



CAMERON PARK COMMUNITY SERVICES DISTRICT

2502 Country 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, January 16, 2019 6:30 p.m.

Board Members

Margaret Mohr	President
Monique Scobey	Vice President
Felicity Carlson	Board Member
Ellie Wooten	Board Member
Holly Morrison	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 admin@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings.

AGENDA

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.

4. District Objectives & Expectations (hand-out)
-

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 #10 to be discussed and acted upon individually.

5. Conformed Agenda – Board of Directors Meeting, December 19, 2018
 6. Conformed Agenda – Parks & Recreation Committee Meeting, November 5, 2018
 7. 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
 8. **APPROVE** Fire Department Rate Sheet – Fire Prevention (J. Ritzman, Chief Moranz)
 9. **RECEIVE AND FILE** Meeting Attendance
-

AGENDA

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.

10. Items removed from the Consent Agenda for discussion
 11. **APPROVE** Resolution 2019-01 Commemorating 2019 as the Year to Celebrate the 20th Anniversary of Summer Spectacular
 12. **APPROVE** Fiscal Year 2018-19 Mid-Year Budget Adjustments
 13. **SELECT A NOMINEE** for Special District Representative to El Dorado Local Area Formation Commission
-

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
 - a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. 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.

AGENDA

CONVENE TO CLOSED SESSION

The Board will recess to closed session to discuss the following item(s):

1. 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

2. Pursuant to California Government Code §54956.9(b)

Conference with Legal Counsel – Potential Litigation (2 cases)

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

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Cameron Park, CA 95682
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AGENDA

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

*Reception at 6:00pm to welcome newly elected Board Members and their families.
Reception is open to the public.*

REGULAR BOARD MEETING Wednesday, December 19, 2018 6:30 p.m.

Board Members

Holly Morrison	President
Margaret Mohr	Vice President
Monique Scobey	Board Member
Felicity Carlson	Board Member
Ellie Wooten	Board Member

Notice to the Public

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AGENDA

CALL TO ORDER – 6:42pm

1. Roll Call – HM/MM/MS/FC/EW
 2. Pledge of Allegiance
-

OATH OF OFFICE

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

Felicity Carlson	Four-year term (2022) – Oath administered by Shiva Frentzen
Holly Morrison	Two-year term (2020) – Oath administered by Shiva Frentzen
Monique Scobey	Four-year term (2022) – Oath administered by Shiva Frentzen
Ellie Wooten	Four-year term (2022) – Oath administered by Shiva Frentzen

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.

MM/EW - Motion Passed

Ayes – 5

Noes – 0

Abstain – 0

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, November 14, 2018
5. Conformed Agenda – Parks & Recreation Committee Meeting, December 3, 2018
6. Conformed Agenda – Board of Directors Special Meeting, December 7, 2018
7. 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

Motion to adopt the Consent Agenda with the following revision – pull agenda item #7b, 7c, 7d for discussion, and remove item #5.

MM/FC - Motion Passed

Ayes – 5

Noes – 0

Abstain – 0

OPEN FORUM FOR NON-AGENDA ITEMS

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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

- *7b. Administration Department Staff Report*
- *7c. Fire Department Staff Report*
- *7d. Recreation Department Staff Report*

Motion to approve the items pulled from the Consent Agenda for discussion.

MM/FC - Motion Passed

Ayes – 5

Noes – 0

Abstain – 0

9. **APPROVE** 2019 Board and Committee Calendar

Motion to approve the 2019 Board and Committee Calendar.

FC/MM - Motion Passed

Ayes – 5

Noes – 0

Abstain – 0

10. **APPROVE** Fire Department Fees for Services – Fire Prevention (J. Ritzman, Chief Moranz)

Motion to approve Fire Prevention hourly rate increase to \$165 per hour and direct staff to bring a rate sheet back to committee for review.

MS/FC - Motion Passed

Ayes – 5

Noes – 0

Abstain – 0

11. **APPROVE** Facility Use Fees – Cameron Park Lake (J. Ritzman)

Motion to approve Facility Use Fees – Cameron Park Lake.

MM/EW - Motion Passed

Ayes – 5

Noes – 0

Abstain – 0

12. **APPROVE** 2019 Pool Use Fees – Hourly Rates (J. Ritzman)

Motion to approve 2019 Pool Use Fees – Hourly Rates.

EW/MM - Motion Passed

Ayes – 5

Noes – 0

Abstain – 0

13. **APPROVE** Resolution 2018-26 Supporting the Cameron Park Community Services District to File an Application for California Climate Investment Fire Prevention Grant Program (J. Ritzman, S. Moranz)

Motion to approve Resolution 2018-26 Supporting the Cameron Park Community Services District to File an Application for California Climate Investment Fire Prevention Grant Program.

MM/EW - Motion Passed

Ayes – 5

Noes – 0

Abstain – 0

14. **NOMINATE & ELECT** President and Vice President (*Standing Committee assignments will be posted on the District's website by December 31st*)

Motion to Elect Margaret Mohr as President for 2019.

MS/MM - Motion Passed

Ayes – 3

Noes – 2

Abstain – 0

Motion to Elect Monique Scobey as Vice President for 2019.

FC/MM - Motion Passed

Ayes – 5

Noes – 0

Abstain – 0

BOARD INFORMATION ITEMS

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

15. General Matters to/from Board Members and Staff

MM – Wishes everyone a Merry Christmas and Happy Holidays; would like board members to come to meetings ready to work and having reviewed info; the board needs more committee info; board member “homework” is to come with more ideas on how to increase revenue and ready to tackle district issues.

FC – Grateful to be on the board and looking to working with staff; hope everyone has an evacuation plan.

HM – Pancake Breakfast and raffle prizes were great.

MS – Attended the Pancake Breakfast; compliment to Director Morrison for her great work as President; thank you to staff.

16. Local Area Formation Commission (LAFCO)

17. Committee Reports

- Budget & Administration

- *Bringing CIP and mid-year budget to January Budget & Admin Committee Meeting; looking at ways to bring large revenue-generating ideas to Cameron Park CSD.*

- Covenants, Conditions & Restrictions (CC&R)

- *Royal park cul-de-sac continues to be a problem.*

- Fire & Emergency Services

- *Reviewed Fire Grant, mid-year review of finances, and weed abatement.*

AGENDA

- *Parks & Recreation*

- *Reviewed pool use fees and Cameron Park facility use fees; working on survey for dogs on leashes at Cameron Park Lake; low response for facility use survey so looking at ways to increase the number of responses; need more info in committee board reports.*
-

ADJOURNMENT – 9:27pm

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Parks & Recreation Committee
Monday, November 5, 2018
6:30 p.m.

Cameron Park Community Services District
2502 Country Club Drive, Cameron Park

Conformed Agenda

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

(Monique Scobey has a planned absence; Holly Morrison, as the alternate, will be in attendance.)

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA – HM/GS

APPROVAL OF CONFORMED AGENDA – move to the Board of Directors Meeting

OPEN FORUM

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

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

DEPARTMENT MATTERS

PUBLIC COMMENT

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

1. **Report Back - Proposed User Fees for Sports Field Use; Outcomes from Sports Groups' Meeting**
(oral report; J. Ritzman)
2. **Review and Discuss Proposed Pool Facility Use Fees** (J. Ritzman)
3. **Review and Discuss Cameron Park Lake Facility Use Fees** (J. Ritzman)
4. **Discuss Prohibition of Dogs on Leash at Cameron Park Lake; Resident Initiative** (J. Ritzman, M. Grassle)
5. **Review and Discuss Updated Fishing Education Program at Cameron Park Lake** (oral report and hand-outs, M. Grassle)
6. **Staff Written Reports & Oral Updates** (T. Helm and M. Grassle)
7. **Items for the December Committee Agenda**
 - *Results of Community Center Survey*
 - *Cameron Park Lake Facility Use Fees*
 - *Draft Dog Poll Question for Survey Monkey*
8. **Items to take to the Board of Directors**
 - *Proposed Pool Facility Use Fees*

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

NOTE – THERE WAS NO AUDIO RECORDING MADE OF THIS MEETING.



Agenda Transmittal

DATE: January 16, 2019

FROM: Jill Ritzman, General Manager

AGENDA ITEM #7A: **GENERAL MANAGER'S REPORT**

RECOMMENDED ACTION: **RECEIVE & FILE**

My activities in later December and early January were relatively quiet due to the holidays, which provided a great opportunity to complete the records retention/disposal efforts and office cleaning. The scanner was kept busy, and the office is looking much tidier.

I participated with other California Special District Association Gold Country Chapter members, to organize a workshop about District Financing which will be held at the Community Center on January 30. We are expecting 20-30 attendees from the foothill area along Hwy 49. There will also be a round table session for newly elected Board Members to meet tenured Board Members.

The Senior Leadership Council, District employees, and volunteers celebrated Christmas with a potluck lunch and sing-along. Approximately 50 people were in attendance.

During Christmas and New Year's, I met with a local Boy Scout troop, who wanted to meet with a community leader. Their questions ranged from whether or not the District had arrested anyone, what didn't I like about my job, operation of the skate park, and how much money we spend. Parents had a few questions too, and all had a good time.

I met with County Planning staff about the District's responsibilities for constructing new amenities at parks, and discussion about the District's open space properties and cost of maintenance. With Leadership El Dorado, I had an opportunity to tour the County Jail, and I must say, it's not a place for me to visit again – but lunch was great!



Agenda Transmittal

DATE: January 16, 2019

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #7B: ADMINISTRATIVE REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

Human Resources

- The District has enrolled in Paychex HR Essentials, an HR services function provided by Paychex, our payroll vendor. These services will allow us to develop customized management manuals, including employee handbooks customized to our specific policies in compliance with federal and state employment statutes.
- Staff attended Comprehensive Training for HR Managers Training.

Budget/Finance

- Staff continues to receive training from VTD to perform the General Ledger accounting functions that VTD currently completes for us (ie: reconciliations, journal vouchers, cash disbursements, etc.).
- Staff is beginning the process for issuing 1099's for our vendors, including Abila training.
- Staff has been compiling the FY 18-19 Mid-Year Budget package; working closely with Department managers and supervisors, which you will be reviewing tonight.
- Staff continues coordination of the FY 16-17 and 17-18 audit and post-retirement benefits obligations (OPEB) actuarial report scheduled for early 2019.
- Timeline is developed for FY 19-20 Budget preparation.
- Financial projects for the coming month include the following:
 - Coordination of NCSDIA Workers Compensation Insurance cancellation (NCSDIA/SDRMA) along with initiation of SDRMA Workers Compensation Insurance. We will be attending the NCSDIA Board Meeting on January 30,

- where the Board will hear our request for cancellation to answer any questions the Board may have;
- Continued FY 19-20 budget work;
 - Continued audit work.

Check Register

- The check register for December, 2018 is attached.

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
12/6/2018	29418	57.70	Airgas National Carbonation	CO2 Microbulk - Pool 11/21/18
	Total 29418	57.70		
12/6/2018	29419	259.00	All Star Rents	Lift rental for xmas tree lights 11/28/18
	Total 29419	259.00		
12/6/2018	29420	40.11	Arnolds for Awards, Inc.	FD J. Gaines stamps/tags
	Total 29420	40.11		
12/6/2018	29421	150.57	AT&T Calnet 3	FD phones 10/24-11/23/18
	Total 29421	150.57		
12/6/2018	29422	201.28	Big O Tires #100	CC Dodge - 2 tires
	Total 29422	201.28		
12/6/2018	29423	50.00	CardConnect	Lease Bolt devices Nov 2018
	Total 29423	50.00		
12/6/2018	29424	379.51	Churchill's Hardware, Inc.	CSD/Parks Supplies, etc. 10/08-11/29/18
12/6/2018		266.09	Churchill's Hardware, Inc.	FD Supplies/misc 10/02-12/01/18
	Total 29424	645.60		
12/6/2018	29425	400.87	Cintas Corporation #622	Janitorial Supplies CC
	Total 29425	400.87		
12/6/2018	29426	485,767.91	Dept. of Forestry & Fire Protection	1st Qtr CAL FIRE 2018/2019 #27750
	Total 29426	485,767.91		
12/6/2018	29427	285,158.09	Dept. of Forestry & Fire Protection	1st Qtr CAL FIRE 2018/2019 #27753
	Total 29427	285,158.09		
12/6/2018	29428	868.00	DSA Technologies, Inc	New Server Tech Support 1 yr
	Total 29428	868.00		
12/6/2018	29429	384.46	El Dorado Irrigation District	Water/Landscape 09/18-11/13/18

