



AGENDA

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

REGULAR BOARD MEETING

Wednesday, January 17, 2024

6:30 pm

Cameron Park Community Center – Assembly Hall

Board Members

Monique Scobey	President
Dawn Wolfson	Vice President
Eric Aiston	Board Member
Sidney Bazett	Board Member
Tim Israel	Board Member

CALL TO ORDER

- A. Roll Call
 - B. Pledge of Allegiance
-

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

ADOPTION OF THE AGENDA

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

1. Adopt the Agenda
-

RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

The 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. The Board of Directors is prohibited from discussing issues not on the agenda brought to them at this time. According to State Law (the Brown Act), items must first be noticed on the agenda before any discussion or action.

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.

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 to be discussed and acted upon individually.

2. Conformed Agenda –Regular Board of Directors Meeting, December 20, 2023
3. **APPROVE** Amended 2024 Board & Committee Calendar
4. **APPROVE** Recreation Department Part-time/Seasonal Minimum Wage Adjustment (K. Vickers)
5. **APPROVE** Fiscal Year 2024-25 Budget Timeline (C. Greek)
6. **Receive and Appoint** Mike Churchill to the El Dorado Solid Waste Advisory Committee (A. Gardner)
7. **APPROVE** Resolution 2024-01 Awarding Project Bid for Rasmussen & David West Sports Field Improvement Project to Delta Bluegrass (M. Grassle)

GENERAL BUSINESS

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

8. Items removed from the Consent Agenda for discussion
 9. General Manager's Report (A. Gardner, Oral)
 10. **APPROVE** 2024 Service and Facility Use Fees (A. Gardner)
 11. **APPROVE** Surplus 1999 & 2002 Ford Expeditions (M. Grassle)
-

BOARD INFORMATION ITEMS

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

12. Committee Chair Report-Outs
 - Budget & Administration
 - Covenants, Conditions & Restrictions (CC&R)
 - Fire & Emergency Services
 - Parks & Recreation
 - Fire Annexation Ad Hoc Committee

 13. General Matters to/from Board Members and Staff
 - Upcoming Trainings & Community Meetings
 - SDRMA Spring Education Day – Monday, March 25th (Sacramento)
 - CSDA Special Districts Legislative Days – Tues, May 21th & Wed, May 22th (Sacramento)
-
-

ADJOURNMENT

AGENDA

Please contact the District office at (530) 677-2231 or boardclerk@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings. For the public's information, we are taking email requests at boardclerk@cameronpark.org for future notification of Cameron Park Community Services District meetings.



CAMERON PARK COMMUNITY SERVICES DISTRICT

2502 Country Club Drive
Cameron Park, CA 95682
(530) 677-2231 Phone
(530) 677-2201 Fax
www.cameronpark.org

CONFORMED AGENDA

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

REGULAR BOARD MEETING

Wednesday, December 20, 2023

6:30 pm

Cameron Park Community Center – Assembly Hall

Board Members

Sidney Bazett	President
Monique Scobey	Vice President
Eric Aiston	Board Member
Dawn Wolfson	Board Member
Tim Israel	Board Member

AGENDA

CALL TO ORDER 6:31 PM

- A. Roll Call SB/ MS/ DW/ EA/ TI
 - B. Pledge of Allegiance
-

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

ADOPTION OF THE AGENDA

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

1. Adopt the Agenda

Motion to Adopt the Agenda: Pulling items 4, 5 and 6 from the agenda

*MS/DW – Motion Passed
Ayes – SB/MS/EA/TI/DW
Noes – None
Absent –None
Abstain – None*

RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

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Year in Review Presentation, President Bazett

OPEN FORUM FOR NON-AGENDA ITEMS

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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 to be discussed and acted upon individually.

AGENDA

1. **APPROVE** Conformed Agenda – November 15, 2023 Regular Board of Directors Meeting
2. **APPROVE** Conformed Agenda – December 7, 2023 Special Board of Directors Meeting
3. **APPROVE** Board of Directors 2024 Meeting Calendar
4. **APPROVE** 2024 Fees for Services and Facility Use
5. **APPROVE** Wage & Compensation Study
6. **APPROVE** Resolution 2023-36 Awarding Project Bid for Rasmussen & David West Sports Field Improvement Project to Delta Blue Grass

- Motion to Approve Consent Agenda (Without items 4, 5 & 6)

*TI/EA – Motion Passed
Ayes – SB/MS/EA/TI/DW
Noes – None
Absent – None
Abstain – None*

GENERAL BUSINESS

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

7. Items removed from the Consent Agenda for discussion
8. **NOMINATE & ELECT** President and Vice President

- Motion to Nominate MS as President

*EA/SB – Motion Passed
Ayes – SB/MS/EA/TI/DW
Noes – None
Absent – None
Abstain – None*

- Motion to Nominate DW as Vice President

*SB/TI – Motion Passed
Ayes – SB/MS/EA/TI/DW
Noes – None
Absent – None
Abstain – None*

AGENDA

9. **APPROVE** Employment Agreement between Cameron Park Community Services District and Alan Gardner

- Motion to Approve Employment Agreement between Cameron Park Community Services District and Alan Gardner

SB/ DW – Motion Passed

Ayes – SB/MS/EA/TI/DW

Noes – None

Absent – None

Abstain – None

10. **APPROVE** Amendment to Agreement with Municipal Resource Group

Direction given to staff

11. **APPROVE** Resolution 2023-37 Ratifying the HVAC Replacement Project at Station 89; Award Bid to Blackwell Heating, Cooling, Plumbing; Appropriate \$49,886.68 in Fund 07 for Project

Motion to Approve Resolution 2023-37 Ratifying the HVAC Replacement Project at Station 89; Award Bid to Blackwell Heating, Cooling, Plumbing; Appropriate \$49,886.68 in Fund 07 for Project

EA/ DW – Motion Passed

Ayes – SB/MS/EA/TI/DW

Noes – None

Absent – None

Abstain – None

BOARD INFORMATION ITEMS

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

12. Committee Chair Report-Outs
- Budget & Administration
 - Covenants, Conditions & Restrictions (CC&R)
 - Fire & Emergency Services
 - Parks & Recreation

AGENDA

- General Manager Recruitment Ad Hoc Committee
- Fire Annexation Ad Hoc Committee

13. General Matters to/from Board Members and Staff

ADJOURNMENT 7:53 PM

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Agenda Transmittal

DATE: January 17, 2024

FROM: Alan Gardner, General Manager

AGENDA ITEM #3: **2024 BOARD AND COMMITTEE CALENDAR, REVISED**

RECOMMENDED ACTION: **APPROVE REVISED 2024 BOARD AND COMMITTEE CALENDAR**

Staff saw reason to update the 2024 calendar as approved during the last Board of Directors meeting on 12/20/2023, to correct how the Parks and Recreation Standing Committee as well as Budget and Administration Standing Committee actually commence at 6:45 PM in practice, rather than the posted start time of 6:30 PM on the calendar approved last month, for these committees. Adjusting the official start time for these committees from 6:30 PM to 6:45 PM is both more accurate, and allows CPCSD to avoid the discrepancy and any potential misunderstanding between the two start times.

