



Budget and Administration Committee
Tuesday, October 1, 2019

6:30 p.m.

2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Eric Aiston (EA),
and Alternate Director Holly Morrison (HM)
Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

- 1. Efficient Meeting – Policies & Protocols** (hand carry - J. Ritzman, V. Neibauer)
- 2. Job Descriptions & Part-Time Employee Wage Scale** (written report provided in September; J. Ritzman)

3. Staff Updates

- 1st Quarter Budget to Actuals FY 2019-20 (*due to the timing of the Committee meeting on Oct. 1; this report may not be available*)
- Check Register for September

4. Items for November & Future Committee Meetings

- FY 2018-19 Year-End Actuals
- Five Year Budget Projection
- Reserve Policy Update

5. Items to take to the Board of Directors

- District of Distinction Certificate

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Budget and Administration Committee
Tuesday, September 3, 2019
6:30 p.m.
2502 Country Club Drive, Cameron Park
Conformed Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Eric Aiston (EA),
and Alternate Director Holly Morrison (HM)
Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER – 6:32pm

ROLL CALL - MS/EA

ADOPTION OF AGENDA - *Approved*

APPROVAL OF CONFORMED AGENDA - *Approved*

OPEN FORUM

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DEPARTMENT MATTERS

PUBLIC COMMENT

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1. Five Year Strategic Plan (J. Ritzman)

- *Discussed Five Year Strategic Plan. Staff to work with standing committees on their respective work areas to update Board.*

2. Job Descriptions & Part-Time Employee Wage Scale (J. Ritzman)

- *Discussed Job Descriptions and Part-Time Employee Wage Scale; bring back to the October Committee Meeting and then on the October Board of Directors Meeting.*

3. El Dorado Disposal/Waste Connections Quarterly Update Reports (informational)

- *Discussed El Dorado Disposal/Waste Connections Quarterly Update; need condensed information for reporting.*

4. District of Distinction Criteria (informational, N. Garrison)

- *Discussed District of Distinction Criteria Report. Staff will meet with individual board members regarding training.*

5. Staff Updates

- Check Register for August

6. Items for October & Future Committee Meetings

- FY 2018-19 Year-End Actuals
- Five Year Budget Projection
- Reserve Policy Update
- *Job Descriptions*

7. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT – 8:30pm



Agenda Transmittal

DATE: October 1, 2019

FROM: Jill Ritzman, General Manager
Vicky Neibauer, Finance/HR Officer

AGENDA ITEM #1: EFFICIENT MEETING - BYLAWS AND POLICY REVISIONS

RECOMMENDED ACTION: REVIEW AND DISCUSS

Introduction

The District is guided by a set of Bylaws which establishes the framework for District governance and operations. These Bylaws define how the Board of Directors and Management shall operate. They are the governing rules and regulations. Bylaws are high-level while the subsequent policies define the details of operations and are the 'what' and 'why'. Bylaws and policies must be consistent with each other.

As requested by the Board on September 18, Staff is recommending the following revisions to District Bylaws, Policies and Board Agenda in order to provide an environment for a more efficient, effective Board of Directors meeting management process as well as aligning Policy and Bylaws.

Staff has vetted recommended revisions to the Bylaws and Policies through our attorney and auditor for alignment of law, Generally Accepted Accounting Principles and internal control best practices, and found them acceptable.

Rules of Order for Board and Committee Meetings

Current District Bylaws, Section 6.7 states "Public sessions shall be conducted in accordance with Robert's Rule of Order.

Current Policy 5070 states "the Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules – Robert's Rules of Order.

To reconcile the difference and allow for more efficient, effective Board meetings, Staff recommends the District Bylaws and current Policy be revised to Rosenberg's Rules of Order for Board meeting management. Rosenberg's Rules of Order retain the core principles of Robert's Rules of Order but modifies, simplifies, and tailors the parliamentary procedures for Special Districts, Counties, Cities and similar bodies. These procedures provide a framework to manage agenda item discussion, ascertaining the will of the majority while preserving the rights of the individual; setting rules for motion, debates and votes; and ensuring that courtesy and decorum are maintained. All motions require a second, and a Board vote for example; a motion to set a time to adjourn.

Rosenberg's Rules of Order are based on four principles of modern parliamentary procedures:

1. Rules should establish order.
2. Rules should be clear leading to wider understanding and participation.
3. Rules should be user-friendly to invite public participation.
4. Rules should enforce the will of the majority while protecting the rights of the minority.

Replacing Robert's Rules of Order with the Rosenberg's Rules should not change the Board decision making process significantly. These Rules bring order and more effectiveness and efficiencies to Board meeting management while retaining the core principles of Robert's Rules of Order. Using these procedures enables the Board to manage a fair and efficient meeting promoting full and free discussion while considering and acting upon the greatest number of issues in the shortest amount of time.

A recent City Clerks Association of California survey revealed that over 40 California agencies have adopted Rosenberg's Rules of Order including the cities of Belmont, Calistoga, Fresno, Redwood City, Richmond, San Mateo, Santa Rosa and Sonoma. Overall, hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood association and private corporations and companies have adopted Rosenberg's Rules of Order in lieu of Robert's Rules because they have found them practical, logical, simple, easy to learn and user friendly.

Edited bylaws, policy 5070 and Rosenberg's Rules of Order at a Glance are attached for review.

Additional Agenda Streamlining Measures

Staff is recommending these additional measures to streamline the Board agenda providing more effective, efficient Board meeting management as requested by the Board.

1. Staff recommends removal of the Department Staff reports from the Board agenda. These reports contain mostly 'work as usual'. Specific actions are presented to the appropriate committee. The General Manager's report will include significant Department issues. Staff is available for Board or Public questions as they come up.
2. Revise check signature authority in District Bylaws and Policies to better align with current practice.

District Bylaws, Section 6.4 requires all checks to be signed by both the General Manager and a Board Member.

Policy 3100.7, Purchasing/Expense Authorization, requires District checks be signed by the President of the Board and the General Manager.

Policy 3360, Internal Control and Guide states that the General Manager and a member of the Board will sign checks over a \$10,000. This is our current policy with the General Managers signature required for those expenses under \$10,000.

Policy 3360 is our current practice and aligns with our Internal Control and Guide. The current practice generally aligns with the Bylaws. In order to bring the Bylaws and Policies in sync with each other, Staff is recommending an amendment to the District Bylaws and revisions to Policies 3100.7 and 3360.

Edited bylaws, policy 3100 and 3360 are attached.

Financial Impact

There is no negative financial impact to the District.

Attachments:

1A - Edited copies of Policies 3100, 3360, 5070

1B - Edited District Bylaws

1C - Rosenberg Rules at a Glance

1D - Mock Board of Directors' Meeting Agenda

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POLICY TITLE: Purchasing/Expense Authorization
POLICY NUMBER: 3100

3100.10 The purpose of this section is to provide a general code of conduct for all personnel who may be engaged in the District's purchasing function. It is essential that all personnel involved in the procurement process conduct themselves in a manner that maintains impartiality and complete objectivity, to meet the continuing scrutiny of suppliers and the public.

As a District, we are committed to conduct our business in an ethical and professional manner, in compliance with applicable laws, regulations and codes; so we are correctly perceived to be an ethical and professional organization of dedicated and competent individuals of the highest integrity and credibility, producing quality, value added services that contribute significantly to the needs of our customers and community.

In dealings with the business community, it is necessary to exercise a strict rule of personal conduct to ensure that business relations are not compromised or even have the appearance of being compromised. The District's reputation for fairness and integrity in dealing with suppliers and others must always be maintained.

Public service is a public trust. Each District employee has a responsibility to the citizens of the District for honesty, loyalty and the performance of their duties under the highest ethical principles. Ethical concepts of public purchasing obligate every purchasing official to an impeccable standard of ethics and personal conduct.

Purchases made for the District shall be in conformance with the approved budget and this policy.

3100.20 The District authorizes the General Manager to appoint a Purchasing Agent(s) and gives the Purchasing Agent authority to purchase, to negotiate or to contract for goods, services, supplies and equipment as required by the District's using departments. All persons involved in the purchasing function shall:

3100.21 Comply with the District purchasing procedures as outlined herein.

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- 3100.22** To buy on the basis of value, recognizing that value represents a combination of quality, service and price that assures the greatest economy to the District.
- 3100.23** To be courteous and considerate in all District dealings.
- 3100.24** To recognize that permanent business relationships should be established on the basis of honesty and fair dealings.
- 3100.25** To be prompt in all appointments and to negotiate with reasonable speed.
- 3100.26** To avoid statements that might injure or discredit legitimate suppliers and to avoid disclosure of confidential information that might give an unfair advantage in a competitive business transaction.
- 3100.27** To recognize that character is an important asset in commerce and should be given major consideration in the selection of sources of supply or service.
- 3100.28** To adjust claims and settle disputes on the basis of facts and fairness.
- 3100.29** To decline politely any gratuity or accommodation with a cumulative value of \$50.00 for any calendar year, from any one supplier, vendor, or firm with whom the District is currently doing or could potentially do business. All decisions and actions regarding procurement should be based upon proper business considerations, and purchasing decisions should not be influenced in any way by personal gain. However, any offering from a vendor, or potential vendor, which has been given to a group and which is kept and/or consumed on the premises, would not be considered inappropriate. The District is subject to California law regarding conflict of interest, including receipt of gifts or entertainment. Vendors are requested to cooperate in this regard.
- 3100.30** **DEFINITIONS**
- A.** Bid/Proposal - The written offer of a bidder to furnish and /or deliver specific items, or perform and execute work or services.

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- B.** Invitation to Bid - An invitation, extended to a vendor by telephone, fax, letter or e-mail, inviting a quotation for furnishing and/or delivering specific items or to perform or execute contemplated work or services.
- C.** Bid - Same as proposal, except may be verbal.
- D.** Bidder - An individual, firm, or corporation or qualified representative thereof, submitting a bid or proposal to furnish and/or delivering specific items or to perform or execute contemplated work or services. It is the responsibility of the bidder to read all documents contained in the specifications carefully and follow the directions in the bid packet. Bidders are responsible for the timely submission of their bid/proposal. Bidders are responsible for reporting errors or omissions detected, in writing, to the District representative.
- E.** Successful Bidder - The individual, firm, corporation, or qualified representative thereof, capable of delivering materials or supplies, or performing or executing the contemplated work or service required by the District.
- F.** Purchasing Agent - The General Manager or designee appointed by the General Manager acting within the scope of his or her delegated authority in the procurement of goods and services.
- G.** Blanket Purchase Order – Is issued to selected vendors, on an annual basis with the approval of the Purchasing Agent, for use by District employees to procure repetitive, high volume, low dollar value items on a continuing basis.
- H.** Published Public Notice – Notice inviting bids shall be published in a newspaper of general circulation once a week for two consecutive weeks, with five days between each publication. The Purchasing Agent shall also solicit bids from responsible prospective suppliers from bidder lists maintained by the Purchasing Agent and may advertise the notice inviting bids in applicable publications and websites readily accessible to the public.
- I.** Inspection and Review – The Purchasing Agent or designee shall require the inspection of supplies and equipment delivered and

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contractual services performed to determine conformance with the specifications and requirements set forth in the order or contract.