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29429	384.46		
12/6/2018	29430	381.16	El Dorado Irrigation District	Water 09/15-11/13/18
	Total 29430	381.16		
12/6/2018	29431	259.65	El Dorado Irrigation District	Water 9/15-11/13/18
	Total 29431	259.65		
12/6/2018	29432	66.22	El Dorado Irrigation District	Water/Landscape 9/15-11/13/18
	Total 29432	66.22		
12/6/2018	29433	267.13	El Dorado Irrigation District	Water 9/15-11/13/18
	Total 29433	267.13		
12/6/2018	29434	1,020.00	Folsom Officials Association	Adult BB refs 10/09-11/27/18
	Total 29434	1,020.00		
12/6/2018	29435	108.73	Foothill Auto Service, Inc.	CC Truck - 2000 Dodge parts/maint
	Total 29435	108.73		
12/6/2018	29436	300.00	Gnana Preethi Gedela	West Hall rental 12/02 - Deposit refund
	Total 29436	300.00		
12/6/2018	29437	100.00	Tina Lynn Goins	E Newsletter Dec. 2018
	Total 29437	100.00		
12/6/2018	29438	209.49	Gold Country Equipment Center	Misc Supplies - Parks/LLAD's
	Total 29438	209.49		
12/6/2018	29439	24.42	Gold Country Hardware	Lake, Gopher control
	Total 29439	24.42		
12/6/2018	29440	100.00	Michael Grassle	Cell Allowance - Dec 2018
	Total 29440	100.00		
12/6/2018	29441	60.00	Bettina S. Helm	Cell Allowance - Dec 2018
	Total 29441	60.00		

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
12/6/2018	29442	718.47	JS West Propane Gas	Propane fill - Gym/Classrooms/Pool 11/21/18
	Total 29442	718.47		
12/6/2018	29443	10.55	Alyssa Kimball	Mileage reimbursement - rec flyers, etc. Nov 2018
	Total 29443	10.55		
12/6/2018	29444	75.00	Brett Lanning	Safety - Boot resole, reimb
	Total 29444	75.00		
12/6/2018	29445	300.00	Kaziah Marker	West Hall rental 11/24 - Deposit refund
	Total 29445	300.00		
12/6/2018	29446	600.00	Larry McBride	In Lieu - Med Bens Dec 2018
	Total 29446	600.00		
12/6/2018	29447	0.00	Mountain Democrat	Newspaper Subscription renewal 01/03/19-01/03/2020
	Total 29447	0.00		
12/6/2018	29448	5,665.00	National Aquatic Services, Inc	Maint/Repair Pool Valve Vault
	Total 29448	5,665.00		
12/6/2018	29449	1,079.36	PG&E	Elec 10/25-10/31 & 11/01-11/26/18
	Total 29449	1,079.36		
12/6/2018	29450	1,671.51	PG&E	Elec 10/25-10/31 & 11/01-11/26/18
	Total 29450	1,671.51		
12/6/2018	29451	600.00	Sharon Pritchard	Hall/Kitchen rental 11/24 - Deposits Refund
	Total 29451	600.00		
12/6/2018	29452	100.00	Jill Ritzman	Cell Allowance - Dec 2018
	Total 29452	100.00		

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
12/6/2018	29453	300.00	Laurie Ruiz	East Hall rental 11/27 - Deposit refund
	Total 29453	300.00		
12/6/2018	29454	60.00	Craig Shuler	Cell Allowance - Dec 2018
	Total 29454	60.00		
12/6/2018	29455	51.48	Sign Banner Print Express	Concert Ticket printing
12/6/2018		375.38	Sign Banner Print Express	Event banners & signs Nov/Dec
12/6/2018		139.43	Sign Banner Print Express	Special Event sign changes
	Total 29455	566.29		
12/6/2018	29456	50.41	Melissa O'Meara Simpkin	Jacket CC&R
	Total 29456	50.41		
12/6/2018	29457	235.20	Tumble Time Gymnastics, Inc.	Inst. Tumbling 11/01-12/31/18
	Total 29457	235.20		
12/6/2018	29458	10,054.55	U.S. Bank	Cal Cards - 10/22-11/21/18
	Total 29458	10,054.55		
12/6/2018	29459	350.00	Uptown Studios, Inc	Web Maint. Nov 2018
	Total 29459	350.00		
12/6/2018	29460	9,220.00	Vavrinek, Trine, Day & Co., LLP	Prof. Svcs CPA November 2018
	Total 29460	9,220.00		
12/6/2018	29461	432.16	Wex Bank	FD Fuel - OOT 11/06-11/17/18 (w/ tax exempt disc & rebate)
	Total 29461	432.16		
12/10/2018	29462	0.00	Cameron Park Fire Department	Special Check FD 12-10-18 (Fire review CP Lake PC)
	Total 29462	0.00		
12/11/2018	1001221144	200.00	CalPERS 457 Plan	PP25 12/08/18 CalPERS 457 Plan
	Total 1001221144	200.00		

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
12/11/2018	1001221146	2,581.84	California Public Employee's Retirement ...	PP25 12/08/18 CalPERS Pepra Retirement
	Total 1001221146	2,581.84		
12/11/2018	1001221148	1,030.29	California Public Employee's Retirement ...	PP25 12/08/18 CalPERS Classic Retirement
	Total 1001221148	1,030.29		
12/13/2018	29463	875.00	Abila	Training/Implementation 10/18, 23, 30
12/13/2018		525.00	Abila	Training/Implementation 11/01/18
	Total 29463	1,400.00		
12/13/2018	29464	90.00	ADM Screening	Pre-emp testing 11/26 & 12/03/18
	Total 29464	90.00		
12/13/2018	29465	561.10	Airespring Inc.	Internet Broadbands CSD/Lake Nov. 2018
	Total 29465	561.10		
12/13/2018	29466	20.78	AT&T Calnet 3	FD Phones 11/10/18-12/09/18
	Total 29466	20.78		
12/13/2018	29467	20.73	AT&T Calnet 3	Phones- Rasm Pk stand 11/10-12/09/18
	Total 29467	20.73		
12/13/2018	29468	84.00	Dawn Avalon	Inst. Tai Chi Health Nov 2018
	Total 29468	84.00		
12/13/2018	29469	168.49	Churchill's Hardware, Inc.	Inv/Recs 09/07-09/19 & 12/04-12/12/18
	Total 29469	168.49		
12/13/2018	29470	224.63	Cintas Corporation #622	Janitorial Supplies, CC 12/06/18
	Total 29470	224.63		
12/13/2018	29471	132.50	Conforti Plumbing, Inc	FD89 Water Heater inspection

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29471	132.50		
12/13/2018	29472	165.00	CoreLogic Solutions LLC	CC&R Metroscan software Nov 2018
	Total 29472	165.00		
12/13/2018	29473	25.00	CSDA Gold Country Chapter	Annual Chapter Dues 2018-2019
	Total 29473	25.00		
12/13/2018	29474	87.97	De Lage Landen Financial Services, Inc.	FD88 Copier Lease 11/15-12/14/18
	Total 29474	87.97		
12/13/2018	29475	176.96	De Lage Landen Financial Services, Inc.	FD89 Copier Lease Dec 2018
	Total 29475	176.96		
12/13/2018	29476	1,160.00	DSA Technologies, Inc	Datto backup install - server 10/03/18
	Total 29476	1,160.00		
12/13/2018	29477	776.66	El Dorado County Air Quality Mgmt Dist.	CC Boiler/Emiss Fees, Perm# 06-1748 18/19 FA0006535
12/13/2018		587.83	El Dorado County Air Quality Mgmt Dist.	CP Lake Engine/Emiss Fees, Perm# 15-1747 18/19 FA0006534
	Total 29477	1,364.49		
12/13/2018	29478	984.00	El Dorado County Environmental Mgmt.	CSD Kitch/Pool Env. Mgmt Fees 1623 & 3611 12/01/18 FA0004953
	Total 29478	984.00		
12/13/2018	29479	2,101.14	El Dorado Irrigation District	Water/Sewer FD89 9/22-11/30/18
	Total 29479	2,101.14		
12/13/2018	29480	196.13	El Dorado Irrigation District	Christa M Park Restrtrms Warer/Sewer 9/25-11/30/18
	Total 29480	196.13		
12/13/2018	29481	370.52	El Dorado Irrigation District	Water/Sewer FD 88 9/21-11/30/18

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29481	370.52		
12/13/2018	29482	127.44	El Dorado Irrigation District	Hac Dog Park Water 09/21-11/19/18
	Total 29482	127.44		
12/13/2018	29483	241.54	El Dorado Irrigation District	Rasm Park - Water/Sewer 09/21-11/30/18
	Total 29483	241.54		
12/13/2018	29484	988.44	El Dorado Irrigation District	Christa M Park Water 9/25/18-11/19/18
	Total 29484	988.44		
12/13/2018	29485	375.49	El Dorado Irrigation District	Bar J A - Water/Landscp 9/25-11/26/18
	Total 29485	375.49		
12/13/2018	29486	614.86	El Dorado Irrigation District	BarJ B - Water 9/25-11/19/18
	Total 29486	614.86		
12/13/2018	29487	448.33	El Dorado Irrigation District	D. West - Water 9/27-11/27/18
	Total 29487	448.33		
12/13/2018	29488	2,249.59	El Dorado Irrigation District	CP Lake - Water/Sewer 09/27-11/30/18
	Total 29488	2,249.59		
12/13/2018	29489	230.57	El Dorado Irrigation District	Chardi - Water/Landscape 9/21-11/19/18
	Total 29489	230.57		
12/13/2018	29490	1,420.44	El Dorado Irrigation District	CC Water/Sewer 09/25-11/30/18
	Total 29490	1,420.44		
12/13/2018	29491	635.98	El Dorado Irrigation District	Pool - Water/Sewer/Rec 09/25-11/30/18
	Total 29491	635.98		
12/13/2018	29492	37.81	Gold Country Equipment Center	Misc parts - Parks
	Total 29492	37.81		

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
12/13/2018	29493	102.46	Michael Grassle	Mileage reimb - Pers car - business Nov 2018
	Total 29493	102.46		
12/13/2018	29494	120.00	Cory Gregersen	Res ff shifts 11/09,10,25
	Total 29494	120.00		
12/13/2018	29495	139.35	HealthSmart Benefit Solutions, Inc.	Vision Benefits - January 2019
	Total 29495	139.35		
12/13/2018	29496	30.00	Bettina S. Helm	Camerado Facility Use Deposit Fee - reimb
12/13/2018		40.00	Bettina S. Helm	Santa Run & Bingo gift cards - reimb
	Total 29496	70.00		
12/13/2018	29497	5,777.92	Home Depot Credit Services	HD Card invoices 10/31-11/27/18
	Total 29497	5,777.92		
12/13/2018	29498	1,360.76	Hunt & Sons	Fuel 11/30/18
	Total 29498	1,360.76		
12/13/2018	29499	1,025.16	JS West Propane Gas	Propane fill - Gym/Classrooms/Pool 11/30/18
	Total 29499	1,025.16		
12/13/2018	29500	715.20	JS West Propane Gas	Propane Com Center Tank 11/30/18
	Total 29500	715.20		
12/13/2018	29501	115.00	Louis Motto	Reissued check for missing dep refund chk# 28253 5/31/18
	Total 29501	115.00		
12/13/2018	29502	13,431.76	PG&E	Elec 10/25-10/31 & 11/01-11/26/18
	Total 29502	13,431.76		

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
12/13/2018	29503	1,588.90	Prentice, Long & Epperson	Legal Svcs - Mtgs/Calls/Travel 11/07-11/29/18
	Total 29503	1,588.90		
12/13/2018	29504	151.94	Public Employee's Union Local 1	Union Dues for payroll 12/14/18
	Total 29504	151.94		
12/13/2018	29505	40.00	Blake Rayback	Res ff shift 11/29/18
	Total 29505	40.00		
12/13/2018	29506	18.20	Riebes Auto Parts	FD89 E289 auto parts
	Total 29506	18.20		
12/13/2018	29507	32.37	Laura Sanders-Ito	Mileage reimb - Bank runs Oct-Dec
	Total 29507	32.37		
12/13/2018	29508	120.00	Karissa Schroeder	Res ff shifts 11/08,29,30
	Total 29508	120.00		
12/13/2018	29509	240.00	Sierra Nevada Tire & Wheel	Eng 89 Labor
	Total 29509	240.00		
12/13/2018	29510	59.57	SiteOne Landscape Supply	Park tarps (w/ discount \$1.13)
	Total 29510	59.57		
12/13/2018	29511	1,376.75	T&M Electric	CP Lake Electrical Maint per CPFD review
	Total 29511	1,376.75		
12/13/2018	29512	3,011.80	The Clipper	Winter/Spring 2019 Activity Guide Distribution
	Total 29512	3,011.80		
12/13/2018	29513	71.88	The Paint Spot, Inc.	Paint for curbing per CPFD review
	Total 29513	71.88		
12/13/2018	29514	3,045.61	TPX Communications	CSD & Lake Phones/Internet & Contract break Dec. 2018