Please note, if the committee start time is officially moved later to 6:45 PM, both the Parks and Recreation Standing Committee as well as Budget and Administration Standing Committee shall not commence prior to the revised starting time of 6:45 PM.

Staff is continuing best practices established in 2019 for calendaring Board of Directors Regular Board and Committee meetings. District Policy 5010: Board Meetings states that Regular Board meetings will occur on the third Wednesday of each month. District practice is to have Board Committees meet the first Monday and Tuesday of each month. The calendar is adjusted for holidays. Board members have discussed holding meetings at other public locations within the community, such as parks, fire stations, and so on.

Staff recommends approval of the revised 2024 Calendar for Regular Board and Committee Meetings. If a Regular meeting is changed from the dates cited in the attached calendar, staff will seek approval from the Board 30 days in advance, whenever possible.

Attachment:

3A – 2024 Calendar (Revised)

Cameron Park Community Services District

Board and Standing Committee Meeting Dates**2024**

Month	Date of Meeting	Time of Meeting	Type of Meeting
January	8 th – Monday	5:30 p.m.	CC&R
	8 th – Monday	6:30 p.m.	Parks & Recreation
	9 th – Tuesday	5:30 p.m.	Fire & Emergency Services
	9 th – Tuesday	6:30 p.m.	Budget & Administration
	17 th – Wednesday	6:30 p.m.	Board of Directors
February	5 th – Monday	5:30 p.m.	CC&R
	5 th – Monday	6:45 p.m.	Parks & Recreation
	6 th – Tuesday	5:30 p.m.	Fire & Emergency Services
	6 th – Tuesday	6:45 p.m.	Budget & Administration
	21 st – Wednesday	6:30 p.m.	Board of Directors
March	4 th – Monday	5:30 p.m.	CC&R
	4 th – Monday	6:45 p.m.	Parks & Recreation
	5 th – Tuesday	5:30 p.m.	Fire & Emergency Services
	5 th – Tuesday	6:45 p.m.	Budget & Administration
	20 th – Wednesday	6:30 p.m.	Board of Directors
April	1 st – Monday	5:30 p.m.	CC&R
	1 st – Monday	6:45 p.m.	Parks & Recreation
	2 nd – Tuesday	5:30 p.m.	Fire & Emergency Services
	2 nd – Tuesday	6:45 p.m.	Budget & Administration
	17 th – Wednesday	6:30 p.m.	Board of Directors
May	6 th – Monday	5:30 p.m.	CC&R
	6 th – Monday	6:45 p.m.	Parks & Recreation
	7 th – Tuesday	5:30 p.m.	Fire & Emergency Services
	7 th – Tuesday	6:45 p.m.	Budget & Administration
	15 th – Wednesday	6:30 p.m.	Board of Directors
June	3 rd – Monday	5:30 p.m.	CC&R
	3 rd – Monday	6:45 p.m.	Parks & Recreation
	4 th – Tuesday	5:30 p.m.	Fire & Emergency Services
	4 th – Tuesday	6:45 p.m.	Budget & Administration
	19 th – Wednesday	6:30 p.m.	Board of Directors

Month	Date of Meeting	Time of Meeting	Type of Meeting
July	1 st – Monday	5:30 p.m.	CC&R
	1 st – Monday	6:45 p.m.	Parks & Recreation
	2 nd – Tuesday	5:30 p.m.	Fire & Emergency Services
	2 nd – Tuesday	6:45 p.m.	Budget & Administration
	17 th – Wednesday	6:30 p.m.	Board of Directors
August	5 th – Monday	5:30 p.m.	CC&R
	5 th – Monday	6:45 p.m.	Parks & Recreation
	6 th – Tuesday	5:30 p.m.	Fire & Emergency Services
	6 th – Tuesday	6:45 p.m.	Budget & Administration
	21 th – Wednesday	6:30 p.m.	Board of Directors
September	3 rd - Tuesday	5:30 p.m.	Fire & Emergency Services
	3 rd – Tuesday	6:45 p.m.	Budget & Administration
	9 th – Monday	5:30 p.m.	CC&R
	9 th - Monday	6:45 p.m.	Parks & Recreation
	18 th – Wednesday	6:30 p.m.	Board of Directors
October	1 st - Tuesday	5:30 p.m.	Fire & Emergency Services
	1 st – Tuesday	6:45 p.m.	Budget & Administration
	7 th – Monday	5:30 p.m.	CC&R
	7 th - Monday	6:45 p.m.	Parks & Recreation
	16 th – Wednesday	6:30 p.m.	Board of Directors
November	4 th – Monday	5:30 p.m.	CC&R
	4 th – Monday	6:45 p.m.	Parks & Recreation
	5 th – Tuesday	5:30 p.m.	Fire & Emergency Services
	5 th – Tuesday	6:45 p.m.	Budget & Administration
	20 th – Wednesday	6:30 p.m.	Board of Directors
December	2 nd – Monday	5:30 p.m.	CC&R
	2 nd – Monday	6:45 p.m.	Parks & Recreation
	3 rd – Tuesday	5:30 p.m.	Fire & Emergency Services
	3 rd – Tuesday	6:45 p.m.	Budget & Administration
	18 th – Wednesday	6:30 p.m.	Board of Directors



*Cameron Park
Community Services District*

Agenda Transmittal

DATE: January 17, 2024

FROM: Alan Gardner, General Manager
Kimberly Vickers, Recreation Supervisor

AGENDA ITEM #4: **Recreation Department Part-time/Seasonal Minimum Wage Adjustment**

RECOMMENDED ACTION: **Approve**

Recommendation

Approve minimum wage adjustment for Recreation Leader I and II, Lifeguard I and II, and Recreation Specialist.

Introduction

Job descriptions and wage scales are policy documents approved by the Board of Directors for implementation by the General Manager. In October 2023, staff brought forward job descriptions, and a new condensed wage scale for Recreation seasonal/part time positions that was approved by the Board of Directors.

Discussion

Staff is bringing the wage scale forward again due to the mandatory January 1, 2024 increase in minimum wage and to align the level 2 positions appropriately. These wages will be updated based on minimum wage and any new applicable laws in the future.

October 2023 BOD approved wage scale:

Recreation Leader I	\$15.50	\$15.88	\$16.28
Recreation Leader II	\$16.69	\$17.11	\$17.54
Recreation Specialist	\$17.98	\$18.43	\$18.89
Lifeguard I	\$15.88	\$16.28	\$16.69
Lifeguard II	\$17.11	\$17.54	\$17.98

FY 2024 Proposed Wage scale for minimum wage increase and adjustment to higher level staff:

Recreation Leader I	\$16.00	\$16.40	\$16.81
Recreation Leader II	\$17.23	\$17.66	\$18.10
Recreation Specialist	\$18.10	\$18.55	\$19.01
Lifeguard I	\$16.40	\$16.81	\$17.23
Lifeguard II	\$17.66	\$18.10	\$18.55



Agenda Transmittal

DATE: January 17, 2024

FROM: Christina Greek, Finance Officer

AGENDA ITEM #5: DISTRICT BUDGET CALENDAR- FISCAL YEAR 2024-25

RECOMMENDED ACTION: RECEIVE AND FILE

INTRODUCTION

Staff recommends the Board of Directors approve the Budget calendar for Fiscal Year 2024-25 (Attachment 5a).

This calendar will allow for a District Preliminary Budget to be approved by the statutory deadline of June 30, 2024, and a Final Budget by the statutory deadline of September 1, 2024. The reason for a Preliminary Budget is because the County does not advise of the size of our tax revenue payment for the following year until after June 30. Staff will attempt to have a final budget completed by June 30.

Attachments

5a –Budget Calendar for Fiscal Year 2024-25

Budget Timeline for Fiscal Year 2024-25

PRELIMINARY BUDGET STATUTORILY REQUIRED TO APPROVE BY JUNE 30, 2024

LLAD and CCR Funds to be approved by June 19, 2024

March 29	Budget & Administration Committee Agenda posted	Draft Preliminary Budgets for General Fund, LLADs and CCR.
April 2	Budget & Administration Committee Meeting – General Fund 01, CCR Fund 02, LLADs Funds 30-50	Discuss Preliminary Draft Budgets for General Fund, CCR and LLADs special funds, and provide feedback to staff
May 3	Budget & Administration Committee Agenda posted	Draft Preliminary Budgets for General Fund, CCR, LLADs, Capital Asset Reserves
May 7	Budget & Administration Committee Meeting – General Fund 01, CCR Fund 02, LLADs Funds 30-50; Capital Asset Reserves Funds 07 and 80	Second review of General Fund, LLAD, CCR budgets; forward LLAD and CCR to Board of Directors; first review of Capital Asset Reserves.
May 15	Board of Directors Budget Hearings for LLADs, CCR	LLADs, CCR budget must be approved by June 19, 2024.
May 31	Budget & Administration Committee Agenda posted	FY 2024-25 2nd Draft Preliminary Budget review
June 2	Budget & Administration Committee Meeting – Final Review of Budgets for General Fund and Special Funds	Final Review of proposed Preliminary Budgets; Discuss and Provide Feedback to Staff; Forward to Board of Directors
June 14	Board of Directors Agenda posted	Review of Proposed Preliminary Budgets for District’s General and Special Funds
June 19	Board of Directors Budget Hearings	Conduct Public Hearing and Consider Adoption of FY 2024-25 Preliminary Final Budget – General Fund and Special Funds

FINAL BUDGET STATUTORILY REQUIRED TO APPROVE BY SEPTEMBER 1, 2025

August 2	Budget & Administration Committee Agenda posted	FY 2024-25 Draft Final Budget
August 6	Budget & Administration Committee Meeting, General Fund 01 and all Special Funds	Discuss and provide feedback to staff regarding edits to budgets; forward to Board of Directors
August 16	Board of Directors Agenda posted	FY 2024-25 Preliminary Final Budget
August 21	Board of Directors Budget Hearings	Conduct Public Hearing and Consider Adoption of FY 2024-25 Final Budget



Agenda Transmittal

DATE: January 17, 2024

FROM: Alan Gardner, General Manager

**AGENDA ITEM #6: EL DORADO SOLID WASTE ADVISORY COMMITTEE
(EDSWAC) APPOINTMENT**

RECOMMENDED ACTION: Receive and Appoint Mike Churchill, Community Member, to the El Dorado County Solid Waste Advisory Committee

Background

El Dorado County Solid Waste Advisory Committee (EDSWAC) was established in 1990 pursuant to AB 939, the California Integrated Waste Management Act and is advisory to the El Dorado County Board of Supervisors.

Discussion

Responsibilities of EDSWAC include: identify solid, liquid and hazardous waste issues on a countywide or regional concern; assist with the coordination and continued development of source reduction and recycling programs; determine the need for solid waste collection systems, processing facilities, and marketing strategies that can serve more than one local jurisdiction within this region; and prepare, maintain and update the El Dorado County Integrated Waste Management Plan. The Committee meets once a month and is comprised of eleven members including an appointee from each Supervisorial District, City of Placerville, City of South Lake Tahoe, El Dorado Hills CSD, South Tahoe Refuse, Cameron Park CSD, and El Dorado Disposal.

Mike Churchill sent an email of interest to Jill Ritzman and stated he is a resident and business owner in Cameron Park. He and his family have been in Cameron Park since 1974. He feels he is well acquainted with the community. He uses the services offered by El Dorado Disposal and has experience working with them disposing of various things. For example, he has recycled batteries, paint, metal, cardboard, lightbulbs, fuel, etc.



Agenda Transmittal

DATE: January 17, 2024

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM #7: Award Bid to Delta Bluegrass for Rasmussen and David West Sports Field Improvement Project

RECOMMENDED ACTION: Approve Resolution 2024-01

Background

On November 15, 2023, the Board of Directors approved Proposition 68 Grant Application for sports field improvement projects at Rasmussen and David West parks. Currently the baseball fields infields at Rasmussen Park are in rough shape and well below industry standards. The infield transition lip at Rasmussen and Dave West Park is uneven and worn out.

Discussion

On October 31, 2023, staff released a Request for Proposal for the sports field improvement projects. The CSD received a single bid on this project. Staff reviewed the bid which had an earlier date that had not been corrected. Staff awarded the project to Delta Bluegrass based on their qualifications, experience, and specialized equipment needed to perform this scope of work and asked Delta Bluegrass to resubmit updated proposal materials that reflect the RFP timeline. (Attachment B, C & D). In 2020, Delta Bluegrass was awarded the bid and successfully renovated sports turf at Christa McAuliffe.

The scope of work at Rasmussen Park includes installation of a 1,350 foot 6" drain line with 6-8 12" catch basins to discharge the water away from the ball field; removal of 2-3" of infield material; laser leveling of both infields; aligning all bases and home plate; and removal and replacement of three to four feet of sod to improve the infield playability, player safety and drainage. At Dave West Park, infield improvements include removal of three to four feet of sod; re-grading the transition; realigning bases and installing new sod.

Project will begin during the Summer of 2024 once Ponderosa Little League's main season is complete. Delta Bluegrass has agreed to honor their labor rates within their proposals if this contract is executed by January 31st, 2024. There may be a small price increase on drainage and infield mix materials. Delta Bluegrass is working with both vendors to lock in the pricing as well.

Project Costs & Funding Sources

The total project cost to renovate both baseball fields is \$84,955.

Ponderosa Little League and Cameron Park CSD are partners for this improvement project. (7F) Staff executed an agreement with Ponderosa Little League (PLL) to provide the required local match of \$16,991. PLL will provide the match proportionately over a three-year period on January 1st of 2024, 2025, 2026. Ponderosa Little League will make their first payment once the project is completed. Cameron Park CSD agrees to maintain the fields at industry standards (a condition of the granting agency) and will maintain field use fees for three years beginning in 2025.

This project is consistent with the spirit of using Prop 68 funds to renovate an existing park amenity.

Attachments

- 7a. Delta Bluegrass Proposal
- 7b. David West Project Estimate
- 7c. Rasmussen East Project Estimate
- 7d. Rasmussen West Project Estimate
- 7e. Agreements with Ponderosa Little League
- 7f. Resolution 2024-01



Request for Proposal

Renovation and Restoration of District Sports Fields

Cameron Park Community Services District

2502 Country Club Drive Cameron

Park, CA 95682

www.cameronpark.org

530.677.2231

Michael Grassle, Parks, and Facilities Superintendent

Issued: October 31st, 2023

Submittal Deadline: November 14th, 2023

Project Overview

Cameron Park Community Services District (District) is seeking an experienced contractor to perform detailed renovation and restoration work on the sports fields at Rasmussen and David West Park. The scope of work is outlined below. Attached are aerial maps showing site locations.