3100.40 When procuring goods or services the following authorization limits apply to all purchases, provided such expenditures are within the budget limitations, excepting those that are Public Works projects.

3100.40.1 Public Notice – Purchases greater than \$125,000

Authority to award – Board of Directors. Formal bid or Request for Proposal process is required

3100.40.2 Formal Bid – Purchases from \$25,000 - \$125,000

Authority to award – Board of Directors. Formal bid or Request for Proposal process is required. Award to the lowest cost, responsive, responsible bidder. Staging of purchases in order to avoid authorization limits is prohibited.

3100.40.3 Open Market – Purchases between \$5,000 and less than \$25,000

Authority to award - \$5,000 to \$24,999 - General Manager

A written quotation must be received from three competitive sources. Award bid to the lowest cost, responsive, responsible bidder. Staging of purchases in order to avoid authorization limits is prohibited.

3100.40.4 Small Purchases – Purchases less than \$5,000

Authority to award – Department head or authorized designee. Seek competitive quotations or rotate awards to local vendors. Award to the lowest cost, responsive, responsible bidder.

3100.40.5 CMAS - California Multiple Award Schedules (CMAS)
Offers a wide variety of commodity and information technology products and services at prices that have been assessed to be fair, reasonable and competitive. The use of these contracts is optional and is available ONLY to

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California State and Local Government agencies. Without having to go to bid, an agency may request a copy of the CMAS contract from the contractor of choice; select the products and services to be ordered; and, send the purchase order directly to the contractor. CMAS charges a small fee for this service. In addition, District I.T. staff is authorized to use a similar source, the Western States Contracting Alliance

- 3100.50** Cash Disbursement lists are presented to the Board of Directors each month. The lists contain cash disbursements to be ratified by the Board. These expenses are contained in the budget and are, therefore, previously approved by the Board.
- 3100.60** Department Heads are responsible for limiting expenditures to those amounts appropriated by the Board of Directors. Should a purchase order exceed a department's budgeted appropriation, the Department shall take an amendment to their budget to the Board for approval.
- 3100.70** Checks issued over \$10,000 by the District require the signatures of the-a Board President-Member and the General Manager or his/her designee.
- 3100.80** The General Manager is designated as the District's Treasurer by action of the Board of Directors. (California Government Code Section 61240)
- 3100.90** Directors or staff may be reimbursed for out-of-pocket approved expenses relating to District business and verified by a valid receipt.
- 3100.100** Contracts for goods or services greater than \$25,000 shall be awarded by competitive sealed bidding. Notice inviting bids shall be publicized according to formal bid procedures included herein or required by law.
- 3100.110** The General Manager, acting as the District's Purchasing Agent, is authorized to negotiate all contracts and to award contracts up to \$25,000. The Board of Directors approval is required for all awards greater than \$25,000.
- 3100.120** **Award of Bid** – Purchases shall be awarded after consideration of the following factors:
- A.** The amount of the bid price
 - B.** The ability, capacity and skill of the bidder to perform the contract or provide the service required.

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- C.** The ability of the bidder to perform the contract or provide the service promptly or within the time specified, without delay or interference.
- D.** The reputation and experience of the bidder.
- E.** The previous experience of the District with the bidder.
- F.** The previous and existing compliance by the bidder with the laws and ordinances.
- G.** The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
- H.** The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
- I.** The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- J.** The number and scope of conditions attached to the bid.
- K.** The purchase of products, whenever feasible, containing the highest amount of post-consumer and recovered materials practicable. In all cases, these products must meet reasonable performance standards, and be readily available at a competitive price. In addition, all equipment bought, leased or rented shall, whenever feasible, be compatible with the use of recycled products purchased by the District.

3100.130 Rejection of Bids – The District reserves the right to reject all bids, or all bids for any one or more goods or services included in the proposal, when such rejection is in the best interest of the taxpayers of the District.

3100.140 Deviations from Instructions - Quotations and/or bids submitted to the District, which do not substantially comply with the instructions for bidding may be rejected regardless if the invitation to bid is by telephone, letter or Notice Inviting Bid. Any unauthorized condition, limitation, provision, or substitute item by the bidder in a quotation may be cause for its rejection.

3100.150 Price Discrepancies - Other than in obvious cases to the contrary, the bid price shown in words, in a written proposal shall take precedence over the bid price shown in numbers, should any discrepancy exist. Also, other than obvious cases to the contrary, the bid price shown in the unit price will take precedence over the extension.

3100.160 Bid Closing Date and Hour - Bids received after a bid closing date and hour will not be considered and will be returned unopened to the bidder.

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3100.170 Bonds - Bid deposits, Payment Bonds by an admitted surety carrier in California and Faithful Performance Bonds shall be furnished to the District by all bidders and successful bidders when and as specified by the Purchasing Agent. In addition to bonds, all insurance conditions established by the District must be met.

3100.180 Bidder Pre-qualifications - The Purchasing Agent may require pre-qualification of bidders and may require bidders to provide information for the purpose of preparing and maintaining lists of qualified bidders. Pre-qualification shall be based on any available information, including but not limited to information provided by the bidder. A bidder's name may be removed from the list of qualified bidders for any of the following reasons:

- A.** Failure to respond to questionnaires issued by the Purchasing Agent or to provide a financial statement or other information as may be requested;
- B.** Failure to respond to three consecutive invitations or requests for bids or quotations on a service or item offered by the bidder;
- C.** Failure to satisfactorily perform under a previous purchase order or contract;
- D.** Failure to respond to any inquiry from the General Manager or Purchasing Agent regarding whether the bidder continues to be interested in doing business with the District;
- E.** Submission to the Purchasing Agent by the bidder of a written request to be removed from the list of qualified bidders;
- F.** Change in qualifications of a bidder to the extent that the bidder no longer meets the minimum requirements applicable to bidders offering the services or items offered by the bidder.

3100.190 Formal Bid Procedure

- A.** Formal bids (purchases greater than \$25,000), including specifications, terms and conditions, are mailed to potential vendors, advertised in the public notice section of the local newspaper, e-mailed and posted on the District's web site. Bids must be received in a sealed envelope to the

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Purchasing Agent by the bid opening date and time. Fax copies of bids are not considered.

- B.** Public Works projects over \$5,000 are subject to bidding and other requirements set forth in statutes.
- C.** District projects are considered “Public Works” projects, requiring compliance with applicable Prevailing Wage laws, when it is paid for in whole or in part out of public funds. California Labor Code Sections 1720 and 1771 require prevailing wages to be paid on “public works” contracts and all maintenance work that exceeds one thousand (\$1,000). On Public Works projects, contractors must pay workers not less than the applicable prevailing rate of per diem wages as established by the U. S. Department of Housing and Urban Development and the California Director of Industrial Relations.
- D.** Sealed bids shall be submitted to the Purchasing Agent, or his or her designee, and shall be identified as bids on the envelope. The Purchasing Agent shall publicly open all bids at the time and place stated in the public notice and tabulate. All bids received will be available for public inspection in the District office for a period of at least 30 days following the bid opening.

3100.200 Exceptions to Competitive Bidding – Provisions requiring competitive bidding shall not apply to the following instances:

- A.** Contracts involving the acquisition of professional or specialized services, such as, but not limited to, services rendered by architects, attorneys, engineers, and other specialized consultants.
- B.** Where the District’s requirements can be met solely by a single patented article or process.
- C.** To situations where no bids have been received following bid announcements under provisions of this policy.
- D.** When a purchase involves goods of a technical nature, where it would be difficult for a vendor to bid on a standard set of specifications, the Purchasing Agent shall undertake a thorough review of known products

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and a comparison of features that most closely meet the District's need at the least cost.

- E. When another public agency (district, city, county or state) has administered a competitive bid process within the past two years for the same or substantially similar supplies, services or equipment
- F. When the Board of Directors specifically waives the competitive bid process and authorizes staff to purchase equipment or award a contract by four-fifths vote.
- G. Any request for an exception or waiver under this section shall include the nature of the contract, amount of the contract, and the reasons why competitive bidding is not feasible.
- H. The General Manager may authorize the purchase of materials, supplies, equipment and services where an emergency is deemed to exist and it is determined that service involving public health, safety or welfare would be interrupted if the normal procedures were followed. All emergency purchases which would otherwise require formal bidding shall be submitted to the Board of Directors for ratification at the next Board Meeting after the purchase is authorized.

3100.210 C.O.D. Purchases - Some limited situations may require cash or check at the time goods or services are delivered. This is an exception to normal procedure. One method for accomplishing the purchase exists:

- A. With prior approval of the Department Head, an employee may expend personal funds for goods or services. Said employee shall submit a "Request for Reimbursement" along with the receipt to the Department Head for approval. After approval, both items shall be forwarded to the Finance Division for reimbursement.

3100.220 Contracts for Professional Services – The General Manager or his designee may negotiate and approve contract services. After the requesting department has received the General Manager's approval, the department will forward the contract for the General Manager's signature. Contracts exceeding \$25,000 shall follow the formal bid process and, when completed, the contract will be forwarded to the attorney for approval as to form and agendized for the Board's for approval. The General Manager will sign the contract. Public contracting statutes are contained in the California Public Contract Code. Other sources of public contracting statutes can be found in

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the Public Resources Code, Business and Professional Code, Civil Code, Government Code, Labor Code and Code of Regulations.

