



# **AGENDA**

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

## **REGULAR BOARD MEETING**

**Wednesday, December 20, 2023**

**6:30 pm**

**Cameron Park Community Center – Assembly Hall**

### **Board Members**

Sidney Bazett	President
Monique Scobey	Vice President
Eric Aiston	Board Member
Dawn Wolfson	Board Member
Tim Israel	Board Member

# AGENDA

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## CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

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

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## ADOPTION OF THE AGENDA

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

1. Adopt the Agenda

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## RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

*The Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens. The Board of Directors is prohibited from discussing issues not on the agenda brought to them at this time. According to State Law (the Brown Act), items must first be noticed on the agenda before any discussion or action.*

**Year in Review Presentation, President Bazett**

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## OPEN FORUM FOR NON-AGENDA ITEMS

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

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## APPROVAL OF CONSENT AGENDA

*The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business to be discussed and acted upon individually.*

1. **APPROVE** Conformed Agenda – November 15, 2023 Regular Board of Directors Meeting
2. **APPROVE** Conformed Agenda – December 7, 2023 Special Board of Directors Meeting
3. **APPROVE** Board of Directors 2024 Meeting Calendar
4. **APPROVE** 2024 Fees for Services and Facility Use
5. **APPROVE** Wage & Compensation Study
6. **APPROVE** Resolution 2023-36 Awarding Project Bid for Rasmussen & David West Sports Field Improvement Project to Delta Blue Grass

## 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.*

7. Items removed from the Consent Agenda for discussion
8. **NOMINATE & ELECT** President and Vice President
9. **APPROVE** Employment Agreement between Cameron Park Community Services District and Alan Gardner
10. **APPROVE** Amendment to Agreement with Municipal Resource Group
11. **APPROVE** Resolution 2023-37 Ratifying the HVAC Replacement Project at Station 89; Award Bid to Blackwell Heating, Cooling, Plumbing; Appropriate \$49,886.68 in Fund 07 for Project

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## 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.*

12. Committee Chair Report-Outs
  - Budget & Administration
  - Covenants, Conditions & Restrictions (CC&R)
  - Fire & Emergency Services
  - Parks & Recreation
  - General Manager Recruitment Ad Hoc Committee
  - Fire Annexation Ad Hoc Committee
13. General Matters to/from Board Members and Staff

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## ADJOURNMENT

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Please contact the District office at (530) 677-2231 or [boardclerk@cameronpark.org](mailto:boardclerk@cameronpark.org) if you require public documents in alternate formats or accommodation during public meetings. For the public's information, we are taking email requests at [boardclerk@cameronpark.org](mailto:boardclerk@cameronpark.org) for future notification of Cameron Park Community Services District meetings.



# **CONFORMED AGENDA**

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**Cameron Park Community Center – Assembly Hall**

### **Board Members**

Sidney Bazett	President
Monique Scobey	Vice President
Eric Aiston	Board Member
Dawn Wolfson	Board Member
Tim Israel	Board Member

# AGENDA

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## CALL TO ORDER 6:30PM

- A. Roll Call SB/MS/EA/DW/TI
- B. Pledge of Allegiance

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

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## ADOPTION OF THE AGENDA

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

### 1. Adopt the Agenda

- *Motion to Adopt the Agenda*

*MS/EA – Motion passed*

*Ayes – SB/MS/EA/TI/DW*

*Noes – None*

*Absent – None*

*Abstain – None*

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## RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

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### **Report-out Regarding Special District Leadership Academy Directors Israel, Wolfson and Scobey**

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## OPEN FORUM FOR NON-AGENDA ITEMS

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## APPROVAL OF CONSENT AGENDA

*The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business to be discussed and acted upon individually.*

# AGENDA

1. **APPROVE** Conformed Agenda –September 28, 2023 Special Board of Directors Meeting
2. **APPROVE** Conformed Agenda – October 4, 2023 Special Board of Directors Meeting
3. **APPROVE** Conformed Agenda – October 18, 2023 Regular Board of Directors Meeting
4. **APPROVE** Conformed Agenda – November 2, 2023 Special Board of Directors Meeting
5. **RECEIVE AND FILE** Annual Disclosure of Board of Directors and Employee Reimbursement FY 2022-23
6. **APPROVE** Accountability Act Report, CC&R Fund 02, for Fiscal Year 2022-2023
7. **APPROVE** Resolution 2023-39 Air Quality Management District Grant Application – Summer Spectacular Shuttle
8. **APPROVE** Resolution 2023-40 Air Quality Management District Grant Application – New Sound/AV System for Community Center Assembly Hall
9. **APPROVE** Proposition 68 Grant Application – Sports Fields Improvements David West Park
10. **APPROVE** Proposition 68 Grant Application – Sports Fields Improvements Rasmussen Park
11. **APPROVE** Proposed Revision Policy 1061 Naming of District Parks and Facilities and New Policy 1062 Donations of Amenities to Parks and Recreation Facilities

*- Motion to Approve Consent Agenda*

*DW/TI – Motion Passed  
Ayes – SB/MS/EA/TI/DW  
Noes – None  
Absent – None  
Abstain – None*

## **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.*

12. Items removed from the Consent Agenda for discussion
13. **APPROVE** Resolution 2023-41 - Amendment to the Agreement between Cameron Park CSD and Regional Government Services for Executive Search Consulting Services

*-Motion to APPROVE Resolution 2023-41 Amendment to the agreement between Cameron Park CSD and Regional Government Services for Executive Search Consulting Services*

# AGENDA

*MS/TI – Motion Passed  
Ayes – SB/MS/EA/TI/DW  
Noes – None  
Absent – None  
Abstain – None*

14. **RECEIVE AND FILE** Fiscal Year 2022-2023 Preliminary Year-end Financial Report (C. Greek)  
*-Board received and discussed*

15. **APPROVE** Proposed Conditions for Pickleball Conditional Use Permit Application (J. Ritzman)  
*- Motion to approve the conditional use permit as proposed with the additional mitigation of reduced days and hours of Tuesday, Thursday, and Saturday from 9am-5pm*

*TI/SB – Motion Failed  
Ayes – TI  
Noes – MS/EA/DW  
Absent – None  
Abstain – SB*

*- Motion to approve the conditional use permit as proposed with the additional time change of 8-4:30 Monday, Wednesday, and Friday*

*SB/TI – Motion Failed  
Ayes – SB/TI  
Noes – MS/EA/DW  
Absent – None  
Abstain – None*

16. **APPROVE** Wage and Compensation Study (J. Ritzman; C. Greek)  
*-Board gave staff direction to identify definitive funding source and bring back to BOD meeting in December and go back to MRG and see if they would reduce cost of contract*

17. **APPROVE** Surplus Fire Engine 389 (D. Martin, K. Richards)  
*-Motion to APPROVE surplus of Fire Engine 389*

*MS/EA – Motion Passed  
Ayes – SB/MS/EA/DW  
Noes – TI  
Absent – None  
Abstain – None*

## **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.*

18. Committee Chair Report-Outs
    - Budget & Administration
    - Covenants, Conditions & Restrictions (CC&R)
    - Fire & Emergency Services
    - Parks & Recreation
    - General Manager Recruitment Ad Hoc Committee
    - Fire Annexation Ad Hoc Committee
  
  19. General Matters to/from Board Members and Staff
- 

## **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.*

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## **CONVENE TO CLOSED SESSION**

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

- Public Employment Pursuant to Government Code section 54957 – General Manager Recruitment

*The Board met in closed session to discuss the item agendaized for closed session discussion. The Board gave direction to staff. Director Israel moved to adjourn the meeting and the motion was seconded by Director Wolfson. Said motion was adopted unanimously, five to zero. The Board took no other reportable action.*

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## **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.*

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## **ADJOURNMENT 10:16 PM**



# AGENDA

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# **CONFORMED AGENDA**

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

## **SPECIAL BOARD MEETING**

**December 7, 2023**

**4:15 pm**

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

The Board will convene into Closed Session shortly after the adoption of the Agenda.

### **Board Members**

Sidney Bazett	President
Monique Scobey	Vice President
Eric Aiston	Board Member
Tim Israel	Board Member
Dawn Wolfson	Board Member

**CALL TO ORDER 4:18 PM**

1. Roll Call SB/MS/EA/TI/DW
  2. Pledge of Allegiance
- 

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**ADOPTION OF THE AGENDA**

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

**3. Adopt the Agenda**

- *Motion to Adopt the Agenda*

*MS/DW – Motion passed*

*Ayes – SB/MS/EA/TI/DW*

*Noes – None*

*Absent – None*

*Abstain – None*

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**OPEN FORUM FOR NON-AGENDA ITEMS**

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

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**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.*

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**CONVENE TO CLOSED SESSION 4:19 PM**

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

- Public Employment Pursuant to Government Code section 54957 – General Manager Recruitment

- *The Board of Directors took no action; provided direction to staff regarding the agenda item per Government Code §54957.1 .*
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# AGENDA

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## **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.*

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## **ADJOURNMENT 5:04 PM**

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## Agenda Transmittal

**DATE:** December 20, 2023

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #3:** **2024 BOARD AND COMMITTEE CALENDAR**

**RECOMMENDED ACTION:** **APPROVE 2024 BOARD AND COMMITTEE CALENDAR**

Staff is continuing best practices established in 2019 for calendaring Board of Directors Regular Board and Committee meetings. District Policy 5010: Board Meetings states that Regular Board meetings will occur on the third Wednesday of each month. District practice is to have Board Committees meet the first Monday and Tuesday of each month. The calendar is adjusted for holidays. Board members have discussed holding meetings at other locations within the community, such as parks, fire stations and other public places.

Staff is recommending approval of the 2024 Calendar for Regular Board and Committee Meetings. If a Regular meeting is changed from the dates cited in the attached calendar, staff will seek approval from the Board thirty days in advance, whenever possible.

Attachment:

3A – 2024 Calendar

## Cameron Park Community Services District

**Board and Standing Committee Meeting Dates****2024**

<b>Month</b>	<b>Date of Meeting</b>	<b>Time of Meeting</b>	<b>Type of Meeting</b>
<b>January</b>	8 <sup>th</sup> – Monday	5:30 p.m.	CC&R
	8 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	9 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	9 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	17 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>February</b>	5 <sup>th</sup> – Monday	5:30 p.m.	CC&R
	5 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	6 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	6 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	21 <sup>st</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>March</b>	4 <sup>th</sup> – Monday	5:30 p.m.	CC&R
	4 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	5 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	5 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	20 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>April</b>	1 <sup>st</sup> – Monday	5:30 p.m.	CC&R
	1 <sup>st</sup> – Monday	6:30 p.m.	Parks & Recreation
	2 <sup>nd</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	2 <sup>nd</sup> – Tuesday	6:30 p.m.	Budget & Administration
	17 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>May</b>	6 <sup>th</sup> – Monday	5:30 p.m.	CC&R
	6 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	7 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	7 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	15 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>June</b>	3 <sup>rd</sup> – Monday	5:30 p.m.	CC&R
	3 <sup>rd</sup> – Monday	6:30 p.m.	Parks & Recreation
	4 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	4 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	19 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors

<b>Month</b>	<b>Date of Meeting</b>	<b>Time of Meeting</b>	<b>Type of Meeting</b>
<b>July</b>	1 <sup>st</sup> – Monday	5:30 p.m.	CC&R
	1 <sup>st</sup> – Monday	6:30 p.m.	Parks & Recreation
	2 <sup>nd</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	2 <sup>nd</sup> – Tuesday	6:30 p.m.	Budget & Administration
	17 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>August</b>	5 <sup>th</sup> – Monday	5:30 p.m.	CC&R
	5 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	6 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	6 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	21 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>September</b>	3 <sup>rd</sup> - Tuesday	5:30 p.m.	Fire & Emergency Services
	3 <sup>rd</sup> – Tuesday	6:30 p.m.	Budget & Administration
	9 <sup>th</sup> – Monday	5:30 p.m.	CC&R
	9 <sup>th</sup> - Monday	6:30 p.m.	Parks & Recreation
	18 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>October</b>	1 <sup>st</sup> - Tuesday	5:30 p.m.	Fire & Emergency Services
	1 <sup>st</sup> – Tuesday	6:30 p.m.	Budget & Administration
	7 <sup>th</sup> – Monday	5:30 p.m.	CC&R
	7 <sup>th</sup> - Monday	6:30 p.m.	Parks & Recreation
	16 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>November</b>	4 <sup>th</sup> – Monday	5:30 p.m.	CC&R
	4 <sup>th</sup> – Monday	6:30 p.m.	Parks & Recreation
	5 <sup>th</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	5 <sup>th</sup> – Tuesday	6:30 p.m.	Budget & Administration
	20 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors
<b>December</b>	2 <sup>nd</sup> – Monday	5:30 p.m.	CC&R
	2 <sup>nd</sup> – Monday	6:30 p.m.	Parks & Recreation
	3 <sup>rd</sup> – Tuesday	5:30 p.m.	Fire & Emergency Services
	3 <sup>rd</sup> – Tuesday	6:30 p.m.	Budget & Administration
	18 <sup>th</sup> – Wednesday	6:30 p.m.	Board of Directors



## **Agenda Transmittal**

**DATE:** December 20, 2023

**FROM:** Jill Ritzman, Interim General Manager  
Department Heads

**AGENDA ITEM #4:** 2024 Service and Facility Use Fees

**RECOMMENDED ACTION:** **Approve**

### **Introduction**

Every year during the Fall months, staff reviews current fees for services and facility use. Staff's review includes where capacity exists to increase fees, CPI increases, cost recovery for service delivery and comparing fees to surrounding agencies.

### **Discussion**

During Standing Committee meetings in November and December 2023, staff presented proposed 2024 service and facility use fees. Fee changes are proposed in all departments including Administration, Fire, Parks, Recreation and CC&R. Specific changes are identified in the attachments.

The Battalion Chief's analysis for Fire Prevention Fees included converting their current paper system to an electronic software-based system with a billing component. The Fire Committee reviewed staff's analysis of costs for wages and compensation plus services and supplies to fully offset the cost of providing fire prevention inspections, permits and reviews.

Parks and Recreation Committee express interest in a cost analysis, possibly by a third-party consultant, to evaluate full costs of providing recreation facilities and programs. Staff is organizing a field trip in early 2024 to tour neighboring park and recreation agencies and their facilities. One of the tour destinations will be an agency who conducted a third-party analysis to determine costs for providing facilities and services, which became the basis of a successful bond measure.



Attachments:

- 4A. Fire Prevention Fees for Services, 2024 Proposed
- 4B. Architecture Review Fees, 2024 Proposed
- 4C. Facility Use Fees, 2024 Proposed
- 4D. Administrative Fees, 2024 Proposed

## Fire Prevention Fees for Services

	Units	2023 Fee	2024 Proposed Fee
<b>PLAN REVIEW FEES</b>			
New Building Submittal (2 Inspections)	3 Hours	495.00	702.00
New Building Plan Review (Sq Feet)	# of Sq. Ft	0.10	0.14
New Building Re-Submittal Fee (Sq Feet)	# of Sq. Ft	0.05	0.07
Tenant Improvement Submittal (2 Inspections)	2 Hours	330.00	468.00
Tenant Improvement Plan Review (Sq. Feet)	# of Sq. Ft	0.10	0.14
General Plan Review	# of Hours	165.00	234.00
Expedited Plan Review	# of Hours	330.00	468.00
Excess Re-Inspections	# of Hours	330.00	468.00
Fire Flow Letter/Initial Consultation	# of Hours	165.00	234.00
Site Plan	# of Hours	165.00	234.00
Subdivision, Minor Fee, 4 lots or less	# of Hours	165.00	234.00
Subdivision, Major Fee, >4 lots	# of Hours	165.00	234.00
Additional per lot	# of Lots	10.00	14.00
Civil Plan Review (building/development)	# of Hours	165.00	234.00
Building Demolition	# of Hours	165.00	234.00
Water Storage Tank/Rual Water System Plan	# of Hours	165.00	234.00
Development Consultation	# of Hours	165.00	234.00
Design Waiver Review	# of Hours	165.00	234.00
Fire Sprinkler System <25 Heads (2 Inspections)	2 Hours	330.00	468.00
25 - 99 Heads	3 Hours	495.00	702.00
>100 Heads	4 Hours	660.00	936.00
Per Head Over 100	# of Heads	1.00	1.40
Sprinkler Minor TI Modification	1 Hour	165.00	234.00
Fire Alarm System Base Fee (2 Inspections)	2 Hours	330.00	468.00
Per Fire Alarm Device	# Devices	2.00	2.80
Fixed Fire Protection System (1 Inspection)	2 Hours	330.00	468.00
Kitchen Hood System (1 Inspection)	2 Hours	330.00	468.00
Medical Gas System	# of Hours	165.00	234.00
Hazardous Material Facility/ Storage	# of Hours	165.00	234.00
Underground LPG Tank Installations/ Inspection	1 Hour	165.00	234.00
Liquefied Petroleum Gas(per tank)	1 Hour	165.00	234.00
Rack or High Pile Storage	# of Hours	165.00	234.00
Underground Installations	# of Hours	165.00	234.00
Additional Site Inspections	# of Hours	165.00	234.00
Residential Care Facility Inspections	1 Hour	165.00	234.00
<b>MISCELLANEOUS FEES/PERMITS</b>			
Occupancy Inspection (All Uses)	# of Hours	165.00	234.00
Fire Hydrant Flow Test	1 Hour	165.00	234.00
Additional Hydrants	.5 Hour Per	82.50	117.00
Fire Watch Services (1 Staffed Apparatus)	# of Hours	246.00	344.40
Fire Watch Services (1 Staffed Utility)	# of Hours	116.00	162.50
Appeals Fee	# of Hours	165.00	234.00
Outside consultant services X 20% Admin	Invoiced Amt		
Carnivals and Fairs (Permit)	2 Hours	330.00	468.00
Tents and Air Supported Structures (Permit)	2 Hours	330.00	468.00
Fireworks (Permit)	2 Hours	330.00	468.00
Special Effects (Permit)	2 Hours	330.00	468.00
Explosives (Permit)	2 Hours	330.00	468.00
Candles and Open Flames (Permit)	2 Hours	330.00	468.00
Liquefied Petroleum/Cryogenic Gas Tank (Permit)	# Hrs/Tanks	165.00	234.00
Incident Report		10.00	14.00
Inspection Report		10.00	14.00
Investigation Report (up to 5 pages)		10.00	14.00
Digital Photographs		5.00	7.00
Defensible Space Home Inspection-owner req.	# of Hours	82.50	234.00
Weed Abatement Inspection	# of Hours	82.50	234.00
Weed/ Hazard Abatement Services X 20% Admin			
File Search		5.00	7.00
Billing Trasaction Fee		5.00	18.50
Will service and Protection Class Letter		82.50	117.00

# Architecture Review Fees

Attachment 4B

<b>Project</b>	<b>2023 Fee</b>	<b>Proposed 2024 Fee</b>
New Home	750.00	900.00
ADU or JADU (additional dwelling)	240.00	400.00
Room Addition	240.00	240.00
Garage/Hanger	240.00	240.00
Swimming Pool	200.00	240.00
Exterior Structure Renovation	200.00	240.00
Solar Panel	80.00	80.00
Siding	80.00	100.00
Roof	80.00	100.00
Storage Shed	50.00	100.00
Exterior Paint	50.00	100.00
Flag Pole	50.00	50.00
Decl/Porch	50.00	100.00
Above Ground Pool or Spa	80.00	100.00
Patio Cover/Trellis	50.00	100.00
Gazebo	50.00	100.00
Fence	50.00	100.00
Retaining Wall	50.00	100.00
Landscaping	50.00	100.00
Tree Removal	40.00	40.00
Miscellaneous**	50.00	50.00
Basketball Hoop	50.00	50.00
Trailer Port	50.00	100.00
ARC Appeal		

\*\* such as satellite dish, play structure window replacement, permanent generator

If a project is changed requiring an additional plan review, a \$50 fee applies

If a project is changed requiring an additional inspection, a \$75 fee applies

If any work has been started prior to receiving approval, fees are doubled

## 2024 Facility Use Fee Schedule

Facility Room	Current Rate	New Rate	Notes
Courtyard	25.00/hr	No Change	*No utility with outdoor venue
Dance Room	64.00/hr	No change	
Gym	86.00/hr	No change	
West Half Assembly Hall	86.00/hr	No change	
Quarter of Hall, hourly	64.00/hr	No change	
Quarter of Hall, all day	506.00/10+hrs	No change	
East 1/2 (stage)	106.00/hr	No change	
Full Assembly Hall	189.00/hr	No change	
Full Assembly Hall, all day	1512/10+hrs	No change	
Kitchen	64.00/hr	No change	
Classroom A	33.00/hr	No change	
Classroom B	33.00/hr	No change	
Social Room	64.00/hr	No change	
Hall and Kitchen Deposit	300.00	500.00	
<b>Pool Party Fees</b>			
Pool Party	90.00	No change	up to 10 people, includes classroom occurs during Rec swim
Additional 5 people	20.00	No change	
<b>Pool Rental Fees</b>			
1-50 people	220.00/hr	231.00	Fee for entire facility for one-time event (ex. school year-end party); 5% increase; includes life guards
51-250 people	258.00/hr	271.00	
251-350 people	305.00/hr	320.00	
Swim Teams	63.00/hr	68.00	8% increase; lifeguards billed separately to cover CSD costs
Aquatics Amenity, flat rate	65.00/hr	70.00	8% increase- for potential inflatable or other special amenity
<b>Sports Fields</b>			
Christa McAuliffe	32.00/hr	40.00/hr	25% Increase
CA-Community partners**	687.00/mo	880/mo	25% Increase
Christa T-ball	0	20.00/hr	New fee; fee capped at \$400/month for user group
Rasmussen East or West	32.00/hr	36.00/hr	13% Increase
R - Community partners**	687.00/mo	792/mo	25% Increase
Dave West	32.00/hr	38.00/hr	20% Increase
DW-Community partners**	687.00/mo	836/mo	25% Increase

	<b>Current Rate</b>	<b>New Rate</b>	<b>Notes</b>
<b>Lake Rental - Gazebo</b>			
15 - <del>50</del> 125 people	\$250.00 per hour Includes entry	\$60.00/hr without entry	3hr minimum for new fee; does not include park entry fee
<del>51-100 people</del>	<del>\$350.00 per hour</del>	eliminate	
101 - <del>150</del> 250 people	\$450.00 per hour	\$80/hr plus entry	3hr minimum for new fee; does not include park entry fee
<del>151-200 people</del>	<del>\$550.00 per hour</del>	eliminate	
<del>201-250 people</del>	<del>\$650.00 per hour</del>	eliminate	
Alcohol Deposit	\$300	\$400	Deposit amount increase
<b>Lake Rental - Flagpole</b>			
Party Pack	90.00	No change	Flagpole Area; up to 20 people
<b>Lake Entry</b>			
Daily lake entry fee	\$3 indiv \$2 senior Under 3 - free	No change	
<b>Annual Pass</b>			
Individual	\$85	No change	
Family	\$190	No change	
Senior	\$70	No change	
Additional	\$40	No change	

If more than 20 people in a picnic site rental, District requires rental of Gazebo area

# Administrative Fees

Attachment 4D

	<b>2023 Fees</b>	<b>Proposed 2024 Fees</b>
Photocopy per page	0.20	0.50
CD recording	4.00	10.00
<b>Encroachment Permit</b>		
30 day permit	75.00	no change
15 day extension	25.00	
inspection due to violation	25.00	
refundable damage deposit	500.00	



## Agenda Transmittal

**DATE:** December 20, 2023

**FROM:** Jill Ritzman, Interim General Manager  
Christina Greek, Finance/HR Officer

**AGENDA ITEM #5:** **Report Back - Employee Compensation Study Proposal**

**RECOMMENDED ACTION:** Discuss and Forward to the Board of Directors

### **Introduction**

The Board of Directors requested staff identify funding sources for this consulting agreement. This item is a report back to the Board of Directors.

### **Recommendation**

Review and support an agreement with Municipal Services Group to provide an Employee Compensation Study, cost \$15,750 to be allocated to Fund -01 – General Fund, Account 5420-Professional Services. Staff will come back to the Board of Directors at mid-year for a budget adjustment as needed.