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29514	3,045.61		
12/13/2018	29515	760.20	UK International Soccer	Inst. UK Soccer Camp 06/01-12/31/18
	Total 29515	760.20		
12/14/2018	19177715	162.00	Paychex	Paychex Straustime Fees for 12/14/18
	Total 19177715	162.00		
12/14/2018	2018121101	198.85	Paychex	Paychex Payroll Fees for 12/14/18
	Total 2018121101	198.85		
12/17/2018	1001224475	19,692.34	California Public Employee's Retirement ...	January 2019 CalPERS Health Payment
	Total 1001224475	19,692.34		
12/20/2018	29516	260.95	Airgas National Carbonation	Cylinder rental, CO2, Pool
	Total 29516	260.95		
12/20/2018	29517	90.69	Alhambra	Water delv 12/03 & 12/17/18
	Total 29517	90.69		
12/20/2018	29518	600.00	Bonnie Anglin	Full Hall Deposit for 12/08 - refund
12/20/2018		125.00	Bonnie Anglin	Hall rental 12/08 security n/a -REFUND
	Total 29518	725.00		
12/20/2018	29519	360.00	Spencer Aquilina	Reissued lost check for RES FF shifts June-Aug
	Total 29519	360.00		
12/20/2018	29520	34.86	Arnolds for Awards, Inc.	FD tags/signs
	Total 29520	34.86		
12/20/2018	29521	325.20	Stephen Beck	Inst. Futsal (3 day clinic) October 2018
12/20/2018		294.00	Stephen Beck	Inst. Futsal (fri & sat) 10/01-12/31/18
12/20/2018		55.20	Stephen Beck	Inst. Thanksgiving Futsal
	Total 29521	674.40		

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
12/20/2018	29522	81.17	C & H Motor Parts, Inc	FD auto led light
	Total 29522	81.17		
12/20/2018	29523	300.00	Cameron Park Fire Explorer Post 89	Pancake Bkfst 2018 - 60 runners
	Total 29523	300.00		
12/20/2018	29524	337.20	Myung Chong	Inst. Mod Zumba 12/01-12/31/18
	Total 29524	337.20		
12/20/2018	29525	237.44	Cintas Corporation #622	Janitorial/HH Supplies CC 12/13/18
	Total 29525	237.44		
12/20/2018	29526	425.00	William Clark	Reimb Paramedic training 11/28/18
	Total 29526	425.00		
12/20/2018	29527	44.99	Comcast	FD 88 Internet 12/14/18-01/13/19
	Total 29527	44.99		
12/20/2018	29528	907.53	Delta Dental of California	Dental Benefits January 2019
	Total 29528	907.53		
12/20/2018	29529	1,649.00	DSA Technologies, Inc	MSA, IT Maint - January 2019
	Total 29529	1,649.00		
12/20/2018	29530	1,235.31	FYI Telecommunications, Inc.	FD89, phone system replacement
	Total 29530	1,235.31		
12/20/2018	29531	425.00	Michael Garrison	Reimb - Paramedic training 11/28/18
	Total 29531	425.00		
12/20/2018	29532	235.85	Niki Garrison	Board Mtg reception supplies/food 12/19/18 - Reimb.
	Total 29532	235.85		
12/20/2018	29533	160.00	Donovan Hickman	Res ff shifts 11/06,2011,27

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
12/20/2018		120.00	Donovan Hickman	Res ff shifts 12/03,04,12
	Total 29533	280.00		
12/20/2018	29534	75.00	Highlander Termite & Pest Control	Com Cntr Pest Control 12/18/18
	Total 29534	75.00		
12/20/2018	29535	965.11	Hunt & Sons	Fuel 12/07/18
	Total 29535	965.11		
12/20/2018	29536	250.00	Interwest Consulting Group, Inc.	Chevron, plan checks 10/01-10/29/18
	Total 29536	250.00		
12/20/2018	29537	80.00	Grant Leon	Res ff shifts 10/12 & 29
12/20/2018		160.00	Grant Leon	Res ff shifts 11/07,12,14,19
	Total 29537	240.00		
12/20/2018	29538	504.00	Alison S. Lloyd	Inst. Ballet 10/01/18-12/15/18
	Total 29538	504.00		
12/20/2018	29539	1,010.00	Joshua C. Marks	Janitorial Svcs Dec 3,5,10,12 CC & Parks
	Total 29539	1,010.00		
12/20/2018	29540	1,380.00	Marquee Fire Protection	Annual inspection CC bldgs - sprinklers, etc.
	Total 29540	1,380.00		
12/20/2018	29541	300.00	Margaret Mohr	Director's Comp. Mtgs 12/04, 07 & 12/19
	Total 29541	300.00		
12/20/2018	29542	667.32	Paul Monaco	Reimbs for training RS1 11/26-11/30/18
	Total 29542	667.32		
12/20/2018	29543	400.00	Holly Morrison	Director's Comp. Mtgs 12/04,04, 07, 19
	Total 29543	400.00		
12/20/2018	29544	124.20	Milani Nagar	Inst. Yoga 11/01-12/31/18

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29544	124.20		
12/20/2018	29545	50.00	Donnie O'Neal	ARC review refund
	Total 29545	50.00		
12/20/2018	29546	116.48	PG&E	Elec 11/16/18-12/14/18 (8 lamps)
	Total 29546	116.48		
12/20/2018	29547	160.15	PG&E	Elec 11/16-12/14/18 (11 lamps)
	Total 29547	160.15		
12/20/2018	29548	160.00	Joseph Erik White Raffoul	Res ff shifts 11/05,06,26,27
	Total 29548	160.00		
12/20/2018	29549	49.00	Rescue Training Institute, Inc.	Inst. Babysitting/Cpr 12/07/18
	Total 29549	49.00		
12/20/2018	29550	154.80	Lewis Ridgeway	Inst. Guitar 10/01/18-12/15/18
	Total 29550	154.80		
12/20/2018	29551	160.00	Justin Rivera	Res ff shifts 11/07,12,19,28
	Total 29551	160.00		
12/20/2018	29552	42.00	Aimee Romero	Reissued lost check, YBB refund from 2/22/18
	Total 29552	42.00		
12/20/2018	29553	84.00	Sarah Scatton	Inst. Chair Yoga 11/01-12/31/18
	Total 29553	84.00		
12/20/2018	29554	400.00	Monique Scobey	Director's Comp Mtgs 12/03,03, 07,19
	Total 29554	400.00		
12/20/2018	29555	45.00	Shred City LLC	Shred srvc 12/13/18 (15 boxes)
	Total 29555	45.00		

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
12/20/2018	29556	2,551.55	Sierra Nevada Tire & Wheel	E89 4 new tires @ rear
	Total 29556	2,551.55		
12/20/2018	29557	244.20	Rosalie M. Stearns	Inst. Hula 10/01/18-12/18/18
	Total 29557	244.20		
12/20/2018	29558	2,341.77	Stratus Environmental, Inc	CP Lake Env svcs mon/rep 08/01-12/07/18
	Total 29558	2,341.77		
12/20/2018	29559	30.45	The Paint Spot, Inc.	Paint, CC Curbing, fire lanes
	Total 29559	30.45		
12/20/2018	29560	5.06	Verizon Business	FD carrier access phones Nov. 2018
12/20/2018		5.06	Verizon Business	FD phone carrier access Nov 2018
	Total 29560	10.12		
12/20/2018	29561	6.51	Verizon Wireless	FD Phones 11/10-12/09/18
	Total 29561	6.51		
12/20/2018	29562	376.46	Verizon Wireless	Wireless Phones CC, Rec & Parks 11/11-12/10/18
	Total 29562	376.46		
12/20/2018	29563	141.36	Verizon Wireless	Wireless Ipads/Hotspots 11/11-12/10/18
	Total 29563	141.36		
12/20/2018	29564	80.50	Robert Raymond Westphal	Inst. Tae Kwon Do 10/01-12/31/18
	Total 29564	80.50		
12/20/2018	29565	400.00	Ellamae J. Wooten	Director's Comp. Mtgs 12/03,04, 07,19
	Total 29565	400.00		
12/20/2018	29566	80.00	Tyree Paul Zander Jr.	Res ff shifts 12/09 & 10
	Total 29566	80.00		
12/20/2018	Bank Maint Fee	245.66	Umpqua Bank	Maintenance Fee for November 2018

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
	Total Bank Maint ...	245.66		
12/27/2018	29567	62.81	All Star Rents	Tree lighting light tow
	Total 29567	62.81		
12/27/2018	29568	51.48	Arnolds for Awards, Inc.	FD tags
	Total 29568	51.48		
12/27/2018	29569	343.69	AT&T Calnet 3	Phones/Main 11/24-12/23/18 BAN 9391035823
	Total 29569	343.69		
12/27/2018	29570	4,290.92	Auburn Journal/Gold Country Print	Winter 2018 / Spring 2019 Activity Guide Proc.
	Total 29570	4,290.92		
12/27/2018	29571	790.50	Capital Private Patrol	Priv. Patrol/Security CC January 2019
12/27/2018		1,054.00	Capital Private Patrol	Priv. Patrol/Security Parks January 2019
	Total 29571	1,844.50		
12/27/2018	29572	223.28	Cintas Corporation #622	Janitorial Supplies CC
	Total 29572	223.28		
12/27/2018	29573	3,425.87	DSA Technologies, Inc	CC&R off laptop & printer
	Total 29573	3,425.87		
12/27/2018	29574	78,072.18	Financial Pacific Leasing, Inc	Fire Truck pymt 013-0974317-001
	Total 29574	78,072.18		
12/27/2018	29575	95.33	Foothill Auto Service, Inc.	99 Ford Exp, oil change - Parks
	Total 29575	95.33		
12/27/2018	29576	25.00	Highlander Termite & Pest Control	CC Bait station placement
	Total 29576	25.00		
12/27/2018	29577	180.52	Hillyard, Inc.	CC Floor Cleaner pads
12/27/2018		509.82	Hillyard, Inc.	CC Floor cleaning supplies
	Total 29577	690.34		

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 12/1/2018 Through 12/31/2018

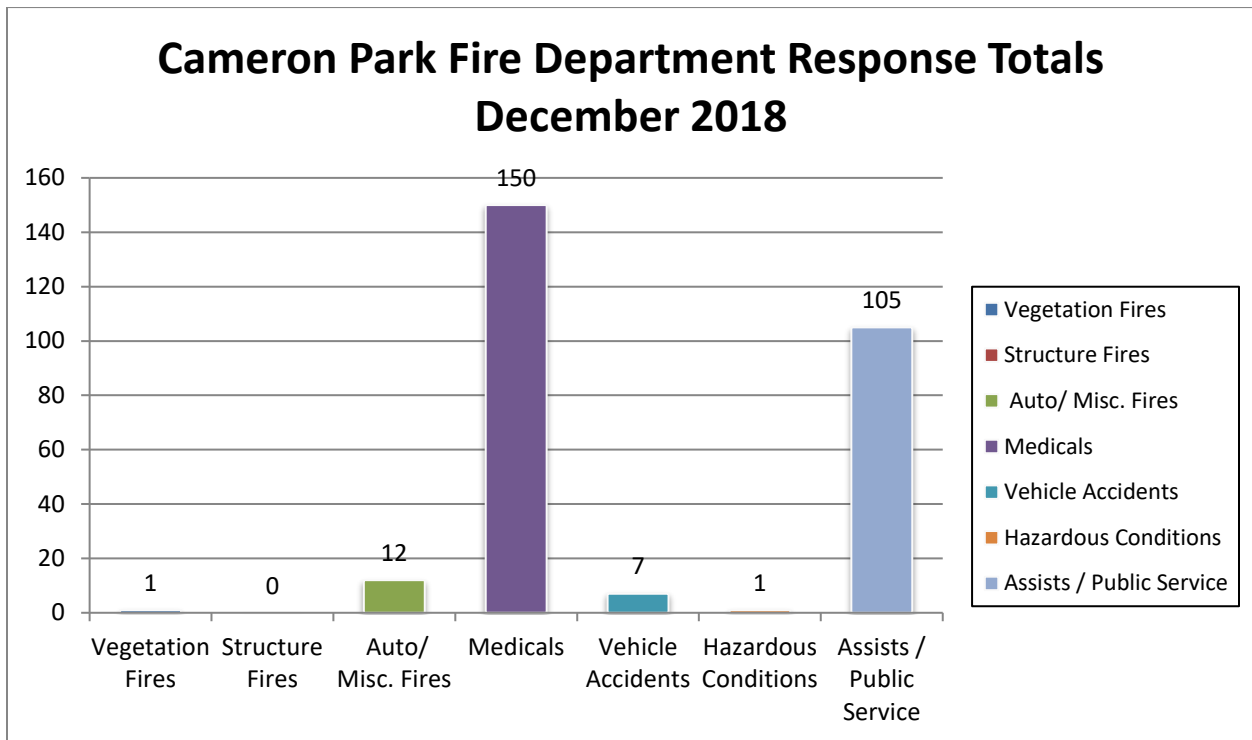
Check Date	Check Number	Check Amount	Vendor Name	Description
12/27/2018	29578	460.00	Joshua C. Marks	Janitor Bathrrms 12/27,19 & 26th
	Total 29578	460.00		
12/27/2018	29579	10.18	PG&E	Elec, Baron Ct. 11/17-12/17/18
	Total 29579	10.18		
12/27/2018	29580	3,813.75	PG&E	ELEC 11/19-12/18/18
	Total 29580	3,813.75		
12/27/2018	29581	138.11	Public Employee's Union Local 1	Union Dues for payroll 12/28/18
	Total 29581	138.11		
12/27/2018	29582	262.46	SiteOne Landscape Supply	Erosion control - CC (w/ \$4.99 disc)
	Total 29582	262.46		
12/27/2018	29583	300.00	Lance Soto	Full Hall rental 12/15 - Deposit refund
	Total 29583	300.00		
12/27/2018	29584	305.09	Verizon Wireless	FD Wireless 970402560-0001 11/16-12/15/18
	Total 29584	305.09		
12/27/2018	29585	1,851.25	YBA Shirts, Inc	Y/A BB jerseys
	Total 29585	1,851.25		
Report Total		1,001,329.24		



