deferred Maintenance Needs
- I. Stay Ahead of Best Practices for Administration of the District

The Grand Jury determined that the plan might provide a reasonable guide for good governance, administration, policy and decision making. However, there is little evidence that it has been widely followed, considered or referenced by the board and staff since it was adopted.

Website

Review of the Strategic Plan led the Grand Jury on a partially successful journey through the District website, www.cameronpark.org, to find reports and documents referenced in the Strategic Plan. While the website was updated with professional contract assistance in the recent past, it is still missing links to important documents. The website is current on things like board meeting agendas and minutes, district budgets, financial audit information and other matters of public interest. The District does not have an employee with training and skills in website design and administration to keep the website up to date.

FINDINGS

- F1. District Board meetings were conducted in a professional manner, even when confronted with disruptive and disrespectful behavior from members of the community.
- F2. The Grand Jury determined that there were no unusual patterns in the resignations and appointments of directors.
- F3. District Policy 4090 about training is inadequate in that it does not require training for directors, even for topics where California State law requires training.
- F4. The California Special Districts Association Leadership Academy is a valuable training opportunity for newly-appointed or elected district officers and newly-appointed general managers.
- F5. The District has taken a number of positive steps to enhance public outreach and encourage community involvement.
- F6. Employee morale is improving under the new leadership in District staff and the Board.
- F7. There are significant deficiencies with the District's financial record keeping.
- F8. There may be opportunities to increase revenue-generating use of District facilities.
- F9. The District Strategic Plan is not being used to guide policy decisions.
- F10. The District website is missing links to important district documents.

RECOMMENDATIONS

- R1. The District should amend Policy 4090 no later than October 31, 2018 to mandate training for directors and managers. Mandatory training should, at a minimum, include the topics on ethics and harassment required by State law.
- R2. Newly-appointed directors and the general manager should attend the California Special Districts Association Leadership Academy no later than December 31, 2018.
- R3. District staff should develop a written plan by October 31, 2018, designed to increase rental revenue from district facilities.
- R4. The Board should review and update the Strategic Plan as needed by October 31, 2018.
- R5. No later than October 31, 2018, the District should provide resources and training for staff to update and maintain the district website.

ATTACHMENTS

- A. CPCSD Policy 4090 – *Training, Education and Conferences.*
- B. U.S. Department of Labor *Back Wage Compliance and Payment Agreement.*

REQUEST FOR RESPONSES

This Grand Jury report is an account of an investigation or review. It contains findings and recommendations, and names those who should respond to each finding and each recommendation pertaining to matters under the respondent’s control.

In accordance with California Penal Code §933 and §933.05 responses to Findings F3, F7, F8, F9 and F10 and all Recommendations are requested from The Cameron Park Community Services District Board of Directors.

The written response of each named respondent will be reprinted in a publication to the citizens of El Dorado County. Each must include the name of the Grand Jury report along with the name and official title of the respondent.

California Penal Code Section 933.05 mandates specific requirements for responding to grand jury reports. You are advised to review the Penal Code sections and carefully read the pertinent provisions included below before preparing your official response. Each respondent must use the formats below for each separate finding and recommendation identified above.

Please pay attention to required explanations and time frames. Incomplete or inadequate responses are likely to prompt further investigative inquiries by the grand jury and/or the court.

Response to Findings

Finding F# *[Retype the text of the finding as written in the Grand Jury report, # is the finding number in the report.]*

Response: *[Review California Penal Code section 933.05 (a) (1) and (2). Respondents must specify one of three options – a) Respondent agrees with finding, b) Respondent disagrees wholly with finding or c) Respondent disagrees partially with finding. If respondent uses option b or c then the response shall specify the portion of the finding that is disputed and shall include an explanation.]*

IMPORTANT NOTE ABOUT GRAND JURY FINDINGS

Grand Jury Findings are derived from testimony and evidence. All testimony and evidence given to the Grand Jury is confidential by law, and it is the Grand Jury’s responsibility to maintain it. California Penal Code §929 provides “... the name of any person, or facts that lead to the identity of any person who provided information to the grand jury, shall not be released.” Further, 86 Ops. Cal. Atty. Gen. 101 (2003) prohibits grand jury witnesses from disclosing anything learned during their appearance including testimony given. This is to ensure the anonymity of witnesses and to encourage open and honest testimony.

