



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, December 18, 2019
6:30 p.m.

Cameron Park Community Center
2502 Country Club Drive, Cameron Park

The Board will convene into Closed Session after Board Information Items.

Board Members

Monique Scobey	Vice President
Felicity Carlson	Board Member
Ellie Wooten	Board Member
Holly Morrison	Board Member
Eric Aiston	Board Member

AGENDA

CALL TO ORDER

1. Roll Call
 2. 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.

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.

- Recognition of Eagle Scout Projects – Mike Grassle
 - Eli Johnson
 - Max Patrick
 - Aaron Mann, Senior Planner, El Dorado County
-

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.

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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 #11 to be discussed and acted upon individually.

4. Conformed Agenda – Board of Directors November 20, 2019
 5. General Manager’s Report
 6. **REVIEW AND APPROVE** ARC & CC&R Fee Schedule (K. Magoolaghan)
 7. **REVIEW AND APPROVE** District Fees – CDs/Copies; Encroachment Permits (N. Garrison)
 8. **REVIEW AND APPROVE** Fire Department Fees for Services – Fire Prevention (J. Ritzman, S. Moranz)
 9. **APPROVE** Accountability Act Report for Fiscal Year 2018-19 (V. Neibauer)
 10. **APPROVE** 2020 Board & Committee Calendar (J. Ritzman)
-

GENERAL BUSINESS

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

11. Items removed from the Consent Agenda for discussion
 12. **APPROVE** Cameron Park Lake Dam EAP (J. Ritzman)
 13. **NOMINATE & ELECT** President and Vice President (*Standing Committee assignments will be posted on the District’s website by December 31st*)
-

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
 - Upcoming Trainings & Community Meetings
 - CSDA Gold Country Chapter “Parliamentary Workshop” – January 22nd (San Andreas)
 - SDRMA Spring Education Day – Tuesday, March 24th (Sacramento)
15. Local Area Formation Commission (LAFCO)
16. Committee Reports
 - a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services

AGENDA

- d. Parks & Recreation
 - e. Solar Energy Ad Hoc
 - f. Landscaping & Lighting Assessments Districts (LLAD) Ad Hoc
-

PUBLIC COMMENT

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

CONVENE TO CLOSED SESSION

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

1. Pursuant to California Government Code §54956.9(d)(4)
Conference with Legal Counsel – Potential Litigation (1 case)
-

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

ADJOURNMENT

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. For the public's information, we are now taking email requests at admin@cameronpark.org for future notification of Cameron Park Community Services District meetings.



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CONFORMED AGENDA

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Third Wednesday of the Month

REGULAR BOARD MEETING Wednesday, November 20, 2019 6:30 p.m.

The Board will convene into Closed Session after Board Information Items.

Board Members

Monique Scobey	Vice President
Felicity Carlson	Board Member
Ellie Wooten	Board Member
Holly Morrison	Board Member
Eric Aiston	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.

CONFORMED AGENDA

CALL TO ORDER – 6:32pm

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

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda.

Motion to adopt the Agenda.

*EW/EA – Motion Passed
Ayes – MS, HM, FC, EW, EA
Noes – None
Absent – None
Abstain – None*

RECOGNITIONS AND PRESENTATIONS

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

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.

4. Conformed Agenda – Board of Directors Meeting, October 16, 2019
 5. Conformed Agenda – Parks & Recreation Committee Meeting, October 7, 2019
 6. General Manager Report
 - a. Check Register
 7. **REVIEW AND APPROVE** Job Descriptions and Part-Time Wage Scale (J. Ritzman)
 8. **RECEIVE AND FILE** FY 2019-20 First Quarter Budget to Actuals (V. Neibauer)
 9. **REVIEW AND APPROVE** Resolution 2019-23 Directing Staff to Submit Grant Proposal for the AB 2766 Motor Vehicle Emissions Reduction Grant for 2020 and 2021 (N. Garrison)
-

CONFORMED AGENDA

Motion to adopt the Consent Agenda with the following correction:

- *Pull Item #8.*

HM/MS – Motion Passed

Ayes – MS, HM, FC, EW, EA

Noes – None

Absent – None

Abstain – None

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.

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

- Item #8 FY 2019-20 First Quarter Budget to Actuals

Motion to approve Item #8.

HM/EA – Motion Passed

Ayes – MS, HM, FC, EW, EA

Noes – None

Absent – None

Abstain – None

11. **RECEIVE AND DISCUSS** Policy 4010 Code of Conduct, 5020 Board Meeting Agenda, and 5030 Board Meeting Conduct (M. Scobey)

CONFORMED AGENDA

12. **REVIEW AND APPROVE** Resolution 2019-24 for Solar Energy Acquisition Consultant (J. Ritzman)

Motion to Approve Resolution 2019-24 for Solar Energy Acquisition Consultant.

FC/EW – Motion Passed

Ayes – MS, FC, EW, EA

Noes – None

Absent – None

Abstain – HM

13. **PUBLIC HEARING – SECOND READING AND APPROVAL** of Fire Code Ordinance No. 2019.11.20

Motion to introduce the ordinance by title only, waiving reading of the full ordinance, and to approve Fire Code Ordinance No. 2019.11.20.

HM/EW - Motion Passed

Ayes – MS, HM, FC, EW, EA

Noes – None

Absent – None

Abstain – None

14. **RECEIVE AND FILE** Special Funds Balance Summary (V. Neibauer)

15. **RECEIVE AND FILE** Fiscal Year 2018-19 Year-End Budget to Actual Report (Unaudited; V. Neibauer)

16. **REVIEW AND APPROVE** Efficient Meeting Policies & Agenda Changes (J. Ritzman, V. Neibauer)

Motion to Approve the Efficient Meeting Policies & Agenda Changes.

FC/EW – Motion Passed

Ayes – MS, FC, EW, EA

Noes – HM

Absent – None

Abstain – None

CONFORMED AGENDA

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.

17. General Matters to/from Board Members and Staff

- Upcoming Trainings & Community Meetings
 - County Chamber Mixer - November 21st, 5:30-7:30pm (Cameron Park Community Center)
 - CSDA Gold Country Chapter “Parliamentary Workshop” – January 22nd, 2020 (San Andreas)
 - SDRMA Spring Education Day – Tuesday, March 24th, 2020 (Sacramento)

MS – Asked about moving up the budget timeline and lining up revenues and expenditures; would like to continue work on the Fire budget.

HM – The sign for Paul J. Ryan Park is in progress.

FC – Thanked the Solar Committee for hard work; attended Soroptimist meeting.

EW – Reminded everyone that tomorrow is the Chamber Mixer.

EA – Attended Fire Insurance Forum – great attendance and good work by staff; went to town hall with Shiva Frentzen.

18. Local Area Formation Commission (LAFCO)

- No meeting due to power outage.

19. Committee Reports

- a. Budget & Administration
- b. Covenants, Conditions & Restrictions (CC&R)
- c. Fire & Emergency Services
- d. Parks & Recreation
- e. Solar Energy Ad Hoc
- f. Landscaping & Lighting Assessments Districts (LLAD) Ad Hoc

CONFORMED AGENDA

PUBLIC COMMENT

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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

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 – 10:52pm

For the public's information, we are now taking email requests at admin@cameronpark.org for future notification of Community Services District meetings.



Agenda Transmittal

DATE: December 18, 2019

FROM: Jill Ritzman, General Manager

AGENDA ITEM #5: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

The El Dorado County Chamber Mixer was one of the highlights of November. The District hosted the event, supported by Joe's Coffee and Deli who provided delicious food; Sign, Banner & Print who provided a wonderful promotional brochure for the event and for the future; Shingle Springs-Cameron Park Chamber of Commerce. The Mixer was well attended by chamber members, community members, and a surprise visit by Assemblyman Kevin Kiley and his staff Heidi Hannaman.

I met with El Dorado Disposal - Susan Van De Liner and Jeff England. The recycling center at Raley's will be moving to a new location in Cameron Park this spring; a project that will benefit everyone and make for a much better experience, more secure location and expanded service. I met with staff from Census 2020 about how the District can support their efforts. Census is important to the District because it becomes the foundation for grant applications and future planning efforts.

Kate Magoolaghan and I met with De Novo Planning Group, contractor with the County, to discuss design standards/needs for Cameron Park. This was an initial meeting and additional meetings will be scheduled with stakeholders. Kate and I also met with the Airport Manager to discuss their operations and partnerships in the future to protect the flight zone around the airport from encroachment. Whitney and I are meeting with the Library to discuss partnerships for recreation programs, the solar energy initiative and a monument sign at the parking lot entrance for both agencies.

I attended the El Dorado County Transportation Commission Board meeting regarding the Draft Active Transportation Plan. The District had input into the sidewalk and bikeway routes, and staff will be reviewing the project priorities established in their draft plan.

Visitors to the Community Center will be seeing improvements for wayfinding. A volunteer is developing plans and an implementation strategy to improve signage and wayfinding. Housekeeping and storage protocols will be established to protect the various classrooms from clutter, so that the rooms become functional for both recreation programs and rental groups.

Parks Department

Staff are taking steps to determine an appropriate energy efficiency project to reduce energy consumption. Staff are reviewing proposals and discussing options with a vendor who is on the State's procurement list. This project is in concert with the Solar Energy project initiative, and staff is working with the District's consultant.

The T-Ball Field at Christa McAuliffe and Disc Golf at Cameron Park Lake/Bonanza Park are nearly completed. Parks costs will be offset by donations, in-kind contributions, and Park Impact Fees because both projects are expanding services to the community.

The Community Center experienced its first closure, a cost-saving measure put forth in the budget. Recreation programs and rental groups were not scheduled during the week, and HVAC systems were set to "unoccupied." A two week closure is scheduled during the Christmas/New Year's break.

Recreation Department – Recreation staff planned and implemented many holiday events including the craft fair, Tree Lighting, Santa Swim and Symphony concert. The Activity Guide will be sent to the printers soon, and includes pages about all the District's services. Staff are continuing their efforts on a self-sustaining recreation budget and will be meeting with the Park and Recreation Committee soon to discuss the recommendations.

Fire Department

Fire Department staff evaluated the Fire Marshall fees for 2020. The Cameron Park Lake Emergency Action Plan is nearly finalized. The Pancake Breakfast was enjoyed by many, and the Santa Parades are scheduled for the upcoming weeks.

Finance Office

The auditor and his staff worked in the office for three days in November, and a draft audit is under review. Staff expects to present the Fiscal Year 2018-19 Audit to the Budget and Administration Committee and Board of Directors in February. Finance staff and I met with Vavrinek, Trine and Day (VTD) who completed their forensic accounting tasks. VTD will be making a presentation to the Budget & Administration Committee in January about tasks accomplished and their recommendations for the next year.

CC&R Department

Staff is updating policies and procedures, and will be making recommendations to the CC&R Committee.



Agenda Transmittal

DATE: December 18, 2019

FROM: Kate Magoolaghan, CC&R Compliance Officer

AGENDA ITEM #6: PROPOSED FEE SCHEDULE FOR ARC & CC&R

RECOMMENDED ACTION: REVIEW AND APPROVE

CC&R COMMITTEE

The CC&R Committee reviewed and discussed staff's recommendations, and supported the report moving to the Board of Directors for consideration.

INTRODUCTION

In accordance with the District's Five Year Strategic Plan, staff reviewed the current fees associated with the CC&R Department and Architectural Review. While some fees were increased or introduced in 2018 for implementation in 2019, many fees have remained unchanged since 2005.

DISCUSSION

As the cost of providing these services continues to increase, staff is proposing slight increases to some of the project fees that were not increased for 2019. Additionally, staff is proposing two new project types to the fee schedule. Garage/Hangar and Exterior Structure Renovation are new to the fee schedule. These projects do not fit into any of the existing project types on the current fee schedule.

In addition to the proposed Architectural Review Fees, staff is recommending the continuance of the Administrative Fee for CC&R Amendments, CC&R Variance Application Fee and Administration Fee.

- To ensure CC&R Amendments are enforceable, staff currently provides assistance to property owners throughout the amendment process. The process sometimes includes obtaining legal advice.

- Requests for Temporary CC&R Violation Variances due to Hardship require significant staff time. The Application and Administration fees reflect the application process, and separately the administrative fee for monitoring the variance should it be granted.

It is staff's goal to ensure that the District continues to provide these necessary services. Fees will continue to be reviewed annually.

Project	Current Fee	Proposed Fee	Amount of Increase
New Home*	\$600.00	\$600.00	0
Room Addition*	\$200.00	\$200.00	0
Swimming Pool*	\$175.00	\$175.00	0
Solar Panel*	\$75.00	\$75.00	0
Siding*	\$75.00	\$75.00	0
Roof*	\$75.00	\$75.00	0
Storage Shed	\$35.00	\$40.00	\$5.00
Exterior Paint	\$35.00	\$40.00	\$5.00
Deck/Porch	\$35.00	\$40.00	\$5.00
Patio Cover/Trellis	\$35.00	\$40.00	\$5.00
Gazebo	\$35.00	\$40.00	\$5.00
Fence	\$35.00	\$40.00	\$5.00
Retaining Wall	\$35.00	\$40.00	\$5.00
Landscaping	\$35.00	\$40.00	\$5.00
Tree Removal	\$35.00	\$40.00	\$5.00
Misc (Satellite Dish, Play Structure)	\$35.00	\$40.00	\$5.00
Basketball Hoop	\$35.00	\$40.00	\$5.00
New Garage/Hangar	N/A	\$250.00	New Project Type
Exterior Structure Renovation	N/A	\$100.00	New Project Type

** Fee increased in 2019*

Administrative Fees

CC&R Amendment Admin Fee	\$100.00	\$100.00	0
CC&R Variance Application Fee	\$50.00	\$50.00	0
CC&R Variance Admin Fee	\$50.00	\$50.00	0



Agenda Transmittal

DATE: December 18, 2019

FROM: Niki Garrison, Board Clerk

AGENDA ITEM #7: **DISTRICT FEES – CDs/COPIES; ENCROACHMENT PERMITS**

RECOMMENDED ACTION: **REVIEW AND APPROVE**

RECOMMENDATION

- CDs/Copies – increase fees to \$.20 per page and \$4 per audio CD
- Encroachment Permits – remain the same

BUDGET & ADMINISTRATION COMMITTEE

Budget & Administration Committee supported forwarding this item to the Board of Directors for consideration.

BACKGROUND

Currently, the District charges \$.10 per page for photocopies, and \$2.00 per audio CD of meeting recordings. This was based on Public Records Policy 1050, which was originally adopted by the Board in 2007 and updated in 2018.

Encroachment Fees were adopted by the Board in 2002, and are as follows:

- \$75 for a 30-day permit
- \$25 for each additional 15-day extension
- \$25 for each re-inspection due to a violation of encroachment conditions
- \$500 refundable damage deposit

DISCUSSION

Per the California Records Request Act, a government agency cannot exceed what is reasonably necessary to provide the copy. The attached fee survey (Attachment 4A) outlines record request fees for other local agencies. Staff is recommending a slight

increase in record request costs - \$.20 per page for photocopies and \$4 per audio CD of meeting recordings.