### **Budget and Administration Committee**

In November, the Budget and Administration Committee supported forwarding this item to the Board of Directors for consideration.

### **Funding Sources**

The District is no longer paying benefits for a retiree's health beginning January 2024. There is an expected savings of \$13,000. The CC&R department received revenue from a past lien and will be contributing the remaining \$2000.

### **Background**

Cameron Park Community Services District (CSD) has not completed a district-wide compensation study in seven or more years.

When the Finance/Human Resources Officer was created in 2018, a salary review for that position was conducted with surrounding agencies. Adjustments have been made

to the General Manager wage in recent years, and adjustments were made to entry level positions to keep pace with minimum wage increases.

Key elements in the 2021-2024 Agreement between CSD and Cameron Park Community Services District Employee Association (CPCSDEA) included a one-time stipend of \$500, 3% wage increase per year, matching funds for employee contribution into 457 Plan, and a 5 year vesting requirement for retiree health care for new employees.

The Agreement between CSD and CPCSDEA sunsets on June 30, 2024.

### **Discussion**

Per direction from the Budget and Administration Committee, staff sought two additional quotes from consultants to provide an Employee Compensation Study. Staff received the following three quotes:

- Regional Government Services \$21,800
- Municipal Services Group, cost \$15,750
- Reward Strategy Group \$22,000

State-wide in both the private and public sectors, employee wage and compensation packages have changed significantly, triggered by minimum wage increases, requirement to provide health care insurance, and initiatives to attract employees with signing bonuses. A Compensation Study is timely for the CSD due to upcoming negotiations with CPCSDEA which will begin in January/February 2024, and to determine true costs to operate the CSD without fire services those related revenues.

Recruitment and retention is a challenge, especially for entry level positions such as Maintenance Worker, Recreation Coordinator, Accounting Specialist and Receptionist. A Compensation Study compares the CSD competitiveness in the job market to other agencies in the region. Staff will assist consultant in identifying surrounding agencies for comparison, and will engage CPCSDEA in the selection.

Staff is recommending a total Compensation Study vs. a Base Pay Salary Survey, which would only review salaries. Compensation, such as health insurance and pension, influence a candidate's choice of an employer. For the CSD, health insurance and pension influence an employee's cost. When negotiating labor agreements, both employee benefits and wages are negotiated.

### Attachments

5A. Regional Government Services Compensation Study Proposal



- 5B. Municipal Services Group Compensation Study Proposal
- 5C. Reward Strategy Group Compensation Study Proposal



September 22, 2023

Jill Ritzman, Interim General Manager  
Cameron Park Community Services District  
2502 Country Club Drive  
Cameron Park, California 95682  
[jritzman@cameronpark.org](mailto:jritzman@cameronpark.org)

**RE: PROPOSAL FOR A DISTRICT-WIDE COMPENSATION STUDY FOR THE CAMERON PARK COMMUNITY SERVICES DISTRICT**

Dear Ms. Ritzman,

Regional Government Services Authority (RGS) is pleased to submit this proposal for the Cameron Park Community Services District to conduct a District-wide compensation study. This proposal includes two options for the District to consider: a total compensation study (base pay and benefits) and a salary study (base pay only).

RGS is a unique, fee-supported, joint powers authority specializing in public-sector administration and consulting services. RGS exclusively serves public agencies and employs experienced public-sector professionals to assist our partner agencies. Since 2002, RGS has served over 200 public agencies and has developed a unique network of geographically distributed Advisors who work both onsite at partner agency offices and through various remote access technologies to deliver services to partner agencies, reducing overhead and expanding our ability to provide high-quality services throughout the state. RGS consultants are experienced in classification and compensation studies, working effectively with management, employees, elected officials, and labor representatives to achieve desired results. RGS will provide the resources necessary for projects awarded under contract to fulfill each study's objectives and meet benchmarks and deadlines.

**I. OVERVIEW**

The Community Services Community Services District (CPCSD) is interested in retaining and attracting highly skilled employees. A compensation study can be one way to evaluate if the District is competitive in the job market.

The goals of the compensation study are to:

- Determine the compensation (base pay or total compensation) for similar classifications in the District's identified comparable agencies.
- Evaluate whether the District's compensation and benefits are competitive with the job market utilizing the data obtained from the District.

## **II. WORK PLAN**

Regional Government Services (RGS) will take the following steps to complete the compensation study. Throughout the project, the RGS Lead Advisor and Project Advisors will be available for phone and email consultation and video conference/phone meetings.

### **VIRTUAL KICK-OFF MEETING WITH THE DISTRICT MANAGEMENT**

RGS will virtually meet with the District's point(s) of contact to explain the methodology, objectives, deliverables, and data collection methods to be used during the study. In addition, the list of comparator agencies, benefit components (if a total compensation study is conducted), and classifications to be included in the study will be discussed with meeting participants.

### **REQUEST AND REVIEW KEY ORGANIZATIONAL BACKGROUND MATERIAL**

Once the contract is executed, RGS will request and review key background material and documents from the District to understand the District's current classification, compensation, and organizational structure, policies, and procedures. Typical materials requested include:

- Organizational Charts.
- Existing classification specifications.
- Current salary schedules.
- Agreements for terms and conditions of employment and employee contracts.
- Applicable policies and procedures.
- Previous compensation studies, both agency-wide and for single classifications.

### **COMPENSATION STUDY**

#### **Comparable Agencies**

Establishing the list of comparable agencies is critical to the accuracy and validity of the data collected during the study. RGS will evaluate the list of agencies utilized in any previous compensation studies as well as additional agencies using the following factors:

- **Organizational Type and Services Provided:** Entities will be reviewed regarding the type of organization, types of services provided, and how closely they align with the District.

- **Population Served, Demographics:** This will provide insight into the level and types of services required and the staffing levels and funding that may be needed to provide those services.
- **Industries Employing Citizens and the Labor Market Climate:** RGS will review this in combination with the information gained above to obtain an indication of applicant pools, the proximity of applicants to potential employers, and the likelihood of attracting sufficient qualified applicants from within the immediate market.
- **Personnel, Operational, and Capital Plan Budgets:** RGS will review the size of a potential comparator's budgets and current staffing allocations to gain insight into the current resources available to provide services.
- **Cost of Living:** This factor, which includes the cost of housing, goods, and services, helps to analyze further the available labor market, such as mean housing prices and median household incomes.

#### **Benefit Components (for a total compensation study)**

The benefit components utilized in the study should assist the District in determining the total cost of the classifications within the agency and be those that affect the agency's ability to attract and retain qualified individuals. While other elements may be considered, RGS would recommend that the District consider using the following benefit components for the total compensation study.

- Base rate monthly pay (top step, excluding longevity)
- Contributions by both the employer and employee to the following programs:
  - Health insurance premium, family coverage level
  - Dental insurance premium, family coverage level
  - Vision insurance premium, family coverage level
  - Pension system (including Social Security)
- Vacation leave
- Holiday leave
- Management/Administrative leave
- Employer contribution to Deferred Compensation (401A, 457, etc.)
- Other Forms of Compensation

#### **Benchmark Classifications**

RGS will analyze the District's current classification plan and recommend benchmark classifications to the District. Benchmark classifications are usually those that are found throughout the comparator agencies. They are most often journey-level classifications either within a specific classification series or those that are single classifications. RGS will develop salary

recommendations for the benchmark classifications from the data collected. RGS will also use the benchmark data to conduct an internal salary alignment analysis to provide the District with salary recommendations for the remaining District classifications.

### **Collection of Data**

Using the comparator agencies, the compensation elements identified (if applicable), and the selected District classifications, RGS will identify comparable classifications within each comparator agency and collect and compile the compensation data. Comparable classifications will be identified on a “whole job” basis, taking duties, reporting structure, and requirements into consideration, and not by title alone.

### **Compensation Study Report**

RGS will compile and incorporate information gathered in the collaborative review process and finalize the report. The final report will include, at a minimum, the following:

- Executive Summary – including process followed and methodology used.
- Compensation Study
  - A list of comparator agencies surveyed as part of the compensation study.
  - A list of classifications surveyed.
  - Statistics for each benchmark classification’s base rate of pay identifying the percentage above or below the average and median of market comparators.
  - If applicable, statistics for each classification’s total compensation identify the percentage above or below the average and median of market comparators.
  - Complete compensation survey data.

### **III. WORK SCHEDULE**

The following is a tentative project timeline for a total compensation study and may be modified by mutual agreement between the District and RGS. If RGS is asked to conduct a base pay salary survey, the timeline may be reduced by 1-2 weeks. In either case, staff availability and responsiveness of the comparable agencies during the data collection process will be critical in meeting the study timeline as presented. Meetings with the District’s point(s) of contact will be scheduled as required. Progress reports will be provided throughout the project. RGS strives to manage the timeline to ensure deadlines are met.

Compensation Study	Tentative Dates	Responsible Party
1. Kick-off meetings with the District point(s) of contact to discuss project parameters.	Week 1	District/RGS
2. Review and analyze all District documents.	Week 1	RGS
3. Recommended list of comparator agencies and benchmark classification provided to the District.	Week 2	District/RGS
4. Receive the approved list of comparable agencies and benchmark classifications from the District.	Week 4	
5. Collect classification salary and benefit data from comparable agencies.	Week 5-7	RGS
6. Review and analysis of compensation survey data.	Week 8	RGS
7. Status meeting to discuss findings	Week 8	District/RGS
8. Draft compensation report sent to the District for review.	Week 9	RGS
9. Feedback from the District regarding draft report.	Week 11	District
10. Final compensation report to the District.	Week 12	RGS

#### IV. FEE PROPOSAL

At RGS, we bill only actual hours attributable to the project at the rate of the actual Advisor or technician. Work will commence upon notification by the District of the project award. Work is performed as agreed and subsequently billed each month based on hours actually worked. RGS Advisors are skilled at prioritizing projects and working within the budget of partner agencies. Mileage, if applicable, will be calculated/invoiced using the current IRS rate.

As requested, RGS has provided two (2) fee proposals. The first reflects the cost if a total compensation study is conducted. The second reflects the cost if a salary study (base pay only) is conducted.

The total project cost for a total compensation study would not exceed **\$21,800**. Estimated project costs include:

Compensation Study Phases	Estimated Cost
1. Kick-off meeting with District staff; progress reports; emails/phone calls with District staff.	\$1,100
2. Analysis to recommend comparable agencies, benefit components, and benchmark classes; collect, compile, and analyze data collected.	\$16,500
3. Prepare data worksheets and compensation report.	\$2,900
4. Presentation of findings and recommendations, as required	\$1,300
<b>TOTAL ESTIMATED COST NOT TO EXCEED:</b>	<b>\$21,800</b>

The total project cost for a base pay salary survey would not exceed **\$15,300**. Estimated project costs include:

Compensation Study Phases	Estimated Cost
5. Kick-off meeting with District staff; progress reports; emails/phone calls with District staff.	\$900
6. Analysis to recommend comparable agencies and benchmark classes; collect, compile, and analyze data collected.	\$11,500
7. Prepare data worksheets and compensation report.	\$1,900
8. Presentation of findings and recommendations, as required	\$1,000
<b>TOTAL ESTIMATED COST NOT TO EXCEED:</b>	<b>\$15,300</b>

The hourly rate for work performed will be billed at the following hourly rates based on the Advisor(s) assigned to the project.

TITLE	HOURLY RATE
Strategic Services Consultant	\$176
Senior Advisor	\$150
Advisor	\$128
Technical Specialist	\$114
Administrative Specialist	\$102

I am confident that you will find RGS' approach responsive to each District's objectives and needs. RGS has a solid and respected reputation with the public agencies we serve for timely, cost-efficient delivery and effective implementation. As a public agency, we fully understand the needs and requirements of public agencies. This proposal will remain valid for a 60-day period from the date this proposal is received.

The RGS team appreciates the opportunity to be of service to the Cameron Park Community Services District!