Response to Recommendations

Response R# *[Retype the text of the recommendation as written in the Grand Jury report, # is the recommendation number in the report.]*

Response: *[Review California Penal Code section 933.05 (b) (1) - (4). Respondents must specify one of four options – a) recommendation has been implemented, b) recommendation has not been implemented but will be implementing noting a timeframe, or c) recommendation requires further analysis or study noting a timeframe not to exceed six months from date Grand Jury Report was issued or d) recommendation will not be implemented because it is not warranted or reasonable, with an explanation.]*

Response Times

The California Penal Code specifies response times.

PUBLIC AGENCIES

The governing body of any public agency (also referring to a department) must respond within 90 days from the release of the report to the public.

ELECTIVE OFFICERS OR AGENCY HEADS

All elected officers or heads of agencies/departments are required to respond within 60 days of the release of the report to the public.

Failure to Respond

Failure to respond as required to a grand jury report is a violation of California Penal Code Section 933.05 and is subject to further action that may include further investigation on the subject matter of the report by the grand jury.

Where to Respond

All responses must be addressed to the Presiding Judge of the El Dorado County Superior Court.

Honorable Suzanne N. Kingsbury
Presiding Judge of the El Dorado County Superior Court
1354 Johnson Blvd, Suite 2
South Lake Tahoe CA 96150

Response via Email to courtadmin@eldoradocourt.org is preferred.

The Court requests that you respond electronically with a Word or PDF document file to facilitate economical and timely distribution.

California Penal Code Section 933

933.

(a) Each grand jury shall submit to the presiding judge of the superior court a final report of its findings and recommendations that pertain to county government matters during the fiscal or calendar year. Final reports on any appropriate subject may be submitted to the presiding judge of the superior court at any time during the term of service of a grand jury. A final report may be submitted for comment to responsible officers, agencies, or departments, including the county board of supervisors, when applicable, upon finding of the presiding judge that the report is in compliance with this title. For 45 days after the end of the term, the foreperson and his or her designees shall, upon reasonable notice, be available to clarify the recommendations of the report.

(b) One copy of each final report, together with the responses thereto, found to be in compliance with this title shall be placed on file with the clerk of the court and remain on file in the office of the clerk. The clerk shall immediately forward a true copy of the report and the responses to the State Archivist who shall retain that report and all responses in perpetuity.

(c) No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls. In any city and county, the mayor shall also comment on the findings and recommendations. All of these comments and reports shall forthwith be submitted to the presiding judge of the superior court who impaneled the grand jury. A copy of all responses to grand jury reports shall be placed on file with the clerk of the public agency and the office of the county clerk, or the mayor when applicable, and shall remain on file in those offices. One copy shall be placed on file with the applicable grand jury final report by, and in the control of the currently impaneled grand jury, where it shall be maintained for a minimum of five years.

(d) As used in this section "agency" includes a department.

California Penal Code Section 933.05

933.05

(a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:

(1) The respondent agrees with the finding.

(2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

(1) The recommendation has been implemented, with a summary regarding the implemented action.

(2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.

(3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.

(c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decisionmaking authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

(d) A grand jury may request a subject person or entity to come before the grand jury for the purpose of reading and discussing the findings of the grand jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.

(e) During an investigation, the grand jury shall meet with the subject of that investigation regarding the investigation, unless the court, either on its own determination or upon request of the foreperson of the grand jury, determines that such a meeting would be detrimental.

(f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Training, Education, and Conferences

POLICY NUMBER: 4090

4090.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reim-
bursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted.

4090.2.1 The Business Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Finance Division Manager, together with validated receipts.

4090.2.2 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs.

4090.2.3 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager and by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4090.2.3.2 Directors traveling together whenever feasible and economically beneficial.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

ATTACHMENT A

4090.3 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

ATTACHMENT B

U.S. Department of Labor

Wage and Hour Division
Federal Building
2800 Cottage Way
Room W-1836
Sacramento, CA 95825-1886
916-978-6123
916-978-6125



**UNITED STATES DEPARTMENT OF LABOR
WAGE AND HOUR DIVISION**

IN THE MATTER OF: :
Cameron Park Community Services District
Case ID 1804805

BACK WAGE COMPLIANCE AND PAYMENT AGREEMENT

This agreement is entered into March 08, 2017 by and between the Secretary of Labor, United States Department of Labor, (hereinafter referred to as "the Secretary"), and Cameron Park Community Services District dba Cameron Park Community Services District (hereinafter referred to as "the employer").

The Secretary, through Investigator De La Torre of the Wage and Hour Division, United States Department of Labor, conducted an investigation of the employer's business under FLSA. The investigation covered the employer's operations from 01/20/2015 to 01/19/2017.

As a result of that investigation monetary violations were found resulting in 5 due back wages in the amount of \$15,372.12.

In order to resolve this matter, the parties to this Agreement stipulate and agree to the following:

1. The employer represents that it is presently in full compliance with all applicable provisions of the FLSA, and will continue to comply therewith in the future.
2. The employer agrees to pay the back wages due the employees in question in the amounts shown for the periods indicated on the Summary of Unpaid Wages attached hereto and made a part hereof.
3. Cameron Park Community Services District agrees to pay directly to the employees the amounts due (less legal payroll deductions) on or before 03/24/2017 and to deliver to the Secretary's representative by 03/31/2017 evidence of payment including any signed WH-58 receipt forms the Employer has received at that time.
4. The Employer agrees to provide the Secretary's representative with a listing of all unlocated employees, their last known address, social security number (if possible), and their gross and net amounts due no later than 04/23/2017. The District Office will notify the Employer when a person has been located to issue a check.
5. In the event that any employees cannot be located, or refuse to accept the back wages, the employer agrees to deliver to the Secretary's representative a cashier's or certified check, payable to "Wage and Hour Division - Labor" to cover the total net due all such employees on or before 06/22/2017. After three years, any monies which have not been distributed because of inability to locate the proper persons or because of their refusal to accept payment shall be covered into the Treasury of the United States as miscellaneous receipts.
6. The employer agrees to provide the Secretary's representative no later than 06/22/2017 any

ATTACHMENT B

- remaining signed WH-58 receipt forms not yet provided to Wage and Hour or a cancelled check (or some reasonable facsimile) for every person the employer has paid per this agreement.
7. The employer hereby waives all rights and defenses which may be available by virtue of statute of limitations, including but not limited to section 6 of the Portal-to-Portal Act (29 U.S.C. 255).
 8. Any defaulted balance shall be subject to the assessment of interest and penalty interest at rates determined by the U. S. Treasury as required by the Debt Collection Improvement Act of 1996 (Public Law 104-134) published by the Secretary of the Treasury in the Federal Register and other delinquent charges and administrative costs shall also be assessed.
 9. In the event of default, the Department intends to pursue additional collection action that may include, but is not limited to, administrative offset, referral of the account to credit reporting agencies, private collection agencies, and/or the Department of Justice.
 10. Any rights to challenge or contest the validity of this Agreement are hereby waived.
 11. By entering into this agreement, the Wage Hour Division does not waive its right to conduct future investigations under the Fair Labor Standards Act and to take appropriate enforcement action, including assessment of civil money penalties, with respect to any violations disclosed by such investigations.

Approved by the following parties

Cameron Park Community Services District
BY ITS OFFICER

UNITED STATES DEPARTMENT OF LABOR
WAGE AND HOUR DIVISION

 Name: *Jan Cabal*
 Title: *General Manager*
 Dated: *3/8/17*

Richard E. Newton
 Richard E. Newton *for:*
 District Director
 Dated: *3/8/2017*

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Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Training, Education, and Conferences

POLICY NUMBER: 4090

4090.1 Staff and members of the Board of Directors are strongly encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of staff or Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.1.2 Required training includes:

- Harassment¹
- Ethics²

4090.1.3 Suggested training includes:

- What is a Special District
- Parliamentary Procedure
- The Brow Act
- Your Role as a Director
- Finance for Special Districts

4090.2 It is the policy of the District to strongly encourage staff and Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. A training budget will be approved as part of the District's annual budget process.

¹ AB 1825 and AB 1661 make at least two hours of sexual harassment prevention training every two years mandatory for all supervisory employees and officials.

² Government Code Sections 53234 et seq require all Directors, designated staff and member of all commissions, committees and other bodies that are subject to the Brown Act to receive two hours of training in general ethics principles and ethics law relevant to public services within one year of election or appointment to the Board of Directors and at least once every two years thereafter. All ethics training shall be provided by providers whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

4090.2.1 The General Business Manager or designee is responsible for making arrangements for staff and Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by staff and Directors, or which are billed to the District by staff and Directors, shall be submitted to the Finance/Human Resources Officer Division Manager, together with validated receipts and proof of participation after completing training.

4090.2.2 Attendance by staff and Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Directors General Manager prior to incurring any reimbursable costs. Training costs will be constrained by the District's annual budget.

4090.2.3 Expenses to the District for staff and Board of Directors' training, education and conferences should be kept to a minimum by utilizing webinars when appropriate; and for travel, using recommendations for transportation and housing accommodations put forth by the General Manager and by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4090.2.3.2 Staff and/or Directors traveling together whenever feasible and economically beneficial.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.