Staff is recommending to continue with current encroachment permit fees. These permits are infrequent in nature, and cover permit processing costs.

Attachment:

7A – Local Agency Record Request Survey

Local Agency Record Request Survey

El Dorado County Recorder's Office

Copy Fee	\$0.50 per page
CD/DVD Fee	\$15

El Dorado County Sheriff's Office

Copy Fee	\$0.12 per page
CD/DVD Fee	cost of CD

Auburn Area Recreation & Park District

Copy Fee	\$0.20 per page
CD/DVD Fee	N/A

Fresno Mosquito and Vector Control District

Copy Fee	\$0.20 per page
CD/DVD Fee	N/A

Santa Clara Valley Water District

Copy Fee	\$0.20 per page (over 20 pages)
CD/DVD Fee	\$4

FPPC

Copy Fee	\$0.10 per page
CD/DVD Fee	\$5

Orangevale Parks & Recreation District

Copy Fee	\$.25 per page
CD/DVD Fee	N/A



Agenda Transmittal

DATE: December 18, 2019

FROM: Sherry Moranz, Fire Chief

AGENDA ITEM #8: FIRE DEPARTMENT FEES FOR SERVICES – FIRE PREVENTION

RECOMMENDED ACTION: NO INCREASES TO FIRE PREVENTION FEES

Recommendation

Staff is recommending the Fire Prevention hourly rates remain the same for 2020 (Attachment 8A) and hours charged per service also remain the same (Attachment 8B).

Fire & Emergency Services Committee

The Fire & Emergency Services Committee discussed staff's recommendation and supported advancing the recommendation to the Board of Directors for consideration.

Discussion

Fire Prevention fees had not increased for many years. In late 2018, Fire Prevention staff studied staff salary and supply costs and recommended a significant increase from \$65/hour to \$165/hour for calendar year 2019. If contracted Fire Prevention services are used, the property owner is billed for the Fire Department time plus the contractor costs and an administrative fee.

Conclusion

Due to the significant increase in fees for 2019, and fees currently recovering costs related to the Fire Prevention program, staff is not recommending a fee increase for 2020.

Attachments:

8A – Fire Prevention Hourly Rate Study

8B – Fire Prevention Fee Schedule

Cameron Park Fire 2018-2019 Prevention Fee Nexus		
SALARIES & BENEFITS		
Fire Marshal Salary and Benefits @ 100%		245,388
Administrative Support Salary & Benefit		0
Resident Firefighters Salaries (\$40/Day X 100 Days)		4,000
Total Salaries and Benefits		\$249,388
SERVICES AND SUPPLIES		
Vehicle Cost		6,480
Clothing Items/Shirts/Pullovers/Etc		250
Computer Software		500
Educational Materials/School Programs/Stations		2,500
Equipment Minor/Small Tools		500
Fire & Safety Supplies		1,000
Fire Prevention/Inspections		250
Fire Turnouts		0
Membership / Subscriptions		400
Office Supplies		500
Postage		300
Printing		400
Publications & Legal Notices		100
Radios		0
Staff Development		500
Transportation & Travel		300
Total Salaries and Benefits		\$249,388
Total Services and Supplies		\$13,980
TOTAL EXPENSES		\$263,368
Hourly Rate for Fees (Total Annual Cost/200 working days/8hr days)		\$165

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	1	\$165.00	\$165.00
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
Liquefied Petroleum Gas/Cryogenic Gas Tank (Permit)	# of Hours/Tanks		\$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				\$165.00
Invoice Total				\$165.00
Invoice Number	2019/2020-			



Agenda Transmittal

DATE: December 18, 2019

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #9: **ACCOUNTABILITY ACT REPORT FOR FISCAL YEAR 2018-19**

RECOMMENDED ACTION: APPROVE

BUDGET & ADMINISTRATION COMMITTEE

Budget & Administration Committee supported forwarding this item to the Board of Directors for consideration.

BACKGROUND

Certain direct charge levies are subject to the Local Agency Special Tax & Bond Accountability Act (Accountability Act) as codified in Government Code 50075 et seq. and 53410 et seq. The Act applies to the taxes charged for the District's Covenants, Conditions and Restrictions (CC&Rs) enforcement. The Act requires the District to file an annual report with the Board of Directors to account for actual expenditures and revenues associated with the tax. Once filed, a copy of the report must be submitted to El Dorado County Auditor-Controller's Office.

DISCUSSION

The annual Accountability Act report is required for Covenants, Conditions and Restrictions only and is a FY 2018-19 Revenue and Expenditures report providing information to contain the following:

- The amount of money collected specifically for the special tax (not commingled with other revenue sources).
- The amount of money expended specifically for the special tax (not commingled with expenditures from other revenue sources).
- The status of any project required or authorized to be funded with the special tax proceeds (not commingled with projects using other revenue sources).

The following pages provide the information required by the Accountability Act for the applicable District activities for Fiscal Year 2018-19 (Attachment 9A).

Attachment:

9A – Accountability Act Report 2018-19

Cameron Park Community Services District
 Covenants, Conditions and Restriction (CCR)
 Statement of Revenues and Expenditures
 From 7/1/2018 Through 6/30/2019

Attachment 9A

2018-19 CCR
Actuals

Operating Revenue		
4110	Property Taxes	175.86
4135	Special Assessments	77,303.73
4140	Arc Review Fees	18,512.50
4505	Interest Income	3,957.77
Total Operating Revenue		99,949.86
Expenditures		
5000	Salaries - Permanent	66,111.23
5020	Overtime	1,615.04
5130	Health Benefit	8,798.97
5140	Dental Insurance	367.62
5150	Vision Insurance	130.32
5160	CalPERS Employer Retirement	3,439.47
5170	Worker's Compensation	774.85
5180	FICA/Medicare Employer	1,153.82
5190	UI/TT Contribution	431.92
5209	Advertising/Marketing	19.16
5210	Agency Administration Fee	0.00
5221	Bank Charge	59.03
5230	Clothing/Uniforms	246.63
5231	Computer Software	7,715.00
5232	Computer Hardware	3,842.85
5240	Contract Services - Other	3,331.67
5260	EDC Department Agency	0.00
5300	Food	60.73
5305	Fuel	202.82
5320	Insurance	767.00
5335	Legal Services	5,816.14
5350	Maint. - Equipment	77.90
5370	Maint. - Vehicle	938.72
5380	Memberships/Subscriptions	29.60
5400	Office Supplies/Expense	462.10
5410	Postage	52.10
5415	Printing	30.99
5420	Professional Services	2,061.94
5425	Publications & Legal Notices	172.00
5455	Staff Development	5.00
5470	Phones/internet	3,971.93
Total Expenditures		112,686.55
Net Revenue Over Expenditures		<u>(12,736.69)</u>



Agenda Transmittal

DATE: December 18, 2019

FROM: Jill Ritzman, General Manager

AGENDA ITEM #10: 2020 BOARD AND COMMITTEE CALENDAR

RECOMMENDED ACTION: APPROVE 2020 BOARD AND COMMITTEE CALENDAR

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. Due to holidays, sometimes the calendar for regular meetings must be adjusted. For example, in September, the Labor Day holiday will delay the Monday Committee Meetings by one week. Sometimes, Committee Meetings fall on different weeks which can cause confusion as well.

Also, due to the budget and full agenda in June, a second Board of Directors Meeting has been added to the calendar for a Public Hearing related to the Weed Abatement Ordinance liens.

Staff is recommending approval of the 2020 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 thirty days in advance, whenever possible.

Attachment:

10A – 2020 Calendar

Cameron Park Community Services District

Board and Committee Meeting Dates

2020

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

Month	Date of Meeting	Time of Meeting	Type of Meeting
July	6 th – Monday	5:30 p.m.	CC&R
	6 th – Monday	6:30 p.m.	Parks & Recreation
	7 th – Tuesday	5:30 p.m.	Fire & Emergency Services
	7 th – Tuesday	6:30 p.m.	Budget & Administration
	15 th – Wednesday	6:30 p.m.	Board of Directors
August	3 rd – Monday	5:30 p.m.	CC&R
	3 rd – Monday	6:30 p.m.	Parks & Recreation
	4 th – Tuesday	5:30 p.m.	Fire & Emergency Services
	4 th – Tuesday	6:30 p.m.	Budget & Administration
	19 th – Wednesday	6:30 p.m.	Board of Directors
September	August 31 st –	5:30 p.m.	CC&R
	August 31 st –	7:00 p.m.	Parks & Recreation
	1 st – Tuesday	5:30 p.m.	Fire & Emergency Services
	1 st – Tuesday	7:00 p.m.	Budget & Administration
	16 th – Wednesday	6:30 p.m.	Board of Directors
October	5 th – Monday	5:30 p.m.	CC&R
	5 th – Monday	7:00 p.m.	Parks & Recreation
	6 th – Tuesday	5:30 p.m.	Fire & Emergency Services
	6 th – Tuesday	7:00 p.m.	Budget & Administration
	21 st – Wednesday	6:30 p.m.	Board of Directors
November	2 nd – Monday	5:30 p.m.	CC&R
	2 nd – Monday	7:00 p.m.	Parks & Recreation
	3 rd – Tuesday	5:30 p.m.	Fire & Emergency Services
	3 rd – Tuesday	7:00 p.m.	Budget & Administration
	18 th – Wednesday	6:30 p.m.	Board of Directors
December	7 th – Monday	5:30 p.m.	CC&R
	7 th – Monday	7:00 p.m.	Parks & Recreation
	1 st – Tuesday	5:30 p.m.	Fire & Emergency Services
	1 st – Tuesday	7:00 p.m.	Budget & Administration
	16 th – Wednesday	6:30 p.m.	Board of Directors



Agenda Transmittal

DATE: December 18, 2019

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

AGENDA ITEM #12: CAMERON PARK DAM EMERGENCY ACTION PLAN

RECOMMENDED ACTION: APPROVE

BACKGROUND

The Cameron Park Community Services District (District) has been working on a Cameron Park Dam Emergency Action Plan since late 2017. Project benchmarks are as follows:

- December 2017, Board of Directors approved releasing a Request for Proposal to secure an engineering firm to assist in development of the Emergency Action Plan (EAP).
- March 2018, after a comprehensive selection process, WEST Consultants was chosen.
- December 2018, inundation maps were submitted to Division of Dam Safety for review and approval.
- February 2019, inundation maps were accepted by the Division of Dam Safety.
- May 2019, State Office of Emergency Services accepted the inundation maps.

FIRE & EMERGENCY SERVICES COMMITTEE

Fire & Emergency Services Committee reviewed and discussed the EAP in detail with the Fire Chief. Typos in the document were noted and corrected by staff for the current version. Committee members asked about the Parks Superintendent responsibility for dam inspection and maintenance, which is addressed later in this report. Public provided input about the Cameron Park Golf Club role in the notification process.

With the corrections and additional information addressed, the Committee supported moving the EAP to the Board for consideration. District staff will meet with Cameron Park Golf Club and add them to the notification process.

DISCUSSION

The inundation maps are the basis of the EAP. Once developed and approved by the Division of Dam Safety, the Fire Chief and General Manager worked with WEST Consultants on the development of the Emergency Action Plan. The plan was shared with the Park Superintendent and County Office of Emergency Services (OES) for input.

The Parks Superintendent's responsibility is to observe and inspect the dam daily, which is completed as part of the Parks staff's daily routine. When the State conducts its annual inspection, the Superintendent participates in the inspection and is briefed on their assessment. Inspection elements include:

- The spill way and emergency spill way are clear of vegetation and free of obstructions;
- That there are no visible rodents or water leaks on the dam;
- That vegetation has been removed from the Dam.

Parks staff takes steps to address any areas of concern noted during the inspection. Through this relationship with State staff, the Parks Superintendent has learned to identify and address any potential safety issues, such as vegetation growth or erosion. Additionally, Status Environmental (District contractor) submits the annual water reporting to the State. Parks staff assist by inspecting the depth gauge of the lake on a weekly basis.

Next Steps

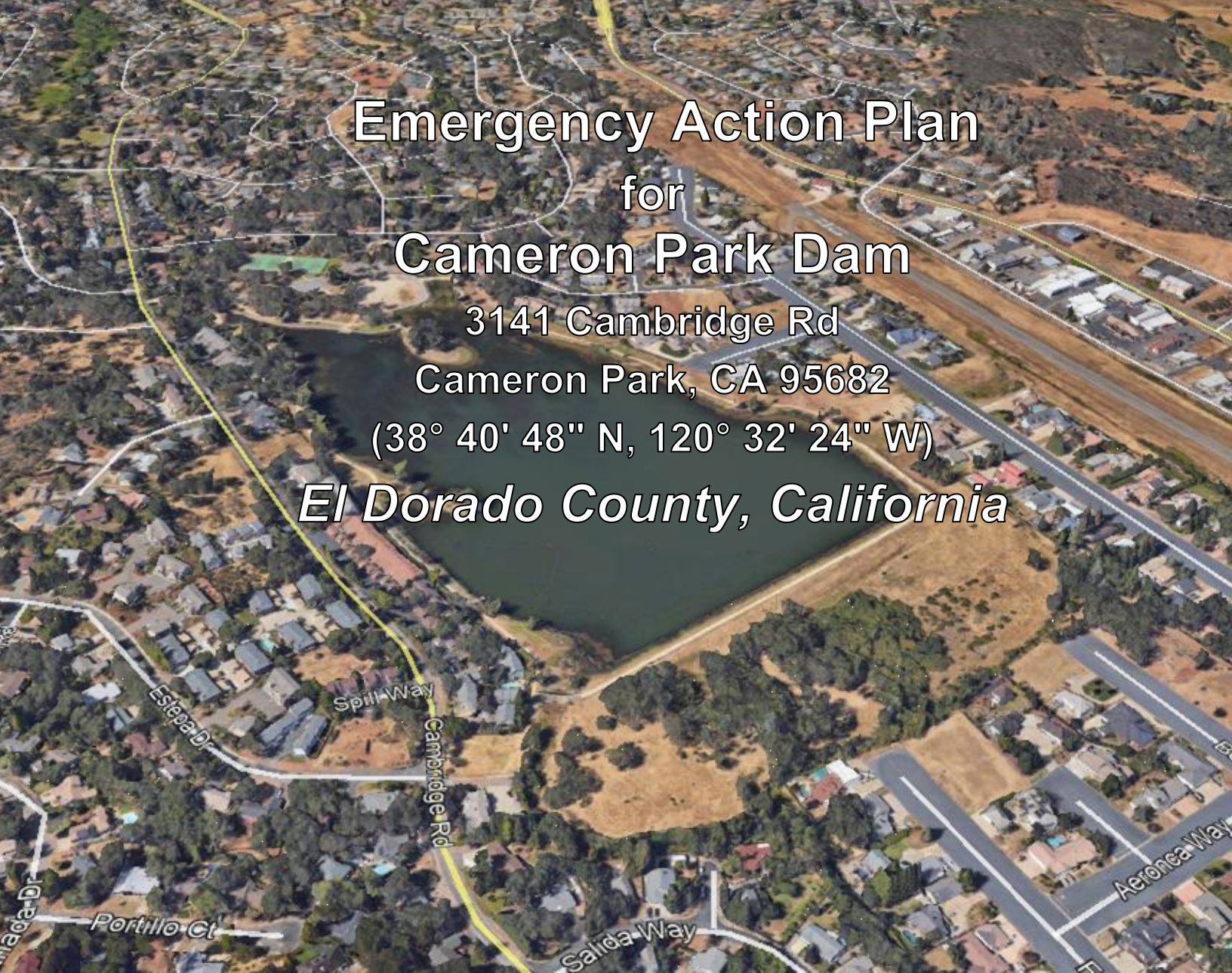
Once the District Board of Directors approves the EAP, the document is submitted to the Division of Dam Safety and State OES. Review and approval will take approximately thirty days.

