



AGENDA

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

REGULAR BOARD MEETING
Wednesday, August 18, 2021
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/89832675048>

Meeting ID: 898 3267 5048

(Teleconference/Electronic Meeting Protocols are attached)

Board Members

Eric Aiston	President
Felicity Carlson	Vice President
Sidney Bazett	Board Member
Monique Scobey	Board Member
Ellie Wooten	Board Member

CALL TO ORDER

1. Roll Call
 2. Pledge of Allegiance
-

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.

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
-

RECOGNITIONS AND PRESENTATIONS

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.

PG&E's Community Wildfire Safety Program and Public Safety Power Shutoffs

Sarah Rasheed, Government Relations Representative, Local Public Affairs
Pacific Gas and Electric Company

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.

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 #10 to be discussed and acted upon individually.

4. Conformed Agenda – Board of Directors Meeting July 21, 2021
 5. Conformed Agenda – Board of Directors Special Meeting July 21, 2021
 6. **RECEIVE AND FILE** General Manager's Report
 7. **APPROVE** Settlement Agreement and Mutual Release with Gudgel Roofing
 8. **RECEIVE AND FILE** American Rescue Fund Request to El Dorado County
 9. **RECEIVE AND FILE** Architectural Review Handbook
-

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.

10. Items removed from the Consent Agenda for discussion
 11. **PUBLIC HEARING - APPROVE** Resolution 2021-23 Approving Fiscal Year 2021-2022 Final Budget
 12. **APPROVE** Accounting Specialist I and II Job Descriptions
 13. **APPROVE** Resolution 2021-24 Authorize Submitting Proposal for Air Quality Management District Electric Vehicle Supply Equipment Grant
-

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.

14. Committee Chair Report-Outs
 - a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. Parks & Recreation
 - e. General Manager Recruitment Ad Hoc
 15. General Matters to/from Board Members and Staff
 - Upcoming Trainings & Community Meetings
 - CSDA Annual Conference, 8/30-9/2, Monterey
 - CSDA Special District Leadership Academy, 9/26-9/29, Lake Tahoe
 - Solar Project Update (oral, J. Ritzman)
-

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item. Closed sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange, or lease of real property. Members of the public may address the Board prior to closing the meeting.

CONVENE TO CLOSED SESSION

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

- Conference with Legal Counsel - Existing Litigation pursuant to Government Code section 54956.9
Cameron Park CSD v. Prowest PCM, Inc., El Dorado Superior Court Case No. PC20180258
 - Public Employment Pursuant to Government Code section 54957 – General Manager Recruitment
-

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.

ADJOURNMENT

Please contact the District office at (530) 677-2231 or admin@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 admin@cameronpark.org for future notification of Cameron Park Community Services District meetings.



Teleconference/Electronic Meeting Protocols

Cameron Park Community Services District

(Effective April 2, 2020)

WHEREAS, on March 4, 2020, Governor Newsom proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending parts of the Brown Act that required in-person attendance of Board members and citizens at public meetings; and

WHEREAS, on March 19, 2020, Governor Newsom issued Executive Order N-33-20 directing most individuals to shelter at home or at their place of residence.

NOW, THEREFORE, the Cameron Park Community Services District will implement the following protocols for its Board and committee meetings.

The guidance below provides useful information for accessing Cameron Park Community Services District (“District”) meetings remotely and establishing protocols for productive meetings.

BOARD AND COMMITTEE MEMBERS:

- **Attendance.** Board and Committee Members should attend District meetings remotely from their homes, offices, or an alternative off-site location. As per the Governor’s updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District’s website. They will also be sent by email to all Board and Committee Members. Note that under the circumstances, District staff may not be able to send paper packets.
- **Board and Committee Member Participation.** Meeting Chair(s) will recognize individual Board and Committee Members and unmute their device so that comments may be heard or will read comments if they are provided in writing only.

PUBLIC PARTICIPATION:

- **Attendance.** The District’s office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District’s website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:
 - **How to Observe the Meeting:**
 - **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248 7799. Enter the Meeting ID# listed at the top of the applicable Board or Committee agenda followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://us04web.zoom.us/j/910110296> if the line is busy.
 - **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link listed at the top of the applicable Board or Committee agenda using a computer with internet access that meets Zoom’s system requirements (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
 - **Mobile:** Log in through the Zoom mobile app on a smartphone and enter the Meeting ID# listed at the top of the applicable Board or Committee agenda.
 - **How to Submit Public Comments:**
 - **Before the Meeting:** Please email your comments to admin@cameronpark.org, with “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed 3 minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. Emails running longer than the time limit will not be finished. All comments received at least 2 hours prior to the meeting on the day the meeting will be held, will be included as an agenda supplement on the District’s website

under the relevant meeting date, and provided to the Directors/Committee Members at the meeting. Comments received after that time will be treated as contemporaneous comments.

- **Contemporaneous Comments:** During the meeting, the Board President/Committee Chair or designee will announce the opportunity to make public comments. If you would like to make a comment during this time, you may do so by clicking the “raise hand” button. You will be addressed and un-muted when it is your turn to speak (not to exceed the 3 minute public comment time limit).

FOR ALL PARTICIPANTS:

- **Get Connected:** Please download Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Ensure Quiet.** All audience members will be muted during the meeting until they are addressed by the Board/Committee as their time to speak. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to remote meetings will likely include some challenges. Please bear with us as we navigate this process.



CONFORMED AGENDA

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Third Wednesday of the Month

REGULAR BOARD MEETING
Wednesday, July 21, 2021
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/82542981556>

Meeting ID: 825 4298 1556

(Teleconference/Electronic Meeting Protocols are attached)

Board Members

Eric Aiston	President
Felicity Carlson	Vice President
Sidney Bazett	Board Member
Monique Scobey	Board Member
Ellie Wooten	Board Member

CONFORMED AGENDA

CALL TO ORDER – 6:35PM

1. Roll Call – EA/FC/SB/MS/EW
 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.

EW/SB – Motion Passed

Ayes –EA, FC, SB, MS, EW

Noes – None

Absent – None

Abstain – None

RECOGNITIONS AND PRESENTATIONS

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.

El Dorado Irrigation District, Water Supply and Stage 1 Water Alert

Jim Abercrombie-General Manager

Dan Corcoran-Director of Operations

Dan Corcoran spoke regarding current Stage 1 Water Alert, origins of county's water, and tasks to increase conservation efforts.

California Climate Investment Grant Project Status

Fire Chief Jed Gaines

Chief Jed Gaines spoke regarding CCI Grant overview and summary of expenditures. Displayed images of improvements in various parks that utilized grant funds to improve fire prevention efforts.

OPEN FORUM FOR NON-AGENDA ITEMS

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APPROVAL OF CONSENT AGENDA

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CONFORMED AGENDA

4. Conformed Agenda – Board of Directors Meeting May 19, 2021
5. Conformed Agenda – Board of Directors Meeting June 16, 2021
6. Conformed Agenda – Board of Directors Meeting June 23, 2021
7. **RECEIVE AND FILE** General Manager’s Report
8. **RECEIVE AND FILE** Mid-Year Review of the 2021 District Work Plan

Motion to adopt the Consent Agenda with corrections on May 19 Conformed Agenda, Item #13 Ad Hoc Committee is EA not EW and June 16 under Matters To/From is EA not EW.

FC/MS- Motion Passed

Ayes – EA, FC, MS, SB, EW

Noes – None

Absent – None

Abstain – None

GENERAL BUSINESS

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9. Items removed from the Consent Agenda for discussion
10. **PUBLIC HEARING - APPROVE** Resolution 2021-21 Approving Engineer’s Report, Confirming Diagram and Assessment, and Directing Auditor of El Dorado County to Continue and to Collect Assessment for the Fiscal Year 2021-22

Motion to approve Resolution 2021-21 Approving Engineer’s Report, Confirming Diagram and Assessment, and Directing Auditor of El Dorado County to Continue and to Collect Assessment for the Fiscal Year 2021-22 with correction to the David West Revenues for Assessments to \$18,150 (page 38) and LLAD #8 is LLAD #47 Cameron Woods #8 (page 41).

MS/SB – Motion Passed

Ayes –EA, FC, SB, MS, EW

Noes – None

Absent – None

Abstain – None

11. **PUBLIC HEARING – APPROVE** Resolution 2021-22 Stating the Purposes and Fixing the Amount of Money to be Raised by Taxation to the District to Pay Voter Approved Debt for the Fiscal Year 2021-22 and Setting the Tax Rate.

CONFORMED AGENDA

Motion to approve Resolution 2021-22 Stating the Purposes and Fixing the Amount of Money to be Raised by Taxation to the District to Pay Voter Approved Debt for the Fiscal Year 2021-22 and Setting the Tax Rate

MS/SB – Motion Passed

Ayes –EA, FC, SB, MS, EW

Noes – None

Absent – None

Abstain – None

BOARD INFORMATION ITEMS

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12. Committee Chair Report-Outs

- a. Budget & Administration
- b. Covenants, Conditions & Restrictions (CC&R)
- c. Fire & Emergency Services
- d. Parks & Recreation
- e. General Manager Recruitment Ad Hoc

13. General Matters to/from Board Members and Staff

- Upcoming Trainings & Community Meetings
 - CSDA Annual Conference, 8/30-9/2, Monterey
 - CSDA Special District Leadership Academy, 9/26-9/29, Lake Tahoe
- Solar Project Update (oral, J. Ritzman)

MS- At the Chamber's Legislative Reception, interacted with JR, met Turnboo, McClintock, state assemblymen, supervisors, and others. Spanish class shows interest in returning to community center; public anxious to come back to CSD facilities.

FC- would like meetings to continue to be available virtually for those unable to attend in-person.

EA- Happy to see parks being used and improved, particularly disc golf course and Christa McAuliffe's field.

JR- CSDA training options for interested board members. Solar Project to start Thursday, parking at community center will be partially unavailable for a few weeks.

Motion to adopt the Special Meeting Agenda.

SB/MS- Motion Passed

Ayes – EA, FC, MS, SB, EW

Noes – None

Absent – None

Abstain – None

CONFORMED AGENDA

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CONVENE TO CLOSED SESSION

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

- *Conference with Legal Counsel - Existing Litigation pursuant to Government Code section 54956.9
Cameron Park CSD v. Prowest PCM, Inc., El Dorado Superior Court Case No. PC20180258
Board conferenced with legal counsel pursuant to Government Code section 54956.9, Cameron Park CSD v. Prowest PCM, Inc., El Dorado Superior Court Case No. PC20180258 and provided direction to attorney and staff.*
-

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.

ADJOURNMENT – 10:22pm

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CAMERON PARK COMMUNITY SERVICES DISTRICT

2502 Country Club Drive
Cameron Park, CA 95682
(530) 677-2231 Phone
(530) 677-2201 Fax
www.cameronpark.org

CONFORMED AGENDA

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

SPECIAL BOARD MEETING
Wednesday, July 21, 2021
6:30 p.m.

*SPECIAL MEETING CLOSED SESSION ITEM WILL IMMEDIATELY FOLLOW
REGULAR BOARD MEETING*

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/82542981556>

Meeting ID: 825 4298 1556

(Teleconference/Electronic Meeting Protocols are attached)

Board Members

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CONFORMED AGENDA

CALL TO ORDER – 6:35PM

1. Roll Call – EA/FC/SB/MS/EW
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ADOPTION OF THE AGENDA

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3. Adopt the Agenda

Motion to adopt the Agenda.

SB/MS – Motion Passed

Ayes –EA, FC, SB, MS, EW

Noes – None

Absent – None

Abstain – None

OPEN FORUM FOR NON-AGENDA ITEMS

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PUBLIC COMMENT

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CONVENE TO CLOSED SESSION

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

- Pubic Employment Pursuant to Government Code section 54957 – General Manager Recruitment
Board conferred pursuant to section 549557 – General Manager Recruitment and discussed with direction given to staff.
-

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

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CONFORMED AGENDA

ADJOURNMENT – 10:22pm

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Agenda Transmittal

DATE: August 18, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #6: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive and File

Summer is coming to a close, and staff is switching gears to fall tasks and programming. The Community Center is scheduled to open after Labor Day for reservations for community and private events. Staff is monitoring COVID guidelines from the State and CDC for changes that would affect Community Center operations.

Construction of solar systems at the Community Center and Station 89 is moving ahead. Stanchions are being constructed at the Community Center at the writing of this report, with the supports and panels to be installed next week. Construction at Fire Station 89 will begin in a few days. We appreciated everyone's patience during construction.

Several Board Member and staff attended the Rotary Luncheon in August to present the District's 2021-2026 Strategic Plan. Staff completed distribution of the Plan to contributing groups.

Administration Department

Staff adjusted the FY 2021-2022 Preliminary Budget for Final Budget Hearings this month. Due to unrest in the job market, staff are re-thinking the District's service delivery method with staff and contractors, adjusting the budget accordingly. Staff expects this unrest to continue, which may affect the District's ability to provide quality services that the community has come to expect. Tasks to close Fiscal Year 2020-2021 continue to prepare for an early audit.

CC&R Department

Architecture Review applications have increased 33% since pre-COVID levels. On average, ARC is reviewing 6-7 applications per week for home improvements and construction. Policies and procedures are now in place for this community-led Board standing committee.

Fire Department

The Training Tower is nearly completed. Solar and Tower contractors are working closely to coordinate projects. Fire Station 88 improvement plans from the Two Rivers Architects are under review by the County prior to being presented to the Fire Committee.

Parks & Facilities Department

Splash and Spray Playground Plans are 75% completed, which will provide the Parks and Recreation Committee cost estimates to plan for project funding. Staff should be notified of the results of the competitive State Park Program grant in August or September, which if awarded, will provide \$1.7 million for improvements at Cameron Park Lake.

Recreation Department

Even though recreation swim has ended for the summer season, for the first time in several years, evening swim is scheduled for Saturdays in August. Staff is hopeful attendance will be strong. Aqua Body Strong classes start August 9; most participants are older adults. CP Family Festival, the District first community special event since the pandemic began, will occur on Friday evening August 13 with outdoor movie, food trucks and family activities. Day camp was such a success, staff are planning for camps during school holiday breaks.



Agenda Transmittal

DATE: August 18, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #7: **GUDGEL ROOFING SETTLEMENT AGREEMENT, CAMERON PARK
CSD v. PROWEST PCM, INC., EL DORADO SUPERIOR COURT
CASE NO. PC20180258**

RECOMMENDED ACTION: APPROVE

Background

In 2017, the District entered into an agreement with Anguis & Terry LLP Attorneys to investigate and pursue (if warranted) a construction defect claim for the Community Center. Since that time, Anguis and Terry attorneys have been working towards resolution with several contractors regarding construction defects at the Community Center.

Discussion

Gudgel Roofing is the final settlement agreement coming to the Board of Directors for approval.

Attachment:

7A – Gudgel Roofing Settlement Agreement and Mutual Release

SETTLEMENT AGREEMENT AND MUTUAL RELEASE

This Settlement Agreement and Mutual Release (hereinafter “AGREEMENT”) is entered into by and between Plaintiff, Cameron Park Community Services District (hereinafter, “PLAINTIFF”); and Defendant, Gudgel Roofing, Inc. dba Yancey Roofing (“GUDGEL” or “DEFENDANT”), on behalf of themselves and their respective principals, agents, attorneys, officers, directors, shareholders, representatives, employees, members, partners, subsidiaries, affiliated companies, insurers, predecessors, successors-in-interest, and assigns. All of the above-referenced parties are hereinafter referred to collectively as the “SETTLING PARTIES.”

1.0 RECITALS

- A. WHEREAS, there is pending litigation in the Superior Court of the State of California, County of El Dorado, an action entitled Cameron Park Community Services District v. ProWest PCM, Inc. et al., Case No. PC20180258. PLAINTIFF filed a Complaint (“COMPLAINT”) on or about May 21, 2018 (hereinafter “ACTION”) against several entities including DEFENDANT. PLAINTIFF alleges construction deficiencies relating to the construction of the Cameron Park Community Center (hereinafter “SUBJECT PROPERTY”).
- B. WHEREAS, PLAINTIFF has published a Conceptual Cost Estimate Summary of Recommended Repairs dated May 20, 2019, which contains various defect claims, recommended repairs, and estimated cost of repair.
- C. WHEREAS, after participating in arms-length mediation before Mediator Peter Dekker, PLAINTIFF and DEFENDANT reached a settlement of those disputed allegations and defect claims related to and/or arising out of PLAINTIFF’s Complaint and PLAINTIFF’s Conceptual Cost Estimate Summary of Recommended Repairs pertaining to DEFENDANT’S performance of work at the SUBJECT PROPERTY.

WHEREFORE, in consideration of the covenants and agreements expressed herein, and

the recitals set forth above, which are incorporated into this AGREEMENT, the SETTLING PARTIES hereto agree as follows:

2.0 SETTLEMENT TERMS

A. NO ADMISSION

By entering into this AGREEMENT, no party is admitting to the sufficiency of any claim, allegation, assertion, contention, or position of any other party in the ACTION, or the sufficiency of any defense to any such claim, allegation, assertion, contention, or position therein. The parties have entered into this AGREEMENT in good faith and with a desire to forever settle their claims against each other arising out of this ACTION.

B. PAYMENT TERMS

In consideration of the respective release and dismissal of DEFENDANT, GUDGEL, from the ACTION, the insurers for DEFENDANT will pay PLAINTIFF, Cameron Park Community Services District, the total amount of Seventy-Five Thousand (\$75,000.00). Payment shall be checks or drafts payable to "Angius & Terry LLP Client Trust Account", Tax Identification Number 94-312-7478, no later than thirty (30) days after PLAINTIFF'S execution and delivery of this AGREEMENT. PLAINTIFF shall file a Request for Dismissal, with prejudice, within fifteen (15) days of all funds clearing the Angius & Terry Client Trust Account.

C. GOOD FAITH

The SETTLING PARTIES agree and acknowledge that all negotiations by them and their representatives in connection with the settlement of the claims herein have been conducted in complete good faith. This settlement has been achieved between the SETTLING PARTIES without bad faith, collusion, unfair practices or tortuous conduct of any kind, which is injurious to the interests of the SETTLING PARTIES or of the non-settlement individuals or entities.

3.0 MUTUAL RELEASE

Except as to rights and obligations created by this AGREEMENT, for value received, the receipt and adequacy of which is hereby acknowledged, PLAINTIFF, Cameron Park Community Services District, and DEFENDANT, GUDGEL, hereby release each other and their respective officers, agents, managers, employers, employees, directors, assignees, heirs, devisees, affiliated or related entities, members, partners, subsidiaries, past, present and future principals, agents, officers, directors, shareholders, sureties, insurers, attorneys, as applicable, from, and relinquish, any and all past, present, or future claims, demands, obligations, or causes of action for compensatory or punitive damages, costs, losses, expenses, and compensation, whether based in tort, contract, or other legal or equitable theories of recovery that the parties may have, or may accrue, or be acquired arising from or relating to this ACTION, whether known or unknown, which the parties now have, or may after the signing of this AGREEMENT have, based on or arising out of the ACTION.

4.0 WAIVER OF CALIFORNIA CIVIL CODE SECTION 1542

As to the matters released herein, PLAINTIFF, Cameron Park Community Services District, acknowledges that it has been fully advised of and understand and waives the provisions of Section 1542 of the Civil Code which reads:

“A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THIS RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.”

5.0 DISMISSALS

PLAINTIFF shall cause its counsel to execute a dismissal with prejudice of their COMPLAINT.

6.0 STIPULATION IN WRITING

The SETTLING PARTIES hereto agree that this AGREEMENT shall constitute a “stipulation in a writing” pursuant to California Code of Civil Procedure section 664.7.

The Court shall retain jurisdiction over the SETTLING PARTIES in the event the SETTLEMENT AMOUNT has not paid in full to PLAINTIFF or the dismissals have not been filed, in order to enforce the AGREEMENT.

7.0 ADVICE OF COUNSEL

Each of the SETTLING PARTIES, by execution of this AGREEMENT, represents that it has reviewed each term of this AGREEMENT with its legal counsel, and that hereafter it shall not deny the validity of this AGREEMENT on the grounds that it did not have advice of counsel.

8.0 COMPROMISE

This AGREEMENT is the result of a compromise and shall never at any time for any purpose be considered as an admission of liability or responsibility on the part of any party herein released, nor shall the release of any claims or waiver of costs in consideration of the execution of this AGREEMENT constitute or be construed as an admission of any liability whatsoever by any party herein released, who denies such liability and disclaims such responsibility. No dismissal filed in conjunction with the AGREEMENT shall constitute a favorable or prevailing result for any party.

9.0 ATTORNEYS' FEES AND COSTS

Each of the SETTLING PARTIES hereto acknowledges and agrees that each of them is to bear its own costs, expenses, and attorneys' fees arising out of or connected with the claims released herein, the negotiation, drafting and execution of this AGREEMENT, and all matters arising out of or connected therewith. Notwithstanding this provision, it is further understood and agreed that, in the event any litigation, arbitration, mediation, or other proceeding is initiated by any party against the other party to enforce, interpret, or

otherwise obtain judicial or quasi-judicial relief in connection with this AGREEMENT, the prevailing party in such action shall be entitled to receive from the unsuccessful party all costs, expenses, and reasonable attorneys' fees, relating to or arising out of such action.

10.0 COUNTERPARTS

The AGREEMENT may be executed in counterparts and so executed shall constitute one AGREEMENT which shall be binding upon all SETTLING PARTIES hereto, notwithstanding that all the SETTLING PARTIES' signatures do not appear on the same page. A party that does not sign this AGREEMENT is not entitled to and shall not use it to enforce settlement against other SETTLING PARTIES to this AGREEMENT. If a settling party refuses to sign, the SETTLING PARTIES agree that the El Dorado County Court Clerk may act as Elisor to sign on behalf of the party refusing to sign.

11.0 GENERAL PROVISIONS

11.1 CONSTRUCTION OF AGREEMENT

This AGREEMENT is the product of negotiation and preparation between and among all SETTLING PARTIES and their respective attorneys. Therefore, the SETTLING PARTIES acknowledge and agree that this AGREEMENT shall not be deemed prepared or drafted by one party or another and should be construed accordingly.

11.2 BINDING EFFECT

This AGREEMENT shall be binding upon and inure to the benefit of the SETTLING PARTIES hereto and their respective past and present heirs, executors, administrators, trustors, trustees, beneficiaries, predecessors, successors, members, assigns, partners, partnerships, parents, subsidiaries, affiliated and related entities, officers, directors, principals, agents, servants, employees, representatives, insurance carriers, and all persons, firms, associations, and/or corporations connected with them, including any buyers or acquiring lien holders of the SUBJECT PROPERTY.

11.3 **EFFECTIVE DATE**

The SETTLING PARTIES deem this AGREEMENT to be effective as of the complete execution of this AGREEMENT.

11.4 **CONTROLLING LAW**

The AGREEMENT shall be interpreted in accordance with and governed in all respects by the laws of the State of California. If any provision, or any part thereof, of this AGREEMENT shall for any reason be held invalid, unenforceable, or contrary to public policy or any law, then the remainder of this AGREEMENT shall not be affected thereby.

11.5 **WAIVER AND AMENDMENT**

No breach of any provision hereof can be waived unless in writing. Waiver of any breach of any one provision hereof shall not be deemed to be a waiver of any breach of the same or other provisions hereof. This AGREEMENT may be amended only by a written agreement executed by the SETTLING PARTIES at the time of the modification.

11.6 **CAPTIONS AND INTERPRETATIONS**

Paragraph titles or captions contained herein are inserted as a matter of convenience and for reference, and in no way define, limit, extend, or describe the scope of this AGREEMENT or any provision thereof. No provision of this AGREEMENT is to be interpreted for or against any party because that party or its legal representative drafted such provision.

11.7 **SEVERABILITY/PARTIAL INVALIDITY**

Each of the above provisions constitutes a material condition to this AGREEMENT and no one provision may be severed from any of the other provisions in the event of a breach. Should any part, term, provision, or portion of this AGREEMENT be decided by a Court of competent jurisdiction to be illegal or in conflict with any laws of the State of California, or the United States, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be enforceable and shall not be affected thereby.

11.8 **ENTIRE AGREEMENT**

This AGREEMENT constitutes the entire agreement between the SETTLING PARTIES, except as otherwise confirmed in writing, pertaining to the subject matter hereof, and fully supersedes any all prior understandings, representations, warranties, and agreements between the SETTLING PARTIES, or any of them, pertaining to the subject matter hereof, and may be modified only by written agreement by all of the SETTLING PARTIES hereto.

11.9 **NO THIRD-PARTY BENEFICIARIES**

No person or entity other than the SETTLING PARTIES are intended to be, nor should be, construed to be a beneficiary of any of the provisions of this AGREEMENT. PLAINTIFFS are the legal holder of all rights, claims, and titles with reference to the SUBJECT PROPERTY in connection with the claims made in the ACTION.

11.10 **ENFORCEMENT**

The SETTLING PARTIES agree that each has the right to enforce this AGREEMENT, or any provision therein, by filing any appropriate motion or proceeding including, without limitation, a motion pursuant to California Code of Civil Procedure section 664.7, in the appropriate law and motion department of the El Dorado County Superior Court where the ACTION is venued. In the event of any controversy or dispute arising out this AGREEMENT the prevailing party shall be entitled to recover from the other party reasonable expenses, including without limitation reasonable attorney's fees and costs actually incurred.

11.11 **VOLUNTARY AGREEMENT / UNDERSTANDING OF AGREEMENT**

The SETTLING PARTIES, and each of them, further represent and declare that they have carefully read this AGREEMENT and know the contents thereof and that they signed the same freely and voluntarily. The SETTLING PARTIES agree to cooperate reasonably in satisfying the terms of this AGREEMENT. Each SETTLING PARTY

affirms and acknowledges that they have read this AGREEMENT and had an opportunity to have it fully explained by counsel of their choice, that it fully understands and appreciates the words and terms used in this AGREEMENT and their effect, that this is a full and final settlement and release of all claims, and that each SETTLING PARTY signs this AGREEMENT of their own free will. Each SETTLING PARTY, and its representative attorneys, have carefully and fully reviewed this AGREEMENT and have revised, or have had an opportunity to revise, this AGREEMENT. Accordingly, the normal rule of construction that ambiguities are to be resolved against the drafting party shall not be utilized in the interpretation of this AGREEMENT.

11.12 **AUTHORITY TO SIGN**

Each SETTLING PARTY hereby represents and warrants that the persons signing the AGREEMENT on its behalf has the authority to do so.

11.13 **SIGNATURE PER CCP § 664.7**

Each SETTLING PARTY hereby acknowledges that to the extent any of the SETTLING PARTIES are bankrupt entities, dissolved corporations, and/or have no officers or representatives who can or who are willing to execute this AGREEMENT on their behalf, and to the extent this AGREEMENT has been approved by the insurers of such SETTLING PARTIES, the execution of this AGREEMENT pursuant to California Code of Civil Procedure section 664.7 by counsel retained by such approving insurance carrier(s), or by an authorized representative for such approving insurance company if no counsel was retained on behalf of any SETTLING PARTY, and the funding of this settlement shall constitute the insurance carriers' approval thereto and no further action or signature to the AGREEMENT shall be required by or on behalf of these parties pursuant to California Code of Civil Procedure section 664.7.

Signatures on the following page

THE PARTIES ACKNOWLEDGE THAT THEY HAVE EXECUTED THIS AGREEMENT FREELY AFTER INDEPENDENT INVESTIGATION AND WITHOUT FRAUD OR UNDUE INFLUENCE. THE PARTIES ACKNOWLEDGE THAT THEY HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND EACH AND EVERY PROVISION HEREIN AND INTEND TO BE BOUND BY ALL ITS TERMS

IN WITNESS WHEREOF, the undersigned parties have executed this AGREEMENT as of the date indicated. Execution and exchange of copies of the aforesaid AGREEMENT shall be deemed sufficient execution thereof.

DATE: PLAINTIFF, CAMERON PARK COMMUNITY SERVICES DISTRICT

By: _____

Print Name

GUDGEL ROOFING, INC. DBA YANCEY ROOFING

DATE: By: _____

Print Name

Signatures continue on the following page

APPROVED AS TO FORM:

DATE: **August 4, 2021**

ANGIUS & TERRY LLP

By: *Allison L. Andersen*
BRADLEY J. EPSTEIN, ESQ.
ALLISON L. ANDERSEN, ESQ.
LUCAS M. SPRENKEL, ESQ.
Attorney for Plaintiff, CAMERON PARK
COMMUNITY SERVICES DISTRICT

DATE:

MOKRI, VANIS & JONES

By: _____
KACIE M. OWEN
Attorneys for Defendant,
GUDGEL ROOFING, INC. DBA
YANCEY ROOFING

[end of attorney signatures]



*Cameron Park
Community Services District*

Agenda Transmittal

DATE: August 18, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #8: AMERICAN RESCUE FUNDING REQUEST TO EL DORADO COUNTY

RECOMMENDED ACTION: **Receive and File**

Introduction

In July 2021, the District provided the County with a request for funding from the American Rescue Fund. The funding request was for revenue replacement, capital improvements to the fire station and community center, and equipment to help address the COVID pandemic.

Attachment:

8A – Request to County, July 28, 2021



2502 Country Club Drive, Cameron Park, CA 95682
 telephone (530) 677-2231 • fax. (530) 677-2201 •
 www.cameronpark.org

July 28, 2021

Don Ashton, Chief Administrative Officer
 c/o Elizabeth Sorg Elizabeth.sorg@edcgov.us
 El Dorado County

Dear Don,

The Cameron Park Community Services District (District) respectfully requests funding from the American Rescue Funds held by El Dorado County as outlined below. The District leadership understands the varied and critical needs in the County, and appreciates the County's difficult decisions regarding allocations. The District provides critical services no matter a resident's circumstances, within and outside of the District's boundaries. We acknowledge that the State allocated funding to be dispersed to special districts, but we expect the State's allocation will not be enough to cover the shortfall in revenues nor the capital investments needed to minimize future outbreaks.

The below requests are allowable per the Interim Final Rule developed by the Department of the Treasury.

- **Reduction in revenue due to the COVID-19 public health emergency**, which directly contributed to the District's net loss from 2019 to 2020 = **Request \$489,373.**
- **To respond to the public health emergency or its negative economic impacts with capital investments in public facilities to meet pandemic operational needs** = **Request \$150,000.**
- **TOTAL REQUEST = \$639,373**

Reduction in Revenues

Loss of revenues generated by service fees is an allowable provision outlined in the Department of Treasury's Interim Final Rules, page 7 section d and pages 51-61: *Recipients may use payments from the Fiscal Recovery Funds for the provision of government services to the extent of the reduction in revenue experienced due to the COVID-19 public health emergency. A recipient's reduction in revenue is measured relative to the revenue collected in the most recent full fiscal year prior to the emergency.*

The District's Basic Financial Statements, June 30, 2020 (enclosed) documents the loss of revenues from Charges for Services equals \$489,373 (page 5, Table 2). This loss of revenues directly contributed to Fiscal Year 2019-2020 year ending net loss of \$319,565 in the General Fund (cited on page 11). The loss revenues will not be re-captured in future years, and has

- Lessened our ability to maintain critical assets such as the fire stations, community center and 143 acres of parks;
- Compromised the District's cash flow;
- Contributed to the reduction of services.

As a Community Services District, it is our responsibility to fully fund fire and emergency services, while maintaining other essential services. Parks, community center and recreation services strengthen families, prevent circumstances for domestic violence, and provide low cost and safe fitness opportunities for health and wellness – all of which are very essential services needed by families.

Respond to the Public Health Emergency

An ultraviolet (UV) sanitation system for Community Pool and activating an outdoor seating area at the Community Center (totaling \$150,000) are allowable provisions outlined in the Department of Treasury's Interim Final Rules, page 7, section a and described on page 18: *Mitigation and prevention efforts for COVID-19 including.... Capital investments in public facilities to meet pandemic operational needs.*

The Community Center was constructed without an "all weather" outdoor seating area. A cement common area is present, but not protected from the elements. Activating an outdoor seating area will provide an outdoor space to continue providing services when an indoor area is not appropriate. The Community Center serves as a

Community Resource Center for PGE Public Safety Shut Offs, and works with County OES to be available as a community shelter for County emergency incidents when evacuations are activated.

Except for a brief time, the Community Pool operated continuously, in all seasons, throughout the pandemic. Following CDC guidelines, programs for families, seniors and youth were implemented. A UV sanitation system eliminates chlorine-resistant microorganisms, which are common causes of pool closures. The system will prevent the spread of COVID and other communicable diseases.

These capital assets will prevent the spread of COVID-19 and other communicable diseases, and allow for the District to continue services to residents within Cameron Park and throughout the County.

The Cameron Park Fire Department is working with the other fire districts within the County to request additional operational support and capital improvements.

Sincerely,

Jill Ritzman
General Manger

Enclosure: Basic Financial Statements, June 30, 2020



Agenda Transmittal

DATE: August 18, 2021

FROM: Jim Mog, CC&R Compliance Officer

AGENDA ITEM #9: **ARCHITECTURAL REVIEW COMMITTEE (ARC) HANDBOOK**

RECOMMENDED ACTION: **Receive and File**

Background

The Architectural Review Committee is a three member, community-led Standing Committee of the Board of Directors. Members are annually appointed by the Board President. In February 2021, the Architectural Review Committee (ARC), CC&R Committee and Board of Directors approved Policy 4061 providing policy framework for ARC (Attachment A).

ARC and CC&R Committee

After discussion and input at several meetings, ARC approved their Handbook on June 15, 2021. The CC&R Committee approved the ARC Handbook on August 2, 2021.

Discussion

The new ARC Handbook is a procedural guide for the ARC members, providing parameters for their duties. The Handbook outlines the limitations of liability for Committee members, powers and duties of the Committee. ARC meets weekly on Tuesday mornings. If Handbook changes are proposed in the future, both ARC and CC&R Committee will review and approve.

Attachment:

9A – Policy 4061 Architectural Review Committee

9B – Architectural Review Committee Handbook

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Architectural Review Committee

POLICY NUMBER: 4061

- 4061.1** The Architectural Review Committee is a Standing Committee of the Board of Directors, and reports to the Covenants, Conditions and Restrictions (CC&R) Committee. The Committee is comprised of three community members.
- 4061.2** The Architectural Review Committee serves the residential community and shall have the following powers:
- 4062.1a** Review and approve, disapprove or conditionally approve all plans, submittals, applications and requests by property owners, or their agents.
 - 4062.1b** Investigate and consider the architecture, design, layout, landscaping, fence detail, and other features of the proposed improvement.
- 4061.3** The Architectural Review Committee shall follow adopted architectural rules that are consistent with the purpose and intent of in the Covenants, Conditions and Restrictions (CC&R) for the specified residential neighborhood, such as architectural design, placement of buildings, color schemes, exterior finishes and materials, fencing, landscaping and similar features which may be used in the proposed improvement project.
- 4061.4** A decision of the Architectural Review Committee may be appealed to the CC&R Committee.

ARCHITECTURAL REVIEW COMMITTEE PROCEDURES

1.1 ARCHITECTURAL APPROVAL REQUIRED:

1.1.1 Introduction: The purpose of the ARC Committee is to review residential proposals for improvements or alterations in accordance with the Cameron Park Neighborhood CC&Rs as outlined in Policy 4061. This includes any and all exterior improvements to the dwelling or property. For improvements or alterations on House Paint, Fences, Room Additions, Sheds, Tree removals, Re-roofs, Solar, Siding, Pools and Patio Covers etc. Proposals for Residential Alterations (including required landscaping for some neighborhoods) are subject to the provisions of this Article and may not be made until approved in accordance with the provisions of this Article. Approval by the District Architectural Committee does not constitute approval by the County, if required. Owner must apply to the County and obtain approval from the County for all Alterations that require such County approval.

1.1.2 Exceptions: The provisions of this guide requiring architectural approvals do not apply to previously approved improvements such as, repainting or refinishing any Improvement in the same color, hue, intensity, tone, and shade or repairing or replacing any Improvement with the same materials. Where applicable per individual CC&R's, the provisions of this guide requiring architectural approvals include planting or removing landscaping except for landscaping within completely enclosed portions of Lots. The Architectural Committee may establish additional exceptions as deemed necessary for the betterment of the community in accordance to the architectural standards set forth in the CC&Rs.

1.1.3 Limitation of Liability: Neither the Committee or any members or successors shall be liable in damages to anyone submitting any plans or requests to them for approval or to any owner of land affected by the these covenants by reason of mistake in judgment, negligence's arising out of or in connection with the approval or disapproval or failure to approve any such plans or request. Every person who submits any plans or requests to the Committee for approval agrees, by submission thereof, any and every said owner of any said property agrees by acquiring title thereto, that he will not bring any such action or suite to recover any such damages.

Neither the Architectural Committee nor any of its members shall have any duty to question or investigate the adequacy of any engineer's recommendations or to take any steps to ensure that the Owner complies with any such engineering recommendations.

1.2 ARCHITECTURAL COMMITTEE: CPCSD District Policy 4060 establishes the ARC Committee as a standing committee of the Board of Directors. The Architectural Committee shall initially

be composed of three (3) persons. The District Board President may appoint all of the members of the Architectural Committee and all replacements on an annual term per the CPCSD District Policy 4060.

1.2.1 Members: Members of the community are hereby appointed and designated by the District Board President as members of the Architectural Committee. Each member of the Architectural Committee will voluntarily serve until replaced or until a written resignation is submitted to the remaining members. The District Board President may appoint a replacement member.

1.2.2 Address: The address of the Architectural Committee is 2502 Country Club Drive. Cameron Park, CA 95682. The Architectural Committee shall not be an "association," as that term is defined in California Civil Code Section 4080.

1.3 POWERS OF THE ARCHITECTURAL COMMITTEE: The Architectural Committee shall have the following powers:

1.3.1 Review Plans: To review and approve, disapprove or conditionally approve all plans, submittals, applications and requests made or tendered to it by Owners, or their agents, pursuant to the provisions of the CC&Rs. In connection therewith, the Architectural Committee may investigate and consider the architecture, design, layout, landscaping, fence detail, and other features of the proposed improvement;

1.3.2 Adopt Rules: To adopt rules and regulations for the transaction of business, scheduling of meetings, conduct of meetings and related matters;

1.3.3 Specify Materials: To require the submission of site plans, diagrams, photographs, materials or other presentation material as may be necessary or appropriate for complete review and consideration of the proposed project.

1.3.4 Adopt Architectural Standards: To adopt architectural rules, regulations and guidelines ("Architectural Standards") which are consistent with the purpose and intent of the CC&Rs and the design of the Project to be used in making the Architectural Committee's determination to approve, disapprove or conditionally approve any matter submitted to it for decision. The Architectural Standards may interpret and implement the provisions of the CC&Rs by setting forth the standards and procedures for architectural review and guidelines for architectural design, placement of buildings, color schemes, exterior finishes and materials and similar features which may be used in the Project.

1.3.5 Fees: Fee proposals by staff and the ARC Committee are to be submitted to the Board of Directors to adopt a schedule reasonable for processing submittals and to establish the time and manner in which such fees shall be paid.

1.4 DUTIES OF ARCHITECTURAL COMMITTEE: The Architectural Committee shall:

1.4.1 Time Limitation: Render a decision on each matter submitted to it, in writing, within thirty (30) days of receipt of all submitted data required by its rules and regulations. Failure to render a decision within said period of time shall be deemed to be an approval of the matter as submitted. The approved plans and specifications, if any, shall be digitally retained by the District and the Architectural Review Committee.

1.4.2 Publish Rules: Publish and make available to Owners and prospective owners all of its rules, regulations and criteria from time to time adopted, if any.

1.4.3 Appointment and Designation: The Architectural Committee may, from time to time, by a majority vote of the members thereof, delegate any of its rights or responsibilities hereunder to one or more duly licensed architects, legal, CC&R Committee or other qualified persons who shall have full authority to council the Architectural Committee or act on behalf of the Architectural Committee in all matters delegated.

1.5 CONDITIONS PRECEDENT TO APPROVAL: As conditions precedent to approval of any matter submitted to it, the Architectural Committee must ordinarily be able to find that:

1.5.1 Architectural Review: General architectural considerations, including the character, scale, and quality of the design, the architectural relationship with the site and other buildings, building materials, colors, screening of exterior appurtenances, exterior lighting and similar elements have been incorporated in order to ensure the compatibility of the proposed improvement with its design concept and the character of adjacent buildings;

1.5.2 Site Review: General site considerations including site layout, open space and topography, orientation and locations of buildings, vehicular access, circulation and parking, setbacks, height, walls, fences, and similar elements have been designed to provide a desirable environment; and

1.5.3 Landscape Review: For Complete Landscape projects; General landscape project consideration, including the location, type, size, color, texture and coverage of plant materials, provisions for irrigating, Maintaining and protecting landscaped areas and similar elements have been considered to ensure visual relief, to complement buildings and structures, and to provide an attractive environment for the enjoyment of the Owners in general and the enhancement of property values in the Project generally. Landscape projects are to consider fire resistant plant life and ground cover. Additional consideration to include drought tolerant plant life. Maintenance of landscape or replacement of dead plant life are not subject to ARC submittal and review.

If the Architectural Committee makes a negative finding on one or more of the items set forth in this Section, it shall ordinarily disapprove such matter, or condition its approval so as to allow such findings to be made.

1.6 FORM OF APPROVALS, CONDITIONAL APPROVALS AND DENIALS: All approvals, conditional approvals and denials must be in writing. Any denial of a proposal must state the reasons for the decision to be valid. Any proposal which has not been approved, conditionally approved or rejected in writing within thirty (30) days from the date of submission will be deemed approved. Decisions made by the ARC Committee may be appealed to the CC&R Committee. The date of submission shall be the date the submission is actually received by a member of the Architectural Committee.



Agenda Transmittal

DATE: August 18, 2021

FROM: Christina Greek, Finance/HR Officer

AGENDA ITEM #11: PUBLIC HEARING – FISCAL YEAR 2021-2022 FINAL BUDGET

RECOMMENDED ACTION: APPROVE RESOLUTION 2021-23

INTRODUCTION

Staff is pleased to recommend the Cameron Park Community Services District (District) Fiscal Year 2021-2022 (FY21-22) Final Budget that is fiscally balanced and sets aside funds for the Reserves. The District Budget and Administration Committee and staff have worked together to arrive at this landmark budget.

Revenues in the FY21-22 Preliminary Budget total \$6,624,924.85; expenditures total \$6,624,924.85 with a transfer to the Capital Asset Reserves of \$27,639.66.

The Board of Directors approved a Preliminary Budget for Fiscal Year (FY) 2021-22 in June 2021. This report summarizes changes from the Preliminary to Final Budgets for the General Fund 01 and CC&R Fund 02. By law, the annual Final Budget must be approved by September 1st. Staff intends to present any necessary adjustments at Mid-Year (December-January) for approval by the Board of Directors. Staff anticipates bringing FY 2020-21 unaudited actuals in September.

BUDGET AND ADMINISTRATION COMMITTEE

In July, staff presented proposed staffing changes to meet the Strategic Plan's objective for succession planning, which were discussed in detail at the meeting. In August, the Budget and Administration Committee reviewed the proposed Final Budget. Staff shared their struggles in filling entry-level, full and part-time positions and how these vacancies were impacting staff work load and staff's ability to provide services. The

Committee recommended restoring the Park Supervisor to the District's Organizational Chart.

DISCUSSION

Budget changes are highlighted are summarized below:

General Fund, Fund 01 - Staffing and Franchise Fee Changes

Staffing current vacant positions has proven to be challenging during this transition coming out of COVID. The position of Parks and Facilities Supervisor had previously been eliminated to help bring down expenses during a rough time. Staff sees the need to bring back this position and chose to reallocate funding from the vacant Park Maintenance Worker II (full-time) position and another part-time position to achieve this goal. The Park Supervisor position is necessary due to implementing projects in the Park Improvement Plan, year-round operations of the pool, and the new LLAD Silver Springs.

After receiving additional revenues in August for the 20/21 FY for franchise fees, we were able to increase these projected revenues for the 21/22 FY.

The fuel reduction pre-emergency spray program is no longer funded by the CA Climate Investment grant, a reduction of approximately \$19,000 in revenues in the Parks budget.

CC&R Budget, Fund 02

The CC&R Budget now includes the addition of a part time Administrative Assistant. The proposed budget now has a slightly higher deficit from \$9,266.79 to \$11,329.79 which we are hopeful will reduce with added services and public outreach with this added staffing. Most of the position was funded with increased revenues from ARC fees.

Allocation to Capital Asset Reserves

Line item Account 7001 – Transfer to Reserve was added to the Budget template. With changes to revenue sources in Parks, we had to eliminate a surplus of \$19,000. The District balanced to a positive net of \$27,639.66 from the original \$46,639.66 which was allocated to 7001, but a specific reserve fund and project has not been determined yet.

CONCLUSION

Staff is pleased to provide a budget that sets aside an allocation for the District's capital assets. Work towards expanding revenues and creating efficiencies will continue. American Rescue Fund may be a source of financial relief for the District. Revenue loss is an allowable use for American Rescue Fund. Staff is in discussion with the County.

Attachments:

11A - Resolution 2021-23

11B – Fiscal Year 2021-22 Proposed Final Budget

11C – 2021-2022 Organizational Chart

**RESOLUTION No. 2021-23
of the Board of Directors
of the Cameron Park Community Services District
August 18, 2021**

**A RESOLUTION ADOPTING THE CAMERON PARK COMMUNITY SERVICES
DISTRICT FISCAL YEAR 2021-22 BUDGET**

WHEREAS, a preliminary Fiscal Year 2021-22 Budget was adopted by this Board on June 16, 2021; and

WHEREAS, the Budget & Administration Committee reviewed the proposed Final Fiscal Year 2021-22 Budget; and

WHEREAS, proper notice was published accordance with the law, that said proposed Final Fiscal Year 2021-22 Budget was open for inspection and that a public hearing was be held on August 18, 2021, and interested taxpayers were given the opportunity to voice their opinions on the proposed Budget; and

WHEREAS, the Fiscal Year 2020-21 Budget is due to the County of El Dorado by September 1, 2020;

NOW THEREFORE BE IT RESOLVED that the District adopts Attachment 11B, attached to this resolution and made part therein as the Cameron Park Community Services Fiscal Year 2021-22 Budget.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on the 18th day of August 2021 by the following vote of said Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Director Eric Aiston, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2021 Through 6/30/2022

01 - General Fund

		FY2020-21 Final Budget	FY2020-21 Year To Date Actual	Total Budget - Final	Variance FY2020-21 to FY2021-22	Variance %
Operating Revenue						
Property Taxes	4110	4,363,061.00	4,272,257.70	4,582,358.00	219,297.00	5.03%
Franchise Fees	4113	200,000.00	161,175.02	206,780.00	6,780.00	3.39%
Fire Marshall Plan Review	4132	40,000.00	33,139.30	45,000.00	5,000.00	12.50%
Tuition Fees/Revenue	4142	0.00	1,350.00	0.00	0.00	0.00%
Youth Classes	4145	0.00	(30.00)	0.00	0.00	0.00%
Recreation Program Revenue	4154	116,918.38	55,949.80	122,639.00	5,720.62	4.89%
Transfer In	4165	24,570.00	22,146.00	39,598.85	15,028.85	61.17%
Special Events	4170	0.00	(47.50)	0.00	0.00	0.00%
Lake Entries - Daily (Kiosk)	4180	0.00	1,594.00	35,660.00	35,660.00	0.00%
Annual Passes (Lake/Pool Comt)	4181	66,782.00	70,196.25	75,000.00	8,218.00	12.31%
Picnic Site Rentals	4182	0.00	700.00	1,500.00	1,500.00	0.00%
Assembly Hall & Classroom Rer	4185	15,304.00	13,965.00	35,139.00	19,835.00	129.61%
Gym Rentals	4186	27,810.00	20,702.40	26,000.00	(1,810.00)	-6.51%
Pool Rental Fees	4187	87,215.00	85,402.19	98,000.00	10,785.00	12.37%
Sports Field Rentals	4190	27,070.00	10,992.96	19,580.00	(7,490.00)	-27.67%
Donations	4250	0.00	1,200.00	0.00	0.00	0.00%
Sponsorships	4255	14,500.00	29,000.00	20,000.00	5,500.00	37.93%
JPA Reimbursable	4260	1,150,000.00	1,149,999.96	1,150,000.00	0.00	0.00%
Fire Apparatus Equip Rental	4262	20,000.00	19,656.46	10,000.00	(10,000.00)	-50.00%
Reimbursement	4400	6,776.00	25,636.97	1,800.00	(4,976.00)	-73.44%
Weed Abatement	4410	4,020.00	15,092.78	15,750.00	11,730.00	291.79%
Interest Income	4505	25,000.00	4,748.71	19,000.00	(6,000.00)	-24.00%
Other Income	4600	12,000.00	2,802.90	8,000.00	(4,000.00)	-33.33%
Grant - CI	4605	153,794.00	111,642.36	113,120.00	(40,674.00)	-26.45%
Grants	4610	0.00	999.90	0.00	0.00	0.00%
Total Operating Revenue		<u>6,354,820.38</u>	<u>6,110,273.16</u>	<u>6,624,924.85</u>	<u>270,104.47</u>	<u>4.25%</u>

Expenditures

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2021 Through 6/30/2022

Salaries - Perm.	5000	668,160.00	684,576.67	777,784.00	109,624.00	16.41%
Salaries - Seasonal	5010	90,540.00	92,865.14	138,175.00	47,635.00	52.61%
Overtime	5020	7,050.00	16,697.68	6,750.00	(300.00)	-4.26%
Health Benefit	5130	118,523.00	124,254.05	109,540.00	(8,983.00)	-7.58%
Retiree Health Benefit	5135	78,016.00	95,996.15	76,025.00	(1,991.00)	-2.55%
Dental Insurance	5140	9,663.00	10,605.45	9,721.00	58.00	0.60%
Vision Insurance	5150	1,396.00	1,732.98	1,513.00	117.00	8.38%
CalPERS Employer Retirement	5160	207,664.00	204,874.11	248,154.00	40,490.00	19.50%
Worker's Compensation	5170	57,914.00	53,016.48	31,622.93	(26,291.07)	-45.40%
FICA/Medicare Employer Contri	5180	23,999.00	19,880.42	24,516.00	517.00	2.15%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2021 Through 6/30/2022

01 - General Fund

		FY2020-21 Final Budget	FY2020-21 Year To Date Actual	Total Budget - Final	Variance FY2020-21 to FY2021-22	Variance %
UI/TT Contribution	5190	10,689.00	9,694.93	10,682.00	(7.00)	-0.07%
Advertising/Marketing	5209	7,810.00	8,824.16	15,200.00	7,390.00	94.62%
Agriculture	5215	14,816.00	12,959.83	14,400.00	(416.00)	-2.81%
Audit/Accounting	5220	30,000.00	46,775.22	36,000.00	6,000.00	20.00%
Bank Charge	5221	10,000.00	7,065.16	3,800.00	(6,200.00)	-62.00%
Clothing/Uniforms	5230	4,285.00	2,473.78	6,350.00	2,065.00	48.19%
Computer Software	5231	27,200.00	29,981.64	31,721.00	4,521.00	16.62%
Computer Hardware	5232	5,500.00	4,514.06	7,250.00	1,750.00	31.82%
Contractual Services	5235	10,000.00	13,874.60	10,000.00	0.00	0.00%
Contractual - Provider Services	5236	4,059,061.00	2,480,965.06	4,160,537.26	101,476.26	2.50%
Contract Under Utilization	5237	(250,000.00)	0.00	(300,000.00)	(50,000.00)	20.00%
Contract Services - Other	5240	163,438.00	257,915.55	176,290.00	12,852.00	7.86%
Director Compensation	5250	18,000.00	11,100.00	16,800.00	(1,200.00)	-6.67%
EDC Department Agency	5260	4,300.00	4,252.73	4,300.00	0.00	0.00%
Educational Materials	5265	12,500.00	19,172.88	11,000.00	(1,500.00)	-12.00%
Elections	5270	0.00	45.00	0.00	0.00	0.00%
Equipment-Minor/Small Tools	5275	9,340.00	5,704.30	8,500.00	(840.00)	-8.99%
Fire & Safety Supplies	5285	3,913.04	5,007.70	3,450.00	(463.04)	-11.83%
Fire Prevention & Inspection	5290	1,200.00	2,250.65	1,100.00	(100.00)	-8.33%
Fire Turnout Gear	5295	31,000.00	30,208.18	31,000.00	0.00	0.00%
Fire- Volunteer/Resident	5296	14,200.00	16,360.00	20,200.00	6,000.00	42.25%
Food	5300	2,750.00	1,927.05	2,500.00	(250.00)	-9.09%
Fuel	5305	38,200.00	39,611.39	34,000.00	(4,200.00)	-10.99%
Government Fees/Permits	5310	25,382.00	22,846.63	25,400.00	18.00	0.07%
Household Supplies	5315	26,700.00	31,508.77	29,000.00	2,300.00	8.61%
Instructors	5316	1,000.00	1,365.00	6,500.00	5,500.00	550.00%
Insurance	5320	130,000.00	129,411.74	175,886.00	45,886.00	35.30%
Legal Services	5335	15,000.00	13,933.50	15,000.00	0.00	0.00%
Maint. - Vehicle Supplies	5340	1,700.00	1,085.04	2,200.00	500.00	29.41%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2021 Through 6/30/2022

Maint. - Buildings	5345	27,900.00	25,662.94	23,000.00	(4,900.00)	-17.56%
Maint. - Equipment	5350	42,225.00	38,688.35	43,040.00	815.00	1.93%
Maint. - Grounds	5355	50,026.00	44,228.98	42,500.00	(7,526.00)	-15.04%
Maint. - Radio/Phones	5360	2,000.00	1,453.05	2,000.00	0.00	0.00%
Maint. - Tires & Tubes	5365	14,800.00	8,111.34	13,600.00	(1,200.00)	-8.11%
Maint. - Vehicle	5370	33,750.00	29,170.32	25,500.00	(8,250.00)	-24.44%
Medical Supplies	5375	700.00	0.00	0.00	(700.00)	-100.00%
Memberships/Subscriptions	5380	10,160.00	9,879.25	10,660.00	500.00	4.92%
Mileage Reimbursement	5385	1,250.00	228.09	500.00	(750.00)	-60.00%
Miscellaneous	5395	100.00	0.00	0.00	(100.00)	-100.00%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2021 Through 6/30/2022

01 - General Fund

		FY2020-21 Final	FY2020-21 Year To		Variance FY2020-21 to	
		Budget	Date Actual	Total Budget - Final	FY2021-22	Variance %
Office Supplies/Expense	5400	10,200.00	9,377.95	9,700.00	(500.00)	-4.90%
Pool Chemicals	5405	26,827.00	32,788.86	25,000.00	(1,827.00)	-6.81%
Postage	5410	10,300.00	5,166.83	7,800.00	(2,500.00)	-24.27%
Printing	5415	1,100.00	156.56	850.00	(250.00)	-22.73%
Professional Services	5420	129,587.00	112,749.83	74,110.00	(55,477.00)	-42.81%
Program Supplies	5421	2,579.00	4,604.08	19,730.00	17,151.00	665.03%
Publications & Legal Notices	5425	600.00	298.88	600.00	0.00	0.00%
Radios	5430	3,000.00	11,749.80	3,000.00	0.00	0.00%
Rent/Lease - Bldgs, Fields, etc.	5435	0.00	490.15	7,060.00	7,060.00	0.00%
Rent/Lease - Equipment	5440	4,200.00	2,550.17	3,400.00	(800.00)	-19.05%
Staff Development	5455	19,300.00	18,187.40	23,250.00	3,950.00	20.47%
Special Events	5465	500.00	530.72	0.00	(500.00)	-100.00%
Phones/internet	5470	41,600.00	42,333.70	42,100.00	500.00	1.20%
Utilities - Water	5490	38,500.00	45,329.40	46,000.00	7,500.00	19.48%
Utilities - Electric	5492	147,860.00	198,663.65	167,798.00	19,938.00	13.48%
Utilites - Water - LLAD's	5495	350.00	864.37	0.00	(350.00)	-100.00%
Vandalism	5500	2,200.00	985.10	1,700.00	(500.00)	-22.73%
Cal Fire In Kind Purchases	5501	12,400.00	7,167.67	12,500.00	100.00	0.81%
Capital Equipment Expense	5625	0.00	4,065.53	0.00	0.00	0.00%
Transfer Out	7000	9,020.00	9,080.00	9,020.00	0.00	0.00%
Transfer to Reserve	7001	0.00	0.00	27,639.66	27,639.66	0.00%
Total Expenditures		<u>6,333,943.04</u>	<u>5,179,896.65</u>	<u>6,624,924.85</u>	<u>290,981.81</u>	<u>4.59%</u>
Net Revenue Over Expenditures		<u>20,877.34</u>	<u>930,376.51</u>	<u>0.00</u>	<u>20,877.34</u>	<u>(100.00)%</u>

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2021 Through 6/30/2022

02 - CC&R

		FY2020-21 Final Budget	FY2020-21 Year To Date Actual	Total Budget - Final	Variance FY2020-21 to FY2021-22	Variance %
Operating Revenue						
Property Taxes	4110	0.00	147.66	0.00	0.00	0.00%
Special Assessments	4135	81,600.00	77,500.16	81,600.00	0.00	0.00%
Arc Review Fees	4140	19,500.00	26,355.00	30,000.00	1,500.00	7.69%
Interest Income	4505	4,000.00	915.66	2,500.00	(1,500.00)	(37.50)%
Other Income	4600	0.00	3,056.50	0.00	0.00	0.00%
Total Operating Revenue		<u>105,100.00</u>	<u>107,974.98</u>	<u>114,100.00</u>	<u>0.00</u>	<u>0.00%</u>
Expenditures						
Salaries - Perm.	5000	60,694.00	60,217.51	73,338.00	0.00	0.00%
Overtime	5020	0.00	1,465.53	500.00	1,200.00	0.00%
Health Benefit	5130	9,222.00	10,286.10	9,787.00	565.00	6.13%
Dental Insurance	5140	735.00	750.00	735.00	0.00	0.00%
Vision Insurance	5150	130.00	141.18	130.00	0.00	0.00%
CalPERS Employer Retirement	5160	4,240.00	4,553.93	4,607.00	367.00	8.66%
Worker's Compensation	5170	3,702.00	0.00	1,238.79	(2,463.21)	(66.54)%
FICA/Medicare Employer Contri	5180	880.00	835.08	1,847.00	0.00	0.00%
UI/TT Contribution	5190	217.00	532.01	269.00	(100.00)	(46.08)%
Advertising/Marketing	5209	0.00	202.70	550.00	550.00	0.00%
Agency Administration Fee	5210	2,000.00	0.00	2,000.00	0.00	0.00%
Bank Charge	5221	200.00	0.00	1,600.00	1,400.00	700.00%
Clothing/Uniforms	5230	150.00	345.35	325.00	175.00	116.67%
Computer Software	5231	4,101.00	3,890.68	4,250.00	149.00	3.63%
Computer Hardware	5232	0.00	32.16	0.00	0.00	0.00%
Contract Services - Other	5240	3,000.00	6,250.55	6,000.00	3,000.00	100.00%
Food	5300	200.00	67.81	200.00	0.00	0.00%
Fuel	5305	950.00	62.83	600.00	(350.00)	(36.84)%
Insurance	5320	3,017.00	0.00	0.00	(3,017.00)	(100.00)%
Legal Services	5335	12,000.00	3,246.36	10,000.00	0.00	0.00%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2021 Through 6/30/2022

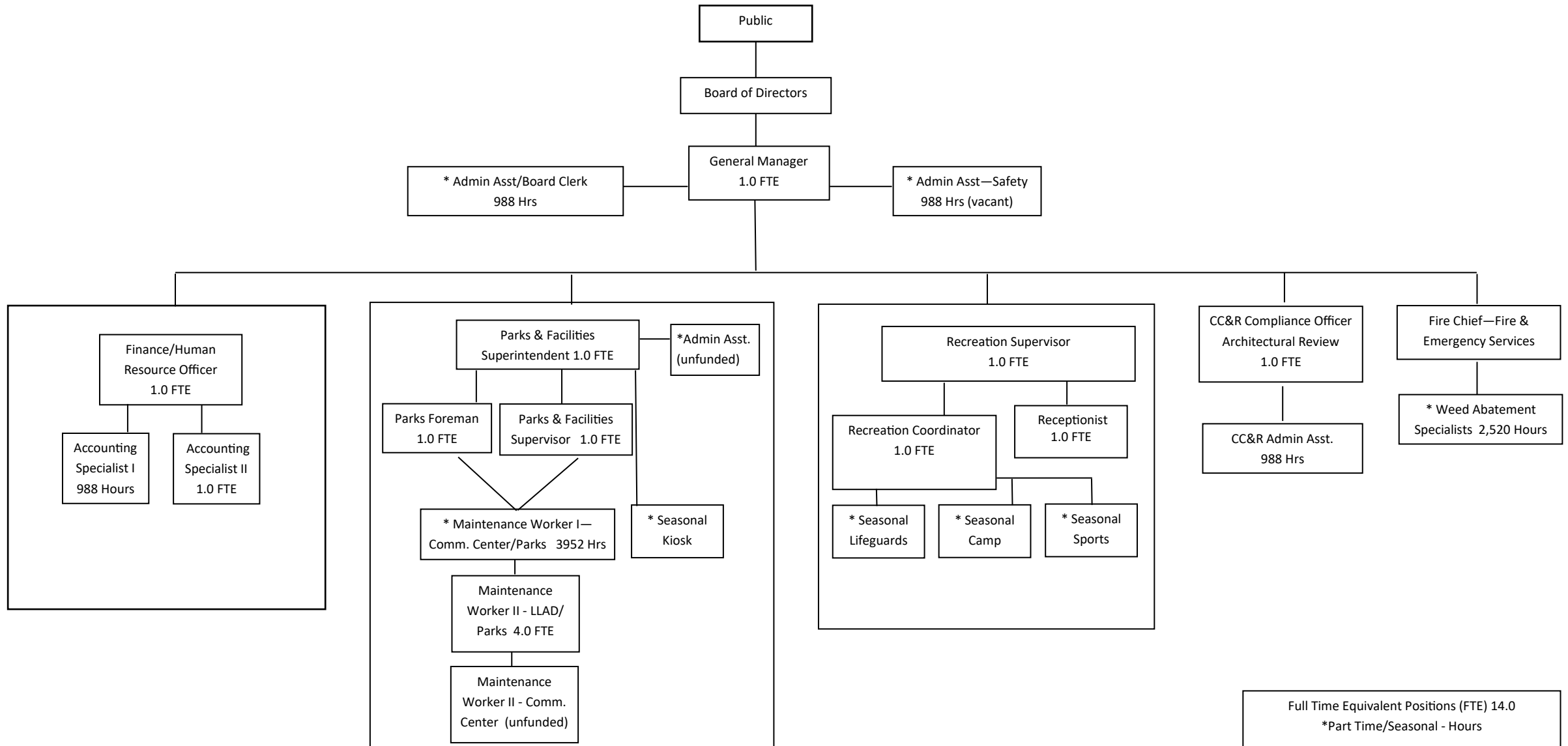
Maint. - Equipment	5350	200.00	23.50	200.00	0.00	0.00%
Maint. - Grounds	5355	0.00	(177.50)	0.00	0.00	0.00%
Maint. - Vehicle	5370	500.00	558.69	525.00	25.00	5.00%
Memberships/Subscriptions	5380	30.00	0.00	30.00	0.00	0.00%
Office Supplies/Expense	5400	500.00	91.06	300.00	(200.00)	(40.00)%
Postage	5410	300.00	162.54	300.00	0.00	0.00%
Printing	5415	500.00	228.98	500.00	0.00	0.00%
Professional Services	5420	0.00	98.00	98.00	98.00	0.00%
Publications & Legal Notices	5425	300.00	0.00	300.00	0.00	0.00%
Rent/Lease - Equipment	5440	0.00	0.00	200.00	200.00	0.00%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2021 Through 6/30/2022

02 - CC&R

		FY2020-21 Final Budget	FY2020-21 Year To Date Actual	Total Budget - Final	Variance FY2020-21 to FY2021-22	Variance %
Staff Development	5455	500.00	0.00	500.00	0.00	0.00%
Phones/internet	5470	4,500.00	4,365.59	4,500.00	0.00	0.00%
Transfer Out	7000	<u>0.00</u>	<u>17,146.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenditures		<u>112,768.00</u>	<u>115,376.64</u>	<u>125,429.79</u>	<u>1,598.79</u>	<u>1.42%</u>
Net Revenue Over Expenditures		<u>(7,668.00)</u>	<u>(7,401.66)</u>	<u>(11,329.79)</u>	<u>(1,598.79)</u>	<u>20.85%</u>

Cameron Park Community Services District Preliminary Fiscal Year 2021-22





Agenda Transmittal

DATE: August 18, 2021

FROM: Christina Greek, Finance/HR Officer

AGENDA ITEM #12: ACCOUNTING SPECIALIST I AND II JOB DESCRIPTIONS

RECOMMENDED ACTION: Approve

Background

In May 2021, the Board of Directors approved the 2021-2026 Strategic Plan. Under Section E.4 Good Governance, item E.4.e states *“Review and initiate appropriate changes in the staff organizational chart to provide advancement within organization.”*

Budget and Administration Committee

In July and August, the Budget and Administration Committee reviewed the succession planning and suggestion from staff to reorganize the Administration/Finance Department and update the current job descriptions as well as salary schedule.

Discussion

Staff identified two areas within the District’s Organizational Chart that do not support the Strategic Focus Area for Succession Planning. Staff’s objective is to ensure:

- ✓ Coverage for short term vacations and long-term absences due illness, injury or a vacancy;
- ✓ Provide professional develop opportunities for staff to compete well for promotional opportunities at the District or elsewhere in the community.

Administration Department

When the Finance/HR Officer position became vacant earlier this Spring, the vacancy was covered by promoting the Accounting Specialist into the Interim Manager position. Staff learned quickly that knowledge gaps between the Finance/HR Officer and Accounting Specialist existed regarding policies and procedural tasks. The Accounting Specialist spends almost all of their time processing payroll, accounts payable and receivable (day-to-day tasks), and had little knowledge or cross over with the tasks of

the Finance/HR Officer involving relationships and transactions with the County, human resource functions, administration of Abila financial software, purchasing policies, and budget process.

Staff is recommending a portion of the Accounting Specialist's job functions be elevated to tasks that have greater support and cross-over with the functions of the Finance/HR Officer to address this knowledge gap. The Finance Office responsibilities and work load expanded with the discovery of the Special Funds/Reserves and financial tracking of numerous federal and state grants.

Staff has reviewed the Accounting Specialist job functions and would like to change the Accounting Specialists to different levels, similar to the Administrative Assistant I and II. The full-time Accounting Specialist would elevate to an Accounting Specialist II, and the part-time position an Accounting Specialist I at less than 980 hours a year (no benefits). This will allow the Accounting Specialist II the ability to transition some of their day-to-day tasks, such as accounts payable and receivable, to cross train with the Finance/HR officer.

Modifications would also be needed to the salary schedule to reflect the change in job descriptions and changes in job duties. This change will have no net cost due to savings in part-time salary.

CONCLUSION

In order to fall in line with the District's goal of succession planning and longevity with current and future employees, it is important for the ability to grow through multiple levels within each department. Adjusting the current job descriptions allows for that.

Attachments:

12A – Accounting Specialist I job description

12B – Accounting Specialist II job description

12C – Salary Schedule

Job Title:	Accounting Specialist I - Confidential	Department/Group:	Cameron Park CSD Administration and Finance
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	See approved salary chart	Position Type:	Less than 19
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input checked="" type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION Under general direction, performs accounting functions related to the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payables/receivables, deposits, assists Front Office Operations; and performs other related duties as required. This is a Confidential position.			
DISTINGUISHING CHARACTERISTICS The Accounting Specialist I is the entry-level class expected to perform the full scope of accounts payables/receivables, customer service functions, assistance of Front Office Operations and related support duties with minimum supervision. Assignments are characterized by the presence of general guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Accounting Specialist II in that the latter performs the professional accounting duties.			
SUPERVISION EXERCISED/RECEIVED Receives general direction from the Finance/Human Resources Officer.			
ESSENTIAL JOB DUTIES:			
<ul style="list-style-type: none"> • Performs accounting functions related to the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payables/receivables and deposits. • Audits invoices for proper documents, account numbers and approvals; works with the budget to reconcile anomalies regarding coding; audits posting reports and cash requirement reports; check register reports. • Processes all accounts payable; balances accounts and generates checks; monitors contract payments; maintains vendor data files; prepares 1099s; prepares and analyzes month-end closing and reports for accounts payable. • Prepares and processes bank deposits of all District revenues, including reconciliation of deposits to Rec Trac and bank information; Performs a variety of financial reporting tasks, including reconciling a number of District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements; prepares month-end closing and analyzes month-end reports for the general ledger; prepares reports and works with the auditor in gathering and interpreting data for their review. • Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, staff and the public. • Provides District IT support. 			

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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

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

REQUIRED EDUCATION AND EXPERIENCE:

- Any combination of education and experience that provides the knowledge, skills and abilities necessary for an Accounting Specialist duties as described above. A typical way of obtaining the required qualifications is to possess the equivalent of two years of general clerical accounting experience and/or two years of college level course work in accounting, bookkeeping or a related field.
- An Associate's degree is desirable.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Valid California driver's license. Must be able to travel to various locations within and outside the District to meet the District's needs and to fulfill the job responsibilities.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Job Title:	Accounting Specialist II - Confidential	Department/Group:	Cameron Park CSD Administration and Finance
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	See approved salary chart	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION			
<p>Under general direction, performs complex and difficult accounting functions related to financial statements, the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payables/receivables, deposits, payroll, payroll benefits, accruals, supervises Front Office Operations; assists with Human Resources functions and performs other related duties as required. This is a Confidential position.</p>			
DISTINGUISHING CHARACTERISTICS			
<p>The Accounting Specialist II is the advanced journey-level class expected to perform the full scope of financial record keeping transactions, payroll, accounts payables/receivables, customer service functions, Human Resource support functions and related support duties with minimum supervision. Assignments are characterized by the presence of general guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Finance/Human Resources Officer in that the latter performs the professional accounting duties.</p>			
SUPERVISION EXERCISED/RECEIVED			
<p>Receives general direction from the Finance/Human Resources Officer. Incumbents in this position may exercise supervision.</p>			
ESSENTIAL JOB DUTIES:			
<ul style="list-style-type: none"> • Performs complex accounting functions related to financial statements, budget, the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payables/receivables, deposits, payroll, payroll benefits, accruals, complex calculations related to labor negotiations. • Processes and oversees the processing of the District’s biweekly payroll; audits and verifies time cards submitted by department staff; checks availability of vacation and sick leave; maintains records of appropriate accruals; prepares and balances payroll reports; prepares supporting reports and payments to various taxing, financial, insurance, and retirement organizations; inputs data; prepares and analyzes month-end and year-end closing and reports for payroll. • Analyzes and prepares Workers’ Compensation reports; monitors, analyzes, calculates and prepares payment for employee health benefits, dental and vision benefits, deferred compensation, 457 plan and Union. • Provides Human Resources support; updates employee computer payroll files; processes new hires; processes changes in personnel status; maintains all benefit accruals, taxes, benefit and deduction files; maintains 			

employee personnel records; monitors and processes health insurance open enrollment; answers questions from staff regarding benefits and insurance forms.

- Audits invoices for proper documents, account numbers and approvals; works with the budget to reconcile anomalies regarding coding; audits posting reports and cash requirement reports; check register reports.
- Processes all accounts payable; balances accounts and generates checks; monitors contract payments; maintains vendor data files; prepares 1099s; prepares and analyzes month-end closing and reports for accounts payable.
- Prepares and processes bank deposits of all District revenues, including reconciliation of deposits to Rec Trac and bank information; Performs a variety of financial reporting tasks, including reconciling a number of District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements; prepares month-end closing and analyzes month-end reports for the general ledger; prepares reports and works with the auditor in gathering and interpreting data for their review.
- Reviews and analyzes bank accounts to ensure funds available, prepares requests for funds from the County and other agencies and reconciles monthly bank statements for all District accounts.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, staff and the public.
- Provides District IT support.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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

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

REQUIRED EDUCATION AND EXPERIENCE:

- Any combination of education and experience that provides the knowledge, skills and abilities necessary for an Accounting Specialist duties as described above. A typical way of obtaining the required qualifications is to possess the equivalent of two years of general clerical accounting experience and/or two years of college level course work in accounting, bookkeeping or a related field.
- An Associate's degree is desirable.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Valid California driver's license. Must be able to travel to various locations within and outside the District to meet the District's needs and to fulfill the job responsibilities.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

	Current Entry	Current Top											
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
		0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025
			0.05		0.05		0.05		0.05		0.05		0.05
General Manager	NEGOTIATED = 110,000												
Parks Superintendent	60,490.51	62,002.77	63,552.84	65,141.66	66,770.20	68,439.46	70,150.44	71,904.21	73,701.81	75,544.36	77,432.96	79,368.79	81,353.01
Finance/Human Resources Officer	60,490.51	62,002.77	63,552.84	65,141.66	66,770.20	68,439.46	70,150.44	71,904.21	73,701.81	75,544.36	77,432.96	79,368.79	81,353.01
Accounting Specialist II	51,056.20	52,332.60	53,640.92	54,981.94	56,356.49	57,765.40	59,209.54	60,689.77	62,207.01	63,762.20	65,356.25	66,990.15	68,664.90
Receptionist	29,120.00	29,848.00	30,594.20	31,359.06	32,143.03	32,946.61	33,770.27	34,614.53	35,479.89	36,366.89	37,276.06	38,207.96	39,163.16
Maintenance Worker II	33,082.87	33,909.94	34,757.69	35,626.63	36,517.30	37,430.23	38,365.98	39,325.13	40,308.26	41,315.97	42,348.87	43,407.59	44,492.78
Recreation Coordinator	37,475.63	38,412.52	39,372.83	40,357.15	41,366.08	42,400.23	43,460.24	44,546.75	45,660.41	46,801.93	47,971.97	49,171.27	50,400.55
Recreation Supervisor	51,056.20	52,332.61	53,640.92	54,981.94	56,356.49	57,765.40	59,209.54	60,689.78	62,207.02	63,762.20	65,356.25	66,990.16	68,664.91
CC&R Enforcement Officer	51,056.20	52,332.61	53,640.92	54,981.94	56,356.49	57,765.40	59,209.54	60,689.78	62,207.02	63,762.20	65,356.25	66,990.16	68,664.91
Parks and Facilities Supervisor	51,056.20	52,332.60	53,640.92	54,981.94	56,356.49	57,765.40	59,209.54	60,689.77	62,207.01	63,762.20	65,356.25	66,990.15	68,664.90
Parks Maintenance Foreman	40,387.08	41,396.76	42,431.68	43,492.47	44,579.78	45,694.28	46,836.63	48,007.55	49,207.74	50,437.93	51,698.88	52,991.35	54,316.14

HOURLY RATE	FY21/22												
General Manager	NEGOTIATED = 110,000												
Parks Superintendent	29.08	29.81	30.55	31.32	32.10	32.90	33.73	34.57	35.43	36.32	37.23	38.16	39.11
Finance/Human Resources Officer	29.08	29.81	30.55	31.32	32.10	32.90	33.73	34.57	35.43	36.32	37.23	38.16	39.11
Accounting Specialist II	24.55	25.16	25.79	26.43	27.09	27.77	28.47	29.18	29.91	30.65	31.42	32.21	33.01
Receptionist	14.00	14.35	14.71	15.08	15.45	15.84	16.24	16.64	17.06	17.48	17.92	18.37	18.83
Maintenance Worker II	15.91	16.30	16.71	17.13	17.56	18.00	18.45	18.91	19.38	19.86	20.36	20.87	21.39
Recreation Coordinator	18.02	18.47	18.93	19.40	19.89	20.38	20.89	21.42	21.95	22.50	23.06	23.64	24.23
Recreation Supervisor	24.55	25.16	25.79	26.43	27.09	27.77	28.47	29.18	29.91	30.65	31.42	32.21	33.01
CC&R Enforcement Officer	24.55	25.16	25.79	26.43	27.09	27.77	28.47	29.18	29.91	30.65	31.42	32.21	33.01
Parks and Facilities Supervisor	24.55	25.16	25.79	26.43	27.09	27.77	28.47	29.18	29.91	30.65	31.42	32.21	33.01
Parks Maintenance Foreman	19.42	19.90	20.40	20.91	21.43	21.97	22.52	23.08	23.66	24.25	24.86	25.48	26.11

PART TIME POSITIONS	(Generally less than 19 hrs per week)												
Admin Assist I (clerical)	14.00	14.35	14.70	15.07	15.51	15.90	16.21	16.62	17.10	17.53	17.97	18.41	18.88
Admin Assist II (Board clerk, Safety, Weed Abatement)	17.77	18.21	18.66	19.12	19.68	20.17	20.57	21.08	21.70	22.24	22.80	23.37	23.95
Accounting Specialist I	18.02	18.47	18.93	19.40	19.89	20.38	20.89	21.42	21.95	22.50	23.06	23.64	24.23
Parks & Facilities Maintenance Worker I	14.00	14.35	14.70	15.07	15.51	15.90	16.21	16.62	17.10	17.53	17.97	18.41	18.88
Rec/Aquatics Leaders	17.36	17.79	18.23	18.68	19.23	19.71	20.10	20.60	21.20	21.73	22.27	22.83	23.40

SEASONAL POSITIONS	(Summer and/or year round periodically)
Rec. Leader, Lifeguard, Kids Camp, Kiosk, Concession, Scorekeeper)	Min Wage +

NOTE: Wage scale to be adjusted as minimum wage changes



Agenda Transmittal

DATE: August 18, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #13: ELECTRIC VEHICLE CHARGING STATION RESOLUTION TO ACCOMPANY FUTURE GRANT APPLICATION

RECOMMENDED ACTION: APPROVE Resolution 2021-24

Background

In association with the solar system construction project, Brighton Energy is preparing for electrical vehicle charging stations to be installed at the Community Center and Fire Station 89. El Dorado County Air Quality Management District (AQMD) has grant opportunities to fund the electrical charging stations. A Resolution is required to accompany the grant application.

Budget and Administration Committee

The Budget and Administration Committee reviewed the grant application at their July meeting. A Committee member had several questions regarding the type of charging station and proposed locations. She discussed the project further with ARC Alternatives staff, who addressed her answers and concerns. Staff returned to the Budget and Administration Committee in August, and the Committee recommended forwarding to the Board of Directors for approval. The Committee member is satisfied with the proposed project.

Discussion

In July 2021, staff submitted an application to AQMD to fully fund the electrical charging station project. The grant was not awarded, but Funding will be available in the future with another competitive grant opportunity. Staff is requesting that the Board approve Resolution 2021-24 for a future grant application.

Project cost estimate is \$33,000 for charging stations at both locations.

Attachment

13A. Resolution 2021-24

13B. Electric Vehicle Grant Guidelines

RESOLUTION NO. 2021-24
of the Board of Directors
of the Cameron Park Community Services District
August 18, 2021

**RESOLUTION TO AUTHORIZE SUBMITTING PROPOSAL FOR AIR QUALITY
MANAGEMENT DISTRICT ELECTRIC VEHICLE SUPPLY EQUIPMENT GRANT**

WHEREAS, the Cameron Park Community Services District (District) Board of Directors executed an agreement to install a solar system to power the electrical needs of the District; and

WHEREAS, the District Board of Directors, in association with the construction of the solar system, would like to construct and provide to the community electric vehicle charging stations; and

WHEREAS, the District's proposal to Air Quality Management District is consistent with the Board of Director's Vision to "Take Steps for Environmental Sustainability."

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Cameron Park Community Services District -

- Authorizes submitting proposal for Air Quality Management District Electric Vehicle Supply Equipment Grant and
- Authorizes the General Manager as the grant administrator, and
- Agrees to comply with the grant's matching requirement, including placing a sign acknowledging the project was funded by Air Quality Management District.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 18th day of August 2021, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director Eric Aiston, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

Request for Proposals
El Dorado County Air Quality Management District
Motor Vehicle Emission Reduction
Electric Vehicle Charging Station Projects 2019

Background

In 1990, Assembly Bill 2766 (AB 2766) was adopted into the California Health and Safety Code. AB 2766 authorized the Department of Motor Vehicles (DMV) to collect a motor vehicle registration clean air surcharge of \$4 per vehicle. Revenues generated from the surcharge are utilized by the Air Quality Management District (AQMD) for grant programs that reduce air pollution from motor vehicles in order to implement the California Clean Air Act and internal operations. Grant programs include alternative fueled vehicles, electric vehicle infrastructure, shuttles, park and ride facilities, bike trails, dirt road paving, and others. With the recent passage of SB513, the Carl Moyer Air Quality Standards Attainment Program (Moyer) can also provide funding for electric vehicle infrastructure projects (Health and Safety Code section 44281c).

Purpose

This is a competitive grant program designed to improve air quality. The AQMD's goal is to further reduce motor vehicle emissions by establishing Electric Vehicle Supply Equipment (EVSE) or chargers throughout the County at retail business locations and points of interest. Projects will be evaluated by AQMD staff, ranked and presented to the El Dorado County Air Quality Management Air Pollution Control Officer (APCO) for award consideration.

Grant Funding

Approximately \$300,000 will be available for the period authorized by the AQMD Board of Directors (through 6/30/22). Grant funds will cover the cost of charger equipment and installation up to \$5,000 per Level 2 EVSE charging station, up to a maximum of ten (10) EVSE charging stations per applicant. The APCO reserves the right to approve proposals, reject proposals, or fund an amount less than the amount requested. **Proposals will be accepted until Friday, June 26, 2020.**

Matching Funds

As a project match, applicants must agree to:

- Install EVSE under a building permit from the agency having jurisdiction.
- Make the chargers available for public use during normal business hours for a minimum of five (5) years.
- Provide electricity free of charge to the public for a minimum of two (2) years.
- Provide electricity service to the charging stations.
- Designate parking space(s) for electric vehicles.
- Ensure at least one of the chargers is ADA van accessible. It does not have to be an exclusive ADA space. If installing more than four (4) EVSE, a second EVSE must also be ADA accessible.

- Provide funding for any and all project costs in excess of amount provided by AQMD.
- Maintain chargers according to manufacturer's recommendations, including repairs if needed.
- Allow the placement of signage on or near the EVSE acknowledging that funding was provided by AQMD.
- Annually provide AQMD with equipment usage data, if available.

Applicant Eligibility

Retail business operators, owners, and retail commercial property owners located within El Dorado County are eligible to apply for these grants. El Dorado County jurisdictions including: cities, special districts, other political subdivisions and jurisdictions joined together by JPAs or MOUs, and non-profit organizations are also eligible to apply for these grants.

Payment of Grant Funds

Grantees must obtain a minimum of two quotes from two independent licensed electrical contractors for the purchase and installation of EVSE and provide them to AQMD. Grant funds will provide 80% of the cost (up to \$4,000 per charger) in advance. The balance will be paid on a reimbursement basis for the actual eligible costs directly related to the implementation of the project as approved in the Contract. All payment requests must include an itemization with documentation of claimed expenses (e.g., itemized receipts, proof of payment invoices, etc.). The AQMD shall not under any circumstances reimburse Contractor for commitments made by Contractor for services not performed or materials not received.

Reporting Requirements

The AB 2766 grant is performance based. Periodic performance reports are required to ensure projects are on schedule and within parameters approved by AQMD. Grantees must annually report any equipment breakdowns and an estimate and any recorded data of EVSE usage.

Grant Term

The grant term is from the Notice to Proceed date through (6) six months later. All costs must be incurred during this term. The final payment request is due two months after the end of the grant term. Failure to submit final payment request and final report with appropriate documentation by the due date may result in Payment Request rejection and forfeiture of claims for costs incurred.

Proposals

Proposal submittal constitutes an agreement to all conditions set forth in the RFP. Proposals must include all required information, letters of support, and technical appendices as follows:

Project Summary (Attachment 1) - Provide basic information indicated, including contact information, site address, the number of chargers to be installed, an estimate of the number of customer vehicle trips to the site on an annual basis, and an estimate of how many customers will utilize the proposed EVSE on an annual basis.

Map – An aerial map (satellite view from an internet based map) with the proposed charger location(s) identified.

Public Agency Authorization Letter/Resolution – Public agency applicants must provide a governing body letter/resolution authorizing proposal submittal. Authorization must identify grant administrator. For joint proposals, the authorization must be signed by an authorized representative from each entity.

Funding Request/Breakdown of Cost - Include amount of money requested from AB 2766 DMV Surcharge fund and total project cost. Itemize the equipment to be purchased and the installation labor cost.

Match Requirement – State commitment to comply with the matching requirement and agree to acknowledge that project was funded by AQMD, by allowing the placement of a sign on the EVSE equipment.

Cost Estimates – **Provide a minimum of two quotes from two distinct licensed electricians for the equipment and installation.**

Evaluation

Proposals will be evaluated based upon the estimated number of customer vehicle trips and the distance from other public chargers located in El Dorado County. AQMD will, in its sole discretion, determine which project(s) will make the best use of grant funds. The decisions of APCO are final.

Respondents are advised that:

- Responses will be accepted on a continuous basis after RFP is released up until the deadline.
- Incomplete responses will not be accepted.
- All components of the proposal are mandatory.
- Failure to include all requested information may result in rejection.
- Minor or inconsequential deviations may be waived by the APCO.
- AQMD reserves the right to reject any and all of the responses to the RFP.

Order of Precedence

In the event of any conflict between or among the terms and conditions of this Request for Proposals and documents referred to herein, such conflict shall be resolved by giving precedence in the following order of priority:

- (1) Request for Proposals
- (2) Attachment 2 - Sample Contract
- (3) Attachment 1 - Project Summary

Eligible Costs

Eligible costs are direct costs associated with implementing the project, which are incurred after receiving the Notice to Proceed and by the end of the grant term. AQMD reserves the right to make, in its sole discretion, final determinations regarding cost eligibility for each project. Eligible costs include:

- Cost of design and engineering (e.g, labor, site preparation, Americans with Disabilities Act accessibility).

- Cost of equipment (e.g., charging units, electrical parts, materials, signage) including sales taxes and shipping costs.
- Cost of installation directly related to station construction.
- Cost of building permit.
- Meter/data loggers.

Ineligible Costs

Any costs not directly related to the project are ineligible for grant or matching funds. Ineligible costs using grant or matching funds include, but are not limited to:

- Costs not specifically identified in the Proposal, unless approved in writing by the APCO prior to costs being incurred;
- Costs covered by another government grant, contract, or loan;
- Costs incurred prior to contract execution;
- Used, refurbished, or remanufactured parts and equipment;
- Equipment having less than a one year warranty;
- Operation costs including maintenance, repairs, spare parts and improvements;
- Insurance and extended warranty costs;
- Expenses incurred for meetings, workshops, or training not associated with the project;
- Personnel travel or per diem costs, unless approved in writing by the APCO prior to the costs being incurred;
- Food or beverages;
- Overhead expenses such as costs for utilities, electricity, office supplies, and other miscellaneous costs incurred during the project;
- Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation), unless approved in writing by the APCO prior to the costs being incurred.
- Any personnel costs not directly related to salaries and/or benefits;
- Any personnel costs incurred as a result of any employee assigned to the project funded by the grant while not actually working on the project (i.e., working on other tasks, use of accrued sick leave, vacation, etc.)
- Any costs not consistent with local, state, and federal guidelines and regulations, including the Moyer program guidelines;
- Interest charges or payments on bonds or indebtedness required to finance project costs;
- Fines or penalties due to violation of federal, state, or local laws, ordinances, or regulations;
- Cameras, cell phones, electronic personal data devices, and/or pagers;
- Costs connected with contractor claims against the grantee; and
- Any costs not deemed appropriate by the APCO.

Audit Requirements

All grantees are required to comply with the following:

1. **Audit/Records Access:** Grantees agree that AQMD, El Dorado County Auditor, California Air Resources Board, Bureau of State Audits, or their designated representative(s) shall have the right to review and copy any records and supporting documentation pertaining to contract performance. Grantees agree to maintain such records for a minimum of three years after final payment, unless a longer period of records retention is stipulated or required by law, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later. Grantees agree to allow

designated representative(s) access to such records during normal business hours and allow interviews of any employees who might reasonably have information related to such records. Further, grantees agree to include a similar right to audit records and interview staff in any contract or subcontract related to contract performance.

2. **Personal Jurisdiction Waiver:** If as a result of an audit finding, AQMD seeks reimbursement of costs paid to a grantee, the grantee hereby waives any jurisdictional defenses as a defense to any action in any court of the State of California for recovery of such funds.

Limitations:

This RFP does not commit AQMD to award contracts, pay any proposal presentation costs, or procure or contract for services or supplies. Respondents are entirely responsible for proposal development costs. All proposals become AQMD property and will not be returned.

Contacts:

Technical

Dave Johnston, APCO
Air Quality Management District
330 Fair Lane
Placerville, CA 95667
(530) 621-7578

Administrative

Scott Wilson
Air Quality Management District
330 Fair Lane Court
Placerville, CA 95667
(530) 621-7554

Submission of Proposals:

Two copies of all responses to this RFP must be postmarked no later than June 26, 2020, or received by 5:00 p.m. June 26, 2020, in the AQMD office located at 330 Fair Lane, Placerville, CA 95667.

Proposal Withdrawal and Modifications

Applicants may withdraw their proposal by submitting a written request to the APCO, signed by the applicant or authorized agent at any time prior to the proposal submission deadline. The respondent may thereafter submit a new proposal prior to the deadline. Proposal modifications, oral or written, will not be considered after the deadline. Applicants are not to initiate contact with and lobby AQMD during the project evaluation phase about proposed projects.

Notification:

The AQMD will notify applicants within one week of APCO decision.

Contract:

Projects chosen for funding will be required to enter into a contract with AQMD and failure to timely execute the contract may result in a loss of the grant funds. Grantees must comply with County vendor and insurance requirements for service agreements. AQMD may require a proposal to be modified prior to being included as an attachment to a contract to help clarify the project commitment.

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



Budget and Administration Committee
Tuesday, August 3, 2021
6:30 p.m.

TELECONFERENCE ZOOM MEETING

<https://us02web.zoom.us/j/82764509787>

Meeting ID: 827 6450 9787

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

Members: Chair Director Eric Aiston (EA), Vice Chair Director Felicity Wood Carlson (FC)

Alternate Director Monique Scobey (MS)

Director Carlson is expected to be absent and Director Scobey serving as the Alternate.

Staff: Jill Ritzman, General Manager; Christina Greek, Finance/HR Officer

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

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. **Fiscal Year 2021 – 2022 Budget** (C. Greek)
2. **Report Back - Air Quality Management District Electric Vehicle Charging Station Grant** (J. Ritzman)

3. Request to County for American Rescue Funds

4. Staff Updates

- a. Check Register Review (C. Greek)
- b. Finance Office Monthly Report (C. Greek, oral)
- c. Legislative Updates (J. Ritzman, oral)

5. Items for Sept & Future Committee Meetings

6. Items to take to the Board of Directors

- FY21-22 Final Budget
- AQMD Grant Application

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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



Covenants, Conditions & Restrictions (CC&R) Committee
Monday, August 2, 2021
5:30 p.m.

TELECONFERENCE ZOOM MEETING

<https://us02web.zoom.us/j/81452836859>

Meeting ID: 814 5283 6859

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

Members: Vice Chair Bob Dutta (BD), Patricia Rivera (PR), Kelly Kantola (KK)
Chair Director Monique Scobey (MS), Director Ellie Wooten (EW)
Alternate Director Sid Bazett (SB)

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

1. CALL TO ORDER

2. 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.

3. APPROVAL OF AGENDA

4. APPROVAL OF CONFORMED AGENDA

5. 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

6. Review and Support Items (J. Mog)

- a. Architectural Review Committee Handbook, 2nd Review
- b. Consolidating CC&Rs “White Paper” Analysis - Discussion

7. MONTHLY STAFF REPORT

7a. Open Violations, CC&R Violation Manager Case Detail Report

- Referred to Legal - 2
- Pre-Legal Notices – 0
- Final Notices - 5
- Initial Notices – 15
- Variance – 1
- Court Decision - 1
- Door Hangers – 0
- 5/26/21 - 7/6/21 New Cases - 4
- 5/26/21 - 7/6/21 Cleared Cases - 1
- Total Cases Open = 62

7b. Architectural Review Projects – Period – 7/6/21 – 7/27/21

- Projects Reviewed – 17
- Approved – 16
- Held Over – 1

8. Staff Updates

- a. CCR20-1049 – 3808 Archwood Rd.

9. Items for September and Future CC&R Committee Agendas

- Revenue Enhancements

10. Items to take to the Board of Directors

11. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

12. ADJOURNMENT



Fire and Emergency Services Committee
Tuesday, August 3, 2021
5:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/83600277770>

Meeting ID: 836 0027 7770

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

Members: Chair Director Sidney Bazett (SB), Vice Chair Director Monique Scobey (MS)
Alternate Director Eric Aiston (EA)

Staff: General Manager Jill Ritzman, Chief Sherry Moranz, Chief Jed Gaines

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 – JUNE

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. Introduction New Battalion Chief Josh Agustin (S. Moranz)**
- 2. Staff Updates (S. Moranz)**
 - a. Fire Department Report

3. Items for September and Future Committee Agendas

4. 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
Monday, August 2, 2021
6:30 p.m.

Agenda

Members: Chair Director Felicity Carlson (FC), Vice Chair Director Sidney Bazett (SB)
Alternate Director Ellie Wooten (EW)

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

**Meeting has
been cancelled**