

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



**Budget and Administration Committee**  
**Tuesday, September 11, 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. Proposed Response to Grand Jury Report (J. Ritzman)
3. Conflict of Interest Code Corrections (J. Ritzman)

4. **Budget Plan of Action - Report Backs (V. Neibauer)**
  - **Summer Spectacular Operational Costs and Revenues**
  - **Lagoon Operational Costs and Revenues (will be hand-carried to meeting)**
  - **Browning Out Landscape Locations**
5. **Budget Actuals Report (will be hand-carried to meeting; waiting for financial reports from County)**
6. **Check Register for Month of August (V. Neibauer)**
7. **Staff Updates (oral, V. Neibauer)**
8. **Items for the October Committee Meeting**
9. **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, August 7, 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** – 6:40 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.*

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**DEPARTMENT MATTERS**

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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
  - *Fiscal Year 2018/19 Budget Report*
  - *Proposed Response to Grand Jury Report*
  - *Response to Public Accountability Group of El Dorado*
  - *Check Register for Month of July*

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

**ADJOURNMENT**

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



## Agenda Transmittal

**DATE:** September 11, 2018

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #1:** BELL WOODS DRAINAGE EASEMENT AT KNOLLWOOD PARK

**RECOMMENDED ACTION:** Approve Drainage Easement between Cameron Park Community Services District and El Dorado County for Bell Woods Residential Development

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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 Cameron Park Community Services District's (District) involvement was discussed at the Budget & Administration Committee (Committee) and Board of Directors meetings in July, and at the Budget and Administration Committee in August. The District is involved in two ways: 1) Community Facilities District (CFD) to serve as a back-up funding measure for maintenance of open space and landscape areas; and 2) proposed drainage easement between the District and El Dorado County (County).

The District Board of Directors approved the CFD last month, and is working with SCI Consultants and the County to establish the district. In August, the Budget and Administration Committee members walked the proposed drainage easement site and Knollwood Park. This is a report back on questions raised at the last Committee meeting regarding Knollwood Park and the proposed drainage easement:

- ✓ When and why did the District acquire Knollwood Park?
- ✓ Can the open space designation be changed and how?
- ✓ What are the Annual District Maintenance Costs?
- ✓ What can the land be used for?
- ✓ What is the monetary value of the Knollwood Park?

## DISCUSSION

### Acquisition of Knollwood Park

Staff pulled historical records and developed a timeline for the District's acquisition (Attachment A). In the fall of 1974, the Board approved acquiring Knollwood Park, 6.5 acres, along with three other proposed park sites, from Dorado Estates in exchange for assuming the remaining balance of a bond of \$13,441. Prior to this action, there was discussion about Cameron Park's increasing population and the need to provide park and recreation services.

### Change Open Space/Park Designation

El Dorado County has land use authority in Cameron Park. A change to the land use designation to allow for development, a higher use than Knollwood Park's current designation, may also trigger environmental review documents, including U.S. Army Corps of Engineers review due to the existence of wetlands on site.

In discussion with the County Planning Director, the initial reason or intent for acquiring the park site ties back the ability to change the Open Space/Park designation. In this case, the initial intent was to acquire land for future parks. There are several County General Plan Policies (Attachment B) that guide County decisions regarding open space; and the District's Park and Recreation Master Plan cites a slight shortage of parks.

The District would need County approval to change Knollwood Park's land use designation, which would include a public review process. Transportation and environmental impacts would be considered. The ability to access Knollwood Park is difficult at best. The current residential area surrounding Knollwood Park, the location of wetlands, and the County-approved map for Bell Woods constrains access. Providing access to Knollwood Park was not considered in previous land use decisions because of its current designation. The current access from Knollwood Drive is narrow and full of wetlands. The wetland and swale at the park site are a part of the overall drainage plan for the area. Gaining approval from the County and environmental agencies for a land use designation appears to be unlikely.

### Annual Maintenance Costs

Annual maintenance costs for weed abatement, tree maintenance, and clearing to allow drainage is \$5,750. If Growlersburg crews are available to provide weed abatement, there is an annual savings of \$5,750.

### Land Use

If the Open Space/Park land use designation cannot be changed, District staff would need to determine uses that are consistent with its current designation that may lessen District costs or raise revenues. Those ideas include the following list, which staff is prepared to discuss at the Committee meeting.

- Mitigation Site
- Solar Generation
- Farming, row crops or grazing livestock

### Monetary Value of Knollwood Park

Lennar Homes provided a hand-out at the August Budget and Administration Committee meeting (Attachment C) that demonstrates the possible value of Knollwood Park compared to another recent acquisition by Lennar. The purpose of the hand-out was to justify the proposed easement fee of \$5,000.

Staff researched undeveloped property for sale in the Cameron Park and Shingle Springs area. All lots were approved for residential development and varied between 5 and 12 acres. Cost per acre ranged between \$12,900 and \$44,695 per acre. Staff were unable to obtain any comparable properties for sale that had a designation of Open Space/Parks. Due to the current land use designation and access constraints, there would be risk for a buyer to purchase the property "as is" and expect to develop the property for even one residence.

### **CONCLUSION**

The District's decision to acquire and preserve Knollwood Park was made forty-four years ago. Since that time, the County made additional land use decisions for residential development and drainage based upon Knollwood Park continuing as a park. Bell Woods has been a development planned and approved since 1992. To effectively reverse this course now would be difficult.

Staff recognizes that residences along Knollwood Drive and adjacent to Knollwood Park have experienced high water events which have caused flooding on their property, which is not unique to this area. Addressing storm water drainage in Cameron Park is a conversation between the County, District and residents. All property owners, including the District, have a responsibility to clear and maintain drainage creeks and swales. If the current drainage system in Cameron Park is not adequate, further discussions about possible solutions should occur between the County and District.

Staff is recommending approval of the drainage easement between the District and County for a fee of \$5,000. A drainage study conducted by the County determined that the detention basins incorporated into the Bell Woods development will control storm water runoff into Knollwood Park, and there is to be no net change to water levels in the drainage swale that runs through the park. The drainage study concluded that Lennar addressed storm water runoff generated by their development.

Attachments:

- A – Knollwood Park Acquisition Historical Records
- B – County General Plan excerpts
- C – Lennar Estimated Land Value
- D - Drainage Easement Application
- E – Proposed Drainage Easement



## Knollwood Park (Cameron Park North Unit No. 3)

### Timeline

Date	Notes	Reference
10/15/74	Dorado Estates proposed to turn over park areas to the Cameron Park Community Services District (CPCSD) in exchange for credit on future annexation. Discussion was held regarding: <ul style="list-style-type: none"> <li>• Special election proposing override tax for recreation.</li> <li>• Presentation to the District by Dorado Estates of present park areas with no financial credit with the CPCSD assuming lake operation.</li> </ul>	CPCSD BOD Minutes 10/15/74  Exhibit A
11/19/74	Motion that the CPCSD enter into an agreement with Dorado Estates to accept the four park sites as depicted on the map as discussed <sup>1</sup> . The CPCSD to assume the remaining bond balance as submitted in Dorado Estates' letter of October 14, 1974 <sup>2</sup> (\$13,441.98) and that the park site at the base of the Cameron Park Lake be accepted with the understanding that we try a Community Garden for at least one year and that in addition the CPCSD will negotiate with Dorado Estates and EID to assume the responsibility for the operation of the lake under a new lease and the CPCSD will endeavor to form a Special Service Park and Recreation District within the confines of the present CPCSD and the South Side and in addition to this the CPCSD will attempt to negotiate a joint agreement with the Cameron Estates Community Service District as a joint venture in the operation of this Special Services District and that the Cameron Estates Community Service District boundary to be included as it now stands. Motion passed.	CPCSD BOD Minutes 11/19/74  Exhibit B
9/16/75	Wording of the grant deeds was discussed – regarding easements for roads into the park sites and an easement to EID for a pipeline.	CPCSD BOD Minutes 9/16/75  Exhibit C
9/17/75	Grant Deed transferring Cameron Park North Unit No. 3 from Dorado Estates to the CPCSD.	Grant Deed 9/17/75  Exhibit D
10/21/75	Names under consideration for the park sites are Royal Park, Hacienda Park, Knollwood Park and Fairway or Bonanza Park.	CPCSD BOD Minutes 10/21/75  Exhibit E

<sup>1</sup> The referenced map is currently missing. The Board agenda packet for the 11/19/74 meeting is not in the archive file.

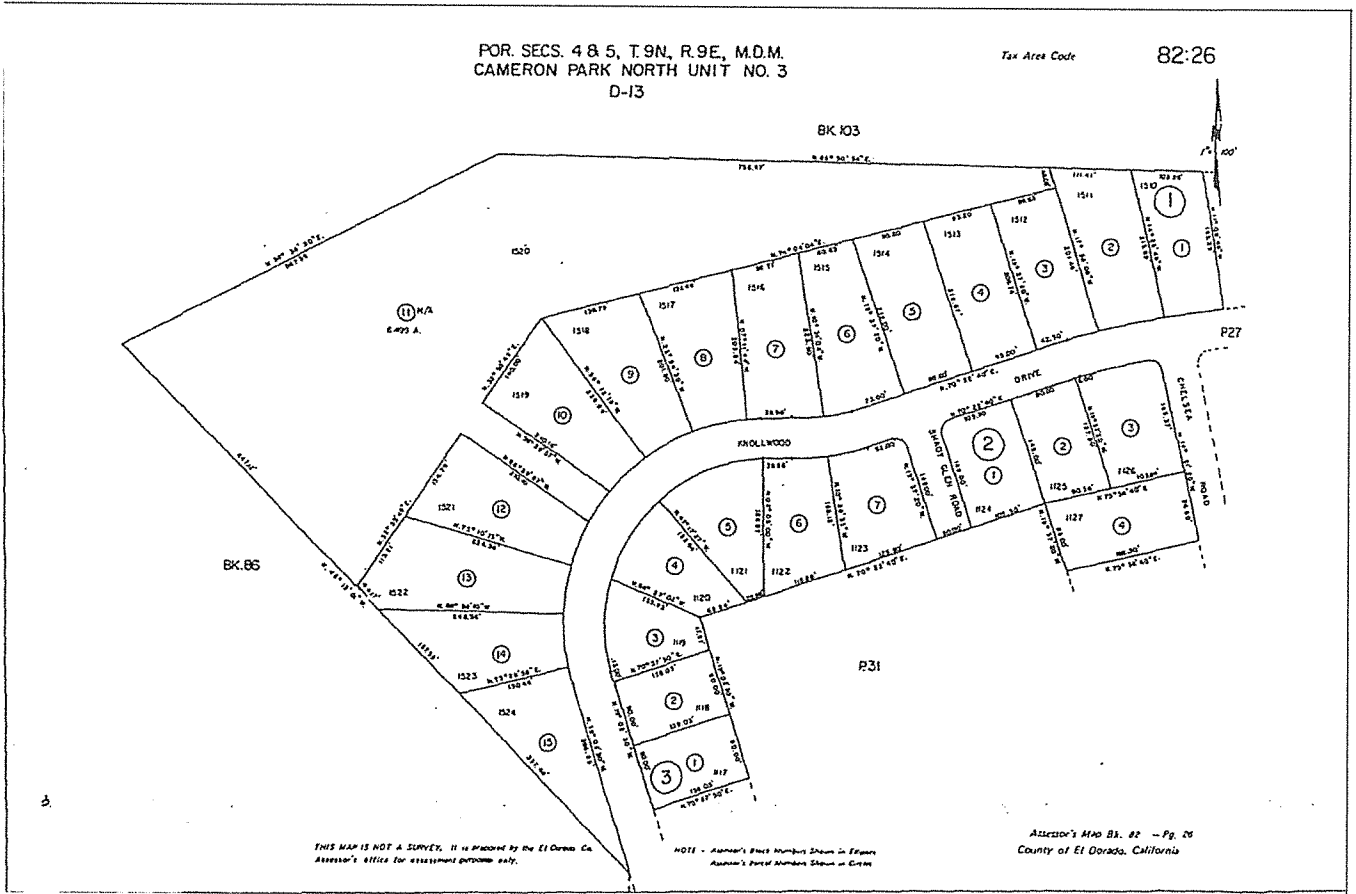
<sup>2</sup> Dorado Estates letter of October 14, 1974 is currently missing. The Board agenda packet for the 11/19/74 meeting is not in the archive file.

MetroScan / El Dorado (CA)

Chain of Title

Owner	: Cameron Park Com Services	Parcel	: 082 261 111
CoOwner	:	Land	:
Site	: 2607 Knollwood Dr Cameron Park 95682	Struct	:
Mail	: 3200 Country Club Dr Cameron Park Ca 95682	Timber	:
Xfered	: 11/14/1975	Other	:
Price	:	Total	:
LoanAmt	:	Exempt	:
Lender	:	Type	:
VestTyp	:	% Imprv	:
LandUse	: *unknown Use Code*	% Owned	:
Zoning	: Rf Recreation Facility	TaxArea	: 054009
Legal	: CAMERON PARK N 03 L 1520	17-18 Tax	:
MapGrid	:		
Census	: Tract: 308.08      Block: 2		

TotalRms	:	Water Srce	:	LotAcres	: 6.39	BldgClass	:
Bedrooms	:	AccessType	:	Lot SqFt	: 278,204	Bldg Cond	:
Bathrms	:	NaturalGas	:	BldgSqFt	:	Terrain	:
Stories	:	Waterfront	:	Year Blt	:	GroundCvr	:
Units	:	Floor Plan	:	Eff Year	:	View Qlty	:




Knollwood Park Timeline


Information compiled from various sources. CoreLogic makes no representations or warranties as to the accuracy or completeness of information contained in this...