The EAP is reviewed annually. Staff contact all the agencies in the notification flow charts to ensure correct contact information. An updated version of the EAP is submitted to

State OES to demonstrate that the annual review was completed. A new dam breach study is due to the Division of Dam Safety every 10 years.

Attachment:

12A - Cameron Park Lake Dam Emergency Action Plan

An aerial photograph showing a residential neighborhood with a central dam and reservoir. The dam is a long, low structure with a spillway on the left side. The reservoir is a dark, irregular shape. Surrounding the dam are houses, trees, and roads. A yellow line highlights the dam and spillway area. Text is overlaid on the image in white with a black outline.

Emergency Action Plan
for
Cameron Park Dam
3141 Cambridge Rd
Cameron Park, CA 95682
(38° 40' 48" N, 120° 32' 24" W)
El Dorado County, California

Dam Owner: Cameron Park Community Services District

2502 Country Club Drive
Cameron Park, CA 95682

DSOD Central Region

DSOD Dam No. 40.000

National Inventory of Dams (NID) No. CA00230

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

Dam Contact Information

Cameron Park Dam

Physical Address:

3141 Cambridge Rd
Cameron Park, CA 95682

Dam Coordinates:

Latitude: 38° 40' 48" N
Longitude: 120° 32' 24" W

Dam Owner: Cameron Park Community Services District

Email: cpcsd@cameronpark.org

Mailing Address:

2502 Country Club Drive
Cameron Park, CA 95682

1. Dam Owner Contact and EAP Coordinator:

Jill Ritzman, General Manager
Email: jritzman@cameronpark.org
Mobile Phone: 530-350-4651

2. Emergency Contact:

Sherry Moranz, Fire Chief
Email: sherry.moranz@fire.ca.gov
Mobile Phone: 530-708-2708

3. Dam Operator and Emergency Contact:

Mike Grassle, Parks & Facilities Superintendent
Email: mgrassle@cameronpark.org
Mobile Phone: 530-558-1146
Alternate Phone: 530-672-7355

Note

The purpose of this plan is to reduce the risk of human life loss and injury and to minimize property damage in the event of an actual or potential emergency situation associated with Cameron Park Dam. This EAP was developed by Cameron Park Community Services District to meet California Office of Emergency Services and other State of California requirements.

This EAP is included in **Section 2.6, External Event-Possible Facility Damage**, of the CPCSD Emergency Response Plan.

Table of contents

Dam Contact Information	2
Note	i
Table of contents.....	ii
PART I: EAP INFORMATION	5
Section 1: Introduction.....	6
1.1. Purpose.....	6
1.2. Planning Team.....	6
1.3. Acronyms.....	6
Section 2: Summary of EAP Responsibilities	8
2.1. Dam Owner Responsibilities	8
2.2. Impacted Jurisdictions and Public Safety Agencies' Responsibilities	9
Section 3: Notification Flowcharts	11
3.1. Notification Flowcharts	11
Notification Flowchart for High Flow Operations and Non-Failure	12
Notification Flowchart for Potential Failure	13
Notification Flowchart for Imminent Failure.....	14
3.2. Contact Table.....	15
Section 4: Project Description.....	16
4.1. Dam Description and Statistics	16
Dam Location	18
4.2. Description of Potential Downstream Impacts.....	19
4.3. Schematic of Dam and Appurtenant Structures.....	20
4.4. Storage Elevation Curve and Spillway Rating Curve	21
Section 5: EAP Response Process	22
5.1. Step 1: Incident Detection, Evaluation, and Emergency Level Determination	22
5.2. Step 2: Notification and Communication	23
5.3. Step 3: Emergency Actions.....	24
5.4. Step 4: Termination and Follow-up	25
Table 5 – Example Situations, Emergency Levels and Guidance for Possible Actions	26
Section 6: General Responsibilities	29
6.1. Dam Owner Responsibilities	29
6.1.1. Notification and Communication Responsibilities	29
6.1.2. Evacuation Responsibilities.....	29
6.1.3. Monitoring, Security, Termination, and Follow-up Responsibilities.....	29

Emergency Action Plan

6.1.4.	EAP Coordinator Responsibilities.....	29
6.2.	Local Public Safety Agencies' Responsibilities	30
6.2.1.	Incident Commander	30
6.2.2.	El Dorado County Sheriff's Office	31
6.2.3.	Cameron Park Fire Department	32
6.2.4.	El Dorado County Office of Emergency Services	32
6.2.5.	El Dorado County Department of Transportation, Engineering Unit.....	33
6.2.6.	Other Public Safety Agencies.....	33
6.2.7.	California Governor's Office of Emergency Services (Cal OES)	33
	Dam Safety Planning Division	33
	California State Warning Center (CSWC).....	34
6.2.8.	California Department of Water Resources (DWR), Division of Safety of Dams (DSOD).....	34
6.3.	Evacuation Responsibilities	35
6.4.	Monitoring, Security, Termination and Follow-up Responsibilities	35
6.5.	EAP Coordinator Responsibilities	35
Section 7:	Preparedness	36
7.1.	Surveillance and Monitoring.....	36
7.2.	Evaluation of Detection and Response Timing	36
7.3.	Access to the Site	36
7.4.	Response during Periods of Darkness.....	37
7.5.	Response during Weekends and Holidays	37
7.6.	Response during Adverse Weather	37
7.7.	Alternative Sources of Power.....	38
7.8.	Emergency Supplies and Information	38
7.9.	Stockpiling Materials and Equipment.....	39
7.10.	Coordination of Information	39
7.11.	Training and Exercise.....	39
7.12.	Alternative Systems of Communication.....	40
7.13.	Public Awareness and Communication	40
Section 8:	Plan Maintenance	42
8.1.	Plan Review	42
8.2.	Distribution	42
PART II:	Inundation Maps	43
	Arrival Time Map	44
	Maximum Velocity Map.....	45
	Inundation Map.....	46
PART III:	Appendices	47
	Appendix A: EAP Status Report (for Non-FERC dams).....	48

Appendix B: Record of EAP Revisions	49
Appendix C1: Notification Message – Level 1	50
Appendix C2: Notification Message – Level 2	51
Appendix C3: Notification Message – Level 3	52
Appendix D: Record of Plan Holders.....	53
Appendix E: Contact Log	54
Appendix F: Emergency Incident Log	55
Appendix G: Emergency Termination Log.....	56
Appendix H: After Action Report	57
Appendix I: Cal OES Warning Center Dam Incident Report.....	58
Appendix J: Signature Page.....	60
Appendix K: Exercises	61
Appendix K: Acronym List	62

PART I: EAP INFORMATION

Section 1: Introduction

1.1. Purpose

The purpose of the Cameron Park Dam Emergency Action Plan (EAP) is to reduce the risk of loss of human life or injury and to minimize property damage in the event of a dam safety emergency or flooding caused by large releases from the Cameron Park Dam.

The Cameron Park Dam is an earth fill dam constructed in 1951. Cameron Park Lake provides storage and surface runoff from the 2-square-mile watershed in the foothills of the Sierra Nevada Mountains. The total storage capacity of the Cameron Park Dam is 480 acre-feet at spillway elevation. Water is released into an earthen channel downstream of the dam towards Deer Creek and drains in to the Cosumnes River approximately 30 miles downstream.

The Department of Water Resources (DWR), Division of Safety of Dams (DSOD) has rated Cameron Park Dam as a High Hazard dam. Because of this and the passage of Senate Bill 92, this EAP was developed by the CPCSD, to meet the requirement of California Water Code Sections 6160 and 6161 and Government code 8589.5.

This EAP defines the responsibilities and provides procedures to identify and effectively address unusual and unlikely conditions that may endanger the Cameron Park Dam and nearby areas in time to take mitigating actions and notify the appropriate emergency management officials. These conditions include, but are not limited to, dam instability, felt earthquakes, extreme storm events, major spillway releases, overtopping of the dam, vandalism or sabotage, spillway failure, dam failure or major power outage.

1.2. Planning Team

The EAP Coordinator worked with a core planning team to develop this plan. The planning team was composed of representatives from the Cameron Park Community Services District (CPCSD) and local agencies. See Appendix J for the list of members involved in the planning of this EAP.

Additionally, while creating and updating the Notification Flowcharts, the EAP Coordinator, or designee, communicated with each contact to ensure that the EAP contains current information.

For more information, please contact the EAP Coordinator:

Jill Ritzman, General Manager, CPCSD

Email: jritzman@cameronpark.org

1.3. Acronyms

Although all acronyms are defined in the text upon their first use, many are employed throughout this plan. A concise list of the most commonly used acronyms is provided as Appendix K.

Section 2: Summary of EAP Responsibilities

2.1. Dam Owner Responsibilities

The Cameron Park Community Services District, through the General Manager (GM), is responsible for detecting and evaluating Cameron Park Dam safety incidents, classifying the incidents, notifying emergency management authorities, and taking appropriate response actions. The table below summarizes CPCSD Personnel responsibilities.

EAP Title	Cameron Park CSD Personnel Title	Responsibilities
Dam Owner	General Manager	<ul style="list-style-type: none">• Determine Emergency Level• Activate EAP• Authorizing appropriate response actions• Facilitate after-action evaluation and report• Terminate the EAP
Dam Operator	Parks & Facilities Superintendent	<ul style="list-style-type: none">• Detecting and evaluating Cameron Park Dam safety incidents• Notifying management and EAP coordinator
EAP Coordinator	General Manager or designee	<ul style="list-style-type: none">• Notify appropriate agencies of emergency conditions, emergency level, EAP activation, and other critical information.• Notify public safety agencies of updates or changes during the incident, including termination of the emergency and the plan• Maintain EAP and update annually

The CPCSD Board of Directors authorizes the GM to activate this plan under the authority of the District's Policies and Procedures Manual. The Board maintains a supporting, non-decision-making role and will be available for emergency meetings as called by the Board President.

2.2. Impacted Jurisdictions and Public Safety Agencies' Responsibilities

Inundation maps of the downstream area along with code red maps of the downstream area of Cameron Park Dam are maintained by and available from the El Dorado County Sheriff's Office of Emergency Services (EDSO OES). Emergency response activities are coordinated closely with the EDSO OES. Additionally, EDSO OES maintains Operational Site-Specific Dam Failure Evacuation Data for Cameron Park Dam.

The EDSO OES is responsible for alerting affected jurisdictions, notifying local, regional and state authorities, and coordinating multi-agency response activity. The following Jurisdictions are located downstream of Cameron Park Dam:

- Community of Cameron Park
- Cameron Park Golf Course
- Community of El Dorado Hills
- El Dorado County
- Sacramento County
- Placerville Branch Railroad
- Major Roadways impacted by flood:
 - CA-50
 - Deer Creek Rd
 - Latrobe Rd
 - Dunlap Ranch Rd
 - Kiefer Blvd
- Major Roadways impacted by evacuation:
 - Cambridge Rd
 - Cameron Park Drive

The law enforcement agencies are responsible for providing security, traffic control, evacuation and search and rescue operations within applicable incorporated areas. The El Dorado County Sheriff's Department is responsible for directing activities within Cameron Park and El Dorado Hills. The California Highway Patrol (CHP) is responsible for traffic law enforcement and traffic control on the State freeway system as well as all public roadways in the unincorporated areas. Local CHP will work in concert with the Sheriff's Department in emergency situations. Law enforcement agencies are responsible for ensuring transportation for the disabled, the elderly and persons without vehicles. The following table is a summary of Local Public Safety Agencies:

Agency	Responsibilities of Public Safety Agencies
CPCSD	Initiate EAP
CHP	Traffic law enforcement and traffic control on the State freeway system as well as all public roadways in the unincorporated areas
EDC OES	<ul style="list-style-type: none"> • Implement public warning and notification. • Execute evacuation from inundation areas and block access areas. • Establish evacuation routes and road closures. • Provide security for the affected areas during, and after, evacuation. • Establish shelters for evacuated individuals. • Facilitate return of evacuated individuals. • Participate in after action evaluation.
El Dorado County Sherriff Department	<ul style="list-style-type: none"> • Directing emergency activities in unincorporated areas • Traffic law enforcement and traffic control on all public roadways in the incorporated areas of Cameron Park • Ensuring transportation for the disabled, the elderly and persons without vehicles
Cameron Park Fire Department	<ul style="list-style-type: none"> • Assist with evacuation from inundation areas and block access areas. • Other relevant first-responder duties as needed.

Section 3: Notification Flowcharts

3.1. Notification Flowcharts

The CPCSD created notification flowcharts to appropriately identify who needs to be contacted and in what order based on the appropriate emergency level. The four different emergency levels are described in more detail in Section 5 of this EAP. The primary mode of communication by CPCSD personnel will be cellular phones. Handheld radios are an alternative internal communication system between staff at the Cameron Park Dam, staff at the Corporation Yard and Fire Department.