Sincerely,



Patty Howard  
Team Lead, Classification and Compensation  
**REGIONAL GOVERNMENT SERVICES**

INFORMAL PROPOSAL





Attachment 5B

October 19, 2023

Jill Ritzman  
Interim General Manager  
Cameron Park Community Services District  
2502 Country Club Drive  
Cameron Park, CA 95682

Dear Jill:

Thank you for requesting a quote from Municipal Resource Group (“MRG”) to conduct a total compensation study for Cameron Park Community Services District (“District”).

We are submitting the attached brief scope of work and estimated fees for your review and approval.

We look forward to working with you!

Sincerely,

**Mary Egan**  
CEO  
MRG, LLC  
916-261-7547  
[egan@solutions-mrg.com](mailto:egan@solutions-mrg.com)



## Cameron Park Community Services District Total Compensation Study

### Scope of Work:

Cameron Park Community Services District requested a quote for a total compensation study of 12 classifications at five comparator agencies. The following tasks are expected:

- Meet with the District to discuss the project and methodology and to assist in selecting comparator agencies to survey.
- Collect the following total compensation data for 12 classifications at five comparator agencies:
  - Maximum base salary
  - Employer's maximum contribution to insurance premiums, including medical, dental, and vision
  - The employer's maximum contribution to retirement and deferred compensation
  - Allowances and incentives
  - Vacation, holiday, sick, administrative, and personal leaves
  - Other data as determined by the District and MRG
- Prepare and submit a preliminary draft report to include recommendations about the appropriate salary placement for 12 classifications.
- Prepare and submit a final report as requested by the General Manager.

### Project Fees

The estimated amount for the scope of services outlined above is not expected to exceed \$15,750 which will be invoiced at \$225 per hour (approximately 70 hours). Expenses are not anticipated at this time. Additional work not contemplated in this scope of work will be billed at \$225 per hour and will begin only after agreed upon between the District and MRG.

*The services of Consultants specifically do not include hiring, firing, evaluating, or supervising of any District personnel. Also, Consultant shall not have contracting or signing authority or act in the position of a Director or represent a management position at commission or Board meetings.*



October 31, 2023

Ms. Christina Greek  
 Finance/HR Officer  
 Cameron Park Community Services District  
 2502 Country Club Drive  
 Cameron Park, CA 95682

Dear Christina:

This letter responds to our email exchanges regarding Reward Strategy Group's (RSG) availability to conduct a compensation study, including benefits, of the District's full-time positions.

We understand the following classifications will be studied:

General Manager	Parks Foreman
Finance/HR Officer	Parks and Facilities Supervisor
Parks & Facilities Superintendent	Maintenance Worker II (Parks; LLAD; Community Center)
Recreation Supervisor	Maintenance Worker I (Parks; LLAD)
Compliance Officer CC&R Architecture Review	Recreation Coordinator
Accounting Specialist II	
Accounting Specialist I	

#### **STUDY PROCESS**

- Conduct a virtual project planning meeting with you and the General Manager
- Provide the District with an information request for all the background material and data we will need to conduct the study. RSG will review all the background information.
- Prepare and gain your agreement on a compensation and benefits survey plan, including agencies to be surveyed and CPCSD benchmark classes.
- Conduct the salary survey, gather data and create a database and survey datasheets. The consultants will gather data and material from each survey agency including organization charts, operating budgets, job descriptions, salary structures, MOUs, etc., that will enable us to determine the comparability of the agencies' classifications to the District's benchmark classifications. These job comparability analyses/decisions will be made among the survey cohort for each classification based on job content duties, responsibilities, knowledge and certification requirements, and other parameters — not simply job titles.
- Conduct the benefits survey. To compare benefit plan information, our consultants will collect MOUs and benefits plans from the comparison agencies. We will document our survey findings and comparisons in appropriate tables.

- Prepare a survey findings report displaying the results and comparisons with CPCSD's salary ranges and employee benefits. The report will include written summaries and qualitative descriptions of our findings. Forward report to the District.
- Conduct a teleconference to review and discuss the survey results report.
- Determine internal job content relationships among all classes and utilize these internal relationship metrics along with the market survey data to recommend allocation of classifications into the current, or newly designed, salary range structure. Forward to District management for review and discussion.

#### **RSG QUALIFICATIONS**

RSG was founded in 1987 and has been successfully serving clients for the ensuing 36 years. We serve organizations in all sectors and industries: for-profit, nonprofit and governmental. To date, we have worked with more than 300 organizations. RSG's core practice areas focus on job design, position classification, compensation surveying and pay plan design.

#### **CONSULTANT TEAM**

The work will be performed by the two consultants below. Corresponding hourly billing rates are:

Allan Crecelius	\$250
Gina Calderon	\$170

#### **STUDY BUDGET**

Salary survey, benefits survey, internal relationship analysis, recommendations and meetings/discussions: **\$22,000.**

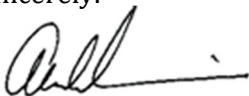
#### **STUDY TIMING**

If we initiate this work by November 14, RSG can complete the study by January 31, 2024.

A partial list of RSG clients and consultant bios follows.

Let me know if you have any questions.

Sincerely,



Allan M. Crecelius

President

**PARTIAL LIST OF CLIENTS FOR SIMILAR PROJECTS**

Alameda Co. Waste Mgmt Authority	City of Los Angeles	Eastern Municipal Water District
Bay Area Comm. College Consortium	City of Lynwood	Encina Wastewater Authority
Chino Valley Fire District	City of Moreno Valley	Helix Water District
Conejo Recreation & Park District	City of Oxnard	Inland Empire Utilities Agency
Desert Recreation District	City of Pasadena	Laguna Beach County Water District
East Bay Regional Park District	City of Pleasanton	Las Vegas Valley Water District
Easter Seals	City of Portland, OR	Leucadia Wastewater District
Huntsville Rehabilitation Foundation	City of Rialto	Monte Vista Water District
Los Angeles County Superior Court	City of Riverside	Olivenhain Municipal Water District
Los Angeles Homeless Services Authority	City of San Bernardino	Orange County Water District
Monterey-Salinas Transit District	City of San Fernando	Otay Water District
Orange County Superior Court	City of San Marino	Ramona Municipal Water District
San Diego Housing Commission	City of Santa Maria	Rancho California Water District
San Diego Regional Airport Authority	City of Thousand Oaks	Rubidoux Comm. Services District
San Diego Unified Port District	City of Victorville	San Antonio Water Company
San Diego Zoo Wildlife Alliance	Town of Atherton	San Diego County Water Authority
San Gabriel Valley Council of Govts	Cabrillo College	Santa Ana Watershed Project Authority
San Joaquin Housing Authority	College of Marin	Santa Fe Irrigation District
San Joaquin Regional Transit District	Contra Costa Com. College Dist.	Santa Margarita Water District
Santa Clara Valley Transportation Auth	Hartnell College	Vallecitos Water District
Southern Nevada Health District	Long Beach City College	Valley County Water District
SunLine Transit	MiraCosta College	West Basin Municipal Water District
City of Anaheim	Monterey Peninsula College	Western Municipal Water District
City of Bakersfield	Palomar College	Veolia North America
City of Barstow	Rio Hondo College	Yucaipa Valley Water District
City of Berkeley	San Diego State University	
City of Burbank	State Center Com. College Dist.	
City of Camarillo	Thomas Jefferson School of Law	
City of Carpinteria		
City of Corona	County of Los Angeles	
City of Culver City	County of Marin	
City of Del Mar	County of Monterey	
City of Glendale	County of San Diego	
City of Hesperia	County of San Joaquin	
City of Imperial Beach	Multnomah County, OR	
City of Lake Forest	Pima County, AZ	
City of La Puente		
City of Long Beach		

## CONSULTANT BIOS

### **ALLAN CRECELIUS, PRESIDENT**

Allan Crecelius has been the President of RSG since the firm's founding in 1987. He has extensive experience in management consulting with a focus on classification and compensation, strategic planning and organization analysis.

His consulting projects have ranged from studies for Fortune 500 companies to engagements with small organizations. He has significant experience across a number of industry sectors, including governmental, utility, financial and not-for-profit. He has worked with executives, managers, governing boards and elected officials in more than 300 organizations. He brings a range of experience and technical expertise to client engagements that lead to customized solutions and dramatic improvement in the organization's programs.

Over the course of his career, Allan has successfully managed very large (seven-figure budgets), multi-disciplinary consulting engagements, down to small projects with clients of modest size. Prior to becoming RSG's President in 1987, he was the Managing Partner – Western Region for Sibson & Co., Inc., a nationally recognized compensation consulting firm. With Sibson, he was responsible for managing staff in three offices and leading the public sector consulting practice firm-wide. Previously, Allan was the Vice President – General Consulting for the Hay Group, an international human resources and compensation consulting firm.

Allan received a Bachelor of Science degree in Engineering from the United States Military Academy at West Point, served as an officer in the U.S. Army for 10 years, and is a decorated combat veteran. He is frequently retained as a speaker in national/regional symposiums on planning, organization and compensation issues. He is the author of a number of articles and the co-author of the book, *Strategic Management — Creating Your Organization's Future*.

### **GINA CALDERON, SENIOR PRINCIPAL**

Gina Calderon has over 25 years of business experience in Southern California. She has significant consulting experience in job analysis/classification, compensation and benefit plan surveying and pay plan design. Prior to joining RSG 13 years ago, Gina held responsible senior management positions in both for-profit and not-for-profit enterprises. She graduated from the University of California, Los Angeles with a Bachelor of Arts degree in Economics and received an MBA from UCLA's Anderson Business School.





## Agenda Transmittal

**DATE:** December 20, 2023

**FROM:** Mike Grassle, Parks & Facilities Superintendent

**AGENDA ITEM #6:** Award Bid to Delta Blue Grass for Rasmussen and David West Sports Field Improvement Project

**RECOMMENDED ACTION:** Approve Resolution 2023-36

### Background

On November 15, 2023, the Board of Directors approved Proposition 68 Grant Application for sports field improvement projects at Rasmussen and David West parks. Currently the baseball fields infields at Rasmussen Park are in rough shape and well below industry standards. The infield transition lip at Rasmussen and Dave West Park is uneven and worn out.

### Discussion

On October 31, 2023, staff released a Request for Proposal for the sports field improvement projects. The CSD received a single bid on this project. Staff reviewed the bid and awarded the project to Delta Blue Grass based on their qualifications, experience, and specialized equipment needed to perform this scope of work (Attachment B, C & D). In 2020, Delta Blue grass was awarded the bid and successfully renovated sports turf at Christa McAuliffe.

The scope of work at Rasmussen Park includes installation of a drain line 6" drain line to discharge the water away from the ball field; lazer leveling of both infields; removal of three to four feet of sod to improve the infield playability, player safety and drainage. At David West Park, infield improvements include removal of three to four feet of sod; re-grading the transition; realigning bases and installing new sod.

### Project Costs & Funding Sources

The total project cost to renovate both baseball fields is \$84,955.

Ponderosa Little League and Cameron Park CSD are partners for this improvement project. Staff executed an agreement with Ponderosa Little League (PLL) to provide the

required local match of \$16,991. PLL will provide the match proportionately over a three year period on January 1 of 2024, 2025, 2026. Cameron Park CSD agrees to maintain the fields at industry standards (a condition of the granting agency) and will maintain field use fees for three years beginning in 2025.

This project is consistent with the spirit of using Pro 68 funds to renovate an existing park amenity.

#### Attachments

6A. Resolution 2023-37

6B. David West Project Estimate

6C. Rasmussen East Project Estimate

6D. Rasmussen West Project Estimate



RESOLUTION No. 2023-36  
OF THE BOARD OF DIRECTORS  
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT  
December 20, 2023

**RESOLUTION TO AWARD BID FOR SPORTSFIELD RENOVATION PROJECTS  
AT DAVID WEST AND RASMUSSEN PARKS TO DELTA BLUE GRASS**

WHEREAS, On November 15, 2023, the Board of Directors approved Proposition 68 Grant Application for sports field improvement projects at Rasmussen and David West parks; and

WHEREAS, Ponderosa Little League and Cameron Park CSD are partners for this improvement project, Ponderosa Little League committed to providing the twenty percent required match for Proposition 68 grant funds totaling \$16,991; and

WHEREAS, Delta Blue Grass was awarded the project based on qualifications, experience, and specialized equipment needed to perform this scope of work.

*NOW, THEREFORE, BE IT RESOLVED*, the Board of Directors approves awarding the bid and contracting with Delta Blue Grass for Sportsfield Renovation Projects at David West and Rasmussen Parks, project costs totaling \$84,995.

*PASSED AND ADOPTED* by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 20<sup>th</sup> day of December 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Sidney Bazett, President  
Board of Directors

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Jill Ritzman, Interim General Manager  
Secretary to the Board



# Sports Turf Project Estimate

**Delta Bluegrass Co.**  
**P.O. Box 307**  
**Stockton, CA 95201**  
**800.637.8873**  
**C-27 # : 752734**  
**DIR # : 1000007968**

<b>Date:</b>	12/1/23
<b>Company Name:</b>	Cameron Park CSD
<b>Customer Contact:</b>	Mike Grassle
<b>Email:</b>	mgrassle@cameronpark.org
<b>Phone Number:</b>	530 558-1146
<b>Project Name:</b>	David West Park Baseball infield
<b>Project Address:</b>	
<b>City, State, Zip:</b>	Cameron Park, Ca
<b>Billing Address:</b>	2502 Country Club Dr
<b>Billing City, State, Zip:</b>	Cameron Park Ca.
<b>Billing Terms:</b>	Net 30
<b>Prevailing Wage:</b>	Yes

**Sales Representative:** Steve Abella  
**Phone Number:** (209) 471-4933  
**E-Mail:** sabellasportsturf@hotmail.com

Description / Scope of Work	Quantity	Rate	Total
<p align="center"><b>Infield Prep Project</b></p> <p><b>Provide all labor and equipment and materials to perform the following Infield Prep service. Details are as follows:</b></p> <p><b>Infield Prep which includes:</b>  Lip repair  Infield re alignment and Mound repair</p>	<b>3,800 Sq. Ft.</b>		<b>\$6,800.00</b>
<b>TOTAL</b>			<b>\$6,800.00</b>

*	Off-Site Disposal
*	Grow in off new turfgrass if needed.
*	Construction Fencing if Required.
*	Flagging or marking of existing irrigation heads or equipment.
*	Irrigation Repair or Adjustment
*	Other (specify): Additional infield clay if required
	Other (specify):

Specific Exclusions Include:

Terms of Contract:

- ESTIMATE PRICE SHALL BE SUBJECT TO ADDITIONS OR DELETIONS, BASED ON CHANGES TO SQUARE FOOTAGE SHIPPED AND INSTALLED, OR CHANGES IN SCOPE OF WORK AS SET FORTH IN THIS ESTIMATE.
- UNLESS OTHERWISE STATED, DELTA BLUEGRASS COMPANY AGREES TO SUPPLY ALL MATERIALS. LABOR AND SUPERVISION TO PERFORM WORK AS DESCRIBED IN ESTIMATE DETAILS.
- ANY INCREASE OR DECREASE IN CONTRACT PRICE, CHANGE OF THE WORK OR CHANGES IN THE CONTRACT TIME MUST BE SET FORTH IN A CHANGE ORDER SIGNED BY OWNER AND CONTRACTOR.
- EITHER PARTY SHALL HAVE THE RIGHT TO CANCEL THIS CONTRACT WITHIN (3) DAYS OF SIGNING SUCH CONTRACT WITHOUT INCURRING ANY PENALTIES. CANCELLATION MUST BE IN WRITING AND DELIVERED TO THE STATED ADDRESS OF THE OTHER PARTY.
- FINANCE CHARGES MAY BE ADDED ON ALL INVOICES NOT PAID IN FULL AT 2% NET 30.
- IF PRODUCT IS ORDERED, DELIVERED, AND, FOR REASONS BEYOND OUR CONTROL, RETURNED TO US, A RESTOCKING CHARGE MAY APPLY.
- SIGNING THIS PROPOSAL ACKNOWLEDGES ACCEPTANCE OF PRICE, TERMS, & CONDITIONS. **Proposal must be signed and returned prior to commencement of work.**

**Delta Bluegrass Co. Rep. Signature : Steve Abella**

**Customer Signature:**



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

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



# Sports Turf Project Estimate

Attachment 6C

**Delta Bluegrass Co.**  
**P.O. Box 307**  
**Stockton, CA 95201**  
**800.637.8873**  
**C-27 # : 752734**  
**DIR # : 1000007968**

<b>Date:</b>	10/16/23
<b>Company Name:</b>	Cameron Park CSD
<b>Customer Contact:</b>	Mike Grassle
<b>Email:</b>	mgrassle@cameronpark.org
<b>Phone Number:</b>	530 558-1146
<b>Project Name:</b>	Rasmussen Park Little League ballfield infield
<b>Project Address:</b>	3610 Mira Loma Dr
<b>City, State, Zip:</b>	Cameron Park, Ca
<b>Billing Address:</b>	2502 Country Club Dr.
<b>Billing City, State, Zip:</b>	Cameron Park Ca.
<b>Billing Terms:</b>	Net 30
<b>Prevailing Wage:</b>	Yes

**Sales Representative:** Steve Abella  
**Phone Number:** (209) 471-4933  
**E-Mail:** sabellasportsturf@hotmail.com

Description / Scope of Work	Quantity	Rate	Total
<p><b>Rasmussen Park Little League Infield skin renovation</b></p> <p><b>Provide all labor and equipment and materials to perform the following renovation to the infield skin Details are as follows</b></p> <p>Remove top 1 ½ inches of pre- existing old infield mix            Provide 23 yards of new mix plus 2 tons of infield conditioners            Check and Re -align infield bases and field dimensions            Remove and regrade back edge of infield skin to remove lip and help match up with outfield turfgrass            Laser level infield skin for proper drainage            Provide and install new turf grass around back edge of skin</p>	5,000 Sq. Ft.	\$3.92 per Sf	\$19,600.00

		<b>TOTAL</b>	<b>\$19,600.00</b>
*	Off-Site Disposal of Cut Materials		
*	Water or Grow- In Management after Sod Installation		
	Construction Fencing if Required		
*	Flagging or marking of existing irrigation heads or equipment		
*	Irrigation Repair or Adjustment		
	Other (specify):		
	Other (specify):		

Specific Exclusions Include:

Terms of Contract:

- ESTIMATE PRICE SHALL BE SUBJECT TO ADDITIONS OR DELETIONS, BASED ON CHANGES TO SQUARE FOOTAGE SHIPPED AND INSTALLED, OR CHANGES IN SCOPE OF WORK AS SET FORTH IN THIS ESTIMATE.
- UNLESS OTHERWISE STATED, DELTA BLUEGRASS COMPANY AGREES TO SUPPLY ALL MATERIALS. LABOR AND SUPERVISION TO PERFORM WORK AS DESCRIBED IN ESTIMATE DETAILS.
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- FINANCE CHARGES MAY BE ADDED ON ALL INVOICES NOT PAID IN FULL AT 2% NET 30.
- IF PRODUCT IS ORDERED, DELIVERED, AND, FOR REASONS BEYOND OUR CONTROL, RETURNED TO US, A RESTOCKING CHARGE MAY APPLY.
- SIGNING THIS PROPOSAL ACKNOWLEDGES ACCEPTANCE OF PRICE, TERMS, & CONDITIONS. **Proposal must be signed and returned prior to commencement of work.**

**Delta Bluegrass Co. Rep. Signature : Steve Abella**

**Customer Signature:**



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

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

P.O. Box 307 - Stockton California 95201 - (209) 471-4933 - sabellasportsturf@hotmail.com

# Sports Turf Project Estimate



**Delta Bluegrass Co.**  
**P.O. Box 307**  
**Stockton, CA 95201**  
**800.637.8873**  
**C-27 # : 752734**  
**DIR # : 100007968**

<b>Date:</b>	10/16/23 <b>revised</b>
<b>Company Name:</b>	Cameron Park CSD
<b>Customer Contact:</b>	Mike Grassle
<b>Email:</b>	mgrassle@cameronpark.org
<b>Phone Number:</b>	530 558-1146
<b>Project Name:</b>	Rasmussen Park Baseball infield and Drainage project
<b>Project Address:</b>	3610 Mira Loma Dr.
<b>City, State, Zip:</b>	Cameron Park, Ca
<b>Billing Address:</b>	2502 Country Club Dr
<b>Billing City, State, Zip:</b>	Cameron Park Ca.
<b>Billing Terms:</b>	Net 30
<b>Prevailing Wage:</b>	Yes

**Sales Representative:** Steve Abella  
**Phone Number:** (209) 471-4933  
**E-Mail:** sabellasportsturf@hotmail.com

Description / Scope of Work	Quantity	Rate	Total
<p><b>Rasmussen Park Infield Skin Renovation and Drainage project</b></p> <p>Provide all labor and equipment and materials to perform the following renovation and drainage service. Details are as follows:</p> <p>Remove top 1 ½ inches of pre-existing old infield mix.:</p> <p>Provide 110 yards of new infield mix plus 3 tons of infield conditioners.</p> <p>Check and Re-align infield bases and field dimensions.</p> <p>Remove and regrade back edge of infield skin to remove lip build up and help match up with outfield grass.</p> <p>Laser level infield skin for proper surface drainage</p> <p>Provide and install a new 6 inch drain line with catch basins along the 3<sup>rd</sup> base side to capture water that runs onto infield.</p>	24,500 Sq. Ft.	\$2.39 per Sf	\$58,555.00
<b>TOTAL</b>			<b>\$58,555.00</b>

*	Off-Site Disposal of excess materials
*	Grow in off new turfgrass if needed.
*	Construction Fencing if Required.
*	Flagging or marking of existing irrigation heads or equipment.
*	Irrigation Repair or Adjustment
	Other (specify):
	Other (specify):

Specific Exclusions Include:

Terms of Contract:

- ESTIMATE PRICE SHALL BE SUBJECT TO ADDITIONS OR DELETIONS, BASED ON CHANGES TO SQUARE FOOTAGE SHIPPED AND INSTALLED, OR CHANGES IN SCOPE OF WORK AS SET FORTH IN THIS ESTIMATE.
- UNLESS OTHERWISE STATED, DELTA BLUEGRASS COMPANY AGREES TO SUPPLY ALL MATERIALS. LABOR AND SUPERVISION TO PERFORM WORK AS DESCRIBED IN ESTIMATE DETAILS.
- ANY INCREASE OR DECREASE IN CONTRACT PRICE, CHANGE OF THE WORK OR CHANGES IN THE CONTRACT TIME MUST BE SET FORTH IN A CHANGE ORDER SIGNED BY OWNER AND CONTRACTOR.
- EITHER PARTY SHALL HAVE THE RIGHT TO CANCEL THIS CONTRACT WITHIN (3) DAYS OF SIGNING SUCH CONTRACT WITHOUT INCURRING ANY PENALTIES. CANCELLATION MUST BE IN WRITING AND DELIVERED TO THE STATED ADDRESS OF THE OTHER PARTY.
- FINANCE CHARGES MAY BE ADDED ON ALL INVOICES NOT PAID IN FULL AT 2% NET 30.
- IF PRODUCT IS ORDERED, DELIVERED, AND, FOR REASONS BEYOND OUR CONTROL, RETURNED TO US, A RESTOCKING CHARGE MAY APPLY.
- SIGNING THIS PROPOSAL ACKNOWLEDGES ACCEPTANCE OF PRICE, TERMS, & CONDITIONS. **Proposal must be signed and returned prior to commencement of work.**

**Delta Bluegrass Co. Rep. Signature : Steve Abella**

**Customer Signature:**



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

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



*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** December 20, 2023

**FROM:** Jill Ritzman, Interim General Manager

**AGENDA ITEM #8:** **ELECTION OF PRESIDENT AND VICE PRESIDENT**

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

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

District Policy 4060.2 states the President shall appoint and publicly announce the members of the Board Committees no later than January. Staff have collected Board Member preferences for and will provide the information to the newly elected President. Committee assignments will be posted on the website before the end of the year.

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** December 20, 2023

**FROM:** Jill Ritzman, Interim General Manager

**AGENDA ITEM #9:** General Manager Employment Agreement with Alan Gardner

**RECOMMENDED ACTION:** APPROVE

Alan Gardner has been selected as the new General Manger for Cameron Park Community Services District. Mr. Gardner is an experienced professional, with many years serving in leadership positions with other special districts. The Board of Directors interviewed several candidates for the position, and selected Mr. Gardner due to his experience working in local government and with elected officials.