Cal-Card

- 3100.230** The District will issue Cal-Cards to the Departments Heads with purchasing authority. The purpose of the Cal-Card is for the purchase of supplies, materials, and equipment used in the day-to-day operations of the District. The preferred method of payment set by the district is the PO process. Cal-Card purchases require prior approval from the Finance Department.
- 3100.231** Purchasing limits will correspond with the amounts set by the Board. The General Manager's limit shall adhere to the amount as set in Policy 3160.
- 3100.282** Instructions and Procedures will be issued to each Department Head upon issuance of the card or whenever there are changes in the instructions and procedures. The contents will discuss
- Card limits and use restrictions
 - The procedures for handling the card, and
 - Responsibilities pertaining to processing of the monthly statement
- 3100.283** Accidental use of the card for personal use will be remedied by repayment from the employee to the District within the statement period.
- 3100.284** Unreimbursed accidental personal use within the statement period or fraudulent use of the card is cause for dismissal.
- 3100.285** Annually, the Finance Department will do an internal audit of The Cal-Card expenditure process to ensure the internal controls of supporting documentation, signatures, and timeliness are followed.
- 3100.286** Annually, each holder of the card will annually acknowledge in writing the receipt of training and instruction on use of the CalCard.

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POLICY TITLE: INTERNAL CONTROLS & GUIDE
POLICY NUMBER: 3360

Internal controls are a system of checks and balances designed to ensure compliance with the District's policies as well as to establish a system of internal controls designed to prevent loss due to fraud, employee error, and imprudent actions by officers. An important internal control concept is that of segregation of duties: the person authorizing a transaction should not be the person recording it, for example.

At a basic level, internal controls should be designed to provide reasonable assurances that the objectives of the policies are being met. Internal controls, while providing these reasonable assurances, should not cost more than they produce in benefits. Also, reasonable assurances will require some judgment on the part of management. At a minimum, the following internal controls must be observed.

All government employees are considered public stewards. Citizens expect their local government's officials and employees to protect them, to collect refuse, maintain recreational facilities and so on. All government services must be funded and the District's accounting employees are stewards of the public funds that make the provision of government services possible.

- ❑ All disbursements will be made by pre-numbered checks.
- ❑ Voided checks will be preserved and filed after appropriated mutilation. "VOIDED"
- ❑ Writing checks for Cash is prohibited.
- ❑ Signing checks in advance is also prohibited.
- ❑ Invoice presented for payment or reimbursement must have a PO attached to include the vendor information, the date, and amount of the request if other than amount of invoice, authorizing signature and accompanying receipts.
All invoices/PO are marked "Posted" upon
- ❑ Authorized persons must approve all expenditures in advance.
- ❑ All signed checks must be mailed promptly.
- ❑ All remittance stubs whenever available should be mailed with payment.

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- ❑ Check stubs must be attached to the PO/Invoice and filed in appropriate vendor file.
- ❑ Check signers must review the cash disbursement voucher for the proper approved authorization and supporting documentation of expenses.
- ❑ EFT Payments may only be authorized for payroll transactions (payroll taxes and benefits). All EFT Payments/Transactions must be approved by the General Manager and the Finance Department (excluding the payroll clerk).
- ❑ All requests for reimbursement and other invoices must be checked for mathematical accuracy and reasonableness before approval.
- ❑ A cash disbursement journal will be prepared monthly that details the date of check, check number, payee, and amount of check and columnar description of expense. The expenditure report will be placed on the consent agenda monthly for review and approval by the Board of Directors.
- ❑ Check-signing authority is vested in the Members of the Board and the General Manager. Two of these persons must sign checks over \$10,000. The General Manager's signature is required for checks under \$10,000.
- ❑ Bank statements and canceled checks are received and reconciled by the Finance Department independently of those authorized the check signing function.
- ❑ Unpaid invoices will be maintained in an unpaid invoices file received and filed by the Finance Department. Following each check-writing event, a written list of unpaid invoices will be prepared and forwarded to the Finance Officer for review.
- ❑ Invoices from unfamiliar or unusual vendors will be reviewed and approved for payment by authorized personnel who are independent of the invoice processing function.
- ❑ All purchase transactions will be initiated with pre-numbered purchase orders.
- ❑ New Vendors must be approved by the Finance Department prior to purchasing.
- ❑ All new vendors must complete and submit a W9 to the Finance Department.
- ❑ An approved vendor list will be issued to the General Manager and the Department Heads annually.

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- ❑ All advance payments to vendors and/or employees will be recorded as receivables and controlled in a manner which assures that they will be offset against invoice or expense vouchers. The General Manager, and/or the Finance Department must approve advance payments. In a few cases, advance payment may be made using the District credit card with approval of the General Manager, and/or the Finance Department.
- ❑ Employees are required to submit expense reports for all travel related expenses on a timely basis.

Cameron Park Community Services

District

POLICY HANDBOOK

POLICY TITLE: Rules of Order for Board and Committee Meetings

POLICY NUMBER: 5070

5070.1 General.

5070.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. ~~These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules – Robert's Rules of Order. These rules are in accordance with Rosenberg's Rules of Order.~~

5070.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second -to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

5070.2 Obtaining the Floor.

5070.2.1 Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

5070.3 Motions.

5070.3.1 Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

5070.3.1.1 A Director makes a motion; another Director seconds the motion; and the President states the motion.

5070.3.2 Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

5070.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

5070.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general

~~Adopted 1/16/08 Regular Board Meeting 5070—2~~

rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

5070.4.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

5070.4.2 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

5070.4.3 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

5070.4.4 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

5070.4.5 Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

5070.4.6 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

5070.5 Decorum.

5070.5.1 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

5070.5.2 The President may also declare a short recess during any meeting.

5070.6 Amendment of Rules of Order.

5070.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

Cameron Park Community Services District Bylaws

**BYLAWS FOR THE REGULATION,
EXCEPT AS OTHERWISE PROVIDED BY STATUTE,
OF CAMERON PARK COMMUNITY SERVICES DISTRICT**

Cameron Park Community Services District Bylaws

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**ARTICLE 1
OFFICES**

- 1.1 **Principal Office.** The principal office for the transaction of business of the Cameron Park Community Services District (the "District") is hereby fixed and located at 2502 Country Club Drive, Cameron Park, California 95682-8631. The Board of Directors (the "Board") is hereby granted full power and authority to change said principal office from one location to another in said District. Any such change shall be noted in the Bylaws by the Secretary, opposite this section, or this section may be amended to state the new location.

**ARTICLE 2
MEETINGS**

- 2.1 **Place and Time of Meetings.** Regular meetings of the Board of Directors shall be held on the third Wednesday of each calendar month at 6:30 p.m. at the Cameron Park Community Services District Office, 2502 Country Club Drive. In the event the regularly scheduled meeting should fall on a legal holiday, the meeting shall be held on the next succeeding Wednesday or as rescheduled by the Board of Directors. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.
- 2.2 **Special Meetings.** Special meetings of the Board of Directors, for any purpose or purposes whatsoever, may be called at any time by the president, or by the vice president, or by any three members of the Board of Directors.
- 2.3 **Public Notification.** All meetings, whether regular, special or emergency, shall be open and public, and notice thereof shall be given to the Board members and to the public in accordance with the provisions of the Ralph M. Brown Act, Government Code Sections 54950 et seq.
- 2.4 **Form of Action.** The Board shall act only by ordinance, resolution, or motion.
- 2.5 **Quorum.** A majority of the authorized number of Directors shall be necessary to constitute a quorum for the transaction of business (3 constitutes a majority). No ordinance, resolution or motion shall be passed or become effective without the affirmative vote of at least a majority of the members of the Board.
- 2.6 **Proceedings.** The Board shall establish rules for its proceedings.

Cameron Park Community Services District Bylaws

ARTICLE 3
DISTRICT POWERS

- 3.1 **Powers.** Subject to the limitations of laws governing community services districts, all District Powers shall be exercised by or under the authority of, and the business and affairs of the District shall be controlled by, the Board of Directors. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Directors shall have the following powers, to wit:
- (a) Select and remove all other officers, agents and employees of the District, prescribe such powers and duties for them as may not be inconsistent with law, or the Bylaws, fix their compensation and require from the security for faithful service.
 - (b) Conduct, manage and control the affairs and business for the District and to make such rules and regulations therefore not inconsistent with California State Law.
 - (c) Change the monthly meeting place and/or time, the principal office for the transaction of business of the District from one location to another within the same District, as provided in Article I, Section I hereof.
 - (d) Represent the inhabitants of the District on District problems as may arise, with various regulatory county agencies, bodies of departments.
 - (e) Supply the inhabitants of the District with water for domestic use, irrigation, sanitation, industrial use, fire protection, and recreation.
 - (f) Collect, treat or dispose of sewage, waste and storm water of the District and its inhabitants.
 - (g) Collect or dispose of garbage or refuse matter.
 - (h) Protect against fire.
 - (i) Provide public recreation by means of parks, including, but not limited to, aquatic parks, playgrounds, golf courses, swimming pools or recreation buildings.
 - (j) Provide street lighting.
 - (k) Provide mosquito abatement.
 - (l) Equip and maintain a police department or other police protection to protect and safeguard life and property.
 - (m) Acquire sites for, construct and maintain library buildings, and to cooperate with other government agencies for library services.
 - (n) Open, widen, extend, straighten, and service all or part of any street in said District, subject to the consent of the governing body of the county or city in which said improvement is to be made.
 - (o) Construct and improve bridges, culverts, curbs, gutters and drains, and perform work incidental to other purposes specified in maintaining streets.
 - (p) Take or acquire real or personal property of every kind within or without the District by grant, purchase, gift, devise, lease or condemnation.

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Cameron Park Community Services District Bylaws

- (q) Hold, use, enjoy, lease or dispose of any of its property.
- (r) Sue and be sued in all actions and proceedings in all courts and tribunals of competent jurisdiction.
- (s) The District may borrow money and incur indebtedness pursuant to the provisions of Government Code Sections 53820 et seq., Sections 53835 et seq., Section 53840 et seq., Sections 53850 et seq., and Sections 53859 et seq. In addition the District may issue promissory notes and borrow money for any lawful purpose including payment of current expenses pursuant to Government Code Section 61131.
- (t) The District may incur debt and refund outstanding indebtedness for the acquisition, construction, improvement, rehabilitation, repair or replacement of any facilities or improvements to real property by means of any of the following: (1) issuance of general obligation bonds pursuant to Public Resources Code Section 5790 in an amount not to exceed 15% of the appraised value of all taxable real property located within the District; or (2) issuance of revenue bonds issued pursuant to Government Code Section 54300 et seq., or (3) issuance of bonds pursuant to the Mello-Roos Community Facilities Act of 1982 pursuant to Government Code Section 53311 et seq.; or (4) issuance of securitized limited obligation notes pursuant to Government Code Section 53835 et seq.
- (u) Adopt regulations binding upon all persons to govern the use of its facilities and property, including regulations imposing reasonable charges for the use thereof.
- (v) Contract with any city, county, district, Municipal Corporation, political subdivision, political corporation or other public agency of the state, to purchase or acquire from, or to sell to, or jointly acquire, construct, operate or maintain a water system or water supply to serve the inhabitants.
- (w) Levy and cause to be collected, taxes and special assessments for the purpose of carrying on the operations and paying the obligations of the District.
- (x) Enter into contracts for any and all purposes necessary and convenient for the full exercise of its powers.
- (y) Perform any and all acts necessary to carry out fully the provisions of the powers hereinabove set forth, and those set forth in the Government Code, as amended from time to time.