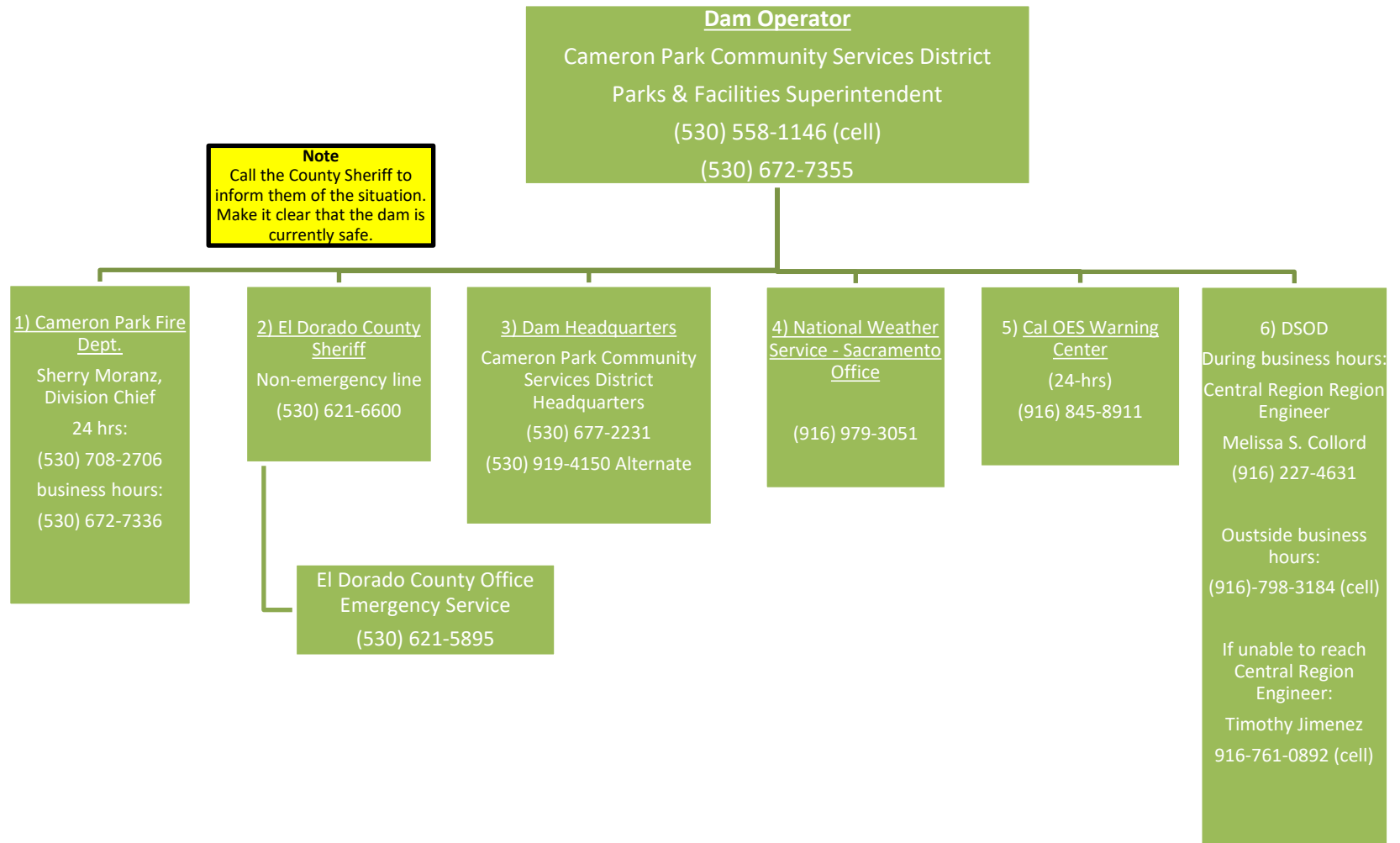
Positive contact is a requirement for CPCSD when making these calls. Every number listed can be used 24-hours a day, except for the DSOD contacts, which have several numbers covering the 24-hour period.

CPCSD has also created a Contact Table for secondary numbers and contact information for key stakeholders.

CPCSD will use the Contact Log in Appendix E to document who was reached at each agency on the flowchart.

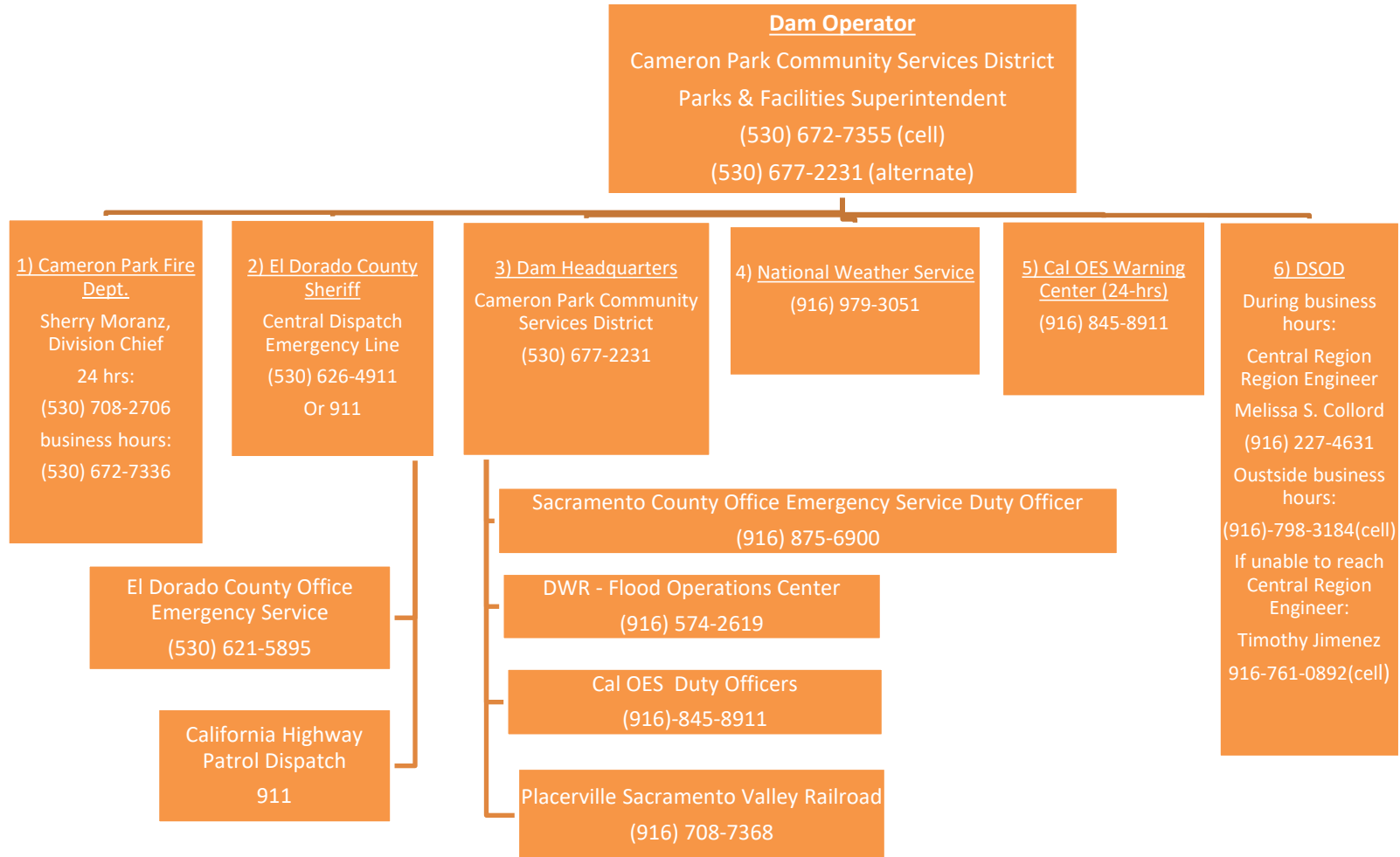
The following pages are the Notification Flowcharts for each emergency level.

Notification Flowchart for High Flow Operations and Non-Failure

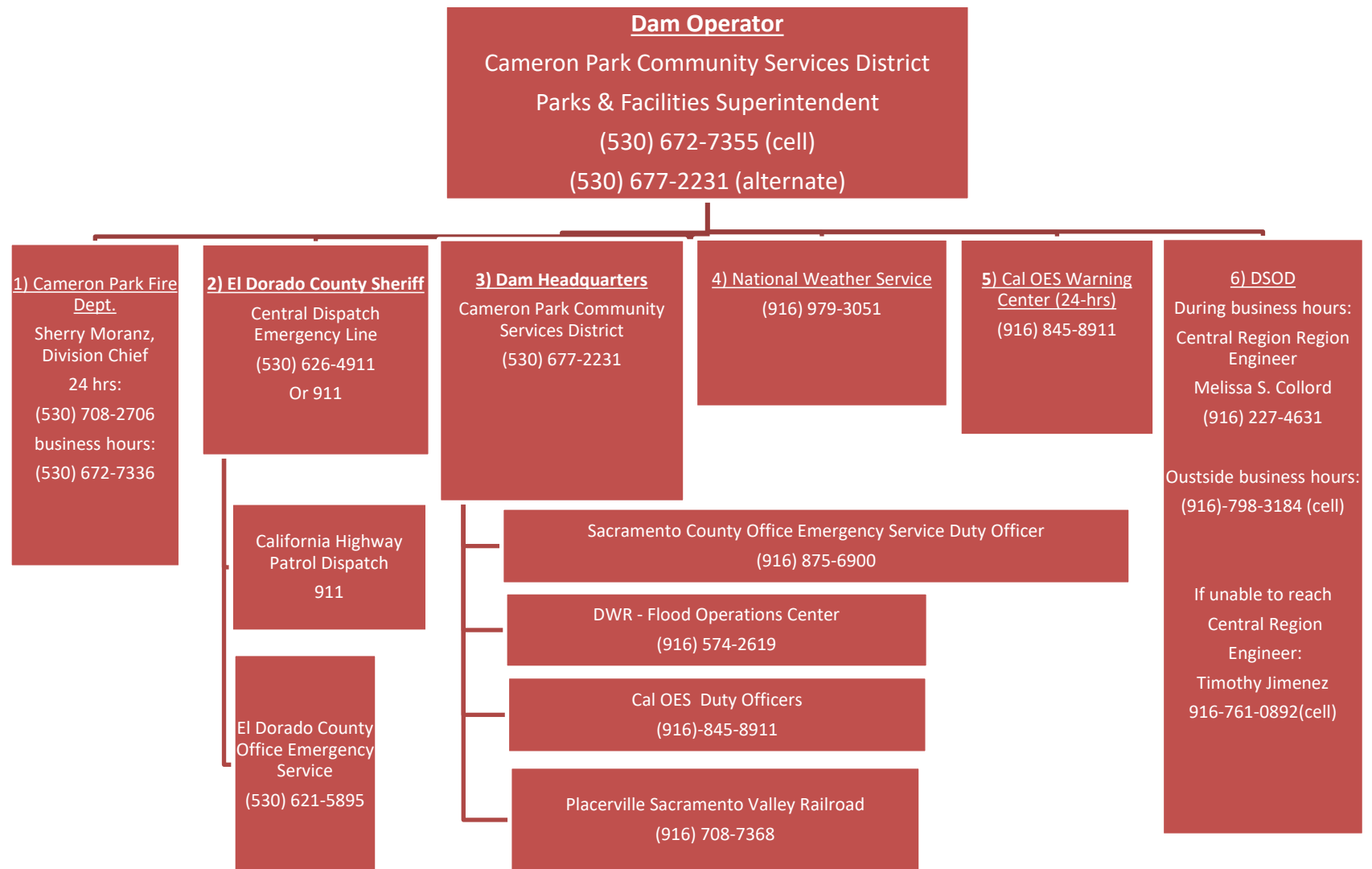


Notification Flowchart for Potential Failure

Potential Dam Failure, Rapidly Developing Event



Notification Flowchart for Imminent Failure Dam Failure Appears Imminent or Is In Progress



3.2. Contact Table

This table has supplementary contact information, as well as information for key stakeholders.

This table will be used as a secondary method to contact those on the flowcharts, but also additional information can be sent to key stakeholders that do not need immediate notification during an emergency.

Organization	Title	Phone #1	Phone #2	Email Address	Address
CPCSD					
Cal OES	California State Warning Center	916-845-8911 (24/7)		Warning.center@oes.ca.gov	3650 Schriever Ave Mather, CA 95655
DWR DSOD	Andrew Mangney, Chief Field Engineering Branch	916-565-7868 business hours	916-565-7800 business hours	damsafety@water.ca.gov	2720 Gateway Oaks Dr. P.O. Box 942836 Sacramento, CA 94236
DWR DSOD	Timothy Jimenez, Area Engineer	916-761-0892 (cell)	Melissa Collord, Secondary Contact (below)	damsafety@water.ca.gov	2720 Gateway Oaks Dr. P.O. Box 942836 Sacramento, CA 94236-0001
DWR DSOD	Melissa Collord, Secondary Contact Regional Engineer	916-798-3184 (cell)			
El Dorado County Public Works	Dept of Transportation Road Maintenance & Operations	530-642-4909 business hours		Road.maintenance@edcgov.us	2441 Headington Rd. Placerville, CA 95667
CHP	Commander	Commander	530-748-2450 business hours		
CalTrans	Steve Nelson		530-741-4566 business hours After hrs. 530-632-0080	Steve.nelson@dot.ca.gov	
El Dorado County Sheriff's Office	Sheriff	530-621-5655 business hours non-emergency	530-626-4911 24/7		200 Industrial Drive, Placerville, CA 95667
El Dorado County Sheriff's Office	Dispatch	530-626-4911 24/7	911 24/7		200 Industrial Drive, Placerville, CA 95667
Cameron Park Fire Department	Sherry Moranz, Division Chief	530-677-6190 24/7	530-708-2708 24/7	sherry.moranz@fire.ca.gov	3200 Country Club Dr. Cameron Park, CA 95682

Emergency Action Plan

NWS - Sacramento	Cindy Matthews, Service Hydrologist	916-979-3051 business hours	916-979-3049 24/7	cindy.matthews@noaa.gov	3310 El Camino Ave. Ste. 228, Sacramento, CA 95821
DWR Flood Operations	Mike Thao, Water Resources Engineer	916-574-2619 24/7		flood_center@water.ca.gov	1416 9 th ST. P.O. Box 942836 Sacramento CA 94236
El Dorado County OES	Chief Admin Office	530-626-4911 24/7	530-624-5622 or 530-621-6600 bus. hrs.		200 Industrial Rd. Placerville, CA 95667

Section 4: Project Description

4.1. Dam Description and Statistics

The watershed draining to the dam is approximately 2.0 square miles and ranges in elevation from approximately 1,640 feet above sea level at the highest point in the watershed, to 1250 feet at the dam site, and 116 feet at the downstream extent of potentially affected areas.

The community of Cameron Park is located within the watershed and immediately downstream of the dam. Cameron Park is a residential community with medium intensity development and a population of approximately 18,200, a portion of which live downstream of Cameron Park Dam.

There is public access to the dam, as a walking trail follows the dam crest and the area around the lake is a recreation area. A swimming pond and a park is located on the upstream side of the dam.

The majority of the development downstream of Cameron Park Dam is between the Dam and Highway 50. From the spillway, the channel passes under a small bridge at Oxford Road. Downstream of Oxford Road the channel passes through the Cameron Park Golf Course where the channel becomes shallower with a small pond in the middle of the golf course. The channel then is directed to the west side of the golf course and is re-channelized through a housing development. Deer Creek then passes under a bridge at Country Club Drive and then under Highway 50 through a large culvert. Downstream of Highway 50 there is low intensity development and the following bridges: Strolling Hills Rd, Cameron Park Road, Flying C Road, Deer Creek Road, and Latrobe Road.

The Cameron Park Dam is an earth fill dam constructed in 1951. Cameron Park Lake provides storage and surface runoff from the 2-square-mile watershed in the foothills of the Sierra Nevada Mountains.

The Cameron Park Dam crest length is 1,800 feet and the dam height is 29 feet. The crest is located at elevation 1262.5 feet with a total freeboard of 2 feet. The spillway crest elevation of Cameron Park Dam is at 1257.5 feet NAVD.

Total storage capacity of the Cameron Park Dam is 480 acre-feet at spillway elevation.

The main outlet of Cameron Park Lake is a crested weir spillway. Water is released into an earthen channel downstream of the dam towards Deer Creek and drains in to the Cosumnes River approximately 30 miles downstream.