Attachment

9A. Employment Agreement – Alan Gardner

## GENERAL MANAGER EMPLOYMENT AGREEMENT

The General Manager Employment Agreement ("Agreement") is made as of December 20, 2023, by and between Cameron Park Community Services District ("District"), and Alan J. Gardner ("Employee"). The District and Employee may be referred to at times individually as the "Party" or collectively as the "Parties."

The Effective Date of Agreement shall be \_\_\_\_\_ 2023, regardless of the date on which Agreement is executed.

### RECITALS

WHEREAS, District is a California Community Services District formed pursuant to California statute;

WHEREAS, District needs to appoint a duly qualified General Manager who will oversee the day-to-day management of the District:

WHEREAS, District has offered the position of General Manager to Employee; and

WHEREAS, Employee has the skills, experience and qualifications necessary for the position of General Manager and has accepted the District's offer;

NOW, THEREFORE, in consideration of the recitals above and the mutual covenants and agreements set forth herein, the Parties agree to the terms and conditions set forth below.

### ARTICLE I

#### I. EMPLOYEE'S DUTIES

**1.1 Duties.** During the term of Agreement, Employee will be employed by the District to serve as the General Manager of the District, and will perform those duties and responsibilities set forth in the District's Bylaws, as may be amended from time to time, the duties and responsibilities set forth in the General Manager Job Description, as may be amended from time to time, and such further duties and responsibilities as may be assigned to Employee by the Board of Directors from time to time. Employee shall be subject to the supervision and direction of the District's Board of Directors (the "Board"), and shall report directly to the President of the Board. Employee acknowledges that the Board of Directors may change the General Manager's duties from time to time in writing without further amendment of Agreement.

**1.2 Hours/Location.** Employee will devote Employee's full time and attention to the conduct of the business of the District so as to ensure the effective discharge of Employee's duties under the Agreement. During the Term of the Agreement, and any renewals hereof, Employee shall not engage in any business activities without the prior written permission of the Board of Directors. During the term of Agreement, Employee will perform services under Agreement primarily at the District's principal place of business in Cameron Park, California; provided, however, that the District may, from time to time, require Employee to travel temporarily to other locations for District business.

**1.3 Ethics and Compliance.** Employee shall perform Employee's duties and carry out Employee's responsibilities in a professional, ethical and businesslike manner, and shall comply with all applicable, legal District policies, protocols and procedures, in addition to all federal, state and local laws and regulations applicable to the District.

## ARTICLE II

### II. SALARY AND BENEFITS

**2.1 Salary.** The District agrees to pay to Employee a base salary ("Base Salary") of One Hundred Fifty Thousand Dollars (\$150,000.00) per year payable in accordance with the District's normal payroll practices, which may change from time to time. Upon the anniversary date of the Effective Date, and every year thereafter, Employee will receive a 3% salary increase.

**2.2 Benefits.** Except as specifically stated otherwise Agreement, Employee will be entitled to the employment benefits afforded to all management / non-represented employees of the District. District contracts with CalPERS for pension and health insurance benefits. District does not contribute to the Employee's contribution. The District does not pay into Social Security. Where applicable, such benefits shall be implemented in accordance with the terms and conditions of the District's Employee Handbook, as such handbook may be amended from time to time. Employee and District acknowledge that said benefits shall be determined as of the date of the Agreement, but may change in the future without the need for amending Employee Agreement. In the event of change, District agrees to give Employee no less than thirty (30) days' written notice of said change.

**2.3 Health Insurance.** District shall pay 100% the cost of health insurance at current calendar year Kaiser rate for Employee and 50% for Employee's spouse and dependents (if any). District shall pay 100% the cost of dental and vision insurance for Employee and 50% for Employee's spouse and dependents (if any). To be vested for retiree health insurance, the District requires minimum of five years of employment.

**2.4 Expenses.** During the term of the Agreement, Employee may be reimbursed for reasonable business expenses in accordance with the general policy of the District, as adopted by the Board of Directors from time to time. To facilitate records retention compliance, Employee shall also be provided with a District portable computer and cell phone, which are to be used for District business and retained by the District at the end of employment. If in the performance of Employee's duties for District, Employee drives Employee's own vehicle, the District shall reimburse Employee for all mileage at the then-current IRS mileage rate.

**2.5 Vacation and Management Leave.** Employee shall begin accruing vacation leave from the first day of Employee's employment with District. Employee's vacation leave shall accrue at a rate totaling two (2) weeks per calendar year. Additionally, Employee shall be allotted (80) hours of management leave upon Employee's first day of work, and on the annual anniversary date each year during the term of the agreement. Use of vacation and management leave shall be in accordance with the District's Employee Handbook.

**2.6 457 Account.** District shall match Employee's contribution into a 457 Account up to four percent (4%) of Employee salary. 457 Account is set up through CalPERS and Voya with contributions made with payroll deductions.

**2.7 Negotiation of Terms and Agreement Term.** The term of Agreement shall be three (3) years, commencing on the Effective Date. Agreement may be, but need not be, renewed for succeeding terms of one (1) year or more, upon the written agreement of Employee and the Board of Directors. At least ninety (90) days prior to the end of the Agreement's term, or any renewal term thereafter when said renewal term is at least one (1) year in length, the parties shall meet to discuss whether they intend to enter into an additional term and, if so, shall commence negotiations with respect to any amendments to the Agreement, including any changes in salary or benefits. In the event Employee continues to render services to District after the initial three (3) year term of the Agreement has passed, and does so without District and Employee executing an extension or renewal of the Agreement, this Employee Agreement shall convert to a month-to-month agreement under the same terms as existed during the term immediately prior, except that the term shall remain month-to-month.

**2.8 Membership in Professional Organizations.** District shall pay for Employee's membership in professional organizations. Employee's attendance at professional conferences will be budgeted annually during the District's annual budget hearings.

**2.9 Annual Review.** Within thirty (30) days of each anniversary of Employee's start of employment, District's Board of Directors shall conduct an evaluation of Employee's performance. At such evaluation the Board of Directors will consider Employee's overall performance and compensation, including whether to award a merit salary increase based on

performance. A merit salary increase awarded pursuant to this section 2.9 shall be at the sole discretion of the District's Board of Directors and shall not be considered mandatory. However, if a merit salary increase under this section 2.9 is awarded by the Board of Director's, it shall be *in addition* to the 3% salary increase described above at section 2.1 and shall *not* be in lieu of said 3% salary increase.

## ARTICLE III

### TERMINATION OF EMPLOYMENT

#### 3.1 Termination by District.

**3.1.1 Automatic Termination.** Employee agreement shall terminate automatically upon Employee's death, legal incapacity or disability if such disability precludes Employee from performing the essential duties and responsibilities of the position as determined by an impartial third party (i.e., occupational health physician or group not affiliated with the Employee or District).

**3.1.2 Termination For Cause.** The District shall have the absolute right, upon delivery of written notice to Employee, to immediately terminate Employee Agreement and Employee's employment for cause. "For Cause" means termination by the District of Employee's employment by reason of Employee's (i) willful dishonesty towards, fraud upon, or deliberate injury or attempted injury to, the District; (ii) material waste or misuse of the District's assets; (iii) failure to follow a legal directive from the Board; (iv) intentional misconduct with respect to the performance of Employee's duties under the Agreement.

**3.1.3 Termination For Breach of Agreement.** In addition to the reasons enumerated above as Termination for Cause, District shall also have the absolute right, upon delivery of written notice to Employee, to immediately terminate the Agreement and Employee's employment for a material breach of the Agreement by Employee. If District intends to terminate Agreement for a material breach (other than for reasons listed in section 3.1.2 above), District shall notify Employee of its intention to terminate Employee's employment by reason of the Employee's material breach of the Agreement. Employee shall have fifteen (15) days from receipt of written notice of such material breach from the District in which to cure such breach. In the event such breach is not timely cured Employee's employment shall terminate upon delivery of written notice of Failure to Cure Breach of Agreement.

**3.2 Termination by Employee for Breach of Agreement.** Employee shall notify District of Employee's intention to terminate Employee's employment by reason of the District's material breach of the Agreement. The District shall have fifteen (15) days from receipt of written notice

of such material breach from the Employee in which to cure such breach. In the event such breach is not timely cured Employee's employment shall terminate. Failure to pay Employee the salary, as provided above, or provide any of the employment benefits, shall be deemed a "material breach."

**3.3 Termination on 30-Days' Notice.** Notwithstanding any of the above provisions, both District and Employee shall have the absolute right to terminate Employee Agreement upon 30-days' written notice delivered to the other party. Employee's right of termination upon 30-days' written notice shall apply whether or not good cause for terminating the Agreement exists, whether or not it is terminated for a material breach, and whether or not the initial or any subsequent term of Agreement has expired. The 30-days' written notice described in this section shall not obligate the District to provide any such notice if Employee Agreement is terminated under any of the sections above, unless otherwise required by those sections.

**3.4 Benefits at Termination of Employment.** All insurance benefits received by Employee shall end on the last day of the month of the termination of Employee's employment. Expense reimbursements shall be paid only for expenses incurred up to and including the day of termination. This shall remain true regardless of whether or not the termination is with or without cause, which party initiates the termination, and/or under which provision of the Agreement the termination of employment occurs.

**3.5 Severance.** In case of District termination without cause, including without limitation an uncured material breach by Employee, or if Employee terminates Agreement for the Districts' lack of timely cure of a Breach of Agreement as defined in Section 3.2, severance shall be paid to Employee based on the date of the written termination notice as follows:

**3.5.1** In the event that District terminates Employee's employment without cause, District shall pay Employee an amount equal to six (6) months of Employee's then-current salary. In addition, District shall also pay Employee an amount equal to one month's salary for each complete year Employee was employed by District beginning with the second year, up to a maximum of nine months (9 ) month's salary. Severance payment under this section shall not include any payment for benefits not otherwise required by law.

**3.6 At-Will Employment.** Subject to the terms of this Article, Employee is and shall remain an at-will employee. As General Manager, Employee shall be the chief executive officer of the District subject to mandatory direction only by the Board of Directors. Employee shall be compensated on a salary basis and shall devote all professional hours to service of the District, except as otherwise agreed in writing by the Board of Directors.

## ARTICLE IV

### CONFIDENTIALITY

**4.1 Confidentiality and/or Proprietary District Business Information.** During the course of Employee's duties hereunder, Employee will acquire or have access to information regarding the business operations of the District including, but not limited to, information regarding pricing, billing, claims, compensation, business operations, agreements, trade secrets, and business and technical manuals ("Confidential Information"). Employee acknowledges that the District would suffer financial harm if such Confidential Information were to be disclosed to third parties and agrees not to disclose to, or otherwise discuss such Confidential Information with, any third party without the express written consent of the District Board of Directors or as expressly required by law. Upon termination of Agreement, Employee agrees to promptly return any Confidential Information in Employee's possession or control to the District.

## ARTICLE V

### GENERAL PROVISIONS

**5.1 Amendment.** Employee agreement may be amended from time to time, but only by written instrument executed by each of the parties.

**5.2 Non-Assignability.** Employee may not assign, sell, or otherwise transfer Employee Agreement or any interest herein. Employee may not delegate duties hereunder without the prior express written approval of the Board in its sole discretion. This shall not preclude Employee from establishing a team structure and chain of command for times Employee is away from the District or otherwise unavailable.

**5.3 Prior Agreements.** Employee agreement supersedes all prior written or oral agreements between the parties covering the same matter.

**5.4 Third-Party Beneficiaries.** The rights and obligations of each party to Employee's agreement shall inure solely to the benefit of the parties hereto, and no persons or entity shall be a third party beneficiary of Agreement.

**5.5 Counterparts.** Employee agreement may be executed in several counterparts, and all counterparts so executed shall constitute one Agreement and shall be binding on all of the parties hereto, notwithstanding that all of the parties are not signatory to the original or the same counterparts.



**5.6 Severability.** The provisions of Employee agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of the Agreement shall be effective and binding on the parties.