ARTICLE 4
DIRECTORS

- 4.1 **Number of Directors.** The authorized number of Directors of the District shall be five (5) until changed by election. The Directors shall be elected at large.
- 4.2 **Election and Term of Office.** Directors shall be elected for four (4) year terms on the first Tuesday after the first Monday in November in even numbered years, with terms staggered such that three (3) Directors shall be elected in a single election, and the remaining two (2) Directors elected two (2) years later, in accordance with applicable provisions of the Government Code and Elections Code.

Cameron Park Community Services District Bylaws

- 4.3 **Seating of Directors.** All elected Directors shall take office at noon on the first Friday in December next following the general election.¹

An oath may be taken before any officer authorized to administer an oath.² Before any public officer such as a member of the Board of Directors enters on the duties of his or her office, he or she shall take and subscribe to the oath of office specified above.³ Individuals who are authorized to give the oath of office to newly elected Board members are the District Secretary, or his or her designee, or the County Elections Official, or his or her designee.⁴

The oath of office may be administered by the District Secretary, whether a member of the Board of Directors or an employee of the District, or by a person designated by the District Secretary.

- 4.4 **Terms of Succeeding Directors.** The term of office of each Director shall be four (4) years.
- 4.5 **Vacancies.** All vacancies on the Board will be filled by appointment by the remaining Directors in accordance with Government Code sections 1780 and 61204.
- 4.6 **Compensation of Directors.** *District Board members shall receive a stipend of \$100.00 for attendance at regular and special Board meetings. District Board members shall receive a stipend of \$100.00 each for attendance at meetings of the Board committees to which they have been delegated as a member. No Director will collect more than \$600.00 (Amendment December 20, 2000) per month. Board members assigned to all committees shall provide the Board of Directors with a written summary of the committee meeting; the summary shall include the names of Board members in attendance, the date, and the purpose. This section will be in accordance with section 61047 of the Government Code, and together with any expenses incurred in the performance of the Director's duties required or authorized by the Board. *Amendment September 22, 1997.

ARTICLE 5 **OFFICERS**

- 5.1 **Officers.** The Officers of the District shall be a President and Vice President. The District shall also have a General Manager, Finance Officer and Secretary. A Director shall not be a general manager or secretary. However, a secretary may also be the general manager and finance officer.

The Board may create additional officers, and elect members of the Board to those offices, provided that no member of the Board of Directors shall hold more than one office.⁵ The Board may also generate officers, such as Board Secretary, and to appoint either staff or a Board member to perform the duties of the District Secretary.⁶

- 5.2 **Compensation.** The Board may at any time appoint or employ, fix the compensation of, and prescribe the authorities and duties of the officers, employees, attorneys or engineers necessary or convenient for the business of the District.

¹ Government Code Section 10554

² Government Code Section 1362

³ Government Code Section 1360

⁴ Government Code 1225 and the Unified District Election

⁵ Government Code Section 6104(c)

⁶ Government Code Section 6104(c)

Cameron Park Community Services District Bylaws

- 5.3 **Performance Bond.** The general manager, finance officer and secretary and any other employee or assistant of the District, if required to do so by the Board, shall each give a bond to the District conditioned for the faithful performance of his or her duties as the Board may require.
- 5.4 **Board Organization.** The Board shall reorganize at the regular meeting of the Board in December.
- 5.5 **President of the Board.** The President of the Board shall, if present, preside at all meetings of the Board of Directors and exercise and perform such other powers and duties as may from time to time be assigned to her/him by the Board of Directors or presented by the Bylaws. The president shall be an ex- officio member of all standing committees.
- 5.6 **Vice President.** In the absence of or disability of the president, the vice president shall perform all the duties of the president, and when so acting shall have all the powers of and be subject to all of the restrictions upon the president. The vice president shall have such powers and perform such other duties as from time to time may be prescribed by her/him by the Board of Directors of by the Bylaws or the statutes governing the community services districts within the State of California.
- 5.7 **General Manager.** The general manager shall serve as advisor to the president and Board of Directors, and shall, if directed by the Board, execute and direct enforcement of resolutions passed by the Board. He/she shall develop information pertinent to the services to be performed by the District and report this information to the Board, and he/she shall act as a contact between the Board of Directors and all county, city and governmental regulatory bodies. The general manager shall carry out all orders and directions and policies of the governing board of the Cameron Park Community Services District. The General Manager shall (i) have full charge and control of the maintenance, construction, and the day-to-day operations of the District; (ii) have full power and authority to fill all positions authorized by the Board and to discharge from such positions any employee and or assistant; (iii) prescribe the duties of employees and assistants; (iv) perform other duties imposed by the Board; and (v) report to the Board in accordance with the rules and regulations as it adopts.
- 5.8 **Secretary.** The secretary shall keep or cause to be kept at the principal office, or such other place as the Board of Directors may order, a book of minutes of all meetings of directors with the time and place of holding, whether regular or special, and if special, who authorized, the notice thereof given and the names of those present at the Director's meetings. The secretary shall keep or cause to be kept, at the principal office any register showing the names and addresses of the directors of the service district. The secretary shall give or cause to be given, notice of all meetings of the Board of Directors required by the Bylaws or the laws of the State of California, and shall keep the seal of the service district in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.
- 5.9 **Finance Officer.** The Finance Officer shall keep and maintain, or cause to be kept and maintained, all financial records of the District, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, surplus, and shares. The finance officer shall deposit all monies in such depositories as may be designated by the Board of Directors. The finance officer shall disburse funds of the District as may be ordered by the Board of Director, and shall render to the President and Directors, whenever they request it, an account of all of the transactions of the Finance Officer and of the financial condition of the District, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.

Cameron Park Community Services District Bylaws

- 5.10 **Annual Audit.** The Finance Officer shall have a recognized auditing firm audit the District's books annually at the end of each fiscal year.

ARTICLE 6
MISCELLANEOUS

- 6.1 **Depository of District Money.** The Board shall designate a bank or banks for the depository of the District's money.
- 6.2 **Inspection of District Records.** The books of account and minutes of proceedings of the Board of Directors shall be open to inspection upon the written demand of any person residing within the Cameron Park Community Services District, subject to such reasonable rules as may be adopted from time to time.
- 6.3 **Records.** All District records shall be retained, in original or microfilm form, at the District offices for a period of at least four (4) years. Tape recordings of meetings are not considered District records for purposes of this section. Tape recordings are utilized to assist in the development of formal Board minutes and may be destroyed once those minutes have been prepared and approved.
- 6.4 **Checks, Drafts, Etc.** All checks, drafts and other orders for payment of money, notes or other evidence of indebtedness, issued in the name of or payable to the District over \$10,000, shall be signed or endorsed by the General Manager or the President of the Board, plus one (1) additional Director with the exception of petty cash disbursements which may occur upon authorization of the General Manager.
- 6.5 **Contracts, Etc. How Executed.** The Board of Directors, except as otherwise provided in the Bylaws, may authorize any officer or officers, or agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the District, and such authority may be general or confined to specific instances; and, unless so authorized by the Board of Directors, no offer, agent or employee shall have any power or authority to bind the District by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount. In the absence of such grant of authority, only the President of the Board shall have the authority to bind the District.
- 6.6 **Inspection of Bylaws.** The District shall keep in its principal office for the inspection of business, the original or a copy of the Bylaws as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection by the residents of the District at all reasonable times.
- 6.7 **Public Session.** All legislative sessions of the Board shall be conducted in accordance with the Ralph M. Brown Act (Government Code section 54950, et seq.) Public sessions shall be conducted in accordance with Rosenberg's Rules of Order, subject only to these Bylaws and applicable statutes.
- 6.8 **Recall of Directors.** Every incumbent of the office of Director, whether elected by popular vote for a full term or appointed, may be recalled by the voters in accordance with the recall provisions of the Elections Code of the State of California.
- 6.9 **Seal.** The District may adopt a seal and alter it at pleasure.
- 6.10 **Contract Bids.** All contracts for the construction of any unit of work, except as otherwise statutorily provided, Shall be based on the California Uniform Public Construction Cost Accounting Commission.

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Revised – January 21, 2015

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Cameron Park Community Services District Bylaws

- 6.11 **Liability for Acts of Employees.** No officer, agent or employee shall be liable for any act or omission of any agent or employee appointed or employed by him/her unless he/she had actual notice that the person appointed or employed was inefficient or incompetent to perform the service for which he/she was appointed or employed or retains the inefficient or incompetent person after notice of the inefficiency or incompetency.
- 6.12 **Budget Session.** The regular meeting scheduled for June is hereby designed to be the budget session of the District. At said meeting, the Board of Directors shall determine what the budget shall be for the next ensuing taxable year, and before September 30, submit said budget figures to the auditor of the County of El Dorado, State of California, for processing.
- 6.13 **Committees.** The following committees shall be established as "Standing Committees"; **Covenants, Conditions & Restrictions, Parks and Recreation, Fire & Emergency Services, and Budget and Administration.** These committees meet in accordance with the provisions of the Ralph M. Brown Act commencing with Section 54950 et California Government Code, as amended. These committees will consist of two directors appointed by the Board President. The same two Directors may not serve on all standing committees during the same term. Committee assignments will be for a term of one year commencing with the Board reorganization in December. *Added August 27, 1997. Therefore, it is the Board President's responsibility to notify the General Manager of Committee changes.*

**ARTICLE 7
AMENDMENTS**

- 7.1 **Amendments.** These Bylaws may be altered, amended, repealed, in whole or in part, and new Bylaws may be adopted by the Board of Directors from time to time as said Board shall deem necessary. Any changes must be proposed in writing at least one regular meeting before adoption may be completed. Changes must be approved by at least a majority vote in accordance with sections 6122 and 61225 of the Government Code.