CAMERON PARK COMMUNITY SERVICES DISTRICT  
 Minutes of October 15, 1974

1. 1 MEETING CALLED TO ORDER:  
 2 The meeting was called to order at 7:08 P.M. by Chairman Enzler.
2. 2 ROLL CALL:  
 3 Present were Directors Cattrell, Enzler, and Goings. Directors  
 4 Jenkins and Waldron were absent.
3. 4 AGENDA ADDITIONS:  
 5 Motion by Director Cattrell seconded by Director Goings and all  
 6 present in favor to approve the agenda as presented. Motion  
 carried.
4. 7 APPROVAL OF MINUTES:  
 8 September 17, 1974: Motion by Director Goings seconded by Director  
 9 Cattrell and all present in favor to adopt the September minutes  
 as printed. Motion carried.
5. 10 OPENING OF BIDS - MINI PUMPER:  
 11 The Fire Chief presented a depreciation report on the present  
 12 equipment. The bids received on a mini-pumper were reviewed and  
 13 discussed. The Fire Chief was requested to check the effect  
 14 chemicals in the water might have on an aluminum tank. The Chief  
 was also requested to check with the different companies regarding  
 how long the quoted prices will remain in effect and notify the  
 Board if a special meeting is necessary, otherwise this item will  
 be carried over to the November 19th meeting.
6. 15 LAKE AND RECREATION PROPOSALS:  
 16 Mr. Guthrie had presented letters to the Board regarding Dorado  
 Estates's proposal to turn over park areas to the District in  
 17 exchange for credit on future annexations. Mr. Guthrie also pre-  
 sented copies of the formula for dedication of park lands used by  
 18 different municipalities. Discussion was held regarding: (1)  
 Special Election proposing override tax for recreation. (2) Pre-  
 19 sentation to the District by Dorado Estates of present park areas  
 with no financial credit with the District assuming lake operation.  
 Mr. Guthrie was asked to present this proposal to Dorado Estates.  
 Carried over.
7. 20 PLANNING COMMISSION:  
 a. 21 Cameron Oaks Adult Subdivision: The Manager reported that as of  
 today he had received no communication from this developer.  
 b. 22 Royal Highlands: Mr. Guthrie said he had had a call from one of  
 23 the owners on Royal Highlands regarding the possibility of annex-  
 ing this entire subdivision. Mr. Guthrie said the petition  
 24 circulated by Mr. Barnett now has around 28 signatures. The Board  
 asked Mr. Guthrie to check with the Royal Highlands owners regard-  
 25 ing annexation of this entire subdivision, and also find out if the  
 fees could be turned over to the county for collection should a  
 property owner refuse to pay.
8. 26 FINANCIAL REPORT:  
 a. 27 The written monthly report was reviewed by the Board.
9. 28 BILLS:  
 29 The October bills were reviewed. Motion by Director Cattrell  
 30 seconded by Director Goings and all present in favor to pay the  
 October bills. Motion carried.
10. 30 CORRESPONDENCE:  
 31 The Manager read the following correspondence:

- 1 1. Thank you letter from Richard Smith, President of Dorado  
 2 Estates, to the Fire Department in appreciation for their assist-  
 3 2. Letter from the District Secretary to the Board of Super-  
 4 visors regarding Board recommendation for denying application to  
 5 subdivisions not in a fire protection district.  
 6 3. Verbal communication from Fire Chief Cassaglia regarding  
 7 proposed vacation schedule, October 23-October 31. Chief Cassaglia  
 8 said that in his absence Captain Grewe would be Acting Fire Chief  
 9 and Secretary Kay Duarte would be Acting Manager.
11. DEPARTMENT REPORTS:  
 a. 8 Fire Department: 1. Fire Department Activities - The written  
 9 report was reviewed. 2. Purchase of 1972 Chevrolet Pick-up - The  
 10 Fire Chief reported this unit had been received and is being pre-  
 11 pared for a coat of red paint. Payment for the unit will be made  
 12 in two installments; \$1,000 in November and the balance of approx-  
 13 imately \$1,700 plus 7% interest, around September of 1975.  
 b. 11 Manager: 1. Resolution No. 74-9 - Motion by Director Cattrell  
 12 seconded by Director Goings and all present in favor to adopt  
 13 Resolution #74-9, a resolution for change of depository for  
 14 District funds from Wells Fargo Bank in Placerville to Mother Lode  
 15 Bank in Cameron Park. Motion carried.  
 2. Resolution No. 74-10 - Motion by Director Goings seconded by  
 16 Director Cattrell and all present in favor to adopt Resolution  
 17 No. 74-10, a resolution establishing a special payroll account.  
 18 Motion carried.
12. 16 OLD BUSINESS:  
 a. 17 Alarm Systems - The Fire Chief reported that Mr. Crim is having a  
 18 problem getting his equipment approved and still does not have a  
 19 contractors license.  
 b. 18 Specifications for 1975 Insurance Bids - The proposed specifications  
 19 were reviewed. The Board requested an addition on Page 2, Item 3-B,  
 20 "Provide optional quotes for \$250 and \$500 Deductible" and on Page  
 21 2, Item V, delete \$2,000,000 and \$4,000,000 optional quotes for  
 22 liability. Motion by Director Goings seconded by Director Cattrell  
 and all present in favor to accept the Specifications for Insurance  
 Bids as amended. Motion carried. The Board suggested that these  
 specifications be mailed to several major insurance companies.  
 c. 22 Increase in Annexation Fees - Carried over.
13. 23 NEW BUSINESS:  
 24 Director Enzler requested that 'Master Plan' be placed on the next  
 agenda.
14. 25 COMMITTEE REPORTS: None.
15. 26 INTERIM BUSINESS:
16. 27 ADJOURNE:  
 28 Motion by Director Goings seconded by Director Cattrell and all  
 29 present in favor to adjourn. With no further business the meeting  
 30 was adjourned at 10:02 P.M.

31   
 32 President

  
 Secretary

CAMERON PARK COMMUNITY SERVICES DISTRICT

3300 COUNTRY CLUB DRIVE • PHONE 916-677-2231  
SHINGLE SPRINGS, CALIFORNIA  
95662

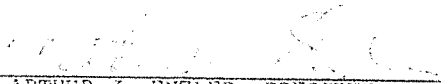
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with 10/5/74  
minutes

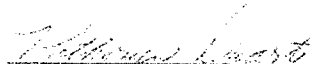
AUTHORIZATION TO PURCHASE AND ARRANGE  
FINANCING FOR DISTRICT VEHICLE

On September 19, 1974, the Board of Directors was polled by telephone by the undersigned President, with a request to authorize the Fire Chief/Manager to purchase and arrange financing with the Mother Lode Bank in Cameron Park, for a 1972 used Chevrolet Pick-Up Truck, Purchase Price of \$2,696.43.

VOTE: AYES - - 5  
NOES - - 0



ARTHUR J. ENZLER, PRESIDENT  
BOARD OF DIRECTORS  
CAMERON PARK COMMUNITY SERVICES  
DISTRICT

ATTEST:   
SECRETARY

10-1-74

**Exhibit A**

SPECIFICATIONS FOR INSURANCE QUOTATIONS  
CAMERON PARK COMMUNITY SERVICES DISTRICT

*Approved as  
Amended  
10/15/74*

Cameron Park Community Services District invites you to submit sealed proposals for the insurance indicated in the attached specifications. Proposals will be received at 3200 Country Club Drive, Shingle Springs (Cameron Park), Attention, Louis Cassaglia, Manager, until 2 p. m., December 3, 1974.

Cameron Park Community Services District reserves the right to reject any and all proposals, and also to waive any informalities in any quotation. While price will be a factor in consideration of the proposals, it is not the sole criterion, and the District reserves the right to the use of other criteria in making its decision.

If any coverages cannot be furnished, please attach an explanatory note describing the variation.

All carriers must be licensed to do business in the State of California, must maintain an office in the state, and have a Best's rating of A+ Policyholders and AAAAA Financial.

SPECIFICATIONS

Name Insured: Cameron Park Community Services District

Mailing Address: 3200 Country Club Drive, Shingle Springs, CA 95682.

Location: As above

Coverage:

- I \$150,000 on Building, 90% average clause  
Replacement Cost, Stipulated Amount - All Risk,  
\$100 Deductible
- II Public Property Floater, 90% average clause  
Replacement Cost - All Risk - \$100 Deductible  
Total \$30,000 includes coverage for ladders, hoses  
(and accessories), Radio equipment, Alarm System  
equipment, and fire house furniture and equipment.
- III Comprehensive General Liability
  - 1. \$500,000 Limit of Liability (combined single  
limit) for both Bodily Injury Liability, and  
Property Damage Liability.

Exposures: Firemen 93131 \$70,000  
Broad Form Property Damage  
Personal Injury

**Exhibit A**

- A. Blanket Contractual
- B. Completed Operations
- C. Employees Exclusion "C" deleted from Personal Injury
- 2. Comprehensive Automobile Liability - \$500,000 CSL
  - A. 1969 Ward LaFrance Fire Truck
  - B. 1957 Chevrolet ½ Ton Pick-up
  - C. 1947 American LaFrance Pumper
  - D. 1954 Ford 1-Ton Truck
  - E. 1960 Ford 1½ Ton Brush Truck
  - F. 1972 Chevrolet ½ Ton Pick-up
- 3. Physical Damage Coverage

- A. Comprehensive, excluding collision only on the following:

Stated Amount

1. Ward LaFrance Fire Truck, 1969	\$32,000
2. 1960 Ford 1½ Ton Brush Truck	5,000
3. 1972 Chevrolet ½ Ton Pick-up	2,700

- B. Collision, Actual Cash Value, less \$100 Deductible, covering only those vehicles shown in 3A above.

*X Provide optional quotes for \$250 or \$500 deductible.*

- 4. Non-owned Automobile and Uninsured Motorist coverage, to be included for all exposures.

IV Employee Dishonesty Coverage

- 1. Commercial Blanket Bond           \$20,000
- 2. Public Employers Blanket Bond    5,000

(7) Class 1, and (6) Class 2

V Umbrella Excess Liability Coverage

Provide optional quotes for \$1,000,000, ~~\$2,000,000~~, \$3,000,000, ~~\$4,000,000~~, and \$5,000,000 over primary.

VI Loss Experience last three years:

3. Specifications - Cameron Park

Oct. 1, 1974

**Exhibit A**

1. 6/27/73 - Property Damage, Fire, Donald Bird, CNP *(Photo in file)*
2. 7/11/73 - Property Damage, Auto, Herbert Owen - \$60.87

Additional information can be obtained by contacting Mr. Louis Cassaglia, Manager, Cameron Park Community Services District, Phone 677-2231.



CAMERON PARK COMMUNITY SERVICES DISTRICT  
Minutes of November 19, 1974

1. 1 MEETING CALLED TO ORDER:  
2 The meeting was called to order at 7:02 P.M. by Chairman Enzler.
2. 2 ROLL CALL:  
3 Present were Directors Cattrell, Enzler, Goings, Jenkins, and  
4 Waldron.
3. 4 AGENDA ADDITIONS:  
5 Additions were: Under item #7-a, Cameron Oaks Subdivision was  
6 added. Motion by Director Jenkins seconded by Director Goings  
7 to approve the agenda as changed. All in favor. Motion carried.
4. 7 APPROVAL OF MINUTES:  
8 October 15, 1974: Page 2, Line 8½, ' 7%' was added after  
9 "\$1,700 plus". Motion by Director Goings seconded by Director  
10 Jenkins to adopt the minutes as amended. POLL OF THE BOARD:  
11 AYES-4; ABSTAIN-Director Waldron. Motion carried.
- 5 & 6 10 Postponed to accomodate visitors.
7. 11 PLANNING COMMISSION:  
a. 12 Cameron Oaks Subdivision - Director Goings reported that this sub-  
13 division is now in Rescue Fire Protection District.
8. 13 FINANCIAL REPORT:  
a. 14 Monthly Report - The written report was reviewed by the Board.
9. 14 BILLS:  
15 The November bills were reviewed and discussed. Motion by Director  
16 Cattrell seconded by Director Goings and all in favor to pay the  
17 November bills. Motion carried.
10. 17 CORRESPONDENCE: None.
11. 18 DEPARTMENT REPORTS:  
a. 19 Fire Department: 1. Activities - The Fire Chief reported on the  
20 written report. 2. Bids on Mini-Pumper - Discussion was held  
21 regarding existing equipment and the possibility of a county  
22 ambulance being stationed at Cameron Park. The bids submitted  
23 at the October meeting were reviewed. Motion by Director Jenkins  
24 that we authorize the Fire Chief to respond to the original quote  
25 from Howe Equipment Company at \$17,400.00 and if they are willing  
26 to respond to the original quote that we proceed with the purchase  
27 of the Howe pumper and arrange the financing with the Mother Lode  
28 Bank at seven per cent (7%). Motion seconded by Director Waldron.  
29 POLL OF THE BOARD: AYES-Cattrell, Goings, Jenkins, Waldron;  
30 NOES-Enzler. Motion carried.
5. 25 BUCKEYE UNION SCHOOL DISTRICT:  
26 Mr. Robert Allen, Superintendent, thanked the Board for their  
27 assistance in annexing the School District to Cameron Park. Mr.  
28 Allen said that application had been made for construction of the  
29 first ten classrooms, 14,000 square feet, consisting of the 7th  
30 and 8th grades. Construction is scheduled to start in January,  
31 1975. Mr. Allen requested that the Board give some consideration  
to a possible agreement between the School District and the  
Community Services District regarding joint use of school facilities  
for possible library and recreation. Mr. Allen said he would be  
happy to start research on the possibility of a bond issue if the  
Board of Directors wished to consider the joint agreement. Mr.  
Richard Smith said it may be possible for the District to obtain  
federal grant money through the Placerville representative Mr.  
Ken Green. Mr. Smith suggested that he or Mr. Gale Guthrie and

1 the Fire Chief meet with Mr. Green for more information on this  
2 possible funding. This item carried over to the next regular  
meeting.

6. 3 LAKE AND RECREATION PROPOSALS:

4 Mr. Gale Guthrie gave a summary of prior proceedings for the benefit  
5 of visitors present. Mr. Richard Smith said that although fire  
6 protection was the number one priority of the District now, other  
7 ones are emerging. The Fire District is limitless as to how far  
8 it can expand but the same boundary does not have to apply to  
9 Lake and Recreation areas. It is possible that Cameron Park will  
10 have 5,000 to 7,000 families in the future and our present re-  
11 creation areas just won't accomodate these people. A possible  
12 solution may be to contain the boundary to Cameron Park as we  
13 know it today and possibly create a Cameron Park Recreation  
14 District as a separate district with a separate tax rate assessed  
15 by the county. This possibly could be called a Special Improve-  
16 ment District and would require a vote of the people. Mr.  
17 Smith said Dorado Estates would consider donating the four park  
18 sites providing (1) the District pay the remaining bond assessment,  
19 (2) take over the operation of the lake and limit the boundary  
20 and use of the lake, and (3) plan a community garden project for  
21 the site by the lake. Mr. Smith suggested a meeting within the  
22 next few days.

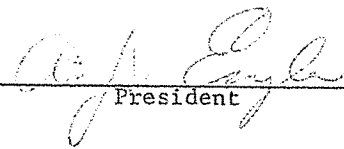
23 Chairman Enzler passed the Chair to Vice Chairman Cattrell.

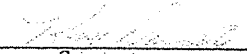
24 Motion by Director Enzler that the Cameron Park Community Services  
25 District enter into an agreement with Dorado Estates to accept  
26 the four Park Sites as depicted on the map that we've discussed  
27 in the past. The District to assume the remaining bond balance as  
28 submitted in Dorado Estates' letter of October 14, 1974 (\$13,441.98)  
29 and that the Park Site at the base of the Cameron Park Lake be  
30 accepted with the understanding that we try a Community Garden  
31 for at least one year and that in addition the Community Services  
32 District will negotiate with Dorado Estates and El Dorado Irri-  
33 gation District to assume the responsibility for the operation  
34 of the Lake under a new lease and the Community Services District  
35 will endeavor to form a Special Service Park and Recreation  
36 District within the confines of the present Cameron Park Community  
37 Services District and the South Side and in addition to this the  
38 Cameron Park Community Services District will attempt to  
39 negotiate a joint agreement with the Cameron Estates Community  
40 Service District as a joint venture in the operation of this  
41 Special Service District and that the Cameron Estates Community  
42 Service District boundary to be included as it now stands.

43 Motion seconded by Director Waldron. Discussion: The District  
44 would need a conditional agreement with Dorado Estates before  
45 going to election. Possibility of creating new Cameron Park Fire  
46 District instead of a new Recreation and Park District. POLL OF  
47 THE BOARD: All Ayes. Motion carried unanimously.  
48 Chairman Enzler resumed the chair.