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

To: Board of Directors
From: Jed Gaines, Battalion Chief
Regarding Item #7c: Fire Department Report for the January 16, 2019 - Board Meeting
Recommended Action: Receive and File

Incidents for the Month of December 2018

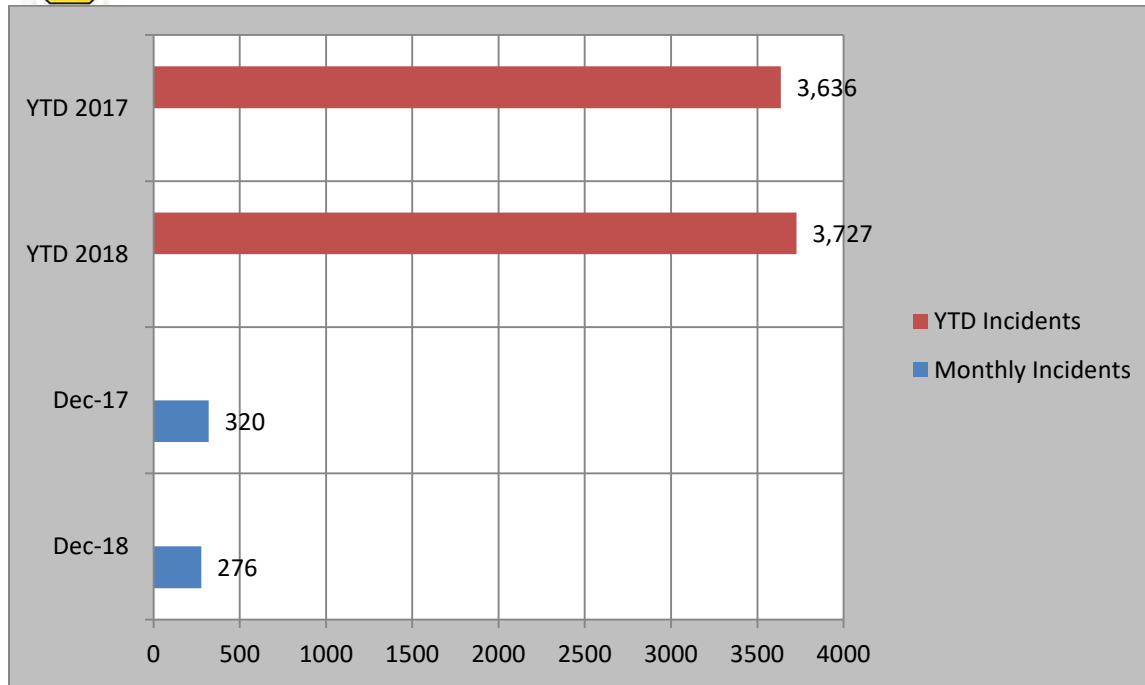


Incidents have decreased by 13.5% for the month of December compared to December of 2017.

Total incidents have increased by 2.5% for the calendar year of 2018 compared to 2017.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT



PUBLIC OUTREACH EVENTS

Fire Explorer pancake breakfast, and Santa Parade.

FIRE DEPARTMENT OPERATIONS AND ADMINISTRATION

Significant Incidents

Head on Traffic Collision with extrication on Green Valley near Old Meder Rd, B2715, B2705, E89, E88 and M89 responded, M89 transported to a Trauma Center.

Vehicle accident with ejection on Hwy 50 near Cameron Park Drive, B2705, B2715, E89, and M89 responded

Vehicle Fire Hwy 50 near Cameron Park Drive, B2705 and E89 responded.

Structure Fire Cameron Estates B2705, B2715, E89, E88, and M89 responded.

Personnel and Training

FC Jonah Winger attended an Urban Search and Rescue Boat Operations class in Blythe CA.

FIRE PREVENTION



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

WEED ABATEMENT SUMMARY FOR JANUARY 2019 BOARD MEETING

- Continued research and editing the 2018-2019 California Climate Investments Fire Prevention Grant Program Application. Final application was submitted on December 19, 2018.
- Gathered and prepared information for local resident interested in re-establishing the Cameron Park Fire Safe Council.
- Continued researching specific target areas to focus on to begin the improved property enforcement process.
- Attended meeting regarding a County-wide Vegetation Management plan. The county is referencing Cameron Park's Weed Abatement ordinance as they move forward with their county-wide plan.
- Attended meeting with local sheriff and fire officials, property and business owners to discuss the problems with homeless activity on vacant lots off of Coach Lane.
- Began drafts on weed abatement letters for 2019.



Agenda Transmittal

DATE: January 16, 2019

FROM: Tina Helm, Recreation Supervisor

AGENDA ITEM #7D: Recreation Department Report

RECOMMENDED ACTION: RECEIVE AND FILE

- Rec Trac upgrade is completed and staff continue to work with Seth Warren from Rec Trac (Vermont Systems) on the transition of the upgraded registration system.
- The Annual Santa Run was held on Saturday, December 1st at the Community Center. 60 runners/walkers registered for the 5K loop. The weather was very wet this year so not as many participants this year – very few that registered the day of. The volunteers that participated were from Ponderosa Key Club and the Girl Scouts – both groups were great. (see activity report – Attachment 7DD)
- Staff continues to meet with the Senior Leadership Council. In November new officers were elected – Jo Ann Perry – President, Bev Huffman/Lydia Roseby – Co-Secretaries, and Bill Carey – Treasurer. The Senior Leadership Council supported a Holiday Party for staff and members of the 50+ Group on December 20th. Members from the 50+ Group contributed to the potluck and joined staff for lunch. They even participated in the carol singing led by Park Maintenance staff member, Marty Kramar. Approximately 50 people were in attendance.
- Staff attended a Leadership Workshop in Sacramento sponsored by CSDA – California Special District Association.
- The Winter/Spring Activity Guide was published and delivered to the residents of the community. A design challenge and Request for Proposal will be issued in early 2019 for the Summer Edition, to provide a new look. A Design Challenge and Request for Proposal will be release to give a new look and possible save costs for the Summer Activity Guide.

- Youth Basketball teams are being formatted, as well as practice schedules. The league begins January 12th.
- Upcoming events include - Free Movie Night on January 4th, On Air Concert on January 19th, and It's A Wedding Affair on February 24th.

Attachments

7DD: Activity Report

Cameron Park Community Services District

ACTIVITY REPORT

SANTA RUN

EVENT: Santa Run DATE: Saturday, December 1, 2018
 LOCATION: Cameron Park Community Center TIME: 7am check in/Run at 8am
 ESTIMATED ATTENDANCE: 60 runners registered
 SUBMITTED BY: Tina Helm – Recreation Supervisor

◇	REVENUES:	\$ 1,290.00
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- Registration \$ 1,290.00

◇	EXPENDITURES:	\$ 871.04
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Marketing

- Signs/Banners/Road closure signs \$ 241.31
- Poster/Flyers \$ 87.63

Explorer Program

- Breakfast \$ 300.00

Supplies

- Prizes for runners \$ 13.29
- Gift Cards for Prizes \$ 40.00
- Santa Hats \$ 48.81

Staff/Contract

- Contract/Maintenance and Recreation staff \$ 140.00

NET REVENUE	\$ 418.96
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VOLUNTEERS:

49.5 hours – 19 volunteers

PROGRAM DESCRIPTION:

The Santa Run is held on the first Saturday of December in conjunction with the Cameron Park Explorer Pancake Breakfast held at the Community Center. Santa hats are provided for the first 50 pre-registered runners. These were handed out the morning of the run when runners checked in. Santa started the race.

Attachment 7DD

The run was advertised in the Cameron Park CSD newsletter email, local paper, The Clipper, Style Magazine, and The Windfall. Flyers were placed on cars at the Apple Hill race in November.

Race registration was placed on Showclix.com so that runners could register - this ended up being very successful.

DOT was contacted earlier in the year to get the necessary paperwork for road closures. The businesses, churches and schools were contacted to approve the closure of the road in order to meet the necessary requirements for the permit process. The permit was approved.

The course was measured and the turnaround spot marked. Road closure signs went up the week of the event. The day before the run, the chalk was placed onto the road.

Volunteers were used from Ponderosa Key Club and the Girl Scouts. They all showed up at about 6:30am the morning of the run and helped with check in, race directions, water station, and the finish line. They received breakfast for their help with the run. There were 19 total volunteers that helped out.

Gift certificates were purchased from Subway and Walgreens for the top four winners of the race and placed into coffee mugs to hand to the top 2 winners of the youth race and the adult race.

SUPPLIES AND RESOURCES:

Banners were placed throughout the community and road closure signs were placed on the route two weeks before the event. Event signs with arrows were placed on the streets the week of the event. PSAs were put into The Windfall, The Clipper and Style Magazine. STAR volunteers were contacted and secured for the event. We had six of them show up: two blocked the traffic at Bass Lake and Country Club, two blocked traffic at Knollwood and Country Club, and the remaining two were at Castana and Country Club Drive.

EVALUATION:

The weather was not on our side this year. It rained the week leading up to the race – clearing enough on Friday to put the chalk out onto the course. It rained that evening – washing away some of the markers. It rained off and on throughout the morning – raining during the entire run – so lots of wet runners completed the run.

Santa arrived to start the race. There were a total of 60 runners. Bottled water was handed out to the finishers. Hot chocolate was available before and after the race. The majority of the runners came in and enjoyed the pancake breakfast prepared by the explorers. The volunteers were very helpful. The runners liked the Santa hats as they kept them warm.

Suggestions for next year:

- Continue to obtain STAR for the road closure.
- Continue to utilize the Showclix website for registration.

Holiday Kickoff

**Cameron Park
Community Center
2502 Country Club Drive
Cameron Park**



Saturday, December 1, 2018



Run with Santa



Pancake Breakfast



Check in at 7am. Run starts at 8am.

A 5k fun run/walk that begins and ends at the Cameron Park Community Center. Bring the whole family to enjoy this perfect Holiday kick-off. Finish the race just in time to attend the Cameron Park Fire Department's Pancake Breakfast which runs until 12 noon. (Breakfast is included with Santa Run registration). Come prepared for weather because Santa will run come rain, shine, or snow and so will we! Pre-registration fee: \$25 adults/\$15 ages 17 & under; Race day registration fee: \$30 adults/ \$20 ages 17 & under. Register online at www.showclix.com and search "CP Santa Run and Pancake Breakfast."

**8am - 12pm
Cameron Park Explorers
Post 89 Fire Department
Pancake Breakfast**

Cameron Park CSD invites you to come enjoy breakfast with your community and local Fire Department. Breakfast includes pancakes, bacon, eggs, orange juice, coffee and raffle prizes. Show your support for the Cameron Park Fire Department. Breakfast is included with run registration.

Cost for breakfast is \$5.



For more information call (530) 677-2231 or visit us online at www.cameronpark.org



*Cameron Park
Community Services District*



Agenda Transmittal

DATE: January 16, 2019

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #7E: Parks & Facilities Department Report

RECOMMENDED ACTION: RECEIVE AND FILE

General Information

- The holidays are officially over and the department will be working on a variety of projects over the next few months. (see list of various projects at the end of the report)
- Staff has been busy in December picking up leaves throughout the district; the new leaf vacuum is a great help.
- The floors at the Community Center were stripped and waxed the week of December 17th. Through a combined effort of district staff and Hillyard Services, the floors look good as new. Hillyard donated their equipment and staff at no charge to the district which was much appreciated.
- The District had our final fire inspection with Chief Smith on December 10th. Chief Smith signed off on the inspection. A few items continue to be addressed.
- The Parks Superintendent renewed his 2019 Qualified Applicator's Certificate with the County on December 20th.