Table 1. Dam Details

Dam Name:	Cameron Park Dam	Dam No:	40.000	NID No:	CA00230
Dam Owner:	Cameron Park Community Services District				
Lat:	38° 40' 48" N	Long:	120° 32' 24" W	Sec/T/R/ Baseline:	S33-T10N- R9E
Stream:	Deer Creek	County:	El Dorado		
DSOD Region:	Central				
Type of Dam:	Earth Fill	Year Constructed:	1951		
Dam Height (ft):	29	Dam Crest Length (ft):	1,800		
Crest Elev (ft):	1262.5	Spillway Crest Elevation (ft):	1257.5		
Drainage Area (sq mi):	2	Federal Hazard Class:	Extremely High		
Total Freeboard (ft):	2	Storage Capacity (af):	480		
Spillway Type:	crested weir	Peak Outflow (cfs):	unknown		
Estimated Evacuation (check one):	<input type="checkbox"/> <10	<input type="checkbox"/> 10-100	<input checked="" type="checkbox"/> 100-1000	<input type="checkbox"/> >1000	

Dam Location

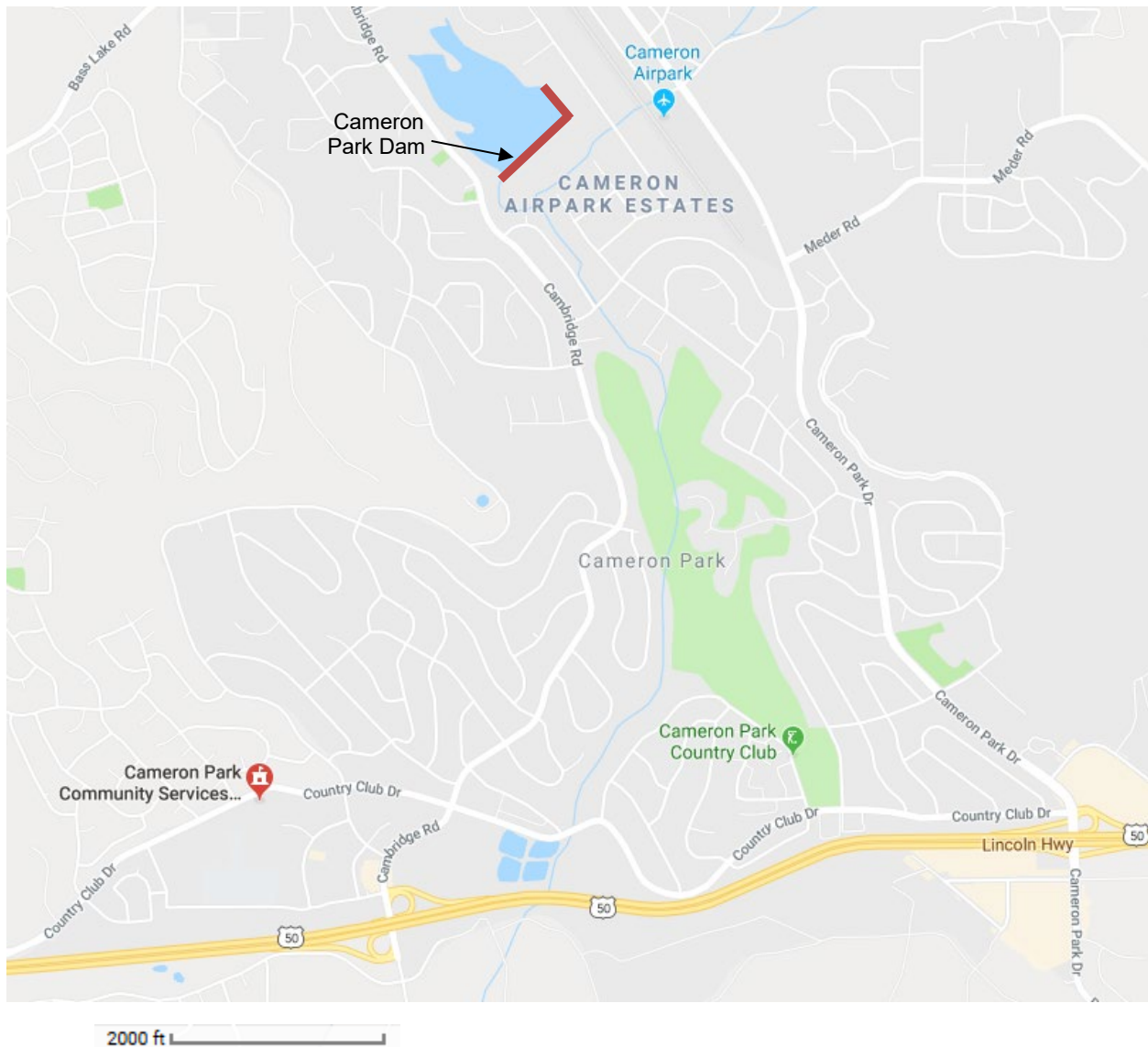


Figure 1 Dam Location

Directions to Dam:

Spillway Located directly behind 3141 Cambridge Rd Cameron Park, CA 95682 which can be accessed through the open field to directly to the North East of the intersection of Cambridge Rd and Estepa Dr.

From Sacramento, CA

Take US-50 E continue for Approximately 28 miles
Take exit 34 toward Cambridge Rd
Turn left onto Flying C Rd (Becomes Cambridge Rd after the overpass) Continue for 2 miles

From Placerville, CA

Take US-50 W continue for Approximately 12 miles

Take exit 34 toward Cambridge Rd

Turn left onto Cambridge Rd Continue for 2 miles

4.2. Description of Potential Downstream Impacts

There is potential for inundation of part of Community of Cameron Park, located at the base of the Dam and potential parts of the Cameron Park Airport. The flood wave would enter Deer Creek, inundate several structures along the banks of the creek, flow on to the Cameron Park Country Club Golf Course in Cameron Park, inundate many more structures in that vicinity. The flood wave could potentially flow over Highway 50 and inundate more structures in that vicinity. Several roadways and a recreational rail line are in the path of the flood wave down stream of Highway 50.

A list of road overpasses includes:

Oxford Road at Deer Creek

Country Club Drive at Deer Creek

US HWY 50 at Deer Creek

Strolling Hill Road at Deer Creek

Cameron Park Road at Deer Creek

Flying C Road at Deer Creek

Deer Creek Road at Deer Creek

Latrobe Road at Deer Creek

Placerville Sacramento Valley Railroad Bridge (used as tourist attraction) at Deer Creek

El Dorado/ Sacramento County Line

Scott Road at Deer Creek

Jackson Road at Deer Creek

4.3. Schematic of Dam and Appurtenant Structures



Figure 2. Schematic of Cameron Park Dam and Spillway

4.4. Storage Elevation Curve and Spillway Rating Curve

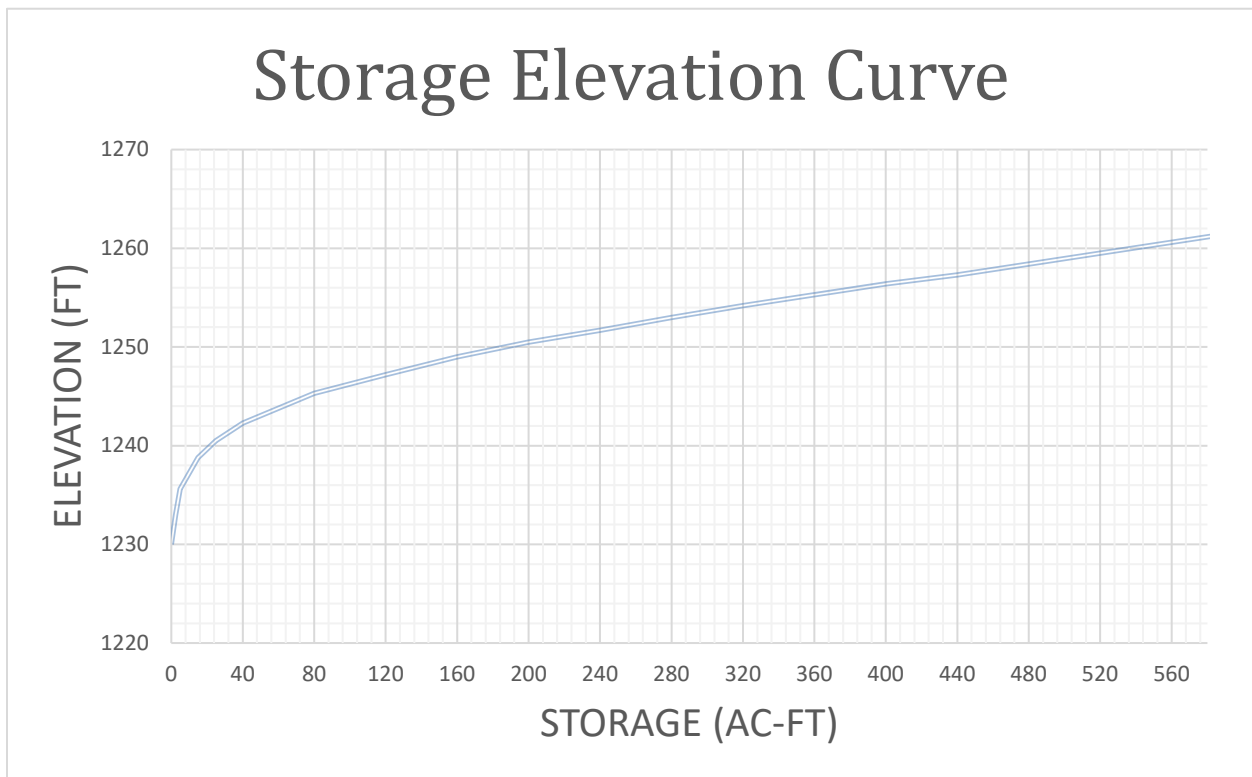


Figure 3. Elevation-Storage Curve for Cameron Park Dam

The storage-elevation was digitized from the Construction Engineering Drawing provided by the CPCSD. No spillway rating curve is available.

Section 5: EAP Response Process

5.1. Step 1: Incident Detection, Evaluation, and Emergency Level Determination

CPCSD has personnel on-site at the Dam during regular working hours Monday through Friday. The Parks & Facilities Superintendent is the first line of defense against a dam failure. The Parks & Facilities Superintendent is charged with visually inspecting the dam daily for any anomalies. It is expected that the routine inspections would discover potentially dangerous conditions before any danger of a dam failure occurs.

After identification of a dam threatening condition, the General Manager or a qualified engineer, will determine if there is sufficient time for additional investigation before declaring an emergency situation, and assumes the responsibility to:

- Make an evaluation of the severity of the condition and the progressive nature of the failure; (i.e., how quickly will the dam be in danger of failing);
- Select an appropriate notification sequence based on the above decision.

For conditions beyond the normal range of operations, the dam owner or operator will contact the Division of Safety of Dams (DSOD) for assistance with evaluation.

Prior to activating the EAP, the General Manager will determine the Emergency Level. The following four Emergency Levels, named by the Federal Emergency Management Agency's (FEMA) Federal Guidelines for Dam Safety, have been adopted for this EAP and are listed in order of severity:



The General Manager will immediately attempt to classify the emergency according to the severity and urgency of the situation. Some of the factors to be considered when evaluating the emergency may include reservoir levels, weather conditions, location of the leak or seep, etc. Guidance for determining the Emergency Level is provided in Table 5.

High Flow Operations

A high flow condition exists when there is no danger of dam failure, but natural or man-made flows in the river system may cause flooding downstream of the dam.

During flooding, flows may cause water to overflow river banks and may cause unusually large spillway releases.

Non-Failure Emergency

A non-failure or possible hazardous situation developing exists when there is time to correct or modify an observed dam safety condition, which could escalate into dam failure if left unattended, but does not pose immediate danger.

Potential Failure

This is a situation where a failure may eventually occur, but pre-planned actions taken during certain events (such as major floods, earthquakes, evidence of piping, etc.) may moderate or alleviate failure. The Parks & Facilities Superintendent is responsible for maintaining close surveillance of a potential hazardous situation until a qualified engineer can be summoned to assist. The Emergency Level may be terminated if proactive measures and/or further evaluation lead to a determination that no further elevated risk exists. On the other hand, there should be a smooth transition from Potential Failure to Imminent Failure, if the situation appears to be developing and cannot be controlled. The Parks & Facilities Superintendent will be responsible for notification of officials on the Notification Flowchart whenever the emergency classification changes.

Imminent Failure

This emergency level signifies when no corrective action will stop the failure of the dam, that there is no longer any time available for corrective measures to prevent or mitigate the failure of the dam, or the dam has already failed. It is impossible to determine how long it will take for a failure to occur or for a complete breach to occur once failure begins. All emergency and evacuation measures will be initiated at once.

Table 5 at the end of Section 5 provides guidance for determining the emergency level for a variety of events that could develop at the site.

5.2. Step 2: Notification and Communication

Once a decision has been made to activate the EAP and the Emergency Level is defined, notifications will be made. Notification flowcharts have been prepared to assist personnel during an emergency for the various levels and are included in Section 3. The flowcharts identify 1) who is to be notified, 2) the prioritized order in which individuals are to be notified; and 3) who is responsible for notifying the identified representatives and/or emergency management officials;

The CPCSD makes phone calls to deliver the message manually and through a tele-notification service. To assist in this step, this EAP includes pre-scripted messages to help the caller adequately describe the emergency situation to CPCSD personnel, emergency management agencies, and other notification recipients (see Appendix C.1-C.3).

After notifications are made, the General Manager, or someone he/she designates, will complete the Contact Log (see Appendix E). Contact Log may be used to track the notifications that have been made or attempted. The contacts within the notification flowcharts will be reviewed annually.

Regardless of the status, whether consistent or changing, the General Manager, or someone he/she designates, will make periodic status/incident updates to the contacts on the appropriate Notification Flowchart. If an Incident Commander (IC) has been identified for the incident, the IC, or Incident Command Post, will be added to the notification list. Frequent and thorough communication is a priority for managing an emergency.

5.3. Step 3: Emergency Actions

In the event of an emergency at Cameron Park Dam, the Parks & Facilities Superintendent will coordinate dam operations and involve outside agencies as necessary. CPCSD staff, under the direction of the Parks & Facilities Superintendent, will work to mitigate the incident by determining what remediation actions to take. Table 5 at the end of Section 5 contains preventative action guidelines for specific events that may occur at the Cameron Park Dam. Appendix F: Emergency Incident Log may be used during the emergency event to document conditions, actions, and event progression.

- i. **High Flow Event**
For an unusual event that is slowly developing, follow the notification chart in Part 1, Section 3 (Notification Flowchart for High Flow Event) in this document, and provide the information outlined in Appendix I: Cal OES Warning Center Dam Incident Report. Then follow the expected actions outlined in Table 5.
- ii. **Non-Failure Event**
For an unusual event that is slowly developing, follow the notification chart in Part 1, Section 3 (Notification Flowchart for Non-Failure Event) in this document, and provide the information outlined in Appendix I: Cal OES Warning Center Dam Incident Report. Then follow the expected actions outlined in Table 5.
- iii. **Potential Failure**
For a potential dam failure situation or a rapidly developing situation, make the necessary notifications in Part 1, Section 3 (Notification Flowchart for Potential Failure) in this document and provide the information outlined in Appendix I: Cal OES Warning Center Dam Incident Report. Then follow the expected actions outlined in Table 5.
- iv. **Imminent Failure**
For a dam failure that is in progress or appears to be imminent, make the necessary notifications in Part 1, Section 3 (Notification Flowchart for

Imminent Failure) in this document, and provide the information outlined in Appendix I: Cal OES Warning Center Dam Incident Report. If dam failure is in progress or appears to be imminent, nothing further can be done to save the dam. Personal safety must take priority.

5.4. Step 4: Termination and Follow-up

CPCSD, through the EAP Coordinator, will provide incident information to the responding federal, state, and local officials. Based on data received from the field, in conjunction with the conditions at the dam, the General Manager will determine when to terminate the EAP and convey that information to responding officials through the Notification Flowcharts. EAP termination usually occurs once the dam incident has been resolved at the dam site – this does not signify termination of the incident or Incident Command.

The EAP Coordinator, or his/her designee, will follow the notification flowchart to alert all contacts of the plan's termination.

The General Manager will ensure that the Termination Log (see Appendix G) is completed, so that the conditions and decisions are documented.

Post-incident, the General Manager will set up and facilitate a meeting to review the incident and EAP implementation activities. The staff personnel involved with the plan implementation, as well as the responding agencies, should be present at the meeting. The following topics will be discussed and evaluated in an After Action Review (AAR):

- Events or conditions leading up to, during, and following the incident
- Significant actions taken by each participant and improvements for future emergencies
- All strengths and deficiencies found in the incident management process, materials, equipment, staffing levels, and leadership
- Corrective actions identified and a planned course of action to implement recommendations

The results of the After Action Review should be documented in an AAR and used to revise the EAP. A template for an AAR is found in Appendix H.

Table 5 – Example Situations, Emergency Levels and Guidance for Possible Actions

Below is a table of example situations, potential emergency levels for those situations and guidance for possible actions. Each dam and situation is unique and therefore judgment is needed when making decisions.

Dam Emergency Response Guide			
Event	Situation	Emergency Level	Possible Actions
Earthquakes	Measurable earthquake felt or reported within 50 miles of the dam.	Non-Failure	Conduct visual observation. If no unusual conditions are noted, contact Treatment Plant to document initial report and subsequent inspection results. If unusual conditions are verified, immediately contact the Parks & Facilities Superintendent or General Manager. The contact receiving the report will notify the Executive Management Team and the IC Unit regarding the next course of action.
	Earthquake resulting in visible damage to the dam or spillway.	Potential Failure	
	Earthquake resulting in uncontrolled release of water over the dam or rapidly developing flow through cracks or rapidly developing erosion through increased seepage	Imminent Failure	
Spillways	Reservoir water surface elevation at spillway is flowing with no active erosion	Non-Failure	Lower the water level in the reservoir by opening all gates and valves at a rate, and to an elevation that is considered safe. Consider pumping or siphoning if required.
	Spillway flow that could result in flooding of people downstream if the reservoir level continues to rise	High Flow	
	Spillway flowing with active erosion gullies	Potential Failure	Provide temporary protection at the point of erosion by placing sandbags, riprap materials or plastic sheet weighted with sandbags. Consider pumps and siphons to help reduce the water level in the reservoir. When inflow subsides, lower water level in the reservoir to a safe level; continue operating at a lower level in order to minimize spillway flow.
	Spillway flowing with significant erosion and head cutting advancing rapidly towards reservoir	Imminent Failure	
Seepage	New seepage areas in or near the dam.	Non-Failure	If the leak is originating from within the reservoir or the upstream embankment, plug the flow with whatever material is available (hay bales, bentonite, or plastic sheeting). Lower the water level in the reservoir until the flow decreases to a non-erosive velocity or until it stops. Place an inverted filter (a protective sand and gravel filter) over the exit area to
	Boils observed downstream of dam.	Non-Failure	
	New seepage areas with cloudy discharge or increasing flow rate.	Potential Failure	

Emergency Action Plan

Dam Emergency Response Guide			
Event	Situation	Emergency Level	Possible Actions
	Boils observed downstream of dam with cloudy discharge.	Potential Failure	hold materials in place. Continue lowering the water level until a safe elevation is reached; continue operating at a reduced level until repairs are made. Stabilize damaged areas on the downstream slope by weighting the toe area below the slide with additional soil, rock, or gravel.
	Increasing and rapidly developing seepage with cloudy discharge Or Seepage with discharge greater than ten gallons per minute.	Imminent Failure	
Sinkholes	Observation of a new sinkhole in reservoir area or on embankment.	Potential Failure	Complete an immediate engineering exploration to determine the cause of the sinkhole and evaluate the damage sustained and the potential danger of failure. Determine exit point of flowing water. Implement temporary measures to protect the damaged structure, such as closing the inlet and lowering the water level in the reservoir to a safe level, until permanent repairs can be made.
	Rapidly enlarging sinkhole.	Imminent Failure	
Embankment Cracking	New cracks in the embankment greater than one-quarter inch wide without seepage.	Non-Failure	Lower the water level by releasing it through the outlet or by pumping or siphoning. If necessary, restore freeboard. Lower water level in the reservoir to a safe level; continue operating at a reduced level until repairs are made.
	Cracks in the embankment with seepage	Potential Failure	
Embankment Movement	Visual shallow movement/slippage of embankment slope.	Non-Failure	Lower the water level in the reservoir by opening all gates and valves at a rate, and to an elevation that is considered safe given the slide situation. If outlet is damaged or blocked, pumping or siphoning may be required.
	Visual deep-seated movement/slippage of the embankment slope.	Potential Failure	
	Sudden or rapidly occurring slides of embankment slope.	Imminent Failure	
Security Threat	Unauthorized personnel are seen or reported to be at the dam.	Non-Failure	Contact law enforcement and notify appropriate management staff, according to the severity of the threat.
	Verified bomb threat that, if carried out, could result in damage to the dam.	Potential Failure	
	Detonated bomb that has resulted in damage to the dam or appurtenances.	Imminent Failure	
Fire	Significant fire in the area that affects access to the dam.	Non-Failure	Implement fire procedures (if applicable)
Sabotage / Vandalism	Damage to dam or appurtenances with no impacts on the functioning of the dam.	Non-Failure	Contact law enforcement to help evaluate. If the embankment or spillway has been damaged, provide temporary protection in the damaged area. Lower water level by using outlet or pumps and siphons if necessary. If water supply has been contaminated, immediately close
	Modification to the dam or appurtenances that could adversely impact the functioning of the dam.	Potential Failure	
	Damage to dam or appurtenances that has resulted in seepage flow.	Potential Failure	

Emergency Action Plan

Dam Emergency Response Guide			
Event	Situation	Emergency Level	Possible Actions
	Damage to dam or appurtenances that has resulted in uncontrolled water release or rapidly developing erosion.	Imminent Failure	all inlets to the water supply system and notify appropriate authorities.
Instrumentation Reading Abnormal	Instrumentation reading beyond predetermined values.	Non-Failure	Conduct periodic inspections of the dam to check and record the following: reservoir elevation, rate at which the reservoir is rising, weather conditions, discharge conditions of creeks/rivers downstream, new or changed conditions associated with this event. Evaluate accuracy of instrumentation.
Outlet System Failure	Releases are causing erosion around the outlet.	Non-Failure	Implement temporary measures to protect the damaged structure, such as closing the inlet. Lower the water level in the reservoir to a safe elevation possibly using pumps or siphons. Consider severity of flow through outlet and increased flows determining emergency level.
	Uncontrolled releases through the outlet.	Potential Failure	
	High uncontrolled release through the outlet or damage to the outlet works	Potential Failure/ Imminent Failure	

Section 6: General Responsibilities

6.1. Dam Owner Responsibilities

As the owner of Cameron Park Dam, CPCSD (lead by the General Manager) is responsible for detecting and evaluating dam safety incidents, classifying the incident, notifying emergency management authorities, and taking appropriate response actions. The emergency response effort will be led by the General Manager with recommendations and advice from the Parks & Facilities Superintendent, who is on site at the dam regularly.

6.1.1. Notification and Communication Responsibilities

CPCSD staff, under the guidance of the General Manager, will use its Notification Flowcharts and procedures when an incident occurs (see Sections 3 and 5.2). While not directly responsible for public notifications or issuing evacuation orders, the Parks & Facilities Superintendent, along with CPCSD personnel, will work with local authorities in providing them situational awareness to assist them in making timely and accurate decisions regarding warnings and evacuations.

6.1.2. Evacuation Responsibilities

The CPCSD, led by the Parks & Facilities Superintendent, will evacuate its on-site personnel as needed, depending on the situation. The CPCSD is not responsible for issuing evacuation orders or evacuating the public.

The El Dorado County Sheriff's Department will issue any official evacuations for the public.

6.1.3. Monitoring, Security, Termination, and Follow-up Responsibilities

The Parks & Facilities Superintendent and other staff will monitor the dam and incident information as needed. The Parks & Facilities Superintendent also oversees the security onsite.

When an incident has been resolved, the General Manager will officially terminate the EAP, and ensure the Termination Log is completed (see Appendix H).

6.1.4. EAP Coordinator Responsibilities

The EAP Coordinator's main responsibilities include:

- EAP revisions and distributions
- EAP exercises and trainings
- Organizing and facilitating after action meeting

Post-incident, the EAP Coordinator will facilitate a meeting with CPCSD personnel involved with the EAP implementation, as well as the impacted jurisdictions. From this forum, the EAP Coordinator will consolidate the information and produce an After Action Report (AAR). The Coordinator will then use AAR to update/review the EAP.

6.2. Local Public Safety Agencies' Responsibilities

The EAP has summary information for those jurisdictions that have a prominent role in responding to an incident affecting the Cameron Park Dam. These summaries have been reviewed by each respective organization, and will be reviewed on an annual basis, to ensure their accuracy.

The General Manager is responsible for initiating the Dam EAP by proclaiming an emergency condition exists. The General Manager will consult with the Cameron Park Fire Chief prior taking action unless the emergency involves public safety concerns or if the Fire Chief or designee is unavailable. Once an Emergency has been proclaimed, local public safety agencies will become involved and take on the responsibilities listed below.

6.2.1. Incident Commander

Cameron Park Fire Department will likely assume the role of Incident Command. The Incident Commander (IC) will be responsible for all emergency activities, including development, implementation and review of strategic decisions, as well as post event assessments. The IC will also be responsible for protecting life and property, controlling personnel and equipment resources, maintaining accountability for responder and public safety, and establishing and maintaining effective communication with outside agencies and organizations. Duties may include the following:

- i. Establishing command.
- ii. Ensuring responder safety.
- iii. Assessing incident priorities.
- iv. Determining operational objectives.
- v. Developing and implementing the Incident Action Plan.
- vi. Developing an appropriate organizational structure.
- vii. Maintaining a manageable span of control.
- viii. Managing incident resources.

- ix. Coordinating overall emergency activities.
- x. Coordinating the activities of outside agencies.
- xi. Authorizing the release of information to the media.
- xii. Terminating the emergency.
- xiii. Participating in an annual review and update of the EAP.

The CPCSD also uses a public alert system (Code Red) which will be used in the event of a public emergency related to the Cameron Park Dam.

6.2.2. El Dorado County Sheriff's Office

The County Sheriff's Department, in coordination with the CPCSD and the County Office of Emergency Services (OES), has the primary responsibility in alerting and warning the public, with assistance from the Public Information Officer, as deemed necessary. Alerting and warning the public may be accomplished through the emergency alert system (Code Red), special broadcasts, social media, or simply driving up and down the streets using the public address system.

During a dam incident, the County Sheriff's Department will:

- Report to the Incident Command Post, receiving briefing from Incident Commander (IC).
- In coordination with the Cameron Park Fire Department, and as directed by the IC, take the following actions:
 - Establish a perimeter to isolate the incident.
 - Control access to incident site, restricting access to emergency responders only.
- Through Dispatch, request that off-duty Deputies be recalled to duty.
- Request Dispatch to notify and request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.
- If evacuation of affected areas is requested by the Incident Commander, take the following actions:
 - Identify safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - Request that the American Red Cross activate a shelter, if long-term evacuation is expected.
 - Provide security for evacuated areas.
- In coordination with Cameron Park Fire Department and the County OES, take the following actions in response to a dam failure:
 - Develop and implement a traffic control plan, coordinating with El Dorado County Department of Transportation and/or California Department of Transportation for the use of street barricades.
 - Provide for crowd control.

- Provide regular status reports on all response actions to the Incident Commander
- Ensure that all emergency public information is transmitted through the Incident Commander.

The law enforcement partners include: El Dorado Sheriff's Office, Folsom Police Department, Sacramento Sheriff's Office, California Highway Patrol, California Department of Forestry & Fire Protection, California Department of Parks & Recreation, and California Department of Fish & Wildlife.

6.2.3. Cameron Park Fire Department

Cameron Park Fire Department will likely assume the role of Incident Command. The IC will be responsible for all emergency activities, including development, implementation and review of strategic decisions, as well as post event assessments.

In a dam incident the Fire Department will:

- Activate the Mutual Aid Agreement.
- Coordinate with County Sheriff's Department to isolate and deny entry to dam inundation area.
- Assist with evacuating areas within the dam inundation area and in the identification of safe evacuation routes to be used.
- Assist with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the Northern California Chapter of the American Red Cross regarding the activation of a shelter.)
- Provide periodic status reports to Central Dispatch and the r County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Ensure that rescue operations are established; include swift water rescues if required.
- Assist the CPCSD in any way possible, with diverting flood waters or pumping out critical facilities that have become flooded.
- Coordinate emergency public information with CPCSD and County OES.

Most public agencies within El Dorado County are participants in Operational Area Mutual Aid and are signatories of a Master Mutual Aid agreement.

6.2.4. El Dorado County Office of Emergency Services

The El Dorado County's Office of Emergency Services (OES) will provide emergency preparedness information from local, state, and federal sources to the Operational Area member jurisdictions including the citizens of El Dorado County.

The County OES maintains a list of all the County emergency operations plans.

Additionally, the El Dorado County Office of Emergency Services maintains and operates the Code Red Alert system to send out critical information to the community. Code Red Alert is pre-programmed with all the land-lines in the county and is also an opt-in system in which residence can specify how they want to be alerted. The County OES will have a major role in proclaiming a local emergency.

6.2.5. El Dorado County Department of Transportation, Engineering Unit

During any incident, the County Engineering Unit supports emergency response operations and provides guidance for initial size-up, rapid needs, and preliminary disaster safety reports on the areas affected, damaged, and destroyed during an emergency event.

During a dam incident, the Engineering Unit would:

- Report to the Incident Command Post and obtain an incident briefing from the Incident Commander.
- Establish communications and coordinate efforts with the CPCSD, the operator of the dam.
- Assess the damage sustained to public roadways.
- In any way possible, divert flood waters.
- Provide technical support to Cameron Park Fire Department, the Sheriff's Office or other personnel in pumping water out of critical facilities that have become flooded.

6.2.6. Other Public Safety Agencies

The California Governor's Office of Emergency Services (Cal OES) and the Department of Water Resources (DWR), Division of Safety of Dams (DSOD) co-manage the state's dam safety program. DSOD is responsible for the review and approval of inundation maps while Cal OES is responsible for overseeing the review, approval, and ongoing activities associated with EAPs under California Government Code Section 8589.5.

6.2.7. California Governor's Office of Emergency Services (Cal OES)

The mission of Cal OES is to protect lives and property, build capabilities, and support our communities for a resilient California. Cal OES plays an assortment of roles in managing the dam safety program and related emergencies.

Dam Safety Planning Division

The division is responsible for reviewing and approving dam owners' Emergency Action Plans (EAP). This process includes division outreach and technical

assistance to dam owners and local emergency management personnel. The Cal OES Dam Safety Planning Division may also provide guidance to local public safety agencies with regard to incorporating EAPs into their existing all-hazards key response and mitigation plans. The division will also participate in the annual review and update of the EAP.

California State Warning Center (CSWC)

The CSWC is staffed 24 hours per day, 365 days per year, to provide round-the-clock situational awareness. The mission of the CSWC is to be the central information hub for statewide emergency communications and notifications. It is equipped with a number of telephone, data, and radio systems. The majority of these systems are used on a day-to-day basis, while others are available for use in an emergency or as conditions require. The CSWC has the responsibility to receive, coordinate, verify, and disseminate information pertaining to events which occur within California or that could affect California.

Immediate notifications would be provided to:

- a. Department of Water Resources, Division of Safety of Dams;
- b. National Weather Service;
- c. Cal OES Dam Safety Planning Division;
- d. Cal OES Duty Officers;
- e. Department of Water Resources Flood Operations Center;
- f. State Parks and Recreation; and/or
- g. Other agencies/departments as dictated by the event or required by law.

6.2.8. California Department of Water Resources (DWR), Division of Safety of Dams (DSOD)

The mission of DSOD is to protect people against the loss of life and property due to dam failure. The California Water Code entrusts this regulatory power to the Department of Water Resources, which delegates the responsibility to DSOD. Section 6110 of the Water Code directs the Department to immediately employ any remedial means necessary to protect life and property if either: (a) the condition of the dam is so dangerous to the safety of life or property as to not permit time for the issuance and enforcement of an order relative to maintenance or operation, or (b) passing or imminent floods threaten the safety of any dam or reservoir. Section 6111 of the Water Code states that in applying the remedial means "the department may, in emergency, do any of the following: (a) lower the reservoir; (b) completely empty the reservoir; (c) take such other steps as may be essential to safeguard life and property." In the event of an emergency at the dam, DSOD actions could include, but are not limited to:

- a. Advising the dam owner's/operator's representative of remedial actions
- b. Ordering the dam owner's/operator's representative of remedial actions
- c. Assuming control of the dam if necessary to safeguard life and property

- d. Advising the dam owner's/operator's representative of the emergency level determination
- e. Inspecting the dam during and after the emergency
- f. Design review and approval of emergency repairs
- g. Acting as a dam technical specialist in the State Operations Center (SOC), or other emergency operations center (EOC)

Additionally, per Water Code Sections 6160 and 6161, DSOD is responsible for the review and approval of inundation maps. The California Code of Regulations, Title 23, Division 2, Chapter 1, Article 6 defines the specific requirements of the inundation maps.

6.3. Evacuation Responsibilities

The Sheriff's Office, in coordination with Cameron Park Fire Department, is responsible for directing evacuation activities in Cameron Park and surrounding communities.

The California Highway Patrol (CHP) is responsible for traffic matters (traffic law enforcement and traffic control) on the State Freeway system, as well as all public roadways in the unincorporated areas of the State.

Evacuation warning and route alert information is coordinated by the County OES via the Code Red emergency alerting system along with social media.

6.4. Monitoring, Security, Termination and Follow-up Responsibilities

The Cameron Park Community Services District is responsible for monitoring Cameron Park Dam and its security.

The General Manager is responsible for termination of the EAP, and follow up after termination of the EAP as outlined in Section 5.4 of this EAP.

6.5. EAP Coordinator Responsibilities

The CPCSD EAP Coordinator is responsible for coordinating the annual EAP review, as described in Section 8.1, and for preparing revisions to this EAP and providing updated copies of the EAP to the designated agencies.

Section 7: Preparedness

7.1. Surveillance and Monitoring

Regular surveillance and monitoring of Cameron Park Dam is to be conducted by Cameron Park Community Services District personnel.

Cameron Park Community Services District will regularly inspect and maintain the dam infrastructure by performing weekly visual inspections.

Onsite CPCSD Staff monitor the water levels at Cameron Park Lake. If water levels become too high or too low for unknown reasons, Staff notify the Parks & Facilities Superintendent to begin work on mitigating any dam issues that may arise.

7.2. Evaluation of Detection and Response Timing

Any incidents warranting an emergency event at Cameron Park Dam should be reported to the General Manager immediately. Cameron Park Dam is frequented by the public as it is a key recreational area for local citizens. There are homes and businesses located downstream of the dam. Therefore, timely identification and reaction to an incident or an actual or impending failure is essential. Timely implementation of the EAP is imperative and it is a high priority for the CPCSD as well as the local public safety agencies. The time from the initial detection of an incident through the determination of the emergency level and execution of the notifications to the appropriate entities, should take no more than twenty minutes.

7.3. Access to the Site

There is public access to the dam, as a walking trail follows the dam crest and the area around the lake is a recreation area.

Directions to Dam:

Spillway Located directly behind 3141 Cambridge Rd Cameron Park, CA 95682 which can be accessed through the open filed to directly to the North East of the intersection of Cambridge Rd and Estepa Dr.

From Sacramento, CA

Take US-50 E to exit 34

Take exit 34 toward Cambridge Rd

Turn left onto Flying C Rd (Becomes Cambridge Rd after the overpass) Continue for 2 miles

Or

From Sacramento, CA, on Green Valley Drive

Take Green Valley Drive to Cambridge Rd
Turn left on Cambridge Rd.
Continue for 1 mile.

From Placerville, CA

Take US-50 W to exit 34
Take exit 34 toward Cambridge Rd
Turn left onto Cambridge Rd Continue for 2 miles

Or

From Placerville, CA, on Green Valley Drive

Take Green Valley Drive to Cambridge Rd
Turn right onto Cambridge Rd.
Continue for 1 mile.

Or

From Placerville, CA

Take US-50 W to exit 35
Take exit 35 and turn left of Cameron Park Rd.
Continue on Cameron Park Rd for 1.4 miles.
Turn Left on Oxford Rd.
Turn right onto Cambridge Rd in 0.7 miles
Continue to dam, another 0.7 miles on Cambridge Rd.

7.4. Response during Periods of Darkness

All equipment is manually operated at the dam. However, if the electricity fails at the dam CPCSD will deploy exterior emergency lighting as needed. Pacific Coast Iron provides generators see Section 7.8, below.

7.5. Response during Weekends and Holidays

No special instructions are deemed necessary for the execution of this EAP during weekends and holidays. The emergency numbers are cell phone numbers that can be used 24/7 in the case of an emergency.

7.6. Response during Adverse Weather

Depending on the weather situation, including the severity, those accessing the dam may have to use an alternate route. There are multiple ways to access the dam. Section 7.3 describes some of them and other alternative routes are

available on GPS. No special instructions are deemed necessary for the execution of this EAP during adverse weather.

7.7. Alternative Sources of Power

Should exterior lighting be required, Pacific Coast Iron provides generators see Section 7.8, below.

7.8. Emergency Supplies and Information

In the event of an emergency, the following list of suppliers could be contacted:

Heavy Equipment Service and Rental	Sand and Gravel Supply	Ready-Mix Concrete Supply
<i>Primary</i>		
<i>Pacific Coast Iron</i>	<i>Doug Veerkamp Gen Engrng Inc</i>	<i>Syar Concrete Llc</i>
520 Truck St, Placerville, CA 95667	3701 Trade Way, Cameron Park, CA 95682	Main Office: 39820 Kentucky Ave, Woodland, CA 95695 Nearby Site: 3527 Durock Rd Cameron Park, CA 95682
(916) 933-6050 (530) 417-1100	(530) 676-0825	(530) 207-4500
<i>Secondary</i>		
<i>Doug Veerkamp Gen Engrng Inc</i>	<i>Folsom Ready Mix Sacramento</i>	<i>Folsom Ready Mix Sacramento</i>
3701 Trade Way, Cameron Park, CA 95682	3401 Fitzgerald Road Rancho Cordova, CA 95742	3401 Fitzgerald Road Rancho Cordova, CA 95742
(530) 676-0825	(916) 417-9640	(916) 417-9640

Pumps	Sand Bags	Road Maintenance
<i>Primary</i>		
<i>Pacific Coast Iron</i>	<i>Acer Landscape Materials</i>	<i>Doug Veerkamp Gen Engrng Inc</i>
520 Truck St, Placerville, CA 95667	3931-B Durock Rd, Shingle Springs, CA 95682	3701 Trade Way, Cameron Park, CA 95682
(916) 933-6050 (530) 417-1100	(530) 677-4716	(530) 676-0825
<i>Secondary</i>		

Emergency Action Plan

<i>Pac Machine Company</i>	<i>Folsom Ready Mix Sacramento</i>	<i>Teichert Aggregates</i>
8570 23rd Ave, Sacramento, CA 95826	3401 Fitzgerald Road Rancho Cordova, CA 95742	3500 American River Drive Sacramento, CA 95864
(916) 387-1336	(916) 417-9640	(916)-484-3011 (916) 645-4855

7.9. Stockpiling Materials and Equipment

Stockpiling of materials and equipment on site are not deemed necessary. Materials and equipment suppliers are available near the site of the dam.

7.10. Coordination of Information

The EOC IC will coordinate with public safety agencies directly as needed during the course of the emergency.

Communication will be via email and/or cell phone or office phone, depending on the circumstances of the incident. If the incident is large enough, CPCSD may send a liaison to the dam site, or the Incident Command Post, depending on the circumstances.

Emergency personnel with whom coordination should occur are listed below and their contact information is in the Table in Section 3.2:

- Incident Commander (likely to be the Fire Chief or his/her designee)
- Cameron Park Fire Chief, Cameron Park
- El Dorado County Sheriff
- El Dorado County OES

7.11. Training and Exercise

All people involved in the EAP should be familiar with the elements of the plan, their responsibilities and duties outlined in the plan and, if applicable, the types and availability of equipment. EAP training will be provided for all new staff and an annual Notification Exercise will be performed as described below.

Personnel should be familiar with problem detection and evaluation, and appropriate corrective measures.

Exercise

On an annual basis the EAP Coordinator organizes the notification call down drill, which is required by California Government Code Section 8589.5 (see Appendix K for more information). During this exercise, the on-site personnel conduct a test of calling the numbers on the Notification Flowcharts to ensure their accuracy. The EAP Coordinator will then make sure that the EAP contact information is

updated, and updated pages will be sent to Plan Holders (see Appendix D). The EAP Coordinator will then send an EAP Status Report (see Appendix A) to the Cal OES Dam Safety Planning Division to demonstrate that CPCSD has complied with the legislative mandate for an exercise.

Following the exercise, the EAP Coordinator will fill out an EAP Status Report (see Appendix A). This Report will then be sent to the Dam Safety Planning Division at Cal OES to verify that the exercise occurred.

EAP Training

Personnel should be familiar with problem detection and evaluation, and appropriate corrective measures. The EAP Coordinator will give an introductory training to new CPCSD personnel regarding the EAP and that staff person's role in an emergency. The Coordinator also facilitates an annual EAP Workshop for CPCSD staff and stakeholders to review the EAP.

7.12. Alternative Systems of Communication

In addition to cell phones, the CPCSD maintains portable radios as a supplemental communication system.

7.13. Public Awareness and Communication

The CPCSD will designate a Public Information Officer who will:

- Serve as the liaison to the news media and provide news releases and other information as approved by the EOC IC, assuring that official statements are issued only by those administrators authorized to issue such statements.
- Provide information for the response to inquiries from the public relative to the disaster.
- Ensure that a multi-agency Joint Information Center (JIC) is staffed as required.
- Utilize the CPCSD social media platforms for important disaster-related messages and information.

The primary means of dissemination information for those downstream will be the tele-notification system (Code Red). It will be supplemented with media new releases and information posted on social media platforms in a timely manner. CPCSD maintains twitter, Facebook, and Instagram accounts that will be utilized in this regard. El Dorado County maintains a twitter, Facebook and LinkedIn accounts for instant new releases.

In emergency evacuations, the tele-notification system, Code Red, will be utilized. These notification systems will be supplemented with news releases and social media notifications.

In non-emergency times, the EAP Coordinator will take on the role of Public Awareness Coordinator and will work closely with County OES to educate the public regarding emergency response.

Section 8: Plan Maintenance

8.1. Plan Review

Cameron Park Community Services District will review and, if needed, update the EAP at least once annually. This review will include calling all contacts to verify contact names and phone numbers are current. The review will also include calling local available resources to verify current phone numbers, addresses, and services. The review and update will be documented using the status form in Appendix A; this form will also be forwarded to CalOES.

The EAP document held by the CPCSD is the master document. When revisions occur, the CPCSD will update the revision summary page, found in Appendix B, and will distribute the revised version to all EAP document holders. The document holders are responsible for replacing the outdated copy of the EAP whenever revisions are received. The CPCSD has numbered the EAP copies prior to initial distribution (Appendix D).

Additionally, the CPCSD will begin preparing the updated inundation maps in nine years (2028), so that we can meet the 10-year update deadline, as stated in California Water Code Section 6161.

To notify the CPCSD of a revision to the EAP, please contact:

Jill Ritzman, General Manager
Cameron Park Community Services District
Email: jritzman@cameronpark.org
Phone: (530) 677-2231

8.2. Distribution

Copies of the EAP are distributed to local public safety agencies and those jurisdictions that may be impacted by an incident at Cameron Park Dam. Please see Appendix D for a list of all Plan Holders.

To request a copy of the Emergency Action Plan for Cameron Park Dam, please contact:

Jill Ritzman, General Manager
Cameron Park Community Services District
Email: jritzman@cameronpark.org
Phone: (530) 677-2231

PART II: Inundation Maps

Arrival Time Map

Maximum Velocity Map

Inundation Map

PART III: Appendices

Appendix A: EAP Status Report (for Non-FERC dams)

EAP Status Report for Cameron Park Dam, DSOD No. 40-000

Annual EAP Review Performed:

Annual Update Sent to Plan Holders:

Annual Notification Exercise:

Prepared by:

Mail this document, or something similar, to the Cal OES Safety Planning Division:

Jose Lara, Chief
Dam Safety Planning Division
3650 Schriever Avenue
Mather, CA 95655

OR to send it electronically to the Division at eap@caloes.ca.gov.

Appendix C1: Notification Message – Level 1

Emergency Level 1 - Unusual Event or Slowly Developing Situation

The Cameron Park Community Services District (CPCSD) has activated the Cameron Park Dam Emergency Action Plan.

We are notifying local emergency management agencies and entities along Boulder Creek of changes in releases from the Dam. The current emergency level falls under Unusual or Slowly Developing Situations. The Cameron Park Dam is NOT in danger of failing.

The current release from the Dam is _____ cfs and will increase to _____ cfs by _____ (time) _____ (date). These flow increases will be gradual over time. Please note that flows in Deer Creek may exceed this value due to other natural flows.

CPCSD will provide updates as appropriate of any changes in flows, conditions at the dam, changes in the Emergency Level, and upon termination of this event.

If you serve in an emergency management role and need additional information, please contact the CPCSD General Manager at (530) 919-4150.

Date Issued:

Time Issued:

Issued By:

Appendix C2: Notification Message – Level 2

Emergency Level 2 - Potential Dam Failure Situation or a Rapidly Developing Situation

The Cameron Park Community Services District (CPCSD) has activated the Cameron Park Dam Emergency Action Plan.

The Emergency Level at this time is (pick one: Potential Failure / Rapidly Developing Situation)

At _____ (time) on _____ (date) CPCSD verified, determined, or observed that:

CPCSD is taking remediation measures to reduce the potential for failure.

CPCSD will provide updates as appropriate of any changes in flows, conditions at the dam, changes in the Emergency Level, and upon termination of this event. Please remain on alert for any further communication from CPCSD or your local emergency management agencies.

If you serve in an emergency management role and need additional information, please contact the CPCSD General Manager at (530) 919-4150.

Date Issued:

Time Issued:

Issued By:

Appendix C3: Notification Message – Level 3

Emergency Level 3 – Imminent Failure (or Dam has Failed)

The Cameron Park Community Services District (CPCSD) has activated the Cameron Park Dam Emergency Action Plan.

The Emergency Level at this time is (pick one: Immanent Failure / Dam has Failed).

At _____ (time) on _____ (date) CPCSD verified, determined, or observed that:

Based on this information, CPCSD has determined the appropriate Emergency Level to be Imminent Failure.

CPCSD has determined that no further measures can be taken to prevent the failure of and release of water behind the Cameron Park Dam. CPCSD personnel are being directed to find appropriate locations and shelter from the dam breach and failure.

CPCSD will provide updates as appropriate of any changes in flows, conditions at the dam, changes in the Emergency Level, and upon termination of this event. Please remain on alert for any further communication from CPCSD or your local emergency management agencies.

If you serve in an emergency management role and need additional information, please contact the CPCSD General Manager at (530) 919-4150.

Date Issued:

Time Issued:

Issued By:

Appendix D: Record of Plan Holders

Record of Holders of Numbered EAP's for DSOD Dam # 40.000

Copy Number	Organization	Person Receiving Copy
1	Cameron Park Community Services District	
2	Cal OES	
3	DSOD	
4	County of El Dorado OES	
5	County of Sacramento	
6		

Appendix G: Emergency Termination Log

Dam Name: Cameron Park Dam	County: El Dorado
Dam Location: 3141 Cambridge Rd Cameron Park, CA 95682	Stream/River: Deer Creek
Date/Time:	
Weather Conditions:	
General Description of Emergency Situation:	
Area(s) of Dam Affected:	
Extent of Damage to Dam and Possible Causes:	
Effect on Dam Operation:	
Initial Reservoir Elevation/Time: Maximum Reservoir Elevation/Time: Final Reservoir Elevation/Time:	
Description of Area Flooded Downstream/Damage/Loss of Life:	
Justification for Termination of Dam Safety Emergency:	
Other Data and Comments:	
Report Prepared By (Printed Name and Signature): Date:	

Appendix H: After Action Report

Background

Event Details

Type of Event:

Location:

Incident Period:

Brief Description of Event:

Response Activities

Summary of Successes

Summary of Recommended Improvements

Organizations Contributing to this Report

Appendix I: Cal OES Warning Center Dam Incident Report

DAM INCIDENT – CALIFORNIA STATE WARNING CENTER

EVENT TYPE:	<input type="checkbox"/> DRILL	<input type="checkbox"/> ACTUAL EVENT
DATE:	TIME:	
CALLER INFORMATION		
NAME/AGENCY: Cameron Park Community Services District	PHONE #:	(530) 677-2231
ALTERNATE CONTACT:	PHONE #:	
DAM INFORMATION		
DAM NAME: Cameron Park Dam	DSOD DAM #: 40.00	FERC: N/A
DSOD HAZARD CLASSIFICATION:		
LOCATION OF DAM		
DSOD REGION:	<input type="checkbox"/> NORTHERN <input checked="" type="checkbox"/> CENTRAL <input type="checkbox"/> SOUTHERN	
PHYSICAL ADDRESS: 3141 Cambridge Rd Cameron Park, CA 95682		
LATITUDE: 38° 40' 48" N	LONGITUDE: 120° 32' 24" W	
COUNTY: El Dorado	DOWNSTREAM JURISDICTIONS: El Dorado, Sacramento County	
NEAREST CITY OR POPULATED AREA: Cameron Park		
NEAREST OR AFFECTED HIGHWAY OR CROSS ROADS: Highway 50		
RIVER OR CREEK THAT FLOWS INTO RESERVOIR: Deer Creek		
SITUATION		
ACTIVATION OF EAP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
EMERGENCY LEVEL:	<input type="checkbox"/> High Flow <input type="checkbox"/> Non-Failure <input type="checkbox"/> Potential Failure <input type="checkbox"/> Imminent Failure	
EMERGENCY TYPE:		
<input type="checkbox"/> Earthquake	<input type="checkbox"/> Outlet System Failure	<input type="checkbox"/> Sinkholes
<input type="checkbox"/> Embankment Cracking or Settlement	<input type="checkbox"/> Sabotage/Vandalism	<input type="checkbox"/> Storm Event
<input type="checkbox"/> Embankment Movement	<input type="checkbox"/> Sand Boils	<input type="checkbox"/> Other: List Below
<input type="checkbox"/> Erosion of Spillway	<input type="checkbox"/> Security Threats	
<input type="checkbox"/> Instrumentation Reading (Abnormal)	<input type="checkbox"/> Seepage, Springs, Piping	
OTHER:		
RESERVOIR LEVEL:	<input checked="" type="checkbox"/> Full	<input type="checkbox"/> Partially Full <input type="checkbox"/> Empty
Approximate % Full (Acre-Feet):		

Emergency Action Plan

WHEN/HOW EVENT WAS DETECTED:		
OBSERVER IN POSITION:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ADDITIONAL DETAILS:		
REPORTING PERSON NOTIFICATION		
	YES	NO
Was the County Sheriff Notified by Reporting Person?		
Were Downstream Jurisdictions Notified by Reporting Person?		

Appendix J: Signature Page

The following people participated in the planning process for the Emergency Action Plan for Cameron Park Dam:

Name	Title/Organization
Jill Ritzman	CPCSD General Manager and EAP Coordinator
Sherry Moranz	Central Division Operations, CAL FIRE Amador-El Dorado Unit
Lt. Todd Crawford	El Dorado County Office of Emergency Services
Mike Grassle	CPCSD Park Superintendent

Appendix K: Exercises

Annual Call-Down Drill

During the call-down drill, the personnel at the dam will begin making the calls to those on the Notification Flowcharts. The person assigned to make the calls will begin with the High Flow-Non-Failure Notification Flowchart and alert the people called that this is only an exercise and confirm the emergency contact person and phone number. The caller will then move on to the Potential Failure and then Imminent Failure Notification Flowcharts and contact those that have not yet been contacted to confirm emergency contact information is correct.

After the call down drill is completed, any updates/changes that the caller receives will be recorded and emailed to the EAP Coordinator. The Coordinator will then update the information in the EAP following the procedures for revisions and distributions outlined in Section 8 of this document.

Appendix K: Acronym List

CalOES	California Office of Emergency Services
CPCSD	Cameron Park Community Services District
DSOD	Division of Safety of Dams
DWR	California Department of Water Resources
EAP	Emergency Action Plan
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
FERC	Federal Energy Regulatory Commission
NAVD	North American Vertical Datum
NGVD	National Geodetic Vertical Datum
NID	National Inventory of Dams
NIMS	National Incident Management system
NWS	National Weather Service
OES	Office of Emergency Services
SCADA	Supervisory Data Control and Data Acquisition system
SEMS	Standardized Emergency Management System



Agenda Transmittal

DATE: December 18, 2019

FROM: Jill Ritzman, General Manager

AGENDA ITEM #13: ELECTION OF PRESIDENT AND VICE PRESIDENT

RECOMMENDED ACTION: NOMINATE AND ELECT BOARD OF DIRECTORS' PRESIDENT AND VICE PRESIDENT

The Cameron Park Community Services District (District) Bylaws, Section 5.1, defines the Officers of the District Board as a President and Vice President. Traditionally, the Officers have been elected in December to begin a one year term starting in January for the calendar year. Officers are determined by a majority vote of the Board. The President and Vice President should be voted on separately.

District Policy 4060.2 defines the standing committees of the Board of Directors as:

- Covenants, Conditions & Restrictions Committee,
- Parks and Recreation Committee,
- Budget & Finance Committee, and
- Fire & Emergency Services Committee.

The policy also states the President shall appoint and publicly announce the members of the standing committees no later than January. Staff have collected Board Member preferences for standing committees and will provide the information to the newly elected President. Standing committee assignments will be posted on the website by the end of December and meetings will begin in January.

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



Item #16A

Budget and Administration Committee

Tuesday, December 3, 2019

6:30 p.m.

2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Eric Aiston (EA),
and Alternate Director Holly Morrison (HM)
Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

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

DEPARTMENT MATTERS

PUBLIC COMMENT

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

- 1. Fire Department Fiscal 2018-19 Year End (V. Neibauer)**
- 2. El Dorado Disposal/Waste Connections Quarterly Update Reports (informational)**

3. **Accountability Act Report** (V. Neibauer)
4. **District Fees – CDs/Copies; Encroachment Permits** (N. Garrison)
5. **November Check Register Review** (V. Neibauer)
6. **Staff Updates**
7. **Items for January & Future Committee Meetings**
 - Five Year Budget Projection
 - Reserve Policy Update
 - Strategic Plan Objective Updates
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, December 2, 2019
5:30 p.m.

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

Agenda

Members: Chair Director Ellie Wooten (EW), Vice Chair Sidney Bazett (SB),
Director Felicity Carlson (FC), Gerald Lillpop (GL), Bob Dutta (BD)
Alternate Director Holly Morrison (HM)

Staff: General Manager Jill Ritzman, CC&R Compliance Officer Kate Magoolaghan

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF CONFORMED AGENDA**
5. **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.

COMMITTEE REVIEW/ACTION

6. **MONTHLY STAFF REPORT**

Update on Previous Action Items:

Item #	Property Address	Unit	Parcel Number	Violation	CC&R Violation Case #	Action	Outcome
6a.	4165 Crazy Horse Rd	Cambridge Oaks Unit #3	119-274-019	Unmaintained Lot	CCR19-1032	Legal Counsel has sent letter	Owner has been making some progress
6b.	3115 Boeing Rd	Airpark Estates	083-162-006-000	Improperly Stored Materials	CCR19-1035	Legal Counsel has sent letter	Violation will be forwarded to BOD in Dec

Items Requiring Action:

Item #	Property Address	Unit	Parcel Number	Violation	CC&R Violation Case #	Recommended Action
6c.	2740 Alhambra Drive	Cameron Park North Unit #7	083-072-028-000	Improperly Stored Vehicle	ARC19-1095	Consider property owner appeal

6d. Open Violations

- Initial Notices - 24
- Final Notices - 4
- Pre-Legal Notices – 0
- Pending – 10
- Legal Cases – 2 (both in limited legal)

Note: A list of current violations will be available at the meeting.

6e. Architectural Review

- Projects Reviewed – 14
- Approved – 14
- Denied – 0
- Held Over to January – 0

6f. Staff Update

7. Items for January and Future CC&R Committee Agendas

8. Items to take to the Board of Directors

9. MATTERS TO AND FROM COMMITTEE MEMBERS

10. ADJOURNMENT

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



Fire and Emergency Services Committee
Tuesday, December 3, 2019
5:30 p.m.
2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Holly Morrison (HM) and Vice Chair Director Felicity Wood Carlson (FC)
Alternate Director Eric Aiston (EA)

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

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

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

DEPARTMENT MATTERS

PUBLIC COMMENT

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

- 1. Cameron Park Dam Emergency Action Plan, Final Draft (J. Ritzman, S. Moranz)**

- 2. Proposed Changes to Weed Abatement Ordinance (S. Moranz, oral report)**

3. Report Backs – Staff and Committee Members

- Fire Department Revenues from County to District, Fiscal Year 2018-19

4. Items for January and Future Committee Agendas

5. 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
Wednesday, December 18, 2019
2:00 p.m.

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

Agenda

Members: Chair Director Holly Morrison (HM), Vice Chair Director Monique Scobey (MS)
Alternate Director Ellie Wooten (EW)
Staff: General Manager Jill Ritzman, Interim Recreation Supervisor Whitney Kahn,
Parks Superintendent Mike Grassle

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 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.

APPROVAL OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors.

DEPARTMENT MATTERS

- 1. Cameron Park Lake Convenience Neighborhood Gate Fees & Process** (D. Horton, J. Ritzman)
- 2. Facility Use Fees (Sports Field, Community Center, Picnic Areas)** (W. Kahn, J. Ritzman)
- 3. Recreation Programming Plan/Budget** (J. Ritzman, W. Kahn)

4. Staff Oral & Written Updates (M. Grassle, W. Kahn)

- Parks written report included; Recreation written report to be hand-carried
- Park Sign Changes for Paul J. Ryan Park

5. Items for the January & Future Committee Agendas

- Bass Lake Park Plans, EDHCSD

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



Item #16F

**Landscaping & Lighting Assessments Districts
(LLAD) Ad Hoc Committee
Monday, December 16, 2019
4:00 p.m.**

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

LLAD Ad Hoc Committee responsibilities include:

- *Reviewing reconciled fund balance and current approved budgets;*
- *Recommending appropriate fiscal changes to the Board of Directors;*
 - *Assisting in identifying LLADs to address;*
- *Outreach to neighborhoods and participation at neighborhood meetings;*
- *Collaborating with staff and residents to determine strategies and suitable solutions to balance annual expenditures and revenues.*

Agenda

Members: Chair Director Holly Morrison (HM), Director Eric Aiston (EA), Dyana Anderly (DA)

Staff: General Manager Jill Ritzman, Parks Superintendent Mike Grassle

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 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 AGENDA

APPROVAL OF CONFORMED AGENDA – *Due to illness, conformed agenda will be included on next agenda for approval.*

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors.

DEPARTMENT MATTERS

- 1. Review Fiscal Years 2016-17, 2017-18 and 2018-19 expenditures (V. Neibauer)**
- 2. Next Steps & Timeline (M. Grassle)**
 - Bar JA
 - Bar JB
- 3. Review David West Budget Elements (M. Grassle)**
 - a. Open Spaces
 - b. Sports Field
 - c. Street Lights
- 4. Staff Updates**
- 5. Items for Next & Future Committee Agendas**
 - Next Meeting Date
- 6. Items to Take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT