

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



**Budget and Administration Committee**  
**Tuesday, August 7, 2018**  
**6:30 p.m.**  
**2502 Country Club Drive, Cameron Park**  
**Agenda**

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Holly Morrison (HM),  
and Alternate Director Greg Stanton (GS)

Staff: 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. **Bell Woods, Proposed Drainage Easement between Cameron Park Community Services District and County of El Dorado (J. Ritzman; S. MacDiarmid, Lennar)**
2. **Fiscal Year 2018/19 Budget Report (J. Ritzman, V. Neibauer)**
3. **Proposed Response to Grand Jury Report (J. Ritzman)**
4. **Response to Public Accountability Group of El Dorado (J. Ritzman, V. Neibauer)**

5. **Resolution Fixing the Amount of Money to be Raised by Taxation in the District to Pay Voter Approved Debt For 2018-19 and Setting The Tax Rate (V. Neibauer)**
6. **Check Register for Month of July (V. Neibauer)**
7. **Records Retention Project Report (J. Ritzman)**
8. **Staff Updates (V. Neibauer)**
9. **Items for the September Committee Meeting**
  - Report Back Summer Spectacular and Lagoon operational costs & revenues
  - Capital Improvement Projects
10. **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



**Budget and Administration Committee**  
**Tuesday, July 10, 2018**  
**6:30 p.m.**  
**2502 Country Club Drive, Cameron Park**  
**Conformed Agenda**

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

**CALL TO ORDER** – 6:34 p.m.

**ROLL CALL** – MM, HM

**ADOPTION OF AGENDA** - Adopted

**APPROVAL OF CONFORMED AGENDA** - Approved

**OPEN FORUM**

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

*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. **Relocation of Waste Connections/El Dorado Disposal Recycling Center** (J. England, R. Vahl; discussion with map)
2. **Bell Woods Easement, Community Facilities District** (report to be hand carried to meeting. J. Ritzman; Blair Aas, SCI; Brian Allen, CTA/Lennar Homes)
3. **FY 2018/19 Budget Strategies** (J. Ritzman, V. Neibauer)

**4. Election Notice for Filing Appointments**

**5. Staff Updates (V. Neibauer)**

**6. Items for the August Committee Meeting**

- *Response written to Public Accountability Group of El Dorado*

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

- *Budget Report*
- *Bell Woods Presentation as Information*

**MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

**ADJOURNMENT** – 8:44 p.m.

## Agenda Transmittal

**DATE:** August 7, 2018

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #1:** PROPOSED DRAINAGE EASEMENT, BELL WOODS

**RECOMMENDED ACTION:** Review and Discuss; Forward to the Board of Directors for Consideration

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**BUDGET ACCOUNT:** PARKS 4000

**BUDGET IMPACT:** Revenue Acct 4600 = \$5,000; new revenues to be used for capital improvements in the park system

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### INTRODUCTION

The new housing development Bell Woods and the District's involvement was discussed at the Budget & Administration Committee and Board of Directors meetings in July. The presentations were informational with no action requested, because details of Lennar's obligations and District's involvement was still being determined.

### DISCUSSION

The District's involvement in Bells Woods has been finalized and will be two-fold:

- Create a Community Facilities District to serve as a back-up funding mechanism for the maintenance of landscape areas, detention basins, and open space.
- Provide a drainage easement at Knollwood Park between the District and El Dorado County for storm water drainage related to the housing development.

A preserve manager is no longer necessary.

### Community Facilities District

SCI Consulting is finalizing the documents to create a Community Facilities District. This documentation will be initiated at the Board of Directors meeting in August.

### Drainage Easement

El Dorado County completed a drainage study for Bell Woods, to ensure that there would be no net change to storm water discharge from Bell Woods and into Knollwood Park. The County's conclusion (Attachment A) is that water flows would be less at this location after implementation of the drainage project within Bell Woods.

Staff is recommending approval of a drainage easement between the District and El Dorado County. Lennar Homes will compensate the District \$5,000 for this easement, which can be used for capital improvements in the park system (a specific project has not been determined). In addition, Lennar has agreed to negotiate in good faith and sign a liability agreement to further protect the District from liability claims. The District's legal counsel is reviewing comments from Lennar on the proposed liability agreement; this agreement will be finalized by both parties prior to proceeding to the Board of Directors.

### Attachments

- A: Correspondence from Adam Bane, Senior Civil Engineer, El Dorado County
- B: Drainage Easement Application
- C: Drainage Easement



**COMMUNITY DEVELOPMENT SERVICES**  
**DEPARTMENT OF TRANSPORTATION**

<http://www.edcgov.us/DOT/>

**PLACERVILLE OFFICES:**

**MAIN OFFICE:**

2850 Fairlane Court, Placerville, CA 95667  
(530) 621-5900 / (530) 626-0387 Fax

**CONSTRUCTION & MAINTENANCE:**

2441 Headington Road, Placerville, CA 95667  
(530) 642-4909 / (530) 642-0508 Fax

**LAKE TAHOE OFFICES:**

**ENGINEERING:**

924 B Emerald Bay Road, South Lake Tahoe, CA  
96150 (530) 573-7900 / (530) 541-7049 Fax

**MAINTENANCE:**

1121 Shakori Drive, South Lake Tahoe, CA 96150  
(530) 573-3180 / (530) 577-8402 Fax

Date: July 24, 2018

Jill Ritzman  
General Manager  
Cameron Park Community Services District

**SUBJECT: Bell Woods Development – Drainage Easement**

Dear Ms. Ritzman,

The Community Development Services, Department of Transportation has reviewed the improvement plans and drainage report for the Bell Woods Residential Subdivision project and takes no exception to the design and document.

The project drainage improvements include the need for a slope and drainage easement on Community Services District property to convey storm water runoff from the site to the adjacent drainage way. This easement will contain a 30 inch diameter storm drain culvert and rock lined open channel as an outfall to a storm water detention basin, design to mitigate post construction flows.

The project drainage report analyzed storm water flows in multiple locations, including two locations in the channel draining Crystal Lake on CSD land; one immediately downstream of the proposed slope and drainage easement (Location AB), and a second at the crossing under Knollwood Drive (Location C). The report indicates flows will be less at these locations after implementation of the project than currently exist for both a 10 year and 100 year storm event. Attached is an excerpt from the drainage study and associated map showing the pre and post construction anticipated flows.

The project conditions of approval require the developer include the maintenance of these facilities within either a Home Owners Association (HOA) or County Service Area Zone of Benefit (ZOB). My understanding is the improvements within the proposed Slope and Drainage easement will be included within a ZOB, which is currently in the formation process. This ZOB is a special tax assessment held and administered by the County for maintenance purposes. Additional information regarding County ZOBs is available on-line at the following web-address:

([https://edcgov.us/government/community-development/pages/about\\_zone\\_of\\_benefit.aspx](https://edcgov.us/government/community-development/pages/about_zone_of_benefit.aspx))

We are hopeful this letter provides the CSD with the information needed to proceed with the slope and drainage easement; however, please feel free to call me at (530) 621-5929 if you have any questions or concerns.