**5.7 Changes in Law.** Both parties agree that in the event future legislation is enacted or regulations are promulgated or a decision of a court is rendered that, in the opinion of legal counsel for either party, affects or may affect the legality of Employee Agreement or materially and adversely affects the ability of either party to perform its obligations or receive the benefits intended hereunder ("Change in Law"), then the parties agree to act in good faith to amend Agreement as necessary to bring it into compliance with applicable laws and to carry out the original intention of the parties to the extent possible. If one or both parties cannot in good faith agree to such amendment, then either party may terminate on thirty (30) days' notice.

**5.8 Governing Law.** The validity, interpretation and performance of Agreement shall be governed and construed in accordance with the laws of the State of California.

**5.9 Binding Effect.** The terms and conditions of Agreement shall be binding upon and inure to the benefit of the parties hereto, their successors, assigns, and legal representatives.

**5.10 Representation by Counsel.** The District and Employee each acknowledge that they have had the opportunity to consult with legal counsel of their choice prior to execution of Employee Agreement. The parties further acknowledge that the terms of the Agreement are the result of negotiations between them and that the terms of the Agreement shall not be construed in favor of, or against, any party by reason of the extent to which a party or its counsel participated in its drafting, or by reason of the extent to which Agreement may be inconsistent with prior drafts hereof.

**5.11 Headings.** Any titles, captions or paragraphs contained in the Agreement are for convenience only and shall not be deemed part of the contents of the Agreement, and shall in no way define, limit, extend or describe the scope of the Agreement or the intent of any provision hereof.

**5.12 Notices.** Any notice required or permitted by Agreement shall be given in writing sent by overnight delivery, personal delivery or United States registered or certified mail, return receipt requested, all of which shall be properly addressed, with postage or delivery charges prepaid as follows:

If to District:  
Cameron Park Community Services District  
2502 Country Club Drive  
Cameron Park, CA 95682  
Attention: Board of Directors

If to Employee:  
Alan J. Gardner  
1167 Meredith Way  
Folsom, CA 95630

Notices sent by personal delivery shall be deemed given upon actual receipt. Notices sent by overnight delivery shall be deemed given on the next business day. Notices sent via United States registered or certified mail shall be deemed given two (2) business days from mailing.

**5.13 Entire Agreement.** The parties agree that neither party has made any representation, warranty or covenant not fully set herein, and that Employee Agreement is a complete statement of the entire agreement which supersedes all previous communications between the parties hereto.

**5.14 Waiver.** A waiver of any of the terms and conditions hereof shall not be construed as a waiver of any other terms and conditions hereof.

**5.15 Venue.** Employee and District agree that in the event of a dispute arising from the Agreement or from any part of Employee's employment with District, venue for resolving such dispute shall be exclusively in the County of El Dorado.

IN WITNESS WHEREOF, the parties have executed Employee Agreement as of the date first written above.

CAMERON PARK CSD

EMPLOYEE

By: \_\_\_\_\_  
Sidney Bazett, President  
Board of Directors

By: \_\_\_\_\_  
Alan J. Gardner

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

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



Cameron Park  
Community Services District

## Agenda Transmittal

**DATE:** December 20, 2023

**FROM:** Jill Ritzman, Interim General Manager

**Agenda Item #10:** Amend Municipal Resource Group Agreement to Include Strategic Planning Services

**Recommended Action:** Approve

### RECOMMENDATION

Amend the Municipal Services Group Agreement Scope of Services, Exhibit A, to include Strategic Planning Services. There is no change to the Not-to-Exceed amount of \$45,000.

### BUDGET AND ADMINISTRATION COMMITTEE

In November, the Budget and Administration Committee supported moving this item to the Board of Directors for discussion and consideration.

### BACKGROUND

On May 19, 2021, the Board of Directors approved the Cameron Park Community Services District Strategic Plan 2021-2026 (Plan). The Plan calls for *annual review, update and maintenance to review the District's progress and refine objectives and works tasks.*

On July 19, 2023, the Board of Directors approved an agreement with Municipal Resource Group (MRG) for consulting services provided by Don Ashton (Attachment A). The Scope of Work includes:

- Technical support and guidance to identify and pursue long-term sustainable fire and ambulance services,
- Executive level coaching of new permanent General Manager.

## **DISCUSSION**

Staff recommends an amendment to the MRG agreement to cite specifically Strategic Planning services. A formal review of the Strategic Plan is timely due to the arrival of a new, permanent General Manager, and exploring options for sustainability in fire services. The Strategic Plan sets the Board's direction and priorities for staff, specifically the General Manager. The Plan's Vision is to *Be Financially Stable and Adaptable*; therefore, the Board's plans for sustainability opportunities for fire services should be updated into the Plan.

Mr. Ashton is the most appropriate consultant to lead a Workshop for the Board, District staff and community members to update the Plan's objectives and work tasks.

### Attachments

10A: Agreement between Cameron Park CSD and Municipal Resource Group

Cameron Park Community Services District  
**AGREEMENT FOR PROFESSIONAL SERVICES**

This agreement is made and entered on this 24<sup>th</sup> day of July, 2023, by and between the CAMERON PARK COMMUNITY SERVICES DISTRICT, herein after referred to as the DISTRICT and Municipal Services Group hereinafter referred to as CONTRACTOR.

**WITNESSETH**

*Whereas*, the DISTRICT requires specialized professional services for special projects; and

*Whereas*, the DISTRICT retains a small work force that from time to time is unable to complete the special project due to time constraints or lack of experience in the project area; and

*Whereas*, the Board of Directors has expressed its desire for the DISTRICT to retain as independent CONTRACTORS, individuals with the appropriate background and experience to provide professional services for special projects; and

*Whereas*, the CONTRACTOR is a competent and experienced individual willing to provide professional services on behalf of the DISTRICT.

*NOW, THEREFORE*, in consideration of the above recitals and the covenants and conditions herein contained, the parties do mutually agree as follows:

1. Services. The services to be performed by CONTRACTOR under this Agreement shall include those services set forth in Exhibit A. CONTRACTOR shall conduct the activity in a professional and dignified manner.
2. Assignment. This is an agreement for professional services and is not assignable to another individual or business.
3. Independent CONTRACTOR. CONTRACTOR and any and all agents and/or employees of CONTRACTOR shall perform services required pursuant to this Agreement as an independent CONTRACTOR and not as an officer, employee or agent of the DISTRICT. Payments to CONTRACTOR will be reported to state and federal tax authorities as required by law and the DISTRICT will not withhold any sums from compensation payable to CONTRACTOR. CONTRACTOR is independently responsible for payment of all applicable taxes.

4. Term. This Agreement shall commence on the date first written above, and will carry forward until June 30, 2024. The Agreement may be extended by two six-month terms at the discretion of the General Manager and within the General Managers purchasing limits.
5. Termination. The District is under no obligation to utilize the services of CONTRACTOR and can terminate the services whenever desired for convenience.
6. Compensation & Payment Schedule. Payment will be made to the contractor as outlined in Exhibit B.
7. Indemnification/Hold Harmless. CONTRACTOR agrees to indemnify and hold harmless the DISTRICT, its Board of Directors, officers, and employees, harmless from any and all claims, damages, loses, causes of action and demands, including reasonable attorney fees and costs, incurred in connection with or in any manner arising out of CONTRACTOR's performance of services contemplated by this Agreement. CONTRACTOR shall not be liable for damage or injury occasioned by the sole, and active negligence or willful misconduct of the DISTRICT and its officers, agents, or employees.
8. Non-Discrimination. CONTRACTOR shall abide by the District Harassment Policy. The DISTRICT shall work with CONTRACTOR to make reasonable accommodations for individuals with special needs.
9. Contact Information:

CONTRACTOR:

Municipal Resource Group  
Attention: Mary Egan, CEO/Managing Partner - MRG, LLC  
916-261-7547; [egan@solutions-mrg.com](mailto:egan@solutions-mrg.com)

DISTRICT:

Jill Ritzman, Interim General Manager  
2502 Country Club Drive, Cameron Park CA 95682  
530-350-4651  
[jritzman@cameronpark.com](mailto:jritzman@cameronpark.com)

The parties agree to the above terms and conditions.

CONTRACTOR

DISTRICT

MARY EGAN

Jill Ritzman

Print name

Print name

Mary Egan

General Manager

Signature

Title

Signature

7/26/2023

7.24.2023

Date

Date

Exhibit A – Scope of Services

Exhibit B - Rate Sheet and Amount of Agreement

Cameron Park Community Services District

**EXHIBIT A**

**Scope of Services**

Provide technical support and guidance to the District identifying long-term, sustainable fire and ambulance services as well as executive level coaching and guidance to the new permanent General Manager upon their appointment.

Assisting the CSD in annexation discussions with LAFCO, County Fire, El Dorado Hills Fire and Rescue Fire, and provide a recommendation on moving forward. Includes attending meetings with CSD Board members and Board members with the fire districts and assisting with public education. Assisting with property tax negotiations relative to annexation and analysis of a property tax assessment.

Executive level coaching and guidance to the new General Manager as needed.



## Exhibit B



### MRG Rate Sheet

<i>Effective January 1, 2023</i>	<i>Rate</i>
Human Resources Professional Services	\$225
Coaching, Professional Development, Strategic Planning	\$250
Principal Consultant Professional Services	\$300
Principal Consultant, Executive Coaching, monthly fee	\$2,500
Custom Virtual Interactive Training	quoted
Investigative Services	\$325
Testimony, Expert Witness	\$395
Technical Support (MRG Staff)	\$95
Mileage, Travel, Printing and Postage, etc.	At cost

Agreement Not to Exceed \$45,000



## Agenda Transmittal

**DATE:** December 20, 2023

**FROM:** Jill Ritzman, Interim General Manager  
Department Heads

**AGENDA ITEM #11:** STATION 89 HVAC REPLACEMENT PROJECT

**RECOMMENDED ACTION:** Approve Resolution 2023-37 Ratifying the HVAC Replacement Project at Station 89; Award Bid to Blackwell Heating, Cooling, Plumbing; Appropriate \$49,886.68 in Fund 07 for Project

### Background

At the beginning of December, one of two HVAC units failed at Station 89. The station was being heated with one of the two HVAC units plus space heaters to keep fire station staff warm. The units predate when the fire station was rebuilt after the fire in 2003.

### Recommendation

Ratify the HVAC replacement project at Station 89; retroactively award bid to Blackwell Heating, Cooling, Plumbing; appropriate \$49,886.68 from Fund 07 for project

### Discussion

The General Manager authorized the replacement of both HVAC units under Policy 3100.200 Exceptions to Competitive Bidding

*3100.200.H. The General Manager may authorize the purchase of materials, supplies, equipment and services where an emergency is deemed to exist and it is determined that service involving public health, safety or welfare would be interrupted if the normal procedures were followed. All emergency purchases which would otherwise require formal bidding shall be submitted to the Board of Directors for ratification at the next Board Meeting after the purchase is authorized.*

The decision to replace the units was based on the \$8,000 cost to repair one of the units, the age of the existing units, likelihood that additional repairs would be needed in the future, the need to replace both units within the next year, and the energy savings/operational cost savings with new units.

After the repair quote was received and the likelihood replacement the best option, Fire staff sought three quotes for the project. Blackwell Heating, Cooling, Plumbing was the lowest bid and could replace the units immediately restoring heat at the station.

The Board of Directors approved a Fiscal Year 2023-2024 Fund 07 Budget on September 20, 2023. Staff recommends amending Fund 07 budget, Account 5625 Capital Improvements, to include funding the project. Fund 07's fund balance is \$766,871. A proposed Fund 07 amended budget is attached, which would leave a revised remaining fund balance of \$517,602. Alternatively, the project could be funded from Fund 01 General Fund fund balance.

Attachment

11A. Resolution 2023-37

11B. Blackwell Scope of Services & Project Costs

11C. Blackwell Invoice

11D. Fund 07 Fiscal Year 2023-2024 Budget

RESOLUTION No. 2023-37  
OF THE BOARD OF DIRECTORS  
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT  
December 20, 2023

**RESOLUTION TO RATIFY THE HVAC REPLACEMENT PROJECT AT STATION  
89; AWARD BID TO BLACKWELL HEATING, COOLING, PLUMBING;  
APPROPRIATE \$49,886.68 IN FUND 07 FOR PROJECT**

WHEREAS, at the beginning of December, the HVAC system suddenly failed at Station 89 and heat at the station was very limited; and

WHEREAS, Per Cameron Park Community Services District Policy 3100.200, there are exceptions to a public bid when an emergency exists involving public health, safety or welfare; and

WHEREAS, the General Manager authorized the replacement of the HVAC system on December 1, 2023.

***NOW, THEREFORE, BE IT RESOLVED***, the Board of Directors

- Ratifies the HVAC replacement project at Station 89;
- Retroactively awards bid to Blackwell Heating, Cooling, Plumbing;
- Appropriates \$49,886.68 from Fund 07 for project

***PASSED AND ADOPTED*** by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 20<sup>th</sup> day of December 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Sidney Bazett, President  
Board of Directors

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Jill Ritzman, Interim General Manager  
Secretary to the Board



Date: NOVEMBER 21 2023  
Job Site: 3200 COUNTRY CLUB DRIVE

FIRE STATION  
CAMERON PARK

Description Of Work:
INSTALL TWO NEW UNITS ON TOP OF ROOF FOR FIRE DEPARTMENT 10 TON UNIT WILL RUN ALL THE LOWER LEVEL AND OPERATE BY TWO THERMOSTATS. ONE WILL RUN THE GENERAL AREA AND ONE WILL RUN THE GYM. THE NEW UNIT WILL HAVE NEW DISCONNECT, NEW ECONOMIZER, HOOK UP TO EXISTING GAS AND CONDENSATE LINES.
SECOND UNIT WILL BE A 7.5 TON THAT WILL RUN UPSTAIRS AREA. THE NEW UNIT WILL HAVE NEW DISCONNECT AND ECONOMIZER. WE WILL PROVIDE 3 NEW THERMOSTAT AND HELP PROGRAM AND CALIBRATE DURING START UP OF EQUIPMENT.
PRICE INCLUDES PERMIT, TITEL 24 TESTING, CRANE SERVICE AND DISPOSAL OF OLD EQUIPMENT LABOR RATE IS SET UP AS PREVAILING WAGE JOB AND WE WILL PROVIDE CERTIFIED PAYROLL AFTER COMPLETION OF ALL WORK PERFORMED ON THE JOB.
TOTAL: \$49,886.63
EQUIPMENT THAT WILL BE INSTALLED
7.5 TON 150K BTU 208/230-3 G/E PACK UNIT SS HEAT EXCH 2 STAGE COOL HINGED
10 TON 225K BTU 208/230-3 G/E PACK UNIT SS HEAT EXCH 2 STAGE COOL HINGED P
1 YEAR ON LABOR AND 1 YEAR ON PARTS
All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. Purchaser agrees to pay all costs of collection, including attorney's fees. This proposal may be withdrawn by us if not accepted within 30 days.

Cameron Park Rep: [Signature] Date: 12.5.2023  
Blackwell Rep.: [Signature] Date: 12/5/23


**Invoice #5061891 for Job #5449196**

<b>Invoice Date</b>	12/11/2023
<b>Bill To</b>	<b>Cameron Park Community Services District</b> 2502 Country Club Drive Cameron Park, CA 95682
<b>Service Address</b>	3200 Country Club Drive Cameron Park, CA 95682

Qty	Item	Per Unit	Total
1	7.5 TON 150K BTU 208/230-3 G/E PACK UNIT SS HEAT EXCH 2 STAGE COOL HINGED & 10 TON 225K BTU 208/230-3 G/E PACK UNIT SS HEAT EXCH 2 STAGE COOL HINGED  <i>Warranty: 1 YEAR ON LABOR AND 1 YEAR ON PARTS</i>  INSTALL TWO NEW UNITS ON TOP OF ROOF FOR FIRE DEPARTMENT 10 TON UNIT WILL RUN ALL THE LOWER LEVEL AND OPERATE BY TWO THERMOSTATS. ONE WILL RUN THE GENERAL AREA AND ONE WILL RUN THE GYM. THE NEW UNIT WILL HAVE NEW DISCONNECT, NEW ECONOMIZER, HOOK UP TO EXISTING GAS AND CONDENSATE LINES. SECOND UNIT WILL BE A 7.5 TON THAT WILL RUN UPSTAIRS AREA. THE NEW UNIT WILL HAVE NEW DISCONNECT AND ECONOMIZER. WE WILL PROVIDE 3 NEW THERMOSTAT AND HELP PROGRAM AND CALIBRATE DURING START UP OF EQUIPMENT. PRICE INCLUDES PERMIT, TITEL 24 TESTING, CRANE SERVICE AND DISPOSAL OF OLD EQUIPMENT LABOR RATE IS SET UP AS PREVAILING WAGE JOB AND WE WILL PROVIDE CERTIFIED PAYROLL AFTER COMPLETION OF ALL WORK PERFORMED ON THE JOB.	\$49,886.63	\$49,886.63
		Subtotal	\$49,886.63
		Tax	\$0
		Total	\$49,886.63
		Payments	--
		Balance Remaining	\$49,886.63
		Work Complete Approved Manually 12/11/2023	

We're here for you if you have any questions:

Call **209-369-0991** or email

[Service@blackwellheatandair.com](mailto:Service@blackwellheatandair.com)

Blackwell Services

CSLB#1058018

P.O. Box 599

Lodi, Ca 95241

209-369-0991

AUTHORIZATION TO WORK: PAYMENT OF THIS INVOICE IS DUE IMMEDIATELY UPON COMPLETION OF WORK.

I, the undersigned, am owner/authorized representative/tenant of the premises at which the work mentioned above is to be done.

I hereby the Contract authorize you to perform above mentioned services, and to use such labor and materials as necessary. I have read this invoice and agree to be bound by all the terms contained here. All work is done on a FIXED PRICE. No BREAKDOWN will be provided.

\*\*A service fee of \$30 will be charged for any returned checks, and a financing charge of 1% for the first 15 days after invoice and after 30 days a financing charge of 10% shall be applied for overdue amounts.



Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

*07 - Fire and Emergency Service Capital  
Asset Reserve*

		FY 2023-24 Amended <u>Budget</u>
Operating Revenue		
Fire Apparatus Equip Rental	4262	<u>0.00</u>
Total Operating Revenue		<u>0.00</u>
Expenditures		
Contract Services - Other	5240	101,879.00
Interest	5317	12,542.69
Capital Equipment Expense	5625	<u>134,848.27</u>
Total Expenditures		<u>249,269.96</u>
Net Revenue Over Expenditures		<u>(249,269.96)</u>

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



**Budget and Administration Committee**  
**Tuesday December 5, 2023**  
**6:45 p.m.**

**Agenda**

Members: Chair, Sidney Bazett (SB), Vice-Chair, Director Monique Scobey (MS)  
Alternate Director Tim Israel (TI)  
Staff: Jill Ritzman, Interim General Manager; Christina Greek, Finance/HR Officer

**THIS MEETING HAS  
BEEN CANCELED**

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



**Covenants, Conditions & Restrictions (CC&R) Committee  
Meeting  
Monday, December 4<sup>th</sup>, 2023  
5:30 p.m.**

**Cameron Park Community Center – Social Room**

**2502 Country Club Drive  
Cameron Park, CA 95682**

## **Agenda**

Members: Chair, Eric Aiston (EA) V. Chair, Bob Dutta (BD) Candice Hill Calvert (CHC)  
Director Dawn Wolfson (DW), Kristen Wiederhold (KW)  
Alternate: Tim Israel (TI)

Staff: CC&R Compliance Officer Jim Mog, Interim General Manager Jill Ritzman

### **CALL TO ORDER**

### **ROLL CALL**

*Public testimony will be received on each agenda item as it is called. The 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.*

### **APPROVAL OF AGENDA**

#### **1. APPROVAL OF CONFORMED AGENDA**

- a. Conformed Agenda – CC&R Meeting – November 6<sup>th</sup>, 2023

### **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. Monthly Staff Report

- a. Open Violations, CC&R Violation Manager Case Detail Report (written report)
  - o Total Cases Open = 37
    - Courtesy Notices – 8
    - Initial Notices – 12
    - Final Notices – 4
    - Pre-legal Notices – 3
    - Referred to Legal – 0
    - Outside Agency – 2
  - o Prior Month's Cleared Cases – 30
  - o Prior Month's New Cases – 7
  
- b. Architectural Review Projects – Period –November 2023
  - o Projects Reviewed – 21
  - o Projects Approved – 21

#### Summary of ARC Projects:

- o Roofs – 9
- o Solar – 2
- o Tree Removals – 1
- o Fences – 1
- o New Home Const. – 1
- o ADU/JADU – 1
- o Swimming Pool – 2
- o Exterior House Paint – 0
- o Carport – 0
- o Deck – 1
- o Exterior Renovation – 0
- o Siding Replacement – 0
- o Detached Garage – 1
- o Gazebo/Pergola/Patio Cover – 0
- o Storage Shed – 1
- o Window Replacement – 1

### 3. Pre-Legal Request – Review and Provide Decision

- a. CCR23-1014 – 2885 Holly Hills Ln. -Cameron Park N. Unit 2 – Architectural Review Approval not procured to construct a fence across frontage. The fence that was installed exceeds the maximum height of 40” for a closed construction design.

#### **4. Staff Updates – (Not an action item)**

- a. An appeal request for a shed removal at 3900 Placitas Dr. has been submitted by the owner. As per policy, this appeal will be forwarded and presented to the Board of Directors.
- b. Staff investigated all the Bar J Ranch communities for illegal steel structures that were discussed during review of a non-compliant shed installation. Staff has found 6 large steel storage structures over 120 sq. feet that would require both a CPCSD ARC approval and EDC County Permit. Staff will review these structures with the County to determine a direction to proceed.
- c. Staff has updated the ARC Application and the increased fees for release in 2024 through 2025. The ARC department updates these items bi-annually using neighboring CSD's rate sheets to be in line with our neighboring CSD. Rates are still less than EDHCSD but within reason. The new application and fee increase has been approved by the ARC Committee and will be forwarded to the Board of Directors for approval and release.
- d. The Neighborhood Campaigns.  
Staff have completed the Cameron Park N. #2 Campaign and are currently working the violations. Sections of Cameron Park #12 campaign are completed, and staff is working those violations. Cameron Park N. #3 Campaign is still underway. This community is scheduled to be completed by end of December.

#### **5. Items for Future CC&R Committee Agendas**

#### **6. Items to take to the Board of Directors**

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

### **ADJOURNMENT**

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



**Fire & Emergency Services Committee**  
**Tuesday, December 5, 2023**  
**5:30 p.m.**

**Cameron Park Community Center – Social Room**

**2502 Country Club Drive**  
**Cameron Park, CA 95682**

# Agenda

Members: Director Eric Aiston (EA) & Director Dawn Wolfson (DW)  
Alternate, Director Tim Israel (TI)

Staff: Interim General Manager Jill Ritzman, Chief Dusty Martin

## **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**

## **APPROVAL OF CONFORMED AGENDA**

Conformed Agenda- November 7, 2023

## **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**

1. Fire Department Fees for Services – Fire Prevention (D. Martin, K. Richards)
2. Five Year Maintenance Plan (K. Richards)

## **STAFF REPORTS**

3. Department Report for November 2023 (K. Richards; hand-carry to meeting)
4. Fire Prevention update for November 2023 (K. Richards)

## **ITEMS FOR FUTURE COMMITTEE AGENDAS**

- 

## **ITEMS TO TAKE TO THE BOARD OF DIRECTORS**

- 

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

## **ADJOURNMENT**

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



**Parks & Recreation Committee – Special Meeting  
Monday, December 4, 2023**

**Cameron Park Community Center – Social Room**

**2502 Country Club Drive  
Cameron Park, CA 95682**

# **Agenda**

Members: Director Monique Scobey (MS), Director Tim Israel (TI), Alt. Director Sid Bazett

Staff: Interim General Manager Jill Ritzman, Parks & Facilities Superintendent Mike Grassle,  
Recreation Supervisor Kimberly Vickers

**THIS MEETING HAS  
BEEN CANCELED**