12. 27 b. Alarm Systems - Bill Crim related some of the problems he has  
28 encountered with the Silent Night Receiver. The State Fire  
29 Marshall's Office is working on set standards but can not judge  
30 the receiver yet. Motion by Director Goings that we table this  
31 matter until we get approval from the State Fire Marshall's  
32 Office. Motion died for lack of a second. Motion by Director  
33 Jenkins that we defer action on this matter until the December  
34 meeting when the local transmitter is accepted or rejected by  
35 the State Fire Marshall. Motion seconded by Director Goings and  
36 all in favor. Motion carried. Mr. Crim was asked to notify the  
37 Board of the action taken by the State Fire Marshall's Office.

- 11. b. 1 1. Manager Reports: The Manager reported that all District funds were transferred from Wells Fargo Bank in Placerville to Mother Lode Bank in Cameron Park, November 14, 1974.
- 2
- 3 2. The Manager reported that the Kaiser Medical Group Insurance rates are going to be increased beginning January 1, 1975.
- c. 4 Lighting District Report: 1. 1975 Assessment Report - The Manager reported that the street lighting assessment for 1975 is being printed by Data Processing. Motion by Director Jenkins to adopt Resolution #74-12, a resolution revising the annual charge in Service Area Air Park Estates. Motion seconded by Director Goings and all in favor. Motion carried.
- 5
- 6 Motion by Director Jenkins to adopt Resolution #74-13, a resolution revising the annual charge in Service Area Unit #6. Motion seconded by Director Waldron and all in favor. Motion carried.
- 7
- 8
- 12. OLD BUSINESS:
- a. 9 Resolution #74-11: Discussion was held regarding annexation of a portion of Royal Highlands. Motion by Director Jenkins to adopt Resolution 74-11, a resolution making application to LAFCO to annex Lots 9 and 10 in Royal Highlands, Unit #1. Motion seconded by Director Waldron and all in favor. Motion carried.
- 10
- 11 c. Master Plan: The Manager was requested to make an appraisal of the changes in the master plan. Carried over.
- 12
- 13. 13 NEW BUSINESS: None.
- 14. 14 COMMITTEE REPORTS: None.
- 15. 15 INTERIM BUSINESS:
- a. 16 1975 Insurance Bids: The Board requested that the bids be opened as they are received and copies mailed to the Directors before the next meeting.
- 17
- 16. 17 ADJOURNE:
- 18 Motion by Director Jenkins seconded by Director Goings to adjourn. All in favor. Motion carried. With no further business the meeting was adjourned at 11:02 P.M.
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 \_\_\_\_\_  
 President

  
 \_\_\_\_\_  
 Secretary

CAMERON PARK COMMUNITY SERVICES DISTRICT

Minutes of September 16, 1975

1. 1 MEETING CALLED TO ORDER:  
2 The meeting was called to order at 7:04 P.M. by Chairman Jenkins.
2. 2 ROLL CALL:  
3 Present were Directors Cattrell, Enzler, Jenkins, Marliave, and  
4 Waldron.
3. 4 AGENDA ADDITIONS:  
5 Additions to the agenda were: 11-a, Assessed valuation - 1975/76  
6 tax rate; Interim Business, State funding - Parks, and Cameron  
7 Oaks Subdivision. Motion by Director Waldron seconded by Director  
8 Cattrell and all in favor to approve the agenda as amended.  
9 Motion carried.
4. 8 APPROVAL OF MINUTES:  
9 August 19, 1975: Motion by Director Cattrell seconded by Director  
10 Enzler and all in favor to approve the minutes as presented.  
11 Motion carried.
5. 10 BIDS ON 60 KW GENERATOR:  
11 The bids were reviewed. Chairman Jenkins reported that the bid by  
12 R. A. Lowrey in the amount of \$1,201.99 was the high bid. Motion  
13 by Director Cattrell seconded by Director Waldron and all in favor  
14 to accept the bid from Mr. Lowrey as submitted. Motion carried.
6. 13 PLANNING COMMISSION:  
14 The Secretary reported that Planning Commission had approved a  
15 zone change from Agricultural to Estate Residential consisting of  
16 109.96 acres adjacent to Dorado Estates Unit #9. The application  
17 had been submitted by Thomas Check.
7. 16 FINANCIAL REPORT:  
17 The Monthly Report was reviewed.  
18 a. Audit Report: The Audit report ending June 30, 1975 and auditor's  
19 b. fees were discussed. Motion by Director Cattrell to go to bid for  
20 the next audit. Motion died for lack of a second. The Secretary  
21 was asked to get the hourly rate charged by the auditor.
8. 20 BILLS:  
21 The September bills were reviewed by the Board. Assistant Fire  
22 Chief Grewe made a detailed explanation of the maintenance bills.  
23 Motion by Director Waldron seconded by Director Cattrell and all  
24 in favor to approve the September bills with the following ex-  
25 ception: Warrant #452, to Steve Lingnau, payment for construction  
26 permit fee is to be checked before releasing for possible exemption  
27 of payment. Motion carried.
9. 24 CORRESPONDENCE:  
25 The following correspondence was read:  
26 1. Letter from El Dorado County Board of Supervisors waiving  
27 the building permit fee for upstairs construction.  
28 2. Letter from William Mertens regarding mosquito abatement  
29 committee. Discussion: Copy of the letter to be given  
30 to Ken Purcell for possible presentation to the Community  
31 Council at the October meeting. If enough interest is  
32 shown, the District will consider sending a letter to the  
Board of Supervisors. Motion by Director Enzler seconded  
by Director Waldron to direct the Secretary to write a  
letter to Mr. Mertens that interest had been expressed in  
the past; advising him of action taken tonight; include  
Ken Purcell's address in the letter. All in favor.  
Motion carried.

- 1 3. Letter from Dean & Tina Liskum requesting the District
- 2 sponsor a gymnastic program. Discussion: There is a
- 3 gymnastic program active at Ponderosa High School. El
- 4 Dorado Hills had sponsored this group last year with
- 5 unfavorable results. Motion by Director Cattrell seconded
- 6 by Director Waldron to table action on this item. All in
- 7 favor. Motion carried.
- 8 4. Grant Deeds - Park Sites: Gale Guthrie was present and
- 9 answered questions asked by the Board. The wording in
- 10 the four Grant Deeds was changed as follows: (1) The
- 11 words "develope and maintain" were changed to read
- 12 "preserve". (2) The ten year period for preserving as
- 13 a park site is to commence at the time the District
- 14 started making the bond payments, around October, 1974.
- 15 (3) Discussion was held regarding easements for roads
- 16 into the park sites and an easement to E.I.D. for a pipe-
- 17 line. (4) The Board felt Council for the District should
- 18 review the Grant Deeds. The Manager was requested to check
- 19 the easements with the assistance of Ken Purcell. Motion
- 20 by Director Enzler seconded by Director Marliave to
- 21 authorize the Manager to proceed with the finalization of
- 22 the Grant Deeds after the approval of legal council, with
- 23 the changes as discussed. All in favor. Motion carried.

10.

DEPARTMENT REPORTS:

a.

14 Fire Department: 1. The Activities Report was reviewed. Assistant

15 Chief Grewe reported that activities had increased during the month.

16 Calls to unincorporated areas are still a problem as the department

17 has to respond if a life is at stake. However, our District is

18 never abandoned. Motion by Director Marliave seconded by Director

19 Enzler to bring this item to the attention of Mr. Driscoll for his

20 opinion on the legality of responding to unincorporated areas.

21 All in favor. Motion carried.

22 2. Alarm System: Assistant Chief Grewe reported the Fire Chief is

23 getting new ideas at the International Fire Chief's Convention and

24 plans to make a report at the next meeting. This item was carried

25 over to the October meeting.

b.

26 Community Services: 1. District Election - Directors: The

27 Secretary read the names of the candidates in the order they will

28 appear on the November ballot. Discussion was held regarding the

29 scheduling of a Candidates' Night. Motion by Director Cattrell

30 seconded by Director Waldron to hold a Candidates' Night separate

31 from the regular Board of Directors meeting. Discussion was held.

32 Amendment to the motion by Director Cattrell seconded by Director

Enzler to hold the Candidates' Night October 30, 1975 at 8:00 P.M.

POLL OF THE BOARD - AMENDMENT, all in favor. Amendment carried.

POLL OF THE BOARD - MOTION, all in favor. Motion carried.

Discussion: Meeting to be chaired by Chairman Jenkins; Meeting

place - Arnold Palmer Conference Center; Time limit for each

candidate will be ten minutes; A notice of the meeting will be

mailed to all registered voters in Cameron Park.

Candidates Ken Purcell, Steve Long, Lynn Fetch, Kathy Wildermuth,

Richard Mora, and Jackie Marliave introduced themselves to the

audience.

c.

1. Parks and Recreation: 1. Progress Report: Assistant Chief Grewe

reported in the absence of the Park Supervisor: A traffic accident

had resulted in the death of Lifeguard Steve Dauksavage: September

24 will be the last day of work for the Lifeguards this year.

Exhibit C

Minutes of September 16, 1975 - continued

1 Discussion was held regarding the following: Several residents  
2 said they have been to the lake on different occasions when the  
3 Lifeguards were around the swimming area but not in the area or  
4 on the tower. Also there was no one at the gate. They had paid  
5 \$20 for a season pass and did not feel they were getting the  
6 service they should be getting; Because of the murkey water in  
7 the swimming area, someone under water could only be seen from  
above such as on the Lifeguard tower. Park Superintendent Steve  
Lingnau came in and reported the following: Three persons are on  
duty at all times but since attendance is low now there is no one  
at the gate during the week and no lifeguard on duty since Labor  
Day. They have been painting structures and buildings at the lake.  
State Funding was carried over to the next meeting.

11. 8 OLD BUSINESS:

9 Assessed Valuation/Tax Rate - The Secretary reported that the  
Auditor had been notified to hold the tax rate at \$1:00. The  
total budget figure for 1975/76 is \$168,402.

12. 10 NEW BUSINESS: None.

13. 11 COMMITTEE REPORTS:

a. 12 Tax Override Committee: Committee Chairman Ken Purcell submitted  
13 copies of the argument for the \$.25 tax increase proposal that  
14 had been submitted to the County Clerk for the November ballot.  
Mr. Purcell said he had signed as representative of the group and  
his name would appear on the ballot. Mr. Purcell was thanked by  
the Board for his efforts and his work.

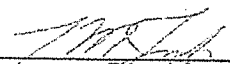
15 Discussion was held with regard to possible mailing of an ex-  
16 planation for the tax override proposal. The Board suggested that  
17 the notice being mailed for Candidates' Night mention that the  
Candidates will be answering questions regarding their position  
on this item. No special mailing will be necessary.


14. 18 INTERIM BUSINESS:

- 19 Fire Chief/Manager - Check easements on the four park sites.
- 20 Check grant deeds with legal council.
- 21 Check with legal council regarding liability
- to respond to unincorporated areas.
- 22 Secretary - Notify Mr. Lowrey of bid acceptance.
- 23 Get hourly rate from auditor.
- 24 Check bill for building permit fee.
- 25 Candidates' Night - Mail to all registered
- voters, check reservation of Arnold Palmer
- Conference Center.

15. 26 ADJOURNE:

27 With no further business the meeting was adjourned at 8:47 P.M.  
28 by Chairman Jenkins.

29  
30  
31   
\_\_\_\_\_  
President

30  
31   
\_\_\_\_\_  
Secretary

EL DORADO COUNTY

RECORDED BY  
TAHOE TITLE GUARANTY CO.

OFFICIAL RECORDS  
EL DORADO COUNTY - CALIF.  
RECORDED/REGISTERED BY

*Cameron Park Comm Serv Dist*  
Nov 14 2 38 PM 1975

JAMES W. SWEENEY  
COUNTY RECORDER  
NO FEE

RETURN TO

CAMERON PARK COMMUNITY SERVICES DISTRICT  
3200 Country Club Drive  
Shingle Springs, California 95682

MAIL TAX STATEMENTS AS DIRECTED ABOVE

DOCUMENTARY TRANSFER TAX \$ NONE  
 COMPUTED ON FULL VALUE OF PROPERTY CONVEYED  
OR COMPUTED ON FULL VALUE LESS LIENS AND  
ENCUMBRANCES EXISTING AT TIME OF SALE

DORADO ESTATES Corporation Grant Deed

Application No.

DORADO ESTATES

A CORPORATION ORGANIZED UNDER THE LAWS OF THE STATE OF CALIFORNIA

DOES HEREBY GRANT TO

CAMERON PARK COMMUNITY SERVICES DISTRICT

ALL THAT REAL PROPERTY SITUATED IN THE Unincorporated

COUNTY OF El Dorado

STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

Lot 1520, as shown upon that certain map entitled "CAMERON PARK NORTH UNIT NO. 3", filed in the office of the County Recorder of the County of El Dorado, State of California, on October 15, 1963, in Book "D" of Maps, Page 13.

This conveyance is made upon the conditions that the Grantee, for a period of at least ten (10) years commencing December 1, 1974, shall (1) preserve the said property as a park site for the recreational enjoyment of the residents of Cameron Park, and (2) continue to operate the Cameron Park Lake for the recreational benefit of the residents of Cameron Park. In the event of a failure of either or both of the foregoing conditions, Grantor shall have the right to reenter and to terminate the estate hereby conveyed, it being the intent of the parties that this conveyance shall create an estate in fee simple subject to two conditions subsequent.

IN WITNESS WHEREOF, SAID CORPORATION HAS CAUSED ITS CORPORATE NAME AND SEAL TO BE AFFIXED HERETO AND THIS INSTRUMENT TO BE EXECUTED BY ITS DULY AUTHORIZED OFFICERS:

DATE: September 17, 1975

DORADO ESTATES, A CALIFORNIA CORPORATION

BY *Gale Guthrie*  
Gale Guthrie, Assistant Secretary

STATE OF CALIFORNIA

COUNTY OF El Dorado

On September 17, 1975

before me, the undersigned, a Notary Public in and for said

County and State, personally appeared Gale Guthrie

known to me to be the Assistant Secretary and

known to me to be the \_\_\_\_\_ of the corporation that executed the within instrument, and known to me to be the persons who executed the within instrument on behalf of the corporation therein named, and acknowledged to me that such corporation executed the same.



OFFICIAL SEAL  
MARY ANN DILLARD  
NOTARY PUBLIC - CALIFORNIA  
COUNTY OF EL DORADO

(SEAL)

*Mary Ann Dillard*

MARY ANN DILLARD Notary Public

My Commission Expires June 29, 1979

Commission Expires June 29, 1979

BOOK 1360 PAGE 597

TAHOE TITLE GUARANTY COMPANY

END OF DOCUMENT

34425

CAMERON PARK COMMUNITY SERVICES DISTRICT  
 Minutes of October 21, 1975

- 1 An award presentation was made by Chairman Jenkins in honor of  
 2 former Board member, Kenneth R. Goings. Since Mr. Goings was out  
 3 of town and could not be present the award was accepted by his  
 4 wife.
- 1. 5 MEETING CALLED TO ORDER:  
 6 The meeting was called to order at 7:02 p.m. by Chairman Jenkins.
- 2. 7 ROLL CALL:  
 8 Present were Directors Cattrell, Enzler, Jenkins, Marliave, and  
 9 Waldron.
- 3. 10 AGENDA ADDITIONS:  
 11 10-a, Mosquito Abatement was added to the agenda. Motion by  
 12 Director Cattrell seconded by Director Enzler to approve the agenda  
 13 as amended. All in favor. Motion carried.
- 4. 14 APPROVAL OF MINUTES:  
 15 September 16, 1975: Motion by Director Cattrell seconded by  
 16 Director Waldron to adopt the minutes as presented. All in favor.  
 17 Motion carried.
- 5. 18 PLANNING COMMISSION:  
 19 The Manager reported that the site next to the Shell station is  
 20 being discussed for a possible commercial structure. A follow up  
 21 report will be made as soon as the exact type of building is  
 22 determined.
- 6. 23 FINANCIAL REPORT:  
 24 a. The Monthly Report was reviewed. The Manager reported the 1974/75  
 25 audit cost was approximately \$20 per hour.  
 26 b. Retirement: The Manager reported that on the advice of our Broker  
 27 of record and with the approval of the District's auditor, we will  
 28 no longer keep a separate bank account for retirement funds. This  
 29 will be shown in the general account expenditures. Discussion  
 30 followed and a report that the retirement funds are held by the  
 31 Cal Western Insurance Company.  
 32 c. September Bills, Warrant #452: The Manager recommended that this  
 bill paid by Steve Lingnau in the amount of \$26 for a building  
 permit, not be paid as it was not authorized by a purchase order.  
 This type of fee is normally waived by the Planning Commission  
 before payment. The Board accepted the recommendation.
- 7. 33 BILLS:  
 34 The October bills were reviewed by the Board. Motion by Director  
 35 Cattrell seconded by Director Waldron and all in favor to pay the  
 36 October bills. Motion carried.
- 8. 37 CORRESPONDENCE:  
 38 The Manager read the following correspondence:  
 39 a. Letter of appreciation from Dorado Estates to the Fire  
 40 Department for their response to the sprinkler break at Arnold  
 41 Palmer.  
 42 b. Letter from Brown and Blackwell Inc. regarding Security Police  
 43 proposal. A suggestion was made that this be filed until the next  
 44 budget hearings.
- 9. 45 DEPARTMENT REPORTS:  
 46 a. Fire Department: 1. The Monthly Activities Report was reviewed.  
 47 2. Alarm System - The Fire Chief reported he had discussed several  
 48 different areas relating to alarm systems with the Fire Chiefs at  
 49 the conference in Las Vegas. The majority were against dialers.



Minutes of October 21, 1975 - continued

1 but some are still used. Direct lines are recommended. Insurance  
 2 reduction with direct lines would be from 4% to 12%. There would  
 3 be no insurance reduction with the dialers. A direct line with  
 4 a 677 prefix would cost \$6 per month. Fire Alarm Boxes are too  
 5 costly and are phasing out completely. Discussion: The District  
 6 could buy the equipment or most of the alarm system companies would  
 7 install it for no charge with a guaranty of twenty customers. The  
 8 Fire Chief was asked to contact Mr. Crim to find out if he has a  
 9 contractor's license and approval for his equipment. The Chief  
 10 was also asked to contact ADT for their proposal.

11 3. Unincorporated Areas - The Fire Chief reported that Attorney  
 12 Driscoll will have a written report for the next meeting. County  
 13 Planner, Mr. Ingram, will bring the problem before the county  
 14 officials and request some action from them. This item was  
 15 carried over to the next meeting.

16 b. Community Services: 1. Candidates Night - The Special meeting  
 17 for the six candidates for Director, will be held October 30, 1975  
 18 8:00 P.M. in the Arnold Palmer Conference Room.

19 c. 10. Parks and Recreation: 1. Progress Report - The Manager reported  
 20 the park crew is still painting and constructing signs. Names  
 21 under consideration for the park sites are Royal Park, Hacienda  
 22 Park, Knollwood Park and Fairway or Bonanza Park. The Board  
 23 expressed favorable opinion in using adjacent street names for the  
 24 park sites. Manager Cassaglia also reported Mr. Tom Kavouras will  
 25 take over Steve Lingnau's position and has been funded through  
 26 June 30, 1976. Steve Lingnau will still be working at the lake  
 27 through the Manpower office.

28 Little League Baseball Field: The Manager reported Mr. Bill Bailey  
 29 had asked to make a presentation to the Board regarding possible  
 30 help from the District in maintaining the Little League Park.  
 31 Discussion: They have liability for \$1,300,000. This has always  
 32 been a community action project in the past. The persons benefit-  
 33 ing from the Little League are not just Cameron Park residents and  
 34 maintenance cost and labor should be the responsibility of all  
 35 concerned. Motion by Director Cattrell that we do not enter into  
 36 this program. Motion seconded by Director Marliave. Vote on the  
 37 motion was tabled until the arrival of Mr. Bailey.

38 2. Deeds to Park Sites - The Manager reported that we are waiting  
 39 for the deed of reconveyance encumbering all properties in Cameron  
 40 Park. The four preliminary title reports have been reviewed by  
 41 our attorney. Richard Smith was present and said the four title  
 42 reports should be considered one report and should cost a total  
 43 of \$90.

44 Grant of Easement to EID on Lot 1520 of North Unit 3 was discussed.  
 45 The Board had no objection providing the easement does not inter-  
 46 fere with the use and appearance of the site.

47 Little League Discussion - continued: Mr. Bill Bailey, President  
 48 of Little League requested assistance from the District to improve  
 49 their ball park. Mr. Bailey said the Little League does not have  
 50 the heavy equipment for this type of work and not enough funds to  
 51 rent it. Discussion: The District has no heavy maintenance equip-  
 52 ment; Should the District aid the Little League, it would be  
 53 obligated to aid other special interest groups; The District's  
 54 operating budget is limited and does not include funds for this  
 55 type of program. Dick Smith recommended that Mr. Bailey approach  
 56 the two landscaping companies in this area (Don Simpkins and  
 57 Kumar's Landscaping) or the new group that bought the Country Club  
 58 for possible assistance. Mr. Bailey said the ten year lease for  
 59 the park will expire in May 1978 and they are looking for a  
 60 permanent site for the Little League. The Board suggested that

Minutes of October 21, 1975 - continued

1 Mr. Bailey look at the park sites to be purchased by the District  
2 and determine if any would be suitable for a ball park. The Board  
3 will consider any suggestions from Mr. Bailey in the long range  
4 plans for the District. Mr. Bailey thanked the Board for their  
5 consideration and was excused from the meeting.  
6 POLL OF THE BOARD - TABLED MOTION: All in favor. Motion carried.

10. OLD BUSINESS:

a. 5 Mosquito Abatement - Discussion was held regarding action taken to  
6 date. A letter had been mailed to the Mosquito Abatement Committee  
7 and the Community Council had been asked to consider this problem  
8 at their meetings, also.

11. NEW BUSINESS: None.

12. COMMITTEE REPORTS:

a. 9 Tax Override - Ken Purcell reported that the sample ballots have  
10 been mailed out by the County Clerk listing the tax override  
11 proposal. Chairman Jenkins will make another presentation regard-  
12 ing the reason for the proposal, at the next Community Council  
13 meeting. Discussion was held regarding an article about the up-  
14 coming election which was published in the Sacramento Bee. The  
15 feeling was that the article could have been misinterpreted regard-  
16 ing the amount of the tax increase. Ken Purcell said he could  
17 check and if an error was made in the printing he would ask for a  
18 statement of correction to be printed. Dick Smith said he did not  
19 feel the Board had given enough publicity to the tax override  
20 proposal and felt it would be defeated unless more information is  
21 put out to the residents. Chairman Jenkins said the Board, a  
22 governmental body, is restricted in just how much they can do.

13. INTERIM BUSINESS:

17 Fire Chief - Contact Mr. Crim and ADT regarding Alarm Systems.

14. ADJOURNE:

18 Motion by Director Cattrell seconded by Director Enzler and all in  
19 favor. With no further business the meeting was adjourned at  
20 8:53 P.M.

24   
25 \_\_\_\_\_  
26 President

24   
25 \_\_\_\_\_  
26 Secretary

## County of El Dorado Adopted General Plan

### **OBJECTIVE 7.3.3: WETLANDS**

Protection of natural and man-made wetlands, vernal pools, wet meadows, and riparian areas from impacts related to development for their importance to wildlife habitat, water purification, scenic values, and unique and sensitive plant life.

### **OBJECTIVE 7.3.4: DRAINAGE**

Protection and utilization of natural drainage patterns.

Policy 7.3.4.1 Natural watercourses shall be integrated into new development in such a way that they enhance the aesthetic and natural character of the site without disturbance.

Policy 7.3.4.2 Modification of natural stream beds and flow shall be regulated to ensure that adequate mitigation measures are utilized.

### **OBJECTIVE 7.4.4: FOREST, OAK WOODLAND, AND TREE RESOURCES**

Protect and conserve forest, oak woodland, and tree resources for their wildlife habitat, recreation, water production, domestic livestock grazing, production of a sustainable flow of wood products, and aesthetic values.

Cameron Park CSD Land Value

	<sup>A</sup> SF Req'd	<sup>B</sup> Per Ac Fee Value	<sup>C=B/43,560</sup> Per SF Fee Value	<sup>D</sup> Easement Discount	<sup>E=A*C*D</sup> Easement Value
Drainage Easement	3,695	\$ 55,000	\$ 1.26	99%	\$ 4,618.75

B = This amount comes from January 12, 2018 appraisal on the Griggs Property on Hollow Oak Road

D = This discount comes from the January 12, 2018 appraisal on the Griggs Property on Hollow Oak Road

C.

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





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:

- Input boxes for Road Right of Way Easement, Drainage Easement, Slope Easement, Other, Road Right of Way, in fee, and Public Utility Easement.

Input box for \$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

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

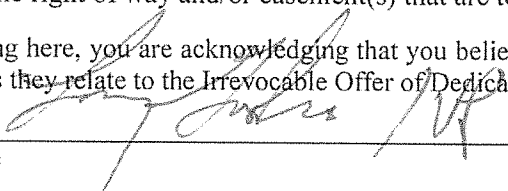
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If applicable, please attach a copy of the Conditions of Approval provided to you by the County, which specify the right of way and/or easement(s) that are to be dedicated.

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.

  
\_\_\_\_\_  
Signature

4/23/18  
\_\_\_\_\_  
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



## Agenda Transmittal

**DATE:** September 11, 2018

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #2:** RESPONSE TO GRAND JURY REPORT, CASE 17-01

### BACKGROUND

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

### DISCUSSION

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

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

Response: Respondent Agrees with Finding. While District Policy 4090 does not specify required training for directors, the District has followed California State law in requiring that directors receive *Harassment Prevention Training* and *Ethics AB 1234 Compliance Training*. In addition, special training is periodically provided for directors, especially the newer members. In 2018, training topics included:

- What is a Special District?
- Parliamentary Procedure
- The Brown Act and Ethics
- Finance for Special Districts

Additional training will be provided as directors express the need and 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.*

Response: Respondent Disagrees Partially with Finding. Until 2016, the District adhered to auditing practices. The District is currently behind one year, and will be current by early 2019.

Over the past 18 months, there has been a turnover of all the Finance Office staff. Permanent employees left and were unsuccessfully replaced with individuals provided by a temp agency. Once the current General Manager took over, the temporary employees were, once again, replaced with permanent employees. These employees have a vested interest in staying with the District and have been instrumental in making improvements to the department.

District has also 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.*

Response: Respondent Agrees with Findings. 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. A survey is also being considered to determine residents' needs and what we can do to meet these needs, thus increasing revenue-generating use. 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.*

Response: Respondent Disagrees Wholly with Finding. Under previous General Manager, the Five-Year Strategic Plan (Plan) goals were compared with the goals of other District plans:

- Marketing Plan
- Five-Year Forecast and Assessment
- Fire Department Master Plan
- Goals
- Capital Improvement Plan

The purpose of this comparison was to determine similar goals and create a plan with a timeline to prioritize and achieve these goals. Shortly after this was created, the District underwent a major transition and that General Manager left the District. The current General Manager reviewed the Plan when she began employment, but it was not used as a guide and resource in the first months. The Plan has been pulled for review and being actively used as a guide for future budget decisions. Staff will work with the Budget and Administration Committee to begin citing the Strategic Goals in all Board reports.

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

Response: The District Disagrees Partially with Finding. 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: Recommendation will be implementing in next 60 days. 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.*

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

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

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

Response: Recommendation is being implemented in next three months. 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 the 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 improve 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.*

Response: Recommendation has been implemented. 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.*

Response: Recommendation is being implemented and is to be completed in next three months. There has been a recent turnover of several key staff positions. Staff has begun meeting with Uptown Studios, the District's website contractor, to determine services, roles, responsibilities, costs and provide training. Staff's plan is to evaluate the current website and make changes that will be consistent with the California Special District Association's Transparency Certificate. This change may take several months, and staff have a goal to apply for a Transparency Certificate in 2019.

#### Next Steps

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

#### **FINANCIAL IMPACT**

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

#### Attachments

A: Grand Jury Report, Case 17-01

B: Proposed Changes - Policy 4090 Training



STATE OF CALIFORNIA

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

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



**CONFIDENTIAL**

June 4, 2018

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

Dear Ms. Morrison,

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

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

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

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

Sincerely,

A handwritten signature in 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

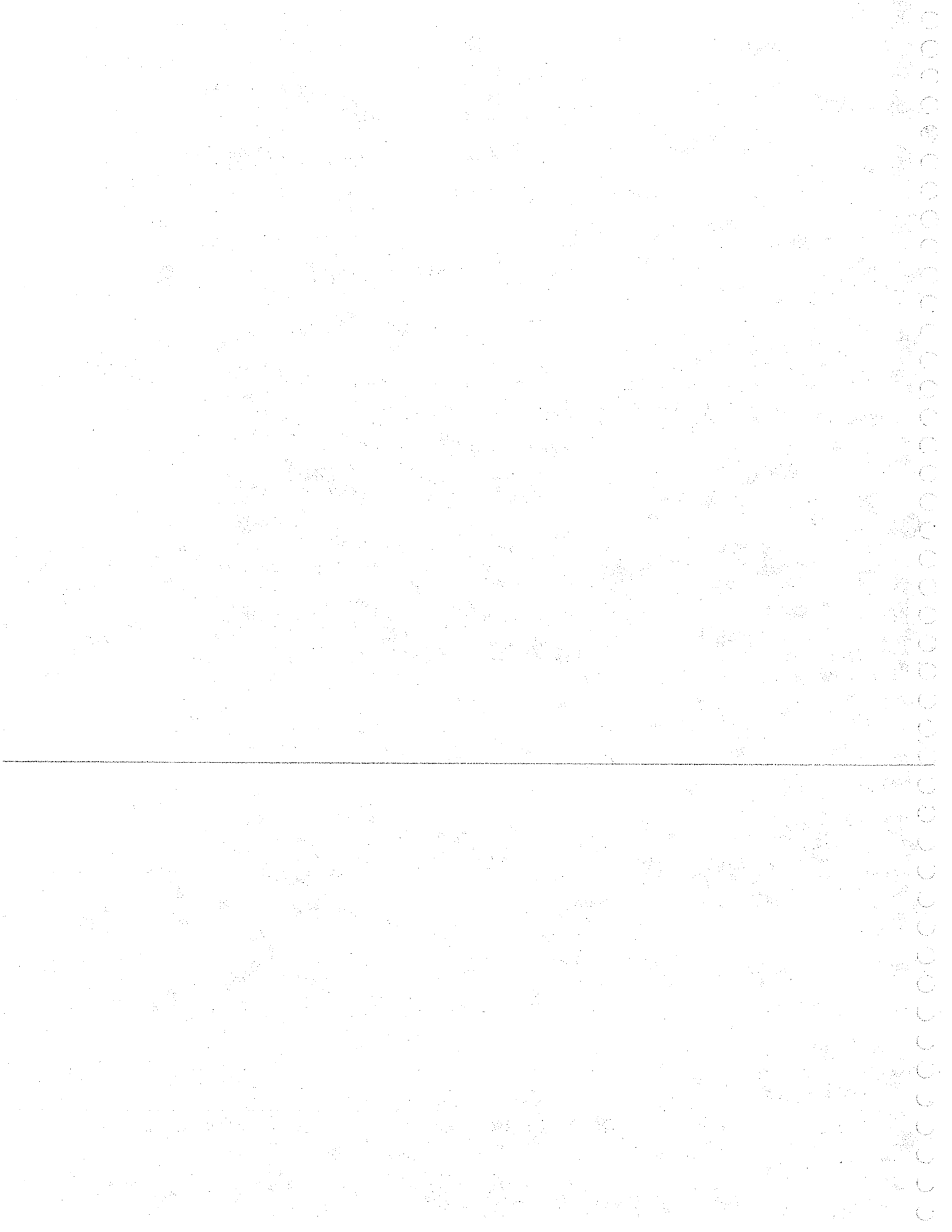
CASE 17-01 • JUNE 4, 2018

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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

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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

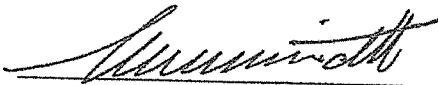
- remaining signed WH-58 receipt forms not yet provided to Wage and Hour or a cancelled check (or some reasonable facsimile) for every person the employer has paid per this agreement.
7. The employer hereby waives all rights and defenses which may be available by virtue of statute of limitations, including 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: Janis Pabst  
 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. A training budget will be approved as part of the District's annual budget process.

<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. Training costs will be constrained by the District's annual budget.

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

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

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

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

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

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

Cameron Park Community Services District



## Agenda Transmittal

**DATE:** September 11, 2018

**FROM:** Kathy Matranga-Cooper, Interim Special Projects Coordinator

**AGENDA ITEM #3:** **REVIEW AND DISCUSS CURRENT CONFLICT OF INTEREST CODE FOR SUBMITTAL TO EL DORADO COUNTY**

The Political Reform Act requires every local special district to review its conflict-of-interest code every even-numbered year. The current code has been reviewed and it has been determined that it requires slight changes. The District must inform El Dorado County if it will make any changes to the Appendix A of the code no later than August 24, 2018. The amended conflict-of-interest code will follow within 90 days.

The documents have been reviewed and updated. A notice of intent has been posted and the required 45 days for public comment will end on August 20, 2018. It is recommended that the Board:

- Review revised Conflict of Interest Code, revised policy, and draft resolution
- Schedule date of Board meeting on September 19, 2018, for further consideration and approval of above documents, pending comments from the public.

**Exhibits:**

- A. Conflict of Interest Code with Changes
- B. Resolution No. 2018-25, Adopting Conflict of Interest Code
- C. Resolution No. 2018-25 Appendix A with Changes

## CONFLICT OF INTEREST CODE FOR CAMERON PARK COMMUNITY SERVICES DISTRICT

The Political Reform Act (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the CAMERON PARK COMMUNITY SERVICES DISTRICT. This conflict of interest code supersedes all prior codes, which are hereby rescinded.

Designated employees shall file original signed statements of economic interests with the CAMERON PARK COMMUNITY SERVICES DISTRICT, who will make the statements available for public inspection and reproduction during normal business hours, 8:00 a.m. to 5:00 p.m., Monday-Friday. [Government Code Section 81008.] Statements for all designated employees will be retained by the CAMERON PARK COMMUNITY SERVICES DISTRICT.

### **Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations:**

#### **18730. Provisions of Conflict of Interest Codes.**

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of

the Political Reform Act, Government Code Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 California Code of Regulations Section 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq.; and

(C) The filing officer is the same both agencies.<sup>1</sup>

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.<sup>2</sup>

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this Code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this Code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

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<sup>1</sup> Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under Article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statement, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

<sup>2</sup> See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the Deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

1. File a written resignation with the appointing power; and
2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.



(A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code, and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office with a date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Government Code Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to 2 Cal. Code Regs. Section 18754.

(D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure.

When an investment or an interest in real property<sup>3</sup> is required to be reported,<sup>4</sup>

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<sup>3</sup> For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

<sup>4</sup> Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real

the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000)

(B) Personal Income Disclosure. When personal income is required to be reported,<sup>5</sup> the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of

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property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

<sup>5</sup> A designed employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,<sup>6</sup> the statement shall contain:

1. The name, address and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing

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<sup>6</sup> Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

body of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b) and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of ~~\$440~~ \$470.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than ~~\$440~~ \$470 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subsections (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has

direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

- a. The date the loan was made.
- b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
- c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth Two Thousand Dollars (\$2,000.00) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$440 \$470 or more provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of Section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or



(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 and 2 Cal. Code Regs. Sections 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 to 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

NOTE: Authority Cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502, 89503 Government Code

## APPENDIX A

### PART I – DESIGNATED EMPLOYEES

The positions listed below constitute the list of designated positions required by the Cameron Park Community Services District Conflict of Interest Code. The individuals in the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Part II.

Position	Disclosure Category
Attorneys	6
Board Members	1-5
CC&R Compliance Officer	1-5
Consultants	1-5
Finance/Human Resources Officer	1-5
General Manager	1-5
Parks Superintendent	1-5
Recreation Superintendent	1-5
Recreation Supervisor	1-5
Senior Accountant	1-5

### PART II – DISCLOSURE CATEGORIES

1. Investments, business positions in any business entity, and sources of income, including gifts, loans and travel payments, from persons or entities which provide services, facilities, materials, supplies, machinery or equipment of the type utilized by the District, including but not limited to those services listed in Exhibit B attached hereto and incorporated herein by this reference.
2. All interests in real property located within the jurisdiction of the District and/or within a two mile radius of any property owned by the District.
3. Investments, business positions in any business entity, sources of income, including gifts, loans and travel payments, and interests in real property related to persons or businesses which provide services similar to those provided by the District including, but not limited to park and recreational, fire suppression and emergency medical services.
4. Investments, business positions in any business entity, sources of income, and/or interests in real property related to business entities or persons who are:
  - a. Owners of interests in real property located within the District; or

- b. Engaged in the real estate sales and/or development business within the jurisdictional boundaries of the District.
5. Investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from persons or entities which provide financial and banking services of the type utilized by the District, including but not limited to financial and/or banking institutions and/or investment vehicles that are of the type in which this District is empowered to invest its funds.
6. ~~Consultants~~ Attorneys shall disclose all sources of income, interests in real property and investments and business positions in business entities as set forth in disclosure categories 1 through 5 above.

~~The General Manager of the District may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.~~

#### Designation of Consultants Required to File Annual Form 700's.

~~The General Manager has determined that the duties performed by the following consultants may have an impact on governmental decision making by the Board of Directors which requires that such consultants annually disclose their economic interests by filing a Form 700 with the District.~~

At the present time the General Manager designates the District's General Legal Counsel as the consultant who is required to file an annual Form 700 since the services performed by District's General Legal Counsel may influence government decision-making by the District Board of Directors.

~~The General Manager hereby determines that all other consultants currently utilized by the District including its auditor, landscape architect, and various engineering and architectural firms have been hired to perform a range of duties that are so limited in scope that they should not be required to fully comply with the disclosure requirements described in this Code. The scope of services provided by such consultants are limited in scope since they are limited to particular projects and do not involve general District operations. In addition, the services provided by such consultants do not typically require making recommendations to the Board of Directors on issues before them, and therefore are not likely to influence the decision-making of the Board of Directors. On the other hand, the services provided by the District's General Legal Counsel typically can involve a wide variety of issues encountered by the Board of Directors and often require the making of recommendations to the Board of~~

Directors, which justifies the disclosure requirement for that consultant.

DRAFT

**APPENDIX B**

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- Irrigation equipment including but not limited to pipes, valves, fittings, pumps, motors, etc.
- Construction and building materials
- Fire protection equipment
- Refuse or recycled material collection and/or processing equipment and supplies
- Park maintenance equipment or supplies, playground equipment
- Engineering services
- Construction contractors
- Safety equipment and facilities including personal protective equipment
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles, heavy equipment, special vehicles and parts and services thereto
- Petroleum products
- Photographic services, supplies and equipment
- Janitorial services
- Pesticides and herbicides
- Communications equipment and services
- Electrical equipment, including pumping equipment computer hardware and software
- Architectural services
- Custom farming services such as weed abatement, etc.
- Appraisal services
- Printing, reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Insurance companies and brokerages
- Legal service providers
- Bank and trust companies
- Financial advisory firms

**Exhibit B**

**RESOLUTION No. 2018-25  
of the Board of Directors  
of the Cameron Park Community Services District  
September 19, 2018**

**A RESOLUTION REVISING THE CAMERON PARK COMMUNITY  
SERVICES DISTRICT CONFLICT OF INTEREST CODE**

*WHEREAS*, the Cameron Park Community Services District Conflict of Interest Code was last approved in August, 2014, and is in need of revision; and

*WHEREAS*, the Political Reform Act, Government Code §81000 et seq., requires state and local government agencies to review its conflict of interest code every even-number year and adopt and promulgate the code as needed. The Fair Political Practices Commission (FPPC) has adopted a regulation, 2 California Code of Regulations §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference into a local conflict of interest code, and may be amended by the FPPC; and

*WHEREAS*, the terms of 2 California Code of Regulations §18730 and any amendment to it duly adopted by the FPPC are hereby incorporated herein by this reference and, along with the Appendix of the Designed Positions and Disclosure Categories (Attachment A), constitute the conflict of interest of the Cameron Park Community Services District (District). This conflict of interest code supersedes all prior codes, which are hereby rescinded; and

*WHEREAS*, the District has submitted to the El Dorado County Recorder-Clerk a Notice of Intention to Amend a Conflict-of-Interest Code;

*NOW THEREFORE BE IT RESOLVED*, that the District adopts the attached Conflict of Interest Code.

*PASSED AND ADOPTED* by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on the 19<sup>th</sup> day of September 2018 by the following vote of said Board:

**AYES:**

**NOES:**

**ABSENT:**

**ATTEST:**

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Director Holly Morrison, Vice President  
Board of Directors

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Jill Ritzman, General Manager  
Secretary to the Board

**ATTACHMENT A**

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  - a. Owners of interests in real property located within the District; or

## Exhibit C

- b. Engaged in the real estate sales and/or development business within the jurisdictional boundaries of the District.
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*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** September 11, 2018

**FROM:** Vicky Neibauer, Finance and Human Resources Officer  
Mike Grassle, Parks & Facilities Superintendent  
Sarah Fridrich, Recreation Coordinator  
Laura Sanders-Ito, Accounting Specialist

**AGENDA ITEM #4:** **REPORT BACK BUDGET ACTION PLAN ACTION ITEMS:**

- **2018 Summer Spectacular Revenues and Expenditures**
- **Swimming Lagoon Revenues and Expenditures**
- **Browning Out Landscape Locations Savings**

### INTRODUCTION

On July 10, 2018, a Budget Plan of Action was presented to the Board of Directors. This Plan of Action was presented in response to the 2018-2019 Fiscal Year budget deficit and included changes in District practices to realize a cost savings and efficiencies to providing services in this fiscal year and in the future.

### DISCUSSION

The Summer Spectacular and the Swimming Lagoon are two iconic amenities provided by the District, and much discussed when budget challenges arise. The Board has asked for a cost accounting of both the Summer Spectacular and Swimming Lagoon. After several meetings between Administration, Parks and Recreation staff, research of prior and current year costs, contracts, payroll documents and analyzing various revenues, staff has compiled the costs and revenues for the Summer Spectacular held in July and the estimated costs and revenues for the Lagoon for the 2018-19 Fiscal Year. Attached are two worksheets (Exhibits A and B) presenting the results of this research.

In addition, the District has many ornamental landscaped areas which require a considerable amount of irrigation and staff time to maintain. The Parks Superintendent researched and analyzed the possible savings of some of the landscape areas in the District if they were browned out (see Exhibit C).

#### Attachments:

- Exhibit A – Summer Spectacular 2018 Profit/Loss
- Exhibit B – Swimming Lagoon 2018 Profit/Loss
- Exhibit C – Landscape Locations District Could Brown Out

# Summer Spectacular 2018

Exhibit A

## Revenues

### *Sales*

Entrance	\$18,459.30
Kidz Zone	\$1,680.00
AQMD Grant	\$1,226.00

### *Vendors*

Commercial Vendor 10x10	\$2,657.50
Commercial Vendor 10x20	\$300.00
Craft Booth	\$970.00
Food Vendor 10x10	\$1,285.00
Food Vendor 10x20	\$500.00
Lemonade Stand	\$615.00

## Expenditures

### *Entertainment*

Brooks & Company	\$600.00
FBI Band	\$1,200.00
Fireworks	\$19,400.00
Stage Set-up	\$2,953.25

### *Contracted Services*

ATM Rentals	\$500.00
Bravo Security	\$2,412.50
Capitol Barricade	\$412.91
CHP	\$2,034.36
Fencing	\$1,185.24
Generator/Lights	\$6,303.92
Gilcrest Golf Carts	\$997.13
Growlersburg	\$390.00
Janitorial Services	\$100.00
Pingrey Enterprises	\$720.00
Port-A-Potties	\$1,600.00
SDRMA Insurace	\$100.00
Shuttle	\$1,646.10
Sign & Banner	\$2,570.93
Silver Kiwi (Kidz Zone)	\$688.00

### *Staffing*

Concessions/Booths	\$442.75
Maintenance	\$5,845.32
Administration	\$417.58
Cal Fire	\$1,381.09
Recreation	\$809.77

Total Revenues	\$27,692.80
Total Expenditures	\$54,710.85
<b>Profit/Loss</b>	<b>-\$27,018.05</b>

## Landscape Locations District Could Brown Out

Below summary outlines locations of ornamental landscaping, and cost savings for utilities. Staff costs for each of these areas will continue but there may be some savings. For example, weed abatement and leaf/trash collection will continue even if staff is not mowing grass, trimming hedges or trees. Overall, there could be a savings of approximately 100 hours, \$1,500-2,000.

### Hacienda Park

- Hacienda has a rather large turf grass area the District could eliminate.
- Hacienda Park could see an estimated water savings of around **\$1,000 - \$1,200** annually. Hacienda Park would still require water for the drinking fountains.

### Cameron Park Lake

- Cameron Park Lake has a lot of turf grass that is in bad shape. The District could eliminate the grass around the gazebo and concession stand. All of the grass on the east side of the lake is irrigated. Eliminating that grass would save on our electric cost. Grass on the east side of the lake is run from a well.
- Cameron Park Lake could see a water savings around **\$3,000 - \$4,000** annually. There is still turf grass around the tennis courts which could be eliminated, reducing cost annually. If the District decided to brown out the east side of the lake, electric cost would decrease. Determining that savings would be is hard to estimate due to the amount of electricity the park uses.