Sincerely,

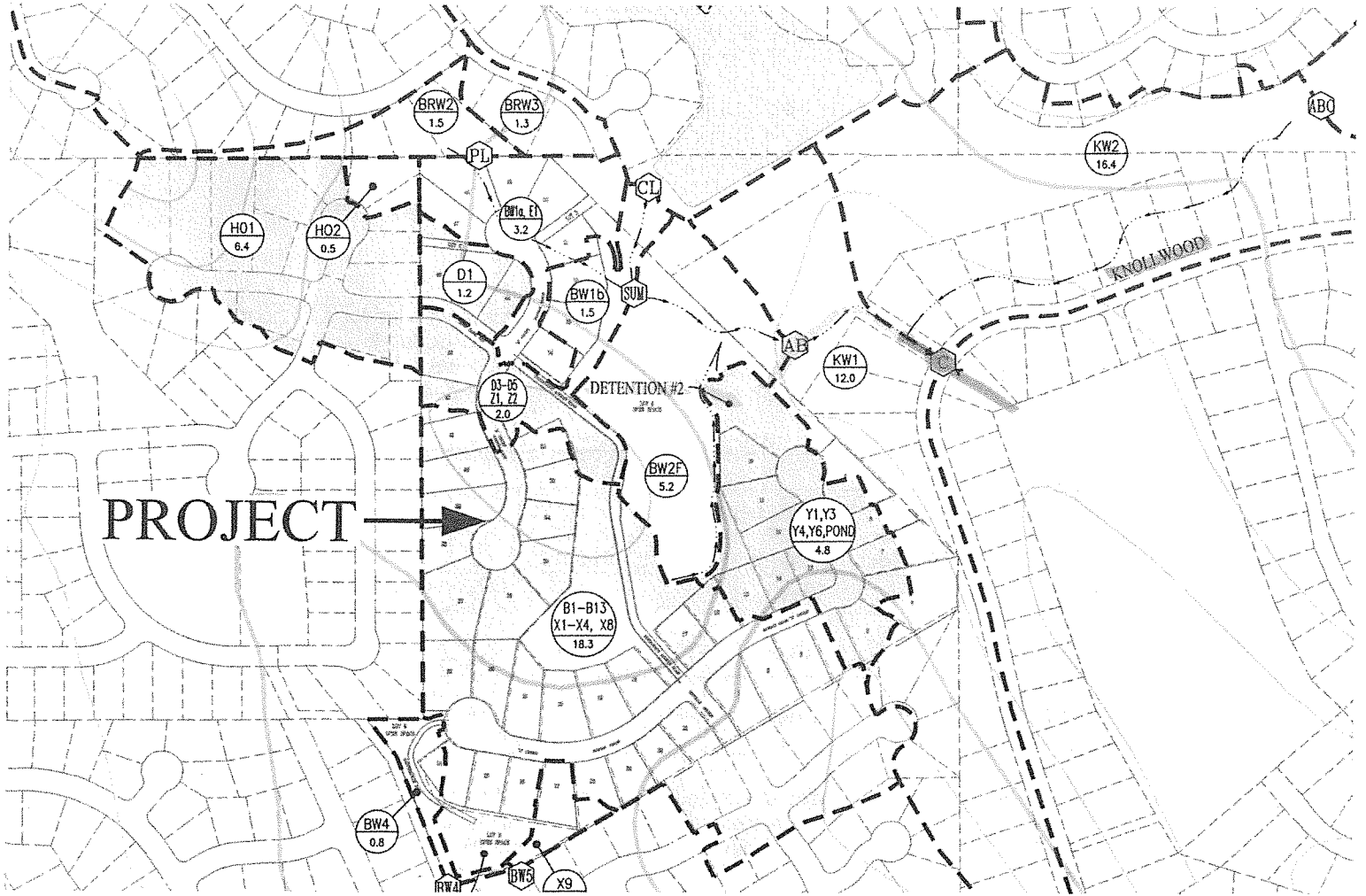
A handwritten signature in black ink, appearing to read 'Adam Bane', written in a cursive style.

Adam Bane  
Senior Civil Engineer

File, TM Project #01-1380R Bell Woods

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- I. **DETENTION STORAGE** – The Bell Woods storm drain system includes detention storage in the southwest corner of the project (Detention #1), and in the open space area near the eastern project boundary (Detention #2) as shown on the Post- Project Shed Maps "A" and "B". See Appendix E for pond details. Proposed detention was analyzed by means of the HEC-HMS hydrograph computation method as part of the regional analyses. Results are included in Appendix G.
- J. **TAILWATER** – Detention #1 discharges into an established drainage channel within the Camerado Oaks subdivision, that flows southward near the southwest project corner. Flow depth in the channel, which carries outflow from the existing Hollow Oak detention facility along with unmitigated runoff from adjacent development within Camerado Oaks, potentially affects detention discharge. A portion of the channel adjacent to Bell Woods will be improved as part of the project. A depth-discharge relationship for this channel section was input into the HEC-HMS model to account for tailwater effects. See Appendix F.
- K. **DITCH FLOWS** – Proposed ditches and their contributing areas are shown on the Shed Maps. Uniform flow resulting from 100-year runoff into typical ditch sections shown on the plans was analyzed by means of Flowmaster computer software. Results are summarized in Appendix H.
- L. **INLET CAPACITIES** - Storm drain inlet capacity analyses are included in Appendix I.

**RESULTS AND CONCLUSIONS**

- Pre- and post-project flows at key points shown on the Shed Maps, computed for a 24-hour design storm using HEC-HMS, are summarized in Table 2. Additional data are included in Appendix F. The results indicate that proposed development of Bell Woods does not increase peak runoff at the key points for the design storms under consideration. On-site detention storage is provided at two locations.

**TABLE 2 – REGIONAL RUNOFF SUMMARY**

KEY POINT	10-YEAR FLOW		100-YEAR FLOW		COMMENTS
	Pre-Project	Post-Project	Pre-Project	Post-Project	
<b>AB</b>	82	77	143	134	Offsite: channel flow below detention #2 outflow
<b>C</b>	193	185	306	294	Offsite: channel flow @ Knollwood Dr. culvert
<b>FLOW IN BAR J DRAINAGE CHANNEL</b>	162	162	261	259	Cumulative flow in existing channel contributed by Hollow Oak, Camerado Oaks and Bell Woods

- StormCAD summary data included in Appendix D support the design shown on the improvement plans for Bell Woods. Closed conduits are sized to flow partially full during a 10-year event. Profiles verify that this condition is met. In most cases, both the hydraulic grade line (HGL) and the energy grade line (EGL) are contained within the pipe. In no case is the EGL within 0.5 foot of a manhole lid or inlet elevation. In most instances, the 100-year HGL is below the pipe ceiling and the EGL elevation is below the surface.
- Ditch flow calculations are included in Appendix H. Uniform flow calculations indicate that the proposed sections are capable of carrying computed 100-year runoff with the requisite freeboard and at non-erosive velocities.
- Storm drain inlet capacities are verified in Appendix I.

IRREVOCABLE OFFER OF DEDICATION (IOD) APPLICATION

The Irrevocable Offer of Dedication (IOD) process may take eight to sixteen weeks after the applicant has turned in a completed application. A completed application includes the Application Deposit and all supporting documents listed under the Required Materials section. The processing time may be extended if any of the required materials submitted are found to require further review. Application expires one (1) year after date of submission. Applicant may apply for an extension. Fees may apply.

I (we) hereby petition the El Dorado County Board of Supervisors, to initiate proceedings to dedicate a:

- checkbox Road Right of Way Easement
checkbox Road Right of Way, in fee
checkbox Drainage Easement
checkbox Public Utility Easement
checkbox Slope Easement
checkbox Other

checkbox \$500 ~ Base Deposit for IOD

Assessor's Parcel Number: 082-261-11

Name of all Property Owner (s): Cameron Park Community Services District

Mailing Address: 2502 Country Club Drive

City: Cameron Park State: CA Zip: 95682

Phone: 530-677-2231 Email: cpcsd@cameronpark.org

(Use additional pages if needed)

Representative: (if applicable) CTA Engineering & Surveying

Address: 3233 Monier Circle

City: Rancho Cordova State: CA Zip: 95742

Phone: 916-638-0919 Email: kheeney@ctaes.net

Street Address of Property:

Address: 2607 Knollwood Drive

City: Cameron Park State: CA Zip: 95682

Please describe in detail why this Right of Way/Easement is being offered:

To provide for a drainage outfall from the Bell Woods subdivision to the existing swale located on this parcel.

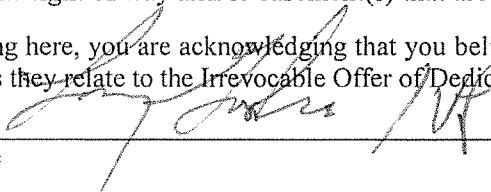
County Project Number necessitating IOD application. TM 01-1380

Name(s) of other County employee(s) and/or department(s) working on files related to this request (such as a Building Permit or Boundary Line Adjustment). Please list the project number(s), department(s) and contact person(s):

D.O.T. - Improvement Plans for Bell Woods  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applicable, please attach a copy of the Conditions of Approval provided to you by the County, which specify the right of way and/or easement(s) that are to be dedicated.

By signing here, you are acknowledging that you believe the statements above to be true and correct as they relate to the Irrevocable Offer of Dedication.

	<u>4/23/18</u>
Signature	Date
Signature	Date

**LETTER OF AUTHORIZATION**

*If Applicable*

I (We), the undersigned, Owner(s) of Record with vested interest in Assessor's Parcel No. 082-261-11, hereby authorize CTA Engineering & Surveying

to act as my agent or representative to prepare and process the necessary documents relative to my property with the County of El Dorado, on my behalf.

Owner(s) of Record: Cameron Park Community Services District

Mailing Address: 2502 County Club Drive

City: Cameron Park State: CA Zip: 95682

Phone: 530-677-2231 Email cpcsd@cameronpark.org

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*For multiple owners, attach additional pages as needed.*

Agent for Applicant(s): CTA Engineering & Surveying

Mailing Address: 3233 Monier Circle

City: Rancho Cordova State: CA Zip: 95742

Phone: 916-638-0919 Email kheeney@ctaes.net

RECORDING REQUESTED BY  
AND WHEN RECORDED RETURN TO:

COUNTY OF EL DORADO  
BOARD OF SUPERVISORS OFFICE  
330 FAIR LANE  
PLACERVILLE, CA 95667

Name: Cameron Park Community Services Dist.

Project: Bell Woods  
A.P.N.: 082-261-11  
Date:

Mail Tax Statement to above.  
Exempt from Documentary Tax Transfer  
Per Revenue and Taxation Code 11922

Above section for Recorder's use

**IRREVOCABLE OFFER OF DEDICATION FOR  
A DRAINAGE EASEMENT**

**CAMERON PARK COMMUNITY SERVICES DISTRICT**, hereinafter called GRANTOR, owner of the real property herein described, does hereby irrevocably offer for dedication to the COUNTY OF EL DORADO, a political subdivision of the State of California, an easement for drainage purposes, over, under, and across that certain real property situate in the unincorporated area of the County of El Dorado, State of California, described as:

**See Exhibits A & B, attached hereto and made a part hereof.**

It is understood that this offer of dedication shall remain in effect and run with the land until such time the County of El Dorado Board of Supervisors makes a finding of necessity for public purposes and accepts said offer by resolution.

IN WITNESS WHEREOF, GRANTOR has hereunto subscribed (his) (her) (their) name(s) this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

GRANTORS

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA  
COUNTY OF \_\_\_\_\_

On \_\_\_\_\_ 20\_\_\_\_, before me, \_\_\_\_\_,  
a Notary Public, personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same  
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument  
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the  
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public in and for said County and State

Notary Public Seal

Exhibit 'A'

**IRREVOCABLE OFFER OF DEDICATION  
APN 082-261-11  
Drainage Easement**

All that real property situated in the County of El Dorado, State of California, being a portion of the real property conveyed by deed to CAMERON PARK COMMUNITY SERVICES DISTRICT, recorded in Book 1360, Page 597, Official Records of said County, hereinafter referred to as "CSD" property, being a portion of Lot 1520 as shown on the plat of "Cameron Park North Unit No. 3", filed in the office of the County Recorder of said County in Book 'D' of Maps, Page 13, and being more particularly described as follows:

BEGINNING at a point on the Westerly line of said "CSD" property, from which the Southernmost corner of said Lot 1520 bears South 45°57'03" East, 62.81 feet; thence along said Westerly line, North 45°57'03" West, 41.42 feet; thence leaving said Westerly line, North 29°00'37" East, 87.00 feet; thence South 60°59'23" East, 40.00 feet; thence South 29°00'37" West, 97.74 feet to the POINT OF BEGINNING, containing 3,695 square feet, more or less.

See Exhibit B attached hereto and made a part of this description.

**End of description**

The Basis of Bearings for this description is the California State Plane Coordinate System, Zone 2, NAD 83.

This description has been prepared by me or under my direct supervision.

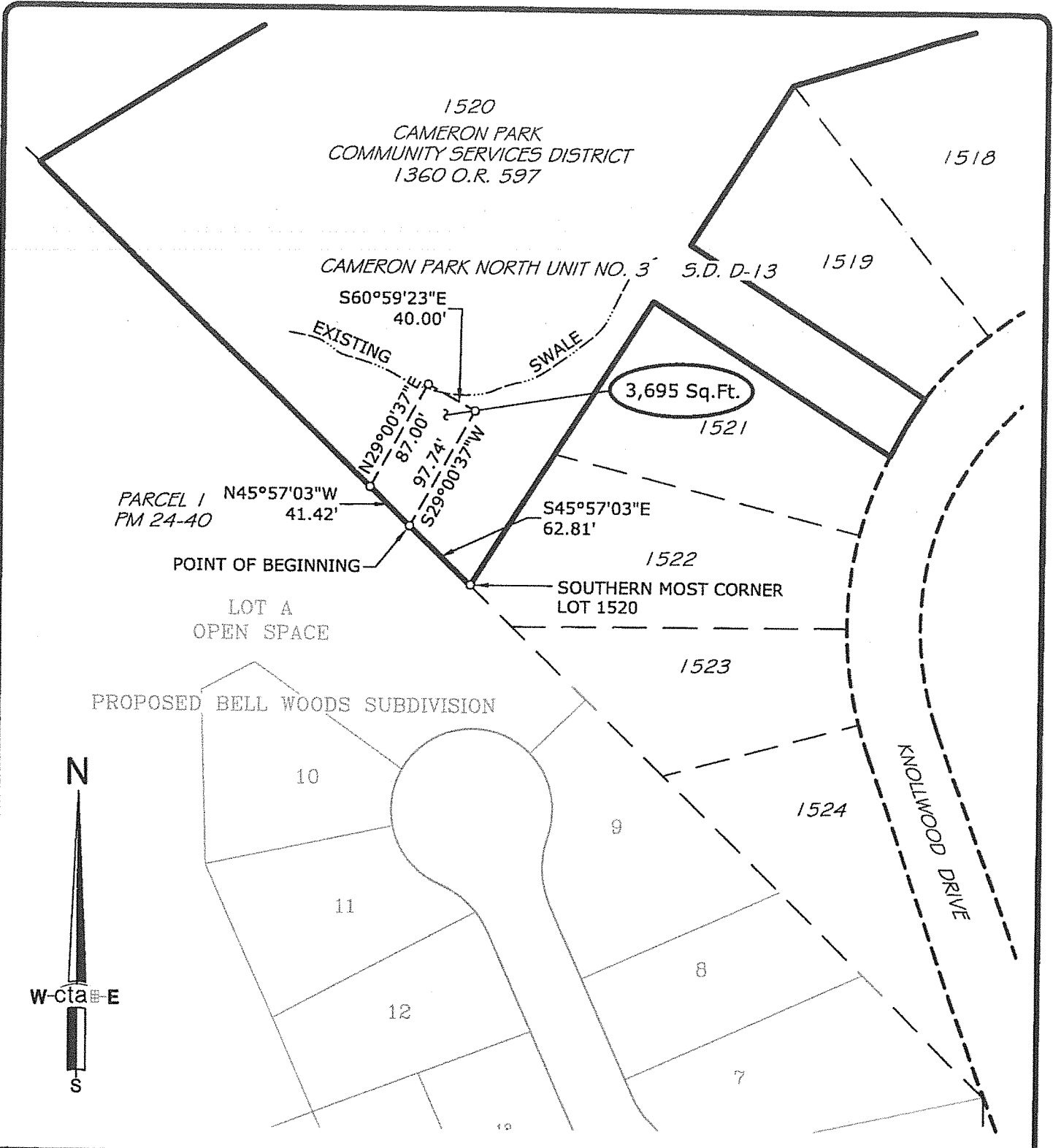
Kevin A. Heeney, P.L.S. 5914



Date

**CTA Engineering & Surveying**  
3233 Monier Circle  
Rancho Cordova, CA 95742  
916-638-0919





DATE:

<b>EXHIBIT 'B'</b>	DATE: 04/18/2018	DRAWN BY: KAH	SHEET <b>1</b> OF <b>1</b>
	SCALE: 1"=100'		
A.P.N.: 082-261-11	<b>IRREVOCABLE OFFER OF DEDICATION</b>		
OWNER: CAMERON PARK COMMUNITY SERVICES DISTRICT	<b>EL DORADO COUNTY DRAINAGE EASEMENT</b>		
Engineering & Surveying	PORTION OF LOT 1520, "CAMERON PARK NORTH UNIT NO. 3", S.D. D-13 LYING IN THE NE1/4 SEC. 5, T.9 N., R.9 E. M.D.M.		
	COUNTY OF EL DORADO		STATE OF CALIFORNIA

## Agenda Transmittal

**DATE:** August 7, 2018

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

**AGENDA ITEM #2:** FISCAL YEAR 2018-19 BUDGET – FINAL

**RECOMMENDED ACTION:**

- Review and Forward Fiscal Year 2018-19 Final Budget to the Board of Directors for Public Hearing on August 15, 2018

**Introduction**

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

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

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

**Discussion**

Although Fiscal Year 2017-18 year-end reports have not been finalized by the County and the District, we have presented preliminary unaudited Fiscal Year 2017-18 year-end balances to project an unaudited fund balance for the year ending 2017-18 of \$3,668,658. The increase in the

unaudited fund balance from the Preliminary Budget presented to your Board in June of \$3,501,641 is due to the betterment of the Fiscal Year 2017-18 budget deficit from \$352,500 to a deficit of \$175,483 or 47.4%

The Fiscal Year 2018-19 Final Budget proposes a beginning fund balance of \$3,668,658 and an ending balance of \$3,145,090 or 14.3% reduction. This reduction is due to a total net negative Fiscal Year 2018-19 Final Budget balance of \$523,568, which includes a net negative increase of \$153,876 over the \$369,693 in the Fiscal Year 18-19 Preliminary budget presented to your Board in June.

Attachment C outlines these changes with a short description. The more significant changes are described as follows:

- Weed Abatement Revenue – omitted from Preliminary Budget - **added \$34,136.**
- OPEB Actuarial Valuation cost – actuarial study of retiree/active employee health benefits as required every 2 years - omitted from Preliminary - **added \$11,500.**
- West Consultants – carryover of prior year contract balance – omitted from Preliminary Budget – **added \$12,000.**
- SDRMA Property/Liability Insurance – adjustment for actual invoice – **decrease \$41,300.**
- Salaries Permenant/Seasonal – increase due to 4% increase in Maintenance Superintendent and Finance/Human Resource salary and 2 Maintenance Worker II positions – **Net increase \$8,071.**
- Health Care Additional Positions – **added \$42,180.**
- Retirement Benefits – additional information – **decrease \$16,839.**
- FICA/Medi Employer – additional information – **decrease \$12,667.**
- UI/TT Contribution – additional information – **decrease \$14,433.**
- Fire Services Contract – Increase from Preliminary Budget – **increase \$222,226.**

#### Savings from Budget Action Plan

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

- Use of Junior Lifeguards instead of paid umpires for adult sports – **decrease \$800.**
- Reduce/change banner program – **decrease \$5,000.**
- Eliminate Paid Storage (9 months) – **decrease \$1,350.**
- Pool Chemical reductions – **decrease \$22,000.**

#### Attachments

- A. Budget Timeline
- B. Programmatic District Budget Summary – Proposed Final
- C. Fiscal Year 2018-19 Proposed Final Budget Changes
- D. CSD Job Class Chart Final 2018-19



# Attachment A

## Fiscal Year 2018-19 BUDGET TIMELINE

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

### May/June

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

### June/July

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

### (ADDED in June) August 1

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

### September

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

### October

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

### December/January

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

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<sup>1</sup> B.1 staff is including cost saving measures in addition to Increased Revenues, Funding



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

<b>GENERAL FUND SUMMARY</b>	<b>Unaudited Actual FY 2016-17</b>	<b>Unaudited Actual FY 2017-18</b>	<b>Approved Preliminary 2018-19</b>	<b>Final Budget FY 2018-19</b>
Beginning General Fund Balance 7/1	3,796,661	3,844,141	3,501,641	3,668,658
<b>Revenues</b>				
Property Taxes	3,675,065	3,795,951	3,954,888	3,954,888
Interest	5,590	9,381	8,100	8,100
Parks and Rec Revenues (Program Fees, Special Events and Facility Rentals)	704,630	492,425	769,523	749,523
Intergovernmental - JPA	1,011,556	1,325,110	1,150,000	1,150,000
Reimbursement (rebates), Grants, Accounting Fee, Quimby	21,780	1,042	34,000	51,000
Franchise Fees	158,876	166,934	163,000	163,000
Other Income	5,342	432		3,000
Fire Dept Revenues (Apparatus Equipment, Fire Marshall, Tuition, Weed Abatement Reimbursement)	<u>880</u>	<u>162,665</u>	<u>178,000</u>	<u>212,136</u>
Total Revenues and Other Sources	<u>5,583,719</u>	<u>5,953,940</u>	<u>6,257,511</u>	<u>6,291,647</u>
<b>Expenditures</b>				
Administration	540,805	580,848	725,595	756,579
Fire and Emergency Services	3,492,281	4,045,900	4,272,307	4,450,802
Parks and Facilities*	580,889	652,965	1,027,124	674,389
Recreation*	347,276	321,929	602,177	580,298
Community Center*	<u>574,989</u>	<u>527,781</u>	<u>0</u>	<u>353,147</u>
Total Expenditures	<u>5,536,239</u>	<u>6,129,423</u>	<u>6,627,203</u>	<u>6,815,215</u>
Net Surplus (Deficit)	<u>47,480</u>	<u>(175,483)</u>	<u>(369,692)</u>	<u>(523,568)</u>
Contingency				
Interfund Transfer	<u>-47,480</u>	<u>175,483</u>	<u>369,692</u>	<u>523,568</u>
Net Change in General Fund Balance	47,480	(175,483)	(369,692)	(523,568)
<b>Reserves</b>				
Economic Uncertainty Reserve				
Capital Replacement Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending General Fund Balance				
Unreserved, undesignated	<u>3,844,141</u>	<u>3,668,658</u>	<u>3,131,949</u>	<u>3,145,090</u>

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

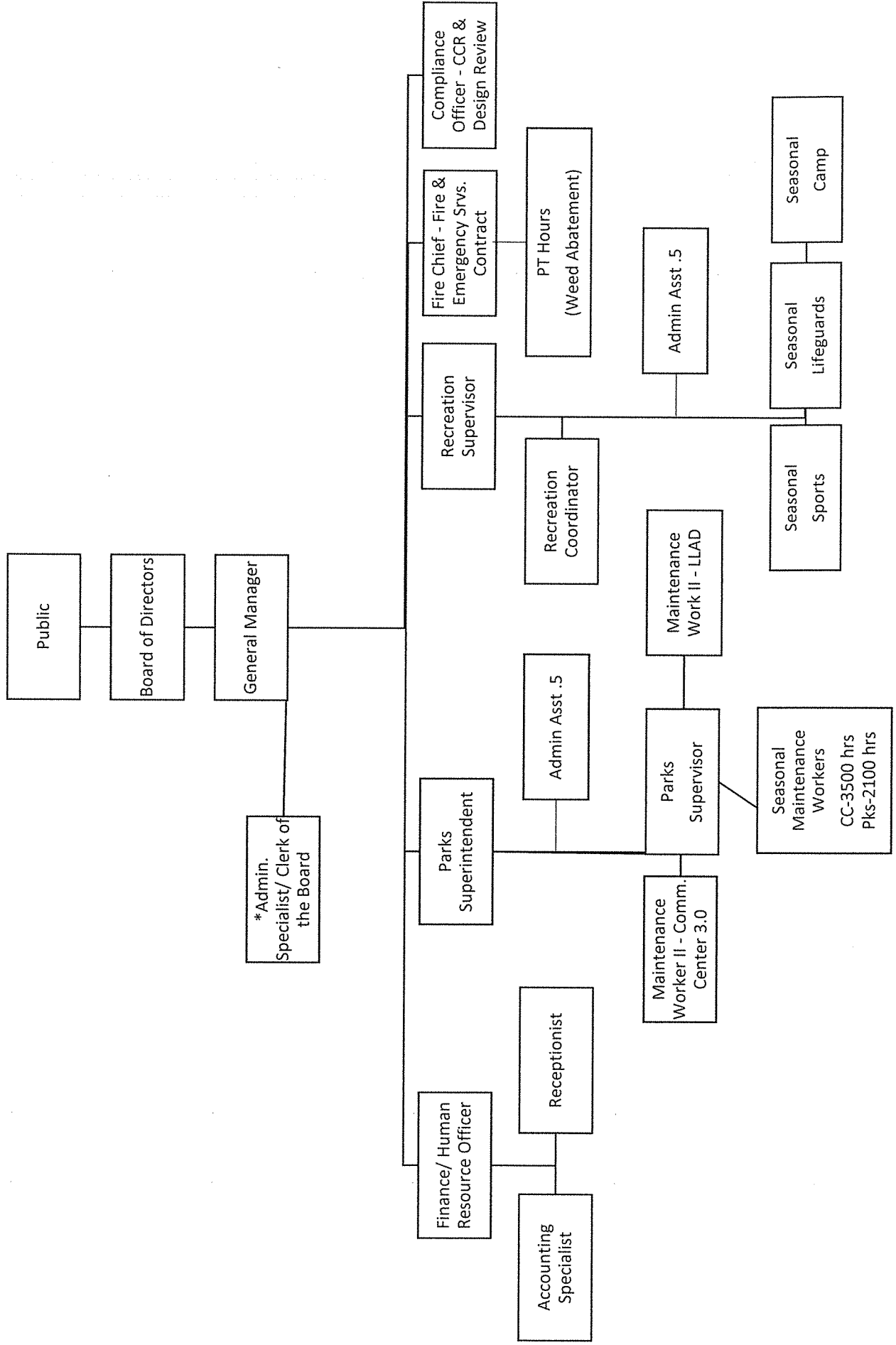
CAMERON PARK COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2018-19 FINAL BUDGET CHANGES  
August 15, 2018

DEPT	ACCOUNT	DESCRIPTION	AMOUNT		CHANGE
			FROM	TO	
Admin	4410	Weed Abtmt Rev	0	-34,136	-34,136
Admin	4110	Property Tax Actual Recd			0
Admin	5420	OPEB Actuarial Valuation	0	11,500	11,500
Admin	5420	West Consultants	0	12,000	12,000
Admin	5320	SDRMA Ins Adjustment	136,300	95,000	-41,300
Admin	5221	Bank Charges	14,500	12,000	-2,500
Admin, Parks	5000	Salaries Perm (4% Mgr, Addl pos)	511,894	533,245	21,351
	5010	Salaries Seasonal	278,679	265,399	-13,280
	5130	Hlth Care Rate Incr (1/1/90)(.37%)			0
Parks	5130	Hlth Care Addl positions	133,233	175,413	42,180
Admin	5135	Addl info	93,225	88,547	-4,678
Misc	5150	Add info, rate change	214,699	197,860	-16,839
		Unf Liab Savings Lump Sum			
		Pymt			
Misc	5160	Workers Compensation	10,793	18,151	7,358
Misc	5180	FICA/Medi Employer	21,403	8,736	-12,667
Misc	5190	UI/TT Contribution	25,782	11,349	-14,433
Fire	5236	Fire Contract Incr			
		(\$100,000 Reduction based on Actual)	3,541,247	3,763,473	222,226
Rec	5316	Use of Junior Lifeguards	74,990	74,190	-800
Rec	5465	Reduce/change banner program	13,000	8,000	-5,000
Admin	5435	Eliminate Paid Storage (9 months)	12,300	10,950	-1,350
Parks	5405	Pool Chemicals	25,000	10,000	-15,000
CC	5405	Pool Chemicals	22,000	15,000	-7,000
Misc	Misc	Misc	0	6244	6244
					153,876
CCR	4140	Arc Review Fees	16,500	19,800	3,300
CCR	5231	Computer Software			
		New computer/Software	0	6,000	6,000
CCR	5370	Maint Vehicle	600	1,100	500
CCR	5230	Cloths	0	250	250
					10,050



# Cameron Park Community Services District

Final, 2018/19





Cameron Park  
Community Services District

## Agenda Transmittal

**DATE:** August 7, 2018

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #3:** RESPONSE TO GRAND JURY REPORT, CASE 17-01

**RECOMMENDED ACTION:** Review and Provide Feedback – Response to Recommendations in Grand Jury Report

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**BUDGET ACCOUNT:** TBD

**BUDGET IMPACT:** TBD

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### BACKGROUND

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

### DISCUSSION

The report contains ten Findings and five Recommendations. The District is instructed to respond to Findings F3, F7, F8, F9, and F10; and all of the Recommendations within 90 days from the release of the report, which would be September 8, 2018. Staff prepared the below response to the Findings and Recommendations:

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

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

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

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

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

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

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

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

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

The District Strategic Plan (Plan) was reviewed by the General Manager when she began employment, but was not used as a guide and resource in the first months. The Plan has been pulled for review and being actively used as a guide for future budget decisions.

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

The process for updating the website fell to several staff, and there was not centralized process to ensure the website had current, accurate information. A few missing documents, such as the Strategic Plan, along with the District Fiscal Year 2018-19 budget, are now posted. Staff are meeting with the website contractor this week to discuss roles, responsibilities and processes for improvements.

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

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

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

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

The District hosted a series on local government which Board members attended. Topics included what is a special district, special district financing, parliamentary procedures, and Brown Act and ethics. Information about additional opportunities for training have been provided to the Board members.