Cameron Park Lake

- Staff repaired the damaged exterior flooring at the Parks Department shop.
- The dock closest to the lagoon cracked and started to sink. We are looking into a solution to repair the damaged section.

Parks, Fields, and LLADs

Christa McAuliffe Park

- Met with Ponderosa Little League to discuss the layout for the proposed T-Ball field.
- Conforti Plumbing repaired a plumbing leak inside the concrete wall of the women's restroom.

David West

Staff spent a few days limbing up all of the trees around the perimeter of the park. All of the trees have been limbed up to 6' or higher.

Northview Park

Staff started repairing the border for the existing decomposed granite pathway. The metal stakes that keep the border in tack need to be cut down. There are sharp pieces exposed which create a safety hazard.

Community Center

- Staff started to replace and rebuild several burnt out lights inside the main hall.
- Staff rebuilt the chlorine pump for the Community Center Pool.
- Right after Christmas, staff spent a few days deep cleaning the restroom floors. The grout was in pretty bad shape and needed to be addressed.

Cal Fire

- Growlersburg has assisted us this past month over at Bonanza Park. They have done a great job clearing around Deer Creek throughout the entire park.
- Chief Smith and the Park Superintendent will be meeting in January to discuss the District's Weed Abatement program in District park and open space properties for 2019.

Upcoming Projects:

- Install sprinkler heads in the ballfields at Rasmussen Park to help keep the dust down on the infields.
- Install new lighting at the Cameron Park Lake restrooms. Current lights will be upgraded to LEDs.
- Install a new weather based irrigation controller at Eastwood Park.
- Continue to repair and upgrade the existing irrigation systems at Cameron Park Lake, Hacienda Park, and Eastwood Park.
- Continue to map out existing irrigation systems. Mapping out the systems will allow staff to maintain and manage the irrigation systems much more efficiently.
- Clean out all of the drains on the pool deck at the Community Center.
- Continue addressing the burnt out lights at the Community Center. Several lights are not working on the interior and exterior of the building.



Agenda Transmittal

DATE: January 16, 2019

FROM: Kate Magoolaghan, CC&R Compliance Officer

AGENDA ITEM # 7F: **CC&R COMPLIANCE DEPARTMENT REPORT**

RECOMMENDED ACTION: **RECEIVE AND FILE**

Operations

Staff is diligently working on the set up and implementation of the new software program. The process primarily involves transcribing each set of 85+ CC&Rs and extensive coding of every clause including establishing the expected action to cure a violation. While the initial setup is laborious and time consuming, increased staff productivity once launched will be significant.

The software program records and tracks all violations, houses all CC&Rs, automatically links photos to the case, and generates letters. It employs Geographic Information Systems (GIS) technology which captures property information. The software program also manages Architectural Review Applications. To date, all of these functions have been performed manually. The software is designed to be used in the office or remotely. This will enable staff to spend more time in the field.

The letters generated from the software program will include more information which is expected to assist property owners with obtaining voluntary compliance. Letters can be generated in the field with a portable printer.

Staff presented to the CC&R Committee a procedure proposal for Temporary CC&R Variance Due to Hardship. The procedure draft was approved with revisions and has been submitted for legal review.

Architectural Review Committee

- Architectural Review Committee reviewed 14 Project Applications in December, all of which were approved.
- Staff welcomed a new volunteer community representative to serve on the committee. Jeanine Thomas Fowler is an enthusiastic resident of Cameron Park who is actively involved in the community. Her participation is greatly appreciated and she is expected to be a positive addition to the architectural review process.

CC&R Enforcement

Initial Notice	18
Final Notice	6
Pre-Legal Notices	1
Pending	0
Cleared	2



Agenda Transmittal

DATE: January 16, 2019

FROM: Jill Ritzman, General Manager
Sherry Moranz, Division Chief

AGENDA ITEM #8: FIRE PREVENTION FEES FOR SERVICES

RECOMMENDED ACTION: APPROVE

BUDGET ACCOUNT: FIRE DEPT BUDGET 3000, ACCOUNT 4132 PLAN REVIEW

BUDGET IMPACT: Increased annual revenues estimated \$22,000 depending upon number of inspections

Background

On December 19th, the Board of Directors approved staff's recommendation to raise the hourly rate used for Fire Prevention Fees from \$65 to \$165 per hour. The hourly rate is based upon a nexus study performed by staff. Per Board direction, this is a report back.

Discussion

Staff applied the approved hourly rate to the Fire Prevention Fees for Services rate sheet (Attachment 8A). These fees are for local businesses and not residential development.

Fiscal Impact

The estimated annual revenue increase of \$22,000 is based upon the Fire Prevention fees more than doubling from \$65/hour to \$165/hour, and having the same number of inspections as in past years. The approved FY 2018/19 budgeted revenue is currently \$18,000.

Fire and Emergency Services Committee

Fire and Emergency Services Committee reviewed the Fire Prevention Fees for Services rate sheet on January 8, 2019 and supported moving staff's recommendation to the Board of Directors for consideration.

Attachments

8A: Fire Prevention Fees for Services

3200 Country Club Dr
Cameron Park, CA 95682

Effective 1-1-19

Phone 530.672.7336
Fax 530.672.2248

Fire Prevention Fees for Services

PLAN REVIEW				
	Units	Amount	Fee	Total
New Building Submittal (2 Inspections)	3 Hours		\$495.00	\$0.00
New Building Plan Review (Sq Feet)	# of Sq. Feet		\$0.10	\$0.00
New Building Re-Submittal Fee (Sq Feet)	# of Sq. Feet		\$0.05	\$0.00
Tenant Improvement Submittal (2 Inspections)	2 Hours		\$330.00	\$0.00
Tenant Improvement Plan Review (Sq. Feet)	# of Sq. Feet		\$0.10	\$0.00
General Plan Review	# of Hours		\$165.00	\$0.00
Expedited Plan Review	# of Hours		\$330.00	\$0.00
Excess Re-Inspections	# of Hours		\$330.00	\$0.00
Fire Flow Letter/Initial Consultation	# of Hours		\$165.00	\$0.00
Site Plan	# of Hours		\$165.00	\$0.00
Subdivision, Minor Fee, 4 lots or less	# of Hours		\$165.00	\$0.00
Subdivision, Major Fee, >4 lots	# of Hours		\$165.00	\$0.00
Additional per lot	# of Lots		\$10.00	\$0.00
Civil Plan Review (building/development)	# of Hours		\$165.00	\$0.00
Building Demolition	# of Hours		\$165.00	\$0.00
Water Storage Tank/Rual Water System Plan	# of Hours		\$165.00	\$0.00
Development Consultation	# of Hours		\$165.00	\$0.00
Design Waiver Review	# of Hours		\$165.00	\$0.00
Fire Sprinkler System <25 Heads (2 Inspections)	2 Hours		\$330.00	\$0.00
25 - 99 Heads	3 Hours		\$495.00	\$0.00
>100 Heads	4 Hours		\$660.00	\$0.00
Per Head Over 100	# of Heads		\$1.00	\$0.00
Sprinkler Minor TI Modification	1 Hour		\$165.00	\$0.00
Fire Alarm System Base Fee (2 Inspections)	2 Hours		\$330.00	\$0.00
Per Fire Alarm Device	# of Devices		\$2.00	\$0.00
Fixed Fire Protection System (1 Inspection)	2 Hours		\$330.00	\$0.00
Kitchen Hood System (1 Inspection)	2 Hours		\$330.00	\$0.00
Medical Gas System	# of Hours		\$165.00	\$0.00
Hazardous Material Facility/ Storage	# of Hours		\$165.00	\$0.00
Underground LPG Tank Installations/ Inspection	1 Hour		\$165.00	\$0.00
Liquefied Petroleum Gas(per tank)	1 Hour		\$165.00	\$0.00
Rack or High Pile Storage	# of Hours		\$165.00	\$0.00
Underground Installations	# of Hours		\$165.00	\$0.00
Additional Site Inspections	# of Hours		\$165.00	\$0.00
Residential Care Facility Inspections	1 Hour		\$165.00	\$0.00
Plan Review Total				0.00
MISCELLANEOUS FEES/PERMITS				
	Units	Amount	Fee	Total
Occupancy Inspection (All Uses)	# of Hours		\$165.00	\$0.00
Fire Hydrant Flow Test	1 Hour		\$165.00	\$0.00
Additional Hydrants	.5 Hour Per		\$82.50	\$0.00
Fire Watch Services (1 Staffed Apparatus)	# of Hours		\$246.00	\$0.00
Fire Watch Services (1 Staffed Utility)	# of Hours		\$116.00	\$0.00
Appeals Fee	# of Hours		\$165.00	\$0.00
Outside consultant services X 20% Admin	Invoiced Amount			\$0.00
Carnivals and Fairs (Permit)	2 Hours		\$330.00	\$0.00
Tents and Air Supported Structures (Permit)	2 Hours		\$330.00	\$0.00
Fireworks (Permit)	2 Hours		\$330.00	\$0.00
Special Effects (Permit)	2 Hours		\$330.00	\$0.00
Explosives (Permit)	2 Hours		\$330.00	\$0.00
Candles and Open Flames (Permit)	2 Hours		\$330.00	\$0.00
Cryogenic Gas Tank (Permit)	# of Hours		\$165.00	\$0.00
Incident Report			\$10.00	\$0.00
Inspection Report			\$10.00	\$0.00
Investigation Report (up to 5 pages)			\$10.00	\$0.00
Digital Photographs			\$5.00	\$0.00
Defensible Space Home Inspection-owner req.	.5 Hour Per		\$82.50	\$0.00
Weed Abatement Inspection	.5 Hour Per		\$82.50	\$0.00
Weed/ Hazard Abatement Services X 20% Admin				\$0.00
File Search			\$5.00	\$0.00
Knox Application Fee			\$5.00	\$0.00
Will service and Protection Class Letter			\$82.50	\$0.00
Miscellaneous Total				\$0.00
Invoice Total				\$0.00
Invoice Number	2018/2019-			



Agenda Transmittal

DATE: January 16, 2019

FROM: Jason Epperson, Attorney, Prentice, Long & Epperson

AGENDA ITEM #9: MEETING ATTENDANCE; GOVERNMENT CODE

RECOMMENDED ACTION: RECEIVE AND FILE

All Board members are encouraged to review the following code section of the California Government Code. As a reminder, there are rules under the Brown Act that prohibit communication between Board Members outside of an agenda meeting. For instance, it is common for two Board Members to be assigned to a committee. If a third Board Member attends that committee meeting, he or she may not say anything at the meeting. Please keep in mind that the rule against saying anything can include non-verbal communication, such as nodding or shaking your head, or even making noises that indicate agreement or disagreement. California is very strict about this. For this reason, it is generally strongly recommended that a Board Member not attend a committee meeting if there are already two Board Members on that committee. Below is a section of the relevant Government Code section for review.

GOVERNMENT CODE - GOV

TITLE 5. LOCAL AGENCIES [50001 - 57550]

(Title 5 added by Stats. 1949, Ch. 81.)

DIVISION 2. CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 55821]

(Division 2 added by Stats. 1949, Ch. 81.)

PART 1. POWERS AND DUTIES COMMON TO CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 54999.7]

(Part 1 added by Stats. 1949, Ch. 81.)

CHAPTER 9. Meetings [54950 - 54963]

(Chapter 9 added by Stats. 1953, Ch. 1588.)

54952.2.

(a) As used in this chapter, “meeting” means any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.

(b) (1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

(c) Nothing in this section shall impose the requirements of this chapter upon any of the following:

(1) Individual contacts or conversations between a member of a legislative body and any other person that do not violate subdivision (b).

(2) The attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented by the legislative body, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the local agency. Nothing in this paragraph is intended to allow members of the public free admission to a conference or similar gathering at which the organizers have required other participants or registrants to pay fees or charges as a condition of attendance.

(3) The attendance of a majority of the members of a legislative body at an open and publicized meeting organized to address a topic of local community concern by a person

or organization other than the local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(4) The attendance of a majority of the members of a legislative body at an open and noticed meeting of another body of the local agency, or at an open and noticed meeting of a legislative body of another local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(5) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(6) The attendance of a majority of the members of a legislative body at an open and noticed meeting of a standing committee of that body, provided that the members of the legislative body who are not members of the standing committee attend only as observers.

(Amended by Stats. 2008, Ch. 63, Sec. 3. Effective January 1, 2009.)



Agenda Transmittal

DATE: January 16, 2019

FROM: Jill Ritzman, General Manager

AGENDA ITEM #11: 20TH ANNIVERSARY SUMMER SPECTACULAR

RECOMMENDED ACTION: APPROVE RESOLUTION 2019-01

Cameron Park will be celebrating the 20th Anniversary of Summer Spectacular on Saturday, June 29, 2019. Twenty years has seen many changes including the name of the event which started as July Spectacular. Participation has grown, fireworks are magnificent, and the Independence Day Celebration is more SPECTACULAR!

The Cameron Park Community Services District (District) is calling upon residents, businesses, and community organizations to strengthen their support of the event by purchasing event tickets (whether or not they physically come to Cameron Park Lake), volunteering, and donating funds and services. A Sponsorship Program (Attachment B) is being rolled out to local businesses. The event is a big undertaking for a small district, and staff appreciate the continued community support and look forward to the 20th Anniversary of the Summer Spectacular.

Attachments:

- A - Resolution 2019-01
- B - Sponsorship Program (draft)

**RESOLUTION NO. 2019-01
Board of Directors
Cameron Park Community Services District
January 16, 2019**

**RESOLUTION TO COMMEMORATE
2019 AS THE 20TH ANNIVERSARY OF SUMMER SPECTACULAR**

WHEREAS, in 1999, the Cameron Park Community Services District (District) began an annual celebration of the 4th of July holiday known as *July Spectacular* and changed the name in the early years to *Summer Spectacular* because the event did not always occur in July; and

WHEREAS, Attendance at *Summer Spectacular* has grown over the years to include families, young adults and people of all ages; and activities include an annual bucket brigade, water melon eating contest, live music, interactive games, food and vendor booths, concluding with a stunning fireworks show; and

WHEREAS, *Summer Spectacular* could not happen without the support of local businesses, churches, non-profits and residents who volunteer, sponsor, donate and purchase tickets; and

WHEREAS, *Summer Spectacular* is an iconic event in Cameron Park and makes our community “A Special Place to Live;” and

WHEREAS, the District is calling upon the community to support the 20th Anniversary of *Summer Spectacular* by increasing their giving to make 2019 the best year ever.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors commemorates 2019 as the 20th Anniversary of *Summer Spectacular* and calls upon the residents and business to support Cameron Park’s iconic event.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 16th day of January 2019, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Margaret Mohr, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

20th Anniversary Summer Spectacular

Event Date June 29, 2019

Sponsorship Opportunities

Sponsorship Levels

Fireworks \$10,000

- Event entry tickets (10) & VIP parking (5)
- Booth – high visibility location
- Flyer/Poster & program fan – top billing
- On-Stage speaker
- Banner on-stage & fireworks dock
- Website acknowledgement
- Sponsor Island access

Big Bang \$5,000

- Event entry tickets (10) & VIP Parking (5)
- Booth
- Flyer/Poster & Program Fan – near top billing
- On-stage speaker
- Banner on-stage
- Website acknowledgement
- Sponsor Island access

Stars & Stripes \$3,500

- Event entry tickets (5) & VIP parking (3)
- Booth
- Flyer/Poster & program fan – bottom billing
- On Stage announcements
- Banners at park
- Website acknowledgement
- Sponsor Island access

Red, White & Blue \$2,500

- Event entry tickets (5) & VIP parking (3)
- Booth
- Flyer/Poster – bottom billing
- On-stage announcements
- Banners at park
- Sponsor Island access

Sparkle \$1,500

- Event entry tickets (5) & VIP Parking (3)
- Booth
- Flyer/Poster – bottom billing
- On-stage announcements
- Banner at park



Agenda Transmittal

DATE: January 16, 2019

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

AGENDA ITEM #12: FISCAL YEAR 2018-19 MID-YEAR BUDGET ADJUSTMENT

RECOMMENDED ACTION: REVIEW AND DISCUSS

BACKGROUND

The Board of Directors approved Cameron Park Community Services District (District) Fiscal Year 2018-19 Budget in June 2018, with an operational deficit of \$376,668. No service reductions were recommended at that time. With the influx of new hires, staff wanted time to review current operational expenses, find ways to cut costs, create operational efficiencies, and expand new revenues.

INTRODUCTION

Staff is requesting an adjustment to the General Fund Budget only. No changes are proposed for the Lighting and Landscape Assessment Districts (LLADs) and Conditions, Covenants and Restrictions (CC&R) budgets. Attached are two worksheets: Attachment A lists the proposed mid-year adjustments; Attachment B is the District's General Fund year end projections combined with the proposed mid-year adjustments.

DISCUSSION

Good News – Moving in the Right Direction

For Fiscal Year 2018-19, Year-End Estimates indicate the District's operational costs are declining, while Mid-Year Budget Adjustments propose investment in District infrastructure and assets.

Attachment B indicates a Fiscal Year 2018-19 budget year end deficit of (\$139,412). This is a betterment of \$237,256 over the budgeted deficit of (\$376,668). Should all Mid-Year Proposals,

totaling \$188,493, be approved by the Board, the year end budget deficit is expected to be (\$327,905) which is still a budget betterment of \$48,763.

The proposed Mid-Year Adjustments are an investment in or addition to our asset base. The adjustments are deferred maintenance or capital investment in nature. These investments are lasting and add value to the district as a whole.

Operational Savings

The most significant operational savings came from the following items:

- Part-time Salary (Parks, Community Center & Recreation) savings \$83,049
- Contractual Services (Administration) savings \$40,715
- Contractual Services savings (CAL FIRE) \$169,303

Part-time salary changes are the result of operational changes. Parks purchased new equipment, such as a new mower, ride upon sprayer/spreader and leaf vacuum, which greatly diminished time spent mowing and fertilizing turf, and collecting leaves. Recreation eliminated some programs which were not meeting attendance and revenue requirements. Savings in the CAL FIRE costs due to vacancy of a Battalion Chief.

Additionally, there are minor line item changes, both revenues and expenditures, throughout the Fiscal Year 2018-19 Budget. Some of these changes are driven by the transition from the old finance system to Abila and staff learning new account codes. Some changes are driven by operational changes. Contract Services savings is an example of this anomaly.

Fire Department Revenues Held at County

The District's past practice for revenues generated in the Fire Department was to move the revenues from the District to the County, to be held over after the fiscal year closed for future expenditures. Staff determined, after communications with the County Auditor's Office, that the revenues were generated from several sources: Fire Marshal fees, grant funds, fire apparatus rentals and an agreement between District and Los Rios Community College. This practice caused confusion as to the accurate accounting of the revenues, and took the funds out of the purview of the District's Board of Directors. Funds currently held at the County totaling \$87,914, include: Fund 5 Fire Training, Fund 7 Fire Equipment Replacement, Fund 8 and 9 Fire Protection. Staff is proposing to move these funds from the County to the District to be used in the Fire Department for training and acquisition of capital equipment.

To ensure transparency for the Board and community, revenues generated in the Fire Department will be received by the District and budgeted in the Fire Department budget, which is the same practice as other District revenues.

The Weed Abatement Program Funding

The Weed Abatement Program is notably different than the rest of the programs proposed as its funding is open-ended. The funding is ultimately dependent on property tax payments which could remain delinquent.

Program invoices are paid three different ways. First, fees can be paid during the Program Invoice cycle direct to the District. Second, they can be paid when the property owner pays their tax bill. Lastly, they can be paid when the property is transferred and delinquent taxes are paid. For example, in FY 2018-19, nine invoices were issued totaling \$33,722. To date, \$8,090 has been collected leaving \$25,632 outstanding represented by delinquent property tax bills.

Staff is recommending continuation and expansion of the Weed Abatement Program, with offsetting revenues, while a track record is established for collection of fees and liens. Additional revenues may be forthcoming in Fiscal Year 2018-19 with the completion of a full tax year. In addition, staff is discussing collection options with the County including tax sales. With additional time and information, staff can provide a more accurate estimate for program revenues based on the collection of fees and liens. In the meantime, there is a risk that the budgeted revenues may not be realized.

Things to Come

In the near future, staff will bring to Committee information regarding Reserves, Investments, and Capital Campaigns. Preliminary work has already begun on the FY 2019-20 Budget, and a specific calendar is forthcoming in February

Attachments

A: Proposed Mid-Year Adjustments

B: Budget Projections Combined With Mid-Year Adjustments

CAMERON PARK COMMUNITY SERVICES DISTRICT

MIDYEAR BUDGET ADJUSTMENTS

Gen	Fund	Ledger	Dept	Program	Amount	Description	FISCAL YEAR 2018-19
Capital Investment							
Fire							
	1	4600	3000		(38,295)	Fire - Move County held Fire Department revenues to Other Income.	
	1	4262	3000		(33,459)	Fire - Move County held Fire Department revenues to Fire Apparatus Equipment Replacement accounts respectively	
	1	5625	3000		234,554	Capital Expense for Light Weight Truck Replacement (2)(5 year @ 4%), Light Weight Truck Equipment, Engine Replacement (7 year @ 4%)	
					Total Fire	<u>162,800</u>	
Parks							
	1	5625	4000		12,000	Parks - Christa McAuliffe Tball Field installation	
	1	4115	4000		(12,000)	Park Development Fees	
	1	5240	4000		40,000	Parks - Consultant to finalize master plan reqmts at Rasmussen.	
	1	4115	4000		(40,000)	Park Development Fees	
	1	5355	4000		1,350	Parks - Restriping pickle/tennis ball courts	
	1	4255	4000		(1,350)	Parks - Pickle ball supporters	
	1	5625	4000		19,717	Parks - Bonanza Park Disc Golf Course	
	1	4255	4000		(19,717)	Parks - Disc golf foundation support	
					Total Parks	<u>0</u>	
Community Center							
	1	5350	7000		3,293	CC - Instaff new pool float valve assembly	
	1	5345	7000		1,400	CC - electronic door opener/ADA (front, gym)	
	1	5350	7000		13,000	CC - Replace 300' of pool drain grating, safety	
					Total Community Center	<u>17,693</u>	
Total Capital Investment							<u>180,493</u>
Operational Investment							
Fire							
	1	4142	3000		(16,160)	Fire - Move County held Fire Department revenues to Tuition fees.	
	1	5265	3000		16,160	Fire - Move County held Fire Department revenues to Education materials.	
	1	5240	3000		75,000	Fire - Weed Abatement Contractors Expense	
	1	5010	3000		7,350	Fire - Weed Abatement Seasonal Admin Salaries	
	1	5150	3000		650	Fire - Weed Abatement Seasonal SS Benefits	
	1	4410	3000		(83,000)	Fire - Weed Abatement Revenues	
					Total Fire	<u>0</u>	
Parks							
	1	5501	4000		8,000	Parks - In Kind Purchase as reimbursement to Cal Fire for use of Growlersburg's Camp crews	
					Total Parks	<u>8,000</u>	
Total Operational Investment							<u>8,000</u>
Total Incr (Decr) to Budget							<u>188,493</u>

**Cameron Park Community Services District
Statement of Revenues and Expenditures
From 7/1/2018 Through 12/31/2019**

Attachment B

		Total Budget - Final	Current Year Actual	Percent Exp To Date	Year End Projection	Mid Year Adjustments	Final Budget - Adjusted	\$ change from Total Budget Final to Final Budget Adjusted	\$ change from Total Budget Final to Final Budget Adjusted
Operating Revenue									
Property Taxes	4110	3,994,388	14,904	0.37%	3,994,388		3,994,388	0	0.0%
Franchise Fees	4113	167,000	87,899	52.63%	176,000		176,000	9,000	5.4%
Park Development Fees	4115	0	0	0	0	52,000 c)d)	52,000	52,000	#DIV/0!
Quimby Fees	4120	31,000	0	0.00%	31,000		31,000	0	0.0%
Fire Marshall Plan Review	4132	18,000	6,887	38.25%	22,000		22,000	4,000	22.2%
Arc Review Fees	4140	0	308	0.00%	0		0	0	#DIV/0!
Tuition Fees	4142	10,000	0	0.00%	10,000	16,160 f)	26,160	16,160	161.6%
Youth Classes	4145	37,962	15,190	40.01%	35,000		35,000	(2,962)	-7.8%
Adult Classes	4146	29,669	5,971	20.12%	25,000		25,000	(4,669)	-15.7%
Youth Sports	4147	98,418	24,210	24.59%	100,000		100,000	1,582	1.6%
Adult Sports	4148	16,488	2,779	16.85%	10,000		10,000	(6,488)	-39.3%
Camp Revenues	4149	12,804	0	0.00%	12,800		12,800	(4)	0.0%
Senior Nutrition Program	4152	0	(17)	0.00%	0		0	0	#DIV/0!
Senior Programs	4153	0	5,496	0.00%	12,000		12,000	12,000	#DIV/0!
Recreation Program Revenue	4154	12,522	0	0.00%	0		0	(12,522)	-100.0%
Special Events	4170	42,000	35,562	84.67%	40,000		40,000	(2,000)	-4.8%
Park Lake Kiosk Revenues	4180	40,800	7,520	18.43%	40,800		40,800	0	0.0%
Lake Season Pass	4181	37,680	0	0.00%	37,680		37,680	0	0.0%
Picnic Site Rentals	4182	9,960	(271)	(2.72)%	9,960		9,960	0	0.0%
Summer Kids Camp	4183	40,800	13,166	32.26%	40,800		40,800	0	0.0%
Cameron Park Lake Concessions	4184	7,800	5,812	74.51%	10,000		10,000	2,200	28.2%
CC Facility Rentals	4185	78,000	0	0.00%	10,000		10,000	(68,000)	-87.2%
Gym Rentals	4186	28,800	15,186	52.72%	35,000		35,000	6,200	21.5%
Pool Use Fees	4187	161,406	67,377	41.74%	160,000		160,000	(1,406)	-0.9%
Sports Fields (Parks) Fees	4190	42,614	43,680	102.50%	65,000		65,000	22,386	52.5%
Brochure Ads	4209	1,000	0	0.00%	0		0	(1,000)	-100.0%
Summer Spectacular	4220	30,800	0	0.00%	30,800		30,800	0	0.0%
Donations	4250	0	1,000	0.00%	1,000		1,000	1,000	#DIV/0!
Sponsorships	4255	30,000	1,000	3.33%	1,000	21,067 b)e)	22,067	(7,933)	-26.4%

**Cameron Park Community Services District
Statement of Revenues and Expenditures
From 7/1/2018 Through 12/31/2019**

Attachment B

		Total Budget - Final	Current Year Actual	Percent Exp To Date	Year End Projection	Mid Year Adjustments		Final Budget - Adjusted	\$ change from Total Budget Final to Final Budget Adjusted	\$ change from Total Budget Final to Final Budget Adjusted
JPA Reimbursable	4260	1,150,000	487,992	42.43%	1,150,000		1,150,000	0	0.0%	
Fire Apparatus Equip Replcmt	4262	150,000	35,785	23.85%	102,785	33,459 f)	136,244	(13,756)	-9.2%	
Reimbursement	4400	20,000	0	0.00%	0		0	(20,000)	-100.0%	
Weed Abatement	4410	34,136	6,880	20.15%	11,260	83,000 a)	94,260	60,124	176.1%	
Interest Income	4505	9,600	1,761	18.34%	10,000		10,000	400	4.2%	
Other Income	4600	3,000	572	19.08%	1,000	38,295 f)	39,295	36,295	1209.8%	
Total Operating Revenue		6,346,647	886,650	13.97%	6,185,273	243,981	6,429,254	82,607	1.3%	
Expenditures										
Salaries - Permanent	5000	485,245	256,863	52.93%	505,000		505,000	19,755	4.1%	
Salaries - Part-time	5010	265,399	89,104	33.57%	175,000	7,350 a)	182,350	(83,049)	-31.3%	
Overtime	5020	5,500	6,014	109.34%	8,000		8,000	2,500	45.5%	
Health Benefit	5130	158,513	78,232	49.35%	170,000		170,000	11,487	7.2%	
Retiree Health Benefit	5135	88,547	41,812	47.21%	88,547		88,547	0	0.0%	
Dental Insurance	5140	0	1,593	0.00%	3,500		3,500	3,500	#DIV/0!	
Vision Insurance	5150	1,600	851	53.20%	1,600		1,600	0	0.0%	
CalPERS Employer Retirement	5160	197,860	158,725	80.22%	186,000		186,000	(11,860)	-6.0%	
Worker's Compensation	5170	17,730	7,361	41.51%	16,000		16,000	(1,730)	-9.8%	
FICA/Medicare Employer	5180	1,477	10,741	727.23%	23,400	650 a)	24,050	22,573	1528.3%	
UI/TT Contribution	5190	19,029	9,945	52.26%	21,700		21,700	2,671	14.0%	
Advertising/Marketing	5209	35,250	14,285	40.52%	20,000		20,000	(15,250)	-43.3%	
Agency Administration Fee	5210	96,668	5	0.00%	96,668		96,668	0	0.0%	
Agriculture	5215	13,186	984	7.46%	2,200		2,200	(10,986)	-83.3%	
Audit/Accounting	5220	93,913	30,110	32.06%	90,000		90,000	(3,913)	-4.2%	
Bank Charge	5221	12,000	7,430	61.91%	16,000		16,000	4,000	33.3%	
Clothing/Uniforms	5230	8,250	4,588	55.61%	6,000		6,000	(2,250)	-27.3%	
Computer Software	5231	26,600	29,114	109.45%	30,000		30,000	3,400	12.8%	
Computer Hardware	5232	0	9,813	0.00%	10,000		10,000	10,000	#DIV/0!	
Contractual Services	5235	68,915	28,189	40.90%	28,200		28,200	(40,715)	-59.1%	
Contractual - Provider Services	5236	3,763,473	2,388,485	63.46%	3,594,170		3,594,170	(169,303)	-4.5%	
Contract Services - Other	5240	58,768	57,856	98.44%	58,800	115,000 a)d)	173,800	115,032	195.7%	

**Cameron Park Community Services District
Statement of Revenues and Expenditures
From 7/1/2018 Through 12/31/2019**

Attachment B

		Total Budget - Final	Current Year Actual	Percent Exp To Date	Year End Projection	Mid Year Adjustments	Final Budget - Adjusted	\$ change from Total Budget Final to Final Budget Adjusted	\$ change from Total Budget Final to Final Budget Adjusted
Director Compensation	5250	13,500	6,000	44.44%	13,000		13,000	(500)	-3.7%
EDC Department Agency	5260	7,200	4,561	63.34%	7,200		7,200	0	0.0%
Educational Materials	5265	7,250	76	1.05%	200	16,160 f)	16,360	9,110	125.7%
Elections	5270	18,000	0	0.00%	18,000		18,000	0	0.0%
Equipment-Minor/Small Tools	5275	15,000	4,753	31.68%	8,000		8,000	(7,000)	-46.7%
Refund - Deposit	5282	0	0	0.00%	0		0	0	#DIV/0!
Fire & Safety Supplies	5285	3,150	6,540	207.62%	10,500		10,500	7,350	233.3%
Fire Prevention & Inspection	5290	900	0	0.00%	900		900	0	0.0%
Fire Turnout Gear	5295	31,000	4,273	13.78%	31,000		31,000	0	0.0%
Fire- Volunteer/Resident	5296	29,200	19,332	66.20%	42,000		42,000	12,800	43.8%
Food	5300	7,000	2,316	33.08%	5,000		5,000	(2,000)	-28.6%
Fuel	5305	71,000	34,710	48.88%	75,700		75,700	4,700	6.6%
Government Fees/Permits	5310	23,500	4,913	20.90%	23,500		23,500	0	0.0%
Household Supplies	5315	25,000	17,386	69.54%	38,000		38,000	13,000	52.0%
Instructors	5316	74,190	33,773	45.52%	73,700		73,700	(490)	-0.7%
Interest	5317	0	0	0.00%	0		0	0	#DIV/0!
Insurance	5320	77,150	82,233	106.58%	85,500		85,500	8,350	10.8%
Legal Services	5335	15,000	9,866	65.77%	21,500		21,500	6,500	43.3%
Maint. - Vehicle Supplies	5340	2,000	152	7.62%	500	1,400 k)	1,900	(100)	-5.0%
Maint. - Buildings	5345	75,000	22,160	29.54%	48,500		48,500	(26,500)	-35.3%
Maint. - Equipment	5350	42,400	17,877	42.16%	39,000	16,293 j)l)	55,293	12,893	30.4%
Maint. - Grounds	5355	81,155	24,432	30.10%	60,000	1,350 b)	61,350	(19,805)	-24.4%
Maint. - Radio/Phones	5360	2,000	1,140	56.98%	1,500		1,500	(500)	-25.0%
Maint. - Tires & Tubes	5365	14,000	7,019	50.13%	14,000		14,000	0	0.0%
Maint. - Vehicle	5370	34,000	9,463	27.83%	21,000		21,000	(13,000)	-38.2%
Medical Supplies	5375	1,450	0	0.00%	0		0	(1,450)	-100.0%
Memberships/Subscriptions	5380	10,910	8,548	78.35%	10,900		10,900	(10)	-0.1%
Mileage Reimbursement	5385	4,400	1,430	32.50%	3,200		3,200	(1,200)	-27.3%
Miscellaneous	5395	0	(1,605)	0.00%	(2,000)		(2,000)	(2,000)	#DIV/0!
Office Supplies/Expense	5400	10,500	5,657	53.87%	10,500		10,500	0	0.0%

**Cameron Park Community Services District
Statement of Revenues and Expenditures
From 7/1/2018 Through 12/31/2019**

Attachment B

		Total Budget - Final	Current Year Actual	Percent Exp To Date	Year End Projection	Mid Year Adjustments	Final Budget - Adjusted	\$ change from Total Budget Final to Final Budget Adjusted	\$ change from Total Budget Final to Final Budget Adjusted
Pool Chemicals	5405	30,000	27,977	93.25%	37,400		37,400	7,400	24.7%
Postage	5410	4,000	1,312	32.78%	2,900		2,900	(1,100)	-27.5%
Printing	5415	500	528	105.65%	1,000		1,000	500	100.0%
Professional Services	5420	105,333	56,482	53.62%	110,000		110,000	4,667	4.4%
Program Supplies	5421	17,410	11,371	65.31%	15,000		15,000	(2,410)	-13.8%
Publications & Legal Notices	5425	600	266	44.27%	600		600	0	0.0%
Radios	5430	500	313	62.60%	700		700	200	40.0%
Refund-Activity Pass	5431	0	4,217	0.00%	4,300		4,300	4,300	#DIV/0!
Rent/Lease - Bldgs	5435	10,950	678	6.19%	700		700	(10,250)	-93.6%
Rent/Lease - Equipment	5440	2,000	1,289	64.44%	2,000		2,000	0	0.0%
Staff Development	5455	17,250	9,239	53.56%	12,000		12,000	(5,250)	-30.4%
Special Events	5465	8,000	4,033	50.40%	6,000		6,000	(2,000)	-25.0%
Summer Spectacular	5466	52,000	24,847	47.78%	50,000		50,000	(2,000)	-3.8%
Phones/internet	5470	31,400	22,517	71.71%	40,000		40,000	8,600	27.4%
Travel/Lodging	5480	10,000	654	6.54%	700		700	(9,300)	-93.0%
Tuition	5486	1,000	0	0.00%	0		0	(1,000)	-100.0%
Utilities - Water	5490	79,200	33,225	41.95%	60,000		60,000	(19,200)	-24.2%
Utilities - Electric/Gas	5492	98,116	123,543	125.91%	160,000		160,000	61,884	63.1%
Utilities - Garbage	5493	0	344	0.00%	800		800	800	#DIV/0!
Vandalism	5500	3,000	0	0.00%	1,000		1,000	(2,000)	-66.7%
Cal Fire In Kind Purchases	5501	0	7,862	0.00%	8,000	8,000 i)	16,000	16,000	#DIV/0!
Capital Equipment Expense	5625	138,278	(16)	(0.01)%	0	266,271 cefghm	266,271	127,993	92.6%
Reconciliation Discrepancy	9999	0	0	0.00%	0		0	0	#DIV/0!
Total Expenditures		6,723,315	3,889,786	57.86%	6,324,685	432,474	6,757,159	33,844	0.5%
Net Revenue Over Expenditures		(376,668)	(3,003,136)	797.28%	(139,412)	(188,493)	(327,905)	48,763	-12.9%

**Cameron Park Community Services District
Statement of Revenues and Expenditures
From 7/1/2018 Through 12/31/2019**

Attachment B

Total Budget - Final	Current Year Actual	Percent Exp To Date	Year End Projection	Mid Year Adjustments	Final Budget - Adjusted	\$ change from Total Budget Final to Final Budget Adjusted	\$ change from Total Budget Final to Final Budget Adjusted
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- a) \$83,000 - Fire, Weed Abatement Program funded by Weed Abatement Program revenues.
- b) \$ 1,350 - Parks, Restriping pickle/tennis ball courts funded by pickle ball supporter's donations.
- c) \$12,000 - Parks, Christa McAuliffe Tball Field Installation funded by Park Development Fees.
- d) \$ 40,000 - Parks, Consultant to finalize Master Plan requirements at Rasmussen funded by Park Development Fees.
- e) \$19,717 - Parks, Bonanza Park Disc Golf Course funded by Disc Golf Foundation support.
- f) \$87,914 - Move Fire Dept Funds from County: \$16,160 Fund 5 Fire Tuition; \$33,459 Fund 7 Fire Apparatus Equip Replacmt; \$38,395 from Fund 8 & 9 Fire Prevention
- g) \$16,800 - Fire, Light Weight Truck Replacement (2), financing 5 year @ 4% proposed funding.
- h) \$50,000 - Fire, Light Weight Truck Equipment.
- i) \$8,000 - Parks, Payment of goods to Growlersburg's Camp crews services.
- j) \$3,293 - Community Ctr, Install new pool float valve assembly.
- k) \$1,400 - Community Ctr, Electronic door opener to address ADA at both Front and Gym entrance.
- l) \$13,000 - Community Ctr Safety, replace 300' of pool drain grating.
- m) \$96,000 - Fire Engine, financing 7 year 4% proposed funding.

