

# Budget and Administration Committee

Monday, April 6, 2026  
5:30pm



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

## Minutes

Members: Chair Director Katie Gilchrest (KG), Vice Chair Director Dawn Wolfson (DW)  
Alternate: Director Tim Israel (TI)

Staff: Mark Hornstra, General Manager

**CALL TO ORDER** – 5:30pm

**ROLL CALL** – DW/KG

*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** – Approved with the removal of the first Closed Session item.

**APPROVAL OF MINUTES** - Approved

**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. Election Resolution (N. Garrison)**

- Discussed Election Resolution. Move to Board with support.

**2. Recreation Specialist Job Description (M. Hornstra)**

- *Discussed Recreation Specialist Job Description. Move to Board with support.*

**3. Contract Approval Policy (discussion – M. Hornstra)**

- *Discussed Approval Policy. Move to Board with redlined policy with support.*

**4. Staff Updates**

- a. March Check Register (L. Sanders-Ito)
- b. FY 2024-25 Audit (M. Hornstra)
- c. MOU between CPCSD and AFSCME Council 57, Local 1 (M. Hornstra)
- d. FY 2026-27 Preliminary Budget (M. Hornstra)

**5. Items for Future Committee Meetings**

- Cost Recovery Policy (bounced check, etc.)
- Bylaws Review

**6. Items to Take to the Board of Directors**

- *Election Resolution*
- *Recreation Specialist Job Description*
- *Contract Approval Policy*
- *MOU*

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

**CLOSED SESSION** – 5:52pm

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Gov. Code Section 54957(b)(1)) Title: All Employees

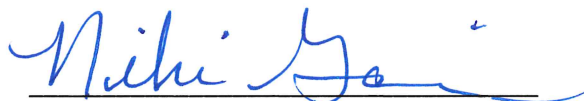
**PUBLIC EMPLOYEE APPOINTMENT**

(Gov. Code Section 57957(b)(1)) Title: Strategic Public Safety Solutions

*Reconvened from Closed Session at 6:04pm - Direction was given to staff to bring forward a Professional Services Agreement with the CSD and Strategic Public Safety Solutions at the next board meeting.*

**ADJOURNMENT** – 6:04pm

Minutes Prepared by:



Niki Garrison

Board Clerk

Budget and Administration Committee

Regular Meeting

Minutes Approved by:



Director Katie Gilchrest, Chair

Budget and Administration Committee