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

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

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

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

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

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

#### **FINANCIAL IMPACT**

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

#### Attachments

A: Grand Jury Report, Case 17-01

B: Proposed Changes - Policy 4090 Training

STATE OF CALIFORNIA

**GRAND JURY**  
**El Dorado County**

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



**CONFIDENTIAL**

June 4, 2018

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

Dear Ms. Morrison,

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

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

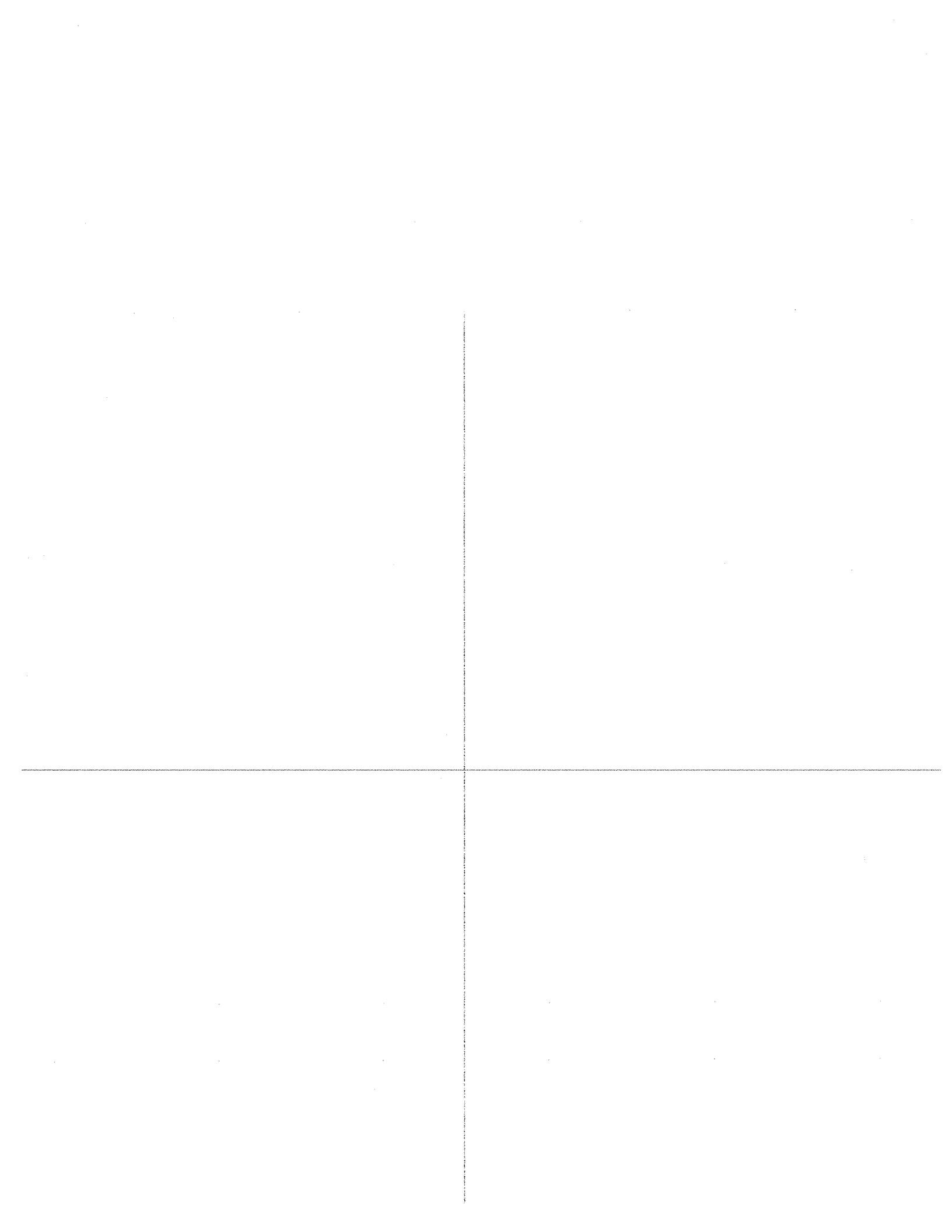
Please refer to the section REQUEST FOR RESPONSES near or at the end of the report for the timing of your response, if any, as required by the Penal Code.

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

Sincerely,

A handwritten signature in cursive script that reads "Tom Simpson".

Tom Simpson, Foreperson





EL DORADO COUNTY  
2017-2018 GRAND JURY  
REPORT



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CAMERON PARK  
COMMUNITY SERVICES DISTRICT

CASE 17-01 • JUNE 4, 2018

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Public Release

JUNE 8, 2018



# EL DORADO COUNTY 2017-2018 GRAND JURY

## *CAMERON PARK COMMUNITY SERVICES DISTRICT*

Case 17-01 • June 30, 2018

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

### BACKGROUND

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

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

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

### METHODOLOGY

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



## DISCUSSION

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

### **Board Meetings**

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

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

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

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

### **Directors**

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

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



## **Training**

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

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

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

## **Public Outreach/Community Involvement**

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

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

## **Employee Morale**

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





## Recordkeeping

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

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

## Revenue

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

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

## Strategic Plan

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

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

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



## Website

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

## FINDINGS

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

## RECOMMENDATIONS

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



## ATTACHMENTS

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

## REQUEST FOR RESPONSES

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

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

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

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

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

### Response to Findings

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

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

### IMPORTANT NOTE ABOUT GRAND JURY FINDINGS

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



### **Response to Recommendations**

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

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

### **Response Times**

The California Penal Code specifies response times.

#### *PUBLIC AGENCIES*

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

#### *ELECTIVE OFFICERS OR AGENCY HEADS*

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

### **Failure to Respond**

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

### **Where to Respond**

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

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

Response via Email to [courtadmin@eldoradocourt.org](mailto:courtadmin@eldoradocourt.org) is preferred.

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





**California Penal Code Section 933**

**933.**

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

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

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

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



**California Penal Code Section 933.05**

**933.05**

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

(1) The respondent agrees with the finding.

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

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

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

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

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

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

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

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

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

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



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## Cameron Park Community Services District

### POLICY HANDBOOK

POLICY TITLE: Training, Education, and Conferences  
POLICY NUMBER: 4090

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

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

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

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

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

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

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

**4090.2.3.2** Directors traveling together whenever feasible and economically beneficial.

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



## ATTACHMENT A

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

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





ATTACHMENT B

U.S. Department of Labor

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



UNITED STATES DEPARTMENT OF LABOR  
WAGE AND HOUR DIVISION

-----  
IN THE MATTER OF:

*Cameron Park Community Services District*  
*Case ID 1804805*  
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BACK WAGE COMPLIANCE AND PAYMENT AGREEMENT

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

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

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

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

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



ATTACHMENT B

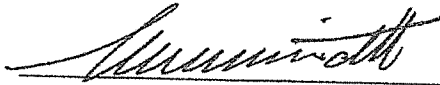
- remaining signed WH-58 receipt forms not yet provided to Wage and Hour or a cancelled check (or some reasonable facsimile) for every person the employer has paid per this agreement.
7. The employer hereby waives all rights and defenses which may be available by virtue of statute of limitations, including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

Approved by the following parties

Cameron Park Community Services District  
BY ITS OFFICER

UNITED STATES DEPARTMENT OF LABOR  
WAGE AND HOUR DIVISION

\_\_\_\_\_  
Name: Dean Cabell  
Title: General Manager  
Dated: 3/8/17

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



**EL DORADO COUNTY GRAND JURY 2017-2018**

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# Cameron Park Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Training, Education, and Conferences  
**POLICY NUMBER:** 4090

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

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

**4090.1.2** Required training includes:

- Harassment<sup>1</sup>
- Ethics<sup>2</sup>

**4090.1.3** Suggested training includes:

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

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

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

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

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

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

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

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

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

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

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

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





August 2, 2018

Public accountability group of El Dorado  
Attention: Jonathan Baker

RE: Overview of concerns from the public accountability group of El Dorado dated June 22, 2018

Dear Mr. Baker:

Thank you for sharing the public accountability group of El Dorado's concerns regarding the Cameron Park Community Services District (District) Fiscal Year 2018-19 Budget. The District staff appreciates the feedback. This letter is intended to provide information and address your concerns.

- Staff is in agreement that formatting and writing prose can and should be improved. The intent was to provide as much information as possible to describe service levels and context for the financial report, and less emphasis was placed on writing and formatting. Improvements in this area are expected in future reports.
- The salary chart in the budget did not match the salary chart in the Union Agreement. This item was pulled from the agenda and will be presented at a future date.
- To achieve a 20% increase in fees overall, staff is analyzing all fees to determine where capacity exists for increases. For example, Architectural Review fees have not increased for years, and there may be capacity for a greater than 20% increase. If Community Center fees increased 20%, the District may not be competitive with other facilities in the area. A report regarding fees is due to the Board for consideration in October.
- The District will consider opportunities to post a searchable document, which would be more transparent.
- Page number is inconsistent in the scanned documents. These documents were placed in binders for the Board and community, where the page number made better sense.

2502 Country Club Drive  
Cameron Park, CA 95682  
(530) 677-2231 / (530) 677-2201 (f)  
[www.cameronpark.org](http://www.cameronpark.org)

- An administrative fee is applied to each Landscape and Lighting Assessment District (LLAD) for the District's costs related to processing invoices and payments, collecting tax assessments from the County, site inspections, insurance and costs related to processing hiring paperwork for staff assigned to the LLADs. The size of the LLAD is not considered when applying this fee because the costs are the same and spread.
- Project proposed for Quimby are consistent with requirements.
- The Account 5150 description should also have included that that account included current employee CalPERS retirement costs along with the Unfunded Pension Liability.
- Department of Parks and Facilities, Parks Superintendent and Parks Supervisor salaries are appropriated across his responsibility areas: Parks, Community Center and LLADs.