### Rasmussen Park

- Rasmussen Park has several trees around the parking lot that are stressed out from lack of water. We recently discovered that someone in the past capped off the water main that feeds the parking lot irrigation. Staff could try to restore water to the existing trees, but the District may not want to do so.
- Rasmussen Park would not see a savings in utilities. We would be restoring water to the trees that are in need of water. Rasmussen Park is irrigated off a well so the only cost increase would be electricity.

### Chardi Corner

- The District could eliminate a majority of the shrubbery and reduce a lot of water in the process.
- Chardi Corner could see a water savings around **\$800 - \$1,200** annually. We could also invest some money into the existing irrigation to make the sight much more efficient.

Christa McAuliffe Park

- We could eliminate the turf grass that surrounds the playing surface of the sports field.
- Christa McAuliffe Park has a lot of turf grass. Eliminating the turf grass that surrounds the playing surface would mean moving and retrofitting a large portion of the irrigation system to insure the sight is irrigating correctly. This would not be my first recommendation but it could be done. My estimation would be about a 20% - 30% water savings. It would all depend on how much turf grass was eliminated.

Fire Station 89

- Fire Station 89 has some turf grass that is only for aesthetics. We could eliminate or re-landscape these areas.
- Eliminating the turf grass at station 89 would cut back on their water significantly. I do not have enough information to make an educated guess on the exact savings at this time.

Summary

Landscape Area	Minimum Estimated Annual Savings
Staff Wages	\$1,500
Hacienda Park	\$1,000
Cameron Park Lake	\$3,000
Rasmussen Park	Unknown
Chardi Corner	\$800
Christa McAuliffe Park	20%
Fire Station 89	Unknown
<b>Total</b>	<b>\$6,300+</b>



## Agenda Transmittal

**DATE:** September 11, 2018

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

**AGENDA ITEM #5:** **BUDGET TO ACTUALS FOR THE PERIOD JULY 1 – JULY 7, 2018**

### INTRODUCTION

One of the key milestones of Fiscal Year 2018-2019 is the full implementation and utilization of Abila. Staff has been training on the use of Abila and transferring data from FinTrac to Abila in preparation for full implementation and utilization of our new financial system. Staff entered our first Accounts Payable run in Abila with the mailing of checks the week ending September 6. We have also begun processing deposits and system accounting documents.

### DISCUSSION

Although we are making great strides in our efforts to implement and utilize Abila, we have yet to have the necessary data entered into the Abila system to allow for a year to date budget to actual report out of Abila. Some of the work is predicated on financial reports from the County. We are hoping to have the budget fully imported into Abila by the week ending September 13 and the final data transfers from FinTrac to Abila by the week ending September 20. Given this timeline, we should be able to have a budget to actual report by the end of September.

Staff have completed an excel spreadsheet, as part of the transfer of information to Abila, denoting the budget to actuals for July 1 – July 31, but waiting for County financial reports to complete the spreadsheet. Staff anticipates hand-carrying this report to the Budget and Administration Committee meeting.

Attachment A: FY 2018-19 Budget to Actuals, July 1-31 (to be hand-carried)

Run Date: 09/07/18  
Run Time: 12:14 PM

## Accounts Payable Check Register

Item #6.

User: LAU

Date	Check	Vend ID	Name	Amount
08/02/2018	28635	O19166 01	Alyssa Kimball Description: Mileage 07/19-07/31/18, Mileage 07/19-07/31/18	13.55
08/02/2018	28636	19304 01	AT&T Calnet 3 Description: FD phones 06/24-07/23/18, FD phones 06/24-07/23/18, Phones 06/24-07/23/18, Phones 06/24-07/23/18, Phones 06/24-07/23/18	666.32
08/02/2018	28637	00392 09	AT&T U-verse Description: FD89 Office Supplies 07/31/18, FD89 Office Supplies 07/31/18	90.00
08/02/2018	28638	71191 01	Bettina S. Helm Description: cell allow Aug 2018, cell allow Aug 2018	60.00
08/02/2018	28639	16241 01	Blain Stumpf Description: Gravel/Lake Shed 08/01, Gravel/Lake Shed 08/01	318.84
08/02/2018	28640	04803 01	Blue Ribbon Personnel Services Description: Temps 07/16/18-07/22/18, Temps 07/16/18-07/22/18, Temps 07/16/18-07/22/18, Temps 07/16/18-07/22/18, Temps 07/16/18-07/22/18	4,732.13
08/02/2018	28641		Voided Check	0.00
08/02/2018	28642	07394 01	Buckeye Union School District Description: KK transp. 06/06,13,21 & 07/27/18, KK transp. 06/06,13,21 & 07/27/18	1,201.00
08/02/2018	28643	2018-97-ONE	Caitlin Bandera Description: Kidz Kamp Crafts - reimb, Kidz Kamp Crafts - reimb	24.15
08/02/2018	28644	50309 01	Carbon Copy Inc. Description: Copies July 2018, Copies July 2018, Copies July 2018, Copies July 2018	120.23
08/02/2018	28645	2018-049	Comfort King Inc. Description: FD88 Ac repair, FD88 Ac repair	1,835.00
08/02/2018	28646	19240 01	Craig Shuler Description: Cell Ph allow August 2018, Cell Ph allow August 2018	60.00
08/02/2018	28647	00045 01	De Lage Landen Description: FD 88 Copies 07/15-08/14/18, FD 88 Copies 07/15-08/14/18	87.97
08/02/2018	28648	13979 01	Deluxe Description: Business Checks 3000, Business Checks 3000	993.54
08/02/2018	28649	2221111 01	Department of Industrial Relations Description: 07/19/18 Water Slide Permit P00819, 07/19/18 Water Slide Permit P00819	97.50
08/02/2018	28650	05737 01	Dept.Forestry & Fire Protection Description: 3rd Qtr Cal Fire 2017/2018, 3rd Qtr Cal Fire 2017/2018	480,007.52
08/02/2018	28651	05737 01	Dept.Forestry & Fire Protection Description: 4th Qtr Cal Fire 2017/2018, 4th Qtr Cal Fire 2017/2018	559,119.22
08/02/2018	28652	05737 01	Dept.Forestry & Fire Protection Description: 3rd Qtr Cal Fire 2017/2018, 3rd Qtr Cal Fire 2017/2018	258,608.59
08/02/2018	28653	05737 01	Dept.Forestry & Fire Protection Description: 4th Qtr Cal Fire 2017/2018, 4th Qtr Cal Fire 2017/2018	319,823.56
08/02/2018	28654	19186 01	EDC Chamber of Commerce Description: JR Leadership Comm 18/19, JR Leadership Comm 18/19	495.00
08/02/2018	28655	00307 01	El Dorado Irrigation District Description: Water/Lndsc 05/11-07/13/18, Water/Lndsc 05/11-07/13/18, Water 05/10-07/12/18, Water 05/10-07/12/18, Water 05/10-07/12/18	2,497.61
08/02/2018	28656	50351 01	Hunt & Sons Description: Fuel 07/27/18, Fuel 07/27/18, Fuel 07/27/18	1,424.56

Run Date: 09/07/18  
Run Time: 12:14 PM

## Accounts Payable Check Register

User: LAU

Date	Check	Vend ID	Name	Amount
08/02/2018	28657	2017-GM	Jill Ritzman Description: Cell Ph allow August 2018, Cell Ph allow August 2018	100.00
08/02/2018	28658	03543 01	Larry McBride Description: Ret. Med Ben in lieu August 2018, Ret. Med Ben in lieu August 2018	600.00
08/02/2018	28659	2018-PS	Michael Grassle Description: Fac. office supplies 08/01, Fac. office supplies 08/01, Cell Ph allow August 2018, Cell Ph allow August 2018	144.66
08/02/2018	28660	18997 01	Mountain Democrat Description: FD88 sunsc bal due, FD88 sunsc bal due	12.87
08/02/2018	28661	00395 03	PG&E Description: Elec 06/25-07/24/18, Elec 06/25-07/24/18, Elec 06/25-07/24/18	10,304.51
08/02/2018	28662	00395 03	PG&E Description: Elec 06/25-07/25/18, Elec 06/25-07/25/18, Elec 06/25-07/25/18, Elec 06/25-07/25/18, Elec 06/25-07/25/18	3,516.70
08/02/2018	28663	04732 01	Sam's Club Direct Description: Concessions 06/20 - 07/13/18, Concessions 06/20 - 07/13/18, Concessions 06/20 - 07/13/18	532.46
08/02/2018	28664	08219 01	Sierra Office Systems and Produc Description: FD89 Office Supplies 07/31/18, FD89 Office Supplies 07/31/18	179.04
08/02/2018	28665	17954 01	Ski Air Incorporated Description: AC repair CC 07/24/18, AC repair CC 07/24/18, AC repair CC 07/24/18, AC repair CC 07/24/18	1,941.60
08/02/2018	28666	03946 05	Verizon Wireless Description: FD wireless 06/16-07/15/18, FD wireless 06/16-07/15/18	34.61
08/02/2018	28667	19244 01	Walker's Office Supplies, Inc. Description: Copy Paper *5 07/27/18, Copy Paper *5 07/27/18, Copy Paper *5 07/27/18, Copy Paper *5 07/27/18, Copy Paper	176.91
08/02/2018	28668	50205 01	Wayne's Locksmith Description: EID backflow locks 07/31/18, EID backflow locks 07/31/18	317.52
08/02/2018	28669	19160 01	Wex Bank Description: Fire Fuel 06/11, 15, 14 2018, Fire Fuel 06/11, 15, 14 2018	220.02
08/02/2018	28670	17102 01	Wilkinson Portables, Inc. Description: Portables Summer Spect 2018, Portables Summer Spect 2018	1,600.00
08/03/2018	28671	2018-74-ONE	Shelley Volpendesta Description: Gazebo dep refund replacement check, Gazebo dep refund replacement check	100.00
08/09/2018	28672	05625 02	ADM Screening Description: Emp Drug tests 07/16-08/02/18, Emp Drug tests 07/16-08/02/18, Emp Drug tests 07/16-08/02/18	360.00
08/09/2018	28673	50042 01	Airgas National Carbonation Description: srvc chrg 07/31/18, srvc chrg 07/31/18, Cylinder rental 07/31/18, Cylinder rental 07/31/18, CO2 Lagoon 07/27/18, C	767.43
08/09/2018	28674	04097 01	All Star Rents Description: Equip rental for parks 08/01/18, Equip rental for parks 08/01/18, ADJ - Equip rental for parks 08/01, ADJ - Equip ren	530.89
08/09/2018	28675	19096 01	Andrew Webb Description: Inst. Tennis 05/01-08/03/18, Inst. Tennis 05/01-08/03/18	506.80
08/09/2018	28676	10637 01	Angius & Terry LLP Description: Legal CC&R's 06/01-06/08 & 6/30, Legal CC&R's 06/01-06/08 & 6/30	3,311.58
08/09/2018	28677	2018-22-ONE	Aquatics by Armando Description: AFO class Carlos F. Oct 23/24, AFO class Carlos F. Oct 23/24	350.00

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08/09/2018	28678	2018-118-ONE	Artison Moss Description: Flagpole dep refund 08/05, Flagpole dep refund 08/05	100.00
08/09/2018	28679	04803 01	Blue Ribbon Personnel Services Description: Temps 07/23-07/29/18, Temps 07/23-07/29/18, Temps 07/23-07/29/18, Temps 07/23-07/29/18, Temps 07/23-07/29/18	4,078.88
08/09/2018	28680		Voided Check	0.00
08/09/2018	28681	19124 01	BlueLine Rental, LLC Description: SS 2018 light rentals w/ credits, SS 2018 light rentals w/ credits, SS 2018 light rentals w/ credits, SS 2018 light rentals w/ credits	1,039.87
08/09/2018	28682	2018-120-ONE	Cambridge Terrace HOA Description: Classrm B dep refund 07/13, Classrm B dep refund 07/13	300.00
08/09/2018	28683	2018-104-ONE	Cameron Bardwell Description: Cancel T&T for 08/08, Cancel T&T for 08/08	32.50
08/09/2018	28684	19410 01	Capitol Barricade, Inc. Description: SS Fence/Barricades, SS Fence/Barricades	412.91
08/09/2018	28685	2018-109-ONE	Carrie Rowe Description: Chemworks class refunds 7/23, Chemworks class refunds 7/23	340.00
08/09/2018	28686	00219 02	Churchill's Hardware Description: FD89 Supplies July, FD89 Supplies July, FD89 Supplies July, Com Cntr Supplies July 2018, Com Cntr Supplies July	456.27
08/09/2018	28687		Voided Check	0.00
08/09/2018	28688	2018-031	Cintas Corporation #622 Description: Facility Supplies CC 08/02/18, Facility Supplies CC 08/02/18, can liners bulk CC 08/02/18, can liners bulk CC 08/02/18	617.92
08/09/2018	28689	14879 01	Conforti Plumbing, Inc Description: Wtr Fntn repair 07/27/18, Wtr Fntn repair 07/27/18	106.00
08/09/2018	28690	13870 02	Cory Gregersen Description: RES fFF shifts 07/08, 07/15/18, RES fFF shifts 07/08, 07/15/18	80.00
08/09/2018	28691	2018-107-ONE	Dawn Balldock Description: Cancelled class Tai Chi refund Aug., Cancelled class Tai Chi refund Aug.	30.00
08/09/2018	28692	199999 01	Cashier DPR Description: M. Grassle QAC exam fee, M. Grassle QAC exam fee	50.00
08/09/2018	28693	19133 01	DSA Technologies, Inc Description: JR comp hard drive part #2132, JR comp hard drive part #2132	165.33
08/09/2018	28694	04024 01	EDC Sheriff's Department Description: CPFD Radio Maint FY 17/18 inv1, CPFD Radio Maint FY 17/18 inv1, CPFD Radio Maint FY 17/18 inv2, CPFD Radio Maint FY 17/18 inv2	550.91
08/09/2018	28695	00307 01	El Dorado Irrigation District Description: Water/Swr 05/19-07/30/18, Water/Swr 05/19-07/30/18	1,772.34
08/09/2018	28696	00307 01	El Dorado Irrigation District Description: Water/Swr 05/25-07/30/18, Water/Swr 05/25-07/30/18	2,046.42
08/09/2018	28697	00307 01	El Dorado Irrigation District Description: Water 05/25-07/20/18, Water 05/25-07/20/18	3,706.11
08/09/2018	28698	00307 01	El Dorado Irrigation District Description: Water 05/25-07/24/18, Water 05/25-07/24/18	1,878.14
08/09/2018	28699	00307 01	El Dorado Irrigation District Description: Water/Swr 05/23-07/30/18, Water/Swr 05/23-07/30/18	2,808.71



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08/09/2018	28700	00307 01	El Dorado Irrigation District Description: Water/Lndcp 05/19-07/19/18, Water/Lndcp 05/19-07/19/18, Water/Swr 05/23-07/30/18, Water/Swr 05/23-07/30/18, \	3,295.50
08/09/2018	28701		Voided Check	0.00
08/09/2018	28702	2018-98-ONE	Extreme Towing Description: TOW Mofo Truck stuck at Christa T&T, TOW Mofo Truck stuck at Christa T&T, TOW Mofo Truck stuck at Christa T&	315.00
08/09/2018	28703	03280 01	Foothill Auto Service, Inc. Description: 2008 F150 radiator 08/06/18, 2008 F150 radiator 08/06/18	397.58
08/09/2018	28704	2018-119-ONE	Gene Strobel Description: Classrm B dep refund 07/21, Classrm B dep refund 07/21	300.00
08/09/2018	28705	2018-044	Heidi Yancey Description: Inst. Draw & Paint 05/01-08/31/18, Inst. Draw & Paint 05/01-08/31/18	180.00
08/09/2018	28706	2018-106-ONE	Jana Devereux Description: Zumba refund, August, Zumba refund, August	35.00
08/09/2018	28707	2018-019	Joshua C. Marks Description: Janitorial svc Aug 1-15th, Janitorial svc Aug 1-15th, Janitorial svc Aug 1-15th	1,395.00
08/09/2018	28708	2018-051	Joshua Morton Description: RES FF 07/09,16,20,27, RES FF 07/09,16,20,27	160.00
08/09/2018	28709	2018-050	Karissa Schroeder Description: RES FF Shifts 07/05,13,19,27, RES FF Shifts 07/05,13,19,27	160.00
08/09/2018	28710	ONE01018	Katie Jones Description: Flagpole area rent8/04 dep refund, Flagpole area rent8/04 dep refund	100.00
08/09/2018	28711	2018-114-ONE	Kelsey Greene Description: Mini Hawk Camp cancelled refund, Mini Hawk Camp cancelled refund	174.00
08/09/2018	28712	2018-113-ONE	Lea Prince Description: Mini Hawk camp cancelled refund, Mini Hawk camp cancelled refund	348.00
08/09/2018	28713	12372-01	Lincoln Aquatics Description: Chlorine Lagoon 07/26/18, Chlorine Lagoon 07/26/18, Chlorine, Lagoon 07/25/18, Chlorine, Lagoon 07/25/18	2,692.06
08/09/2018	28714	2018-102-ONE	Marsha Campbell Description: Cancel T&T for 08/08 w/fee, Cancel T&T for 08/08 w/fee	27.50
08/09/2018	28715	2018-105-ONE	Martin Martinez Description: Hall rental dep refund 07/14, Hall rental dep refund 07/14	300.00
08/09/2018	28716	2018-112-ONE	Marya Osucha Description: Kidz Kamp refund 07/30-08/03, Kidz Kamp refund 07/30-08/03	170.00
08/09/2018	28717	2018-045	Mason A. Sanchez Description: RES FF Shifts 07/03-07/30/18, RES FF Shifts 07/03-07/30/18	480.00
08/09/2018	28718	2018-115-ONE	Matt McCool Description: Mini Hawk camp cancelled refunds, Mini Hawk camp cancelled refunds	348.00
08/09/2018	28719	2018-111-ONE	Matthew Craig Description: Cancelled Swim lessons refund, Cancelled Swim lessons refund	120.00
08/09/2018	28720	ONE0117	Melanie Skinner Description: Inst. VBall Camp 07/01-08/05/18, Inst. VBall Camp 07/01-08/05/18	417.00
08/09/2018	28721	2018-PS	Michael Grassle Description: ice reimb for Carlos, event 08/04, ice reimb for Carlos, event 08/04	42.79

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08/09/2018	28722	2018-052	Nicole Macauley Description: Inst. Shabby Chic 07/11-08/01/18, Inst. Shabby Chic 07/11-08/01/18	118.20
08/09/2018	28723	00395 03	PG&E Description: Elec Parks 06/25-07/24/18, Elec Parks 06/25-07/24/18	2,030.75
08/09/2018	28724	00395 03	PG&E Description: Elec LLAD's 06/25-07/24/18, Elec LLAD's 06/25-07/24/18, Elec LLAD's 06/25-07/24/18, Elec LLAD's 06/25-07/24/18	9,354.46
08/09/2018	28725		Voided Check	0.00
08/09/2018	28726	01000-01	Public Employee's Union Local 1 Description: UnionDues Payroll 08/10/18, UnionDues Payroll 08/10/18	162.39
08/09/2018	28727	2018-100-ONE	Roy Martin Description: BB camp overchg refund Cruz 07/16, BB camp overchg refund Cruz 07/16	55.00
08/09/2018	28728	2018-108-ONE	Sara Williams Description: Vball clinic refund, Vball clinic refund	84.00
08/09/2018	28729	2018-110-ONE	Shaun Haley Description: Cancelled Swim lesson refund, Cancelled Swim lesson refund	60.00
08/09/2018	28730	2018-116-ONE	Shauna Trana Description: Flag Football cancel refund 09/15, Flag Football cancel refund 09/15	110.00
08/09/2018	28731	2018-99-ONE	Shingle Springs Heating & Air Description: Rep Check per D. Stahlman Mens Ball, Rep Check per D. Stahlman Mens Ball	470.00
08/09/2018	28732	2018-117-ONE	Susan Sheehan Description: Gazebo deposit refund 08/05, Gazebo deposit refund 08/05	100.00
08/09/2018	28733	2018-001	Tina Lynn Goins Description: August E-Newsletter 2018, August E-Newsletter 2018, August E-Newsletter 2018, August E-Newsletter 2018, August E-Newsletter 2018	75.00
08/09/2018	28734	19418 01	TPX Communications Description: Phones August 2018, Phones August 2018, Phones August 2018, Phones August 2018, Phones August 2018, Phones August 2018, Phones August 2018	1,251.94
08/09/2018	28735	07612 02	U.S. Bank Description: Cal Cards 06/24/18-07/20/18, Cal Cards 06/24/18-07/20/18, Cal Cards 06/24/18-07/20/18, Cal Cards 06/24/18-07/20/18	9,421.55
08/09/2018	28736		Voided Check	0.00
08/09/2018	28737		Voided Check	0.00
08/09/2018	28738	19314 01	Uptown Studios, Inc Description: Web Maint July 2018, Web Maint July 2018, Web Maint July 2018, Web Maint July 2018, Web Maint July 2018, Web Maint July 2018, Web Maint July 2018	350.00
08/09/2018	28739	2018-121-ONE	USA Stars Academy Corp. Description: Full Refund Hall/Kitch 08/18, Full Refund Hall/Kitch 08/18, Refund AV Equip cancel for 08/18, Refund AV Equip cancel for 08/18	1,455.00
08/09/2018	28740	212121 01	Vavrinek, Trine, Day & Co., LLP Description: Prof Svcs CPA July 2018, Prof Svcs CPA July 2018	5,705.00
08/13/2018	28741	50535 01	Barbara Barisone Description: Inst. Water Aerobics July 2018, Inst. Water Aerobics July 2018	300.00
08/13/2018	28742	09548 01	Cap City Sports Academy LLC Description: Inst. FF Camp 07/23-07/27/18, Inst. FF Camp 07/23-07/27/18	1,189.00
08/13/2018	28743	09613 01	GALLS Description: FF Badges, FF Badges	875.94
08/16/2018	28744	05625 02	ADM Screening Description: Pre-emp testing, Pre-emp testing	45.00

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08/16/2018	28745	2018-036	Airespring Inc. Description: Internet July 2018, Internet July 2018, Internet July 2018	561.16
08/16/2018	28746	50042 01	Airgas National Carbonation Description: CO2 Pool 08/02/18, CO2 Pool 08/02/18, CO2 Lagoon 08/02/18, CO2 Lagoon 08/02/18	465.32
08/16/2018	28747	2018-22-ONE	Aquatics by Armando Description: AFO class - Marty Oct 2018, AFO class - Marty Oct 2018	350.00
08/16/2018	28748	19304 01	AT&T Calnet 3 Description: FD phones 07/10-08/09/18, FD phones 07/10-08/09/18, FD phones 07/10-08/09/18, FD phones 07/10-08/09/18	23.03
08/16/2018	28749	16241 01	Blain Stumpf Description: CM Park Soil replacement 08/13, CM Park Soil replacement 08/13	40.76
08/16/2018	28750	04803 01	Blue Ribbon Personnel Services Description: Temps 07/30-08/05/18, Temps 07/30-08/05/18, Temps 07/30-08/05/18, Temps 07/30-08/05/18, Temps 07/30-08/05/18	3,666.38
08/16/2018	28751	19208 01	Camino Power Tool Description: FD89 auto parts, FD89 auto parts	83.16
08/16/2018	28752	2018-031	Cintas Corporation #622 Description: HH Supplies 08/09/18, HH Supplies 08/09/18	281.13
08/16/2018	28753	17704 01	CoreLogic Solutions LLC Description: CC&R mthly software July 2018, CC&R mthly software July 2018	165.00
08/16/2018	28754	00045 01	De Lage Landen Description: FD88 copies (old invc not pd), FD88 copies (old invc not pd), FD89 Copier lease August, FD89 Copier lease August	264.93
08/16/2018	28755	19133 01	DSA Technologies, Inc Description: Contract new computers 4, Contract new computers 4, Server/Software updating 07/24, 25, Server/Software updating	9,805.12
08/16/2018	28756	19754 01	Ellamae J. Wooten Description: EW Mtgs 08/06,07,15, EW Mtgs 08/06,07,15	300.00
08/16/2018	28757	04383 01	Flying Ace T-Shirts Inc. Description: FD88 shirts, etc., FD88 shirts, etc., FD88 shirts, etc.	499.68
08/16/2018	28758	10092 01	Folsom Officials Association Description: Adult Softball 07/21-08/09/18, Adult Softball 07/21-08/09/18	672.00
08/16/2018	28759	2018-103-ONE	Girl Scouts, Heart of Central CA Description: T&T August cancelled vendor, T&T August cancelled vendor	40.00
08/16/2018	28760	08659-01	HealthSmart Benefit Solutions, Inc Description: Vision Sept 2018, Vision Sept 2018, Vision Sept 2018, Vision Sept 2018, Vision Sept 2018, Vision Sept 2018, Vision Sept 2018, Vision Sept 2018	161.07
08/16/2018	28761	19223 01	Holly Morrison Description: HM Mtgs 08/07,07,15, HM Mtgs 08/07,07,15	300.00
08/16/2018	28762	50351 01	Hunt & Sons Description: Fuel 08/03/18, Fuel 08/03/18, Fuel 08/03/18, Fuel 08/10/18, Fuel 08/10/18, Fuel 08/10/18	2,763.55
08/16/2018	28763	2018-054	Jamie Bardwell Description: RES FF shift 06/23, RES FF shift 06/23, RES FF shifts 07/07, 14, RES FF shifts 07/07, 14	120.00
08/16/2018	28764	2018-055	Joel Burns Description: RES FF Shifts 07/09, 29, RES FF Shifts 07/09, 29	80.00
08/16/2018	28765	ONE01018	Katie Jones Description: Refund 14 extra ent passes 08/04, Refund 14 extra ent passes 08/04	21.00

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08/16/2018	28766	18350 01	Loomis Description: Arm car svc August, Arm car svc August, Arm car svc August	497.82
08/16/2018	28767	19381 01	Margaret Mohr Description: MM Mtgs 07/03, 08/07, 15, MM Mtgs 07/03, 08/07, 15	300.00
08/16/2018	28768	18997 01	Mountain Democrat Description: Pub Notice Budget 08/6/18, Pub Notice Budget 08/6/18, Pub Notice Tax Rate 08/6/18, Pub Notice Tax Rate 08/6/18	37.13
08/16/2018	28769	19345 01	National Aquatic Services, Inc Description: Pool Pump repair 08/13/18, Pool Pump repair 08/13/18	986.41
08/16/2018	28770	2018-053	PoolEquip, LLC Description: Grating replacement @ pool edge, Grating replacement @ pool edge, Sample Grate for pool (shipping), Sample Gr	4,606.25
08/16/2018	28771	191112 02	Prentice, Long & Epperson PC Description: Legal svcs mtgs/calls 07/03-07/27, Legal svcs mtgs/calls 07/03-07/27	1,404.00
08/16/2018	28772	00372 06	Riebes Auto Parts Description: FD89 Auto Maint., FD89 Auto Maint.	94.25
08/16/2018	28773	19358 01	Road-Tech Safety Services, Inc Description: Barricades/Signs CC 08/07/18, Barricades/Signs CC 08/07/18	521.62
08/16/2018	28774	2018-122-ONE	Sam Henderson Description: FF program cancelled refund 09/15, FF program cancelled refund 09/15	115.00
08/16/2018	28775	07347 01	Sierra Nevada Tire & Wheel Description: 2015 FD89 truck tires, 2015 FD89 truck tires	1,841.34
08/16/2018	28776	19154 01	Stephen Beck Description: Fri & Sat Futsal 07/13/18-08/25/18, Fri & Sat Futsal 07/13/18-08/25/18	441.60
08/16/2018	28777	03946 07	Verizon Business Description: FD phone carrier access July 2018, FD phone carrier access July 2018, FD phone carrier access July 2018, FD pho	14.97
08/16/2018	28778	17384 01	Vermont Systems, Inc Description: Rec Training 08/16, Rec Training 08/16, Rec Training 08/16	150.00
08/16/2018	28779	2018-026	William Clark Description: FF class reimb 07/17/18, FF class reimb 07/17/18	150.00
08/23/2018	28780	50042 01	Airgas National Carbonation Description: CO2 Pool 08/10/18, CO2 Pool 08/10/18	222.70
08/23/2018	28781	2018-056	Applied Landscape Materials, Inc. Description: Bark for Parks 08/17, Bark for Parks 08/17	2,637.00
08/23/2018	28782	2018-056	Applied Landscape Materials, Inc. Description: Bark for Parks 08/17, Bark for Parks 08/17	7,911.00
08/23/2018	28783	04803 01	Blue Ribbon Personnel Services Description: Temps 08/06/18-08/12/18, Temps 08/06/18-08/12/18, Temps 08/06/18-08/12/18, Temps 08/06/18-08/12/18, Temps	1,125.00
08/23/2018	28784	15586 01	Capital Private Patrol Description: Priv Patrol Parks Sept 2018, Priv Patrol Parks Sept 2018, Priv Patrol CC Sept 2018, Priv Patrol CC Sept 2018	1,400.00
08/23/2018	28785	50309 01	Carbon Copy Inc. Description: FD89 Copies August 2018, FD89 Copies August 2018, FD88 Copies August 2018, FD88 Copies August 2018, CSD	165.60
08/23/2018	28786	2018-033	Celestine Carey Description: Senior crafts reimb 05/25-08/08/18, Senior crafts reimb 05/25-08/08/18	58.12

