



Budget and Administration Committee
Tuesday, September 3, 2024
6:45 p.m.

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

Special Notation:

Director Monique Scobey will participate in this meeting from a satellite location via teams. The Public may participate in all Open Session portions of this meeting from this location. The specifics of her location, while participating in the meeting are as follows:
2894 Pigeon Point Rd, Eureka, CA 95503

Agenda

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

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

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

1. APPROVAL OF CONFORMED AGENDA

- none

OPEN FORUM

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

DEPARTMENT MATTERS

2. Job Description Review (A. Gardner & C. Greek)

3. STAFF UPDATES

a. Check Register Review August 2024 (C. Greek)

4. ITEMS FOR FUTURE COMMITTEE MEETINGS

- a. EDSWAC Report out from Mike Churchill
- b. Update Credit Card Policy
- c. RFP for Auditor
- d. Underfunded LLADS
- e. SB1983 Ordinance

5. ITEMS TO FORWARD TO THE BOARD OF DIRECTORS

6. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Agenda Transmittal

DATE: September 3, 2024
FROM: Alan Gardner, General Manager

AGENDA ITEM #1: JOB DESCRIPTION REVIEW BASED ON STRATEGIC GOALS

RECOMMENDED ACTION: Review and forward to the Board

Background

In May 2021, the Board of Directors approved the 2021-2026 Strategic Plan. Staff has been working together year after year to address these areas as well as identifying when change has been successful and when staff needs to realign some of the ideas brought forth to the Board of Directors.

Discussion

Staff identified two areas within the District's Strategic Plan that need focus. Staff's objective is to:

E.3.f To maintain an attractive, welcoming community, the CC&R office will update its processes and services in alignment with industry standards, and focus on education and engagement with residents to achieve residential compliance.

The Resolution establishing the office required that 2/3rds be directed to the overall duties of the position, and 1/3 be directed to the administrative actions necessary to support the office.

Part of the realignment is to budget within the monies raised by the Ordinance. If it results in a lower level of service that will demonstrate the need for an assessment or a means of annual cost of living increases, and perhaps result in approval of such a step.

Part of being welcoming is to move to a more customer friendly approach. One aspect of this is to change the title of the employee from officer to tech, a less intimidating title and one used by some other agencies. Another is to encourage residents to first talk with their neighbors before calling the office. Since funding is more limited than before, residents should also be encouraged to be more understanding if the issue is

recreational vehicles or equipment that are being staged in view, and out more often because of more regular use.

Calls should now be encouraged to be directed to safety or issues that might directly impact neighboring properties.

E.4.e Review and initiate appropriate changes in the staff organizational chart to provide advancement within organization.

E.4.e Unfortunately the current budget deficit and the funding ordinance call for the office to live within the assessments received. This does not currently allow for a second staff member, whether full or part time. The change and potentially reduced service level may help encourage an increase in the annual assessments.

Job descriptions for Weed Abatement, board clerk and Administrative Assistant II were all lumped into one generic job description. At the August 21, 2024 Board of Directors meeting the updated job description for the Administrative II Board Clerk was approved. We are now bringing a Defensible Space Inspector Job Description to replace the Weed Abatement Administrative Assistant.

Attachments:

1. Director of Finance and Administration
2. Director of Parks and Recreation
3. CC&R Compliance Technician
4. Defensible Space Inspector
5. Proposed Organizational Chart
6. Wage Scale for non union employees

Cameron Park Community Services District

Job Title:	Finance Human Resources Officer <u>Director of Administration and Finance</u>	Department/Group:	Cameron Park CSD Management
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	<u>\$48.15-\$61.45</u>	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION			
<p>Under general supervision of the General Manager, plans, manages and <u>oversees and directs the operations and services of the Administration and Finance Department; major areas of responsibility include: organizes and directs the Finance, Budget, Human Resources and Risk Management, Compliance and Design Review</u> and other related functions as required. <u>Contributes to human resources functions; develops, implements and maintains departmental goals, objectives, policies and procedures, work standards, and internal controls; participates as a contributory member of the District's Management Team, coordinating efforts with the General Manager.</u> Maintains a high degree of confidentiality, professional standards and communication skills. This is an Exempt position.</p>			
DISTINGUISHING CHARACTERISTICS			
<p>The <u>Director of Administration and Finance</u>Finance/Human Resources Officer is the senior level class responsible for all functions and operations related to Finance, Budget, Human Resources, <u>Residential Services</u> and Risk Management. The Finance/Human Resources Officer assists with carrying out, reviewing, interpreting and coordinating District policies. This position supervises, <u>evaluates</u> and directs work performed by full and part time<u>part-time</u> employees, and coordinates with staff at all levels in other Departments. Manages the Budget and all District fund<u>funds</u> including General Fund; Conditions, Covenants and Restrictions Fund; and Lighting and Landscape District Funds. In addition, oversees the revenues and expenditures related to grants and other special programs. <u>This classification is distinguished from the next higher classification of General Manager in that the latter has management responsibility over all departments.</u></p> <p>Departmental operations are coordinated with the activities of other District departments and are developed within the framework of District policies, <u>finance and the District's Strategic Plan.</u>and Budget. <u>The Director of Administration and Finance has primary responsibility for dealing with difficult matters involving departmental programs, including interpretation of related laws, codes, ordinances, and regulations, and for ensuring compliance with local, state, and federal law.</u> The position requires a demonstrated ability to work independently and successfully with staff, management, the Board of Directors as well as with representatives of community organizations, state/local agencies and associations, District management and staff and the public.</p>			
SUPERVISION EXERCISED/RECEIVED			

Receives general direction from the General Manager. Incumbents in this position Exercises direct and indirect supervision over supervisory, professional, technical and clerical staff.~~routinely exercise supervision over full and part time employees such as the Accounting Specialist I & Accounting Specialist II.~~

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts management responsibility for planning, coordinating and directing the activities, operations and services of the Administration and Finance Department; plans, supervises, coordinates, prioritizes and monitors the work of teams responsible for supporting the District's administrative, fiscal and technology operations; conducts staff meetings; monitors performance of department staff; coordinates the work of the Administration and Finance Department with other District departments and divisions, outside agencies, community groups and the public.
- ~~Reports directly to the General Manager and works with all departments. Manages the Finance, Budget and Human Resources of the District.~~
- Performs complex accounting functions related to financial statements, budget, preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payable/receivable, payroll, payroll benefits, accruals, and taxes in a governmental fund accounting system. Knowledgeable of all functions and responsibilities of the Finance Department in order to train or lead other department staff, including backing up for absences.
- Provides high-level, quality reports to the General Manager timely in support of the Finance Department for committees and the Board of Directors, advises the General Manager and the Board of Director's and attends the Board of Directors, Administration and Finance and other Committee meetings as assigned.
- Performs a variety of financial reporting tasks, including prepares month-end closing and analyzes month-end reports for the general ledger; prepares annual County and other agencies reports; works with the independent auditor in gathering and interpreting data for required annual audit and state reports, reconciling District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements.
- Provides reports and works with staff to highlight revenue and expenditure trends to ensure budget compliance.
- Manages and coordinates all functions related to the District's finances including cash management, treasury, audit and control, annual budget, procurement, payroll, accounts payable/receivable, fixed assets, vendor agreements, internal control systems, records management, reporting and analysis, compliance with appropriate laws, ordinances and regulations and other related functions.
- Reviews and analyzes bank accounts to ensure funds available~~are available~~, prepares requests for funds from the County and other agencies and required, and reconciles monthly bank statements for all District accounts.
- Manages the District's fixed asset record-keeping and ~~coordinate~~coordinates the preparation of a fixed asset report.
- Communicates and coordinates with the District bank, oversees accounts to maintain adequate cash balances and controls and prepares bank reconciliations.
- Provides leadership and supervision; establishes performance goals for assigned employees; coordinates and participates in the recruitment, selection, and training, assignment of work, management, discipline and termination of full-time and part-time personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate, up to and including termination ~~Manages Human Resources functions, including discipline, salaries, benefits and required employment documentation. Maintains a variety of confidential records and files.~~
- Responds to the more difficult questions and concerns from the public and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains customer service orientation within the department.

- Manages the operations of the District's CC&Rs and Architectural Review Committee by working with staff, the Board and Board-appointed volunteer committee members.
- Contributes to human resources activities including recruitment, classification, compensation, benefits administration, retirement, employee and labor relations, human resources policies, employee training, volunteers, and related program areas
- ~~Manages the District's benefits programs, including proper participation in CalPERS and compliance with the District's CalPERS contracts and CalPERS regulations.~~
- Manages the District's risk management and insurance programs for compliance, assures points for rate reduction are obtained for annual insurance renewal.
- Participates as a contributory member of the District Management team coordinating efforts with the General Manager and all other departments; demonstrates strong professional skills with the Board of Directors, committees, other agencies, the public and staff; attends meetings as assigned; attends Board of Directors, Administration and Finance Committee and other Committee meetings as required; prepares and presents reports to the General Manager, Board of Directors, and other public agencies or groups, analyzes complex technical challenges and evaluates alternative solutions.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

REQUIRED EDUCATION AND EXPERIENCE:

- Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Finance/Human Resources Officer's duties as described above.
- A college-level Associates degree is required. A Bachelor's degree is preferred.
- Experience in a government agency, special district, or with fund accounting is highly desirable.
- At least two years of increasingly responsible experience including supervision, governmental finance and budget, human resources and risk management is highly desirable to perform the above duties and responsibilities at the professional level desired by the District.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Cameron Park Community Services District

Job Title:	Director of Parks and Recreation	Department/Group:	Parks and Recreation
Location:	Cameron Park Lake/CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$48.15-\$61.45	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			

GENERAL DESCRIPTION OF POSITION

Under the direction of and coordination with the General Manager, the Director of Parks and Recreation: plans, manages, oversees and directs the operations and services of the Parks and Recreation Departments; functional areas of responsibility include, facilities, neighborhood parks, athletic fields, parks administration, youth and adults sports, youth development, senior center, aquatics, special interests classes, and related program areas; and Lighting and Landscape Districts, (LLAD's); coordinates with Finance staff on Capital Improvement Plan and Capital Reserve Fund activities; develops implements and maintains departmental goals, objectives, policies and procedures, work standards and internal controls; participates as a contributory member of the District Management team, coordinating efforts with the General Manager and all other departments; and performs related duties as required. This is an Exempt position.

DISTINGUISHING CHARACTERISTICS:

The Director of Parks and Recreation is the Senior Management level class responsible for the development, maintenance and safe operation of functions related to all Parks and Recreation; originating, carrying out, reviewing, interpreting and coordinating functions and policies related to parks and facilities maintenance, operation and renovation, and the design, development; oversight of new parks, facilities, and recreational programs. In coordination with the General Manager, rRepresent the District on matters before public and private groups and individuals. And sServe as liaison to other governmental agencies. Grant administration, compliance, and application. Oversee delegated consultant services.

Departmental planning and operations are coordinated with the activities of other District departments and are developed within District policies and the District's Strategic Plan. The Director of Parks and Recreation has primary responsibility for dealing with difficult matters involving assigned departmental programs, including interpretation of related codes, ordinances and regulations and for ensuring compliance with local, state and federal law. The position requires a demonstrated ability for working successfully with citizens, planning groups, neighborhood associations, board level committees and other organizations and individuals. The position requires considerable contact and the ability to have a successful working relationship with appointed committees and elected boards. This position requires a high degree of independence and professional judgment, as well as considerable experience in personnel management and public relations.

SUPERVISION RECEIVED/EXERCISED:

Incumbents in this position exercises direct and indirect supervision over supervisory, professional, maintenance, recreation and clerical staff. This classification is distinguished from the next higher classification of General Manager in that the latter has management responsibility over all departments.

ESSENTIAL JOB DUTIES

- This position has responsibility for planning, coordinating and directing the activities, operations and services of the Parks and Recreation Departments; plans, supervises, coordinates, prioritizes

and monitors for District parks and facilities maintenance and development; conducts staff meetings; monitors performance of department staff; coordinates the work of the Parks and Recreation Departments with other District departments and divisions, outside agencies, community groups and the public.

- Communicates the District's mission and vision to employees and carries out responsibilities in accordance with the District's policies, mission and applicable laws.
- In coordination with the HR Department Recruits, hires, trains, schedules, motivates, develops, evaluates and supervises staff. coordinates and participates in the recruitment, selection, and training, assignment of work, management, discipline and termination of full-time and part-time personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; and in coordination with the HR department, initiates disciplinary procedures as is appropriate, up to and including termination.
- Manages capital improvement and facility development projects, including design and construction documentation, and contract management. Meets with contractors and bidders; verifies contractors' requests for additional work; assists in development or revision of contract specifications and preparation of budgets gauged on area needs.
- Assists General Manager in the development and implementation of division and departmental policy; prepares reports, studies, and correspondence as required.
- Participates as a contributory member of the District Management team coordinating efforts with the General Manager and all other departments; attends and facilitates meetings as assigned; attends Board of Directors' meetings as required; prepares and presents reports to the General Manager, Board of Directors, and other public agencies or groups, analyzes complex technical challenges and evaluates alternative solutions.
- In coordination with the General Manager and Finance Officer, Dd develops memorandums of understanding with community, school and governmental organizations to facilitate use of facilities for recreation programs for approval.
- May assist with long range planning for recreational facilities based on participant needs and desires, and community input.
- Develops, monitors and administers the annual Parks and Recreation Departments' budget, including manpower needs, salary expenses, operating services and supplies, equipment needs and recommended capital improvement projects; monitors monthly budget reports for all program areas.
- Serves as Risk Manager for the Department, working with the Director of Finance and Administration, including development of safety programs, providing safety training for Department personnel, and staff adherence to safe work practices.
- Manages the preparation of maintenance records related to supplies, equipment, parks, landscape areas and maintenance activities.
- Oversees the inspection of parks and facilities for safety and maintenance needs.
- Responds to District emergencies. Assists and coordinates disaster relief.
- Prepares work programs and estimates; develops and maintains short and long-range maintenance schedules for assigned areas; develops cost estimates for implementation of maintenance programs; maintains tracking systems for all work.
- Directs the procurement of equipment, materials and services, ensuring that all purchasing is conducted in compliance with mandated and District policies, procedures, rules and regulations; prepares, reviews and authorizes related supplies and equipment purchases
- Develops, implements, monitors and directs staff in the evaluation of the District's Best Practices Standards for design and maintenance; evaluates impact on District operations and recommends and implements procedural improvements.
- Oversees final contract documents, construction plans and specifications for capital improvement projects; advertises for public bids; prepares recommendation for Board approval.
- Assist in developing, updating, implementing, and managing Park and Landscape Standards, Nexus Studies, Developer Fees, Community Facilities Districts, and Assessment Districts
- Work flexible hours, including evenings and weekends as business needs require.
- Coordinate, manage and respond to after-hours calls.
- Responds to the more difficult questions and concerns from the public, contractors, vendors and

outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains customer service orientation within the unit.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum three (5) years full-time experience with a park agency working in community centers, parks, open space, trails, playgrounds and aquatic facilities,
- Minimum of three (5) years as a supervisor; or an equivalent combination of education and experience.
- Associate degree from an accredited two-year college in Recreation Administration, Park Management, Horticulture or related field preferred.

PREFERRED SKILLS AND/OR CERTIFICATIONS (or ability to obtain within one (1) year)

Certain assignments may require certification. Certification must be retained throughout employment as a condition of employment.

- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) Certificates
- Landscape Irrigation Auditor certification.

SPECIAL REQUIREMENTS:

- Possession of a valid Class C California driver's license and good safe driving record with proof of insurability is required and must be maintained throughout employment.
- Undergo medical examination, drug screening and Department of Justice background check.
- This position may require flexible work hours.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Cameron Park Community Services District

Job Title:	Covenants, Conditions & Restrictions (CC&R) Compliance Officer <u>Technician</u>	Department/Group:	CC&R
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <u>slightly less than full time, full benefits</u> <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input checked="" type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under the direction of the District General Manager, this position is responsible for coordinating, monitoring, interpreting and enforcing all Covenants, Conditions and Restrictions (CC&Rs), including Architectural Review, within each unit in Cameron Park. This is an Exempt position. <u>Under the Ordinance establishing the position one third of the time is to be devoted to administrative duties, while two thirds are committees and enforcement. The administrative duties include taking and managing all payments for the department and coordinating deposits and records with the Finance Officer.</u></p> <p>ESSENTIAL JOB DUTIES:</p> <ul style="list-style-type: none"> ● <u>Receives and responds to complaints regarding CC&R violations;</u> ● <u>Provides procedural information to residents regarding amendment of CC&R's</u> ● <u>Conducts field inspections for possible violations of CC&Rs and issues notices of violation for non-compliance;</u> ● <u>Responds to questions and concerns from the public, departmental staff and other agencies.</u> ● <u>Position is five days a week and must answer or return calls within 24 hours.</u> ● <u>Maintains clear, concise and comprehensive records and reports related to compliance activities</u> ● <u>Prepares violation and other notices which outline necessary corrections and time limits;</u> ● <u>Maintains enforcement files and manages CC&R software program;</u> ● <u>Provides public residents with information and assistance on issues related to CC&R compliance processes and procedures for obtaining compliance;</u> ● <u>Monitors compliance activities and conducts follow-up and final inspections;</u> ● <u>Corresponds and interacts with legal counsel as needed and when litigation has been initiated;</u> ● Prepares required documentation for legal actions and conducts follow-up inspections once legal activities have been initiated; ● <u>Receives and reviews construction plans for Architecture Review Committee approval and CC&R compliance;</u> ● <u>Performs weekly tours of the District, notes new violations, and observes progress on pending violations.</u> ● <u>Researches and prepares reports for appropriate Board and CC&R Committees;</u> ● <u>Researches and prepares responses to internal and external agency requests related to CC&R compliance;</u> ● Reviews and makes recommendations for approval or disapproval of CC&Rs submitted for new subdivisions within the District; 			

- ~~• Works with County Planning Services and developers to develop and implement CC&Rs for new subdivisions within the District;~~
- ~~• Communicates and coordinates with County departments as appropriate, such as abandoned vehicles.~~
- Prepares and publishes appropriate meeting agendas and minutes in a timely fashion;
- Provides support between District Board of Directors, CC&R Committee, Architectural Reviews Committee and the public, including, but not limited to, providing staffing for meetings of the CC&R and Architectural Review Committees;
- Assists in budget preparation pertaining to CC&R management
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff and the public.

-

QUALIFICATIONS:

- Possess and maintain a valid California's driver's license;
- Knowledge of office skills, including but not limited to use of computers, word processing, spreadsheets and databases;
- Knowledge of the principles, practices and methods used in the enforcement of a variety of CC&Rs, methods and techniques used in enforcement and investigation, basic math principles, applicable federal, state and local laws, codes and regulations;
- Ability to interact with a wide variety of public agencies and private citizens;
- Ability to handle potentially sensitive issues calmly;
- Ability to perform basic clerical functions including, but not limited to, filing, preparation of correspondence and the maintenance of District records;
- Ability to use standard office equipment including, but not limited to telephone, computer, adding machine, typewriter, copies, fax machine and audio equipment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Most essential duties of this position are performed in an office environment. Work may also be performed ~~out doors~~outdoors in all weather conditions. Work is performed in an environment of frequent interruptions requiring maintenance of attention. Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

~~Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.~~

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum of an Associate Degree from an accredited two-year college is encouraged.
- ~~•~~
- Two (2) years full-time experience in code enforcement, building permits/inspection or real estate; or Two (2) years of increasingly responsible work experience and training, which provide the ability to interact with members of the public and the ability to analyze and interpret moderately complex

~~CC&R's an equivalent combination of education and experience.~~

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Possession of, or ability to obtain, a valid California driver's license and good, safe driving record with proof of insurability are required and must be maintained throughout employment.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Job Title:	<u>Fire Prevention Specialist</u> <u>Defensible Space Inspector</u>	Department/Group:	Fire Department
Location:	Cameron Park Fire Department	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Seasonal

Applications Accepted By:

OFFICE ADDRESS:

Cameron Park Community Services District
3200 Country Club Drive
Cameron Park, CA 95682
www.cameronpark.org

BENEFITS:

- Full-Time with all Benefits
- Part-Time with all Benefits
- Less than Part-Time with no Benefits
- Seasonal with no Benefits

Job Description

GENERAL DESCRIPTION OF POSITION

Under supervision of the Fire Marshal at the direction of the General Manager (or his/her designee) as a temporary employee, to do sub-professional work in fire prevention or other related work.

SUPERVISION EXERCISED/RECEIVED

Receives supervision from Fire Marshal under the direction of the General Manager (or his/her designee).

ESSENTIAL JOB DUTIES:

Examples of work tasks include, but are not limited to, the following:

- Perform defensible space inspections in accordance with Public Resources Code Section 4291.
- Increase awareness, knowledge and actions implemented by individuals and communities to reduce human loss and property damage from wildfires, such as defensible space and other fuels reduction activities, fire prevention and fire safe building standards.
- Greets and assists the public, on the telephone and in person, with local and county information; answers questions about the Fire Prevention Program and Weed and Rubbish Abatement Ordinance.
- Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, data entry, social media posting and other administrative support.
- Maintains a professional work ethic, and confidentiality as required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, district staff, fire department personnel, contractors, and the public.
- performs and assists with the District's Weed and Rubbish Abatement Ordinance.
- Performs as the fire department liaison for the creation and maintenance of Firewise Communities in Cameron Park.
- Performs other related duties as required.

KNOWLEDGE OF:

- Proper grammatical usage, punctuation, and spelling; basic mathematical functions; Standard office procedures, practices, and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; and social media and publishing software.
- Fire prevention programs and regulations to reduce fuel loading and ignition sources to educate the public about fire-safe landscapes (e.g., defensible space).

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum of eighteen (18) years of age
- School diploma or equivalent GED Certificate

- Possess and able to maintain a valid California Class C Driver License
 - Either I Education: Completion of at least 12 semester units or 18 quarter units from an accredited college/university in forestry, fire science, natural resource management, conservation, or a closely related subject.
- Or

II Three (3) months of experience with public or private entities performing sub-professional work in forestry, fire prevention, fire suppression and control, natural resource management, or other related work.

Must be able to pass a drug screening and Department of Justice (DOJ) background check

PREFERRED SKILLS AND/OR CERTIFICATIONS

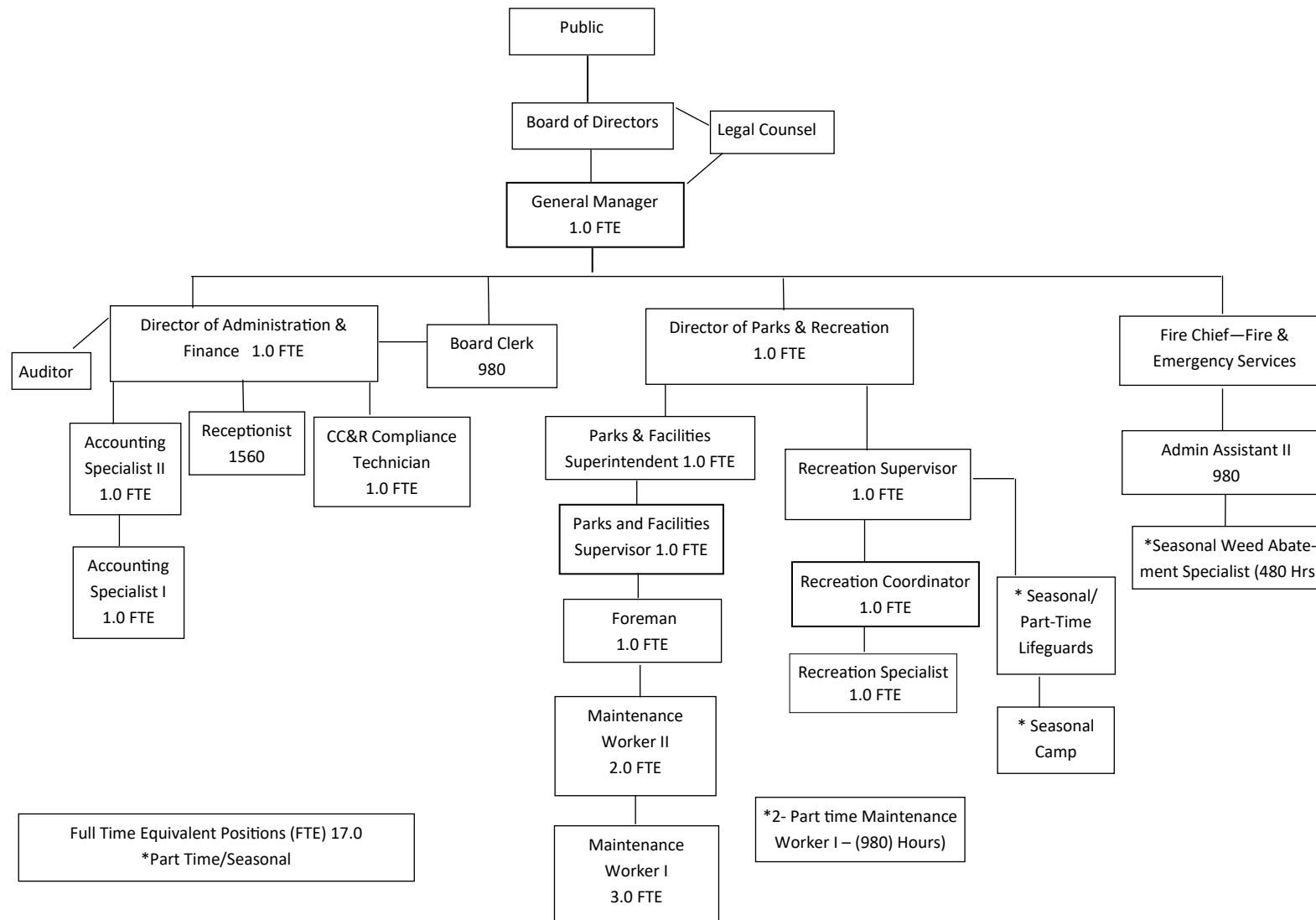
- 1 year as a Fire Department Member or support person
- ~~CSFM CERTIFIED PLANS EXAMINER CERTIFICATION OR EQUIVALENT~~

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Cameron Park Community Services District

Fiscal Year 2024-2025



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%

ANNUAL RATE		FY 24/25	Updated for July 1, 2023 (FY 23/24)				
General Manager		negotiated					
Finance/Human Resources Officer		\$90,833.60	\$95,375.28	\$100,144.04	\$105,151.25	\$110,408.81	\$115,929.25
Director of Finance and Administration		\$100,152.00	\$105,159.60	\$110,417.58	\$115,938.46	\$121,735.38	\$127,822.15
Parks Superintendent		\$78,644.80	\$82,576.00	\$86,715.20	\$91,041.60	\$95,596.80	\$100,380.80
Director of Parks and Recreation		\$100,152.00	\$105,159.60	\$110,417.58	\$115,938.46	\$121,735.38	\$127,822.15
HOURLY RATE		FY 24/25					
General Manager		negotiated					
Finance/Human Resources Officer		\$43.67	\$45.85	\$48.15	\$50.55	\$53.08	\$55.74
Director of Finance and Administration		\$48.15	\$50.56	\$53.09	\$55.74	\$58.53	\$61.45
Parks Superintendent		\$37.81	\$39.70	\$41.69	\$43.77	\$45.96	\$48.26
Director of Parks and Recreation		\$48.15	\$50.56	\$53.09	\$55.74	\$58.53	\$61.45

PART TIME POSITIONS	(Generally less than 30 hrs per week)						
Admin Assist I (clerical)		\$18.56	\$19.49	\$20.46	\$21.51	\$22.59	\$23.72
Admin Assist II-Fire		\$19.96	\$20.96	\$22.01	\$23.11	\$24.27	\$25.48
Admin Assist II- Board Clerk		\$24.31	\$25.53	\$26.81	\$28.15	\$29.56	\$31.04
Defensible Space Inspector		\$19.01	\$19.96	\$20.96	\$22.01	\$23.11	\$24.27
Recreation Specialist		\$18.56	\$19.49	\$20.46	\$21.51	\$22.59	\$23.72

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 8/1/2024 Through 8/31/2024

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
	Payroll GL 06/21/24 PP13	(4,316.47)	8/15/2024	Payroll GL 08/16/24
		(4,316.47)	8/15/2024	Total Payroll GL 08/16/24
	Payroll GL 08/02/24 PP16	58,888.62	8/1/2024	Payroll GL 08/02/24
	Payroll GL 08/02/24 PP16 (K.W. calpers reimb pp02-12) ALL	273.39	8/1/2024	
	Payroll GL 08/02/24 PP16 (K.W. calpers reimb pp02-12) CA DIS	(3.01)	8/1/2024	
	Payroll GL 08/02/24 PP16 (K.W. calpers reimb pp02-12) NET	(249.47)	8/1/2024	
	Payroll GL 08/02/24 PP16 (K.W. calpers reimb pp02-12) SS/MED	(20.91)	8/1/2024	
		58,888.62	8/1/2024	Total Payroll GL 08/02/24
	Payroll GL 08/16/24 PP17	53,848.66	8/15/2024	Payroll GL 08/16/24
		53,848.66	8/15/2024	Total Payroll GL 08/16/24
	Payroll GL 08/16/24 PP17	4,014.09	8/29/2024	Payroll GL 08/30/24
	Payroll GL 08/30/24 PP18	40,347.20	8/29/2024	
		44,361.29	8/29/2024	Total Payroll GL 08/30/24
Abila	Accounting Software - September 2024	920.61	8/15/2024	39469
		920.61	8/15/2024	Total 39469
ADM Screening	Pre-emp Screening Rec FY23/24	100.00	8/8/2024	39422
		100.00	8/8/2024	Total 39422
Adrianna Ferrill	Basketball Camp Refund Due to low enrollment 7/30/24	180.00	8/1/2024	39396
		180.00	8/1/2024	Total 39396
AFSCME District Council 57	Union Dues for Payroll PP16 7/14-7/27/24	84.99	8/1/2024	39369
		84.99	8/1/2024	Total 39369

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 8/1/2024 Through 8/31/2024

Vendor Name	Description	Check Amount	Check Date	Check #
AFSCME District Council 57	Union Dues for Payroll PP17 8/16/24	85.14	8/15/2024	39470
		85.14	8/15/2024	Total 39470
AFSCME District Council 57	Union Dues for Payroll PP18 8/11-8/24/24	86.92	8/29/2024	39510
		86.92	8/29/2024	Total 39510
Airespring Inc.	Internet Broadband Com Cntr/Lake - August 2024	690.44	8/8/2024	39423
		690.44	8/8/2024	Total 39423
Airgas National Carbonation	CO2 Fill, Pool 7/24/24	434.24	8/1/2024	39370
		434.24	8/1/2024	Total 39370
Airgas National Carbonation	CO2 Fill, Pool 8/1/24	310.45	8/22/2024	39488
		310.45	8/22/2024	Total 39488
Airgas National Carbonation	CO2 Fill, Pool 8/12/24	177.16	8/22/2024	39489
		177.16	8/22/2024	Total 39489
Airgas National Carbonation	Tank Rental Pool 7/31/24	106.37	8/22/2024	39487
		106.37	8/22/2024	Total 39487
Alhambra	Water & Cooler rental 7/11/24	38.53	8/1/2024	39372
		38.53	8/1/2024	Total 39372
Alhambra	Water & Cooler rental 8/5 & 8/19/24	77.50	8/29/2024	39511
		77.50	8/29/2024	Total 39511
Allstar Fire Equipment, Inc.	FD SCBA Maint. Repairs FY23/24	1,676.56	8/8/2024	39424
		1,676.56	8/8/2024	Total 39424

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 8/1/2024 Through 8/31/2024

Vendor Name	Description	Check Amount	Check Date	Check #
Alyssa Hamlin	Inst. Pay Blyss Yoga - Yin Yoga Classes 6/4-8/27/24	36.00	8/1/2024	39398
		36.00	8/1/2024	Total 39398
Armond's Giant Tire Service	CP Lake - New Rear Tractor Tires 7/30/24	2,405.99	8/8/2024	39425
		2,405.99	8/8/2024	Total 39425
Ashby Communications, Inc.	Maint Service Call Office Phonefor Exts 104 & 114 8/26/24	215.00	8/29/2024	39512
		215.00	8/29/2024	Total 39512
AT&T Calnet 3	CSD Phone Lines 6/24-7/23/24	480.69	8/1/2024	39373
		480.69	8/1/2024	Total 39373
AT&T Calnet 3	CSD Phone Lines BAN9391035823 7/24-8/23/24	500.70	8/29/2024	39513
		500.70	8/29/2024	Total 39513
AT&T Calnet 3	FD89 Fax Line 07/10-08/09/24 BAN 9391035819	2.48	8/15/2024	39471
		2.48	8/15/2024	Total 39471
AT&T Calnet 3	FD89 Phone Lines BAN#9391035822 6/24-7/23/24	185.61	8/1/2024	39374
		185.61	8/1/2024	Total 39374
AT&T Calnet 3	FD89 Phone Lines FY23/24 5/24-6/23/24	183.48	8/8/2024	39427
		183.48	8/8/2024	Total 39427
Blain Stumpf Trucking	CP Lake - Material for walk Path Sink Hole Repair 7/30/24	1,280.85	8/8/2024	39464
Blain Stumpf Trucking	CP Lake - Repair to walking path 7/30/24	60.06	8/8/2024	
		1,340.91	8/8/2024	Total 39464

Cameron Park Community Services District

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From 8/1/2024 Through 8/31/2024

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Bliss Power Lawn Equipment Co.	Parks - Starter Solenoid SHI 7/29/24	309.00	8/1/2024	39377
		309.00	8/1/2024	Total 39377
Brighton Energy	CC Solar 7/1-7/31/24	6,735.94	8/8/2024	39428
		6,735.94	8/8/2024	Total 39428
Brighton Energy	FD89 Solar 7/1-7/31/24	2,065.20	8/8/2024	39429
		2,065.20	8/8/2024	Total 39429
Brittany Hieb	Parks - Trimming Bushes Along Meder Road 7/23/24	3,000.00	8/15/2024	39476
		3,000.00	8/15/2024	Total 39476
Brittany Hieb	Raking/Ceanup + Hauling away Bushes along Meder Rd. 8/20/24	2,400.00	8/22/2024	39495
		2,400.00	8/22/2024	Total 39495
Bryan Wild	Inst. Pay Artsy Squirrel Camp (Movie Week) 7/29-8/2/24	1,440.00	8/8/2024	39466
		1,440.00	8/8/2024	Total 39466
Bryan Wild	Inst. Pay Artsy Squirrel Camp 7/22-7/26/24	1,440.00	8/1/2024	39419
		1,440.00	8/1/2024	Total 39419
C & H Motor Parts, Inc	FD B2715 Truck Battery FY24/25 7/23/24	643.68	8/8/2024	39430
		643.68	8/8/2024	Total 39430
C & H Motor Parts, Inc	FD89 Alternator Replacement 7/30/24	2,171.55	8/1/2024	39378
		2,171.55	8/1/2024	Total 39378
California Public Employee's Retirement System	CalPERS 457 for Payroll 08/02/24 PP16	425.00	8/2/2024	1002697416
		425.00	8/2/2024	Total 1002697416

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 8/1/2024 Through 8/31/2024

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
California Public Employee's Retirement System	CalPERS 457 for Payroll 08/17/24 PP17	425.00	8/16/2024	1002708277
		425.00	8/16/2024	Total 1002708277
California Public Employee's Retirement System	CalPERS 457 for Payroll 08/30/24 PP18	425.00	8/30/2024	1002719598
		425.00	8/30/2024	Total 1002719598
California Public Employee's Retirement System	CalPERS GASB 68 Reporting Fee 1428 Classic	350.00	8/22/2024	1002715071
California Public Employee's Retirement System	CalPERS GASB 68 Reporting Fee 1429 Retirees	350.00	8/22/2024	
California Public Employee's Retirement System	CalPERS GASB 68 Reporting Fee 26978 Pepra	350.00	8/22/2024	
		1,050.00	8/22/2024	Total 1002715071
California Public Employee's Retirement System	CalPERS Health - August 2024 (Active Admin)	5,430.35	8/6/2024	1002686847
California Public Employee's Retirement System	CalPERS Health - August 2024 (Active Com Center/Rec)	4,608.61	8/6/2024	
California Public Employee's Retirement System	CalPERS Health - August 2024 (Active EE w/h)	2,604.82	8/6/2024	
California Public Employee's Retirement System	CalPERS Health - August 2024 (Active Parks)	6,223.57	8/6/2024	
California Public Employee's Retirement System	CalPERS Health - August 2024 (Ret. Admin)	1,712.77	8/6/2024	
California Public Employee's Retirement System	CalPERS Health - August 2024 (Ret. Fire)	1,840.04	8/6/2024	
California Public Employee's Retirement System	CalPERS Health - August 2024 (Ret. Parks)	1,987.84	8/6/2024	

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 8/1/2024 Through 8/31/2024

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
California Public Employee's Retirement System	CalPERS Health - August 2024 (Ret. Rec)	2,309.76	8/6/2024	
California Public Employee's Retirement System	CalPERS Health - August 2024(Active CC&R)	1,023.86	8/6/2024	
		<hr/>		
		27,741.62	8/6/2024	Total 1002686847
California Public Employee's Retirement System	CalPERS Retirement - Classic PP16 08-02-24	666.11	8/2/2024	1002697409
		<hr/>		
		666.11	8/2/2024	Total 1002697409
California Public Employee's Retirement System	CalPERS Retirement - Classic PP17 08-16-24	666.11	8/16/2024	1002708279
		<hr/>		
		666.11	8/16/2024	Total 1002708279
California Public Employee's Retirement System	CalPERS Retirement - Classic PP18 08-30-24	666.11	8/30/2024	1002719600
		<hr/>		
		666.11	8/30/2024	Total 1002719600
California Public Employee's Retirement System	CalPERS Retirement - Pepra PP16 08-02-24	5,642.30	8/2/2024	1002697422
		<hr/>		
		5,642.30	8/2/2024	Total 1002697422
California Public Employee's Retirement System	CalPERS Retirement - Pepra PP17 08-16-24	5,633.01	8/16/2024	1002708281
		<hr/>		
		5,633.01	8/16/2024	Total 1002708281
California Public Employee's Retirement System	CalPERS Retirement - Pepra PP18 08-30-24	5,781.23	8/30/2024	1002719605
		<hr/>		
		5,781.23	8/30/2024	Total 1002719605
Cameron Wiggans	FF Engineer Medic Renewal Reimb 8/12/24	250.00	8/15/2024	39486
		<hr/>		
		250.00	8/15/2024	Total 39486

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 8/1/2024 Through 8/31/2024

Vendor Name	Description	Check Amount	Check Date	Check #
Carbon Copy, Inc.	Copier Count CCR, REC, Admin % August 2024	51.71	8/29/2024	39515
		51.71	8/29/2024	Total 39515
Carbon Copy, Inc.	Copier Count CCR, REC, Admin % July 2024	46.07	8/1/2024	39380
Carbon Copy, Inc.	FD89 Copier Count 7/1-7/31/24	16.06	8/1/2024	
		62.13	8/1/2024	Total 39380
Carbon Copy, Inc.	FD89 Copier Count 8/1-8/31/24	3.30	8/29/2024	39515
		3.30	8/29/2024	Total 39515
Carbon Copy, Inc.	FD89 Toner CS2553ci 7/22/24	391.10	8/1/2024	39380
		391.10	8/1/2024	Total 39380
CardConnect	Front Desk CC Devices Rental Mthly 7/01-7/31/24	50.00	8/1/2024	39381
		50.00	8/1/2024	Total 39381
Cari Le Roy	Super Smash Bros Tourn. Refund Class moved dates 7/31/24	12.00	8/1/2024	39413
		12.00	8/1/2024	Total 39413
Cari Le Roy	Super Smash Bros Tournament Refund Low Enroll. 7/31/24	12.00	8/29/2024	39538
		12.00	8/29/2024	Total 39538
Chelsea Campbell	CC Social Room Deposit Refund 6/24/24	300.00	8/1/2024	39379
		300.00	8/1/2024	Total 39379
Churchill's Hardware, Inc.	CC/Parks Hardware Supplies 8/7/24	770.31	8/15/2024	39473
		770.31	8/15/2024	Total 39473
Churchill's Hardware, Inc.	FD Hardware Supplies 8/7/24	350.94	8/15/2024	39472

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 8/1/2024 Through 8/31/2024

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		350.94	8/15/2024	Total 39472
Cintas Corporation #622	CC Janitorial Supplies 8/13/24	192.48	8/22/2024	39490
		192.48	8/22/2024	Total 39490
Cintas Corporation #622	CC Janitorial Supplies 7/23/24	513.59	8/1/2024	39383
Cintas Corporation #622	CC Janitorial Supplies 7/30/24	210.68	8/1/2024	
		724.27	8/1/2024	Total 39383
Cintas Corporation #622	CC Janitorial Supplies 8/20/24	380.96	8/29/2024	39516
Cintas Corporation #622	CC Janitorial Supplies 8/27/24	210.68	8/29/2024	
		591.64	8/29/2024	Total 39516
Cintas Corporation #622	CC Janitorial Supplies 8/6/24	243.81	8/22/2024	39490
		243.81	8/22/2024	Total 39490
Cintas Corporation #622	CC Protective Gloves Supplies 7/31/24	214.50	8/8/2024	39431
		214.50	8/8/2024	Total 39431
City Wide Facility Solutions Sacramento	SS 2024 SecurityGaurds FY23/24	3,600.00	8/29/2024	39517
		3,600.00	8/29/2024	Total 39517
Colin Baxter	Basketball Camp Refund Due to low enrollment 7/16/24	180.00	8/1/2024	39376
		180.00	8/1/2024	Total 39376
Columbia Communications, Inc	FD89 B2715 Radio Repairs FY24/25 8/5/24	285.00	8/8/2024	39432
		285.00	8/8/2024	Total 39432

Cameron Park Community Services District

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From 8/1/2024 Through 8/31/2024

Vendor Name	Description	Check Amount	Check Date	Check #
Comcast	FD88 Internet 8/14-9/13/24 FY24/25	121.00	8/29/2024	39519
		121.00	8/29/2024	Total 39519
Comcast	FD89 Internet 8/11-9/10/24 FY24/25	210.29	8/29/2024	39518
		210.29	8/29/2024	Total 39518
Comfort King, Inc.	FD88 Service call for AC 7/7/24	159.00	8/1/2024	39384
		159.00	8/1/2024	Total 39384
Dawn Avalon	Inst. Pay Tai Chi for Health 7/2-8/1/24	159.00	8/1/2024	39375
		159.00	8/1/2024	Total 39375
De Lage Landen Financial Services, Inc.	CSD Copier Fee 5/15-6/14/24	11.80	8/1/2024	39387
		11.80	8/1/2024	Total 39387
De Lage Landen Financial Services, Inc.	FD88 Copier Count 7/15-8/14/24	64.35	8/1/2024	39386
		64.35	8/1/2024	Total 39386
De Lage Landen Financial Services, Inc.	FD88 Copier Lease 8/15-9/14/24	64.35	8/29/2024	39521
		64.35	8/29/2024	Total 39521
De Lage Landen Financial Services, Inc.	FD89 Copier Count 7/15-8/14/24	196.82	8/1/2024	39385
		196.82	8/1/2024	Total 39385
De Lage Landen Financial Services, Inc.	FD89 Copier Lease 8/15-9/14/24	196.82	8/29/2024	39520
		196.82	8/29/2024	Total 39520

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 8/1/2024 Through 8/31/2024

Vendor Name	Description	Check Amount	Check Date	Check #
Delta Dental of California	Dental - September 2024	1,389.38	8/29/2024	39522
		1,389.38	8/29/2024	Total 39522
Department of Justice	FD89 4 FF Interns Background Checks July 2024	128.00	8/22/2024	39491
		128.00	8/22/2024	Total 39491
Donald S. Ashton	D. Ashton Professional Services Fire Annx July18th-31st 2024	393.75	8/8/2024	39426
Donald S. Ashton	D. Ashton Professional Services July 1st-31st 2024	1,912.50	8/8/2024	
		2,306.25	8/8/2024	Total 39426
EDC Fire Chiefs Association	D. Martin Annual EDCFCA Dues FY24/25	100.00	8/1/2024	39388
		100.00	8/1/2024	Total 39388
El Dorado County Auditor-Controller	LAFCO FY24/25 DUES 8/30/24	6,183.91	8/15/2024	39474
		6,183.91	8/15/2024	Total 39474
El Dorado County Democratic Party	CC Social Room Deposit Refund 7/20/24	300.00	8/29/2024	39523
		300.00	8/29/2024	Total 39523
El Dorado Irrigation District	Bar J - B Water 5/24-7/24/24	506.57	8/8/2024	39440
		506.57	8/8/2024	Total 39440
El Dorado Irrigation District	Bar J- 15A Water/Landscape 5/23-7/25/24 FY23/24 & FY24/25	730.54	8/8/2024	39439
		730.54	8/8/2024	Total 39439
El Dorado Irrigation District	C. McAuliffe Water 5/24-7/24/24	7,303.31	8/8/2024	39438
		7,303.31	8/8/2024	Total 39438

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 8/1/2024 Through 8/31/2024

Vendor Name	Description	Check Amount	Check Date	Check #
El Dorado Irrigation District	Cam Valley Water/Landscape 5/17-7/17/24 FY23/24 & FY24/25	602.42	8/1/2024	39389
		602.42	8/1/2024	Total 39389
El Dorado Irrigation District	CC Pool & Grounds Recycle/Water/Sewer 5/22-7/22/24	943.13	8/8/2024	39445
		943.13	8/8/2024	Total 39445
El Dorado Irrigation District	Chardi-CP Entry Water/Landscape 5/21-7/19/24	287.81	8/8/2024	39443
		287.81	8/8/2024	Total 39443
El Dorado Irrigation District	CM-Merrychase-RR Water/Sewer 5/24-7/24/24	180.68	8/8/2024	39434
		180.68	8/8/2024	Total 39434
El Dorado Irrigation District	Com Ctr Bldg Water/Sewer 5/22-7/22/24 FY23/24 & FY24/25	3,825.94	8/8/2024	39444
		3,825.94	8/8/2024	Total 39444
El Dorado Irrigation District	CP Lake Water/Sewer 5/25-7/22/24	2,454.77	8/8/2024	39442
		2,454.77	8/8/2024	Total 39442
El Dorado Irrigation District	D. West Water 5/22-7/24/24	3,216.71	8/8/2024	39441
		3,216.71	8/8/2024	Total 39441
El Dorado Irrigation District	Dog Park Water 5/22-7/20/24	528.33	8/8/2024	39436
		528.33	8/8/2024	Total 39436
El Dorado Irrigation District	Eastwood Water 5/17-7/16/24 FY23/24 & FY24/25	421.23	8/1/2024	39390
		421.23	8/1/2024	Total 39390

Cameron Park Community Services District

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Vendor Name	Description	Check Amount	Check Date	Check #
El Dorado Irrigation District	Eastwood Water 5/17-7/17/24 FY23/24 & FY24/25	1,218.95	8/1/2024	39391
		<hr/> 1,218.95	8/1/2024	Total 39391
El Dorado Irrigation District	Eastwood Water/Landscape 5/17-7/17/24 FY23/24 & FY24/25	84.40	8/1/2024	39392
		<hr/> 84.40	8/1/2024	Total 39392
El Dorado Irrigation District	FD88 Water/Sewer 5/22-7/22/24	833.92	8/8/2024	39435
		<hr/> 833.92	8/8/2024	Total 39435
El Dorado Irrigation District	FD89 Water/Sewer 5/24-7/23/24	2,739.86	8/8/2024	39433
		<hr/> 2,739.86	8/8/2024	Total 39433
El Dorado Irrigation District	Northview Park Water 5/17-7/17/24 FY23/24 & FY24/25	231.52	8/1/2024	39393
		<hr/> 231.52	8/1/2024	Total 39393
El Dorado Irrigation District	Rasmussen Park Water/Sewer 5/22-7/25/24	236.67	8/8/2024	39437
		<hr/> 236.67	8/8/2024	Total 39437
Epperson Law Group, PC	Legal, Srvs, Calls, Emails, Mtgs 7/1-7/31/24	2,106.00	8/22/2024	39492
		<hr/> 2,106.00	8/22/2024	Total 39492
Eric William Blodgett Aiston	DIR Comp Meetings July 2024	200.00	8/1/2024	39371
		<hr/> 200.00	8/1/2024	Total 39371
Erin Kinsey	Cancelled Class Due to Low enrollment Refund 7/25/24	29.00	8/29/2024	39528
		<hr/> 29.00	8/29/2024	Total 39528
Ethen Lorenzo Momeyer	FF Intern Shifts Stipend 8/1,7,14,21,28/24	400.00	8/29/2024	39531
		<hr/> 400.00		

Cameron Park Community Services District

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		400.00	8/29/2024	Total 39531
Ethen Lorenzo Momeyer	FF Intern Shifts Stipend FY24/25 7/24,25&31/24	240.00	8/15/2024	39480
		240.00	8/15/2024	Total 39480
Ewing Irrigation Products, Inc.	Christa Park - Irrigation Supplies 7/17/24	74.67	8/1/2024	39395
		74.67	8/1/2024	Total 39395
Ewing Irrigation Products, Inc.	Christa Park - Irrigation Repair Supplies 8/13/24	147.00	8/22/2024	39493
		147.00	8/22/2024	Total 39493
Ewing Irrigation Products, Inc.	Christa Park - Irrigation Supplies 7/17/24	101.97	8/1/2024	39395
		101.97	8/1/2024	Total 39395
Ewing Irrigation Products, Inc.	CP Irrigation Repair System 8/5/24	306.54	8/22/2024	39493
Ewing Irrigation Products, Inc.	D. West Parts for Irrigation System 8/6/24	179.45	8/22/2024	
		485.99	8/22/2024	Total 39493
Ewing Irrigation Products, Inc.	Northview Park - Irrigation Supplies 7/22/24	62.18	8/1/2024	39395
		62.18	8/1/2024	Total 39395
Ewing Irrigation Products, Inc.	Northview Tubing/Staples Supplies 7/23/24	23.08	8/8/2024	39446
Ewing Irrigation Products, Inc.	Silver Springs Irrigation Supplies 7/24/24	129.66	8/8/2024	
		152.74	8/8/2024	Total 39446
Executech	CSD 2024 Dell Server Upgrade Coord & Install 7/3-7/29/24	1,600.00	8/15/2024	39475
		1,600.00	8/15/2024	Total 39475
Executech	MSA, IT Srvcs, August 2024	3,158.56	8/8/2024	39447
		3,158.56	8/8/2024	Total 39447

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Vendor Name	Description	Check Amount	Check Date	Check #
Gilchrist Golf Cars, Inc.	SS 2024 Addt'l Golf Carts FY23/24 6/21/24	751.68	8/29/2024	39524
		751.68	8/29/2024	Total 39524
Gilchrist Golf Cars, Inc.	SS 2024 Rented Golf Carts FY23/24	1,328.47	8/8/2024	39448
		1,328.47	8/8/2024	Total 39448
Glenda Johnson	Jr. Academy Sports Refund Cancelled Low Enrollment 7/19/24	358.00	8/29/2024	39527
		358.00	8/29/2024	Total 39527
Hangtown Fire Control, Inc.	CP Lake - Annual Service of Fire Exting/Recharge 8/1/24	351.20	8/22/2024	39494
		351.20	8/22/2024	Total 39494
Hankin Specialty Elevators, Inc.	Semi-annual Maint. on Lift 7/3/24	400.00	8/1/2024	39399
		400.00	8/1/2024	Total 39399
Heartwood Professional Tree Management Inc.	CP Lake - Two Tree removals for safety concerns 8/24/24	2,000.00	8/29/2024	39525
		2,000.00	8/29/2024	Total 39525
Highlander Termite & Pest Control	CC Pest Control 8/14/24	75.00	8/22/2024	39496
		75.00	8/22/2024	Total 39496
Highlander Termite & Pest Control	CC Pest Control Bait Boxes for Rats 8/16/24	70.00	8/22/2024	39498
		70.00	8/22/2024	Total 39498
Highlander Termite & Pest Control	CP Parks - Pest Control 8/14/24	85.00	8/22/2024	39497
		85.00	8/22/2024	Total 39497

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Highlander Termite & Pest Control	FD88 Pest Control 7/18/24	65.00	8/1/2024	39400
		<hr/> 65.00	8/1/2024	Total 39400
Hillyard, Inc.	Park/Lake - Toilet Covers, Gloves Nitrile 7/11/24	412.61	8/29/2024	39526
		<hr/> 412.61	8/29/2024	Total 39526
Home Depot Credit Services	CC Misc Hardware Supplies 7/16/24	247.25	8/8/2024	39449
		<hr/> 247.25	8/8/2024	Total 39449
Hunt & Sons	FD Bulk Fuel 7/19/24	1,380.30	8/1/2024	39401
		<hr/> 1,380.30	8/1/2024	Total 39401
Hunt & Sons	FD BULK Fuel 8/2/24	1,814.47	8/8/2024	39450
		<hr/> 1,814.47	8/8/2024	Total 39450
Hunt & Sons	FD Bulk Fuel Unleaded 7/12/24	478.06	8/1/2024	39401
Hunt & Sons	FD89 Vapor Hose Replace 7/26/24	164.35	8/1/2024	
		<hr/> 642.41	8/1/2024	Total 39401
Interwest Consulting Group, Inc.	FD Inspect. Srvc Rustic Roots 7/16/24 FY24/25	201.14	8/8/2024	39452
		<hr/> 201.14	8/8/2024	Total 39452
Interwest Consulting Group, Inc.	FD Plan Review Custom Home Sprink. 7/1-8/5/24	222.50	8/15/2024	39477
		<hr/> 222.50	8/15/2024	Total 39477
Interwest Consulting Group, Inc.	Fire Inpsct. Srvc Airpark Self Storage FY23/24 5/07/24	222.75	8/8/2024	39452
Interwest Consulting Group, Inc.	Fire Inpsct. Srvc Foot. Self Stor. Bldg#2 FY24/25 7/3/24	206.38	8/8/2024	

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Interwest Consulting Group, Inc.	Fire Inpsct. Srvc Overcome Fitness FY24/25 7/17/24	222.75	8/8/2024	
Interwest Consulting Group, Inc.	Fire Inspec. Srvc Foot. Self Storage Bldg#5 7/16/24 FY24/25	201.14	8/8/2024	
		<hr/> 853.02	8/8/2024	Total 39452
Interwest Consulting Group, Inc.	Fire Inspec. Foot. Self Storage Bldg#1 FY24/25 8/6/24	189.17	8/22/2024	39499
Interwest Consulting Group, Inc.	Fire Inspec. Foot. Self Storage Bldg#3 FY24/25 8/8/24	189.17	8/22/2024	
		<hr/> 378.34	8/22/2024	Total 39499
Interwest Consulting Group, Inc.	Fire Inspec. Srvc Airpark Self Storage FY23/24 4/30/24	222.75	8/8/2024	39452
Interwest Consulting Group, Inc.	Fire Inspec. Srvc Art Faire Studios FY24/25 7/5/24	206.38	8/8/2024	
		<hr/> 429.13	8/8/2024	Total 39452
Interwest Consulting Group, Inc.	Fire Inspec. Srvc Christ. Blum-LFDC FY24/25 8/1/24	272.75	8/22/2024	39499
Interwest Consulting Group, Inc.	Fire Inspec. Srvc Christ. Blum-LFDC FY24/25 8/9/24	272.75	8/22/2024	
		<hr/> 545.50	8/22/2024	Total 39499
Interwest Consulting Group, Inc.	Fire Inspec. Srvc Dutch Bros FY24/25 7/5/24	206.38	8/8/2024	39452
Interwest Consulting Group, Inc.	Fire Inspec. Srvc Foot. Self Stor. Bldg#1 FY24/25 7/3/24	206.38	8/8/2024	
Interwest Consulting Group, Inc.	Fire Inspec. Srvc Foot. Self Stor. Bldg#2 FY24/25 7/15/24	198.52	8/8/2024	

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Interwest Consulting Group, Inc.	Fire Inspect. Srvc Foot. Self Stor. Bldg#4 7/4/24 FY24/25	198.52	8/8/2024	
Interwest Consulting Group, Inc.	Fire Inspect. Srvc Foot. Self Stor. Bldg#5 7/4/24 FY24/25	198.52	8/8/2024	
Interwest Consulting Group, Inc.	Fire Inspect. Srvc Foot. Self Stor. Bldg#4 FY24/25 7/15/24	198.52	8/8/2024	
		<hr/> 1,206.84	8/8/2024	Total 39452
Interwest Consulting Group, Inc.	Fire Inspect. Srvc Foot. Self Storage Bldg#2 FY24/25 8/7/24	189.17	8/22/2024	39499
		<hr/> 189.17	8/22/2024	Total 39499
Interwest Consulting Group, Inc.	Fire Inspect. Srvc Foot. Self Storage Bldg#3 7/4/24 FY24/25	198.52	8/8/2024	39452
		<hr/> 198.52	8/8/2024	Total 39452
Interwest Consulting Group, Inc.	Fire Inspect. Srvc Foot. Self Storage Bldg#4 FY24/25 8/8/24	189.17	8/22/2024	39499
Interwest Consulting Group, Inc.	Fire Inspect. Srvc Foot. Self Storage Bldg#5 FY24/25 8/8/24	189.17	8/22/2024	
		<hr/> 378.34	8/22/2024	Total 39499
Interwest Consulting Group, Inc.	Fire Inspect. Srvc Foot. Self Storage Bldg#6 7/4/24 FY24/25	399.66	8/8/2024	39452
Interwest Consulting Group, Inc.	Fire Inspect. Srvc Foot. Self Store. Bldg#3 FY24/25 7/15/24	198.52	8/8/2024	
Interwest Consulting Group, Inc.	Fire Inspect. Srvc Foothill Self Storage 7/8/24 FY24/25	296.14	8/8/2024	
		<hr/> 894.32	8/8/2024	Total 39452

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Vendor Name	Description	Check Amount	Check Date	Check #
Interwest Consulting Group, Inc.	Fire Inspect. Srvc Foothill Storage Bldg#6 FY24/25 8/8/24	189.17	8/22/2024	39499
		189.17	8/22/2024	Total 39499
Interwest Consulting Group, Inc.	Fire Inspect. Srvc LFDC Christ. & Josh Blum 7/8/24 FY24/25	201.14	8/8/2024	39452
Interwest Consulting Group, Inc.	Fire Inspect. Srvc Motocest 7/8/24 FY24/25	201.14	8/8/2024	
Interwest Consulting Group, Inc.	Fire Inspect. Srvc Rustic Roots 7/1/24 FY24/25	222.75	8/8/2024	
		625.03	8/8/2024	Total 39452
Interwest Consulting Group, Inc.	Fire Plan Review Lyon Real Estate-Fire Alarm FY24/25 8/5/24	507.50	8/22/2024	39499
		507.50	8/22/2024	Total 39499
Jeffrey Robert Fales	Pre-emp Fingerprinting 8/12/24	21.00	8/15/2024	39468
Jeffrey Robert Fales	Pre-emp Fingerprinting 8/8/24	42.00	8/15/2024	
		63.00	8/15/2024	Total 39468
Jeffrey Robert Fales	Pre-emp Fingerprinting Aquarobics Inst. 8/1/24	21.00	8/8/2024	39421
		21.00	8/8/2024	Total 39421
Jeffrey Robert Fales	Rec Int. Pre-emp Fingerprinting 8/26/24	21.00	8/29/2024	39509
		21.00	8/29/2024	Total 39509
Jessica Lucena	Inst. Pay Blyss Yoga- Yin Yoga 6/4-8/27/24	24.00	8/1/2024	39405
		24.00	8/1/2024	Total 39405
JS Services Landscape Inc.	CP Lake - Demo of Kiosk at Entrance 8/12/24	1,000.00	8/22/2024	39500

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		1,000.00	8/22/2024	Total 39500
Katelyn Gomez	Cooking with Kids Class Refund Family Issues 7/17/24	65.00	8/1/2024	39397
		65.00	8/1/2024	Total 39397
Kelli Sathe	Jr. Academy All Sports Refund Due to low enrollment 6/25/24	179.00	8/1/2024	39414
		179.00	8/1/2024	Total 39414
Kim Elliott	Artsy Squirrel Camp Refund Family Memebr is Sick 7/19/24	150.00	8/1/2024	39394
		150.00	8/1/2024	Total 39394
Kimberly Jones	Basketball Camp Refund Due to low enrollment 7/22/24	360.00	8/1/2024	39402
		360.00	8/1/2024	Total 39402
Kyle Marshall Kellogg	FD89 FF INtern Shift Stipend FY24/25 7/10,16,23,30/24	320.00	8/8/2024	39453
		320.00	8/8/2024	Total 39453
Larry McBride	In Lieu of Medical Benefits - Retired - August 2024	600.00	8/1/2024	39407
		600.00	8/1/2024	Total 39407
Life-Assist, Inc.	FD Medical Supplies FY24/25 8/9/24	78.75	8/15/2024	39478
		78.75	8/15/2024	Total 39478
Life-Assist, Inc.	FD89 Medical Supplies 7/22/24	1,073.61	8/1/2024	39404
		1,073.61	8/1/2024	Total 39404
Life-Assist, Inc.	FD89 Medical Supplies Freight FY24/25 7/25/24	0.41	8/15/2024	39478
		0.41	8/15/2024	Total 39478
Life-Assist, Inc.	FD89 Medical Supplies FY 24/25	280.90	8/1/2024	39404
		280.90	8/1/2024	Total 39404

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Vendor Name	Description	Check Amount	Check Date	Check #
Life-Assist, Inc.	FD89 Medical Supplies FY24/25 8/2/24	517.50	8/8/2024	39454
		517.50	8/8/2024	Total 39454
Lincoln Aquatics (SCP Distributors LLC)	Chlorine Fill, Pool 8/8/24	1,652.43	8/22/2024	39501
		1,652.43	8/22/2024	Total 39501
Lincoln Aquatics (SCP Distributors LLC)	Commercial Pump O-ring 8/22/24	76.96	8/29/2024	39530
		76.96	8/29/2024	Total 39530
Lincoln Aquatics (SCP Distributors LLC)	Pool Season Granular Conditioner 8/13/24	438.65	8/29/2024	39529
		438.65	8/29/2024	Total 39529
Lincoln Aquatics (SCP Distributors LLC)	Repair for Damage to Pool Vacuum Battery Pack 7/31/24	960.92	8/8/2024	39455
		960.92	8/8/2024	Total 39455
Luckscheider Enterprise Inc.	CC 2008 Ford Ranger Pick up Truck Labor/Repair 7/29/24	335.38	8/8/2024	39456
		335.38	8/8/2024	Total 39456
Luckscheider Enterprise Inc.	CC&R Vehcile 2004 Ford Taurus Repair 7/29/24	898.41	8/15/2024	39479
		898.41	8/15/2024	Total 39479
Madison Kakavas	Inst. Pay Cooking with kids Classes 7/1-7/29/24	585.00	8/1/2024	39403
		585.00	8/1/2024	Total 39403
Municipal Emergency Services Depository	FD89 Small Tool Repair for AEU Training 7/24/24	405.41	8/1/2024	39408
		405.41	8/1/2024	Total 39408

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
My Crime in Design	CP Lake - Automated Entry Gate add. notations 7/27/24	180.00	8/8/2024	39457
		180.00	8/8/2024	Total 39457
Myung Chong	Inst. Pay Modified Zumba classes 7/1-7/29/24	100.50	8/1/2024	39382
		100.50	8/1/2024	Total 39382
Napa Auto Parts	Lake - Lawn Mower Repair 7/18/24	69.65	8/1/2024	39409
		69.65	8/1/2024	Total 39409
Napa Auto Parts	Toro Diesel Mower Oil Change 8/28/24	49.84	8/29/2024	39532
		49.84	8/29/2024	Total 39532
National Academy of Athletics	Inst. Pay NAOA Sports Camps 7/8-7/26/24	6,000.60	8/1/2024	39410
		6,000.60	8/1/2024	Total 39410
Pathian Administrators	Vision Benefits - September 2024	194.11	8/15/2024	39481
		194.11	8/15/2024	Total 39481
Paychex	Paychex Flex/Mobile fees for July 2024	319.20	8/20/2024	6040516
		319.20	8/20/2024	Total 6040516
Paychex	Paychex Payroll Fees for 08-02-24 PP16	368.43	8/2/2024	2024072901
		368.43	8/2/2024	Total 2024072901
Paychex	Paychex Payroll Fees for 08-16-24 PP17	356.82	8/16/2024	2024081201
		356.82	8/16/2024	Total 2024081201
Paychex	Paychex Payroll Fees for 08-30-24 PP18	294.90	8/30/2024	2024082601
		294.90	8/30/2024	Total 2024082601

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Vendor Name	Description	Check Amount	Check Date	Check #
PCD (Audio & Video System Integration)	CP CC Progress Billing 95% of System New A/V Install 7/31/24	81,446.00	8/29/2024	39533
		<hr/> 81,446.00	8/29/2024	Total 39533
PG&E	Baron Ct. Elec. 6/17-7/16/24 FY23/24 & FY24/25	230.39	8/8/2024	39458
		<hr/> 230.39	8/8/2024	Total 39458
PG&E	Elec. 06/25-07/23/24 LLADs	14,785.71	8/15/2024	39482
		<hr/> 14,785.71	8/15/2024	Total 39482
PG&E	Elec. 11 Lamps 6/14-7/15/24 FY23/24 & FY24/25	208.25	8/1/2024	39412
		<hr/> 208.25	8/1/2024	Total 39412
PG&E	Elec. 11 Lamps 7/16-8/14/24	202.92	8/29/2024	39535
		<hr/> 202.92	8/29/2024	Total 39535
PG&E	Elec. 6/18-7/17/24 FY23/24 & FY24/25	2,648.98	8/8/2024	39460
		<hr/> 2,648.98	8/8/2024	Total 39460
PG&E	Elec. 8 lamps 6/14-7/15/24 FY23/24 & FY24/25	151.48	8/1/2024	39411
		<hr/> 151.48	8/1/2024	Total 39411
PG&E	Elec. 8 Lamps 7/16-8/14/24	147.58	8/29/2024	39534
		<hr/> 147.58	8/29/2024	Total 39534
PG&E	Elec. CP Lake & New Crn 6/25-7/23/24	2,862.05	8/15/2024	39483
		<hr/> 2,862.05	8/15/2024	Total 39483
PG&E	ELec. FD's 88, 89 & Tower, Carousel 6/25-7/23/24	2,296.34	8/8/2024	39459
		<hr/> 2,296.34	8/8/2024	Total 39459

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Vendor Name	Description	Check Amount	Check Date	Check #
Pitney Bowes Bank Inc. - Purchase Power	Postage Meter Refill (Dept % Costs 5/26-7/19/24) FY24/25	201.00	8/29/2024	39537
		201.00	8/29/2024	Total 39537
ProPet Distributors, Inc.	Parks- Dog Waste Bags 7/9/24	1,257.00	8/29/2024	39536
		1,257.00	8/29/2024	Total 39536
Riverview International Trucks, Inc.	FD E388 Vehicle Maint. Parts FY24/25 7/8/24	678.29	8/8/2024	39461
		678.29	8/8/2024	Total 39461
Shelley Tang	Kaiut Yoga Class Refund Due to Inst. Sick 8/14/24	30.00	8/29/2024	39541
		30.00	8/29/2024	Total 39541
Sierra Sharks Swim Team	CC Full Hall Room Deposit Refund 8/21/24	600.00	8/29/2024	39539
		600.00	8/29/2024	Total 39539
SiteOne Landscape Supply	Cam Valley - Irrigation System Repair Supp. (w/Disc) 8/5/24	104.26	8/8/2024	39462
		104.26	8/8/2024	Total 39462
Solitude Lake Management LLC	CP Lake - Annual Maint. - August 2024	216.32	8/8/2024	39463
		216.32	8/8/2024	Total 39463
Solitude Lake Management LLC	CP Lake - Main Fish Stocking FY23/24	5,000.00	8/29/2024	39540
Solitude Lake Management LLC	CP Lake - Main Lake Annual Maint. 7/1-7/31/24	216.32	8/29/2024	
		5,216.32	8/29/2024	Total 39540
Stephanie Bruns	Swim Class Refund Child Sick 7/26/24	42.00	8/29/2024	39514
		42.00	8/29/2024	Total 39514

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Vendor Name	Description	Check Amount	Check Date	Check #
Stephen A. Twitchell	Inst. Pay Modified Zumba Classes 7/1-7/29/24	100.50	8/1/2024	39415
		100.50	8/1/2024	Total 39415
Stratus Engineering Associates, LLC	CP CSD Lake Environmental Services FY23/24 2/22/24-6/30/24	2,601.26	8/22/2024	39502
		2,601.26	8/22/2024	Total 39502
T&M Electric	Audio Visual-Cab Case, Outlet Install 8/14/24	1,400.00	8/22/2024	39503
		1,400.00	8/22/2024	Total 39503
Target Specialty Products	Summer Turf Fertilizer 7/9/24	1,756.64	8/22/2024	39504
		1,756.64	8/22/2024	Total 39504
Tera Masiel	Basketball Camp Refund Due to low enrollment 7/24/24	180.00	8/1/2024	39406
		180.00	8/1/2024	Total 39406
The UPS Store # 1726	FD E88 Shipping/Postage AvL Faulty Part Return FY24/25	15.10	8/22/2024	39505
		15.10	8/22/2024	Total 39505
TPX Communications	Com Center Phones/Internet August 2024	1,057.23	8/15/2024	39484
		1,057.23	8/15/2024	Total 39484
Tumble Time Booster	CC Full Hall Deposit Refund 7/27/24	300.00	8/29/2024	39542
		300.00	8/29/2024	Total 39542
Umpqua Bank	Banking Maint Fee for July 2024	310.36	8/20/2024	Bank Maint Fee
		310.36	8/20/2024	Total Bank Maint Fee
Umpqua Bank	Credit Card Merch Fees - Vantiv/Ump July 2024 (CC/Rec 2.34%)	31.89	8/9/2024	Merch Fees

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Vendor Name	Description	Check Amount	Check Date	Check #
Umpqua Bank	Credit Card Merch Fees- Vantiv/Ump July 2024 (ARC 8.23%)	112.16	8/9/2024	
Umpqua Bank	Credit Card Merch Fees- Vantiv/Ump July 2024 (FD IN 3.36%)	45.79	8/9/2024	
Umpqua Bank	Credit Card Merch Fees- Vantiv/Ump July 2024 (Parks 2.77%)	37.76	8/9/2024	
Umpqua Bank	Credit Card Merch Fees- Vantiv/Ump July 2024 (Rec/CC 83.30%)	1,135.24	8/9/2024	
		<hr/> 1,362.84	8/9/2024	Total Merch Fees
Umpqua Bank	Loan Pymt Bldg (Interest) due 08/01/24	71,250.00	8/8/2024	Loan Pymt
Umpqua Bank	Loan Pymt Bldg (Principal) due 08/01/24	546,000.00	8/8/2024	
		<hr/> 617,250.00	8/8/2024	Total Loan Pymt
Umpqua Bank Commercial Card OPS	Umpqua CC's - July 2024	10,937.97	8/15/2024	39485
		<hr/> 10,937.97	8/15/2024	Total 39485
Verizon Business	FD Business Lines FY24/25	5.57	8/1/2024	39416
		5.57	8/1/2024	Total 39416
Verizon Business	FD Business Lines FY24/25	5.57	8/22/2024	39506
		5.57	8/22/2024	Total 39506
Verizon Wireless	FD Wireless 6/16-7/15/24 FY23/24 & FY24/25	437.41	8/1/2024	39417
		437.41	8/1/2024	Total 39417
Verizon Wireless	FD Wireless 7/16-7/15/24 FY23/24 & FY24/25	38.01	8/1/2024	39418
		38.01	8/1/2024	Total 39418
Verizon Wireless	FD89 Wireless 7/16-8/15/24 FY24/25	437.43	8/29/2024	39543

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		437.43	8/29/2024	Total 39543
Verizon Wireless	FD89 Wireless 7/16-8/15/24 FY24/25	38.01	8/29/2024	39544
		38.01	8/29/2024	Total 39544
Verizon Wireless	Parks Wireless Ipads/Hotspots 07/11-08/10/24	320.89	8/22/2024	39508
		320.89	8/22/2024	Total 39508
Verizon Wireless	Wireless Phones CC, Rec, Parks, CCR 07/11-08/10/24	1,284.18	8/22/2024	39507
		1,284.18	8/22/2024	Total 39507
Walker's Office Supplies, Inc.	Copier Paper (12) 8/14/24	686.27	8/29/2024	39545
		686.27	8/29/2024	Total 39545
Wex Bank	FD Wex Fuel OOA FY24/25 7/10-7/31/24	648.57	8/8/2024	39465
		648.57	8/8/2024	Total 39465
Wilkinson Portables, Inc.	D. West Porta Potty ID:28615 7/22-8/18/24	184.33	8/29/2024	39546
Wilkinson Portables, Inc.	D. West Porta Potty Rental (for invoice #159230) 3/4-3/31/24	184.33	8/29/2024	
		368.66	8/29/2024	Total 39546
Wilkinson Portables, Inc.	Temp Fence Rentals for Beaver Relocation 7/26/24	150.00	8/1/2024	39420
		150.00	8/1/2024	Total 39420
Wittman Enterprises, LLC	First Responder Fees Billing Services 6/27-7/29/24	2,730.00	8/8/2024	39467
		2,730.00	8/8/2024	Total 39467
Report Total		1,079,998.41		