

Board of Directors Meeting
Cameron Park Community Services District
2502 Country Club Drive, Cameron Park, California



Wednesday, December 20, 2017 **6:00 p.m. Closed Session**
Board will convene into
Closed Session after Public
Comment
6:30 p.m. Regular Meeting

Board of Directors
HOLLY MORRISON (HM), Vice-President
Directors: MARGARET MOHR (MM), MONIQUE SCOBAY (MS),
GREG STANTON (GS), ELLIE WOOTEN (EW)

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item.

Closed Sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange or lease of real property. Members of the public may address the Board prior to closing the meeting.

CONVENE INTO CLOSED SESSION

The Board will recess to Closed Session to discuss the following item:

Conference with Legal Counsel – Anticipated Litigation
Government Code Section 54956.9(b) – one (1) potential case

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

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

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR

Board members, staff and members of the public may request an item be pulled from the Consent Calendar for discussion. The Board will make any necessary additions, deletions, or corrections to the Agenda, determine matters to be added to or removed from the Consent Calendar, and with one motion adopt the Agenda and approve the Consent Calendar.

MOMENT OF RECOGNITION

This allotted time provides an opportunity for the Board of Directors to express appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

PRESENTATION

This allotted time provides an opportunity for the Board of Directors to receive guest speakers who have been invited to present items to the Board that are of interest to the District.

Fire Chiefs Association Initiative for Alternative Funding Source – Chief Clive Savacool, President, Fire Chiefs Association

OPEN FORUM

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BEGINNING OF CONSENT CALENDAR

1. APPROVAL OF DRAFT CONFORMED AGENDAS

- a. Parks & Recreation Committee Meeting, November 6, 2017
- b. Board of Directors Meeting, November 15, 2017

2. STAFF REPORTS

- a. General Manager
- b. Fire Department
- c. Recreation Department
- d. Parks Department
- e. Covenants, Conditions & Restrictions (CC&R) Department

3. FINANCIAL REPORT

4. RESOLUTION NO. 2017-19 AUTHORIZING PROPOSAL SUBMISSION FOR THE AB 2766 VEHICLE EMISSIONS REDUCTION GRANT FOR THE SUMMER SPECTACULAR SHUTTLE IN 2018 AND 2019

Recommended Action: Receive and Approve Resolution No. 2017-19 Directing Staff to the Submit Grant Proposal for the AB 2766 Motor Vehicle Emissions Reduction Grant for 2018 and 2019

5. EL DORADO SOLID WASTE ADVISORY COMMITTEE (EDSWAC) APPOINTMENT

Recommended Action: Receive and Appointment Jill Ritzman, General Manager, to the El Dorado Solid Waste Advisory Committee

6. FIRE IMPACT MITIGATION FEE AGREEMENT WITH EL DORADO COUNTY FOR THE COLLECTION OF FEES ON BEHALF OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT

Recommended Action: Receive and Approve the Agreement with El Dorado County for the Collection of Fire Impact Mitigation Fees by the County on Behalf of the Cameron Park Community Services District

END OF CONSENT CALENDAR

DEPARTMENT MATTERS

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

7. ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

8. PROPOSED RESOLUTION NO. 2017-14 TO INFLUENCE BOUNDARIES OF THE LOCAL ASSISTANCE AREA

Recommended Action: Not Approve Proposed Resolution No. 2017-14

9. RESOLUTION NO. 2017-15 FORMALLY ESTABLISHING A SENIOR PROGRAM FOR THE DISTRICT

Recommended Action: Receive, Discuss and Adopt Resolution No. 2017-15 Formally Establishing a Senior Program for the District

10. REQUEST FOR PROPOSAL FOR CAMERON PARK LAKE DAM EMERGENCY ACTION PLAN

Recommended Action: Approve Request for Proposal and Authorize a Formal Bid for Engineering Services to the Develop a Cameron Park Lake Dam Emergency Action Plan

11. DRAFT BOARD OF DIRECTORS' MEETING AGENDA TEMPLATE

Recommended Action: Approve New Board of Directors' Meeting Agenda Template

12. ELECTION OF PRESIDENT AND VICE PRESIDENT; STANDING COMMITTEE ASSIGNMENTS

Recommended Action: Nominate and Elect Board of Directors' President and Vice President

13. MATTERS TO AND FROM DIRECTORS

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

- a. **LAFCO** – Director Morrison

14. COMMITTEE REPORTS

- a. **Budget and Administration** – Chair Director Stanton, Vice Chair Director Scobey and Alternate Director Morrison
- b. **CC&Rs** – Chair Director Morrison, Director Wooten and Alternate Director Mohr
- c. **Fire and Emergency Services** – Chair Director Morrison, Vice Chair Director Wooten and Alternate Director Mohr
- d. **Parks and Recreation** – Chair Director Mohr, Vice Chair Director Scobey and Alternate Director Morrison

ADJOURNMENT

An AGENDA in FINAL FORM is located in the Reception area in the District Office as well as each of the Cameron Park Fire Stations. Additionally, a copy of the FINAL AGENDA is available on the District's website at www.cameronpark.org. Support material is available for public inspection at the receptionist counter in the District Office. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors of the District which is distributed less than 72 hours prior to the meeting shall be made available for public inspection at the same time the writing is distributed to all, or a majority of all, of the members of the Board of Directors of the District. Such written documents will be made available at the District Offices located at 2502 Country Club Drive, Cameron Park, CA 95682.

Such writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C. § 12132) and the Federal Rules and Regulations adopted in implementation thereof.

A person with a disability who requires a modification or accommodation in order to participate in a public meeting of the Board of Directors may, five (5) days prior to the date scheduled for a regular meeting of the Board of Directors, contact the District Office at 2502 Country Club Drive, Cameron Park, CA 95682, phone number: (530) 677-2231 to request a disability related modification or accommodation in order to attend the meeting, or to request auxiliary aids or services in order to enable such person to understand the proceedings at such meeting.



Parks & Recreation Committee
Monday, November 6, 2017
5:30 p.m.
2502 Country Club Drive, Cameron Park

DRAFT Conformed Agenda

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Monique Scobey (MS)
Alternate Director Holly Morrison (HM)
Staff: Interim General Manager Richard J. Ramirez, Recreation Supervisor Tina Helm,
Parks Superintendent J.R. Hichborn

CALL TO ORDER – 5:30 p.m.

ROLL CALL – MM, MS

APPROVAL OF AGENDA - *Approved*

APPROVAL OF CONFORMED AGENDA - *Approved*

OPEN FORUM - *None*

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.

I. Recreation Updates

- Summer Spectacular
- Cameron Park Lake Sign Marketing
- Cameron Park Community Services District Senior Program

II. Park Report

General Park Updates

- Cost to Heat the Pool
- Disc Golf

III. Provided Time Permits - Items Lised for the December Meeting May be Discussed

IV. Items for December Committee Agenda

- *Google Analytics*
- *Newsletter Statistics*
- *Facility Use Report*
- *Summer Spectacular*
- *Establishing Senior Program Resolution*
- *Cameron Park Lake Sign*
- *Disk Golf*
- *Marketing Request for Proposal*
- *Bureau of Land Management Creek Project*
- *Identify Potential Park Improvements 2018 and Resoucrs*
- *Usage for Kayaks and Paddle Boats*
- *Community Center Facility Use Deposit*

V. Items to take to the Board of Directors

- *Establishing Senior Program Resolution (December)*

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 6:30

DRAFT CONFORMED AGENDA

Board of Directors Meeting
Cameron Park Community Services District
2502 Country Club Drive, Cameron Park, California



Wednesday, November 15, 2017 6:30 p.m. Meeting

Board of Directors

HOLLY MORRISON (HM), Vice-President
Directors: MARGARET MOHR (MM), MONIQUE SCOBAY (MS),
GREG STANTON (GS), ELLIE WOOTEN (EW)

CALL TO ORDER – 6:33 p.m.

ROLL CALL- HM, MM, GS, MS, EW

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR

Board members, staff and members of the public may request an item be pulled from the Consent Calendar for discussion. The Board will make any necessary additions, deletions, or corrections to the Agenda, determine matters to be added to or removed from the Consent Calendar, and with one motion adopt the Agenda and approve the Consent Calendar.

Motion to adopt the Agenda and approve the Consent Calendar. GS/MM

Revised motion to adopt the Agenda and approve the Consent Calendar, with the modification of pulling draft conformed agenda, item #1a. Fire & Emergency Services Committee Meeting, July 11, 2017, from the Consent Calendar.

GS/MM – Motion passed
Ayes – HM, MM, GS, MS, EW
Noes – None
Abstain – None
Public Comment – None

MOMENT OF RECOGNITION

This allotted time provides an opportunity for the Board of Directors to express appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

- Welcome the new Cameron Park Community Services District General Manager Jill Ritzman
- J.R. Hichborn, Parks Superintendent

PRESENTATION

This allotted time provides an opportunity for the Board of Directors to receive guest speakers who have been invited to present items to the Board that are of interest to the District.

None

DRAFT CONFORMED AGENDA

OPEN FORUM

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Barbara Rogers

BEGINNING OF CONSENT CALENDAR

1. APPROVAL OF DRAFT CONFORMED AGENDAS

- a. Fire & Emergency Services Committee Meeting, July 11, 2017
- b. Budget & Administration Committee Meeting, September 12, 2017
- c. Board of Directors Meeting, October 18, 2017
- d. Board of Directors Special Meeting, October 24, 2017
- e. Board of Directors Special Meeting, November 6, 2017

2. STAFF REPORTS

- a. General Manager
- b. Fire Department
- c. Recreation Department
- d. Parks Department

3. FINANCIAL REPORTS

- a. Preliminary Financial Report
- b. Check Register
- c. General Manager's Credit Card Activity (Interim General Manager will not have a credit card)

END OF CONSENT CALENDAR

DEPARTMENT MATTERS

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

4. ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

Motion to approve the draft conformed agenda for the Fire & Emergency Services Committee Meeting, July 11, 2017, (agenda #1a.).

HM/MM – motion passed

Ayes – HM, MM, GS, MS, EW

Noes – None

Abstain – None

Public Comment - None

DRAFT CONFORMED AGENDA

5. WEST SLOPE SOLID WASTE JOINT POWERS OF AUTHORITY (WSJPA)

Recommended Action: Receive, Discuss and Support the Formation of a WSJPA for Solid Waste Management on El Dorado County's Western Slope

Motion to not support the formation of a WSJPA at this time and will consider revisiting it in the future if direct benefits to the District are outlined.

MM/EW – Motion passed

Ayes – HM, MM, MS, EW

Noes – None

Abstain – GS

Public Comment – Barbara Rogers

6. ADDING BOARD MEETING VIDEOS TO THE DISTRICT WEBSITE

Recommended Action: Receive, Discuss and Action as Appropriate

Motion to post the Board meeting video productions in their current format on the District website on an ongoing basis by two business days after the meeting.

GS/MM – Motion passed

Ayes – HM, MM, GS, MS, EW

Noes – None

Abstain – None

Public Comment – Eric Aiston

7. REPORT BACK ITEMS TO THE BOARD OF DIRECTORS

- a. Weed Abatement Cooperation with El Dorado County

Report provided by Fire Battalion Chief Ferro.

- b. Combining All Parcels within the Cameron Park Community Services District into One Single Local Responsibility Area by the State of California for Fire Prevention Fees

Report provided by Fire Battalion Chief Ferro.

8. MATTERS TO AND FROM DIRECTORS

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

- a. **LAFCO** – Director Morrison

MS – Suggested looking at the Board agenda in the future to make it more clear for the community.

EW – Received a very interesting, informative tour of the fire stations.

MM – Wished everyone a happy Thanksgiving and reminded of upcoming events.

GS – Reminded of burn periods and upcoming events. Eagle Scouts are looking for projects. There is an opening on the El Dorado Solid Waste Advisory Committee.

HM – Kudos to the Fire Unit Chief Lindgren for filling in as Acting General Manager and to the Fire Chief Ferro for all his work. Kudos to staff and especially to the J.R. Hichborn. Welcome to Craig Schuler as Acting Parks Superintendent and Jill Ritzman as General Manager.

DRAFT CONFORMED AGENDA

9. **COMMITTEE REPORTS**

- a. **Budget and Administration** – Chair Director Stanton, Vice Chair Director Scobey and Alternate Director Morrison
Working on the Board meeting video productions, server upgrades and adding members of the public to the committees.
- b. **CC&Rs** – Chair Director Morrison, Director Wooten and Alternate Director Mohr
Lyle Eickart does tremendous work.
- c. **Fire and Emergency Services** – Chair Director Morrison, Vice Chair Director Wooten and Alternate Director Mohr
Items have already been covered in this meeting.
- d. **Parks and Recreation** – Chair Director Mohr, Vice Chair Director Scobey and Alternate Director Morrison
There has been a great group of community members attending these meetings. They have been working on a senior programming resolution and disc golf.

ADJOURNMENT – 8:21 p.m.

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El Dorado County Tax Initiative 2018



October 2017

What is the *Fire Tax Initiative*

The fire districts of El Dorado County are grossly underfunded as a result of Proposition 13 (1978).



Although, many of the special districts have local parcel taxes, the costs of operations have risen at a rate that will impact levels of service and capabilities in the future.



All 12 fire districts have worked together to unanimously move forward collaboratively for long-term funding.



Special Fire Districts of El Dorado County

East Slope

Meeks Bay Fire Protection District

Lake Valley Fire Protection District

Fallen Leaf Lake CSD Fire Department

West Slope

Cameron Park Fire Department (CAL FIRE)

Diamond Spring Fire Protection District

El Dorado County Fire Protection District

El Dorado Hills Fire Protection District

Garden Valley Fire Protection District

Georgetown Fire Protection District

Mosquito Fire Protection District

Pioneer Fire Protection District

Rescue Fire Protection District



What is the *Fire Advisory Board*

The Fire Advisory Board was created in 1980 through a Board of Supervisors Resolution (No. 152-80). In May of 2017 the Fire Advisory Board was dissolved by the Board of Supervisors and simultaneously recreated under the El Dorado County Fire Chief's Association. The President of the Chief's Association is designated as the Chair of the Fire Advisory Board, with four additional appointed Chief officers.

A County liaison is designated to assist in advising and provide communications. Two County Board of Supervisors are appointed to participate with the five Chiefs that make up the Fire Advisory Board.



Common Communication

- All Chiefs provide input
- Fire Boards provided most current information
- Legislative updates
- Representatives from each region



Collaborative Partnerships

- Fire Chief's and County representatives work together for common goals through common understanding of each others positions



Improved Levels of Service

- Through unity of Chief officers and County representatives, efficiencies are improved

The Fire Advisory Board



Chair - Fire Chief Clive Savacool

Garden Valley Fire Protection District
Representative of rural fire districts



Fire Chief Michael Hardy

El Dorado County Fire Protection District
Representative of larger fire districts



Fire Chief Scott Lindgren

CAL FIRE Amador El Dorado Unit Chief
Representative of The State



Fire Chief Tim Alameda

Lake Valley Fire Protection District
Representative of Service Area 3 (CSA3)



Fire Chief Dave Roberts

El Dorado Hills Fire Protection District
Representative of the CSA7 JPA



Sue Hennike

El Dorado County Principal Administrative Analyst
Fire Advisory Board Liaison



Brian Veerkamp

El Dorado County Board of Supervisor
District 3 representative



Shiva Frentzen

El Dorado County Board of Supervisor
District 2 representative



How to meet those goals of Long-Term Funding

- ✓ Identify current re-occurring funding levels of each agency
- ✓ Identify desired levels of service for each agency
- ✓ Identify budgetary challenges to achieve desired levels of service
- ✓ Identify standardized levels of service and associated costs for across the County
- ✓ Identify new funding source(s) to achieve long-term funding needs



Assessments of each agency

Certain parameters were assessed to identify the financial state of each agency and their funding mechanisms.

- ✓ FY16/17 Budget
- ✓ TRA(s) for Districts
- ✓ Total tax revenue for each District
- ✓ Total revenue from special taxes or benefit assessments for each District
- ✓ Total number of parcels for each District (improved/unimproved)
- ✓ Agency Assessment: # of stations, # of personnel, call volume, staffing levels, staffing salaries per rank



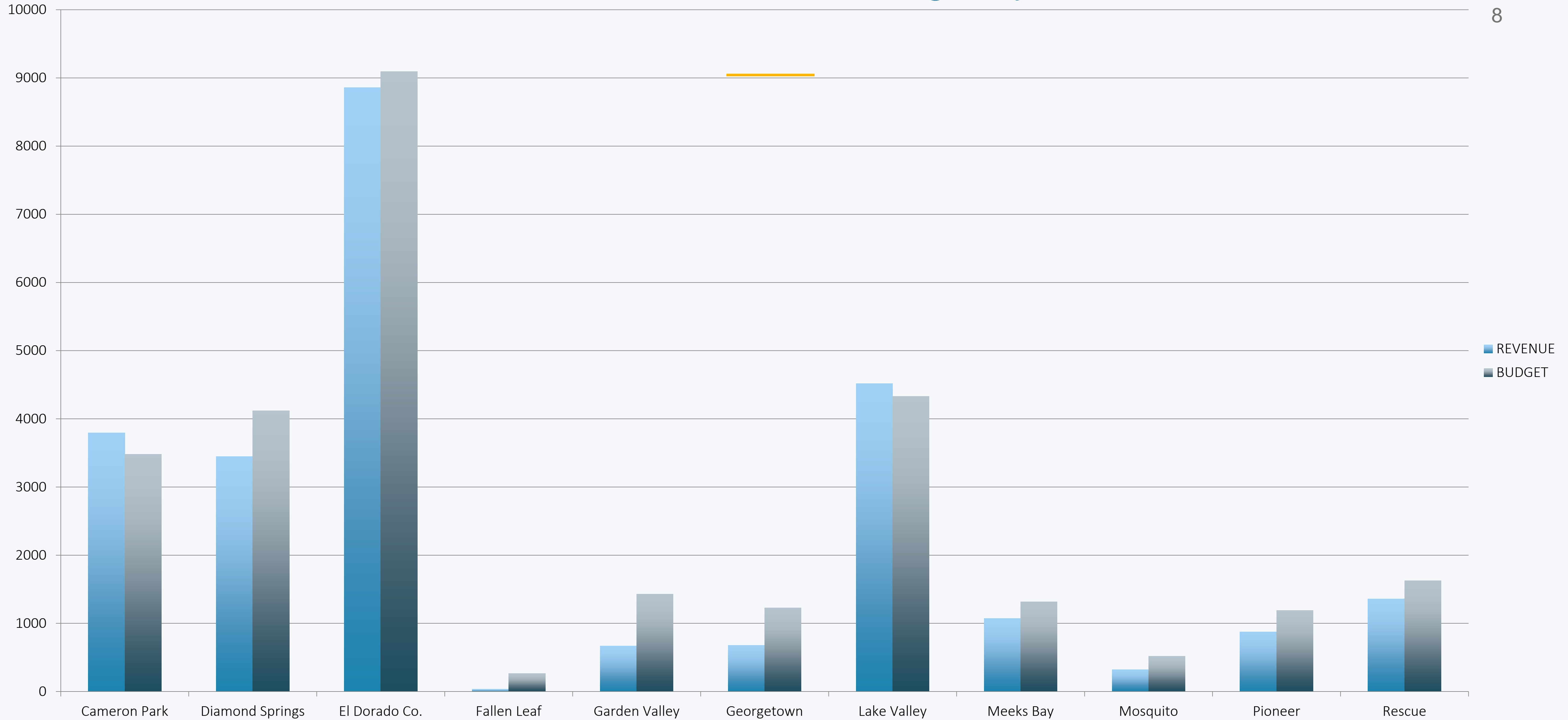
Results of agency assessments

District	Total 2017-18 AV*	1%	Dist AV as % of Total	2017-18 Revenue Estimate**	Revenue as % of AV
Cameron Park CSD	2,254,116,544	22,541,165	7.32%	3,793,057	16.83%
Diamond Springs	2,020,539,808	20,205,398	6.56%	3,448,123	17.07%
El Dorado County Fire	6,564,295,467	65,642,955	21.32%	8,745,712	13.32%
El Dorado Hills	9,260,032,687	92,600,327	30.08%	16,271,887	17.57%
Fallen Leaf Lake	111,237,769	1,112,378	0.36%	35,265	3.17%
Garden Valley	480,294,991	4,802,950	1.56%	390,161	8.12%
Georgetown	373,949,986	3,739,500	1.21%	456,033	12.20%
Lake Valley	2,428,268,221	24,282,682	7.89%	4,363,248	17.97%
Meeks Bay	1,035,895,313	10,358,953	3.37%	792,707	7.65%
Mosquito Fire	139,246,496	1,392,465	0.45%	139,619	10.03%
Pioneer	726,885,875	7,268,859	2.36%	641,547	8.83%
SLT**	4,451,156,424	44,511,564	14.46%	7,452,691	16.74%
Rescue	938,014,852	9,380,149	3.05%	981,917	10.47%
Total	30,783,934,433	307,839,344		47,511,967	
*Secured, from Auditor-Controller website report: Assessed Value by Agency: http://main.edcgov.us/AUpub/TRJ640/20170803.TRB061.pdf					
**From FY 2017-18 revenue estimate letters, as posted on Auditor-Controller website: https://www.edcgov.us/Government/Auditor-					

Budgets and operating costs were collected to determine average costs for each level of service.



Assessments of each agency



(scale x \$1,000)

Revenue Options

What are the revenue options?

Local Tax Initiatives:

- ✓ Special Taxes
- ✓ Benefit Assessments

Countywide Tax Initiatives:

- ✓ ½ cent general sales tax
- ✓ ½ cent special sales tax
- ✓ Hotel Tax
- ✓ JPA (CSA3/CSA7) Tax Modification



Revenue Options

1/2-cent general sales tax: Net revenue = \$6,600,000

PRO:

- ✓ Not completely on the shoulders of El Dorado County residents, brings in funds from tourists that reside outside the County
- ✓ Provides sufficient funding for fire districts
- ✓ Higher chance of success than a special tax

CON:

- ✓ Proceeds can be used for any purpose at the Board of Supervisors discretion



Revenue Options

1/2-cent special sales tax: Net revenue = \$6,600,000

PRO:

- ✓ Not completely on the shoulders of El Dorado County residents, brings in funds from tourists that reside outside the County
- ✓ Provides sufficient funding for fire districts

CON:

- ✓ Requires 2/3rds vote to pass
- ✓ No obligation on disbursement by the Board of Supervisors other than to the fire districts. Funds may be disbursed among the districts as the BOS see fit.



Revenue Options

Hotel tax 2% increase: Net revenue for fire districts = \$287,194

PRO:

- ✓ Not completely on the shoulders of El Dorado County residents, brings in funds from tourists that reside outside the County
- ✓ May have a higher chance of success than a special tax

CON:

- ✓ Half of the revenue must be used for promotion of tourism economic development, leaving the other half for the fire districts
- ✓ Does not provide sufficient funding for fire districts



Revenue Options

Use of existing JPA Special Tax of 1997 (Resolution No. 173-97) – *Net Revenue \$1,684,000

PRO:

- ✓ Funds are used exclusively for emergency services

CON:

- ✓ Verbiage only permits funds to go to ambulance services “*to provide for continued funding for fire-based ambulance services in County Service Area No. 7 at a base rate of \$25 per improved single family resident parcel*”
- ✓ The \$25 levy with no escalator would not provide the needed funding to make each agency solvent.



* Current funds are already fully committed to ambulance services

Revenue Options

Modification of CSA7/JPA Special Tax:

Net revenue = \$673,600 per \$10 incremental increase

PRO:

- ✓ By adding verbiage to allow funds for ALS services it will un-restrict how funds are allocated
- ✓ Ability to an escalator to address rising costs of service
- ✓ Will have a more unified approach giving a potentially greater chance of success versus each agency conducting their own special tax creating voter-fatigue.

CON:

- ✓ Funds may not be distributed proportionately, rather based on need
- ✓ Funds will not have absolute commitment to individual agencies, they will be pooled and distributed at the JPA/CSA7 Directors discretion



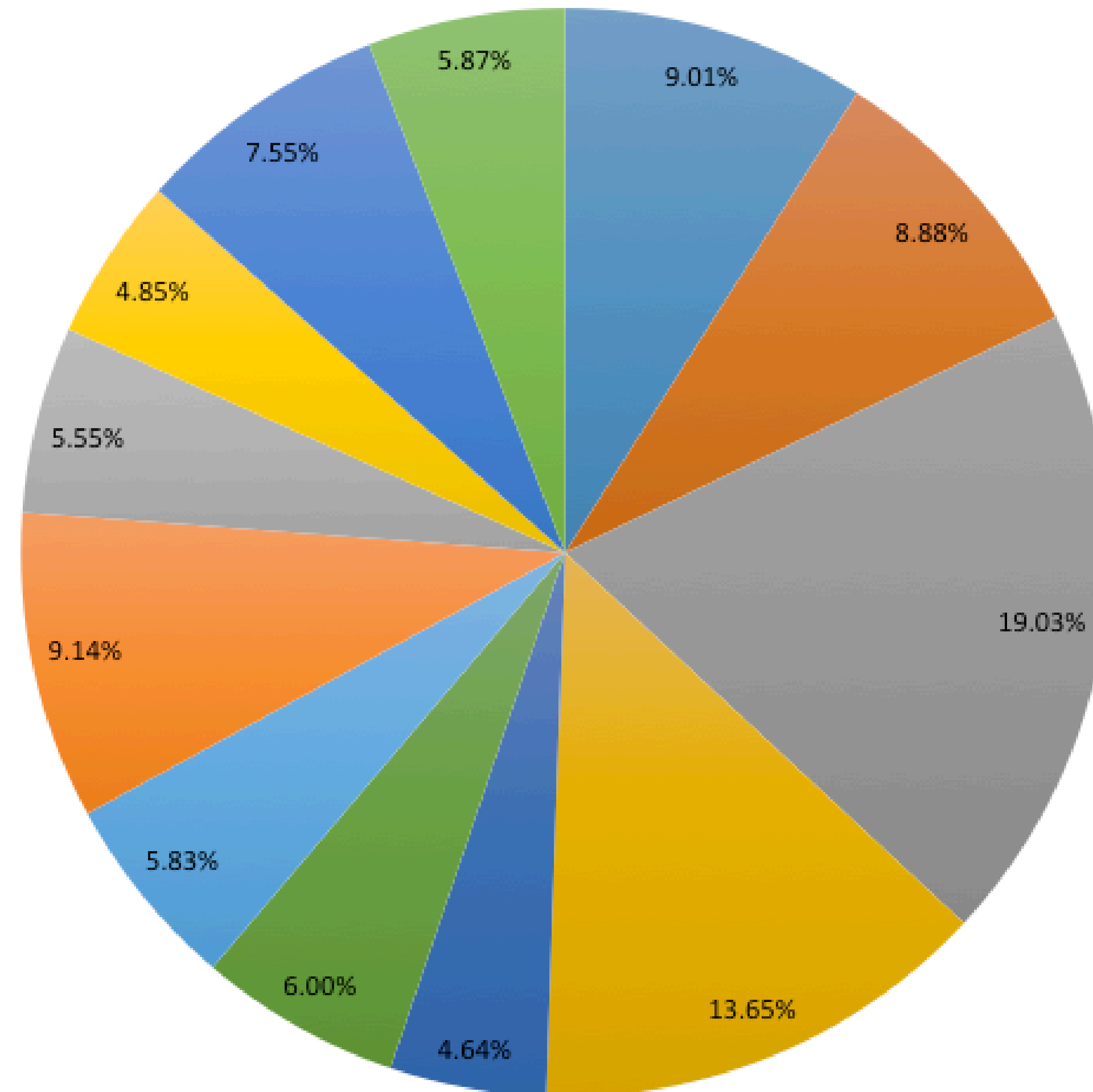
Next Step

- ✓ Complete Polling Studies
- ✓ Determine which tax measure is best route moving forward
- ✓ Initiate Campaign/Marketing Team
- ✓ Collect Signatures
- ✓ Author Initiative
- ✓ Utilize signatures and/or Board of Supervisors to place initiative on the ballot for Nov. 2018



Disbursement Model Agreed on by each District

CAM	9.01%	\$594,509.76
DSP	8.88%	\$585,756.14
ECF	19.03%	\$1,256,122.04
EDH	13.65%	\$900,813.10
FLL	4.64%	\$306,336.30
GRV	6.00%	\$396,326.41
GEO	5.83%	\$384,899.10
LAV	9.14%	\$603,116.87
MEK	5.55%	\$366,512.84
MQT	4.85%	\$320,180.93
PIO	7.55%	\$498,146.72
RES	5.87%	\$387,279.79
TOTAL	100.00%	\$6,600,000.00



Contingency Planning

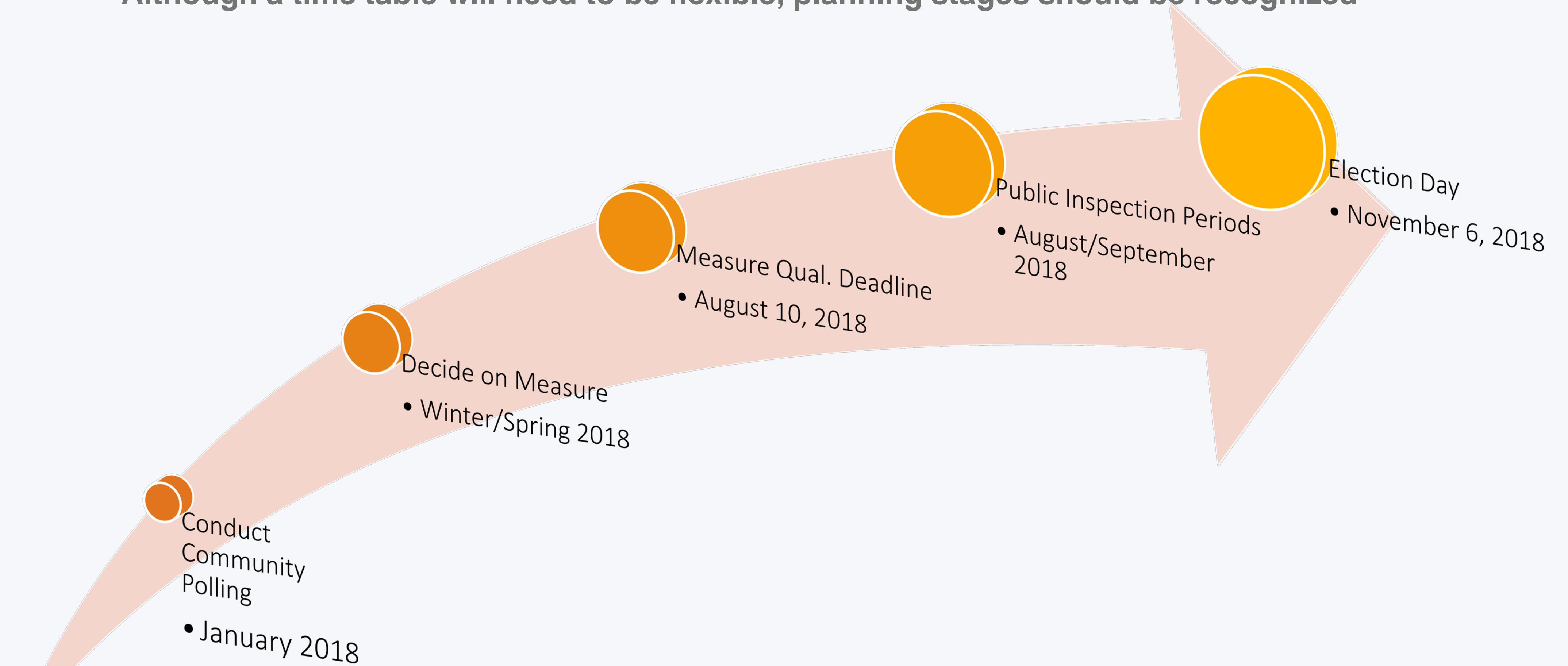
While a plan may be setup to establish long-term funding for the County fire agencies through the CSA7 Special Tax, it will not be a guaranteed plan since it will be up to the voters.

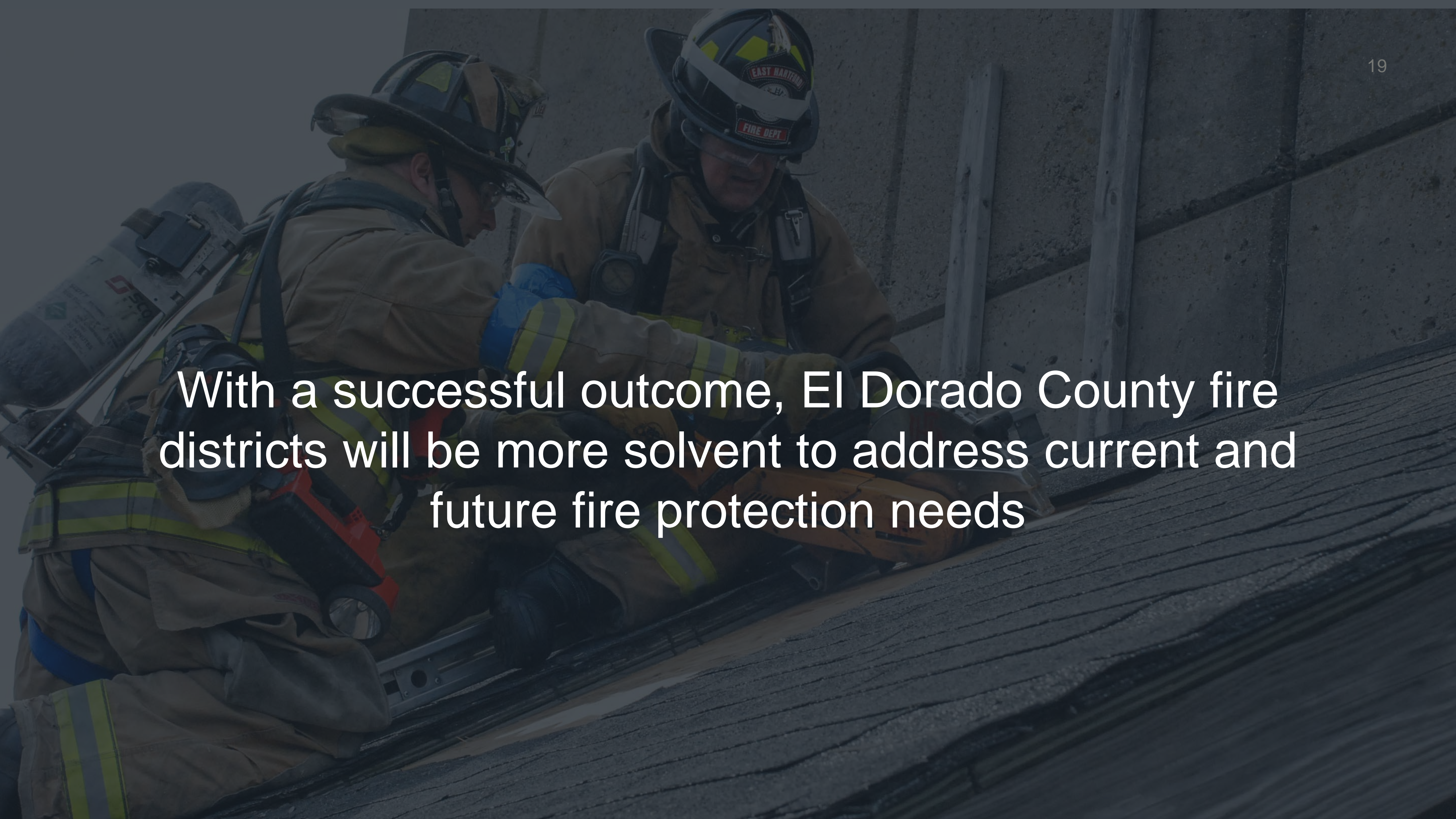
- ✓ A Countywide contingency plan will be assessed by the Fire Advisory Board and discussed with stakeholders
- ✓ Service levels/options will be reviewed
- ✓ Individual agencies may decide to have their own contingency plan



Timeline

Although a time table will need to be flexible, planning stages should be recognized



A photograph of two firefighters in full protective gear, including helmets and jackets, working on a roof. One firefighter is kneeling and the other is leaning over him, both focused on a task. The background shows a concrete wall and wooden framing. The image is dimmed to serve as a background for text.

With a successful outcome, El Dorado County fire districts will be more solvent to address current and future fire protection needs

For questions and comments:



Address

El Dorado County Fire Chief's Assn.
Attn: Chief Savacool
P.O. Box 408
Garden Valley, CA 95633



Contact Info

Email: csavacool@gardenvalley.org



Telephone

Office: (530) 333-1240
Mobile: (530) 363-6365



www.edchiefs.org



Cameron Park Community Services District

Agenda Transmittal

DATE: December 20, 2017

TO: Board of Directors

FROM: Jill Ritzman

AGENDA ITEM #2A: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive & File

The first 30 days have flown by like a whirl wind, meeting people and learning about the District. I met with Board members, staff and interim General Manager Rich Ramirez. Lunched with Senior Nutrition, Rotary and fire staff at the Mount Danaher CAL FIRE station. Toured the District's parks, recreation facilities, fire stations and neighborhoods with staff. Met with District counsel Jeff Epperson, Local 1 representative Jere Copeland, and Julie Samrick, local reporter from Mountain Democrat media group. Learned about the District's finances from Kristen West, Vavrinek, Trine, Day & Co., who is currently serving as the District's finance officer and Umpqua Bank representatives. I met with representatives from the Mature Leadership Council, Cameron Park Foundation and El Dorado Disposal; and I attended wonderful District events - Craft Fair, Santa Run, Pancake Breakfast, Christmas Tree Lighting, and Sierra Symphony.

I am gathering information to put forth a work plan for myself and the District. Residents can keep current about the District's continuing and new business by attending Board of Directors' Committee and Regular meetings; or reviewing those meeting agenda packets that can be found on the District's website. Important initiatives such as a Request for Proposal for Fire and Emergency Services, and changes to align the District's revenues and expenses will be addressed in 2018.

The District is currently recruiting for a very important team member, the Parks Superintendent. Recruitment materials are posted with several professional organizations, including the California Park and Recreation Society, National Parks and Recreation Association and California Special District Association. Staff contacted professionals at eight agencies in the El Dorado and Sacramento Counties to share recruitment details directly. The deadline to apply is January 3, 2018. The District is also recruiting for a full-time receptionist. Details about District job opportunities are posted on the website.

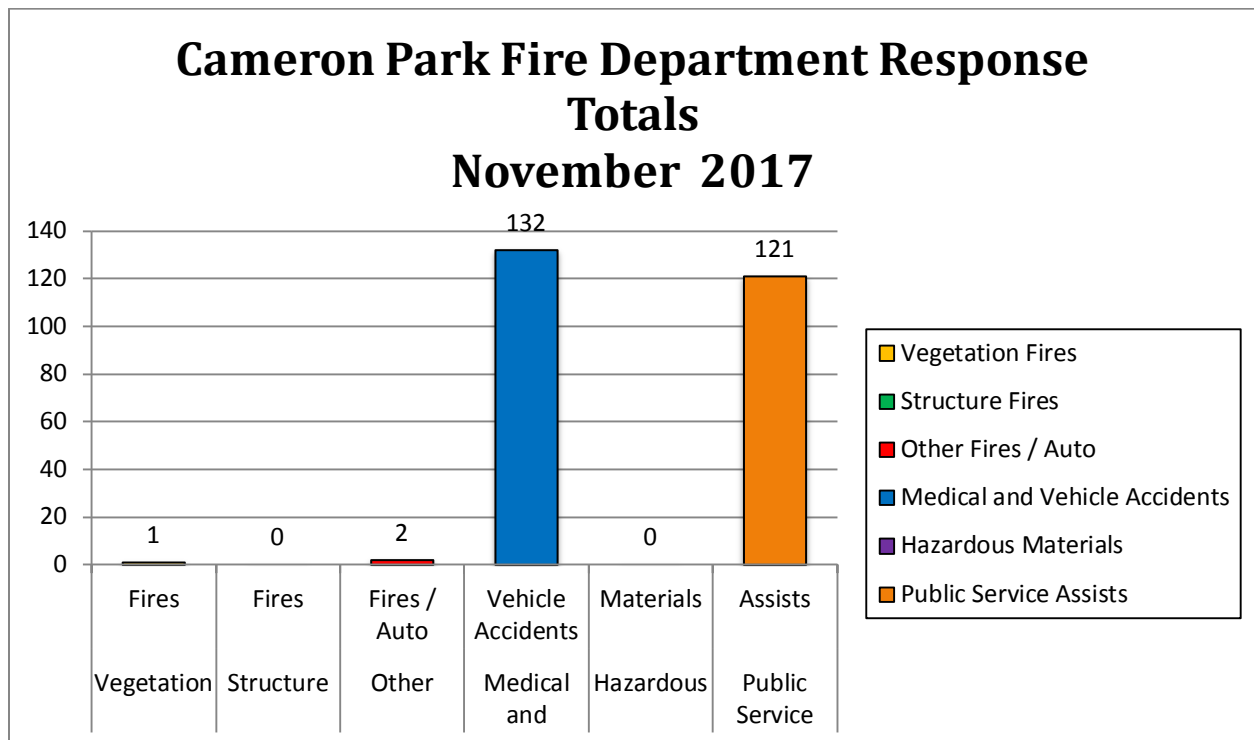
Thank you for the warm welcome to Cameron Park. I look forward to working for the community in the coming years.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

To: Board of Directors
From: Douglas Michael Ferro, Battalion Chief
Regarding #2b: Fire Department Report for the December 20, 2017 - Board Meeting
Recommended Action: Receive and File

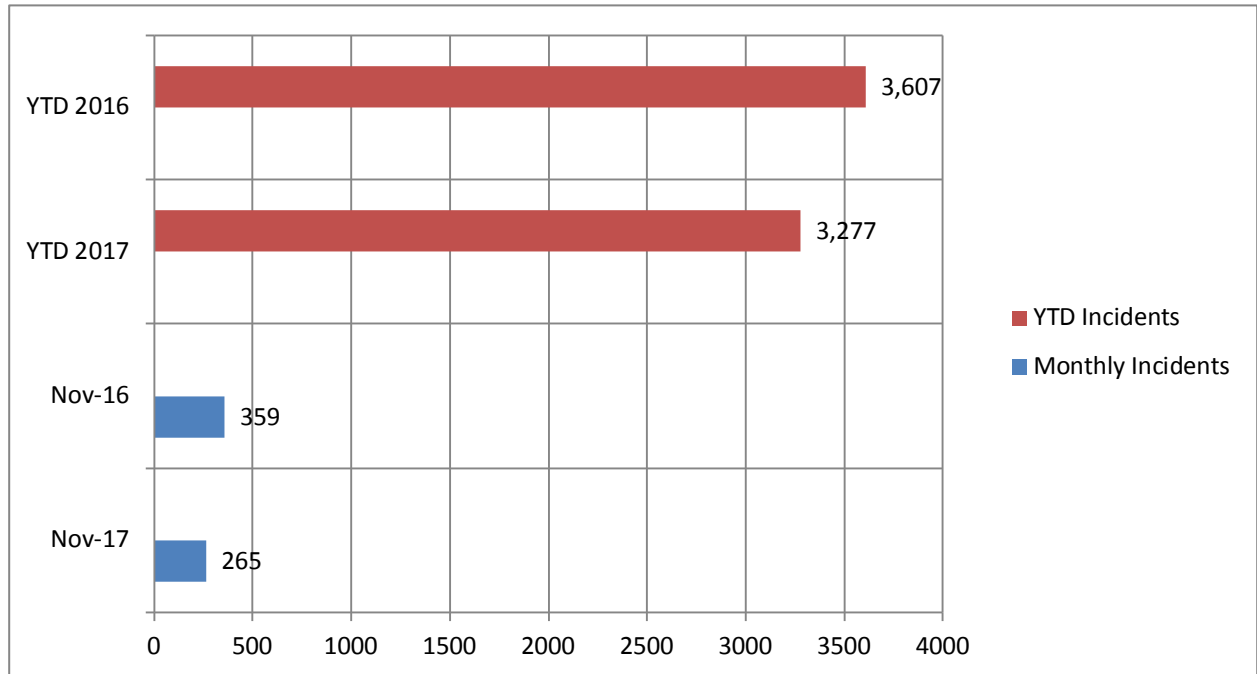
Incidents for the Month of November 2017



Incidents have decreased by 26% for the month of November compared to 2016. Total incidents have increased by 9.1% for the calendar year compared to 2016.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT



PUBLIC OUTREACH EVENTS

- Station 88 and Station 89 personnel provided Fire Prevention presentations and station tours
- Explorer Academy
- Station 89 hosted a Boy Scout meeting and tour of Station 89

FIRE DEPARTMENT OPERATIONS AND ADMINISTRATION

Incidents

There were no incidents of significance during the month of November.

Apparatus

After 10 years and 50,000 miles, Engine 88 sustained its first costly repair. The head gasket blew causing us to rebuild the motor. Our depth in fleet allowed us to continue to respond out of Station 88 with Engine 289.

Through the JPA, Medic 89 was replaced with a new chassis and refurbished box. Additionally, due to the amount of miles, Medic 289 was also replaced with a Medic Unit from Station 17.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

FIRE PREVENTION

As you are aware, Battalion Chief Mike Smith has taken medical leave to have his shoulder repaired. In his place, with the guidance of Battalion Chief Dave Wood, Fire Apparatus Engineer Nick Pimlott and Fire Apparatus Engineer Regina Scriven have stepped up to maintain the prevention workload in Cameron Park. They have been educating our community children in fire prevention, executing the state mandatory inspections as well as the business inspections. Additionally, the personnel from Station 88 and Station 89 have made time in their busy days to share the burden of the business inspections as well.

7 Fire Safety Tips To Keep You and Your Family Safe during the Holidays

1. Limit the use of extension cords: Many of us rely on extension cords when decorating for the holidays. This can cause an outlet or cord to overheat, especially in older homes. Remind the older adult you love of the risks associated with using too many extension cords.
2. Keep Christmas trees hydrated: The look and smell of a freshly-cut Christmas tree adds beauty to the season. But trees can dry out and create a fire hazard. The National Fire Protection Association (NFPA) says Christmas tree fires are especially dangerous: one in 34 people involved in a fire caused by a Christmas tree loses their life. That compares with one in 142 for all other home fires. To stay safe, replenish the water in the tree stand frequently. If the tree dries out, remove it from the home.
3. Don't leave candles burning unattended: The holidays are a time of year when more people burn candles. While they add sparkle to the season, leaving a lit menorah or other seasonal candle unattended can be dangerous. Make sure to extinguish all candles before leaving a room or going to bed.
4. Exercise caution with space heaters: Residence often use space heaters in the rooms where they spend the most time: bedrooms, living rooms, and bathrooms. But space heaters used improperly can cause curtains, rugs, furniture, and more to ignite. Make sure to review the directions on any space heater you or a senior loved one uses, and replace space heaters that are over 10 years old.
5. Kitchen safety: Home fires are more likely to begin in the kitchen than in any other room of the house. Often, they occur when a senior is cooking, or when they leave a pot unattended on the stove. Since cooking and baking is more prevalent during the holidays, it's a good time to review kitchen safety. Remember to stay in the kitchen when you are cooking or baking, and encourage your senior loved one to do the same. If you must leave the room, set the timer on the stove. Also, avoid wearing shirts or blouses with loose-fitting sleeves. These can brush against a burner and ignite. Finally, make sure to keep an easy-to-use fire extinguisher in the kitchen.
6. Check the smoke detectors: The holidays are a good time to test your loved one's smoke detectors. Remember, there should be at least one smoke detector on every floor of the home. If the older loved one in your life has hearing loss, there are smoke detectors that emit a low, easier-to-hear alert. Others flash a strobe light or vibrate to warn the senior of danger.
7. Create and practice an escape plan: It's vital for all of us to have an escape plan in case of fire and to practice it a few times a year. For seniors, it is especially important. Work with your older loved one to create an escape plan for every room in their house.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

Facts About Home Holiday Fires

- One of every four home Christmas tree fires is caused by electrical problems.
- Although Christmas tree fires are not common, when they do occur, they are more likely to be serious. On average, one of every 32 reported home Christmas tree fires results in a death compared to an average of one death per 143 total reported home fires.
- A heat source too close to the tree causes one in every four Christmas tree fires.
- The top three days for home candle fires are Christmas, New Year's Day, and Christmas Eve.
- Candles start two out of five home decoration structure fires.

**Cameron Park Community Services District
Staff Report for November 2017**

To: Board of Directors
From: Tina Helm, Recreation Supervisor
Re Item #2c: Recreation Department Report
Recommended Action: Receive and File

UPCOMING EVENTS:

- **El Dorado Jazz Collective Concert** - Saturday, December 16th – Community Center. Doors open at 6pm and the show will start at 7pm. Come enjoy a holiday concert by the El Dorado Jazz Collective (featuring members of the Sacramento Jazz Orchestra). They are a 10 piece "little big band" playing modern, vintage and vocal jazz for a holiday crowd. Tickets are available at Cameron Park CSD Office, Cameron Park Bel Air, Shingle Springs/Cameron Park Chamber of Commerce and online at www.showclix.com.
- **Santa Visits** - Monday, December 18th, Tuesday, December 19th, and Thursday, December 21st. Santa is making house calls! Santa is taking time out of his busy schedule to visit families in the Cameron Park area. Santa and his helper will come to your house, get Christmas wishes, give out your presents, etc. Santa will come between about 6:30 to 8:30pm.
- **FREE - Movie Night – “SING”**. Friday, January 5, 2018 at the Cameron Park Community Center, 2502 Country Club Dr. Doors open at 6pm – Movie starts at 6:30pm. The Friends of the Library and the CSD invite you to join us for a free movie night featuring “SING” on our large, indoor screen! There will be \$1 food available – hot dogs, popcorn, ice cream and drinks.

WEBSITE/NEWSLETTER

- Google Analytics – old website compared to new – please find the audience overview information from the November 2016 and November, 2017 – Attachment A.
- The October newsletter for 2016 was sent out to 3,474 recipients through Mailchimp. The 2017 October newsletter was sent out to 3,686 recipients through Mailchimp. This is an **INCREASE** of 212 recipients.

ACTIVITY GUIDE:

The Winter/Spring 2018 Activity Guide is completed and should be in resident’s mailboxes by December 13th.

YARD SALE: Activity Report from this event attached – Attachment B

CHRISTMAS CRAFT FAIRE: Activity report from this event attached - Attachment C

YOUTH BASKETBALL:

Registration continues for the upcoming season. The skills rating clinic was held on Saturday, December 2nd, with a make up on December 6th. The players draft will be held on December 14th to determine the teams. Practices will begin in January with games starting January 13, 2018.

MARKETING:

- Recreation staff is spending a minimum of 15 minutes a day interacting through social media to promote programs and events within the community.
- As of December 11, 2017, there are 1,455 (16 more than November) page “Likes” on Facebook, 747 (5 more than November) followers on Twitter and 475 (20 more than November) followers on Instagram.
- Please find some of the PSAs of the recent events and activities held in November.
- Please find the MailChimp campaign information from the email newsletter for November.

MEETINGS/TRAINING:

- Staff attended the Regional 1 Fall Forum in Woodland, Thursday November 2nd. The daylong workshop was an opportunity to attend a variety of educational forums. Topics included: Ways to Supercharge your Activity Guide, Experiencing Part-Time Staff Shortages?
- Staff attended a planning meeting – November 30 with members from the Cameron Park Rotary and the Cameron Park/Shingle Spring Chamber to discuss the 5th Annual Community Services Showcase Event that will be moved to Thursday April 26th in conjunction with the Chamber Mixer.
- Staff attended weekly meeting with the general manager and department heads.

**Cameron Park Community Services District
Facility Report November 2017**

COMMUNITY CENTER:

November rental activities included:

- Straightline Customer Appreciation Dinner
- Homeowners Meeting
- Voice & Dance Recital
- Renaissance Society Lecture
- 75th Birthday Party
- Real Estate Presentation
- BBQ Rub Preparation
- Child's Birthday Party

Ongoing Rentals

- EDCAR (El Dorado County Association of Realtors) weekly
- MADD – court mandated class – bi-monthly
- El Dorado Camera Club – monthly

Please find the scheduled rentals for July to November Fiscal Years 2016/17 and 2017/18 compared to the rentals during the same time period. This comparison is for the auditorium/classroom rentals and does not include the gym.

	2016/17 Facility Rentals July 2016- June 2017	number of rentals	2017/18 Facility Rentals July 2016- June 2017	number of rentals
July	\$3,387.76	19	\$7,448.00	20
August	\$2,485.85	20	\$5,615.37	25
September	\$1,638.51	17	\$3,926.50	16
October	\$7,485.51	24	\$6,099.60	20
November	\$3,006.00	18	\$4,455.50	20
Total	\$18,003.63	98	\$27,544.97	101

November 2016

Reservation Types –

November 2017

10 Meetings

2 Training

1 Memorial with use of kitchen

1 Corporate Dinner with kitchen use

2 Events – Lectures

10 Meetings

1 Presentation

2 Birthday Parties with use of kitchen

1 Corporate Dinner with kitchen use

1 Recital

1 Kitchen use for BBQ rub preparation

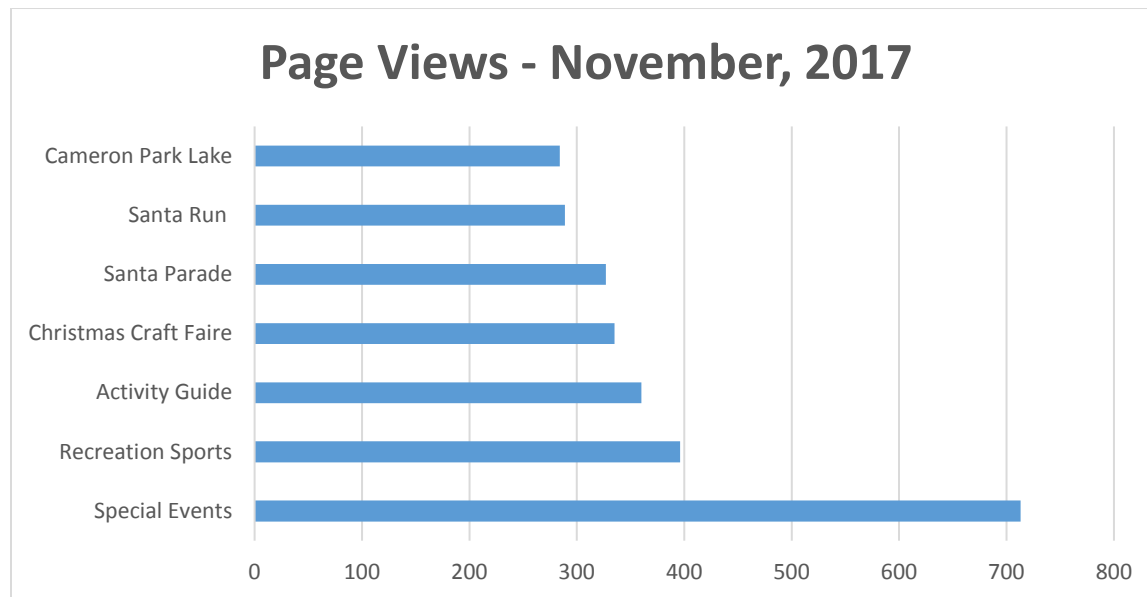
1 Event - Lecture

Summary of Google Analytics on the Cameron Park Community Services District Website

The information below compares the data from October 24 to November 23 in 2016 and 2017.

<i>Item</i>	2016	2017	Difference
<i>Sessions</i> ¹	4,446	4,121	-7%
<i>Users</i> ²	3,369	3,116	-7%
<i>Pageviews</i> ³	9,269	8,768	-5%
<i>Pages/Session</i> ⁴	2.08	2.13	+2%
<i>Time Per Session</i> ⁵	1:40	1:44	+3%

Below are the most visited web pages:



¹ A **“session”** is defined as “a group of interactions that take place on the website within a given time frame.” The session starts when a user enters the website and end when they leave.

² **“Users”** defines how many people came to the website. Where sessions are created any time someone comes to the website, this number is unique to the number of people that came to the website and will not increase if someone comes multiple times.

³ The number of **pageviews** represents the overall number of times pages on the website have been viewed during the chosen timeframe. If a user navigates through a few pages during their time on the website, this number will increase every time they access a page.

⁴ **Pages/Session** given an average representation of how many pages users visited during their time on the website.

⁵ **Time per session** measures how long users spent on the website.

Cameron Park Community Services District
Activity Report

EVENT: Yard Sale **DATE:** Saturday, September 16, 2017
LOCATION: Parking Lot at Community Center **TIME:** 8:00 am – 12:00 pm
ESTIMATED ATTENDANCE: about 300+ people
SUBMITTED BY: Tina Helm – Recreation Supervisor

◇ **REVENUES:** **\$ 700.00**

- Space Sales
35 spots @ \$20 \$ 700.00

◇ **EXPENDITURES:** **\$ 260.55**

- Flyers (design/printed) \$ 83.34
- Yard signs/Banners \$ 26.81
- Staff day of event \$ 107.50

◇ **NET REVENUE:** **\$ 439.45**

PROGRAM DESCRIPTION:

The Yard Sale was held in conjunction with the Community Clean-Up Day. The Clean-Up event was located at Camerado School Parking lot from 8 am to 2 pm. The Vendor spaces were sold at a nominal fee - \$20 a spot and set up in the western part of the parking lot so that the spaces could be roped off and cars could still go around the parking lot. All 30 spaces were sold and assigned to people with numbers. Overflow was placed in the courtyard along the pool fence. Vendors could arrive at 6 am to set up their spots – they needed to be set up by 7:45 am. Vendors arrived before 6am to start setting up. People were here around 7am checking out what people were selling. Free ads were placed into The Windfall - yard sale section. The event flyer was placed into The Windfall. On line ads were placed on the garagesalehunter.com, yardsalesearch.com, yardsales.net, garagesalefinder.com and garagesalecow.com. and Craigslist – Gold Country and Sacramento, Facebook, Next Door and Twitter. El Dorado Camera Club came and took pictures.

SUPPLIES AND RESOURCES:

Caution tape, sidewalk chalk and delineators were used. Larger flyers were put up in the parks and outside the Community Center.

EVALUATION:

A map with the location of spots was sent out on Thursday evening with the reminder about set up, food and location to park. Cameron Park Deli and Coffee Shop was a vendor and sold coffee, muffins, and sandwiches. The CSD had a booth at the event to promote upcoming programs and events. The weather was great – no rain, so lots of people showed up to buy items. Items were purchased as the vendors had less to take home than what they started with!! Many of the vendors took their unsold items to Camerado School to donate them to hospice.

Vendor Evaluation Responses:

- See consolidated report below Scale of 1-5 (5= high and 1 = low)

Booth Location	Booth Traffic	Food/Bevs Available	Hours	Advertising
4.78	4.78	4.29	4.44	4.11

VENDOR'S SUGGESTIONS FOR NEXT YEAR:

- Longer hours – go till 1pm or 2pm
- Well organized event
- More advertising

STAFF SUGGESTIONS FOR NEXT YEAR:

- Continue to have a food/beverage vendor at the event.

ATTACHMENTS:

- Flyer
- Newspaper articles/pictures
- Vendor Evaluation
- Information given to each vendor day of

Cameron Park Community Services District

ACTIVITY REPORT

CHRISTMAS CRAFT FAIRE

EVENT: Christmas Craft Faire

DATE: Saturday, November 18, 2018

LOCATION: Cameron Park Community Center

TIME: 10 am – 4 pm

ESTIMATED ATTENDANCE: 800+ throughout the day

SUBMITTED BY: Tina Helm - Recreation Supervisor

◇ **REVENUES:** **\$ 5,105.00**

- 77 Vendors \$ 5,105.00

◇ **EXPENDITURES:** **\$ 1,047.37**

Marketing

- Signs/banners \$ 71.86
- Posters/Flyers \$ 93.26
- Road Signs \$ 117.97

Advertisement

- Gold Panner Ad \$ 150.00
- Postcards \$ 130.07
- Facebook \$ 28.00

Supplies

- Decorations \$ 2.13

Staff/Contracts

- Recreation/Office \$ 454.08

◇ **REVENUE** **\$ 4,057.63**

PROGRAM DESCRIPTION:

The Craft Faire is held the third Saturday of November. This is the 20th year that we have held the event. The vendor deadline for the event was October 13. The event was full before the deadline. We used the gym, auditorium, social room and dance room like last year. We were full of inside spaces so we offered additional spaces outside (weather permitting). Staff waited until the week of the event to contact those on the outside wait list. There were 5 vendors outside along the pool fence as well as the 4 food vendors. The total number of vendors was 77.

SUPPLIES AND RESOURCES:

Banners and signs were placed throughout the community along with smaller yard signs placed at other intersections. A banner was placed on the hill by Kobus Pest along Placerville Drive. A large banner was placed on the board at Christa McAuliffe Park that read: **Christmas Craft Faire, Saturday, November 18 10am-4pm, cameronpark.org, 530-677-2231**. Ads were put in the Gold Panner and the flyer went into The Mountain Democrat. Event information was placed on the Sacramento Bee website, Event Brite, Facebook, Next Door, Twitter, the CPCSD website, Style Magazine, The Clipper and The Windfall. Scented pine cones and pine branches were placed in the restrooms,

windowsills and other areas. Christmas music from the radio was on in the gym, social room, and dance studio. Music from Pandora was used in the auditorium.

EVALUATION:

The attendance was busy all day long. People did have to search for a parking spot as there were so many customers. The extra vendors and food vendors were in the courtyard and along the pool fence. The weather was great – no rain so tables were set up in the courtyard area for people to sit and eat.

The layout of the event was similar to last year and every space was used. Two smaller spots were in front of the stage, three smaller spots on the west side of the auditorium (narrow long spots), there was one spot in the entry way of the hall, and four vendors were placed in the dance room and the social room. We added one additional spot in the social room by the wall close to the entrance for a vendor selling chocolate.

The food vendors that were outside included Cameron Park Coffee and Deli, Original Kettlekorn, plus toffee and baked goods, and jellies. There was a Crepe vendor inside selling crepe mix.

Suggestions for next year:

- Create a map with the registration form with different prices for corner booths, wall spots, etc. The vendor submits for 3 possible spots. The vendors would be juried, contacted and then send in payment.
- Charge a different price for the spots in the smaller rooms.
- Utilize the classroom as an additional area for vendors
- Continue to limit the number of jewelry vendors – much better this year.

ATTACHMENTS:

- Evaluation results – see below scale of 1-5 (attached form) (1=low; 5=high).
- 53 vendors completed and returned the evaluations

Did you use Friday set-up?		Booth Location	Booth Sales	Booth Traffic	Food & Beverages Available	Hours	Advertising	Return for another Xmas Craft Faire?		Interested in Summer Spectacular?	
35	11	4.6	4.2	4.5	4.3	4.6	4.6	Y - 53	N -0	Y- 24	N-23

- Flyer
- Copies of advertisement

November Event Calendar

Remember To Give Thanks For Your Blessings

November (Fridays to Sundays) – CP Rotary Club Observatory



From 8:30pm to 10:30 pm, weather permitting, the observatory is open to the public on weekend evenings. Trained docents show the many celestial wonders of the universe through two 14-inch telescopes. Folsom Lake College, El Dorado Center, Campus Drive (continue through the back parking lots to the left of the observatory gate). For info and closure updates, call (530) 642-5621, Ext. 9.

November – El Dorado Hills Town Center Events

Visit the website for more information on the November 10th Outdoor Movie Night and the November 24th launch of Santa photos! www.edhtowncenter.com

November 14 – Bingo!

From 1pm to 3pm, Bingo is played the 2nd Tuesday of every month at the CCSD, 2502 Country Club Dr., Cameron Park. \$3 for 2 cards, \$1 each additional card. No more than 4 cards total. Call (530) 677-2231 for additional information, or visit www.cameronpark.org.



November 16 – Mixer Membership Celebration

Come join us from 5:00pm to 7:00pm to celebrate "The Big 40" Big Brothers and Big Sisters in El

November 18 – Christmas Craft Faire

From 10am to 4pm at the Cameron Park Community Center 2502 Country Club Dr., Cameron Park. This large, indoor craft faire features food and drink available for purchase, with hundreds of hand-made crafts by local and visiting vendors for the holiday season! Admission is FREE. For more information, call (530) 677-2231 or visit www.cameronpark.org

November 18 – 3rd Saturday Art Walk - Placerville

Main Street galleries and merchants host changing art shows and late night shopping every third Saturday of the month. Demonstrations, refreshments, music and more. For information please call 530-672-3436.

December 2 – Run With Santa!

This is a 5K fun run/walk that begins and ends at the Cameron Park Community Center. Check-ins begin at 7am and the Run begins at 8am. Bring the whole family to enjoy this perfect holiday kick-off! You will finish the race in time to attend the Cameron Park Fire Department's Pancake Breakfast, which is hosted until noon (breakfast is included with the Santa Run registration). Rain or Shine! Call (530) 677-2231 to reserve your spot.

December 2 – Cameron Park Tree Lighting Ceremony

4pm at Christa McAuliffe Park. Join the Cameron Park CSD, Cameron Park Rotary and the Shingle Springs/Cameron Park Chamber of Commerce for a traditional tree lighting ceremony to begin



December 3 – Sierra Symphony Concert

The Sierra Symphony will be performing at the Cameron Park Community Center, 2502 Country Club Dr. in Cameron Park. Doors open at 3pm, and music starts at 4pm. The Sierra Symphony Orchestra, based in Placerville, has enjoyed a 32-year commitment to present a variety of beautiful music to the foothill communities and provide an ensemble in which young musicians are encouraged to participate. Under the direction of Maestro Roy Fulmer, the Symphony continues its mission of music-making by rehearsing the musical selections for the upcoming season. Don't miss out! Tickets are \$10 per adults; Students and children are FREE! Contact the Cameron Park CSD for more information: (530) 677-2231 or www.cameronpark.org.

December 8 – Santa Parade

December 8 through 10, ring in the holidays with the 16th annual Cameron Park Fire Department Santa Parade. Santa Claus will be driving through Cameron Park accompanied by the Cameron Park Fire Department. Visit www.cameronpark.org to find routes, photo stops, times and rain dates.

Placerville Recreation and Parks Merry and Bright

by ALISYN GULARTE

Don't miss Downtown Placerville's annual event, **Festival of Lights**, from 5-8 p.m. on November 24. For over 25 years, the city has welcomed the holiday season with this merry gathering that celebrates local entertainment, a traditional tree lighting near the historic courthouse, and a Merchants' Open House.

The "honorary celebrity" is a large, light-adorned spruce tree across the street from the courthouse that's aglow with colorful lights after the public countdown at 6 p.m. The lights are installed each year through the generosity of Western Sign Company; in addition to the main tree, over 75 additional trees—adopted by organizations and individuals via the El Dorado County Chamber of Commerce—are donated by the El Dorado County Christmas Tree Growers and also "come to light" after the countdown.

The tree lighting is followed by a visit from a jolly fellow in a red suit. Photos will be available, but aren't required to visit Santa. A hot cocoa booth and a coffee and Bailey's booth will be set up near Kelsey's Needle Krafts to warm the hearts of visitors.

Expect a street closure between the courthouse and Sacramento Street, in order to host local entertainers, including Imagination Theater, the El Dorado High School Band, Jammin' Dance and Fitness, and Vantage Point Choir.

Free stagecoach rides from Davey "Doc" Wisner and a Merchants' Open House—where visitors can enjoy goodies from retailers (who will stay open late), view beautifully decorated windows and start their holiday shopping—are also part of the fun.

For more information, visit placerville-downtown.org.

Cameron Park Community Services District Festive Fun

by TINA HELM



Shop for handmade gifts from over 70 vendors at the annual **Christmas Craft Faire** on November 18 from 10 a.m. to 4 p.m. at the Cameron Park Community Center. Admission is free.

Register your little one for **youth basketball** or sign up to become a **volunteer coach**.

Classes offered this month include **gymnastics, ballet, gardening, guitar, ballroom dance and more**. A **bird identification course** on November 11 from 8-11 a.m. coincides with the end of the fall migration. Events for mature

To view a complete listing of these programs and others, visit cameronpark.org or call 530-677-2231.

adults include Kori Pilkington discussing genealogy at the "**Bring a Friend to Lunch Day**" on November 6 at 12:30 p.m. and **bingo** on November 14 from 1-3 p.m. The **50+ Room** is open on Tuesdays and Thursdays from 10 a.m. to 4 p.m. and features various games. Monthly exercise classes include **modified Zumba** and "**Tai Chi for Better Balance**."

Don't miss the **Santa Run and Cameron Park Explorer Post 89 Fire Department Pancake Breakfast** on December 2. The

annual event features a 5K fun run/walk that begins and ends at the Cameron Park Community Center and concludes just in time to enjoy the pancake breakfast (complete with bacon, eggs, orange juice, coffee and raffle prizes). To register, visit showclix.com and search "CP Santa Run and Pancake Breakfast."

Head to Christa McAuliffe Park on December 2 at 4 p.m. to enjoy the **tree lighting**, plus hot chocolate and Christmas caroling with the community.

Looking for a place to hold an event or holiday party? The Community Center is a perfect venue for a celebration.



CATCH ALL

National Philanthropy Day

National Philanthropy Day (NPD) was put into effect in 1986, and this month El Dorado County will celebrate by recognizing the achievements of individuals and groups who impact the lives of those in our community. This will be the first year for the local celebration, as community leaders feel it's necessary to celebrate those working to make a significant difference. Awards will be given in various categories, including Outstanding Philanthropist, Outstanding Philanthropic Corporation and Outstanding Youth in Philanthropy. "We've seen charitable giving and volunteering increase in our community, and NPD is a reminder that it's critical to take a moment to remember what philanthropy and our charitable organizations have accomplished because of the caring and giving people in our community," says Karen Good, CFRM, CNEL, Executive Director and CEO of the Marshall Foundation for Community Health. In addition to the awards and luncheon, the El Dorado High School Drum Band will perform, and tickets are \$40. "With many people suffering during these challenging times, and the demand for services greater than ever before, NPD has never been more important than it is today," adds Good. —Emily Peter

DETAILS

WHEN: **November 4**
TIME: **11:30 a.m.-2 p.m.**

WHERE: **Boys and Girls Club, 2840 Mallard Lane, Placerville**

For more information, visit marshallfound.org.

Catch All photo by Tia Gemmel. Placerville Recreation and Parks photo by Bill Robinson. Other photos courtesy of their respective companies or organizations.

NOV. 10

LOCAL COUPONS • CLASSIFIED ADS • COMMUNITY RESOURCE GUIDE

FREE
TAKE ONE!

WINDFALL

www.TheWindfall.net • "EVERYONE NEEDS ONE!" • 530-621-1698



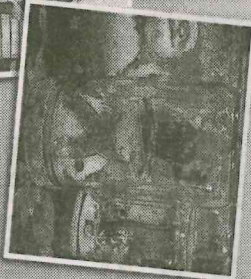
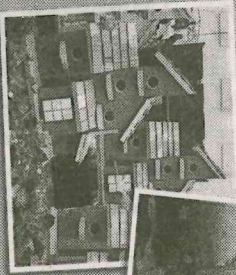
YOUR LOCAL COMMUNITY NEWS AND EVENTS...

Old Fashioned

Christmas Craft Faire

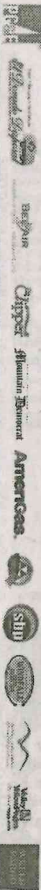
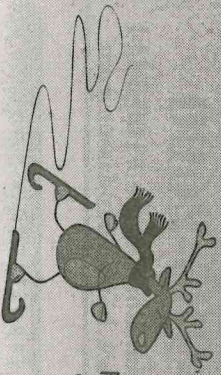
Saturday, November 18, 2017
Doors are open from 10am - 4pm

Don't miss out on one-of-a-kind gifts and decorations. This large, indoor craft faire features hundreds of hand-made crafts made by local and visiting vendors, specific for the holiday season!



Food and beverages will be available for purchase.

For more information call (530) 677-2231 or visit us online at www.cameronpark.org
Cameron Park Community Center
2502 Country Club Drive



Please help

Big Brothers Big Sisters of El Dorado County

Celebrate 40 years!



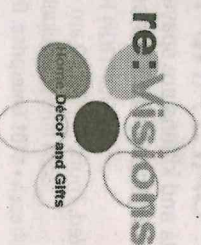
Date: Thursday, November 16, 2017
Time: 5 PM to 7 PM
Address: 3450 Palmer Drive, Suite 7B
Cameron Park, CA



Come visit our new business venture to help the children in our community—re:Visions Home Décor and Gifts. Enjoy the store, light snacks, desserts and beverages. Enter our special anniversary raffle!



Big Brothers Big Sisters

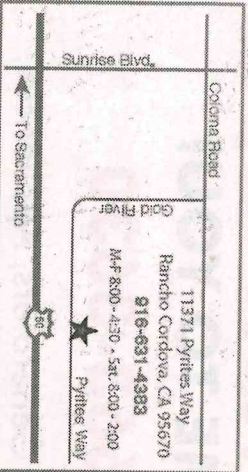
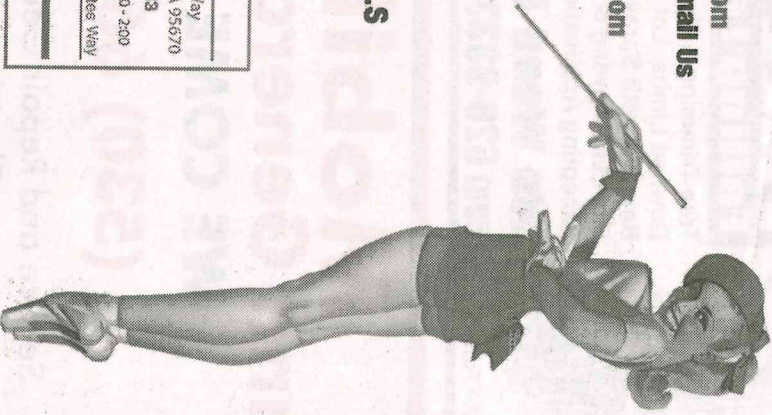


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- STAINLESS STEEL
- REMNANTS IN ALL METALS
- FASTENERS
- EXPANDED METAL



Old Fashioned

Christmas Craft Faire

Saturday, November 18, 2017
Doors are open from 10am - 4pm

Don't miss out on one-of-a-kind gifts and decorations.
This large, indoor craft faire features hundreds
of hand-made crafts made by local and visiting
vendors, specific for the Holiday season!



Food and beverages
will be available
for purchase.

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

Cameron Park Community Center • 2502 Country Club Dr.

Like us on Facebook

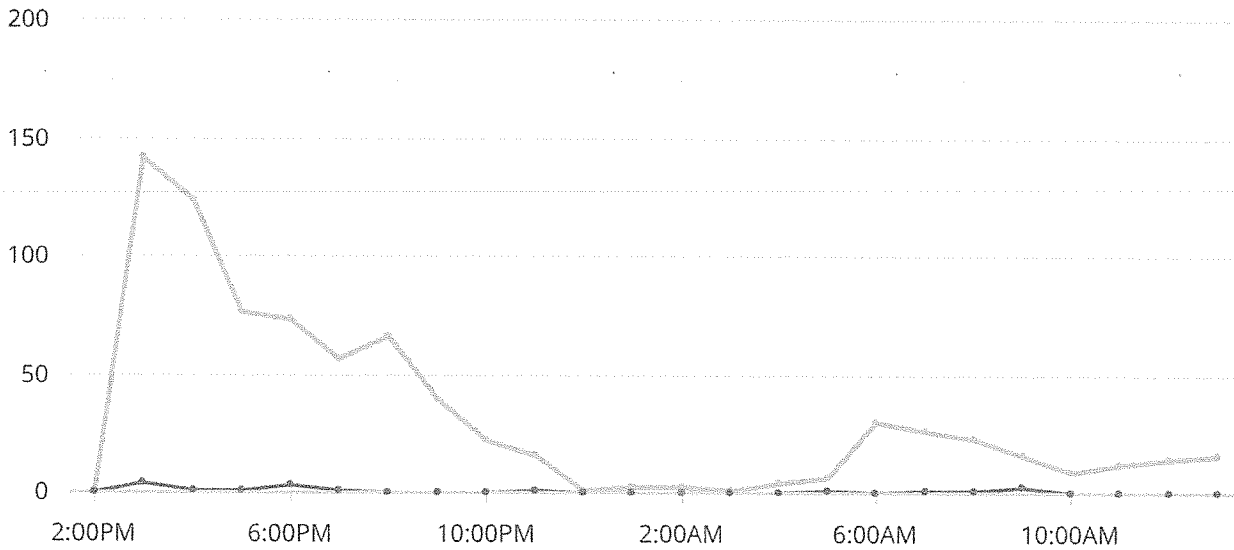
November 2017

Sent

Thu, Oct 26, 2017 2:29 pm

24-hour performance

Opens Clicks



Top links clicked

http://www.cameronpark.org/wp-content/uploads/2016/02/CPCSD_Fall2017_web.pdf	16
http://www.cameronpark.org/recreation/activity-guide/	11
http://www.cameronpark.org	2
https://www.facebook.com/CPCSD/	0
https://twitter.com/CameronParkCSD1	0

Subscribers with most opens

28

27

26

22

22

November 2017

Sent 10/26/17 2:29PM

Click performance

URL	Total	Unique
http://www.cameronpark.org/wp-content/uploads/2016/02/...	16 (55%)	13 (50%)
http://www.cameronpark.org/recreation/activity-guide/	11 (38%)	11 (42%)
http://www.cameronpark.org	2 (7%)	2 (8%)
https://www.facebook.com/CPCSD/	0 (0%)	0 (0%)
https://twitter.com/CameronParkCSD1	0 (0%)	0 (0%)

November 2017

Sent 10/26/17 2:29PM

Advanced reports***Email domain performance***

Domain	Email	Bounces	Opens	Clicks	Unsubs
gmail.com	935 (25%)	0 (0%)	202 (22%)	3 (0%)	1 (0%)
yahoo.com	841 (22%)	1 (0%)	194 (23%)	11 (1%)	2 (0%)
sbcglobal.net	517 (14%)	1 (0%)	140 (27%)	3 (1%)	3 (1%)
hotmail.com	341 (9%)	0 (0%)	66 (19%)	0 (0%)	0 (0%)
comcast.net	240 (6%)	0 (0%)	71 (30%)	2 (1%)	0 (0%)
Other	901 (24%)	7 (1%)	227 (25%)	5 (1%)	0 (0%)

Agenda Transmittal

DATE: December 20, 2017

FROM: Craig Shuler, Parks Supervisor

AGENDA ITEM #2D: **PARKS DEPARTMENT STAFF REPORT**

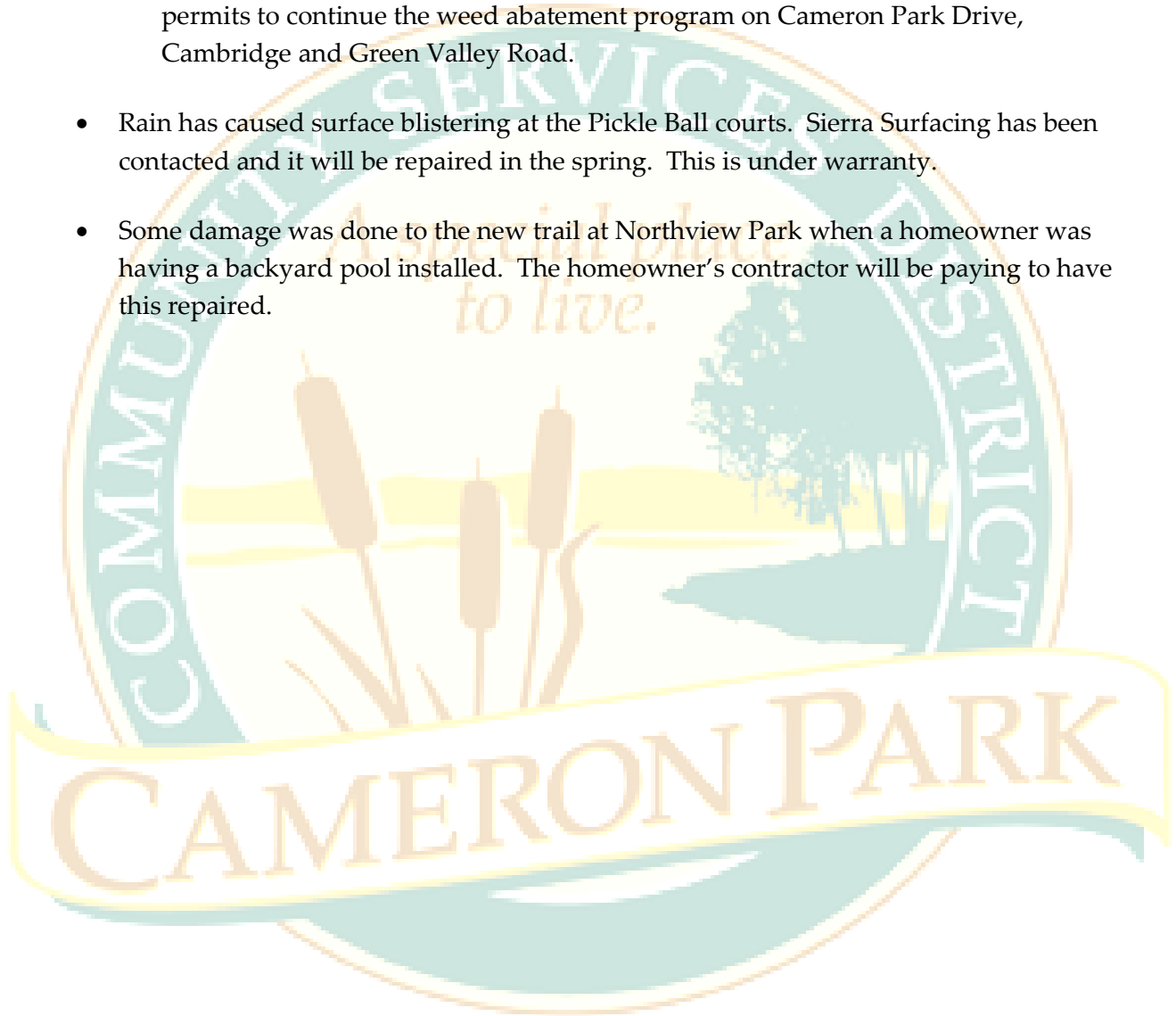
RECOMMENDED ACTION: Receive and File

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

- Staff is working with Eagle Scouts for possible projects, including:
 - Informational signs at Rasmussen Park and David West
 - Refurbishing the dock at Cameron Park Lake
- The first Christmas tree lighting occurred on December 2nd. Staff worked on setting up tables/ chairs and decorating the tree. The lift required for lighting the tree cost \$1,000 and was an unbudgeted item.
- The pool slide compliance issue has been completed. Pictures and documentation were sent to the state and we have been approved.
- CAL FIRE collected two cords of wood which was donated for a raffle at the Santa Run.
- Cameron Park Lake
 - A culvert was installed under the path at Cameron Park Lake. This should correct the flooding problem that was washing away the path.
 - New state law requires that weekly readings be kept of the water flow at the dam at Cameron Park Lake.
 - Staff is working with the California Water Resources, Division of Dam Safety, to develop an emergency action plan, a new legislative mandate.
- Hacienda Park
 - The peeler poles at the trail to keep cars out were vandalized. The repair required six man hours and \$25 in materials.

- The split rail fence has been falling apart and staff will be working to repair it as well as cleaning up the area.
- Weed Abatement
 - The weed abatement project on Green Valley Road is about ¾ done, with the help of CAL FIRE and the Growlersburg crew.
 - Staff is meeting with El Dorado County Department of Transportation for 2018 permits to continue the weed abatement program on Cameron Park Drive, Cambridge and Green Valley Road.
- Rain has caused surface blistering at the Pickle Ball courts. Sierra Surfacing has been contacted and it will be repaired in the spring. This is under warranty.
- Some damage was done to the new trail at Northview Park when a homeowner was having a backyard pool installed. The homeowner's contractor will be paying to have this repaired.



Cameron Park
Community Services District

Agenda Transmittal

DATE: December 20, 2017

FROM: Lyle Eickart,
Covenants, Conditions & Restrictions (CC&R) Compliance Officer

AGENDA ITEM #2E: CC&R DEPARTMENT STAFF REPORT

RECOMMENDED ACTION: Receive and File

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

The following items were reviewed and discussed at the December CC&R Committee meeting:

Item	Number of Items
Initial Violation Notices	20
Final Violation Notices	4
Pre-Legal Notices	0
Legal Cases	1
Pending Violations	2
Corrected Violations	15

Please see the attached CC&R Committee agenda of 12/4/17.

CAMERON PARK COMMUNITY SERVICES DISTRICT

CC&R POLICY AND ENFORCEMENT SUBCOMMITTEE
2502 Country Club Drive, Cameron Park, CA 95682 - phone (530) 677-2231 fax (530) 677-2201

AGENDA CC&R REGULAR SCHEDULED MEETING

Monday, December 4, 2017 6:30 p.m.
2502 Country Club Drive, Cameron Park, California

1.	Call to Order:				
	Roll Call:	Holly Morrison, Ellie Wooten Deborah Cole, Gerald Lillpop, Robert Dalton			
2.	Agenda Approval:				
	Agenda for	December 4, 2017			
	Recommended Action:	Approve Agenda			
3.	CC&R Conformed Agenda:				
	Conformed Agenda for	November 6, 2017			
	Recommended Action:	Approve Conformed agenda.			
4.	Public Comment: Time For the Audience to Address the Committee On Non-Agenda Items				
	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 3 minutes, and individuals representing a group are allocated 5 minutes. Matters not on the agenda may be addressed by the public during the Open Forum. Public comments during Open Forum are limited to three minutes per person. The Committee reserves the right to waive said rules by a majority vote.				
5.	Communications Requiring Committee Review/Action:				
	None				
	Monthly Staff Report:				
6.	Initial Notice:	Notice Sent	Unit	Complaint	
	A.	3242 Western Drive	11/15/17	Air Park Estates	Motor home improperly parked
	B.	3162 Lockheed Court	11/15/17	Air Park Estates	Motor home improperly parked
	C.	4407 Voltaire Drive	11/20/17	Cambridge Oaks #1	Neglected landscape maintenance/front yard
	D.	2792 Sterling Way	11/27/17	Cameron Park #12	Miscellaneous debris/materials beside driveway
	E.	3037-A Cambridge Road	11/21/17	Cameron Park N. #8	Replacing siding on building/no permit
	F.	2599 Deer Trail Lane	11/28/17	Cameron Park #12	Recreational vehicle trailer parked on driveway
	G.	3062 Boeing Road	11/28/17	Air Park Estates	Aircraft improperly parked on vacant lot
	H.	2614 Julie Court	11/28/17	Creekside Estates #5	Boat improperly parked on street
	I.	2724 Sterling Way	11/28/17	Cameron Park #12	Recreational vehicle trailer parked beside dr/way
	J.	3259 Sandhurst Court	11/29/17	Deer Trails Estates	Recreational vehicle trailer parked on driveway
	K.	2680 Crane Way	11/29/17	Creekside Estates #6	Miscellaneous debris/materials on driveway
	L.	2133 Carrillo Court	11/29/17	Bar J Ranch Unit #2	Motor home improperly parked on driveway
	M.	3490 Santos Circle	11/30/17	Cameron Park N. #6	Recreational vehicle trailer parked on driveway
	N.	505 Donell Court	11/30/17	Cameron Valley Est.	Cargo trailer improperly parked on roadway
	O.	3464 La Canada Drive	11/30/17	Cameron Park N. #7	House trailer parked on the side of the driveway
	P.	3369 Braniff Court	11/30/17	Air Park Estates	R/V trailer improperly parked on side of driveway
	Q.	3741 Millbrae Road	11/30/17	Cameron Park N. #2	Construction of new fence/no permit
	R.	3500 Cambridge Road	11/30/17	Cameron Park N. #2	Commercial sign on corner of parcel
	S.	3626 Montclair Road	11/30/17	Cameron Park N. #2	Commercial sign on front yard of property
	T.	3115 Boeing Road	11/30/17	Air Park Estates	Misc. debris/materials/front & corner of property
	Recommended Action: None				

7.	Final Notice	Notice Sent	Unit	Complaint
A.	#6462 3672 Millbrae Rd.	11/16/17	Cameron Park N. #2	Boat & misc. goods & materials/driveway & yard
B.	#6457 3180 Oxford Road	11/19/17	Air Park Estates	Commercial sign on the front of the property
C.	#6463 3235 Sudbury Rd.	11/30/17	Cameron Park N. #6	Commercial trailers improperly parked
D.	#6464 3963 Toronto Rd.	11/30/17	Cameron Park N. #1	Boat trailer & misc. debris/materials on driveway
<i>Recommended Action:</i> None				
8.	Pre-Legal Notice	Notice Sent	Unit	Complaint
None				
<i>Recommended Action:</i> None				
9.	Legal Cases	Notice Sent	Unit	Complaint
A.	#6434 2850 Osborne Rd.	10/16/17	Cameron Park N. #2	Boat stored on the driveway
10.	Pending	Notice Sent	Unit	Complaint
A.	#6460 3694 Larkspur Ln.	11/09/17	Cameron Park N. #2	R/V trailer and boat improperly parked on parcel
B.	#6461 3684 Larkspur Ln.	11/09/17	Cameron Park N. #2	Cargo trailer parked on the side of the property
<i>Recommended Action:</i> None				
11.	Corrected Violations	Notice Sent	Unit	Complaint
A.	#6452 4770 Castana Dr,	09/18/17	Bar J Ranch Unit #2	Neglected landscape maintenance
B.	#6458 2695 Country Club	10/18/17	Cameron Park N. #2	Pop-up type camper trailer improperly parked
C.	3690 Millbrae Road	10/20/17	Cameron Park N. #2	Utility trailer & boat parked on the driveway
D.	4770 Castana Drive	10/11/17	Bar J Ranch Unit #1	Abandoned vehicle report
E.	3200 Fairway Drive	10/20/17	Air Park Estates	Commercial sign on front of the property
F.	2914 Thrasher Court	10/20/17	Creekside Estates #6	5 th wheel trailer parked on the street
G.	3333 Hacienda Road	10/20/17	Cameron Park N. #1	Camper trailer parked on the driveway
H.	2674 Crane Way	10/20/17	Creekside Estates #6	Recreational vehicle trailer parked on driveway
I.	3789 Cambridge Road	10/20/17	Cameron Park N. #2	Catamaran boat & trailer parked beside driveway
J.	3661 Larkspur Lane	10/27/17	Cameron Park N. #2	Recreational vehicle trailer parked beside road
K.	4815 Canfield Circle	10/03/17	Cambridge Oaks #2	Noxious fumes & dust/annoyance & nuisance
L.	3364 Hacienda Road	11/01/17	Cameron Park N. #1	Fence construction/no permit
M.	#6457 4165 Crazy Horse	10/18.17	Cambridge Oaks #1	Keepings ducks & chickens on the property
N.	3734 Millbrae Road	10/20/17	Cameron Park N. #2	Recreational vehicle parked beside the roadway
O.	2784 Kaweah Court	10/13/17	Cameron Park #11	Utility trailer parked on the roadway
<i>Recommended Action:</i> None				
12.	Matters To and From Committee Members:			
At this time, the Committee and staff are provided the opportunity to speak on various issues. Direction may be given, however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.				
13.	Report Back Items:			
None				
14.	Adjournment:			

CC&R Complaints that could not be confirmed from November 6, 2017

RCV'D	UNIT/ADDRESS	COMPLAINT/REASON CLEARED	CLEARED
11/17/17	Bar J Ranch Unit #1; 2617 Alana Court	Toyota RAV 4 permanently parked on the street; drive by on 11/20 & 11/21; vehicle parked on driveway both days; no violation.	11/21/17
11/17/17	Bar J Ranch Unit #1; 2624 Alana Court	Utility trailer parked on driveway; drive by on 11/20 & 11/21; no utility trailer on driveway; no violation	11/21/17
11/17/17	Bar J Ranch Unit #3; 3523 Covello Circle	Trailer & R/V on driveway; drive by on 11/20 & 11/21; no trailer or R/V present; no violation	11/21/17

Agenda Transmittal

DATE: December 20, 2017

FROM: Jill Ritzman, General Manager

AGENDA ITEM #3: STATUS OF DISTRICT FINANCIAL REPORTS

RECOMMENDED ACTION: Receive and File Financial Report

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

BACKGROUND

Interim General Manager Rich Ramirez hired Vavrinek, Trine, Day & Co., LLP (VTD) on June 23, 2017 to the:

- Review and reconcile the District's finances;
- Assist R. J. Ricciardi, Inc. (RJR), the District Auditor, with researching and providing documents for Fiscal Year (FY) 2015-16 and 2016-17 Audits;
- Enter the FY2017-18 budget in FinTrac and create budget reports for Board and staff; and
- Establish best practices for accounts payable/receivable and payroll system.

VTD staff have been working diligently, albeit two days a week due to District budget constraints, to accomplish these tasks. When VTD staff began, they started with the basics of researching and reconciling cash balances, bank reports, accounts payable, payroll and budget documents in an effort to bring the District's finances current. The purpose of this report is to provide a status report on these efforts.

FY2015/16 Audit

District staff expect to present the FY2015-16 Audit at the January Budget & Administration Committee and Board of Directors' meetings. VTD and RJR staff will be present to provide information and answer questions. The financial aspect of the report is completed, but a few written documents are being gathered at this time.

FY2016/17 Audit

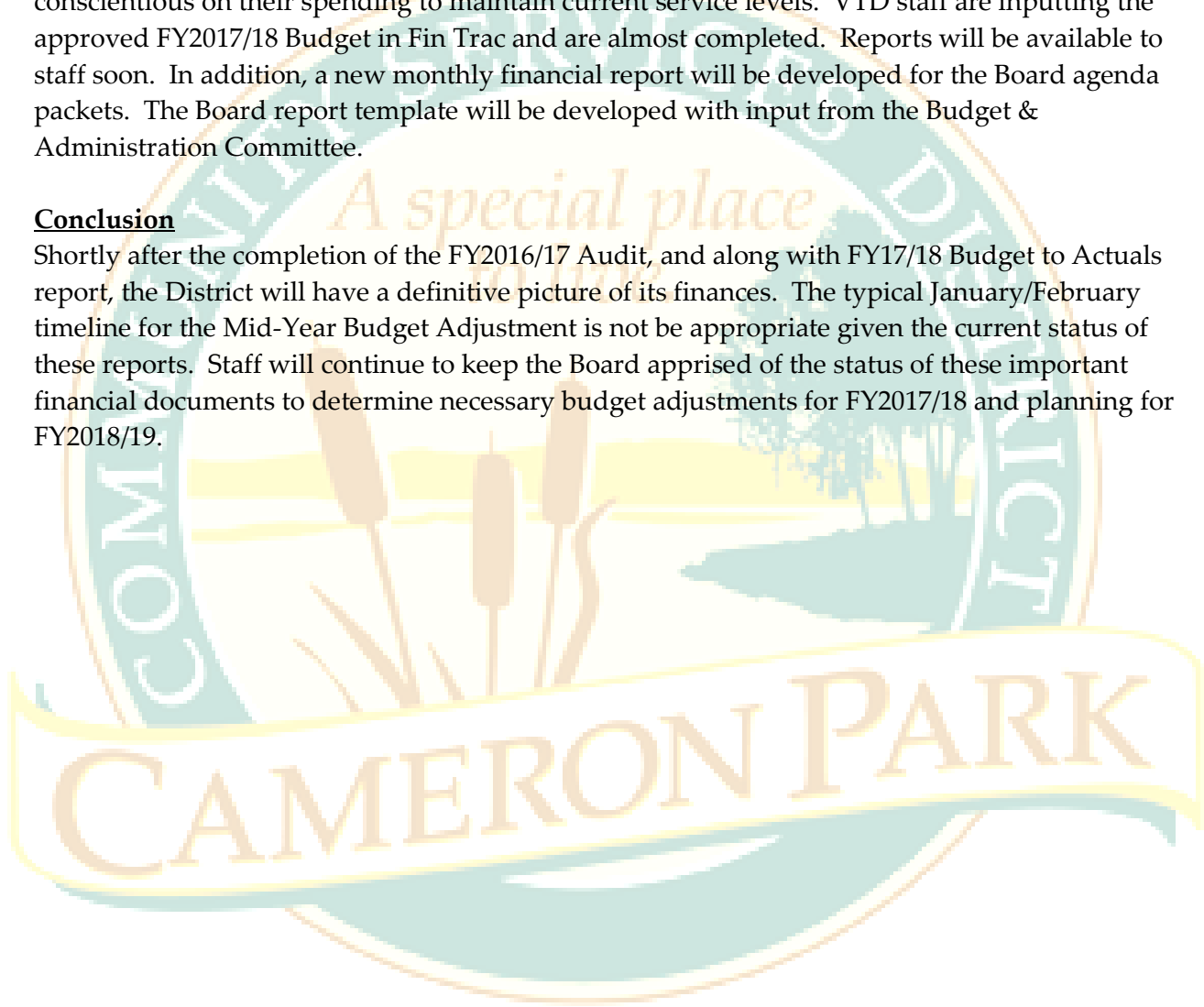
Staff began work on the FY2016/17 audit a few weeks ago, and expect to present the audit to the Board in Spring 2018. A specific date to be determined in the near future when staff are further along in the process. VTD staff are again starting from basics with cash and bank reconciliations for accuracy sake.

Financial Reports for Staff and Board

District staff have not received a Budget to Actuals report since Spring 2017, but are being conscientious on their spending to maintain current service levels. VTD staff are inputting the approved FY2017/18 Budget in Fin Trac and are almost completed. Reports will be available to staff soon. In addition, a new monthly financial report will be developed for the Board agenda packets. The Board report template will be developed with input from the Budget & Administration Committee.

Conclusion

Shortly after the completion of the FY2016/17 Audit, and along with FY17/18 Budget to Actuals report, the District will have a definitive picture of its finances. The typical January/February timeline for the Mid-Year Budget Adjustment is not be appropriate given the current status of these reports. Staff will continue to keep the Board apprised of the status of these important financial documents to determine necessary budget adjustments for FY2017/18 and planning for FY2018/19.



Agenda Transmittal

DATE: December 20, 2017

FROM: Kathy Matranga-Cooper, Special Projects Coordinator

AGENDA ITEM #4: **RESOLUTION NO. 2017-19 AUTHORIZING PROPOSAL SUBMISSION FOR THE AB 2766 MOTOR VEHICLE EMISSIONS REDUCTION GRANT FOR THE SUMMER SPECTACULAR SHUTTLE IN 2018 AND 2019**

RECOMMENDED ACTION: Receive and Approve Resolution No. 2017-19
Directing Staff to Submit Grant Proposal for the AB 2766
Motor Vehicle Emissions Reduction Grant for 2018 and 2019

BUDGET ACCOUNT: RECREATION ACCOUNT 5420, PROFESSIONAL SERVICES
BUDGET IMPACT: \$490

RECOMMENDATION

With support from the Administration and Budget Committee, staff recommends the Board of Directors adopt Resolution No. 2017-19 which:

- Authorizes staff to submit a grant proposal in the amount of \$2,452 for this grant; and
- Commits to a match of \$490.

DISCUSSION

The Parks and Recreation Committee has recommended offering a free shuttle service at the Summer Spectacular event. This event attracts approximately 6,500 people annually. Considering there are an average of three riders per car, this equates to over 2,000 cars.

As a result of all these cars, we have experienced issues with traffic and parking, in addition to air pollution. The El Dorado County Air Quality Management District is offering a grant (AB 2766 Motor Vehicle Emissions Reduction) for the calendar years 2018 and 2019. This shuttle would reduce air pollution and cut down on the number of cars traveling to the event.

FISCAL IMPACT

This grant would pay for most of the proposed shuttle (required 16.66% match of total budget).

ATTACHMENT

Draft Resolution No. 2017-19

RESOLUTION NO. 2017-19
of the Board of Directors of the
CAMERON PARK COMMUNITY SERVICES DISTRICT

December 20, 2017

**RESOLUTION AUTHORIZING SUBMISSION OF GRANT PROPOSAL FOR
AB 2766 MOTOR VEHICLE EMISSIONS REDUCTIONS GRANT, 2018-2019**

WHEREAS, the Summer Spectacular event continues to grow and create problems with air pollution, traffic and parking; and

WHEREAS, the Cameron Park Community Services District (CPCSD) wishes to provide a free shuttle to the Cameron Park Lake for the Summer Spectacular event; and

WHEREAS, the CPCSD is eligible for grant funding (AB 2766 Motor Vehicle Emissions Reductions Grant 2018-2019) being offered by the El Dorado County Air Quality Management District; and

WHEREAS, recognizing the need for funds to provide a free shuttle to the Summer Spectacular to reduce air pollution and ease traffic/parking issues, a grant proposal should be submitted for the AB 2766 Motor Vehicle Emissions Reductions Grant, 2018-2019.

NOW, THEREFORE, BE IT RESOLVED that CAMERON PARK COMMUNITY SERVICES DISTRICT hereby:

1. Authorizes staff to submit a grant proposal to the El Dorado County Air Quality Management District for the AB 2766 Motor Vehicle Emissions Reductions Grant, 2018-2019, in the amount of \$2,452.
2. Authorizes a commitment of \$490 as matching funds for the grant proposal.

RESOLVED FURTHER, that staff be directed to file a copy of this Resolution with the El Dorado County Air Quality Management District as required by the grant procedures; and

RESOLVED FURTHER, that staff is hereby authorized to take any and all actions necessary to be in compliance with the requirements of the grant.

This Resolution shall take effect upon its adoption.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Board of Directors held on the 20th day of December, 2017, and was passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Director Holly Morrison, Vice President
Board of Directors

Jill Ritzman, General Manager
Secretary of the Board

Agenda Transmittal

DATE: December 20, 2017

FROM: Jill Ritzman, General Manager

AGENDA ITEM #5: **EL DORADO SOLID WASTE ADVISORY COMMITTEE (EDSWAC) APPOINTMENT**

RECOMMENDED ACTION: Receive and Appoint Jill Ritzman, General Manager, to the El Dorado County Solid Waste Advisory Committee

BUDGET ACCOUNT: N/A

BUDGET IMPACT: None

RECOMMENDATION: Appoint Jill Ritzman, General Manager, to the El Dorado County Solid Waste Advisory Committee.

BACKGROUND

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

DISCUSSION:

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

The new Parks Superintendent will be appointed to the Committee as an alternate in the future.

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: December 20, 2017

FROM: Kathy Matranga-Cooper, Interim Special Projects Coordinator

AGENDA ITEM #6: **FIRE IMPACT MITIGATION FEE AGREEMENT WITH EL DORADO COUNTY FOR THE COLLECTION OF FEES ON BEHALF OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT**

RECOMMENDED ACTION: Receive and Approve the Agreement with El Dorado County for the Collection of Fire Impact Mitigation Fees by the County on Behalf of the Cameron Park Community Services District

BUDGET ACCOUNT:	N/A
BUDGET IMPACT:	N/A

El Dorado County is requiring all agencies enter into an agreement to allow the County to collect Fire Impact Mitigation Fees. These fees are collected by El Dorado County upon the issuance of all building permits for development with the Cameron Park Community Services District (CPCSD). A similar agreement was approved by this Board on October 18, 2017 for Recreation/Parks Impact Mitigation Fees. The agreement clearly defines the rights and duties of each party and provide for the CPCSD to defend, indemnify and hold the County harmless against any claims resulting from its activities related to the CPCSD's fees.

It is recommended that the Board:

- Approve and sign the agreement with El Dorado County (Exhibit A).

**MITIGATION FEE AGREEMENT
FOR COLLECTION OF FEES ON BEHALF OF
CAMERON PARK COMMUNITY SERVICES DISTRICT**

This Agreement is made and entered into this 20th day of December, 2017, by and between the Cameron Park Community Services District Fire Department (“District”) and the County of El Dorado, a political subdivision of the State of California (“County”).

RECITALS

WHEREAS, pursuant to the California Mitigation Fee Act (Gov. Code, §§ 66000-66025), local agencies may establish fire impact mitigation fees (“fees”) in connection with the approval of a development project to offset the costs of new public facilities that become necessary as a result of the development; and

WHEREAS, District cannot directly adopt mitigation fees, but Chapter 13.20 of the El Dorado County Ordinance Code (“Ordinance Code”) authorizes the Board of Supervisors to adopt fees on behalf of special districts within County to offset the impacts of new development on equipment and capital facilities; and

WHEREAS, District is duly organized pursuant to the Community Services District Law (Gov. Code, §§ 61000-61250); and

WHEREAS, Chapter 13.20 authorizes County to collect and disburse fees on behalf of District subject to and in accordance with a written agreement between County and District;

WHEREAS, District wishes to enter into an Agreement with County to establish and collect such fees pursuant to County Ordinance Code 13.20; and

WHEREAS, County and District recognize the need to allocate obligations and administrative costs arising from County’s voluntary creation, collection, and disbursement of fees on behalf of District and assign responsibility for any additional expenses or liability arising from the creation, collection, and disbursement of said fees.

THEREFORE, County and District mutually agree as follows:

1. Establishment of Fees.

In seeking to establish a new fee or to modify an existing fee, District shall provide County with all information, documentation, studies, reports, and proposed findings required under County Ordinance Code 13.20 and the Mitigation Fee Act. District shall propose the amount of the fee to be collected through the County building permit process from any development project within the boundaries of District and shall transmit said proposed fee

amount in writing to County with all supporting documentation.

District shall ensure that any proposed establishment of a fee or modification to an existing fee complies with all provisions of the Mitigation Fee Act, including but not limited to California Government Code sections 66001, 66005, 66007, 66014, 66016, 66017, 66018, and 66019, and County Ordinance Code 13.20.

Prior to seeking any action or finding from County related to any fee, the District Board shall first approve proposal of such action and make any findings that it will request County to make. District Board's request for action and its findings must be included in the supporting documentation submitted to County in conjunction with such request. In requiring the District Board to first consider and make advisory findings, County is not delegating authority to adopt or increase any fee and County will independently consider any proposed new or amended fee as required under California Government Code subdivision 66016(b). If adopted by County, any establishment of a fee or amendment or change to an existing fee shall not become effective until sixty (60) days after final County approval pursuant to subdivision 66017(a).

2. Calculation of Fees.

District understands that County staff will rely on the information and analysis District provides to County. District expressly waives any right, title, interest, claim, action, or recourse that District may have against County for perceived or actual miscalculations by County of fees based on the information provided by District staff and consultants. Notwithstanding the above, this Agreement shall not be construed to limit or restrict in any way the rights of County to seek or collect fees from any developer for any development project when County believes the fees were improperly calculated, assessed, or collected.

3. Administrative Charge.

In consideration of County collecting fees on behalf of District, County may retain one percent (1%) of all fees collected on behalf of District as an administrative charge regardless of whether the fee was created before or after execution of this Agreement. Any administrative charge provided for in this Agreement shall be applied to any fee disbursed after execution of this Agreement even if the fee was collected prior to execution of this Agreement.

Any refund of fees processed by County will be reduced by the administrative charge collected by County.

Upon mutual agreement of the parties, the administrative charge may be modified to reflect the actual cost to County in administering and collecting the fees. In the event County determines the actual cost is greater than one percent (1%), but District does not consent to the increase in the administrative charge that County requests, County may terminate this Agreement as set forth below.

4. Disbursement Procedure.

County may establish procedures for the collection and disbursement of fees on behalf of District. In a claim for disbursement of fees, District shall include sufficient information so it can be readily determined by County that the disbursement request is consistent with the purposes for which the fees were imposed and that disbursement would comply with the Mitigation Fee Act.

District agrees that it shall not adopt procedures or interpretations relating to the collection or disbursement of fees that differ from the procedures or interpretations of County or, where County has not articulated a procedure or interpretation, that differ from the other districts for which County collects fees.

5. Time of Collection.

District certifies by this Agreement that there has been compliance with the requirements of Government Code section 66007 and County Ordinance Code 13.20 and that any existing, new, or modified fees may properly be collected at the time of issuance of a building permit. District directs County to collect the fees at the time of the building permit issuance. Pursuant to such direction, County agrees to comply with District's request to collect the fees at the time of building permit issuance, provided that District agrees to hold County harmless, defend, and indemnify County from any and all claims that may arise due to County's collection of the fees at the time of building permit issuance, as more fully set forth below.

6. Timing of Agreement.

This Agreement applies to any fees collected by County on behalf of District regardless of whether the fee was established before execution of this Agreement.

7. District's Obligation to Indemnify, Defend, and Hold County Harmless.

District covenants and agrees to defend, indemnify, and hold County, its officers, agents, and employees harmless from and against any and all liability, loss, damage, claims, judgments, costs, staff time, losses, expenses (including but not limited to attorney's fees, expert witness fees, paralegal fees, and fees and costs of litigation, mediation, or arbitration), and any other costs of defense (collectively, "Liability"), arising out of, resulting from, or related to the creation, establishment, modification, collection, and disbursement of fees on behalf of District or any other obligation of District or County under this Agreement, the Mitigation Fee Act, or any County Ordinance or any local, state, or federal law or regulation. To the fullest extent allowed by law, this defense, indemnification, and hold harmless obligation extends to damage to or loss of property and to any negligent or intentional act or omission by County, its officers, agents, and employees unless the act is fraudulent or is known by such person at the time of doing it to be unlawful.

In the event any action is instituted by any third party arising out of, resulting from, or related to the fees collected on behalf of District or any action or inaction of District or County related thereto, District agrees that County has the right to choose its defense counsel without seeking approval from District and that County has the right to control the defense of the action, including any strategy or settlement decision. County shall notify District of any claim, action, or proceeding, but failure of County to notify District does not affect or limit District's obligations to defend, indemnify, and hold harmless under this Agreement.

If it is determined by a court, settlement agreement, or other binding decision that monies transferred by County to District are subject to refund pursuant to any provision of the Mitigation Fee Act, including but not limited to Government Code section 66001, or for any other reason, District covenants and agrees that it shall hold County harmless in regards to any such sums, including any interest required to be paid. District agrees that the refund amount, provided for in the order or agreement requiring reimbursement, shall, at the option of and in the sole discretion of County, be paid through one or more of the following: (1) any undisbursed fees that County collected on behalf of District; (2) District's direct payment to County within thirty (30) days of written notice from County of the amount due; (3) property tax revenues due to District; or (4) subsequent fee disbursements due to District. For any refund amount that District fails to pay within thirty (30) days of written notice from County, District shall pay, in addition to any interest required by the order or settlement agreement requiring reimbursement, interest of eight percent (8%) per annum on the balance and any costs or fees (including attorney's fees and costs) County incurs to collect the amount due and owing by District.

In consideration for County's continued voluntary collection of fees on behalf of District, District agrees that the covenant to indemnify, defend, and hold harmless provided for in this Article extends to any Liability arising out of, resulting from, or related to any fees County collected on behalf of District prior to execution of this Agreement unless the act by County, its officers, agents, or employees that gave rise to the Liability was a felony. The same procedures and covenants for any required refunds in the prior paragraph apply to any and all fees collected by County on behalf of District before execution of this Agreement.

District specifically acknowledges and agrees that County is voluntarily providing a service to District because District lacks the ability to directly adopt mitigation fees. It is thus the parties' intent that County does not incur any additional expense, fee, or Liability as a result of this Agreement or the adoption, collection, or disbursement fees on behalf of District. The parties therefore intend the indemnity and defense obligations provided herein to be construed in favor of County and upheld to the fullest extent possible under the law and that any ambiguity in this Article be resolved in favor of County.

8. Responsibilities under the Mitigation Fee Act.

A. Compliance with Mitigation Fee Act. District shall ensure that any fee County imposes and collects on its behalf complies with the requirements of the Mitigation Fee Act, including but not limited to Government Code sections 66001, 66006, 66007, 66008, 66011, 66014, 66016, 66017, and 66018.

B. Deposit, Investment, and Disbursement of Fees. County shall deposit collected fees in accordance with Government Code subdivision 66006(a) and may invest them in its sole discretion. To obtain disbursement of fees collected pursuant to this Agreement, District must submit documentation confirming and itemizing valid expenditures and any additional documentation requested by County. County will disburse fees within thirty (30) days of receiving sufficient documentation confirming and itemizing valid expenditures and any other requested documentation. In the event any issues arise regarding the sufficiency of documentation or the validity of an expenditure, District and County will work in good faith to resolve the issues within a reasonable time and County may withhold disbursement until the issue is resolved.

C. Accounting and Audit. District shall account for and expend fees in compliance with Government Code sections 66006, 66008, and 66011, including ensuring that the requisite public notice is provided. District has the sole responsibility to account for the expenditure of fees and perform at its own expense any audit required under the Mitigation Fee Act and County Ordinance Code 13.20 or as requested by County. To the extent District needs information from County to comply with subdivision 66006(b), District shall request the information from County in writing and provide County with no less than twenty (20) days to respond.

If any audit relating to County's creation, collection, or disbursement of fees on behalf of District is requested under subdivision 66006(d) or section 66023, County, in its sole discretion and subject to the limitation in subdivision 66023(c), may elect to (1) perform the audit and be reimbursed for the costs and staff time incurred in undergoing the audit; or (2) contract with an independent auditor to perform the audit. If County elects to use an independent auditor for any audit related to fees collected or disbursed under this Agreement and the auditor fees are not covered by subdivision 66023(c), District shall reimburse County for all of the uncovered fees and costs charged by the independent auditor. District shall promptly respond to all requests for information made by County in relation to any audit.

D. Five-Year Findings. District shall ensure compliance with the five-year reporting and finding requirements under California Government Code subdivision 66001(d). District shall submit any necessary supporting documentation and proposed findings required under subdivision 66001(d)(1) no later than sixty (60) days before findings are required under that subdivision and shall take the necessary steps to ensure the findings will be considered by County in the time required. Prior to requesting County to make the five-year findings, the District Board shall independently consider and approve any necessary supporting documentation and proposed findings and submit its action and findings with its request to County. District shall promptly provide any additional information County requests relevant to the five-year findings. Based on the information District provides, County shall consider the information and make findings, if appropriate, under subdivision 66001(d)(1).

E. New Obligations. District shall stay informed of and ensure compliance with any new obligations arising from the collection of fees on its behalf, including but not limited to amendments to the Mitigation Fee Act and court decisions interpreting it and any amendment to County Ordinance Code 13.20 or any new County ordinance(s) governing the collection of fees on behalf of special districts.

9. Disputes as to Fees.

District agrees that its sole remedy in any action to recover fees it claims County should have disbursed to District, including any untimely disbursement, is limited to the amount of the undisbursed fees. District waives any and all right to seek or recover interest on any sum unpaid or owed or any consequential, compensatory, or punitive damages, attorney's fees, or any other relief or recovery other than the fees County collected and should have disbursed to District.

In the event of any application to reduce or appeal a fee by a developer, disagreement regarding the amount or application of any fees collected by County on behalf of District by a third party, or protest under Government Code sections 66020 or 66021, County may refer the matter to District and, within the time requested by County, District shall advise the County in writing as to how District recommends the County should proceed. Any disagreement as to the amount or application of any fees or any protest are included in the District's covenant to defend, indemnify, and hold County harmless as detailed in Article 7.

10. Termination of Agreement.

Either party may terminate this Agreement by providing sixty (60) days notice in writing to the other party for any reason. Termination of this Agreement relieves County of the obligation to collect fees only after expiration of the sixty (60) days notice, unless the parties mutually agree in writing to cease collection of fees sooner.

The parties agree that District's covenant to defend, indemnify, and hold County harmless, as provided for in Article 7, survives termination of this Agreement regardless of which party terminates the agreement or the circumstances or reasons giving rise to the termination. The parties further agree that District's covenant to defend, indemnify, and hold harmless in Article 7 continues even after this Agreement expires or County ceases collecting fees on behalf of District. The parties further agree that District's obligations in this Agreement as to fees already collected survive termination regardless of which party terminates the agreement or the circumstances or reasons giving rise to the termination.

11. General Provisions.

A. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California. Any action to interpret or enforce this Agreement shall be brought and maintained exclusively in the courts of and for El Dorado County. No such action may be instituted by either party until they have met and conferred in good faith over any disputed issues.

B. Severance. Any provision, sentence, or word of this Agreement that proves to be invalid or illegal shall in no way affect, impair, or invalidate any other provision, sentence, or word of this Agreement and such other provisions, sentences, and words shall remain in full force and effect.

C. Entire Agreement; Amendment. This Agreement contains the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior negotiations, understandings, or agreements. This Agreement may be modified only in writing signed by both parties.

D. No Presumption against Drafter. This Agreement shall be interpreted as if jointly prepared by the parties. No presumption shall arise from the identity of the drafter.

E. Authority. Each party warrants to each other that the individual signing this Agreement on behalf of such party is fully authorized to bind such party and agrees to be bound by this Agreement as of the effective date of this Agreement.

F. Administrator. The County employee with responsibility for administering this Agreement is Don Ashton, Chief Administrative Officer, or successor.

G. No Third Party Rights. This Agreement has been created exclusively for the benefit of the signatory parties and no rights are created in any third party by entry into this Agreement.

H. Effective Date. The effective date of this Agreement shall be upon execution by the parties.

I. Notices. All notices permitted or required under this Agreement shall be deemed made when delivered to the applicable party's representative as provided in this Agreement. Additionally, such notices may be given to the respective parties at the following address or at such other address as the respective parties may provide in writing for this purpose:

COUNTY:

Don Ashton
Chief Administrative Officer or successor
330 Fair Lane
Placerville, CA 95667

DISTRICT:

Jill Ritzman
General Manager
2502 Country Club Drive
Cameron Park, CA 95682

Such notice shall be deemed made when personally delivered or, when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid, return receipt requested and addressed to the party at its applicable address.

J. Time of the Essence. The Parties shall act promptly and in good faith to perform all such acts required under this Agreement, including but not limited to execution of any necessary documents, required effectuate the terms of this Agreement.

K. Enforcement of Agreement. With the exception of the District's inability to recover attorney's fees as provided in Article 9, the prevailing party shall be entitled to attorney's fees and costs in the event of litigation related to any action brought to enforce the terms and conditions of or obligations provided for in this Agreement. This provision is intended to apply

to any action brought by County to enforce District's covenant to defend, indemnify, and hold harmless.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below.

County of El Dorado

Dated: _____

By: _____
Shiva Frentzen, Chair, Board of Supervisors

ATTEST: James S. Mitrison, Clerk of the Board

By: _____
Deputy Clerk

Cameron Park Community Services District

Dated: December 20, 2017

By: _____
Director Holly Morrison, Vice President
Board of Directors

Agenda Transmittal

DATE: December 20, 2017

FROM: Jill Ritzman, General Manager
Scott Lindgren, Chief

AGENDA ITEM #8: **PROPOSED RESOLUTION NO. 2017-14 TO INFLUENCE BOUNDARIES OF THE LOCAL ASSISTANCE AREA**

RECOMMENDED ACTION: Not Approve Proposed Resolution No. 2017-14

BUDGET ACCOUNT: Various Accounts within Fire & Emergency Services Budget

BUDGET IMPACT: To Be Determined - Financial impact of including additional properties within the Local Assistance Area of Cameron Park Community Services District; the amount depends upon the severity of the wildland fire.

RECOMMENADATION:
Not Approve Proposed Resolution to Influence Boundaries of the Local Assistance Area.

BACKGROUND

The State of California, CAL FIRE designates properties within a Local Responsibility Area (LRA) or a State Responsibility Area (SRA) for wildland fire services. If a resident resides within the Local Assistance Area, local fire services has primary responsibilities for responding to wildland fires. If a resident resides within the State Responsibility Area, the State has primary responsibility to responding to wildland fires. Boundaries are determine by a set of criteria including terrain and residential density. CAL FIRE staff reviews boundaries every five years; a small portion of properties within Cameron Park Community Services District reside within the SRA. (Attachment A: Map)

Residents who reside in the SRA are subject to a State fire fee of approximately \$130; this fee is currently suspended.

COMMITTEE ACTION

The proposed Resolution No. 2017-14 is moving to the Board for consideration without support from the Fire and Emergency Services Committee.

DISCUSSION

A resident has proposed a resolution to be adopted by the Cameron Park Community Services District (District), and presented to CAL FIRE to have all properties within the District included in the LRA. Staff recommends not moving ahead with the draft resolution due to the threat of wildland fire and having to take fiscal responsibility for the incident. The following Questions and Answers are intended to provide information to the Board and community.

1. Who determines the criteria for LRA and SRA properties?

The State Board of Forestry establishes policy regarding management and fire protection of the State's forest and rangelands. Members of the Board are appointed by the Governor, and are comprised of professionals with background in watershed management, forest management, fish and wildlife, range improvement, forest economics, or land use policy.

2. How are properties designated for the LRA and SRA?

CAL FIRE staff inspect properties using approved criteria every five years. Consideration is made for changes in residential density and terrain.

3. Do local jurisdictions have influence in determining boundaries of the LRA and SRA?

Local jurisdictions can initiate or request a review, but have little influence. There is a five-level review process, which starts with the local CAL FIRE Unit Chief being the first level and ending with the State Board of Forestry. The CAL FIRE Chief does not support this initiative.

4. Do property owners have influence in determining boundaries?

No.

5. Are there any budget impacts to the District if additional properties are included in the LRA?

Yes; if boundaries change, the District would become financially responsible for wildland fires on additional properties.

Attachments:








A – Map

B – Draft Resolution

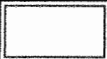


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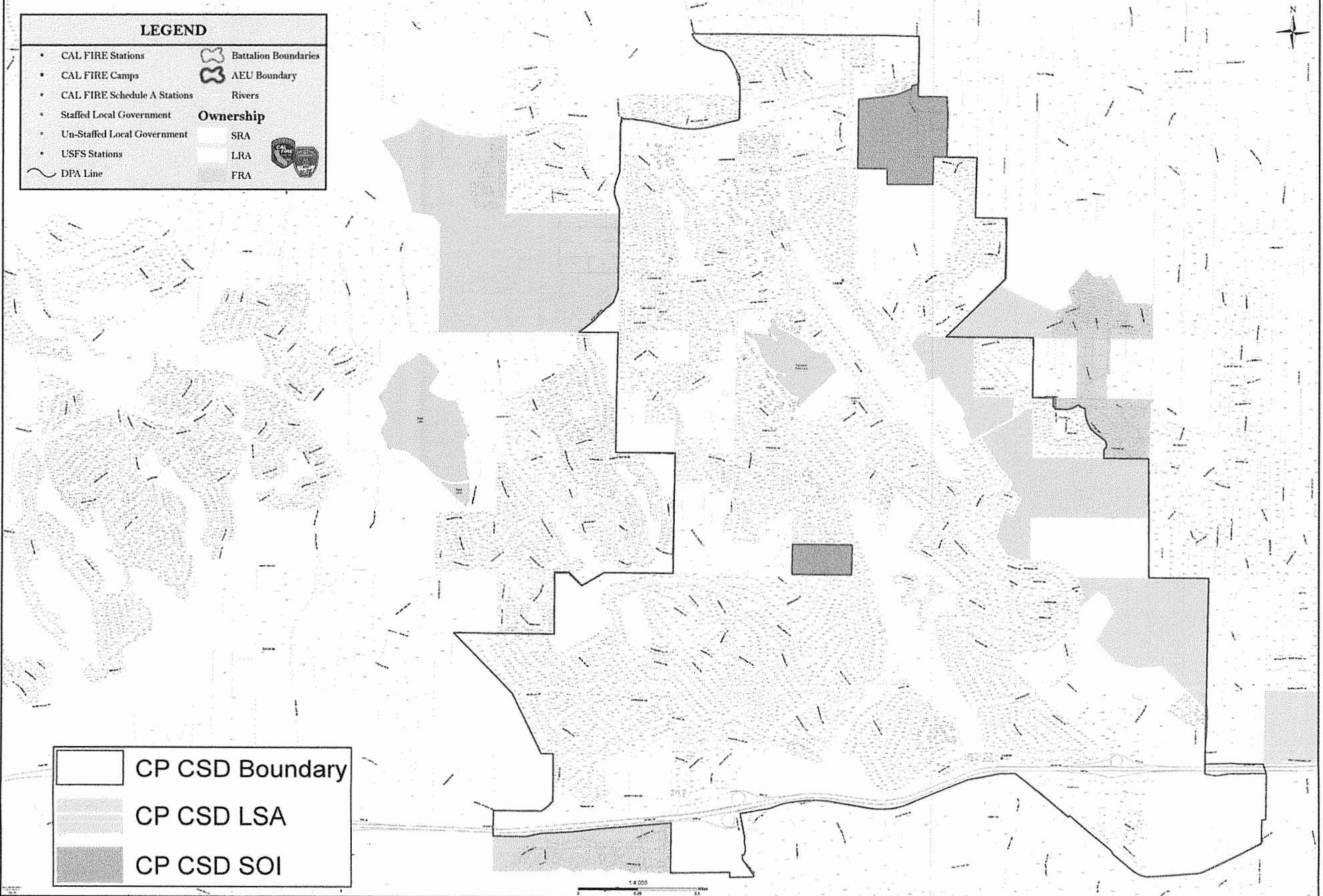
CAMERON PARK FIRE DEPARTMENT

LEGEND

- | | |
|---|--|
| • CAL FIRE Stations |  Battalion Boundaries |
| • CAL FIRE Camps |  AEU Boundary |
| • CAL FIRE Schedule A Stations |  Rivers |
| • Staffed Local Government | Ownership |
| • Un-Staffed Local Government |  SRA |
| • USFS Stations |  LRA |
|  DPA Line |  FRA |



- | | |
|---|-----------------|
|  | CP CSD Boundary |
|  | CP CSD LSA |
|  | CP CSD SOI |



**RESOLUTION No. 2017-14
of the Board of Directors
of the Cameron Park Community Services District
December 20, 2017**

**RESOLUTION TO COMBINE ALL PARCELS WITHIN THE
CAMERON PARK COMMUNITY SERVICES DISTRICT
INTO ONE SINGLE LOCAL RESPONSIBILITY AREA BY THE
STATE OF CALIFORNIA FOR FIRE PREVENTION FEES**

WHEREAS, the Cameron Park Community Services District Board receives property tax revenue from all parcels within the District, and

WHEREAS, the Cameron Park Community Services District uniformly provides fire services through a fully equipped and staffed Fire Department to all parcels within the Cameron Park Community Services District, and

WHEREAS, Cameron Park Community Services District has been bifurcated between a Local Responsibility Area and a State Responsibility Area in administering the State of California's Fire Prevention Fee legislation,

NOW, THEREFORE, BE IT RESOLVED, the Cameron Park Community Services District requests that all parcels within the Cameron Park Community Services District be consolidated into a single Local Responsibility Area by the State of California.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on the 20th day of December 2017, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, Vice President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

Agenda Transmittal

DATE: December 20, 2017

FROM: Jill Ritzman, General Manager
Tina Helm, Recreation Supervisor

AGENDA ITEM #9: **RESOLUTION NO 2017-15 FORMALLY ESTABLISHING A SENIOR PROGRAM FOR THE DISTRICT**

RECOMMENDED ACTION: Receive, Discuss and Adopt Resolution No. 2017-15 Formally Establishing a Senior Program for the District

BUDGET ACCOUNT: RECREATION

BUDGET IMPACT: \$5,000 allocated to this effort, for staffing and/or supplies

RECOMMENDATION

Approve Resolution No. 2017-15 Formally Establishing a Senior Program.

BACKGROUND

The Mature Leadership Council proposed a formal Resolution and a Senior Programming Outline to District staff and the Parks and Recreation Committee. After deliberations and negotiations, the Parks and Recreation Committee recommended that the Resolution be brought forward to the Board of Directors for consideration, with their support.

DISCUSSION

In recent weeks, staff and representatives from the Mature Leadership Council met to discuss implementation of the Resolution and components of the Senior Programming Outline. The first step will be to gather information from Senior Center recreation professionals and visit neighboring Senior Centers in South Lake Tahoe, Folsom and other areas. Senior programming will take place in the current 50+ Room and in the District's Social Room. The Social Room will be a shared use room during this interim period. The Parks and Recreation Committee and staff would like to review current uses of all Community Center rooms, including 50+ Room, Social Room and Dance room, and contemplate changes that would better meet the needs of all user groups.

Staff and the Mature Leadership Council will work closely together to plan, implement and promote Senior programming. A part-time recreation staff may be hired and dedicated to this program.

Programs will be implemented with a combination of volunteers and staff. Donations and grants will be sought to support programs and possible facility improvements.

BUDGET IMPACT

Recreation Department allocated \$5,000 for Senior programs, to be use for staff and/or supplies.

Attachments:

A – Resolution No. 2017-15

B – Senior Programming Outline



**RESOLUTION No. 2017-15
of the Board of Directors
of the Cameron Park Community Services District
December 20, 2017**

**RESOLUTION FORMALLY ESTABLISHING A
SENIOR PROGRAM FOR THE DISTRICT**

WHEREAS, the District successfully passed a special tax in 2008 that resulted in the District selling General Obligation bonds to construct what is now known as the Community Center, and

WHEREAS, in passing the tax, the Community understood that at some point in time, a Senior Center would be part of the campus; and

WHEREAS, Staff working with senior interests have identified the framework to formally create Senior Programming albeit it with limited resources, and

WHEREAS, the attached outline, included and made part of this Resolution, would be the framework for Senior Programming going forward;

NOW, THEREFORE, BE IT RESOLVED the Board of Directors adopts this Resolution as the District's Senior Programming structure and directs the General Manager to implement Senior Programming following the attached Senior Programming Outline.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on the 20th day of December 2017, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Holly Morrison, Vice President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

*Cameron Park Community Services District
Mature Leadership Council*

Senior Programing Outline September 26, 2017

Principals for Establishing Senior Programing for the Cameron Park Community Services District

Viable senior programing can only happen with commitment and support from Cameron Park Community Services District (CPCSD):

- The CPSCD will provide a user friendly facility/room, which is easily accessible and close to restrooms and parking.
- Room use will be developed cooperatively between CPCSD in consultation with senior organizations such as the County Senior Lunch Program, the Mature Leadership Council (MLC), etc.
- CPCSD initially will rely heavily seniors, such as the MLC to plan, coordinate and execute senior programing until such time as personnel resources can be allocated to assist in the planning and execution of senior programing. Until such time as a dedicated CPCSD staff member is hired to take on the above, the General Manager will be the contact for senior programing.
- CPCSD will include senior activities as an important component in their upcoming Marketing Plan.
- Publicity for senior activities will be coordinated by CPCSD in a relevant and timely manner in the Activity Guide, social media and other information outlets.

Date and Time

Based on the above principals, and in light of the abundance of free programing time (non-usage) in the Community Center Social Room, coupled with a growing senior population in the CPCSD, senior programing will be set aside on Mondays, Wednesdays, and Fridays from 10:00 a.m. to 2:00 p.m.

The above dates, time and locations may vary from time to time due to other pressing needs of the CPCSD, but all due efforts will be exercised by the CPCSD to limit disruption of senior programing occurring in the Social Room.

Programing may include but will not be limited to:

- Classes
- Lectures
- Demonstrations
- Guest Speakers
- Movies/Wi games
- Organized and/or spontaneous games
- Casual social events, i.e. daily/weekly coffee klatches
- Meetings relevant to seniors (e.g. MLC, AARP, etc.)

Furniture/Storage space provided by CPCSD:

- Tables and chairs
- Microwave and cart
- TV and DVR
- Upholstered furniture
- Games/puzzles

Agenda Transmittal

DATE: December 20, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #10: **REQUEST FOR PROPOSAL FOR CAMERON PARK LAKE
DAM EMERGENCY ACTION PLAN**

RECOMMENDED ACTION: Approve Request for Proposal and Authorize a Formal Bid for Engineering Services to Develop a Cameron Park Lake Dam Emergency Action Plan

BUDGET ACCOUNT: ACCOUNT 5420

BUDGET IMPACT: Estimate \$50,000-\$75,000

BACKGROUND

Newly enacted law contained in Senate Bill 92 requires Emergency Action Plans (EAPs) for dams that have a greater than “low” downstream hazard potential. In July 2017, the California Department of Water Resources, Division of Dam Safety notified the Cameron Park Community Services District (District) that the Cameron Park Lake Dam (Dam) is rated in “satisfactory” condition and updated the Dam’s hazard classification to “extremely high.” Since the Dam hazard potential is rated as “extremely high,” an Emergency Action Plan, including inundation mapping is required. A completed and approved EAP is due on January 1, 2018 to California Department of Water Resources.

DISCUSSION

Since July, District staff worked with Stratus Environmental to begin work on the Emergency Action Plan. Stratus Environmental reached out to local engineering firms to seek additional information about scope of work to develop an Emergency Action Plan and estimated costs. Due to this additional information, staff prepared a draft Request for Proposal to seek and secure a qualified engineering firm to complete the project.

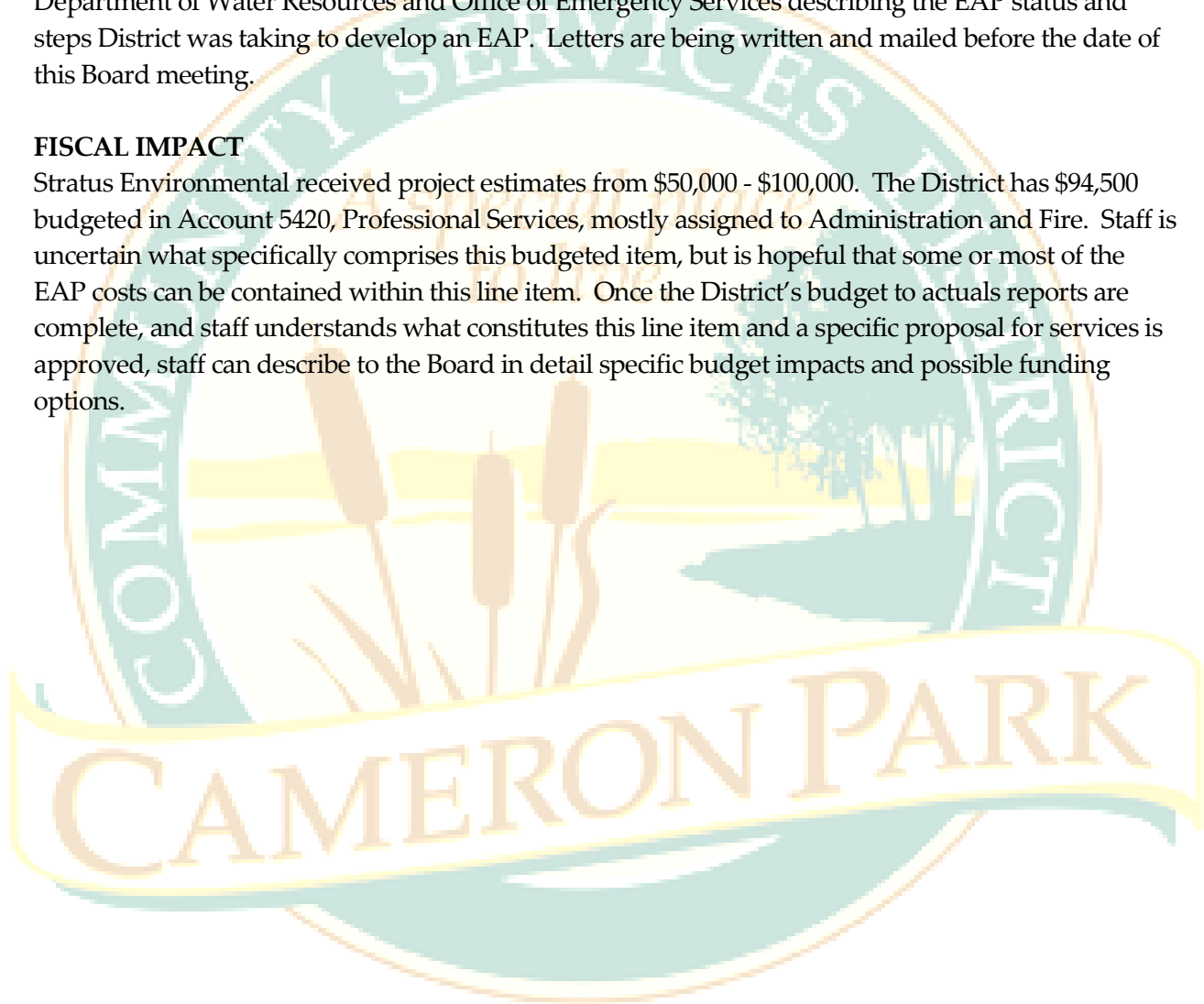
The Scope of Work includes preparing a draft EAP detailing the potential emergency conditions at the dam and specific actions to be followed to minimize property damage and loss of life; and soliciting information from District staff, researching District archives regarding dam construction, performing field investigations, gathering topographic information, performing hydraulic studies and other necessary tasks to prepare the draft EAP, including the inundation mapping component.

The draft EAP shall be distributed to Division of Dam Safety and California Office of Emergency Services (OES) staff for comments, and their comments integrated into the final EAP. The consultant shall submit the final EAP to CA Department of Water Resources and CA OES; and the project will be completed once the EAP is accepted and approved by the District Board of Directors and both agencies.

Staff contacted Division of Dam Safety staff to inform them of the EAP status, and that the deadline would not be met. Division of Dam Safety staff advised District staff to write letters to the California Department of Water Resources and Office of Emergency Services describing the EAP status and steps District was taking to develop an EAP. Letters are being written and mailed before the date of this Board meeting.

FISCAL IMPACT

Stratus Environmental received project estimates from \$50,000 - \$100,000. The District has \$94,500 budgeted in Account 5420, Professional Services, mostly assigned to Administration and Fire. Staff is uncertain what specifically comprises this budgeted item, but is hopeful that some or most of the EAP costs can be contained within this line item. Once the District's budget to actuals reports are complete, and staff understands what constitutes this line item and a specific proposal for services is approved, staff can describe to the Board in detail specific budget impacts and possible funding options.





Request for Proposal **Emergency Action Plan with Inundation Mapping Services for Cameron Park Lake Dam**

Cameron Park Community Services District

2502 Country Club Drive
Cameron Park, CA 95682
www.cameronpark.org
530.677.2231

Board of Directors:

Holly Morrison,
Margaret Mohr
Monique Scobey
Greg Stanton
Ellie Wooten

Jill Ritzman, General Manager

Issued: January 2, 2018

Submittal Deadline: January 31, 2018, 5:00pm

Project Overview

Cameron Park Community Services District (District) is seeking a qualified firm to develop an Emergency Action Plan, including inundation mapping services, for Cameron Park Lake Dam (Dam). This request for services is to comply with new state law which passed on July 1, 2017. The Department of Water Resources rated the Dam in "satisfactory" condition and updated the Dam's hazard classification to "extremely high."

Description of Cameron Park Lake Dam

Cameron Park is located east of Sacramento, and the Dam is located off Cambridge Road. The Dam is owned and maintained by District, and is a feature in a community park. The Dam is an earthen type, constructed in 1951. The height is 29 feet, length 1,800 feet, and capacity 480 acre feet. The water source is storm water run-off from nearby neighborhoods and Deer Creek.

Project Objectives & Work Tasks

The District seeks an engineering firm that has the knowledge, experience and capability to develop an Emergency Action Plan (EAP) that meets CA Department of Water Resources, Division of Dam Safety and CA Office of Emergency Services requirements, including inundation mapping. The District is unable to meet the current January 1, 2018 deadline and notified both agencies. Timing is of the essence to complete the EAP and have the document approved by both agencies.

The consultant shall prepare a draft EAP detailing the potential emergency conditions at the dam and specific actions to be followed to minimize property damage and loss of life. The EAP will be prepared consistent with requirements of the District; Department of Water Resources, Division of Dam Safety and CA Office of Emergency Services (OES).

Work tasks will include (but may not be limited to) soliciting information from District staff, researching District archives regarding dam construction, perform field investigations, gather topographic information, perform hydraulic studies and other necessary tasks to prepare the draft EAP, including the inundation mapping component. The draft EAP shall be distributed to Division of Dam Safety and CA OES staff for comments, and their comments integrated into the final EAP.

The consultant shall submit the final EAP to the District Board of Directors for approval; CA Department of Water Resources and CA OES; and the project will be completed once the EAP is accepted and approved by both state agencies.

The work tasks listed above are estimates, and other tasks may be required to complete the Project. Respondents are encouraged to submit their best thinking relative to work scope and specific tasks as required to provide the best end product.

Project Proposals

Proposals must include requirements stated below and elsewhere in this RFP. Disregarding these requirements may result in disqualification of the proposal.

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

Name of the Firm
Response to Request for Proposal
Emergency Action Plan with Inundation Mapping Services for
Cameron Park Lake Dam
Attention: Jill Ritzman, General Manager

Proposals may be mail to:

Cameron Park Community Services District
Attention: Jill Ritzman, General Manger
2502 Country Club Drive
Cameron Park, CA 95682

It is the responsibility of the respondent to ensure that proposals are received by the deadline on Page 1. Proposals or modifications will not be accepted via email. Questions regarding the proposal can be sent via email to Jill Ritzman, General Manger, jritzman@cameronpark.org. Responses to questions will be made within 24 hours and posted on the District website for viewing by other respondents. Staff will not respond to questions within 48 hours of the deadline.

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

1. Cover Letter

All proposals must include a cover letter submitted on the firm's letterhead containing the signature and title of the person who is authorized to commit the firm to a potential contract with the District. The cover letter should express the firm's interest and serve as an executive summary of the proposal.

2. Qualifications - Demonstrate the firm's qualifications with the following information

- References - List contact information and dates of service from three public agencies; preference for agencies who have received similar services to this RFP.
- Resumes of individuals who would be assigned to this account; describe each staff's role in the project.
- Description of the firm's technology.
- List of services your firm routinely subcontracts, if any.

3. Work tasks, timeline and costs

- A description of the EAP work product including inundation analysis;
- Outline work plan and schedule, including milestones, estimate of activities and duration for completing the EAP;
- A schedule of billing rates and an estimated not-to-exceed cost of the analyses, reports, map preparations, submittals and responses to comments, including possible revisions.

Selection Procedure

Responses will be evaluated in terms of qualifications, experience, proposed work plan, timeline, cost estimate and billing rates. A review of responses will be made by the District's Leadership Team. The General Manager will negotiate a contract with the preferred firm. If an agreement cannot be negotiated that is acceptable, the General Manager will negotiate with the next best-qualified respondent. The negotiated contract will be submitted to the District's Board of Directors for approval.

Direct questions regarding the RFP via email to Jill Ritzman, General Manager, jritzman@cameronpark.org.

DRAFT

Agenda Transmittal

DATE: December 20, 2017

FROM: Kathy Matranga-Cooper, Special Projects Coordinator

AGENDA ITEM #11: **DRAFT BOARD OF DIRECTORS' MEETING AGENDA TEMPLATE**

RECOMMENDED ACTION: Approve New Board of Directors' Meeting Agenda Template

BUDGET ACCOUNT: None

BUDGET IMPACT: None

RECOMMENDATION

Approve New Board of Directors' Meeting Agenda Template.

BACKGROUND

At the November Board meeting, Board members expressed an interest in making the Board meeting agendas clearer and easier to follow.

DISCUSSION

Staff solicited agendas and from several local agencies including City of Placerville City Council, Cordova Recreation & Park District Board of Directors, Cosumnes Community Services District Board of Directors, County of El Dorado Board of Supervisors, El Dorado Hill Community Services District Board of Directors and Sunrise Recreation & Park District Board of Directors. Commonalities were discovered in each of the agendas, and the best of each was applied to the District's agenda. Staff created a cover page and grouped some items under subtitles where appropriate.

COMMITTEE ACTION

Staff presented a draft template for Committee review. Committee members discussed, added descriptors and changed wording; and recommended the new draft template be presented to the Board for review and approval.

Attachments: Draft Board Agenda Template



CAMERON PARK COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING
Wednesday, January 17, 2018
6:30 p.m.

Board Members

	President
Holly Morrison	Vice President
Margaret Mohr	Board Member
Monique Scobey	Board Member
Greg Stanton	Board Member
Ellie Wooten	Board Member

Notice to the Public

An AGENDA in FINAL FORM is located in the Reception area in the District Office and posted at each of the Cameron Park Fire Stations and on the District's website at www.cameronpark.org. Support material is available for public inspection at the District Office and on the District website. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors which is distributed less than 72 hours prior to the meeting, is available for public inspection at the same time the writing is distributed to the members of the Board of Directors. Such written documents will be made available at the District Office and on the District website.

The Cameron Park Community Services District is committed to ensuring that all persons are provided the resources to participate in its public meetings. Please contact the District office at 530-677-2231 or cpcsd@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings.

1. CALL TO ORDER

- Roll Call
- Pledge of Allegiance

2. ADOPTION OF THE AGENDA

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

3. RECOGNITIONS AND PRESENTATIONS

- *Board of Directors express appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.*
- *Board of Directors receive guest speakers who have been invited to present items to the Board that are of interest to the District.*

4. APPROVAL OF CONSENT AGENDA

Items listed on the Consent Agenda are approved in a single motion by the Board of Directors. A Board member, staff or members of the public may request an item be pulled from the Consent Agenda for discussion.

- a. Conformed Agenda - Board of Directors Meeting, December 20, 2017
- b. Staff Reports
 - General Manager
 - Fire Department
 - Recreation Department
 - Parks Department
 - Covenants, Conditions & Restrictions (CC&R) Department
- c. Financial Report

5. OPEN FORUM FOR NON-AGENDA ITEMS

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors. Comment during the Open Forum is limited to four minutes per person. Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes except with the consent of the Board, individuals shall be allowed to speak on an item only once. The Board reserves the right to waive said rules by a majority vote. For the public's information, we are now taking email requests for future notification of Community Services District meetings.

6. GENERAL BUSINESS

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

- a. Items removed from the Consent Calendar for Discussion
- b. President will announce the Committee Assignments for the Following Committees: Budget & Finance; Covenants, Conditions & Restrictions (CC&R); Fire & Emergency Services; and Parks & Recreation
- c. ADOPT Midyear Financial Review as presented by staff.
- d. ADOPT Calendar for Midyear Budget Review as presented by staff.
- e. ADOPT Resolution No. 2018-01 Approving x, y, and x, which will benefit the Cameron Park Community Services District by consolidating fees and creating less administrative oversight.
- f. AUTHORIZE the General Manager to the work with El Dorado County on Project More Money which will generate an estimated \$1 million in additional revenue to the District.

7. BOARD INFORMATION ITEMS

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

- a. General Matters to/from Board Members and Staff
- b. Local Area Formation Commission (LAFCO)
- c. Committee Reports
 - Budget & Administration
 - Covenants, Conditions & Restrictions (CC&R)
 - Fire & Emergency Services
 - Parks & Recreation

8. ADJOURNMENT

Agenda Transmittal

DATE: December 20, 2017

FROM: Jill Ritzman, General Manager

AGENDA ITEM #12: **ELECTION OF PRESIDENT AND VICE PRESIDENT;
STANDING COMMITTEE ASSIGNMENTS**

RECOMMENDED ACTION: Nominate and Elect Board of Directors' President and Vice President

BUDGET ACCOUNT: N/A

BUDGET IMPACT: No Impact

RECOMMENDATION

- Elect Board of Directors President,
- Elect Board of Directors Vice President,
- Confirm the existing standing committees will continue to meet in January, until new standing committees are determined at the January Board meeting.

BACKGROUND/DISCUSSION

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

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

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

The policy also states the President shall appoint and publicly announce the members of the standing committees no later than January. The new President can describe to Board members how to present their preferences for assignment to standing committees assignments.