I hope that this letter provides additional information and addresses some of your concerns. Staff met with several community members individually to discuss the budget, hear concerns and answer any questions. I am extending that same opportunity to you and your group. Again, thank you for your correspondence.

Sincerely,

# Attachment A

June 22, 2018

## To the Honorable Board of Directors of Cameron Park

Overview of concerns from the public accountability group of El Dorado.

Cameron Park CSD is presenting another incomplete and misleading budget. I'm not the best writer, but besides all of the red flags from poor writing prose, a short description of the more obvious concerns will be presented further below. Here are several of those red flags:

The use of the same lead-in sentiment within a paragraph or across two paragraphs multiple times throughout.

The salary chart in the budget doesn't match the salary chart in the Union Agreement MOU report in the agenda packet. All one has to do is look at the budget chart top step vs. the MOU "Current top step" column to see the inconsistency. If you can't do basic math or have a basic level of attention to detail then you shouldn't be in charge of public funds.

The assumption of a 20% fee increase that will translate into 20% additional revenue aside from property taxes. Really? What sort of modeling and public engagement has been completed to get to this assumption? What is the dollar figure for this 20%? What if your increase results in less traffic to your services – have you then accounted for a range of revenue that is more conservative? The way we read the Transmittal is that you had a goal to get below \$400k in deficit spending, so you then plugged in a 20% increase after a couple of small item changes. Without some backup to this change it is beyond arbitrary. And you are still planning on dipping into reserves beyond this revenue bump. You better have some realtime tracking of those revenue projections. At the close of transmittal there is reference to a revenue chart, it's in black & white; this looks as if a high school student put this thing together.

The budget is a scanned document. The ability to create a searchable pdf. file is apparent, as most of the Board Agendas and reports are that way. Why would anyone provide one the agency's most important documents in an unsearchable format? To make it less transparent to the public. This is unacceptable.

The Agenda Packet for June 20<sup>th</sup> does not include the LLAD Assessment Engineer Report. This is a fatal flaw for notice requirements to the public. The engineer's report(s) could not be found elsewhere on the website. I would think that I could find it prominently on the homepage, but that page is nearly 90% advertisement for revenue-generating activities & events. So, you hide how much you are going to assess, then you force-feed more fee-levied activities. Where are the priorities? Now that the 20<sup>th</sup> has come and went, the LLAD report has been posted... another testament to the attention to detail.

Page numbering is inconsistent. The table of contents doesn't even number the packet contents.

Several LLADs have the same exact same total for salary & benefits. This is quite impossible when every LLAD is different in size, scope and assets. However, your staff are comfortable with only presenting a rolled-up number, and it is so damning because there is no way you can have the same costs here, let alone on the supplies values. Any approach to apply a flat percent of time to each LLAD is the work of budget managers that are not truly managers at all. This is pencil whipping at its best, and ripe for opening your agency up to be litigated against in the worst. Take a look at recent case law (like your Engineers did/cite) or even as close as the Grand Jury reports on this for El Dorado Hills CSD a few years back. Lastly, any budget

manager that uses the "rolled-up" method approach to budgeting is 1. Hiding the details and 2. Doing that because they are either incompetent or don't truly care about being a good steward of our public funds.

#### **Budget:**

I keep reading in the budget and other reports to the Board that the previous two fiscal years' accounting is not complete, and that it will be happening soon. Yet, you are considering spending more than your anticipated revenue. Why not have a more austere approach to this upcoming year of the "unknown". Use this year to get your house in order. You've a new General Manager for about 9 months, and its really easy to chalk the inability to deliver in the area on newness, however, as I understand it, this isn't a purported newbie to the public sector. I'm afraid that we're in for another couple of years of chaos shrouded in the honeymoon phase.

Cash at the County page (no page number). Fund 08 has not detail or history for the lay reader to understand what it is or why there is merely a "to be rolled to fund 9". The public deserves an explanation.

Capital Projects Funded by Quimby (again, no page number). Quimby fees have very particular requirements to be met, see CA. Govt. Code 66477. I'd be remiss if Cameron Park CSD had this litigated against them for misuse.

#### **Cameron Park Community Services District Obligations as CalPERS Agency: Retiree Health Care Benefits and Pension Funding Fiscal Year 2018-19 (again, no page number).**

Within this report it states:

"The fiscal impact of this latest policy change is expected to be minimal on the annual employer contributions in the near term. The long-term impact will depend on future changes to unfunded liabilities as the change only applies to these future changes."

Now, that is four (4) uses of the word *change* in two sentences, and many modifiers such as *depend* and *future*. The reality is that the statements made there are misleading. The changes that CalPERS is making are immediate and impacting, yet, later in the Budget you request two more full-time, CalPERS cost-impacting staff while eliminating a part-time/temporary approach. Let's not be nearsighted and saddle our near-term future with mounting costs. Additionally, when I checked the CalPERS site <https://www.calpers.ca.gov/page/employers/actuarial-services/employer-contributions/public-agency-contributions> it apparently shows the CSD scheduled for about \$140,000 in unfunded liability for pension when the report cites \$111,519 FY 17/18. That's about a \$30,000 discrepancy, which seems significant to me. Why is the staff report citing current year values while hiding the upcoming year values? Here are a few more CalPERS sites to look at:

<https://www.calpers.ca.gov/page/employers/actuarial-services/employer-contributions/public-agency-actuarial-valuation-reports>

<https://www.calpers.ca.gov/docs/public-agency-required-employer-contributions.pdf> page 8 of 89

Additionally misleading in this report is the citing of 1. *Current Costs for Retired Individuals*, which really only states what is paid out in health care, or OPEB (which is not acronym-spelled correctly in the third paragraph). Then the report goes to retiree pension, then back again to health care retiree costs. If nothing else, this report tries to dazzle by spinning the reader around.

## **Administration & Finance Budget**

You'll have to pick the exact page number, as the document continually repeats Page 1, Page 2 and is just inconsistent.

Page 1 of 2 of Budget.

Account 5150, cross-referenced to Page 2 of Detail. The narrative states that it is all for unfunded Pension liability (\$101k). What about the Department staff costs – the employer costs for the current year? Everyone in public sector knows that you have the current year costs and the future (or unfunded liability) costs. When you add the whole agency values for this account it is approximately \$187,000. So, which is it? Is the cover report on pension costs the "real" numbers? Is it the CalPERS reports? Or is it the inconsistent numbers and lack of detail in the description? To add insult to injury, why doesn't the Personnel Budget Report identify current year pension costs? These reports are incomplete, halfcocked and stifle with the taint of incompetence.

## **Department of Parks and Facilities.**

Page 2. "follow obligations as a contracted CalPERS agency." This was the comment to prop up the request to get two more full-time fully benefited employees? Of course you have to follow those requirements. Just do a better job managing who you retain as part-time instead of operating from the seat of your pants.

What is this reallocation of Park Superintendent Salary (\$47,173) which you cite as representing 34% of an amount? Are you trying to convey that your Park Superintendent is/was making nearly \$142,000? That's amazing! And then you cite about \$21,000 as 20% of a Park Supervisor – so about \$105,000. When looking across the whole budget to the Community Center, etc., I only see 68% budgeted for your Superintendent. Are you proposing that 32% is applied to LLADs? If so, why isn't it explicitly defined in this budget? Something is not passing the sniff test here.

Page 5. LLADs

David West Park. You cite that additional funds are budgeted for soil correction and irrigation, but the LLAD Engineer Report states ""No Planned Projects". I suppose by projects you must mean something larger than landscaping maintenance within an LLAD.

Northview. Again, "No Planned Projects" in the Engineer Report, but your budget states, "Additional playground fiber is included in the budget for safety."

As you can see, there are many problems with the approach, philosophy and maybe even people behind this budget. Make the right decision cure the root cause, not the symptoms. The Community will understand and respect you.

Thank you for taking the time to review this.

*Jonathan Baker*

CC. Mt. Democrat

Jill Ritzman

El Dorado County Supervisors

El Dorado County Grand Jury

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*Cameron Park  
Community Services District*

## **Agenda Transmittal**

**DATE:** August 7, 2018

**TO:** Budget and Administration Committee

**FROM:** Vicky Neibauer, Finance/Human Resources Officer

**AGENDA ITEM #5:** **RESOLUTION NO. 2018-23 STATING THE PURPOSES AND FIXING THE AMOUNT OF MONEY TO BE RAISED BY TAXATION IN THE DISTRICT TO PAY VOTER APPROVED DEBT FOR 2018/19 AND SETTING THE TAX RATE**

### **BACKGROUND**

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

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

### **DISCUSSION**

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

Staff recommends the Committee's support and to move Resolution No. 2018-23 to the Board for consideration (poll vote required).

# Attachment A

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

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

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

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

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

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

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

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

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

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

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

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



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

*PASSED AND ADOPTED* this 15<sup>th</sup> day of August 15, 2018, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Attest:

\_\_\_\_\_  
Director Holly Morrison, President  
Board of Directors

\_\_\_\_\_  
Jill Ritzman, General Manager  
Secretary to the Board

EXHIBIT A

**Tax Year 2016-17**

General Obligation Bond - Voter Approved Debt

Debt Service	
February 1, 2017	\$109,935.00
August 1, 2107	\$155,935.00
August 1, 2107   Capital Appreciation Bond	<u>\$270,000.00</u>
Total	\$535,870.00
Less: unsecured roll revenues - current year	\$12,078.00
Less: secured roll revenues - current year unitary assessment	\$0.00
Add: other expenses for current roll year	\$1,000.00
Less: available cash in the fund	<u>\$1,297.96</u>
Total Assessment	\$523,494.04
Secured Assessed Value	\$2,146,699,699.00
homeowner exemption	\$27,307,400.00
<b>Tax Rate 2016-17:</b>	
per \$100 secured assessed value	\$0.0241

*Cameron Park  
Community Services District*

## **Agenda Transmittal**

**DATE:** August 7, 2018

**TO:** Budget and Administration Committee

**FROM:** Vicky Neibauer, Finance/Human Resources Officer

**AGENDA ITEM #6:** **CHECK REGISTER FOR THE MONTH OF JULY**

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



CAMERON PARK

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

User: LAU

Date	Check	Vend ID	Name	Amount
07/05/2018	28450	05625 02	ADM Screening Description: Emp checks 06/25&27/18, Emp checks 06/25&27/18, Emp checks 06/25&27/18	90.00
07/05/2018	28451	50042 01	Airgas National Carbonation Description: CO2 Pool 06/22/18, CO2 Pool 06/22/18	218.24
07/05/2018	28452	19096 01	Andrew Webb Description: Inst. Tennis June 2018, Inst. Tennis June 2018	336.00
07/05/2018	28453	10637 01	Angius & Terry LLP Description: Legals CC&R 05/07 & 05/14/18, Legals CC&R 05/07 & 05/14/18	656.00
07/05/2018	28454	19304 01	AT&T Calnet 3 Description: Phones 05/24/18-06/23/18, Phones 05/24/18-06/23/18, phones 05/24-06/23/18, phones 05/24-06/23/18, phones 05/24-06/23/18, phones 05/24-06/23/18	667.12
07/05/2018	28455	50535 01	Barbara Barisone Description: Inst. Water Aerobics June 2018, Inst. Water Aerobics June 2018	275.00
07/05/2018	28456	71191 01	Bettina S. Helm Description: cell ph allowance July 2018, cell ph allowance July 2018	60.00
07/05/2018	28457	04803 01	Blue Ribbon Personnel Services Description: Temps 06/18-06/24/18, Temps 06/18-06/24/18, Temps 06/18-06/24/18, Temps 06/18-06/24/18, Temps 06/18-06/24/18	3,982.50
07/05/2018	28458		Voided Check	0.00
07/05/2018	28459	03044 01	Burton's Fire Inc. Description: FD Coolant/Parts 06/08/18, FD Coolant/Parts 06/08/18	604.07
07/05/2018	28460	09548 01	Cap City Sports Academy LLC Description: Inst. Sports camps June 2018, Inst. Sports camps June 2018	1,109.10
07/05/2018	28461	50309 01	Carbon Copy Inc. Description: FD89 Copies June 2018, FD89 Copies June 2018, FD88 Copies June 2018, FD88 Copies June 2018	88.97
07/05/2018	28462	2018-042	CardConnect Description: 2 card kiosks x 6 mths lease, 2 card kiosks x 6 mths lease, 2 card kiosks x 6 mths lease	300.00
07/05/2018	28463	2018-041	Chen Padilla Description: weed abatement 3090 Cambridge Rd, weed abatement 3090 Cambridge Rd, weed abatement 3050 Cambridge Rd,	8,500.00
07/05/2018	28464	00219 02	Churchill's Hardware Description: Supplies, June 2018, Supplies, June 2018, Supplies, June 2018, Supplies, June 2018, Supplies, June 2018, Supplies, June 2018	212.84
07/05/2018	28465	2018-031	Cintas Corporation #622 Description: CSD Janitorial Supplies 06/28, CSD Janitorial Supplies 06/28	229.97
07/05/2018	28466	19240 01	Craig Shuler Description: cell ph allowance July 2018, cell ph allowance July 2018	60.00
07/05/2018	28467	2018-81-ONE	Dave Stahlman Description: Mens league refund, Mens league refund	470.00
07/05/2018	28468	01904 01	Dawn Avalon Description: Inst. Tai Chi 05/01-06/30/18, Inst. Tai Chi 05/01-06/30/18	150.00
07/05/2018	28469	2018-83-ONE	Dennis Moore Description: Kidz Kamp refund 07/02/18, Kidz Kamp refund 07/02/18	140.00
07/05/2018	28470	19133 01	DSA Technologies, Inc Description: New Server 07/03/18 installed, New Server 07/03/18 installed, MSA July 2018, MSA July 2018, MSA July 2018, MS	13,471.72
07/05/2018	28471	2018-039	Eddie Estabrook Description: weed abatement 3558 Cambridge, weed abatement 3558 Cambridge	3,995.00

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

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

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

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



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

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

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

Run Date: 08/02/18  
Run Time: 2:44 PM**Accounts Payable Check Register**

User: LAU

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

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

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**SELECTION CRITERIA:**

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

Bank: OPR

Check Sort Option: Date Then Check

Check Status Option: Both Reconciled and Unreconciled Checks

Check Process Option: Both Good and Voided Checks

Pay Method: Checks Only

*Cameron Park  
Community Services District*

## **Agenda Transmittal**

**DATE:** August 7, 2018

**FROM:** Niki Garrison, Records Retention Coordinator

**AGENDA ITEM #7:** **RECORDS RETENTION PROJECT**

The Records Retention project is progressing well. The two outdoor storage sheds at Fire Station 89 have been sorted and purged. Throughout the project there have been three large dumpster pickups (\$1,033.38 total) and 212 boxes of shredding picked up for destruction (\$636.00 total). A running list of destroyed items has been kept. The transformation of the sheds has been phenomenal!

Approximately 40 more boxes remain at the shed awaiting transfer to the Cameron Park Community Services District (CPCSD) office for scanning. As of 7/27/18, 234 hours of labor have been invested in the project (\$3,517.50 total). Scanning continues to move along at the office.

There is a third storage unit, which the CPCSD rents, that has not been touched as of yet. The number of boxes to scan and/or shred from this unit is unknown at this time. Once the scanning of sheds at Fire Station 89 is completed, the sorting of the rental unit will begin. Once all has been completed, the remaining boxes required to be retained will be moved to the small unit at Fire Station 89 or retained onsite at the CPCSD office.

Future plans include:

- Parks & Recreation items organized and/or purged from the remaining sheds;
- Appropriate boxes of documents at the CPCSD office will be transferred to the storage unit;
- Minor repairs to the shed prior to the rainy season will be completed to prevent damage to the documents;
- Remaining boxes in storage unit will be labeled and organized for easy management; and
- Closets and storage at the Community Center will be addressed in coming months.