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: January 16, 2019

FROM: Jill Ritzman, General Manager

AGENDA ITEM #13: **ELECTION OF SPECIAL DISTRICT REPRESENTATIVES TO EL DORADO LOCAL AREA FORMATION COMMISSION**

RECOMMENDED ACTION: **SELECT A NOMINEE FOR SPECIAL DISTRICT REPRESENTATIVE TO EL DORADO LOCAL AREA FORMATION COMMISSION**

Local Area Formation Commission (LAFCO) Special District Selection Committee is electing a regular and alternate representative, who will serve a four year term beginning in May 2019 (Attachment A – correspondence from LAFCO). Deadline for nomination is February 15, 2019. Once nominations are closed, ballots are sent via email to each special district for voting purposes, along with the nominees' statement of qualifications.

Holly Morrison is currently serving as an alternate and her term is expiring with this election.

Attachment A: LAFCO Correspondence



LOCAL AGENCY FORMATION COMMISSION
550 Main Street, Suite E. Placerville, CA 95667
(530) 295-2707 · lafco@edlafco.us · www.edlafco.us

SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCO

Position	Nominee's Name	Originating District

SIGNATURE OF PRESIDING OFFICER: _____
(Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: _____
(Required)

NAME OF NOMINATING DISTRICT: _____

MINUTES ATTACHED *(Optional)*: Yes No

**Nominations must be received by LAFCO before
5:00 p.m. on February 15, 2019**

Return to:

**LAFCO
550 Main Street, Suite E
Placerville, CA 95667**

COMMISSIONERS


Public Member: Michael Powell • Alternate Public Member: Dyana Anderly
City Members: Mark Acuna, Brooke Laine • Alternate City Member: John Clerici
County Members: Shiva Frentzen, Brian Veerkamp • Alternate County Member: Michael Ranalli
Special District Members: Ken Humphreys, Tim Palmer • Alternate Special District Member: Holly Morrison
STAFF

José C. Henríquez, Executive Officer • Erica Sanchez, Assistant Executive Officer
Riley Nork, Assistant Policy Analyst • Denise Tebaldi, Administrative Assistant • Kara K. Ueda, Commission Counsel



LOCAL AGENCY FORMATION COMMISSION
 550 Main Street, Suite E. Placerville, CA 95667
 (530) 295-2707 • lafco@edlafco.us • www.edlafco.us

M E M O

TO: Presiding Officer
FROM: José C. Henríquez, Executive Officer 
 El Dorado Local Agency Formation Commission
DATE: January 3, 2019
SUBJECT: ***Election of Special District Representatives to El Dorado LAFCO
 Nominations for Special District Commissioner***

The Special District Selection Committee is electing a regular & alternate representative. Each representative will serve a 4-year term beginning in May 2019.

Pursuant to the provisions of Government Code §56332(f), the Executive Officer has determined that the business of the Special District Selection Committee will be conducted in writing to elect a regular and an alternate Special District Representative for new four-year terms beginning in May 2019.

The nomination period will be 42 days; all nominations are due in writing on or before **February 15, 2019**. Nominations received after that date cannot be accepted and will be returned to your District. A nominee must be a Director from an independent special district within El Dorado County. To be valid, all nominations must include the following:

- 1) Name and district of the nominee
- 2) Name of the nominating district
- 3) **Signature** of the **Presiding Officer** of the District's Board of Directors or the record of nomination made by majority vote at an official meeting of your District's board (Resolution or Minute Order can be attached)

Please submit a statement of qualifications (not to exceed one page) for each nominee.

Once the nomination period is closed, one ballot listing valid candidates and voting instructions will be sent via email to those Districts who have opted to receive and complete the election by email and by certified mail to each District opting to receive materials by mail. The one-page statement of qualifications will be included as submitted.

Contact the LAFCO office at (530) 295-2707, if you have any questions.

Enclosure: Election Nomination Ballot
 Government Code §56332

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COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Dyana Anderly
 City Members: Mark Acuna, Brooke Laine • Alternate City Member: John Clerici
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 Special District Members: Ken Humphreys, Tim Palmer • Alternate Special District Member: Holly Morrison

STAFF

José C. Henríquez, Executive Officer • Erica Sanchez, Assistant Executive Officer
 Riley Nork, Assistant Policy Analyst • Denise Tebaldi, Interim Commission Clerk • Kara K. Ueda, Commission Counsel

Public member restrictions	No person appointed as a public member or alternate public member pursuant to this chapter shall be an officer or employee of the county or any city or district with territory in the county, provided, however, that any officer or employee serving on January 1, 1994, may complete the term for which he or she was appointed.
Alternative member; one vote	56331.3. If two or more members are absent or disqualify themselves from participating in a meeting of the commission, any alternate member who is authorized to serve and vote in the place of a member shall only have one vote.
Independent special district selection committee	56332. (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.
Meetings	(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:
Anticipated vacancy	(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission. (2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission. (3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll. (4) Upon the adoption of a resolution of intention pursuant to Section 56332.5. (5) Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need

Appointment of special district members

to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

District member disqualification**Call for nominations**

(1) The executive officer may prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. This paragraph shall be operative only if the written notice of the meeting provided pursuant to subdivision (b) discloses that, if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the meeting may be cancelled.

(d) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.

Elections by mailed ballot

(e) A majority of the independent special district selection committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot, pursuant to subdivision (f).

(f) If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer determines that a meeting of the special district selection committee is not feasible, the executive officer shall conduct the business of the committee by mail. Elections by mail shall be conducted as provided in this subdivision.

(1) The executive officer shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district.

Ballot and voting instructions

(3) The call for nominations, ballots, and voting instructions shall be delivered by certified mail to each eligible district. **As an alternative to the delivery by certified mail, the executive *** officer may transmit materials by electronic mail. All notices and election materials shall be addressed to the presiding officer, care of the clerk of the district.**

(4) *****Nominations and ballots may be returned to the executive officer by electronic mail.**

(5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.

Quorum

(6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension. **If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee.** The executive officer shall announce the results of the election within seven days of the date specified.

(7) For a vote on special district representation to be valid, at least a quorum of the special districts must submit valid ballots **to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible**

district. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. By a majority vote of those district representatives voting on the issue, the selection committee shall either accept or deny representation. **The executive officer shall announce the results of the election within seven days of the date specified.**

(8) All election materials shall be retained by the executive officer for a period of at least six months after the announcement of the election results.

"Executive officer"

(g) For purposes of this section, "executive officer" means the executive officer or designee as authorized by the commission.

(Amended by Stats. 2018, Ch. 86)

Representation of independent special districts

56332.5. (a) If the commission does not have representation from independent special districts on or before January 1, 2001, the commission shall initiate proceedings for representation of independent special districts upon the commission if either of the following occur:

Proceedings

(1) Upon receipt of a written request by one or more members of the selection commission representing districts having 10 percent or more of the assessed values of taxable property within the county, as shown on the last equalized county assessment roll.

(2) Upon adoption of a resolution by the commission proposing representation of special districts upon the commission.

Meeting

(b) The commission, at its next regular meeting, shall adopt a resolution of intention. The resolution of intention shall state whether the proceedings are initiated by the commission or by an independent special district or districts, in which case, the names of those districts shall be set forth. The commission shall order the executive officer to call and give notice of a meeting of the independent special district selection committee to be held within 15 days after the adoption of the resolution in order to determine whether independent special districts shall accept representation on the commission and appoint independent special district representation pursuant to Section 56332.

Appointment of public member when commission includes special district representation

56333. When a commission is enlarged to seven members as provided in Section 56332, the public members appointed pursuant to Sections 56325 and 56329 shall thereafter be appointed by members of the commission representing cities, counties, and special districts. Those appointments shall be made at the times and in the manner provided in Section 56334.

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Budget and Administration Committee

Tuesday, January 8, 2019

6:30 p.m.

2502 Country Club Drive, Cameron Park

Agenda

Members: Director Margaret Mohr (MM), Director Monique Scobey (MS),
and Alternate Director Holly Morrison (HM)

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

CALL TO ORDER

ROLL CALL

- Nominate Committee Chair

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

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

DEPARTMENT MATTERS

PUBLIC COMMENT

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

1. **Fiscal Year 2018-19 Mid-Year Budget Adjustment** (V. Neibauer)
2. **Status – FY 2018-19 Budget Plan of Action to Address Deficit Spending** (J. Ritzman, V. Neibauer)
3. **Letter to County re: Drainage** (J. Ritzman, informational)

4. **El Dorado Disposal/Waste Connections Reports** (informational)
5. **Check Register for Month of December** (V. Neibauer)
6. **Staff Updates** (Oral, V. Neibauer)
7. **Items for the February Committee Meeting**
 - Capital Fundraising Plan; invite Cameron Park Community Foundation
 - Fiscal Year 2019-20 Budget Development Calendar
8. **Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Covenants, Conditions & Restrictions (CC&R) Committee
Monday, January 7, 2019
5:30 p.m.

Cameron Park Community Services District
2502 Country Club Drive, Cameron Park

Agenda

Members: Director Ellie Wooten (EW), Director Felicity Carlson (FC), Gerald Lillpop (GL),
Robert Dalton (RD), Sidney Bazett (SB)
Alternate Director Holly Morrison (HM)
Staff: General Manager Jill Ritzman, CC&R Compliance Officer Kate Magoolaghan

- 1. CALL TO ORDER**
- 2. ROLL CALL**
 - Nominate Committee Chair
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF CONFORMED AGENDA**
- 5. OPEN FORUM**

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COMMITTEE REVIEW/ACTION

- 6. Draft Procedure Proposal for CC&R Variance Requests** (Draft procedure attached and discussion - K.Magoolaghan)
Action: Review and Discuss

7. MONTHLY STAFF REPORT

- Staff Update
- Initial Notices - 14
- Final Notices - 4
- Pre-Legal Notices - 1
- Legal Cases - 0
- Corrected Violations - 2

Note: There are no violations requesting action at this time. A list of current violations will be available at the meeting. There are no violations currently in Legal status.

8. Items for the February CC&R Committee Agenda

9. Items to take to the Board of Directors

10. MATTERS TO AND FROM COMMITTEE MEMBERS

11. ADJOURNMENT

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Fire and Emergency Services Committee
Tuesday, January 8, 2019
5:30 p.m.
2502 Country Club Drive, Cameron Park

Agenda

Members: Director Holly Morrison (HM) and Director Felicity Carlson (FC)
Alternate Director Margaret Mohr (MM)

Staff: General Manager Jill Ritzman, Chief Sherry Moranz, Chief Mike Smith, Chief Jed Gaines

CALL TO ORDER

ROLL CALL

- Nominate Committee Chair

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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DEPARTMENT MATTERS

PUBLIC COMMENT

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- 1. Fire Marshal Rate Sheet- Report Back** (Chiefs Moranz and Smith; handout at meeting)
- 2. Formation of Fire Safe Council** (Paul Gilcrest; oral report)
- 3. Burn Day Designations in Cameron Park - Discussion**

4. Department Updates

5. Items for February Committee Agenda

- Review Tasks & Timeline for Implementation of 2019 Weed Abatement Program

6. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Parks & Recreation Committee
Monday, January 7, 2019
6:30 p.m.

Cameron Park Community Services District
2502 Country Club Drive, Cameron Park

Agenda

Members: Director Monique Scobey (MS), Director Holly Morrison (HM)
Alternate Director Ellie Wooten (EW)
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,
Parks Superintendent Mike Grassle

CALL TO ORDER

ROLL CALL

- Nominate Committee Chair

APPROVAL OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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DEPARTMENT MATTERS

PUBLIC COMMENT

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

1. **Draft Survey Regarding Interest in Allowing Dogs on leash at Cameron Park Lake** (J. Ritzman)
2. **Summer Spectacular Sponsorship Plan; Proposed Board Resolution Commemorating the 20th Anniversary** (J. Ritzman, handout)
3. **Staff Written Reports & Oral Updates** (T. Helm and M. Grassle)
4. **Items for the February Committee Agenda**
5. **Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT