



**CAMERON PARK COMMUNITY SERVICES DISTRICT**

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

# **CONFORMED AGENDA**

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

## **BOARD MEETING**

**Wednesday, November 16, 2022**

**6:30 p.m.**

## **TEAMS Meeting Hyperlink**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MTZjMGRmZDMtZDVINS00ZDhlLWE1NWYtM2YzZmMxZDg1OTMx%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTZjMGRmZDMtZDVINS00ZDhlLWE1NWYtM2YzZmMxZDg1OTMx%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d)

## **Board Members**

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

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**CALL TO ORDER 6:31 pm**

1. Roll Call – FWC/SB/EA/MS
  2. Pledge of Allegiance
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*Public testimony will be received on each agenda item as it is called. The principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the 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.*

*All demonstrations, including cheering, yelling, whistling, handclapping, and foot stomping which disrupts, disturbs or otherwise impedes the orderly conduct of the Board meeting are prohibited.*

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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

EA motioned to Adopt the Agenda / 2<sup>nd</sup> – SB

Ayes –FWC/SB/EA/MS – Motion passed

Noes – None

Absent- None

Abstain - None

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**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. The Board of Directors is prohibited from discussing issues not on the agenda brought to them at this time. According to State Law (the Brown Act), items must first be noticed on the agenda before any discussion or action.*

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**OPEN FORUM FOR NON-AGENDA ITEMS**

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

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**APPROVAL OF CONSENT AGENDA**

*The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #12 to be discussed and acted upon individually.*

4. **APPROVE** Conformed Agenda – Board of Directors Regular Meeting October 19, 2022
5. **APPROVE** Conformed Agenda – Board of Directors Special Meeting November 2, 2022

6. **APPROVE Resolution No. 2022-36 Hybrid Meetings**
7. **RECEIVE AND FILE** General Manager's Report
8. **APPROVE** Accountability Act Report for FY 2021-22
9. **RECEIVE AND FILE** Annual Disclosure of Board and Staff Reimbursements
10. **RECEIVE AND FILE** Fiscal Year 2021-2022 Preliminary Year-End Report (pre-audit)
  - MS asked the board regarding the way we currently manage our underutilizations on our fire contract, If it is the proper way of accounting because she believes the finance officer said you do not really put a negative number in there so you cannot display the amount that was underutilized. MS would like to ask to board how to report accurately back to Budget and Admin Committee for next year.
  - FWC would prefer to ask staff rather than bringing it straight to the committee.  
Finance Officer discussed with fire department as well has discussed with MS. She feels budgeting a negative number is misleading the district has the obligation to pay that full contract amount, so putting a negative number in report would not necessarily recognizing that it is our full obligation, there should not be an underutilization. If they come under you will see that in the line item. In the past the actual line item was being budgeted less than what the contract amount was. She feels getting rid of the negative number and going with what the actual contract amount is then seeing what the percentage is.
  - EA asked the Finance Officer if she is proposing to budget the whole contract amount and not make any adjustment within the budget which would mean if a zero budget is wanted then \$250,000 would need to be cut out of everything else. Finance officer replied saying realistically we cannot expect to save \$250,000. We are on the hook for that \$250,000, we cannot say year to year that we are going to save it. She thinks it is smart to start planning and making sure we have the monies available for our full obligation.
  - MS thought it would be best to bring this the to Budget and Admin Committee to discuss further. FWC requested it be put on the agenda for December Budget and Admin meeting.
  - MS stated concern about the Fire Marshall Plan Review coming in low. MS concern is that we are using those funds to support a new employee, would like the GM to share some thoughts. Gm responded stating our new Fire Prevention Specialist, started approximately a month ago. Inspections are already being scheduled.
  - Chief Kalan stated the first month has been only training. From December through January, through the rest of the year they have been catching up on the inspections for the last 3 or 4 months they have not had staff to do it. He believes with the number of inspections that are going to happen that number is going to rise. He offered to provide report to Budget and Admin Committee to show from mid-November to January 1<sup>st</sup> and then we can project out the rest of the fiscal year.
  - Gm responded stating they did not think through the time it would take to get this person on board, do the training and get them up to speed so they could work out in the field.
  - Chief Kalan stated in that budgeted amount was for saying they started July 1<sup>st</sup> of this year when they actually started in October so we have that no salary July August September and partially October so we have less that amount. GM believes if things go well, 2023-2024 should be a good year for inspections and revenue.
  - MS shared concern for next year. Would like to make sure we earn enough money from Fire Marshall fees to fund the position that they authorized. GM stated they would need to look back at the report where the position was proposed. Though believed it was supposed to be revenue positive by having



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the individual doing this job. The fees charge would cover the staff plus it would end up earning some money and we would be looking at if there is a need to expand fire prevention services and inspections.

- EA brought line 4262 to the Board and Finance Officer. He had asked what was our Equipment rental revenue was for the 2021-22 Fiscal Year? Finance Officer stated the total rental income was \$289,303. EA proposed this one-line item was based \$100,000 rental income actual income is \$289,000, would like to see line item adjusted by 10%. Recommended we make a transfer from Fund 7 of approximately \$18,900.
- Finance Officer Supports EA recommendation. In the future, instead of budgeting it into Fund 1 she would rather recognize all the income in Fund 7 and then do a transfer at the end of the year. It should be a transfer because if we're putting a portion of that money into Fund 1 you're truly recognizing every dollar in Fund 7 and you're not see how much is truly coming in.
- Chief Martin requested we look into transferring funds from Fund 7 to cover the cost of maintenance is that we actually look at what the maintenance is to the equipment that's been rented out. The district we should budget for the equipment that we operate everyday to serve the citizens of this community and that should be apart of the districts of our based budget is to maintain that equipment, so it drives down the road every day. And at the end of the year when we look at that transfer of funds, we look at was spent on maintenance on those pieces of equipment that went out, that were hired out, what that cost is. Really look and see do we need to move more, or do we need to move less to cover what the cost of that rental maintenance income is instead of a constant 10%.
- SB requested for an explanation for the 189% in overtime. GM stated we have had some vacancies. Staff trying to cover extra work loads and shortage of staff in different departments. Finance Officer added that due to the Caldor Fire there was a lot of overtime. As well as losing an employee in the Recreation department which has caused overtime for that position while we try to fill it.
- GM stated for the Mosquito Fire we were more prepared regarding overtime and did what we could to minimalize. For example, we asked the county to bring in their janitorial crews in earlier to help prevent extra work loads for us.
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**11. RECEIVE AND FILE Fiscal Year 2022-2023 First Quarter Financial Report**

MS requested that item #4 be pulled and corrected and #10 be pulled for discussion.

**12. MS made motion to approve Consent Agenda pulling item #4 and item #10**

Motion- MS / 2<sup>nd</sup> – EA

Ayes – FWC/ SB/EA/MS – Motion passed

Noes – None

Absent- None

Abstain – None

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**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.*

**13. Items removed from the Consent Agenda for discussion**

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Item #4: Conformed Agenda from October 19, 2022

- MS stated that on the Consent Agenda the convened closed session has no report out or posting on that agenda. MS requested it be corrected. GM stated he could provide information; District Counsel did provide but it did not make it into the consent notes. Offered to read it out loud, so it could be read in as amended. MS requested GM read the report out loud.

EA moved to approve Conformed Agenda item #4 with the amendments as read by the GM to the convene closed session

Motion – EA / 2<sup>nd</sup> - MS

Ayes – FWC/ SB/EA/MS – Motion passed

Noes – None

Absent- None

Abstain – None

Item #10: Fiscal Year 2022-23 First Quarter Financial Report

- EA made motion to approve item #10 with direction given to staff to make the adjustments on line item 4262.

Motion – EA / 2<sup>nd</sup> – MS

Ayes – FWC/ SB/EA/MS – Motion passed

Noes – None

Absent- None

Abstain – None

**14. APPROVE RESOLUTION No. 2022-35 Repair of the Front Entrance of the Community Center (M. Grassle)**

SB moved to approve Resolution No. 2022-35 with friendly amendment to waive the reading.

Motion – SB / 2<sup>nd</sup> – EA

Ayes – FWC/ SB/EA/MS – Motion passed

Noes – None

Absent- None

Abstain – None

- MS when receiving the warranty funds did, we have a plan on how we are going to spend? EA believes the funds were covering all the different pieces, first priority projects.
- MS concern is we do not know what we have already done and how much we have already spent. We do not know what projects we might need to do. If we do not have some sort of plan, how do we know if we are doing what's right for the district? What roofing projects have we already completed. GM stated we have done the roof of the gymnasium (B Building). The fire riser, leaks in the roof and mold treatments in the social room (A Building). Some minor repairs to the roof above the office. With the exception of the gutters.
- SB noted that is an urgency to getting it fixed especially due to the heavy rain and asked what to time frame was to get it fixed. Gm stated the project would begin in January and will take approximately 6 weeks. Plan to have public come through another entrance while repairs are going.

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## BOARD INFORMATION ITEMS

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

### 15. Committee Chair Report-Outs

- a. Budget & Administration
- b. Covenants, Conditions & Restrictions (CC&R)
- c. Fire & Emergency Services
- d. Parks & Recreation
- MS thinks for the solar project we should contact Bright Energy to give us a data report to see how we are tracking along with the projected and what the actuals are. SB suggested having apart of our newsletter. GM believes it would be great to have that information and said he would ask.

### 16. General Matters to/from Board Members and Staff

- Upcoming training and community meetings
- CSDA: Special Legislative Days, May 16 & 17, 2023, Sheraton Grande Sacramento

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## PUBLIC COMMENT

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

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## CONVENE TO CLOSED SESSION

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

- Public Employee Annual Performance Evaluation pursuant to Government Code Section 54957.  
Position: General Manager

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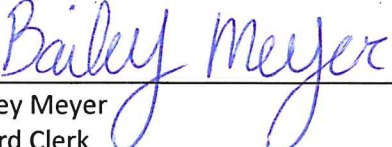
## ADJOURNMENT 8:01 pm

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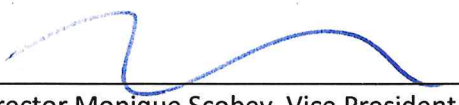
Please contact the District office at (530) 677-2231 or [admin@cameronpark.org](mailto:admin@cameronpark.org) if you require public documents in alternate formats or accommodation during public meetings. For the public's information, we are taking email requests at [admin@cameronpark.org](mailto:admin@cameronpark.org)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

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Conformed Agenda Prepared by:

  
Bailey Meyer  
Board Clerk

Conformed Agenda Approved by:

  
Director Monique Scobey, Vice President  
Board of Directors