Cameron Park Community Services District

Cameron Park is a small foothill community located on the Highway 50 corridor between El Dorado Hills and Shingle Springs in El Dorado County. The district provides fire and emergency services, parks and recreation, waste collection and recycling, lighting and landscape maintenance, architecture review, and CC&R enforcement activities to approximately 18,000

residents. The district operates 2 fire stations, 10 parks, 19 lighting & landscape districts and a community center with pool.

Description of the District Athletic Fields

All sports fields are utilized by the residents on a first come/first serve basis, District organized sports programs, and local youth and adult leagues on a paid reservation basis.

Rasmussen Park consists of 2 baseball fields. There is 3 acres of turf grass between the 2 ball fields. One of the fields is a little league sized field and the other is a full-sized baseball field.

David West Park consists of a baseball field with 2 acres of turf grass and a Bermuda grass infield. The field is a little league sized baseball field.

Project Objectives & Scope of Services

Rasmussen Park West Field (Majors Field) -

Remove 1.5" of existing infield mix.

- Provide 100-120 yards of new infield mix plus 3 tons of infield conditioner.
- Realign bases to their proper location 60 and 80 feet. District to provide new bases.
- Rebuild existing pitching mound with clay bricks and infield mix. Pitching rubber to be provided by the district.
- Laser level the infield to promote drainage away from the field.
- Remove, grade, and install new sod along the existing back lip of turf grass to provide a smooth transition from the infield to the outfield. 3-5' of turf grass needs to be removed and reinstalled along the entire lip. The district will be responsible for moving any existing irrigation.
- Install a 1,350' drain line along the 3rd base foul line that day lights out away from the ball field. The drain line needs to be 6" solid pipe with catch basins every 150'.
- Removal of the old sod can be disposed of on District property. Location TBD

Rasmussen Park East Field (Little League Field) -

- Remove 1.5" of existing infield mix.
- Provide 20-25 yards of new infield mix plus 2 tons of infield conditioner.
- Realign bases to their proper location. District to provide new bases.
- Rebuild existing pitching mound with clay bricks and infield mix. Pitching rubber to be provided by the district.
- Laser level the infield to promote drainage away from the field.
- Remove, grade, and install new sod along the existing back lip of turf grass to provide a smooth transition from the infield to the outfield. 3-5' of turf grass needs to be removed and reinstalled along the entire lip. The district will be responsible for moving any existing irrigation.
- Removal of the old sod can be disposed of on District property. Location TBD.

Dave West Park

- Realign bases to their proper location. District to provide new bases.

Remove, grade, and install new sod along the existing back lip of turf grass to provide a smooth transition from the infield to the outfield. 3-5' of turf grass needs to be removed along the entire lip. The district will be responsible for moving any existing irrigation.

- Removal of old sod can be disposed of on District property. Location TBD.

Project Proposals

Proposals must include requirements stated below and elsewhere in this RFP. Disregarding these requirements may result in disqualification of the proposal. Proposals can either be mailed or emailed to the district. Contact information is listed below.

All proposal materials must be placed in a sealed package clearly marked with:

Name of the Firm
Response to Request for Proposal
For Renovation and Restoration of District Sports Fields
Attention: Michael Grassle, Parks, and Facilities Superintendent
Email Contact: mgrassle@cameronpark.org

Proposals may be mailed to:

Cameron Park Community Services District
Attention: Michael Grassle, Parks, and Facilities Superintendent
2502 Country Club Drive
Cameron Park, CA 95682

It is the responsibility of the respondent to ensure that proposals are received by the deadline on Page 1. Please mail or email proposals or modifications. Questions regarding the proposal can be sent via email to mgrassle@cameronpark.org. Responses to questions will be made within 24 hours and posted on the district website for viewing by other respondents. Staff will not respond to questions within 48 hours of the deadline.

Proposals shall include the following elements, organized in the following order:

1. Cover Letter
All proposals must include a cover letter submitted on the firm's letterhead containing the signature and title of the person who is authorized to commit the firm to a potential contract with the district. The cover letter should express the firm's interest and serve as an executive summary of the proposal.
2. Qualifications
Demonstrate the firm's qualifications with the following information:
 - o References - List contact information and dates of service for public agencies or businesses who have received similar services to this RFP.
3. Description Scope of Services & Costs

The district planned timeline is to renovate Rasmussen and David West Park during the winter of 2020-2021. Specific implementation will be based on costs and funding availability.

- Costs per field, and a total cost for all three fields.
- A complete description of the materials to be used (type of sports grass seed, infield mix, fertilizer, and sod).
- Type of machinery used to complete the outlined tasks.
- Any unique recommendations from your company that would improve the condition of the sports fields or save costs.

Selection Procedure and Timeline

Responses will be evaluated in terms of qualifications, experience, references, and cost. A review of responses will be made by the Parks and Facilities Superintendent and General Manager.

Direct questions regarding the RFP via email to Michael Grassle, Parks, and Facilities Superintendent, mgrassle@cameronpark.org

Attachments:

Aerial photographs of sports fields



Rasmussen Park (Both Fields)

3610 Mira Loma Dr, Cameron Park, CA 95682



David West Park

4220 Crazy Horse Rd, Cameron Park, CA 95682

Sports Turf Project Estimate



Delta Bluegrass Co.
P.O. Box 307
Stockton, CA 95201
800.637.8873
C-27 # : 752734
DIR # : 1000007968

Sales Representative: Steve Abella
Phone Number: (209) 471-4933
E-Mail: sabellasportsturf@hotmail.com

Date:	11/1/23
Company Name:	Cameron Park CSD
Customer Contact:	Mike Grassle
Email:	mgrassle@cameronpark.org
Phone Number:	530 558-1146
Project Name:	Dave West Park Baseball infield
Project Address:	
City, State, Zip:	Cameron Park, Ca
Billing Address:	2502 Country Club Dr
Billing City, State, Zip:	Cameron Park Ca.
Billing Terms:	Net 30
Prevailing Wage:	Yes

Description / Scope of Work	Quantity	Rate	Total
<p align="center">Infield Prep Project</p> <p>Provide all labor and equipment and materials to perform the following Infield Prep service. Details are as follows:</p> <p>Infield Prep which includes: Lip repair Infield re alignment and Mound repair</p>	3,800 Sq. Ft.		\$6,800.00
TOTAL			\$6,800.00

Specific Exclusions Include:

*	Off-Site Disposal
*	Grow in off new turfgrass if needed.
*	Construction Fencing if Required.
*	Flagging or marking of existing irrigation heads or equipment.
*	Irrigation Repair or Adjustment
*	Other (specify): Additional infield clay if required
	Other (specify):

Terms of Contract:

- ESTIMATE PRICE SHALL BE SUBJECT TO ADDITIONS OR DELETIONS, BASED ON CHANGES TO SQUARE FOOTAGE SHIPPED AND INSTALLED, OR CHANGES IN SCOPE OF WORK AS SET FORTH IN THIS ESTIMATE.
- UNLESS OTHERWISE STATED, DELTA BLUEGRASS COMPANY AGREES TO SUPPLY ALL MATERIALS. LABOR AND SUPERVISION TO PERFORM WORK AS DESCRIBED IN ESTIMATE DETAILS.
- ANY INCREASE OR DECREASE IN CONTRACT PRICE, CHANGE OF THE WORK OR CHANGES IN THE CONTRACT TIME MUST BE SET FORTH IN A CHANGE ORDER SIGNED BY OWNER AND CONTRACTOR.
- EITHER PARTY SHALL HAVE THE RIGHT TO CANCEL THIS CONTRACT WITHIN (3) DAYS OF SIGNING SUCH CONTRACT WITHOUT INCURRING ANY PENALTIES. CANCELLATION MUST BE IN WRITING AND DELIVERED TO THE STATED ADDRESS OF THE OTHER PARTY.
- FINANCE CHARGES MAY BE ADDED ON ALL INVOICES NOT PAID IN FULL AT 2% NET 30.
- IF PRODUCT IS ORDERED, DELIVERED, AND, FOR REASONS BEYOND OUR CONTROL, RETURNED TO US, A RESTOCKING CHARGE MAY APPLY.
- SIGNING THIS PROPOSAL ACKNOWLEDGES ACCEPTANCE OF PRICE, TERMS, & CONDITIONS. **Proposal must be signed and returned prior to commencement of work.**

Delta Bluegrass Co. Rep. Signature : Steve Abella**Customer Signature:**


Date: _____

Date: _____

Sports Turf Project Estimate



Delta Bluegrass Co.
P.O. Box 307
Stockton, CA 95201
800.637.8873
C-27 # : 752734
DIR # : 1000007968

Sales Representative: Steve Abella
Phone Number: (209) 471-4933
E-Mail: sabellasportsturf@hotmail.com

Date:	11/2/23
Company Name:	Cameron Park CSD
Customer Contact:	Mike Grassle
Email:	mgrassle@cameronpark.org
Phone Number:	530 558-1146
Project Name:	Rasmussen Park Little League ballfield infield
Project Address:	3610 Mira Loma Dr
City, State, Zip:	Cameron Park, Ca
Billing Address:	2502 Country Club Dr.
Billing City, State, Zip:	Cameron Park Ca.
Billing Terms:	Net 30
Prevailing Wage:	Yes

Description / Scope of Work	Quantity	Rate	Total
<p>Rasmussen Park Little League Infield skin renovation</p> <p>Provide all labor and equipment and materials to perform the following renovation to the infield skin Details are as follows</p> <p>Remove top 1 ½ inches of pre- existing old infield mix Provide 23 yards of new mix plus 2 tons of infield conditioners Check and Re -align infield bases and field dimensions Remove and regrade back edge of infield skin to remove lip and help match up with outfield turfgrass Laser level infield skin for proper drainage Provide and install new turf grass around back edge of skin</p>	5,000 Sq. Ft.	\$3.92 per Sf	\$19,600.00
TOTAL			\$19,600.00

Specific Exclusions Include:

*	Off-Site Disposal of Cut Materials
*	Water or Grow- In Management after Sod Installation
	Construction Fencing if Required
*	Flagging or marking of existing irrigation heads or equipment
*	Irrigation Repair or Adjustment
	Other (specify):
	Other (specify):

Terms of Contract:

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- IF PRODUCT IS ORDERED, DELIVERED, AND, FOR REASONS BEYOND OUR CONTROL, RETURNED TO US, A RESTOCKING CHARGE MAY APPLY.
- SIGNING THIS PROPOSAL ACKNOWLEDGES ACCEPTANCE OF PRICE, TERMS, & CONDITIONS. **Proposal must be signed and returned prior to commencement of work.**

Delta Bluegrass Co. Rep. Signature : Steve Abella**Customer Signature:**


Date: _____

Date: _____

Sports Turf Project Estimate



Delta Bluegrass Co.
P.O. Box 307
Stockton, CA 95201
800.637.8873
C-27 # : 752734
DIR # : 1000007968

Sales Representative: Steve Abella
Phone Number: (209) 471-4933
E-Mail: sabellasportsturf@hotmail.com

Date:	11/2/23
Company Name:	Cameron Park CSD
Customer Contact:	Mike Grassle
Email:	mgrassle@cameronpark.org
Phone Number:	530 558-1146
Project Name:	Rasmussen Park Baseball infield and Drainage project
Project Address:	3610 Mira Loma Dr.
City, State, Zip:	Cameron Park, Ca
Billing Address:	2502 Country Club Dr
Billing City, State, Zip:	Cameron Park Ca.
Billing Terms:	Net 30
Prevailing Wage:	Yes

Description / Scope of Work	Quantity	Rate	Total
<p>Rasmussen Park Infield Skin Renovation and Drainage project</p> <p>Provide all labor and equipment and materials to perform the following renovation and drainage service. Details are as follows:</p> <p>Remove top 1 ½ inches of pre-existing old infield mix.: Provide 110 yards of new infield mix plus 3 tons of infield conditioners. Check and Re-align infield bases and field dimensions. Remove and regrade back edge of infield skin to remove lip build up and help match up with outfield grass. Laser level infield skin for proper surface drainage Provide and install a new 6 inch drain line with catch basins along the 3rd base side to capture water that runs onto infield.</p>	24,500 Sq. Ft.	\$2.39 per Sf	\$58,555.00
TOTAL			\$58,555.00

Specific Exclusions Include:

*	Off-Site Disposal of excess materials
*	Grow in off new turfgrass if needed.
*	Construction Fencing if Required.
*	Flagging or marking of existing irrigation heads or equipment.
*	Irrigation Repair or Adjustment
	Other (specify):
	Other (specify):

Terms of Contract:

- ESTIMATE PRICE SHALL BE SUBJECT TO ADDITIONS OR DELETIONS, BASED ON CHANGES TO SQUARE FOOTAGE SHIPPED AND INSTALLED, OR CHANGES IN SCOPE OF WORK AS SET FORTH IN THIS ESTIMATE.
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- SIGNING THIS PROPOSAL ACKNOWLEDGES ACCEPTANCE OF PRICE, TERMS, & CONDITIONS. **Proposal must be signed and returned prior to commencement of work.**

Delta Bluegrass Co. Rep. Signature : Steve Abella**Customer Signature:**


Date: _____

Date: _____

P.O. Box 307 - Stockton California 95201 - (209) 471-4933 - sabellasportsturf@hotmail.com



2502 Country Club Drive, Cameron Park, CA 95682
Tel: (530) 677-2231 • Fax: (530) 677-2201 •
www.cameron111parl.org

Agreement of Understanding

Parties: Ponderosa Little League and the Cameron Park Community Services District

Date: December 6, 2023

Project; Rasmussen and Dave West Park Sports Fields Improvements

Background:

The Cameron Park Community Services District Board of Director's approved utilizing a portion of Proposition 68 noncompetitive grant money to retrofit/renovate the ball fields at Rasmussen and Dave West parks. The district held multiple meetings with Ponderosa Little League to discuss renovating the ball fields back to industry standards. The fields at Dave West and Rasmussen Park are used heavily by Ponderosa Little League. One of the requirements for using the Prop 68 funds is to provide a 20% local match for any proposed project.