**ARTICLE 8
ELECTIONS**

- 8.1 **Election Code Provisions Applicable.** The provisions of the Election Code relating to the qualification of electors, the manner of voting, the duly elected officers, the canvassing of returns, and all other particulars in respect to the management of general elections so far as they may be applicable shall govern all district elections.
- 8.2 **Nomination of Directors.** Nominations for the office of director shall be made by petition of not less than ten (10), nor more than twenty (20) registered electors filed with the El Dorado County Elections Department not earlier than seventy-five (75) days nor later than 5:00p.m.on the fiftieth (50th) day before the election. The El Dorado County Elections Department shall publish notice pursuant to section 6066 of the Government Code that such petitions may be received. Notice shall be published at least seven (7) days prior to the final date for receiving petitions, to wit, seven (7) days prior to the fiftieth (50th) day period.
- 8.3 **Notice of Election.** Notice of each District election shall be published by the El Dorado County Elections Department once a week for two (2) successive weeks prior to the election, as set forth in the section 6066 of the Government Code of the State of California.

Cameron Park Community Services District Bylaws

- 8.4 **Cancellation of Election.** If on the fiftieth (50th) day prior to a general district election one (1) person only has been nominated for each of the positions of director to be filled at that election, or if no person has been so nominated for any one or more of said officers, any petition signed by five percent (5%) of the voters requesting that the election be held has not been presented to the Board, the election shall not be held. In such case, the publication heretofore provided for shall instead of calling an election, state that no election is to be held and that the Board of Supervisors shall, in accordance with Elections Code Section 23520, appoint those nominated for the position of director; or if no person has been nominated for said position, the Board of Supervisors will appoint any qualified person or persons.

The undersigned hereby acknowledges and represents that the foregoing constitutes the Bylaws of the District as duly amended by the Board of Directors at its meeting duly held August 17, 2011.



Rosenberg's Rules of Order at a Glance

The Three Basic Motions

Simple majority to pass / open to debate

Basic Motion: "I move that we..."

Motion to Amend: suggests changes to the basic motion.

Motion to Substitute: replaces the basic motion entirely.

Special Motions

Simple majority to pass / no debate, goes directly to vote

Motion to Adjourn: ends the meeting.

Motion to Fix a Time to Adjourn: ends the meeting at a set time.

Motion to Recess: break in the meeting. Chair sets length of the break.

Motion to Table: defers the motion under discussion to a future date.

Motions that Permanently Close Discussion

2/3 majority to pass / no debate, goes directly to vote

Motion to Limit Debate: stops debate. "I move the question."

Motion to Close Nominations: stops new nominations for a position.

Motion to Object to the Consideration of a Question: rare, stronger form of tabling. Used before debate has begun.

Motion to Suspend the Rules: temporarily changes meeting rules. Cannot be used to suspend non-parliamentary bylaws. Can be debated.

Meeting Interruptions

May be used at any time. Chair responds by asking you to state your point.

Point of Privilege: points out uncomfortable surroundings, like a cold room or being unable to hear a speaker.

Point of Order: points out failure to follow correct meeting procedures.

Call for Orders of the Day: points out that the discussion has strayed from the agenda.

Appeal: reverses a Chair's ruling when passed by simple majority. Requires a second and can be debated.

Withdraw a Motion: used by the person making the motion. Others may immediately reintroduce the motion if they wish.

Motion to Reconsider

Simple majority to pass / open to debate

May only be made by a member who previously voted in the majority for the item. Must be made during the same meeting (or at the very next meeting, assuming it's been added to the agenda).

Life of a Motion

1. Chair announces item subject and number
2. Sponsor introduces item
3. Board asks technical questions for clarification purposes
4. Public comment on the item
5. Chair asks for motion
6. Chair asks for second
7. Board debates motion
8. Board votes
9. Chair announces result

Notes:

- All motions require a second before they can be voted upon.
- You must be recognized by the Chair before speaking.
- Chair may set limits on debate time or number of speakers.
- Abstentions don't count in vote tally.
- A tie vote fails to pass.
- To recuse, publicly state reason for recusal and leave room during debate and vote.



CAMERON PARK COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING Wednesday, September 18, 2019 6:30 p.m.

Board will convene into Closed Session after Board Information Items.

Board Members

Monique Scobey	Vice President
Felicity Carlson	Board Member
Ellie Wooten	Board Member
Holly Morrison	Board Member
Eric Aiston	Board Member

Notice to the Public

An AGENDA in FINAL FORM is located in the Reception area in the District Office and posted at each of the Cameron Park Fire Stations and on the District's website at www.cameronpark.org. Support material is available for public inspection at the District Office and on the District website. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors which is distributed less than 72 hours prior to the meeting, is available for public inspection at the same time the writing is distributed to the members of the Board of Directors. Such written documents will be made available at the District Office and on the District website.

The Cameron Park Community Services District (CPCSD) is committed to ensuring that all persons are provided the resources to participate in its public meetings. For the public's information, we are now taking email requests for future notification of Community Services District meetings. 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.

AGENDA

CALL TO ORDER

1. Roll Call
 2. Pledge of Allegiance
-

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.

- Tina Helm – Recognition of Service to the District
 - Dane Wadle, CSDA – Presentation of District Transparency Certificate of Excellence
-

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 #7 to be discussed and acted upon individually.

4. Conformed Agenda – Board of Directors Meeting, August 21, 2019
 5. Conformed Agenda – Board of Directors Special Meeting, September 10, 2019
 6. Staff Reports
 - a. General Manager
-

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. Comment during the Open Forum is limited to four minutes per person. Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes except with the consent of the Board, individuals shall be allowed to speak on an item only once. The Board reserves the right to waive said rules by a majority vote.

AGENDA

GENERAL BUSINESS

For purposes of the Brown Act §54954.2 (a), items below provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

7. Items removed from the Consent Agenda for discussion
8. **REVIEW AND APPROVE** Proposed Name Change for Hacienda Park to Paul Ryan Park
9. **REVIEW AND APPROVE** Resolution 2019-20 to Construct a Disc Golf Course at Cameron Park Lake/Bonanza Park
10. **REVIEW AND APPROVE** Parks & Fire Department Project Priority List for Grant Funding
11. **REVIEW AND APPROVE** Resolution 2019-21 Advanced Life Support Ambulance Agreement between El Dorado County Emergency Services Authority and Cameron Park Community Services District

BOARD INFORMATION ITEMS

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

12. General Matters to/from Board Members and Staff
 - Upcoming Trainings & Community Meetings
 - CSDA Conference in Anaheim – September 25-28, 2019
 - Gold Country Chapter CSDA Workshop – October 23, 2019
 - SDRMA Free Education Day – March 24, 2019
13. Local Area Formation Commission (LAFCO)
14. Committee Reports
 - a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. Parks & Recreation
 - e. Solar Energy Ad Hoc

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.

AGENDA

CONVENE TO CLOSED SESSION

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

1. Pursuant to California Government Code §54957(B)(1)

Consider the appointment employment, or performance, discipline or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

Unrepresented Employee of the District – General Manager

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

For the public's information, we are now taking email requests at admin@cameronpark.org for future notification of Community Services District meetings.

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 8/23/2019 Through 9/26/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	<u>47,996.65</u>	Payroll 08-23-19 Summer	Payroll 08-23-...	8/23/2019
	47,996.65		Total Payroll ...	8/23/2019
	<u>42,728.03</u>	Payroll GL 09-20-19	Payroll 09-20-...	9/20/2019
	42,728.03		Total Payroll ...	9/20/2019
	<u>37,260.92</u>	Payroll GL 09-06-19 End Summer	Payroll GL 09-...	9/6/2019
	37,260.92		Total Payroll ...	9/6/2019
49er Communications, Inc.	<u>202.12</u>	FD Radio Connectors, 2 08/22/19	30993	8/29/2019
	202.12		Total 30993	8/29/2019
Abila	<u>687.00</u>	Accounting Software 09/20-10/19/19	31130	9/26/2019
	687.00		Total 31130	9/26/2019
Acer Landscape Materials, Inc	<u>317.46</u>	FD88 Mex pebble deliveries 08/20 & 08/21	31098	9/19/2019
	317.46		Total 31098	9/19/2019
ADM Screening	<u>135.00</u>	Pre-Emp testing - Rec Dept & Sports 09/10-09/23/19	31131	9/26/2019
	135.00		Total 31131	9/26/2019
Airespring Inc.	<u>564.57</u>	Internet Broadbands Com Cntr/Lake August 2019	31071	9/12/2019
	564.57		Total 31071	9/12/2019
Airgas National Carbonation	<u>105.41</u>	CO2, Pool 08/16/19	30994	8/29/2019
	105.41		Total 30994	8/29/2019
Airgas National Carbonation	<u>125.31</u>	CO2, Pool 08/23/19	31038	9/5/2019
	125.31		Total 31038	9/5/2019
Airgas National Carbonation	<u>260.95</u>	CO2 tank rental - Lagoon 08/31/19	31072	9/12/2019
	260.95		Total 31072	9/12/2019
Airgas National Carbonation	<u>200.47</u>	CO2 delv, pool 09/06/19	31099	9/19/2019
	200.47		Total 31099	9/19/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Airgas National Carbonation	123.59	CO2 delv, Pool 09/14/19	31133	9/26/2019
	123.59		Total 31133	9/26/2019
Alana M. Cardinalli	532.90	PP17 payroll replacment check (dd acct closed)	31008	8/29/2019
	532.90		Total 31008	8/29/2019
Alhambra	73.00	Water delv 08/12 & 26 / Cooler rental	31039	9/5/2019
	73.00		Total 31039	9/5/2019
Alison S. Lloyd	663.00	Inst. Ballet - Baby, Pre & 1 07/01-08/30/19	31019	8/29/2019
	663.00		Total 31019	8/29/2019
All Star Rents	133.90	Parks - Breaker rentals 09/23/19	31134	9/26/2019
	133.90		Total 31134	9/26/2019
Angius & Terry LLP	356.92	CC&R Legal Srvc 07/19, 22 & 31	30995	8/29/2019
	356.92		Total 30995	8/29/2019
Ashby Communications, Inc.	394.14	Phone line ports serviced & 1 phone replaced 09/24/19	31136	9/26/2019
	394.14		Total 31136	9/26/2019
AT&T Calnet 3	359.14	Phone Lines 07/24-08/23/19 BAN 9391035823	30996	8/29/2019
	359.14		Total 30996	8/29/2019
AT&T Calnet 3	153.90	FD Phones lines 07/24-08/23/19 BAN# 9391038522	31040	9/5/2019
	153.90		Total 31040	9/5/2019
AT&T Calnet 3	21.31	FD Fax Line 08/10-09/09/19	31137	9/26/2019
	21.31		Total 31137	9/26/2019
AT&T Calnet 3	21.22	Disconnected Phone line @ Rsm Park 9/20/19	31138	9/26/2019
	21.22		Total 31138	9/26/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Aztec Solar	75.00	Solar Plans review refund (s/b EDH)	30998	8/29/2019
	75.00		Total 30998	8/29/2019
Bar-Hein Company	75.60	Parks parts, blades 08/21/19	30999	8/29/2019
	75.60		Total 30999	8/29/2019
Barbara Barisone	325.00	Inst. Water Aerobics Augst 2019	31041	9/5/2019
	325.00		Total 31041	9/5/2019
Berry Crawford	40.00	Classrm B rental 06/12 - deposit refund	31077	9/12/2019
	40.00		Total 31077	9/12/2019
Bettina S. Helm	30.00	Cell Allowance, Partial September 2019	31050	9/5/2019
Bettina S. Helm	30.00	YBB App fee-reimb 09/05/19		9/5/2019
	60.00		Total 31050	9/5/2019
Big O Tires #100	25.00	Lake Golf Cart & Tractor flat tire repairs 09/23/19	31142	9/26/2019
	25.00		Total 31142	9/26/2019
Bliss Power Lawn Equipment Co.	24.77	Lake - equipment part 08/21/19	31000	8/29/2019
Bliss Power Lawn Equipment Co.	542.37	Parks Equipment & replaced stolen 08/20/19		8/29/2019
	567.14		Total 31000	8/29/2019
Bliss Power Lawn Equipment Co.	43.09	Lake - Mower switch 09/11/19	31101	9/19/2019
Bliss Power Lawn Equipment Co.	112.09	Lake, hedge trimmer parts/repair 08/20/19		9/19/2019
	155.18		Total 31101	9/19/2019
Branden Austin	160.00	Res ff shifts 08/03,09,24,31	31139	9/26/2019
	160.00		Total 31139	9/26/2019
Bravo Security Services Inc.	1,000.00	Event Security for 09/14,21 & 28	31003	8/29/2019
	1,000.00		Total 31003	8/29/2019
Brett Lanning	150.00	Work Boots - Reimb 09/10/19	31115	9/19/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	150.00		Total 31115	9/19/2019
Brian Agee	<u>160.00</u>	Res ff shifts 08/02,06,21,29	31132	9/26/2019
	160.00		Total 31132	9/26/2019
Buckeye Union School District	<u>1,446.59</u>	Kids Kamp field trip Bus rentals July 2019	31004	8/29/2019
	1,446.59		Total 31004	8/29/2019
California Public Employee's Retirement System	<u>17,224.25</u>	September 2019 CalPERS Health Payment	1001387101	9/3/2019
	17,224.25		Total 100138...	9/3/2019
California Public Employee's Retirement System	<u>1,144.81</u>	PPE 8/17/19 CalPERS Retirement - Classic	1001388688	8/23/2019
	1,144.81		Total 100138...	8/23/2019
California Public Employee's Retirement System	<u>3,079.03</u>	PPE 08/17/19 CalPERS Retirement - Pepra	1001388690	8/23/2019
	3,079.03		Total 100138...	8/23/2019
California Public Employee's Retirement System	<u>1,141.30</u>	PPE 08/31/19 CalPERS Retirement - Classic	1001398593	9/6/2019
	1,141.30		Total 100139...	9/6/2019
California Public Employee's Retirement System	<u>2,937.55</u>	PPE 08/31/19 CalPERS Retirement - Pepra	1001398595	9/6/2019
	2,937.55		Total 100139...	9/6/2019
California Public Employee's Retirement System	<u>1,201.86</u>	PPE 09/14/19 CalPERS Retirement - Classic	1001408008	9/20/2019
	1,201.86		Total 100140...	9/20/2019
California Public Employee's Retirement System	<u>2,983.60</u>	PPE 09/14/19 CalPERS Retirement - Pepra	1001408010	9/20/2019
	2,983.60		Total 100140...	9/20/2019
CalPERS 457 Plan	<u>200.00</u>	PPE 08/17/19 CalPERS 457 Plan	1001388686	8/23/2019
	200.00		Total 100138...	8/23/2019
CalPERS 457 Plan	<u>200.00</u>	PPE 08/31/19 CalPERS 457 Plan	1001398581	9/6/2019
	200.00		Total 100139...	9/6/2019

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CalPERS 457 Plan	200.00	PPE 09/14/19 CalPERS 457 for 09-20-19	1001408006	9/20/2019
	200.00		Total 100140...	9/20/2019
Cap City Sports Academy LLC	770.10	Inst. Mini Hawk camp July 2019	31005	8/29/2019
	770.10		Total 31005	8/29/2019
Capital Private Patrol	1,199.54	Patrol Service Parks Sept. 2019 & Royal Park August 2019	31006	8/29/2019
Capital Private Patrol	624.00	Patrol Srvc CC September 2019		8/29/2019
	1,823.54		Total 31006	8/29/2019
Capital Private Patrol	644.80	Patrol Srvc - CC October 2019	31143	9/26/2019
Capital Private Patrol	946.40	Patrol Srvc - Parks October 2019		9/26/2019
	1,591.20		Total 31143	9/26/2019
Carbon Copy, Inc.	7.21	FD88 Copier count August 2019	31007	8/29/2019
	7.21		Total 31007	8/29/2019
Carbon Copy, Inc.	93.21	Copier counter CC Sept. 2019	31144	9/26/2019
	93.21		Total 31144	9/26/2019
CardConnect	50.00	Bolt Device CC rentals August 2019	31042	9/5/2019
	50.00		Total 31042	9/5/2019
CD & Power	1,724.91	FD89 Generator Parts/Repair 08/23/19	31145	9/26/2019
	1,724.91		Total 31145	9/26/2019
Churchill's Hardware, Inc.	334.43	FD's Hardware/misc 08/13-08/28/19	31103	9/19/2019
	334.43		Total 31103	9/19/2019
Churchill's Hardware, Inc.	91.20	Parks/Lake/CC/LLAD misc hardware, etc. 08/02-08/26/19	31147	9/26/2019
	91.20		Total 31147	9/26/2019
Cintas Corporation #2	15.21	Tool shed Cabinet check & fill 08/28/19	31043	9/5/2019
	15.21		Total 31043	9/5/2019

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Cintas Corporation #622	246.05	CC Janitorial Supplies 08/22/19	31010	8/29/2019
Cintas Corporation #622	119.02	Trash Bags, CC 08/27/19		8/29/2019
	365.07		Total 31010	8/29/2019
Cintas Corporation #622	286.92	Janitorial Supplies CC 08/29/19	31044	9/5/2019
	286.92		Total 31044	9/5/2019
Cintas Corporation #622	308.29	Com Cntr - Janitorial Supplies 09/05/19	31074	9/12/2019
	308.29		Total 31074	9/12/2019
Cintas Corporation #622	295.27	Janitorial/HH Supplies CC 09/12/19	31104	9/19/2019
	295.27		Total 31104	9/19/2019
Cintas Corporation #622	220.59	Janitorial/Household Supplies CC 09/19/19	31148	9/26/2019
	220.59		Total 31148	9/26/2019
Clara Yang	30.00	Inst. Estate Planning Seminar July/Aug 2019	31037	8/29/2019
	30.00		Total 31037	8/29/2019
Comcast	153.08	FD89 Internet 09/11-01/10/19	31105	9/19/2019
	153.08		Total 31105	9/19/2019
Comcast	54.99	FD88 Internet 09/14-10/13/19	31149	9/26/2019
	54.99		Total 31149	9/26/2019
CoreLogic Solutions LLC	165.00	CC&R map software - August 2019	31076	9/12/2019
	165.00		Total 31076	9/12/2019
CPRS	145.00	Dues renewal, M. Grassle 12/1/19-11/30/2020	31045	9/5/2019
	145.00		Total 31045	9/5/2019
Craig Shuler	60.00	Cell Allowance - September 2019	31062	9/5/2019
	60.00		Total 31062	9/5/2019
Dawn Avalon	158.40	Inst. Tai Chi Heath 07/01-08/30/19	30997	8/29/2019

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	158.40		Total 30997	8/29/2019
Dawn Avalon	105.60	Inst. Tai Chi Health Sept. 2019	31140	9/26/2019
	105.60		Total 31140	9/26/2019
De Lage Landen Financial Services, Inc.	87.97	FD 88 Copier Lease 08/15-09/14/19	31047	9/5/2019
	87.97		Total 31047	9/5/2019
De Lage Landen Financial Services, Inc.	176.96	FD89 Copier Lease Sept. 2019	31107	9/19/2019
	176.96		Total 31107	9/19/2019
Debbie Horton	28.00	Desk File holder (safety) - Reimb	31161	9/26/2019
	28.00		Total 31161	9/26/2019
Delta Dental of California	1,113.21	Dental - October 2019	31108	9/19/2019
	1,113.21		Total 31108	9/19/2019
Department of Industrial Relations	485.00	OSHA Penalty pymt # 3 due 9/30/19	31078	9/12/2019
	485.00		Total 31078	9/12/2019
Dept. of Forestry & Fire Protection	544,804.48	4th Qtr Cal Fire FY 2018/2019 #27750	31079	9/12/2019
	544,804.48		Total 31079	9/12/2019
Dept. of Forestry & Fire Protection	275,426.58	4th Qtr Cal Fire FY 2018/2019 #27753 (JPA)	31080	9/12/2019
	275,426.58		Total 31080	9/12/2019
Diamondback Fire & Rescue, Inc.	3,141.69	FD Engine Parts E88, E289, EE89 09/04/19	31081	9/12/2019
	3,141.69		Total 31081	9/12/2019
DSA Technologies, Inc	2,340.00	2019 Hrdwr Upgrades CC & FD, Cisco, Datto & Server July/Aug	31082	9/12/2019
DSA Technologies, Inc	202.16	GM Docking station for laptop 09/03/19		9/12/2019
	2,542.16		Total 31082	9/12/2019
DSA Technologies, Inc	2,674.31	MSA, IT Srvcs, October 2019	31150	9/26/2019
	2,674.31		Total 31150	9/26/2019

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ECMS, Inc.	297.66	FD Uniform cleaning & patches installation, etc 08/30/19	31110	9/19/2019
	297.66		Total 31110	9/19/2019
El Dorado County Sheriff's Department	60.00	False Alarms CC 03/13, 06/18, 07/07/19	31111	9/19/2019
	60.00		Total 31111	9/19/2019
El Dorado Irrigation District	493.47	Water & Lndscp 07/16-09/13/19 Connery Dr. Cam Val	31151	9/26/2019
	493.47		Total 31151	9/26/2019
El Dorado Irrigation District	215.81	Water 07/13-09/13/19 Veld Way, Eastwd Park	31152	9/26/2019
	215.81		Total 31152	9/26/2019
El Dorado Irrigation District	637.34	Water 07/16-09/13/19 Culver Ln, Eastwd Park	31153	9/26/2019
	637.34		Total 31153	9/26/2019
El Dorado Irrigation District	68.11	Water/Lndscp 07/16-09/13/19 Culver Ln, Lot A Eastwd Prk	31154	9/26/2019
	68.11		Total 31154	9/26/2019
El Dorado Irrigation District	284.82	Water 07/16-09/13/19 Kentfield Dr. Northview Park	31155	9/26/2019
	284.82		Total 31155	9/26/2019
Ellamae J. Wooten	300.00	Dir Comp Mtgs 09/10,16,18	31129	9/19/2019
	300.00		Total 31129	9/19/2019
Epperson Law Group, PC	468.00	Legal Srvc's, calls mtgs, etc 07/24-08/16/19	31011	8/29/2019
	468.00		Total 31011	8/29/2019
Eric William Blodgett Aiston	300.00	Dir Comp Mtgs 09/03,10,18	31100	9/19/2019
	300.00		Total 31100	9/19/2019
Ewing Irrigation Products, Inc.	50.95	Bar JA irrig. supplies 09/10/19	31157	9/26/2019
	50.95		Total 31157	9/26/2019

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Felicity Wood Carlson	200.00	Dir Comp Mtgs 09/10, 18	31102	9/19/2019
	200.00		Total 31102	9/19/2019
Flying Ace T-Shirts, Inc.	533.72	Parks - uniform tshirts 09/05/19	31083	9/12/2019
	533.72		Total 31083	9/12/2019
Frank Carson Landscape & Maint. Inc	1,150.00	Park Aeration, (3) 09/24/19	31158	9/26/2019
	1,150.00		Total 31158	9/26/2019
Gold Country Hardware	30.80	Hacienda irrig supplies 08/01/19	31048	9/5/2019
	30.80		Total 31048	9/5/2019
Gregory Schwegler	200.00	Paramedic license renewal - reimb 05/01/19	31123	9/19/2019
	200.00		Total 31123	9/19/2019
Hangtown Fire Control, Inc.	179.35	Annual Hood System Inspection/Srvc CC 09/16/19	31159	9/26/2019
	179.35		Total 31159	9/26/2019
Hannah Miller	30.00	When to work software-Sept. - reimb	31117	9/19/2019
	30.00		Total 31117	9/19/2019
Hi - Tech E V S, Inc.	818.50	FD E88 seatbelt 09/06/19	31113	9/19/2019
	818.50		Total 31113	9/19/2019
Highlander Termite & Pest Control	75.00	Pest Control CC 08/19	31012	8/29/2019
	75.00		Total 31012	8/29/2019
Highlander Termite & Pest Control	75.00	CC Pest Control 09/12/19	31160	9/26/2019
	75.00		Total 31160	9/26/2019
Hillyard, Inc.	747.90	Lake/Parks janitorial supplies 08/28/19	31051	9/5/2019
	747.90		Total 31051	9/5/2019
Holly Morrison	300.00	Dir Comp Mtgs 09/09,10,18	31118	9/19/2019
	300.00		Total 31118	9/19/2019

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Home Depot Credit Services	343.15	Lake/Parks misc outdoor supplies 08/19 & 08/26/19	31085	9/12/2019
	343.15		Total 31085	9/12/2019
Hunt & Sons	1,073.04	FD Fuel 08/23/19	31013	8/29/2019
	1,073.04		Total 31013	8/29/2019
Hunt & Sons	1,237.90	FD Fuel 08/30/19	31086	9/12/2019
	1,237.90		Total 31086	9/12/2019
Hunt & Sons	1,049.98	Fuel 09/06/19	31114	9/19/2019
	1,049.98		Total 31114	9/19/2019
Hunt & Sons	1,093.59	Fuel 09/13/19	31162	9/26/2019
Hunt & Sons	1,457.72	Fuel 09/20/19		9/26/2019
	2,551.31		Total 31162	9/26/2019
J&C Automotive	2,984.61	CC&R Ford Taurus Transmission work 08/26/19	31015	8/29/2019
	2,984.61		Total 31015	8/29/2019
Jack Webb	160.00	Res ff shifts 08/04,05,07,14	31070	9/5/2019
	160.00		Total 31070	9/5/2019
JB's Awards & Custom Apparel	282.66	FD Emp. name tags (17) 09/20/19	31164	9/26/2019
	282.66		Total 31164	9/26/2019
Jennifer McCoy	40.00	Dance room rental 08/10 - Deposit Refund	31021	8/29/2019
	40.00		Total 31021	8/29/2019
Jennifer O'Neill	19.49	Mileage Reimb - August 2019	31022	8/29/2019
	19.49		Total 31022	8/29/2019
Jeremy McCall	20.00	Sept VB Clinic pro-rate refund - Instructor No Show	31169	9/26/2019
	20.00		Total 31169	9/26/2019
Jill Ritzman	770.45	Reimb Soc Sec refund IRS Nov/Dec Q4 2017 Amended 941	31057	9/5/2019

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	770.45		Total 31057	9/5/2019
Jill Ritzman	100.00	Cell Allowance - September 2019	31058	9/5/2019
	100.00		Total 31058	9/5/2019
Jill Ritzman	13.29	Helm retirement gift wrap/card - reimb	31121	9/19/2019
	13.29		Total 31121	9/19/2019
Jill Ritzman	154.44	Helm Retirement framed photo - Reimb	31122	9/19/2019
	154.44		Total 31122	9/19/2019
Joshua C. Marks	1,025.00	Janitorial Srvcs Parks & CC 08/16,21,23,28,30	31020	8/29/2019
	1,025.00		Total 31020	8/29/2019
Joshua C. Marks	625.00	Janitorial Srvcs - Parks Restrooms 09/4, 11 2019	31168	9/26/2019
Joshua C. Marks	625.00	Janitorial Srvcs - Parks Restrooms 9/18, 25 2019		9/26/2019
	1,250.00		Total 31168	9/26/2019
Joshua Sandoval	160.00	Res ff shifts 08/10,17,18,25	31030	8/29/2019
	160.00		Total 31030	8/29/2019
Joshua Smithee	15.00	Hunter Safety - refund (class not needed)	31178	9/26/2019
	15.00		Total 31178	9/26/2019
JS West Propane Gas	215.93	FD89 Propane fill 07/31/19	31088	9/12/2019
	215.93		Total 31088	9/12/2019
Karen Sandler	135.00	Cancel enroll in Spanish - refund	31093	9/12/2019
	135.00		Total 31093	9/12/2019
Kingdom Coverings / Tint Zone	275.00	FD F250 #2715 window tinting	31089	9/12/2019
Kingdom Coverings / Tint Zone	275.00	FD F250 #2716 Window tinting		9/12/2019
	550.00		Total 31089	9/12/2019
Lance Binley	16.50	Paint class cancelled - refund	31073	9/12/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	16.50		Total 31073	9/12/2019
Larry McBride	600.00	In Lieu, Retired Med Benefits September 2019	31052	9/5/2019
	600.00		Total 31052	9/5/2019
Laura Sanders-Ito	109.12	Mileage/Parking Reimb July & Aug 2019	31060	9/5/2019
	109.12		Total 31060	9/5/2019
Lehr	265.87	FD F150 Base 15 part 09/19/19	31166	9/26/2019
	265.87		Total 31166	9/26/2019
Lincoln Aquatics	1,345.88	Chlorine, Lake 08/02/19	31017	8/29/2019
	1,345.88		Total 31017	8/29/2019
Lincoln Aquatics	691.94	Chlorine, Pool 08/02/19	31018	8/29/2019
	691.94		Total 31018	8/29/2019
Lincoln Aquatics	391.13	Chlorine delv, pool 08/15/19	31116	9/19/2019
	391.13		Total 31116	9/19/2019
Lincoln Aquatics	687.75	Chlorine Delv - Pool 08/28/19	31167	9/26/2019
	687.75		Total 31167	9/26/2019
Linda Johnson	50.00	Baron Ct Key - refund (moving)	31087	9/12/2019
	50.00		Total 31087	9/12/2019
Lorelei Coleman	68.00	Dance classes cancelled - refund	31075	9/12/2019
	68.00		Total 31075	9/12/2019
Lukas Troutman	160.00	Res ff shifts 08/01, 8,15,22	31126	9/19/2019
	160.00		Total 31126	9/19/2019
Melanie Skinner	567.00	Inst. Vball camps 06/01-09/01/19	31094	9/12/2019
	567.00		Total 31094	9/12/2019
Michael Grassle	100.00	Cell Allowance - September 2019	31049	9/5/2019
Michael Grassle	53.36	Mileage Reimb - August 2019		9/5/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	153.36		Total 31049	9/5/2019
Monica Angel Bogard	40.00	Classrm A Rental 08/17, Deposit refund	31001	8/29/2019
	40.00		Total 31001	8/29/2019
Mountain Democrat	225.00	Special events adv August 2019	31090	9/12/2019
	225.00		Total 31090	9/12/2019
Myung Chong	465.00	Inst. Mod Zumba 07/01-08/30/19	31009	8/29/2019
	465.00		Total 31009	8/29/2019
Myung Chong	429.00	Inst. Mod Zumba Sept. 2019	31146	9/26/2019
	429.00		Total 31146	9/26/2019
Pathian Administrators	161.07	Vision Benefits - October 2019	31119	9/19/2019
	161.07		Total 31119	9/19/2019
Paychex	349.80	Paychex Payroll Fees for 08-23-19	2019082001	8/23/2019
	349.80		Total 201908...	8/23/2019
Paychex	271.80	Paychex Payroll Fees for 09-06-19 end of summer	2019090301	9/6/2019
	271.80		Total 201909...	9/6/2019
Paychex	250.80	Paychex Payroll Fees for 09-20-19	2019091701	9/20/2019
	250.80		Total 201909...	9/20/2019
Paychex	557.78	Paychex Fees Stratustime Aug. 2019	20526193	9/12/2019
	557.78		Total 20526193	9/12/2019
PG&E	10.51	Elec, Baron Ct. 07/19-08/19/19	31023	8/29/2019
	10.51		Total 31023	8/29/2019
PG&E	115.37	Elec, 8 lamps 07/18-08/16/19	31024	8/29/2019
	115.37		Total 31024	8/29/2019
PG&E	158.63	Elec, 11 lamps 07/18-08/16/19	31025	8/29/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	158.63		Total 31025	8/29/2019
PG&E	<u>9,192.63</u>	Elec, CC 07/22-08/20/19	31026	8/29/2019
	9,192.63		Total 31026	8/29/2019
PG&E	<u>11,279.30</u>	Elec. LLADs & partial Parks 07/27-08/27/19	31053	9/5/2019
	11,279.30		Total 31053	9/5/2019
PG&E	<u>8,943.63</u>	Elec. Parks, Lagoon & BarjB meter 07/26-08/26/19	31054	9/5/2019
	8,943.63		Total 31054	9/5/2019
PG&E	<u>3,601.27</u>	Elec. FD's 88 & 89, lamps & Cam Val 07/26-08/26/19	31055	9/5/2019
	3,601.27		Total 31055	9/5/2019
PG&E	<u>9.86</u>	Elec, Baron Ct 08/20-09/18/19	31170	9/26/2019
	9.86		Total 31170	9/26/2019
PG&E	<u>115.37</u>	Elec. 8 lamps 08/17-09/17/19	31171	9/26/2019
	115.37		Total 31171	9/26/2019
PG&E	<u>158.63</u>	Elec, 11 lamps 08/17-09/17/19	31172	9/26/2019
	158.63		Total 31172	9/26/2019
PG&E	<u>8,082.62</u>	Elec. CC 08/21-09/19/19	31173	9/26/2019
	8,082.62		Total 31173	9/26/2019
Placerville Polaris & Power Tools	<u>13,562.28</u>	Parks, new UV Polaris Ranger 570 #R19RCA57B1	31092	9/12/2019
	13,562.28		Total 31092	9/12/2019
ProPet Distributors, Inc.	<u>256.00</u>	Dog Litter Pck up bags - Parks 09/23/19	31174	9/26/2019
	256.00		Total 31174	9/26/2019
Public Employee's Union Local 1	<u>146.78</u>	Union Dues for payroll 09-06-19	31056	9/5/2019
	146.78		Total 31056	9/5/2019
Public Employee's Union Local 1	<u>113.25</u>	Union Dues for Payroll 09/20/19	31120	9/19/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	113.25		Total 31120	9/19/2019
Purchase Power	<u>200.00</u>	Postage Meter refill 08/09/19	31027	8/29/2019
	200.00		Total 31027	8/29/2019
Rescue Training Institute, Inc.	<u>52.50</u>	Inst. First Aid/Cpr 09/01/19 class	31175	9/26/2019
	52.50		Total 31175	9/26/2019
Richard A. Kowaleski	<u>67.20</u>	Inst. Dance 2 step 07/01-08/30/19	31016	8/29/2019
	67.20		Total 31016	8/29/2019
Richard A. Kowaleski	<u>307.20</u>	Inst. Dance classes (2) Sept. 2019	31165	9/26/2019
	307.20		Total 31165	9/26/2019
Riebes Auto Parts	<u>34.07</u>	FD89 auto supplies 08/27/19	31028	8/29/2019
	34.07		Total 31028	8/29/2019
Robert S. Dalton	<u>114.15</u>	CC&R temp PP18 - 5 hrs.	31046	9/5/2019
	114.15		Total 31046	9/5/2019
Robert S. Dalton	<u>947.45</u>	CC&R temp PP19 - 41.5 hrs	31106	9/19/2019
	947.45		Total 31106	9/19/2019
Rosalie M. Stearns	<u>348.00</u>	Inst. Yth Beg Hula & Beg Hula 07/01-08/30/19	31033	8/29/2019
	348.00		Total 31033	8/29/2019
Rosalie M. Stearns	<u>240.00</u>	Inst. Hula classes (4) Sept. 2019	31179	9/26/2019
	240.00		Total 31179	9/26/2019
Roy M. Imai	<u>147.00</u>	Inst. Tai Chi Bal 07/01-08/30/19	31014	8/29/2019
	147.00		Total 31014	8/29/2019
Roy M. Imai	<u>73.80</u>	Inst. Tai Chi Balance Sept. 2019	31163	9/26/2019
	73.80		Total 31163	9/26/2019
Sam's Club Direct	<u>169.35</u>	Concession Food 07/23,25 & 08/02/19	31029	8/29/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	169.35		Total 31029	8/29/2019
SCI Consulting Group	14,377.45	LLAD Assessments FY 19/20	31061	9/5/2019
	14,377.45		Total 31061	9/5/2019
SDRMA	75.00	Ford F150 claim review fee 08/08/19	31031	8/29/2019
	75.00		Total 31031	8/29/2019
Shawn Rogan	160.00	Res ff shifts 06/09,16,23,29	31059	9/5/2019
	160.00		Total 31059	9/5/2019
Sierra Ice and Cold Storage	42.06	Concession Food 07/25/19	31032	8/29/2019
	42.06		Total 31032	8/29/2019
Sierra Office Systems and Products	159.11	FD89 Office Supplies 08/31/19	31063	9/5/2019
	159.11		Total 31063	9/5/2019
Sign Banner Print Express	469.76	Banner changes events, clean up flyers, YBB Banner Sept	31124	9/19/2019
	469.76		Total 31124	9/19/2019
Sigtronics Corporation	220.97	FD vehicle Gear per Tosti order 08/30/19	31064	9/5/2019
	220.97		Total 31064	9/5/2019
Sigtronics Corporation	15.13	Freight on order 78684 - FD parts	31125	9/19/2019
	15.13		Total 31125	9/19/2019
SiteOne Landscape Supply	71.48	Parks - tarps 08/27/19 (w/ pymt disc -\$1.36)	31065	9/5/2019
	71.48		Total 31065	9/5/2019
SiteOne Landscape Supply	405.41	Bar J A irrig. supplies 09/12/19 (w. disc -\$7.70)	31177	9/26/2019
	405.41		Total 31177	9/26/2019
Ski Air Incorporated	311.92	HVAC repair @ CC 08/29/19	31066	9/5/2019
	311.92		Total 31066	9/5/2019
Sophia Woll	20.00	Sept VB Clinic pro-rate refund - Instructor No Show	31184	9/26/2019

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	20.00		Total 31184	9/26/2019
Stephen Beck	189.00	Inst. Futsal Clinics (2) Sept. 2019	31141	9/26/2019
	189.00		Total 31141	9/26/2019
Tamera Evans	20.00	Sept VB Clinic pro-rate refund - Instructor No Show	31156	9/26/2019
	20.00		Total 31156	9/26/2019
Target Specialty Products	3,236.86	Hydroseed Parks & 2 LLAD's 08/29/19	31067	9/5/2019
	3,236.86		Total 31067	9/5/2019
Taylor Doll	160.00	Res ff shifts 08/10,18,25,28	31109	9/19/2019
	160.00		Total 31109	9/19/2019
The Auto Analyst, Inc.	50.00	FD 89, 2010 F150 Smog test 08/29/19	31068	9/5/2019
	50.00		Total 31068	9/5/2019
The Paint Spot, Inc.	36.89	D. West, paint & supplies 09/06/19	31095	9/12/2019
	36.89		Total 31095	9/12/2019
Timothy Dana Bowen	107.25	Inst. Jedi Master Training 07/01-08/01/19 1 addt'l student	31002	8/29/2019
	107.25		Total 31002	8/29/2019
Tina Lynn Goins	175.00	Budget Report handout production	31084	9/12/2019
Tina Lynn Goins	100.00	E-Newsletter, Sept. 2019		9/12/2019
	275.00		Total 31084	9/12/2019
TPX Communications	891.79	Com Center Phones/Internet Sept. 2019	31096	9/12/2019
	891.79		Total 31096	9/12/2019
U.S. Bank	11,908.12	Cal Card purchases 07/22-08/21/19	31034	8/29/2019
	11,908.12		Total 31034	8/29/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Umpqua Bank	56.66	Maintenance Fee for August 2019	Bank Maint Fee	9/20/2019
	56.66		Total Bank M...	9/20/2019
Umpqua Bank	588.24	CC Merch Fees - Vantiv - August 2019	Merch Fees	9/10/2019
	588.24		Total Merch F...	9/10/2019
Uptown Studios, Inc	350.00	Web Maint. August 2019	31069	9/5/2019
	350.00		Total 31069	9/5/2019
Vanessa Esmerelda Harris Faur	160.00	Res ff shifts 08/08, 19, 22, 27	31112	9/19/2019
	160.00		Total 31112	9/19/2019
Verizon Business	5.24	FD Phone Carrier Access Aug 2019	31180	9/26/2019
	5.24		Total 31180	9/26/2019
Verizon Wireless	384.74	FD Wireless 07/16-08/15/19 970402560-00001	31035	8/29/2019
	384.74		Total 31035	8/29/2019
Verizon Wireless	114.03	FD Wireless 07/16-08/15/19 970402560-00004	31036	8/29/2019
	114.03		Total 31036	8/29/2019
Verizon Wireless	457.01	Wireless Phones CC, Rec & Parks 08/11-09/10/19	31127	9/19/2019
	457.01		Total 31127	9/19/2019
Verizon Wireless	201.38	Wireless Ipads/Hotspots 08/11-09/10/19	31128	9/19/2019
	201.38		Total 31128	9/19/2019
Verizon Wireless	384.58	FD Wireless 08/16-09/15/19 970402560-00001	31181	9/26/2019
	384.58		Total 31181	9/26/2019
Verizon Wireless	114.03	FD Wireless 08/16-09/15/19 970402560-00004	31182	9/26/2019
	114.03		Total 31182	9/26/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Vicky Neibauer	17.00	Reimb DOJ live scan - VN custodian rec	31091	9/12/2019
	17.00		Total 31091	9/12/2019
Wayne's Locksmith	225.71	Parks keys & apps 09/03/19	31097	9/12/2019
	225.71		Total 31097	9/12/2019
Wayne's Locksmith	104.98	Re-key senior lunch room storage door 07/31/19	31183	9/26/2019
	104.98		Total 31183	9/26/2019
Zachary Schnetz	160.00	Res ff shifts 08/07,12,20,26	31176	9/26/2019
	160.00		Total 31176	9/26/2019
Zoey Ames	20.00	Sept VB Clinic pro-rate refund - Instructor No Show	31135	9/26/2019
	20.00		Total 31135	9/26/2019
Report Total	1,131,816.53			