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08/23/2018	28787	2018-125-ONE	Chelsea Ann Cherney Description: Dep Refund Gazebo 08/04, Dep Refund Gazebo 08/04	100.00
08/23/2018	28788	2018-031	Cintas Corporation #622 Description: CC Janitorial Supplies 08/16, CC Janitorial Supplies 08/16	297.16
08/23/2018	28789	111222 01	Cynthia J. Gillihan Description: New truck lettering 2018, New truck lettering 2018	225.88
08/23/2018	28790	2018-123-ONE	Debbie Hutchings Description: Dep Refund Gazebo 07/28, Dep Refund Gazebo 07/28	100.00
08/23/2018	28791	19133 01	DSA Technologies, Inc Description: Monthly Srvc Sept 2018, Monthly Srvc Sept 2018, Monthly Srvc Sept 2018, Monthly Srvc Sept 2018, Monthly Srvc Sept 2018	1,649.00
08/23/2018	28792	2018-126-ONE	Ezequiel Soto Description: Dep refunds Hall 08/03-04, Dep refunds Hall 08/03-04	600.00
08/23/2018	28793	51535 01	Folsom Lake Ford Description: 2018 F250 truck (Parks), 2018 F250 truck (Parks), 2018 F250 truck (Parks), 2018 F250 truck (Parks), 2018 F250 truck (Parks)	27,439.05
08/23/2018	28794	ONE0129	Gnana Gedela Description: Dep Ref W Hall - cancel fee 12/01, Dep Ref W Hall - cancel fee 12/01	250.00
08/23/2018	28795	12617 01	Highlander Termite & Pest Control Description: Pest Cont. CC 08/15/18, Pest Cont. CC 08/15/18	75.00
08/23/2018	28796	50330 01	Hillyard Inc. Description: Parks Supplies 08/15/18, Parks Supplies 08/15/18	580.20
08/23/2018	28797	19297 01	Kathleen Matranga-Cooper Description: Res 2018-12 Recorder Office, Res 2018-12 Recorder Office	97.50
08/23/2018	28798	12372-01	Lincoln Aquatics Description: Mur Acid Pool 08/07/18, Mur Acid Pool 08/07/18, SM006917 credit 7/3, SM006917 credit 7/3	413.83
08/23/2018	28799	20494 02	Line-X of Placerville , Inc. Description: 2018 F250 truck rack (Parks), 2018 F250 truck rack (Parks)	541.24
08/23/2018	28800	15050 01	Mad Science of Sacramento Valle Description: Inst. Spy Academy 07/16-07/27/18, Inst. Spy Academy 07/16-07/27/18	869.40
08/23/2018	28801	00395 03	PG&E Description: Elec 07/19-08/19/18, Elec 07/19-08/19/18, Elec 07/19-08/19/18, Elec 07/19-08/19/18	11,088.06
08/23/2018	28802	00395 03	PG&E Description: Elec 07/18-08/16/18, Elec 07/18-08/16/18	9.86
08/23/2018	28803	00395 03	PG&E Description: Elec 07/17-08/15/18, Elec 07/17-08/15/18, Elec 07/17-08/15/18, Elec 07/17-08/15/18	275.54
08/23/2018	28804	01000-01	Public Employee's Union Local 1 Description: Dues 08/24/18, Dues 08/24/18	165.26
08/23/2018	28805	2018-128-ONE	Ramon Soto Description: Reimb for gas for parks truck, Reimb for gas for parks truck	5.00
08/23/2018	28806	00372 06	Riebes Auto Parts Description: Shop supplies 08/20/18, Shop supplies 08/20/18	18.80
08/23/2018	28807	2018-124-ONE	Sherry Kessler Description: Dep Refund Flagpole 08/11, Dep Refund Flagpole 08/11	100.00

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08/23/2018	28808	2018-043	Shred City LLC Description: Shred 13 boxes 08/16/18, Shred 13 boxes 08/16/18	39.00
08/23/2018	28809	15672 01	SiteOne Landscape Supply Description: CC Irrig Supplies 08/15/18, CC Irrig Supplies 08/15/18, CC Irrig Supplies 08/15/18, CC Irrig Supplies 08/15/18	166.30
08/23/2018	28810	19269 01	Stratus Environmental, Inc Description: Lake Environ Report Apr-July 2018, Lake Environ Report Apr-July 2018	2,528.70
08/23/2018	28811	2018-56-ONE	Sue Reed Description: Inst. H2O Zumba July 2018, Inst. H2O Zumba July 2018	200.00
08/23/2018	28812	03946 07	Verizon Business Description: Wireless 07/11-08/10/18, Wireless 07/11-08/10/18, Wireless 07/11-08/10/18, Wireless 07/11-08/10/18, Wireless Ta	582.64
08/23/2018	28813	03946 05	Verizon Wireless Description: Phones FD 07/10-08/09/18, Phones FD 07/10-08/09/18	6.51
08/23/2018	28814	2018-127-ONE	Veronica Reyes Description: Canceled Ballet Class refund-fee, Canceled Ballet Class refund-fee	50.00
08/23/2018	28815	2018-034	Vicky Neibauer Description: Mileage & Pkg Reimbs 08/20, 21, Mileage & Pkg Reimbs 08/20, 21	104.68
08/23/2018	28816	50205 01	Wayne's Locksmith Description: Keys per Craig, Keys per Craig	205.68
08/23/2018	28817	2018-027	WEST Consultants, Inc. Description: Cont. CP Dam EAP 07/06-07/12/18, Cont. CP Dam EAP 07/06-07/12/18	2,350.00
08/30/2018	28818	05625 02	ADM Screening Description: pre-emp testing 08/23, pre-emp testing 08/23	45.00
08/30/2018	28819	50042 01	Airgas National Carbonation Description: Co2 Pool 08/18/18, Co2 Pool 08/18/18	232.66
08/30/2018	28820	14315 01	Alhambra Description: Water 08/01/18, Water 08/01/18, Water 08/01/18, Water 08/01/18, Water 08/29/18, Water 08/29/18, Water 08/29/18	104.34
08/30/2018	28821	10637 01	Angius & Terry LLP Description: Gen Council CC&R July 2018, Gen Council CC&R July 2018	840.00
08/30/2018	28822	50255 01	Arnolds for Awards Description: FD signature stamp MS, FD signature stamp MS	21.40
08/30/2018	28823	19304 01	AT&T Calnet 3 Description: Phones 07/24-08/23/18, Phones 07/24-08/23/18, Phones 07/24-08/23/18, Phones 07/24-08/23/18, Phones 07/24-08/23/18	449.16
08/30/2018	28824	50535 01	Barbara Barisone Description: Inst. H2O aerobics August 2018, Inst. H2O aerobics August 2018	300.00
08/30/2018	28825	2018-058	Blake Rayback Description: RES FF shifts 07/18,26,31, RES FF shifts 07/18,26,31, RES FF shift 06/27, RES FF shift 06/27	160.00
08/30/2018	28826	04803 01	Blue Ribbon Personnel Services Description: JS Temp 08/13-08/19/18, JS Temp 08/13-08/19/18	469.88
08/30/2018	28827	2018-101-ONE	Bre Bertolino Description: Vendor Cancel T&T Aug refund, Vendor Cancel T&T Aug refund	32.50
08/30/2018	28828	08292 01	California Overhead Door Inc. Description: FD roller door repair, FD roller door repair	180.00

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Date	Check	Vend ID	Name	Amount
08/30/2018	28829	2018-031	Cintas Corporation #622 Description: Janitorial Supplies 08/23, Janitorial Supplies 08/23, Janitorial Supplies 08/30/18, Janitorial Supplies 08/30/18	600.39
08/30/2018	28830	14879 01	Conforti Plumbing, Inc Description: Skate Park drinking fountain repair, Skate Park drinking fountain repair	1,166.08
08/30/2018	28831	00045 01	De Lage Landen Description: FD88 copier lease 08/15-09/14/18, FD88 copier lease 08/15-09/14/18	95.49
08/30/2018	28832	00295 01	Delta Dental of California Description: Dental Sept. 2018, Dental Sept. 2018, Dental Sept. 2018, Dental Sept. 2018, Dental Sept. 2018, Dental Sept. 2018,	1,152.61
08/30/2018	28833		Voided Check	0.00
08/30/2018	28834	00555 01	Department of Justice Description: Fingerprinting July 2018, Fingerprinting July 2018, Fingerprinting July 2018, Fingerprinting July 2018	96.00
08/30/2018	28835	19082 01	Dept.of the CA Highway Patrol Description: Sum Spect Patrol 2018, Sum Spect Patrol 2018	2,034.36
08/30/2018	28836	2018-059	Donovan Hickman Description: RES FF shift 06/27, RES FF shift 06/27, RES FF shifts 07/10,17,26, RES FF shifts 07/10,17,26, RES FF shifts 08/0	240.00
08/30/2018	28837	04024 01	EDC Sheriff's Department Description: livescans 07/02 & 07/22, livescans 07/02 & 07/22, livescans 07/02 & 07/22	24.00
08/30/2018	28838	2018-004	Ewing Irrigation Products, Inc. Description: Irrig Supplies, Parks 08/14, Irrig Supplies, Parks 08/14	214.50
08/30/2018	28839	2018-25-ONE	Foothill Tree Service Description: Lake haul off debris, Lake haul off debris	2,920.00
08/30/2018	28840	2018-064	Golden State Equipment Repair Description: CC Ice Machine review for repair, CC Ice Machine review for repair, CC Ice Machine Parts & repair, CC Ice Machine	608.86
08/30/2018	28841	2018-060	Grant Leon Description: RES FF shifts 06/25, 28, RES FF shifts 06/25, 28, RES FF shifts 07/11, 24, RES FF shifts 07/11, 24	160.00
08/30/2018	28842	19351 01	Gregory Schwegler Description: Paramedic class reimb 07/28, Paramedic class reimb 07/28	200.00
08/30/2018	28843	19362 01	Greyson A. Wright Description: Paramedic Lic renewal Reimb 08/14, Paramedic Lic renewal Reimb 08/14	200.00
08/30/2018	28844	50351 01	Hunt & Sons Description: Fuel 08/17/18, Fuel 08/17/18, Fuel 08/17/18, Fuel 08/24/18, Fuel 08/24/18, Fuel 08/24/18	2,725.00
08/30/2018	28845	10111 01	International Code Council, Inc. Description: CFPD Member Dues, CFPD Member Dues	135.00
08/30/2018	28846	19389 01	Interwest Consulting Group, Inc. Description: Bell Woods Imps Plan checks, Bell Woods Imps Plan checks	372.50
08/30/2018	28847	2018-057	Joseph Erik White Raffoul Description: RES FF shift 06/21, RES FF shift 06/21, RES FF shifts 07/12,18,25, RES FF shifts 07/12,18,25	160.00
08/30/2018	28848	2018-019	Joshua C. Marks Description: Janitorial bathrooms Aug 16-30, Janitorial bathrooms Aug 16-30, Janitorial bathrooms Aug 16-30	1,470.00
08/30/2018	28849	10123 01	JS West Propane Gas Description: Propane Pool 08/20/18, Propane Pool 08/20/18	837.06
08/30/2018	28850	2018-065	Justin Rivera Description: RES FF shifts 07/07,15,17,18, RES FF shifts 07/07,15,17,18, RES FF shifts 08/07,17,19,26, RES FF shifts 08/07,17	320.00

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Date	Check	Vend ID	Name	Amount
08/30/2018	28851	2018-063	Kate Magoolaghan Description: Reimb Misc CC&R items Aug 2018, Reimb Misc CC&R items Aug 2018, Reimb Misc CC&R items Aug 2018, Reimb	150.10
08/30/2018	28852	111222 0	Laura Sanders-Ito Description: Mileage/Parking reimb Calpers class, Mileage/Parking reimb Calpers class	42.10
08/30/2018	28853	2018-047	Lucille Colquhoun Description: Adult Softball shirts 08/28, Adult Softball shirts 08/28	209.04
08/30/2018	28854	2018-045	Mason A. Sanchez Description: RES FF shifts 08/4,5,8,9,18,25, RES FF shifts 08/4,5,8,9,18,25	240.00
08/30/2018	28855	2018-111-ONE	Matthew Craig Description: Swim lessons refund, Swim lessons refund	60.00
08/30/2018	28856	2018-061	Michael Garrison Description: Paramedic Lic renewal Reimb 08/14, Paramedic Lic renewal Reimb 08/14	200.00
08/30/2018	28857	2018-PS	Michael Grassle Description: Miles personal vehicle reimb Aug 18, Miles personal vehicle reimb Aug 18	117.18
08/30/2018	28858	18997 01	Mountain Democrat Description: FD88 subscription dues 07/30, FD88 subscription dues 07/30	12.87
08/30/2018	28859	00395 03	PG&E Description: Elec 07/26-08/24/18, Elec 07/26-08/24/18, Elec 07/26-08/24/18, Elec 07/26-08/24/18, Elec 07/26-08/24/18	3,208.87
08/30/2018	28860	00372 06	Riebes Auto Parts Description: FD Eng 88 parts 08/14, FD Eng 88 parts 08/14, Lake truck parts 08/30, Lake truck parts 08/30	159.56
08/30/2018	28861	04732 01	Sam's Club Direct Description: Campout Food 07/20, Campout Food 07/20	258.11
08/30/2018	28862	15534 01	SCI Consulting Group Description: LLAD's Assmt Admin FY18/19, LLAD's Assmt Admin FY18/19, LLAD's Assmt Admin FY18/19, LLAD's Assmt Adr	7,162.08
08/30/2018	28863		Voided Check	0.00
08/30/2018	28864	00970 04	Shingle Spring/Cameron Park Ch Description: 2018/2019 Membership, 2018/2019 Membership, 2018/2019 Membership, 2018/2019 Membership, 2018/2019 Men	148.00
08/30/2018	28865	2018-062	Sierra Landscape Materials, Inc.	350.62
08/30/2018	28866	17954 01	Ski Air Incorporated Description: Com Cntr AC repairs 08/20/18, Com Cntr AC repairs 08/20/18	1,150.67
08/30/2018	28867	2018-066	Spencer Aquilina Description: RES FF shift 06/17/18, RES FF shift 06/17/18, RES FF shifts 07/03,04,21,22, RES FF shifts 07/03,04,21,22, RES F	360.00
08/30/2018	28868	2018-129-ONE	Stephen Coburn Description: Swim lesson cancellation refund, Swim lesson cancellation refund	130.00
08/30/2018	28869	52064 01	Target Specialty Products Description: Grass Mix Park & LLad's, Grass Mix Park & LLad's, Grass Mix Park & LLad's, Grass Mix Park & LLad's	2,997.75
08/30/2018	28870	07612 02	U.S. Bank Description: Cal Card Stmt 08/22/18, Cal Card Stmt 08/22/18, Cal Card Stmt 08/22/18, Cal Card Stmt 08/22/18, Cal Card Stmt 0	11,882.57
08/30/2018	28871		Voided Check	0.00
08/30/2018	28872		Voided Check	0.00
08/30/2018	28873	03946 05	Verizon Wireless Description: FD wireless 07/16-08/15/18, FD wireless 07/16-08/15/18, FD Phones 07/16-08/15/18, FD Phones 07/16-08/15/18, F	706.60
08/30/2018	28874	17384 01	Vermont Systems, Inc Description: RecTrac phone training part 2 8/16, RecTrac phone training part 2 8/16, RecTrac phone training part 2 8/16	450.00



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Date	Check	Vend ID	Name	Amount
08/30/2018	28875	19244 01	Walker's Office Supplies, Inc. Description: CC&R stamps, CC&R stamps	44.94

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Total Reconciled Checks:	0.00
Total Reconciled Check Amount Paid:	0.00
Total Unreconciled Checks:	229.00
Total Unreconciled Check Amount Paid:	1,867,861.48
Total Void Checks:	12.00
Total Void Check Amount Paid:	350.62

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**SELECTION CRITERIA:**

Check Date Range: 08/01/18 Through 08/31/18

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