Funding:

Ponderosa Little League agrees to provide the district with the required 20% local match to perform the renovations at Rasmussen and Dave West Park. Ponderosa Little League will reimburse the 20% over a three-year period. Below outlines the funding for this project.

Estimated project cost (Work to be performed by Delta Blue Grass) - \$84,955.

20% funding match (Provided by Ponderosa Little League) - \$16,991.

Amount due on January 1st per year over three years starting on January 1st, 2024- \$5,664.

Per Capita funds (Provided by the Cameron Park CSD) - \$67,964.

Responsibilities:

The Cameron Park CSO will:

- Maintain the athletic fields to industry standards which includes fertilizing, irrigating, mowing, edging, controlling unwanted pests and vegetation, and over-seeding.

- Maintain and repair the infrastructure including chain link fencing, concrete sidewalks, bleachers, benches, drainage, and wooden backstops. This does not include bullpens, scoreboards, mounds, or batting cage structures.
- Will mow each fields once per week (Depending on rain fall).
- Will make every effort to keep turf grass mowed to a height of 3" or less.
- Make every effort to give priority to Ponderosa Little League when it comes to scheduling the baseball fields.
- Maintain the infrastructure of the snack shacks at Rasmussen and Dave West Park.
- Will not increase field reservation rates for 3 full years starting on January 1st, 2025. Ponderosa Little League will pay the district's full field rates in 2028.

Ponderosa Little League will:

- Seek permission from the district prior to performing any maintenance related tasks.
- Provide the district with an accurate schedule of field usage.
- Will walk each Baseball field with district representative prior to opening day to identify any issues that need to be addressed.
- Provide all portable amenities including bases, mounds, backstop matting, shade covers, batting cages, and bullpens.
- Will be responsible for keeping the infields prepped, dragged, leveled, safe, and watered down.
- Will keep snack shacks clean and sanitary while removing garbage daily. PLL is responsible for all appliances, food, and drinks.

By signing below, you agree to the terms of funding and maintaining the renovation project at Dave West and Rasmussen Park.

Cameron Park CSD Representative

Print Name t,r.h.a.e/ {-flc.&5/g.

Signature _____

Ponderosa Little League Representative

Print Name CHUCK MODZELEWICZ

Signature 

RESOLUTION No. 2024-01
OF THE BOARD OF DIRECTORS
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
January 17, 2024

**RESOLUTION TO AWARD BID FOR SPORTSFIELD RENOVATION PROJECTS AT
DAVID WEST AND RASMUSSEN PARKS TO DELTA BLUEGRASS**

WHEREAS, On November 15, 2023, the Board of Directors approved Proposition 68 Grant Application for sports field improvement projects at Rasmussen and David West parks; and

WHEREAS, Ponderosa Little League and Cameron Park CSD are partners for this improvement project, Ponderosa Little League committed to providing the twenty percent required match over a three year period for Proposition 68 grant funds totaling \$16,991; (\$5,664 per year) and

WHEREAS, Delta Bluegrass was awarded the project based on qualifications, experience, and specialized equipment needed to perform this scope of work.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors approves awarding the bid and contracting with Delta Bluegrass for Sports field Renovation Projects at David West and Rasmussen Parks, project costs totaling \$84,995.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 17th day of January 2024, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Monique Scobey, President
Board of Directors

Alan Gardner, General Manager
Secretary to the Board



Agenda Transmittal

DATE: January 17, 2024

FROM: Alan Gardner, General Manager
Department Heads

AGENDA ITEM #10: 2024 Service and Facility Use Fees

RECOMMENDED ACTION: **Approve 2024 Fees**

Introduction

Every year during the Fall months, staff reviews current fees for services and facility use. Staff's review includes where capacity exists to increase fees, CPI increases, cost recovery for service delivery and comparing fees to surrounding agencies.

Discussion

During Standing Committee meetings in November and December 2023, staff presented proposed 2024 fee changes. Fee changes are proposed in all departments including Administration, Fire, Parks, Recreation and CC&R/ARC. Specific changes are identified in the attachments.

Fire and Emergency Services Committee reviewed the Battalion Chief's analysis for Fire Prevention Fees, which included converting their current paper system to an electronic software-based system with a billing component. The Fire Committee also reviewed staff's analysis of costs for wages and compensation plus services and supplies to fully offset the cost of providing fire prevention inspections, permits and reviews. There were no changes to how the Fire Department charges their fees. Some fees are charged based on a flat rate for multiple hours due to multiple visits for inspection and to complete the task, and others are charged solely at an hourly rate based on length of a one-time task. Please note that this is the first increase since 2019, and residents are provided with the option to hire their own inspector plus a 20% administrative fee.

Parks and Recreation Committee express interest in a cost analysis, possibly by a third-party consultant, to evaluate full costs of providing recreation facilities and programs. Staff is organizing a field trip in early 2024 to tour neighboring park and recreation

agencies and their facilities. One of the tour destinations will be an agency who conducted a third-party analysis to determine costs for providing facilities and services, which became the basis of a successful bond measure. In the meantime, the Committee supported moving forward with the current proposed fee structure.

Budget and Administration Committee discussed the increase to administrative fees for copies and CDs, to cover the increase in cost of materials.

Architecture Review Committee discussed fees and how they are being increased in line with our neighboring CSD Design Review Committee (DCR) fees and cost recovery of staff time.

Attachments:

10A. Fire Prevention Fees for Services, 2024 Proposed

10B. Architecture Review Fees, 2024 Proposed

10C. Facility Use Fees, 2024 Proposed

10D. Administrative Fees, 2024 Proposed

Fire Prevention Fees for Services

	Units	2023 Fee	2024 Proposed Fee
PLAN REVIEW FEES			
New Building Submittal (2 Inspections)	3 Hours	495.00	702.00
New Building Plan Review (Sq Feet)	# of Sq. Ft	0.10	0.14
New Building Re-Submittal Fee (Sq Feet)	# of Sq. Ft	0.05	0.07
Tenant Improvement Submittal (2 Inspections)	2 Hours	330.00	468.00
Tenant Improvement Plan Review (Sq. Feet)	# of Sq. Ft	0.10	0.14
General Plan Review	# of Hours	165.00	234.00
Expedited Plan Review	# of Hours	330.00	468.00
Excess Re-Inspections	# of Hours	330.00	468.00
Fire Flow Letter/Initial Consultation	# of Hours	165.00	234.00
Site Plan	# of Hours	165.00	234.00
Subdivision, Minor Fee, 4 lots or less	# of Hours	165.00	234.00
Subdivision, Major Fee, >4 lots	# of Hours	165.00	234.00
Additional per lot	# of Lots	10.00	14.00
Civil Plan Review (building/development)	# of Hours	165.00	234.00
Building Demolition	# of Hours	165.00	234.00
Water Storage Tank/Rual Water System Plan	# of Hours	165.00	234.00
Development Consultation	# of Hours	165.00	234.00
Design Waiver Review	# of Hours	165.00	234.00
Fire Sprinkler System <25 Heads (2 Inspections)	2 Hours	330.00	468.00
25 - 99 Heads	3 Hours	495.00	702.00
>100 Heads	4 Hours	660.00	936.00
Per Head Over 100	# of Heads	1.00	1.40
Sprinkler Minor TI Modification	1 Hour	165.00	234.00
Fire Alarm System Base Fee (2 Inspections)	2 Hours	330.00	468.00
Per Fire Alarm Device	# Devices	2.00	2.80
Fixed Fire Protection System (1 Inspection)	2 Hours	330.00	468.00
Kitchen Hood System (1 Inspection)	2 Hours	330.00	468.00
Medical Gas System	# of Hours	165.00	234.00
Hazardous Material Facility/ Storage	# of Hours	165.00	234.00
Underground LPG Tank Installations/ Inspection	1 Hour	165.00	234.00
Liquefied Petroleum Gas(per tank)	1 Hour	165.00	234.00
Rack or High Pile Storage	# of Hours	165.00	234.00
Underground Installations	# of Hours	165.00	234.00
Additional Site Inspections	# of Hours	165.00	234.00
Residential Care Facility Inspections	1 Hour	165.00	234.00
MISCELLANEOUS FEES/PERMITS			
Occupancy Inspection (All Uses)	# of Hours	165.00	234.00
Fire Hydrant Flow Test	1 Hour	165.00	234.00
Additional Hydrants	.5 Hour Per	82.50	117.00
Fire Watch Services (1 Staffed Apparatus)	# of Hours	246.00	344.40
Fire Watch Services (1 Staffed Utility)	# of Hours	116.00	162.50
Appeals Fee	# of Hours	165.00	234.00
Outside consultant services X 20% Admin	Invoiced Amt		
Carnivals and Fairs (Permit)	2 Hours	330.00	468.00
Tents and Air Supported Structures (Permit)	2 Hours	330.00	468.00
Fireworks (Permit)	2 Hours	330.00	468.00
Special Effects (Permit)	2 Hours	330.00	468.00
Explosives (Permit)	2 Hours	330.00	468.00
Candles and Open Flames (Permit)	2 Hours	330.00	468.00
Liquefied Petroleum/Cryogenic Gas Tank (Permit)	# Hrs/Tanks	165.00	234.00
Incident Report		10.00	14.00
Inspection Report		10.00	14.00
Investigation Report (up to 5 pages)		10.00	14.00
Digital Photographs		5.00	7.00
Defensible Space Home Inspection-owner req.	# of Hours	82.50	234.00
Weed Abatement Inspection	# of Hours	82.50	234.00
Weed/ Hazard Abatement Services X 20% Admin			
File Search		5.00	7.00
Billing Trasaction Fee		5.00	18.50
Will service and Protection Class Letter		82.50	117.00

Architecture Review Fees

Project	2023 Fee	Proposed 2024 Fee
New Home	750.00	900.00
ADU or JADU (additional dwelling)	240.00	400.00
Room Addition	240.00	240.00
Garage/Hanger	240.00	240.00
Swimming Pool	200.00	240.00
Exterior Structure Renovation	200.00	240.00
Solar Panel	80.00	80.00
Siding	80.00	100.00
Roof	80.00	100.00
Storage Shed	50.00	100.00
Exterior Paint	50.00	100.00
Flag Pole	50.00	50.00
Decl/Porch	50.00	100.00
Above Ground Pool or Spa	80.00	100.00
Patio Cover/Trellis	50.00	100.00
Gazebo	50.00	100.00
Fence	50.00	100.00
Retaining Wall	50.00	100.00
Landscaping	50.00	100.00
Tree Removal	40.00	40.00
Miscellaneous**	50.00	50.00
Basketball Hoop	50.00	50.00
Trailer Port	50.00	100.00
ARC Appeal		

**Such as satellite dish, play structure window replacement, permanent generator

If a project is changed requiring an additional plan review, a \$50 fee applies

If a project is changed requiring an additional inspection, a \$75 fee applies

If any work has been started prior to receiving approval, fees are doubled

2024 Facility Use Fee Schedule

Facility Room	Current Rate	New Rate	Notes
Courtyard	25.00/hr	No Change	*No utility with outdoor venue
Dance Room	64.00/hr	No change	
Gym	86.00/hr	No change	
West Half Assembly Hall	86.00/hr	No change	
Quarter of Hall, hourly	64.00/hr	No change	
Quarter of Hall, all day	506.00/10+hrs	No change	
East 1/2 (stage)	106.00/hr	No change	
Full Assembly Hall	189.00/hr	No change	
Full Assembly Hall, all day	1512/10+hrs	No change	
Kitchen	64.00/hr	No change	
Classroom A	33.00/hr	No change	
Classroom B	33.00/hr	No change	
Social Room	64.00/hr	No change	
Hall and Kitchen Deposit	300.00	500.00	
Pool Party Fees			
Pool Party	90.00	No change	up to 10 people, includes classroom occurs during Rec swim
Additional 5 people	20.00	No change	
Pool Rental Fees			
1-50 people	220.00/hr	231.00	Fee for entire facility for one-time event (ex. school year-end party); 5% increase; includes life guards
51-250 people	258.00/hr	271.00	
251-350 people	305.00/hr	320.00	
Swim Teams	63.00/hr	68.00	8% increase; lifeguards billed separately to cover CSD costs
Aquatics Amenity, flat rate	65.00/hr	70.00	8% increase- for potential inflatable or other special amenity
Sports Fields			
Christa McAuliffe	32.00/hr	40.00/hr	25% Increase
CA-Community partners**	687.00/mo	880/mo	25% Increase
Christa T-ball	0	20.00/hr	New fee; fee capped at \$400/month for user group
Rasmussen East or West	32.00/hr	36.00/hr	13% Increase
R - Community partners**	687.00/mo	792/mo	25% Increase
Dave West	32.00/hr	38.00/hr	20% Increase
DW-Community partners**	687.00/mo	836/mo	25% Increase

	Current Rate	New Rate	Notes
Lake Rental - Gazebo			
15 - 50 125 people	\$250.00 per hour Includes entry	\$60.00/hr without entry	3hr minimum for new fee; does not include park entry fee
51-100 people	\$350.00 per hour	eliminate	
101 - 150 250 people	\$450.00 per hour	\$80/hr plus entry	3hr minimum for new fee; does not include park entry fee
151-200 people	\$550.00 per hour	eliminate	
201-250 people	\$650.00 per hour	eliminate	
Alcohol Deposit	\$300	\$400	Deposit amount increase
Lake Rental - Flagpole			
Party Pack	90.00	No change	Flagpole Area; up to 20 people
Lake Entry			
Daily lake entry fee	\$3 indiv \$2 senior Under 3 - free	No change	
Annual Pass			
Individual	\$85	No change	
Family	\$190	No change	
Senior	\$70	No change	
Additional	\$40	No change	

If more than 20 people in a picnic site rental, District requires rental of Gazebo area

Administrative Fees

Attachment 10D

	2023 Fees	Proposed 2024 Fees
Photocopy per page	0.20	0.50
CD recording	4.00	10.00
Encroachment Permit		
30 day permit	75.00	no change
15 day extension	25.00	
inspection due to violation	25.00	
refundable damage deposit	500.00	



Agenda Transmittal

DATE: January 17th, 2023

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM # 11: SURPLUS THE 1999 & 2002 FORD EXPEDITIONS

RECOMMENDED ACTION: Approve Surplus of the 1999 & 2002 Ford Expeditions

Introduction and Discussion

The Expeditions are used sparingly by the Parks and Facilities Department. Ford Expeditions are closed cab vehicles and OSHA guidelines don't allow staff to haul chemicals, solvents, or gas-powered equipment safely which limits the necessary use for these vehicles by staff. One of the Ford Expeditions has already been replaced by a 2010 Ford F-150 provided by Cameron Park Fire/Cal Fire. The district is working with a local government agency to purchase a pick-up truck to replace the second Ford Expedition.

Fiscal Impact

Both vehicles will be auctioned off on GovDeals. The Low Kelly Blue Book for each of the Expeditions is between \$1,500 and \$2,000. Funds will be used to purchase an additional Pick-up truck when one becomes available.

District Surplus Policy

Vehicle will be auctioned per District policy 3085.1 Disposal of Surplus Personal Property

- (1) Property in Excess of \$5,000.00 in Value. The Board of Directors may sell at public auction any personal property or equipment with a value in excess of \$5,000.00 to the highest bidder for cash if it is surplus personal property belonging to the District and not required for public use. Such sale shall require a majority vote by the Board of Directors. Notice of the sale shall be given for five (5) days prior to the date of sale by publication in a newspaper published within the jurisdiction of the District. Proceeds of the sale shall be paid into the District depository for the use by the District.

Recommendation

Staff recommends the Board of Director's approve the surplus of the 1999 and 2002 Ford Expeditions per policy 3085.1.

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



Budget and Administration Committee
Tuesday, January 9, 2024
6:45 p.m.

Cameron Park Community Center – Social Room
2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Director Monique Scobey (MS), Director Dawn Wolfson (DW),
Alternate Director Tim Israel (TI)

Staff: Alan Gardner, General Manager; Christina Greek, Finance/HR Officer

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

1. APPROVAL OF CONFORMED AGENDA

Conformed Agenda- November 7, 2023

OPEN FORUM

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

DEPARTMENT MATTERS

- 2. Nomination of Committee Chair and Vice Chair**
- 3. Surplus 1999 & 2002 Ford Expeditions (M. Grassle)**

4. Recreation Department Part-time/Seasonal Minimum Wage Adjustment (K. Vickers)

5. STAFF REPORTS

- a. Check Register Review (C. Greek)
 - i. November 2023
 - ii. December 2023
- b. Finance Office Monthly Report (C. Greek)

6. ITEMS FOR FUTURE COMMITTEE MEETINGS

- a. EDSWAC Report out from Mike Churchill
- b. FY 2021-2022 Audit
- c. Mid-Year Budget Review. February of 2024
- d. Update Credit Card Policy
- e. RFP for Auditor

7. ITEMS TO FORWARD TO THE BOARD OF DIRECTORS

- a. Surplus 1999 & 2002 Ford Expeditions
- b. Recreation Department Part-time/Seasonal Minimum Wage Adjustment

8. 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 Meeting

Monday, January 8th, 2024

5:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive

Cameron Park, CA 95682

Agenda

Members: Tim Israel (TI), Sid Bazett (SB), Bob Dutta (BD) Candice Hill Calvert (CHC),
Terry Eastwood (TE)

Alternate: Dawn Wolfson (DW)

Staff: CC&R Compliance Officer Jim Mog, General Manager Alan Gardner

CALL TO ORDER

ROLL CALL

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

APPROVAL OF AGENDA

1. APPROVAL OF CONFORMED AGENDA

- a. Conformed Agenda – CC&R Meeting – December 4th, 2023

OPEN FORUM

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

DEPARTMENT MATTERS

2. Nomination of Committee Chair and Vice Chair
3. CC&R Appeal – 3900 Placitas. Transmittal Attached
4. Welcome Back and Tutorial about the role of CCR, responsibility, meeting dates, etc.

5. Monthly Staff Report

- a. Open Violations, CC&R Violation Manager Case Detail Report (written report)
 - o Total Cases Open =
 - Courtesy Notices – 10
 - Initial Notices – 10
 - Final Notices – 4
 - Pre-legal Notices – 3
 - Referred to Legal – 0
 - Outside Agency – 2
 - o Prior Month's Cleared Cases – 4
 - o Prior Month's New Cases – 2

- b. Architectural Review Projects – Period –December 2023
 - o Projects Reviewed – 16
 - o Projects Approved – 16

Summary of ARC Projects:

- o Roofs – 7
- o Solar – 3
- o Tree Removals – 1
- o Fences – 0
- o New Home Const. – 0
- o ADU/JADU – 0
- o Swimming Pool – 1
- o Exterior House Paint – 0
- o Carport – 0
- o Deck – 1
- o Exterior Renovation – 0
- o Siding Replacement – 1
- o Detached Garage – 0
- o Gazebo/Pergola/Patio Cover – 1
- o Storage Shed – 1
- o Window Replacement – 0

6. Staff Updates – (Not an action item)

a. Pre-Legal Notices sent:

CCR23-1014 – 2885 Holly Hills Lane – Cameron Park N. #2 – Clause 3 Architectural Review required for a frontage fence. Pre-Legal sent for fence not in conformance with CC&Rs and Cameron Park Fence Guidelines.

7. Items for Future CC&R Committee Agendas

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



Fire & Emergency Services Committee
Tuesday, January 9, 2024
5:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Director Eric Aiston (EA) & Director Dawn Wolfson (DW)
Alternate, Director Sidney Bazett (SB)

Staff: General Manager Alan Gardner, Chief Dusty Martin & Chief Kalan Richards

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

1. APPROVAL OF CONFORMED AGENDA

Conformed Agenda- December 5, 2023

OPEN FORUM

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

DEPARTMENT MATTERS

2. Nomination of Committee Chair and Vice Chair

STAFF REPORTS

3. Department Report for December 2023 (K. Richards)
4. Fire Prevention update for December 2023 (K. Richards)
5. Review 2024 Fire fees and methodology (item pulled from the December BOD meeting, referred back to committee).

ITEMS FOR FUTURE COMMITTEE AGENDAS

-

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



Parks & Recreation Committee
Monday, January 8, 2024
6:45 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Tim Israel (TI), Eric Aiston (EA), Alternate: Monique Scobey (MS).

Staff: General Manager Alan Gardner, Parks & Facilities Superintendent Mike Grassle,
Recreation Supervisor Kimberly Vickers

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

1. Conformed Agenda- November 6, 2023

OPEN FORUM

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

DEPARTMENT MATTERS

2. Nomination of Committee Chair and Vice Chair
3. Proposed Project at Paul J. Ryan Park / Road widening & property purchase (M. Grassle; diagram of improvements)
4. Update Landscape Architect Services / Discussion High Priority Park Improvement Projects (all; no written report)

STAFF REPORTS

5. Recreation Report (K. Vickers)
6. Parks & Facilities Report (M. Grassle)

ITEMS FOR FUTURE COMMITTEE AGENDAS

- Fees at Cameron Park Lake and Park Entry Improvements
- Annual Recreation Report (February 2024)
- Park tour coordinated by Kim; visit proposed to Fair Oaks RPD

ITEMS TO FORWARD TO THE BOARD OF DIRECTORS

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT