



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, November 20, 2019** **6:30 p.m.**

The 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.

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #10 to be discussed and acted upon individually.

4. Conformed Agenda – Board of Directors Meeting, October 16, 2019
 5. Conformed Agenda – Parks & Recreation Committee Meeting, October 7, 2019
 6. General Manager Report
 - a. Check Register
 7. **REVIEW AND APPROVE** Job Descriptions and Part-Time Wage Scale (J. Ritzman)
 8. **RECEIVE AND FILE** FY 2019-20 First Quarter Budget to Actuals (V. Neibauer)
 9. **REVIEW AND APPROVE** Resolution 2019-23 Directing Staff to Submit Grant Proposal for the AB 2766 Motor Vehicle Emissions Reduction Grant for 2020 and 2021 (N. Garrison)
-

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.

10. Items removed from the Consent Agenda for discussion
 11. **RECEIVE AND DISCUSS** Policy 4010 Code of Conduct, 5020 Board Meeting Agenda, and 5030 Board Meeting Conduct (M. Scobey)
 12. **REVIEW AND APPROVE** Resolution 2019-24 for Solar Energy Acquisition Consultant (J. Ritzman)
 13. **PUBLIC HEARING – SECOND READING AND APPROVAL** of Fire Code Ordinance No. 2019.11.20
 14. **RECEIVE AND FILE** Special Funds Balance Summary (V. Neibauer)
 15. **RECEIVE AND FILE** Fiscal Year 2018-19 Year-End Budget to Actual Report (Unaudited; V. Neibauer)
 16. **REVIEW AND APPROVE** Efficient Meeting Policies & Agenda Changes (J. Ritzman, V. Neibauer)
-

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.

17. General Matters to/from Board Members and Staff
 - Upcoming Trainings & Community Meetings
 - County Chamber Mixer - November 21st, 5:30-7:30pm (Cameron Park Community Center)
 - CSDA Gold Country Chapter “Parliamentary Workshop” – January 22nd, 2020 (San Andreas)
 - SDRMA Spring Education Day – Tuesday, March 24th, 2020 (Sacramento)
 18. Local Area Formation Commission (LAFCO)
 19. Committee Reports
 - a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. Parks & Recreation
 - e. Solar Energy Ad Hoc
 - f. Landscaping & Lighting Assessments Districts (LLAD) 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

2502 Country Club Drive
Cameron Park, CA 95682
(530) 677-2231 Phone
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CONFORMED AGENDA

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

REGULAR BOARD MEETING Wednesday, October 16, 2019 6:30 p.m.

There will be a reception and book signing of
"The History of Cameron Park" beginning at 5:00pm (prior to the Board Meeting).

The 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

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CONFORMED AGENDA

CALL TO ORDER – 6:36pm

1. Roll Call – MS/HM/FC/EW/EA
 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

Motion to adopt the Agenda with the following correction:

- *Remove Item #9 Pool Facility Use Fees and amend Item #10 to introduce by title only, waiving the full reading of the Ordinance.*

HM/EW - Motion Fails

Ayes – HM

Noes – MS, FC, EW, EA

Absent – None

Abstain – None

Motion to adopt the Agenda with the following correction:

- *Amend Item #10 to introduce by title only, waiving the full reading of the Ordinance.*

EA/FC - Motion Passed

Ayes – MS, FC, EW, EA

Noes – HM

Absent – None

Abstain – None

RECOGNITIONS AND PRESENTATIONS

Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

- "History of Cameron Park" - Karen Guthrie and Beverly Campbell
 - Recognition of Eagle Scout Projects – Mike Grassle
 - Arizona Alder - picnic benches at Paul J. Ryan Park
 - Indiana Alder - split rail fence at Paul J. Ryan Park
 - Eric Rauchfuss – solar-powered score board at Rasmussen Park
 - Overview of CSDA Annual Conference – Monique Scobey
-

CONFORMED AGENDA

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 #8 to be discussed and acted upon individually.

4. Conformed Agenda – Board of Directors September 18, 2019
5. Amended Conformed Agenda – Parks & Recreation Committee September 9, 2019
6. General Manager Report
 - Check Register
7. **RECEIVE AND FILE** District of Distinction Criteria (N. Garrison)

Motion to adopt the Consent Agenda.

EW/FC - Motion Passed

Ayes – MS, FC, EW, EA

Noes – HM

Absent – None

Abstain – None

OPEN FORUM FOR NON-AGENDA ITEMS

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GENERAL BUSINESS

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

8. Items removed from the Consent Agenda for discussion

CONFORMED AGENDA

9. REVIEW AND APPROVE Pool Facility Use Fees (J. Ritzman)

Motion to Approve Pool Facility Use Fees.

FC/EW - Motion Passed

Ayes – MS, FC, EW, EA

Noes – HM

Absent – None

Abstain – None

10. REVIEW AND APPROVE Resolution 2019-22 Adopting Findings Supporting Amendments to the Fire Code and **FIRST READING** of Proposed 2019.11.20 Fire Code Ordinance

Motion to Approve Resolution 2019-22 Adopting Findings Supporting Amendments to the Fire Code introducing the ordinance by title only, waiving first reading of the full ordinance, with the following correction to Resolution 2019-22:

- *On page 1, change " after having duly noticed and held public hearings" to "after having duly noticed and held public meetings"*

FC/EA - Motion Passed

Ayes – MS, HM, FC, EW, EA

Noes – None

Absent – None

Abstain – None

BOARD INFORMATION ITEMS

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

11. General Matters to/from Board Members and Staff

- Upcoming Trainings & Community Meetings
 - CSDA Workshop "Be Grant Ready" - Wednesday, October 23, 2019 from 9am-12pm at El Dorado Hills Community Services District
 - Assembly Member Kevin Kiley hosts "Fire Insurance Forum" – Thursday, October 24, 2019 from 6pm-8pm at Cameron Park Community Center

CONFORMED AGENDA

JR – FY 2018-19 year end was in the positive – full report will go to Budget & Admin Committee and Board Meeting next month; Kate Magoolaghan will be returning on Thursday; the Community Center was open during the power outage last week.

MS – Went to CSDA Conference last month.

FC – Went to fundraiser for Nomadic Shelter (homeless charity) on Saturday.

EW – Bob is doing a great job filling in for Kate Magoolaghan.

EA – Appreciates the work of parks and the fall sports and activities in the parks; attended grand opening for RC Henning Coffee Company; encouraged fellow board members to attend the County Chamber Mixer on November 21st at the Community Center.

12. Local Area Formation Commission (LAFCO)

13. Committee Reports

a. Budget & Administration

- Efficient meeting policies, job descriptions.

b. Covenants, Conditions & Restrictions (CC&R)

- 2 properties sent to legal.

c. Fire & Emergency Services

- Five Year Strategic Plan, changes to SRA & LRA, Fire Code Ordinance.

d. Parks & Recreation

- Pool facility use fees, Strategic Plan objectives, recommended bikeway & sidewalk maps

e. Solar Energy Ad Hoc

- Interviewed 3 RFP for Solar Project; will bring to board in November.

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item.

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CONFORMED 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.

- *The Board discussed in closed session the item agenda item for closed session discussion and direction was given to staff.*
-

ADJOURNMENT – 10:31pm

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
2502 Country Club Drive
Cameron Park, CA 95682



Parks & Recreation Committee
Monday, October 7, 2019
6:30 p.m.

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

Conformed Agenda

Members: Chair Director Holly Morrison (HM), Vice Chair Director Monique Scobey (MS)
Alternate Director Ellie Wooten (EW)
Staff: General Manager Jill Ritzman, Interim Recreation Supervisor Whitney Kahn,
Parks Superintendent Mike Grassle

CALL TO ORDER - 6:30pm

ROLL CALL – HM/MS

APPROVAL OF AGENDA - Approved

APPROVAL OF CONFORMED AGENDA – Move Amended Agenda to Board

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. Pool Facility Use Fees (J. Ritzman)

- Discussed Pool Facility Use Fees and corresponding attachments; move item to the Board.

2. Strategic Plan Objectives (J. Ritzman)

- *Discussed Strategic Plan Objectives related to Parks and Recreation. Take committee feedback and move to the Board.*

3. Recommended Bikeway & Sidewalk Maps, El Dorado County Transportation Commission (discussion; J. Ritzman)

- *Discussed recommended Bikeway & Sidewalk Maps and provided input to send to the El Dorado County Transportation Commission.*

4. Staff Oral & Written Updates (M. Grassle, W. Kahn)

- Park Sign changes for Paul J. Ryan Park – next steps
 - *Need to find funding for new park sign*
- Update Grant Writer
- Field Trip: Pat O'Brien Community Center, Arcade Creek Parkway, and Promontory Spray Ground

5. Items for the November & Future Committee Agendas

- Rec Dept budget plan (Nov)
- Report back on SLC (Nov)
- *Strategic Plan Objectives for Parks & Recreation*

6. Items to take to the Board of Directors

- *Approval of September 9, 2019 Conformed Agenda*
- *Pool Facility Use Fees*

MATTERS TO AND FROM COMMITTEE MEMBERS

- *HM – Dedication of bricks & park re-naming event*

ADJOURNMENT – 8:55pm



Agenda Transmittal

DATE: November 20, 2019

FROM: Jill Ritzman, General Manager

AGENDA ITEM #6: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

The Pumpkin Patch and Carnival at Cameron Park Lake was great fun and well attended. Thanks to all the volunteers who supported the event, and families who dressed in their Halloween dungarees and celebrated the holiday with us.

Staff and I met with the Cameron Park Community Foundation, Cameron Park Rotary, and Shingle Springs/Cameron Park Chamber of Commerce to discuss upcoming holiday events and plans for special events in 2020. Feedback was received about Trucks and Tunes, Community Showcase, and Tree Lighting. Based upon our meeting, staff is making plans for updating events next year.

The District was honored to host Assemblyman Kevin Kiley's Fire Insurance Forum in October. With at least 400 people in attendance, the event embodied the purpose of the Cameron Park Community Center.

I attended the CSDA Gold Country Chapter "Be Grant Ready" workshop. Cheryl Olsen, Superintendent of Rescue School District met with me and shared information regarding their upcoming funding initiative which will be included on the ballot next fall. I met with the Cameron Park Life reporter and briefed her about District news.

PG&E power outages affected operations at the Community Center last month for three days. A pool rental group left the pool shortly after power was cut, a couple of classes were cancelled on Sunday, and the office was closed on Monday. The Community Center continued to have power and operate at times when others in the community were without power, so a few residents came by to power up cell phones and other devices.

In the last month, I met with both El Dorado County Fire District and El Dorado Hills Fire District at their request. Both fire districts provide services to current and future residents of the Cameron Park Community Services District. An anomaly of the District is that the parks and recreation service boundary is greater than the fire and emergency services boundary.

I attended the El Dorado County Solid Waste Advisory Committee meeting in early November. New state law will affect how residential food waste is recycled. Specific information will be forthcoming in early 2020. El Dorado Disposal is close to re-locating the recycling center; details to be coming soon.

Park Department staff are involved in several park improvement projects including:

- Staff broke ground on the new T-Ball Field at Christa McAuliffe Park;
- El Dorado Disc Golf Association broke ground on the new disc golf course at Cameron Park Lake/Bonanza Park;
- Growlersburg crew removed the thorny shrubs located inside the pool compound and 1,200 feet of new sod was laid to provide additional seating area.

Recreation staff discussed strategies and methodologies for revising recreation programs and re-developing the recreation budget. The Winter Activity Guide is under construction, which outlines programs and events from January through April. The winter publications contains additional department information, including the Fire Department that developed a great page highlighting the Explorers program, Resident Firefighters program, California Climate Investment Grant funding, and the Weed Abatement Program. Mark your calendar for the Cameron Park Fire Fighters Association Crab Feed on February 22, 2020.

Administration is preparing for the Fiscal Year 2018-19 Audit, to be held November 13 and 14, 2019. The first quarter Fiscal Year 2019-20 Financial Report was provided to the Budget & Administration Committee. Staff have no concerns about the current status of budget to actuals. The changeover in computers and monitors is almost complete, bringing District computers current to Windows 10. A replacement plan will be developed to keep the District's computers and software current to industry standards.

Attachment:

6A – Check Register, September 27 – October 31, 2019

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 9/27/2019 Through 10/31/2019

Vendor Name	Check Amount	Description	Check Num...	Check Date
	31,432.47	Payroll GL 10-04-19	Payroll GL 10-...	10/4/2019
	31,432.47		Total Payroll ...	10/4/2019
	30,782.13	Payroll GL 10-18-19	Payroll GL 10-...	10/18/2019
	30,782.13		Total Payroll ...	10/18/2019
49er Communications, Inc.	515.00	FD88 Radio repairs 10/21/19	31296	10/24/2019
	515.00		Total 31296	10/24/2019
Abila	687.00	Accounting Software 10/20-11/19/19	31297	10/24/2019
	687.00		Total 31297	10/24/2019
Airespring Inc.	564.57	Internet Broadbands Com Cntr/Lake Sept. 2019	31260	10/17/2019
	564.57		Total 31260	10/17/2019
Airgas National Carbonation	156.20	CO2 delv. Pool 09/20/19	31185	10/3/2019
	156.20		Total 31185	10/3/2019
Airgas National Carbonation	260.95	CO2 Tank rental, Lagoon 09/30/19	31226	10/10/2019
Airgas National Carbonation	131.49	CO2, Pool 09/26/19		10/10/2019
	392.44		Total 31226	10/10/2019
Airgas National Carbonation	265.68	CO2 - Pool 10/10/19	31332	10/31/2019
Airgas National Carbonation	262.59	CO2 - Pool 10/23/19		10/31/2019
	528.27		Total 31332	10/31/2019
Alhambra	73.25	Water delv 09/09 & 09/23/19 & cooler rental	31186	10/3/2019
	73.25		Total 31186	10/3/2019
Alhambra	63.01	Wtr delv & cooler rental 10/7 & 10/21/19	31333	10/31/2019
	63.01		Total 31333	10/31/2019
Alison S. Lloyd	561.00	Inst. Baby, Pre, & Ballet 1 Classes Sept 2019	31210	10/3/2019
	561.00		Total 31210	10/3/2019
Alyssa Kimball	4.91	Mileage Reimb Sept. 2019	31208	10/3/2019

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 9/27/2019 Through 10/31/2019

Vendor Name	Check Amount	Description	Check Num...	Check Date
	4.91		Total 31208	10/3/2019
Amber Hichborn	69.00	Soccer Tots class cancelled - refund	31313	10/24/2019
	69.00		Total 31313	10/24/2019
Amy Sellers	40.00	NW Qtr rental 09/25/19, Deposit refund	31255	10/10/2019
	40.00		Total 31255	10/10/2019
Andrea Korven	74.00	Soccer Tots cancelled - refund Oct. 2019	31316	10/24/2019
	74.00		Total 31316	10/24/2019
Andrew Webb	741.00	Inst. Tennis Classes Sept. 2019	31225	10/3/2019
	741.00		Total 31225	10/3/2019
Angius & Terry LLP	1,492.90	CC&R Legal srvcs 08/06-08/31/19	31187	10/3/2019
	1,492.90		Total 31187	10/3/2019
Angius & Terry LLP	1,446.50	CC&R Legal Srvcs 09/10-09/27/19	31299	10/24/2019
	1,446.50		Total 31299	10/24/2019
Aqua Body Strong	390.00	Inst. training 2 staff Aqua Yoga 11/2/19	31334	10/31/2019
	390.00		Total 31334	10/31/2019
Arnolds for Awards, Inc.	18.77	FD locker name plate 09/25/19	31188	10/3/2019
Arnolds for Awards, Inc.	71.86	FD name tags & plates 09/17/19		10/3/2019
	90.63		Total 31188	10/3/2019
Arnolds for Awards, Inc.	30.30	FD Engraved brass oval plates 10/04/19	31262	10/17/2019
	30.30		Total 31262	10/17/2019
AT&T Calnet 3	359.12	Phone lines, all CSD 08/24-09/23/19 BAN# 9391035823	31189	10/3/2019
	359.12		Total 31189	10/3/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 9/27/2019 Through 10/31/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
AT&T Calnet 3	150.85	FD phone lines 08/24-09/23/19 BAN# 9391035822	31190	10/3/2019
	150.85		Total 31190	10/3/2019
AT&T Calnet 3	21.25	FD89 Fax Line 09/10-10/09/19 BAN #9391035819	31300	10/24/2019
	21.25		Total 31300	10/24/2019
AT&T Calnet 3	359.30	CSD Phones 09/24-10/23/19 BAN 9391035823	31335	10/31/2019
	359.30		Total 31335	10/31/2019
Bernard Bradshaw	175.00	Magician - Pumpkin Patch Oct. 2019	31227	10/10/2019
	175.00		Total 31227	10/10/2019
Brett Fleming	230.00	YBB cancelled Bryson & Chase - Feb 2020 Refund-fees	31349	10/31/2019
	230.00		Total 31349	10/31/2019
Brian Agee	160.00	Res ff shifts 09/18,23,25,28	31298	10/24/2019
	160.00		Total 31298	10/24/2019
California Public Employee's Retirement System	19,040.51	October 2019 CalPERS Health Payment	1001408012	10/3/2019
	19,040.51		Total 100140...	10/3/2019
California Public Employee's Retirement System	1,141.77	PPE 09/28/19 CalPERS Retirement - Classic	1001417261	10/7/2019
	1,141.77		Total 100141...	10/7/2019
California Public Employee's Retirement System	2,760.70	PPE 09/28/19 CalPERS Retirement - Pepra	1001417263	10/7/2019
	2,760.70		Total 100141...	10/7/2019
California Public Employee's Retirement System	1,143.84	PPE 10/12/19 CalPERS Retirement - Classic	1001427393	10/18/2019
	1,143.84		Total 100142...	10/18/2019
California Public Employee's Retirement System	2,813.29	PPE 10/12/19 CalPERS Retirement - Pepra	1001427395	10/18/2019
	2,813.29		Total 100142...	10/18/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 9/27/2019 Through 10/31/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
California Special Districts Association	7,615.00	2020 Annual Membership	31341	10/31/2019
	7,615.00		Total 31341	10/31/2019
CalPERS 457 Plan	200.00	PPE 09/28/19 CalPERS 457 Plan	1001417259	10/7/2019
	200.00		Total 100141...	10/7/2019
CalPERS 457 Plan	200.00	PPE 10/12/19 CalPERS 457 Plan	1001427388	10/18/2019
	200.00		Total 100142...	10/18/2019
Camino Power Tool	193.05	FD 88 HUS 4T Fuel 10/03/19	31263	10/17/2019
	193.05		Total 31263	10/17/2019
Candice Jones	300.00	E 1/2 Stage rental 09/26/19, deposit refund	31251	10/10/2019
	300.00		Total 31251	10/10/2019
Cap City Sports Academy LLC	531.30	Inst. Camps 420406-31 & -32 Sept. 2019	31264	10/17/2019
	531.30		Total 31264	10/17/2019
Capitol Clutch & Brake, Inc.	369.28	FD E89 parts 09/24/19	31191	10/3/2019
	369.28		Total 31191	10/3/2019
Carbon Copy, Inc.	37.49	FD 89 Copier Count - Sept. 2019	31192	10/3/2019
Carbon Copy, Inc.	11.44	FD88 Copier Count - Sept. 2019		10/3/2019
	48.93		Total 31192	10/3/2019
Carbon Copy, Inc.	73.02	CC Copier Count 10/01-10/31/19	31337	10/31/2019
Carbon Copy, Inc.	6.43	FD88 Copier count 10/01-10/31/19		10/31/2019
Carbon Copy, Inc.	35.35	FD89 Copier Count 10/01-10/31/19		10/31/2019
	114.80		Total 31337	10/31/2019
CardConnect	50.00	Bolt CC devices Sept. 2019	31193	10/3/2019
	50.00		Total 31193	10/3/2019
Christie Johnson	35.00	Photo class cancelled 10/16 - refund	31354	10/31/2019
	35.00		Total 31354	10/31/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Churchill's Hardware, Inc.	17.14	FD 88 & 89 hardware 09/07 & 09/23/19	31194	10/3/2019
	17.14		Total 31194	10/3/2019
Churchill's Hardware, Inc.	174.81	Parks/CC/Lake hardware/misc 09/04-09/26/19	31195	10/3/2019
	174.81		Total 31195	10/3/2019
Cintas Corporation #622	284.55	CC Janitorial Supplies 09/26/19	31196	10/3/2019
	284.55		Total 31196	10/3/2019
Cintas Corporation #622	308.22	Janitorial Supplies CC 10/03/19	31228	10/10/2019
	308.22		Total 31228	10/10/2019
Cintas Corporation #622	257.95	CC Janitorial Supplies 10/10/19	31266	10/17/2019
	257.95		Total 31266	10/17/2019
Cintas Corporation #622	210.01	CC Janitorial Supplies 10/17/19	31301	10/24/2019
	210.01		Total 31301	10/24/2019
Cintas Corporation #622	232.49	CC Janitorial Supplies 10/24/19	31338	10/31/2019
	232.49		Total 31338	10/31/2019
Comcast	153.08	FD89 Internet 10/11-11/10/19	31267	10/17/2019
	153.08		Total 31267	10/17/2019
Comcast	54.99	FD88 Internet 10/14-11/13/19	31302	10/24/2019
	54.99		Total 31302	10/24/2019
Comcate Software, Inc.	5,900.00	CC&R software pymt 2 of 2 for 12/6/19-05/31/2020	31268	10/17/2019
	5,900.00		Total 31268	10/17/2019
Comfort King, Inc.	335.00	FD88 Ac review/repair due to Power outage 10/9/19	31339	10/31/2019
	335.00		Total 31339	10/31/2019
CoreLogic Solutions LLC	165.00	CC&R online map data software Sept. 2019	31269	10/17/2019
	165.00		Total 31269	10/17/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
CPRS	555.00	J. Ritzman Membership renewal 029049	31340	10/31/2019
	555.00		Total 31340	10/31/2019
Craig Shuler	60.00	Cell Allowance - October 2019	31220	10/3/2019
	60.00		Total 31220	10/3/2019
CSDA Gold Country Chapter	15.00	Grant Work shop (3) 10/23/19	31229	10/10/2019
CSDA Gold Country Chapter	25.00	Membership (4) FY 19/20		10/10/2019
	40.00		Total 31229	10/10/2019
Cynthia J. Gillihan	3,655.22	FD auto lettering for both new F250 trucks 10/04/19	31310	10/24/2019
Cynthia J. Gillihan	102.96	FD89 auto lettering U89 & U289 10/11/19		10/24/2019
	3,758.18		Total 31310	10/24/2019
Dawn Avalon	180.60	Inst. Tai Chi Health 10/3-10/24/19	31336	10/31/2019
	180.60		Total 31336	10/31/2019
De Lage Landen Financial Services, Inc.	87.97	FD88 Copier Lease 09/15-10/14/19	31198	10/3/2019
	87.97		Total 31198	10/3/2019
De Lage Landen Financial Services, Inc.	176.96	FD89 Copier Lease Oct. 2019	31271	10/17/2019
	176.96		Total 31271	10/17/2019
De Lage Landen Financial Services, Inc.	26.51	FD88 leased copier county prop tax 10/12/19	31303	10/24/2019
	26.51		Total 31303	10/24/2019
De Lage Landen Financial Services, Inc.	40.08	FD89 leased copier county prop tax 10/12/19	31304	10/24/2019
	40.08		Total 31304	10/24/2019
De Lage Landen Financial Services, Inc.	87.97	FD88 Copier lease 10/15-11/14/19	31344	10/31/2019
	87.97		Total 31344	10/31/2019
Delta Dental of California	1,113.21	Dental Ins. November 2019	31272	10/17/2019
	1,113.21		Total 31272	10/17/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Department of Industrial Relations	485.00	OSHA Penalty Pymt #4 due 10/30/19	31273	10/17/2019
	485.00		Total 31273	10/17/2019
Department of Justice	143.00	Fingerprinting Rec & Admin Sept. 2019	31230	10/10/2019
	143.00		Total 31230	10/10/2019
Devin Espinosa	51.75	Soccer Tots, refund for Andrew NP Oct. 2019	31246	10/10/2019
	51.75		Total 31246	10/10/2019
DSA Technologies, Inc	1,048.75	CC/Lake/FD W10 Upgrds New towers/laptops Sept. 2019	31231	10/10/2019
DSA Technologies, Inc	900.00	Meraki Cloud Controller Licenses (6) 1 year 10/03/19		10/10/2019
	1,948.75		Total 31231	10/10/2019
DSA Technologies, Inc	2,674.31	MSA, IT Srvcs, November 2019	31305	10/24/2019
	2,674.31		Total 31305	10/24/2019
EDC Chamber of Commerce	157.50	Membership W/ 10% disc. Oct. 2019	31232	10/10/2019
	157.50		Total 31232	10/10/2019
Eide Bailly LLP	2,467.50	Prof Srvcs CPA August 2019	31275	10/17/2019
	2,467.50		Total 31275	10/17/2019
Eide Bailly LLP	3,902.50	Prof. Srvcs CPA Sept. 2019	31346	10/31/2019
	3,902.50		Total 31346	10/31/2019
El Dorado County Sheriff's Office	17.00	Fingerprinting LG emp July (office behind in billing)	31345	10/31/2019
	17.00		Total 31345	10/31/2019
El Dorado Fitness	500.00	FD Fitness membership annual renewal 10/07/19	31306	10/24/2019
	500.00		Total 31306	10/24/2019
El Dorado Irrigation District	1,947.94	FD89 Wtr/Swr 07/23-09/30/19	31233	10/10/2019
	1,947.94		Total 31233	10/10/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
El Dorado Irrigation District	679.02	Christa RR Wtr/Swr 07/23-09/30/19	31234	10/10/2019
	679.02		Total 31234	10/10/2019
El Dorado Irrigation District	443.28	FD88 Wtr/Swr 07/24-09/30/19	31235	10/10/2019
	443.28		Total 31235	10/10/2019
El Dorado Irrigation District	276.99	Dog Park Wtr 07/23-09/20/19	31236	10/10/2019
	276.99		Total 31236	10/10/2019
El Dorado Irrigation District	244.85	Rasm Park Wtr/Swr 07/26-09/30/19	31237	10/10/2019
	244.85		Total 31237	10/10/2019
El Dorado Irrigation District	3,450.45	Christa Park Water 07/23-09/24/19	31238	10/10/2019
	3,450.45		Total 31238	10/10/2019
El Dorado Irrigation District	378.48	Bar J 15A Wtr/Lndscp 07/24-09/23/19	31239	10/10/2019
	378.48		Total 31239	10/10/2019
El Dorado Irrigation District	409.58	Bar J B - Water 07/23-09/24/19	31240	10/10/2019
	409.58		Total 31240	10/10/2019
El Dorado Irrigation District	1,307.50	D. West Park Water 07/27-09/25/19	31241	10/10/2019
	1,307.50		Total 31241	10/10/2019
El Dorado Irrigation District	2,432.89	CP Lake Wtr/Swr 07/26-09/30/19	31242	10/10/2019
	2,432.89		Total 31242	10/10/2019
El Dorado Irrigation District	240.44	Chardi Crnr Water/Landscp 07/23-09/19/19	31243	10/10/2019
	240.44		Total 31243	10/10/2019
El Dorado Irrigation District	1,543.90	Com Cntr Bldg Wtr/Swr 07/23-09/30/19	31244	10/10/2019
	1,543.90		Total 31244	10/10/2019
El Dorado Irrigation District	787.03	CC Pool/Grounds Wtr/Swr/RL 07/23-09/30/19	31245	10/10/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	787.03		Total 31245	10/10/2019
Ellamae J. Wooten	200.00	Dir Comp Mtgs 10/01, 16 2019	31295	10/17/2019
	200.00		Total 31295	10/17/2019
Epperson Law Group, PC	2,736.00	Legal Srvc - Phone, Mtgs, etc. 08/21-08/28/19	31199	10/3/2019
	2,736.00		Total 31199	10/3/2019
Epperson Law Group, PC	2,240.50	Legal Srvc, calls, mtgs, etc. 9/23-10/23/19	31347	10/31/2019
	2,240.50		Total 31347	10/31/2019
Eric William Blodgett Aiston	200.00	Dir Comp Mtgs 10/01,16 2019	31261	10/17/2019
	200.00		Total 31261	10/17/2019
EVO-Emergency Vehicle Outfitters	13,169.62	FD 2019 F250 truck appurtnenances 08/01/19	31276	10/17/2019
	13,169.62		Total 31276	10/17/2019
Ewing Irrigation Products, Inc.	113.15	Parks - Irrig supplies 09/24/19	31247	10/10/2019
	113.15		Total 31247	10/10/2019
Ewing Irrigation Products, Inc.	434.01	CP Lake Irrig Supplies 10/08/19	31307	10/24/2019
	434.01		Total 31307	10/24/2019
Ewing Irrigation Products, Inc.	1,058.15	CC New Sod @ pool area 10/03/19	31348	10/31/2019
Ewing Irrigation Products, Inc.	57.96	Rasm Park irrig parts 10/16/19		10/31/2019
	1,116.11		Total 31348	10/31/2019
Felicity Wood Carlson	200.00	Dir Comp mtgs 10/08,16 2019	31265	10/17/2019
	200.00		Total 31265	10/17/2019
Financial Pacific Leasing, Inc	536.25	NEW 2019 FD U-truck Doc & Admin fees 9/28/19	31248	10/10/2019
	536.25		Total 31248	10/10/2019
Fire Apparatus Solutions	92.23	FD89 E-289 Hub Cover 10/21/19	31308	10/24/2019
	92.23		Total 31308	10/24/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Folsom Officials Association	1,260.00	Adult BB Officials (2) for 21 games Aug-Oct 2019	31277	10/17/2019
	1,260.00		Total 31277	10/17/2019
Foothill Auto Service, Inc.	96.30	99 Ford Expd. Oil change 10/24/19	31350	10/31/2019
	96.30		Total 31350	10/31/2019
Gold Country Equipment Center	29.98	Lake Mower parts 10/10/19	31311	10/24/2019
	29.98		Total 31311	10/24/2019
Gold Country Hardware	150.83	Lake hardware misc 09/05 & 09/30/19	31201	10/3/2019
	150.83		Total 31201	10/3/2019
Gold Country Hardware	34.31	Lake hardware 10/01/19	31312	10/24/2019
	34.31		Total 31312	10/24/2019
Hangtown Fire Control, Inc.	128.41	FD89 Annual Hood Srvc 10/02/19	31203	10/3/2019
	128.41		Total 31203	10/3/2019
Hankin Specialty Elevators, Inc.	250.00	Semi-Annual Maint on elevator lift 05/17/19 FY18-19	31250	10/10/2019
Hankin Specialty Elevators, Inc.	330.00	Srvc call/repair elevator lift 08/01/19		10/10/2019
	580.00		Total 31250	10/10/2019
Hannah Miller	15.00	Reimb- Rec software for Oct. 2019	31284	10/17/2019
	15.00		Total 31284	10/17/2019
Heather Minton	104.00	Sand VBall classes cancelled, Nov 2019 - refund	31362	10/31/2019
	104.00		Total 31362	10/31/2019
Highlander Termite & Pest Control	75.00	FD89 Pest Control 10/09/19	31279	10/17/2019
	75.00		Total 31279	10/17/2019
Holly Morrison	300.00	Dir Comp Mtgs 10/07,08,10 2019	31285	10/17/2019
	300.00		Total 31285	10/17/2019

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<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
Home Depot Credit Services	191.90	Card purchases - Lake 09/03 & 09/18/19	31280	10/17/2019
	191.90		Total 31280	10/17/2019
Hunt & Sons	1,348.23	Fuel 09/27/19	31204	10/3/2019
	1,348.23		Total 31204	10/3/2019
Hunt & Sons	1,570.54	Fuel 10/04/19	31281	10/17/2019
Hunt & Sons	1,022.63	Fuel 10/11/19		10/17/2019
	2,593.17		Total 31281	10/17/2019
Hunt & Sons	1,481.34	Fuel 10/18/19	31314	10/24/2019
	1,481.34		Total 31314	10/24/2019
Interwest Consulting Group, Inc.	318.75	FD plan review Starbucks 5/17,10,24, & 7/26 #201904025	31352	10/31/2019
	318.75		Total 31352	10/31/2019
iProjectSolutions LLC	15,700.00	FD Elec lighted workstation 10/30/19	31353	10/31/2019
	15,700.00		Total 31353	10/31/2019
J&S Asphalt	4,697.00	Striping/Sealing/Wheel Stops @ Lake 10/10/19	31282	10/17/2019
	4,697.00		Total 31282	10/17/2019
Jack Webb	160.00	Res ff shifts 09/01,13,14,22	31294	10/17/2019
	160.00		Total 31294	10/17/2019
Jack Webb	160.00	Res ff shifts 10/05,12,13,20	31330	10/24/2019
	160.00		Total 31330	10/24/2019
Jennifer Miller	69.00	Soccer Tots class cancelled Oct. (Addison) refund	31361	10/31/2019
	69.00		Total 31361	10/31/2019
Jennifer O'Neill	47.88	Pumpkins for event - Reimb 10/18/19	31319	10/24/2019
	47.88		Total 31319	10/24/2019
Jennifer O'Neill	23.77	Parks coffee/sugar - Reimb 10/21/19	31363	10/31/2019

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Vendor Name	Check Amount	Description	Check Num...	Check Date
	23.77		Total 31363	10/31/2019
Jill Ritzman	100.00	Cell Allowance - October 2019	31215	10/3/2019
	100.00		Total 31215	10/3/2019
Joe Walker	8.00	Medicare class refund - unable to attend Oct. 2019	31224	10/3/2019
	8.00		Total 31224	10/3/2019
Jon Lyons	85.00	FD E289 A/C Freon added 10/12/19	31315	10/24/2019
	85.00		Total 31315	10/24/2019
Joshua C. Marks	625.00	Parks Janitorial Svcs 10/02 & 10/09/19	31283	10/17/2019
	625.00		Total 31283	10/17/2019
Joshua C. Marks	625.00	Janitorial Cleaning Parks/Lake RR 10/16, 23, 30	31318	10/24/2019
	625.00		Total 31318	10/24/2019
Joshua C. Marks	180.00	Janitorial svcs CC, Gym & Pool 10/24/19	31359	10/31/2019
	180.00		Total 31359	10/31/2019
Joshua Sandoval	120.00	Res ff shifts 09/02,11,30	31217	10/3/2019
	120.00		Total 31217	10/3/2019
JS West Propane Gas	174.95	CC Propane 09/24/19	31205	10/3/2019
	174.95		Total 31205	10/3/2019
JS West Propane Gas	934.75	Propane fill- Gym/Classrms/Pool 09/24/19 (splits) Fall 80/20	31206	10/3/2019
	934.75		Total 31206	10/3/2019
JS West Propane Gas	713.63	Propane fill- Gym/Classrms/Pool 09/24/19 (splits) Fall 80/20	31207	10/3/2019
	713.63		Total 31207	10/3/2019
JS West Propane Gas	1,117.09	Propane - Pool/Gym 70/30 10/17/19	31356	10/31/2019

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Vendor Name	Check Amount	Description	Check Num...	Check Date
	1,117.09		Total 31356	10/31/2019
JS West Propane Gas	82.10	Propane - CC 10/8/19	31357	10/31/2019
	82.10		Total 31357	10/31/2019
JS West Propane Gas	1,943.11	Propane - Pool/Gym 80/20 10/8/19	31358	10/31/2019
	1,943.11		Total 31358	10/31/2019
L.N. Curtis & Sons	579.15	In Kind - Fire Gloves 09/18/19	31209	10/3/2019
	579.15		Total 31209	10/3/2019
Larry McBride	600.00	In Lieu Ret Med Benefits October 2019	31211	10/3/2019
	600.00		Total 31211	10/3/2019
Lehr	497.37	FD New Trucks- mats/poles 10/17/19	31317	10/24/2019
	497.37		Total 31317	10/24/2019
Lewis E. Johnson	55.20	Inst. Uke Class 10/01-10/31/19	31355	10/31/2019
	55.20		Total 31355	10/31/2019
Lincoln Aquatics	208.42	Chlorine, Pool 09/12/19	31252	10/10/2019
	208.42		Total 31252	10/10/2019
LuAnn Flores	100.00	Senior Hula classes cancelled Oct/Nov - refund	31200	10/3/2019
	100.00		Total 31200	10/3/2019
LuAnn Flores	30.00	Estate class cancelled - refund 10/23/19	31309	10/24/2019
	30.00		Total 31309	10/24/2019
Matthew Bender & Co, Inc.	18.50	FD89 2019 Fire Laws book	31360	10/31/2019
	18.50		Total 31360	10/31/2019
Matthew Reid	120.00	Res FF Shifts 07/02,23,30	31289	10/17/2019
Matthew Reid	120.00	Res ff shifts 08/06,13,20		10/17/2019
Matthew Reid	160.00	Res ff shifts 09/03,10,17,24		10/17/2019
	400.00		Total 31289	10/17/2019
Melissa O'Meara Simpkin	94.51	EW - CSD shirts 2	31326	10/24/2019

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Vendor Name	Check Amount	Description	Check Num...	Check Date
	94.51		Total 31326	10/24/2019
Michael Grassle	100.00	Cell Allowance - October 2019	31202	10/3/2019
	100.00		Total 31202	10/3/2019
Michael Grassle	102.08	Mileage Reimb - Sept. 2019	31278	10/17/2019
	102.08		Total 31278	10/17/2019
Mike Yates	138.60	Inst. Sand Volleyball 9/17-10/12/19	31377	10/31/2019
	138.60		Total 31377	10/31/2019
Monica DaCosta	126.00	Inst. Soul Collage class 10//12/19	31342	10/31/2019
	126.00		Total 31342	10/31/2019
National Garage Door	15,506.43	FD88 New garage doors & install 10/01/19	31286	10/17/2019
	15,506.43		Total 31286	10/17/2019
Nico Forte	15.00	Hunter class cancelled (power outage) 10/27 - refund	31351	10/31/2019
	15.00		Total 31351	10/31/2019
Pathian Administrators	129.57	Vision Benefits - November 2019	31287	10/17/2019
	129.57		Total 31287	10/17/2019
Paychex	244.80	Paychex Payroll Fees for 10-04-19	2019100101	10/4/2019
	244.80		Total 201910...	10/4/2019
Paychex	223.80	Paychex Payroll Fees for 10-18-19	2019101601	10/18/2019
	223.80		Total 201910...	10/18/2019
Paychex	239.00	Paychex Stratustime Fees Sept. 2019	20657925	10/11/2019
	239.00		Total 20657925	10/11/2019
PG&E	2,829.79	FD 88 & 89 Elec & lamps / Carousel lamps 8/27-9/25/19	31212	10/3/2019
	2,829.79		Total 31212	10/3/2019

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Vendor Name	Check Amount	Description	Check Num...	Check Date
PG&E	11,262.62	Elec. Parks/LLAD's 08/27-09/25/19	31253	10/10/2019
	11,262.62		Total 31253	10/10/2019
PG&E	1,356.71	Elec. CP Lake, Lagoon, BarjB Newcrn 08/27-09/25/19	31254	10/10/2019
	1,356.71		Total 31254	10/10/2019
PG&E	115.75	Elec 8 lamps 09/18-10/16/19	31320	10/24/2019
	115.75		Total 31320	10/24/2019
PG&E	159.15	Elec 11 lamps 09/18-10/16/19	31321	10/24/2019
	159.15		Total 31321	10/24/2019
PG&E	9.53	Elec. Baron Ct. TOU meter 9/19-9/30, 10/01-10/17	31364	10/31/2019
	9.53		Total 31364	10/31/2019
PG&E	1,900.88	Elec. Carsl Ln TOU, FD lamps & FD's 9/26-9/30 & 10/01-10/24	31365	10/31/2019
	1,900.88		Total 31365	10/31/2019
PG&E	6,610.50	Elec. CC Main 09/20-9/30 & 10/01-10/20/19	31366	10/31/2019
	6,610.50		Total 31366	10/31/2019
Positive Promotions, Inc.	1,889.88	FD Promo/Education Materials 10/15/19	31322	10/24/2019
	1,889.88		Total 31322	10/24/2019
ProPet Distributors, Inc.	493.95	Dog Litter PU Bags - Parks 10/22/19	31367	10/31/2019
	493.95		Total 31367	10/31/2019
Public Employee's Union Local 1	113.78	Union Dues for 10-04-19 payroll	31213	10/3/2019
	113.78		Total 31213	10/3/2019
Public Employee's Union Local 1	114.09	Union Dues for Payroll 10/18/19	31288	10/17/2019
	114.09		Total 31288	10/17/2019
Public Employee's Union Local 1	112.65	Union dues for payroll 11-1-19	31368	10/31/2019

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Vendor Name	Check Amount	Description	Check Num...	Check Date
	112.65		Total 31368	10/31/2019
Purchase Power	272.31	Postage Meter refill & rental Nov/Dec 2019 & Jan 2020	31369	10/31/2019
	272.31		Total 31369	10/31/2019
Riebes Auto Parts	144.94	Parks - Battery 09/30/19	31214	10/3/2019
	144.94		Total 31214	10/3/2019
Riebes Auto Parts	57.36	Lake parts, Belt & Tow Strap 10/10/19	31290	10/17/2019
	57.36		Total 31290	10/17/2019
Riebes Auto Parts	13.62	FD88 parts/oil 10/15/19 #31675	31323	10/24/2019
Riebes Auto Parts	75.99	Parks, Oil & Filters 10/18/19 #1687		10/24/2019
Riebes Auto Parts	37.53	Parks, protectant 10/16/19 #1687		10/24/2019
	127.14		Total 31323	10/24/2019
Robert S. Dalton	1,312.73	CC&R temp - PP20 - 57.50 hrs	31197	10/3/2019
	1,312.73		Total 31197	10/3/2019
Robert S. Dalton	1,346.97	CC&R Temp - PP21 59.0 hrs	31270	10/17/2019
	1,346.97		Total 31270	10/17/2019
Robert S. Dalton	856.13	CC&R Temp PP22, 37.5 hrs for 11-01-19	31343	10/31/2019
	856.13		Total 31343	10/31/2019
Rosalie M. Stearns	159.00	Inst. Hula classes (3) 10/01-10/22/19	31370	10/31/2019
	159.00		Total 31370	10/31/2019
SCI Consulting Group	1,123.75	Park Impact Fee Nexus Study 2015 (Final) 09/16/19	31218	10/3/2019
	1,123.75		Total 31218	10/3/2019
Shawn Rogan	160.00	Res ff shifts 09/01,06,20,27	31216	10/3/2019
	160.00		Total 31216	10/3/2019
Shred City LLC	3.00	Shred srvc - Rec dept 1 box	31219	10/3/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 9/27/2019 Through 10/31/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	3.00		Total 31219	10/3/2019
Sierra Office Systems and Products	237.55	FD89 Office Supllies 10/21/19	31324	10/24/2019
Sierra Office Systems and Products	73.31	FD89 Office Supplies 10/13/19		10/24/2019
Sierra Office Systems and Products	162.88	FD89 Office Supplies 10/17/19		10/24/2019
	473.74		Total 31324	10/24/2019
Sign Banner Print Express	42.90	Sidewalk plan flyers 09/27/19	31221	10/3/2019
	42.90		Total 31221	10/3/2019
Sign Banner Print Express	38.45	Craft Faire Flyers/Posters 10/22/19	31325	10/24/2019
	38.45		Total 31325	10/24/2019
SiteOne Landscape Supply	23.72	Irrig Supplies Parks (w/ 0.45 disc) 10/08/19	31292	10/17/2019
	23.72		Total 31292	10/17/2019
Sugarloaf Station Foundation C/O EDCOE	600.00	Full Hall rental 09/28/19 - Deposits refund	31256	10/10/2019
	600.00		Total 31256	10/10/2019
Target Specialty Products	595.52	Weed Spray / Ag @ Lake 09/12/19	31257	10/10/2019
	595.52		Total 31257	10/10/2019
Taylor Doll	120.00	Res ff shifts 09/08,15,27	31274	10/17/2019
	120.00		Total 31274	10/17/2019
The Auto Analyst, Inc.	50.00	Smog test for U89 FD Ford F350 2001 09/24/19	31222	10/3/2019
	50.00		Total 31222	10/3/2019
The Paint Spot, Inc.	26.51	CC curb paint 10/21/19	31327	10/24/2019
	26.51		Total 31327	10/24/2019
Tina Lynn Goins	100.00	E Newsletter October 2018	31249	10/10/2019
	100.00		Total 31249	10/10/2019
TPX Communications	909.67	Com Center Phones/Internet October 2019	31258	10/10/2019
	909.67		Total 31258	10/10/2019

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 9/27/2019 Through 10/31/2019

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
U.S. Bank	10,782.68	Cal Card Purchases 08/23-09/22/19	31223	10/3/2019
	10,782.68		Total 31223	10/3/2019
U.S. Bank	11,930.48	Cal Card purchases 09/24-10/22/19	31371	10/31/2019
	11,930.48		Total 31371	10/31/2019
Umpqua Bank	537.82	CC Merch Fees - Vantiv - Sept. 2019	Merch Fees	10/9/2019
	537.82		Total Merch F...	10/9/2019
Uptown Studios, Inc	350.00	Web Maint. September 2019	31259	10/10/2019
	350.00		Total 31259	10/10/2019
Van Wu	30.00	Estate Planning class cancelled - refund 10/23/19	31331	10/24/2019
	30.00		Total 31331	10/24/2019
Verizon Business	10.51	FD phone carrier access Y2620200 Sept. 2019	31293	10/17/2019
	10.51		Total 31293	10/17/2019
Verizon Wireless	385.25	FD Wireless 09/16-10/15/19 #970402560-00001	31328	10/24/2019
	385.25		Total 31328	10/24/2019
Verizon Wireless	421.13	Wireless Phones CC, Rec & Parks 09/11-10/10/19	31372	10/31/2019
	421.13		Total 31372	10/31/2019
Verizon Wireless	201.44	Wireless Ipads/Hotspots Parks 9/11-10/10/19	31373	10/31/2019
	201.44		Total 31373	10/31/2019
Verizon Wireless	114.03	FD Wireless 09/16-10/15/19	31374	10/31/2019
	114.03		Total 31374	10/31/2019
Walker's Office Supplies, Inc.	176.91	Copier Paper CSD - 5 cases 10/25/19	31375	10/31/2019
	176.91		Total 31375	10/31/2019
Wayne's Locksmith	125.48	Rasm Park - Re-keys 10/17/19	31329	10/24/2019

**Cameron Park Community Services District
Check/Voucher Register - Check Register
From 9/27/2019 Through 10/31/2019**

<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>	<u>Check Num...</u>	<u>Check Date</u>
	125.48		Total 31329	10/24/2019
Wayne's Locksmith	160.00	Rasm, Lake & Parks srvc calls/rekeys, etc. 10/29/19	31376	10/31/2019
	160.00		Total 31376	10/31/2019
Zachary Schnetz	160.00	Res ff shifts 09/04,09,16,24	31291	10/17/2019
	160.00		Total 31291	10/17/2019
Report Total	286,475.60			



Agenda Transmittal

DATE: November 20, 2019

FROM: Jill Ritzman, General Manager

AGENDA ITEM #7: **JOB DESCRIPTIONS AND PART-TIME EMPLOYEE WAGE SCALE**

RECOMMENDED ACTION: REVIEW AND APPROVE

BACKGROUND

The District Board has taken steps to update a series of policies related to personnel. On January 17, 2018, the Board of Directors approved an Organizational chart based upon the findings of Municipal Services Group, the findings added a Finance/Human Resources Officer, and confirmed other existing positions. The salary schedule was updated with the new Finance Officer and approved by the Board of Directors. On September 19, 2018, the Board of Directors approved the current labor agreement. On June 19, 2019, the Board approved consolidating the District's Worker's Compensation policy with District's liability carrier, Special District Risk Management Authority.

BUDGET AND ADMINISTRATION COMMITTEE

The Budget and Administration Committee reviewed and discussed job descriptions and part-time salary chart this fall. Edits were made based upon the discussion. The Committee supported moving the item to the Board of Directors for approval.

DISCUSSION

The last policy document to be updated is job descriptions. Job descriptions, along with the employee wage schedule and organizational chart, are considered Board policy documents; each document is related to the other.

Staff updated job descriptions based on:

1. Past District job descriptions,
2. Comparisons to similar agencies,
3. Template provided by Paychex, the District's payroll contractor.

Draft job descriptions were reviewed and edited by managers and supervisors. Once drafted with this input, employees reviewed their job descriptions and provided input. The labor union reviewed the job descriptions and expressed no concerns.

The seasonal recreation job descriptions and wages are not included in this package. Due to the anticipated changes in the Recreation Department, those personnel policy documents will be developed before summer arrives.

A part-time wage scale was created based on the skill level required for positions, and comparative wages within El Dorado County.

Additional Personnel Procedural Updates Completed

Over the past twelve to eighteen months, the following personnel procedures and documents have been created and/or updated by the Finance/HR Office:

- Changed from paper time sheets to electronic time clocks.
- New employee orientation procedures provides instructions to managers and supervisors regarding required training and on-boarding information.
- Injury Illness Protection Plan, Emergency Action Plan, and Heat Illness Protection Plan written and implemented.
- Routine and frequent safety training implemented and being tracked for credits towards insurance.
- Employee Handbook written and distributed.
- Routine annual performance reviews implemented.

Attachments:

7A - Part-Time Employee Wage Scale

7B - Job Descriptions

Part-Time Employee Wage Scale

20-Nov-19

	steps	1	2	3	4	5
Admin Assist I (clerical)		13.00	13.65	14.33	15.05	15.80
Admin Assist II (Board clerk, safety)		16.50	17.33	18.19	19.10	20.06
Parks & Facilities Maintenance Worker I		13.00	13.65	14.33	15.05	15.80

NOTE: Wage scale to be adjusted as minimum wage changes

Cameron Park Community Services District

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

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

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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

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

REQUIRED EDUCATION AND EXPERIENCE:

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

PREFERRED SKILLS AND/OR CERTIFICATIONS

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

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Cameron Park Community Services District

Job Title:	Covenants, Conditions & Restrictions (CC&R) Compliance Officer	Department/Group:	CC&R
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION			
Under the direction of the District General Manager, this position is responsible for coordinating, monitoring, interpreting and enforcing all Covenants, Conditions and Restrictions (CC&Rs), including Architectural Review, within each unit in Cameron Park. This is an Exempt position.			
ESSENTIAL JOB DUTIES:			
<ul style="list-style-type: none"> • Receives and responds to complaints regarding CC&R violations; • Conducts field inspections for possible violations of CC&Rs and issues notices of violation for non-compliance; • Prepares violation and other notices which outline necessary corrections and time limits; • Maintains enforcement files and manages CC&R software program; • Provides public with information and assistance on issues related to CC&R compliance; • Monitors compliance activities and conducts follow-up and final inspections; • Corresponds and interacts with legal counsel as needed and when litigation has been initiated; • Prepares required documentation for legal actions and conducts follow-up inspections once legal activities have been initiated; • Receives and reviews construction plans for Architecture Review Committee approval and CC&R compliance; • Researches and prepares reports for appropriate Board and CC&R Committees; • Researches and prepares responses to internal and external agency requests related to CC&R compliance; • Reviews and makes recommendations for approval or disapproval of CC&Rs submitted for new subdivisions within the District; • Works with County Planning Services and developers to develop and implement CC&Rs for new subdivisions within the District; • Communicates and coordinates with County departments as appropriate, such as abandoned vehicles. • Prepares and publishes appropriate meeting agendas and minutes in a timely fashion; • Provides support between District Board of Directors, CC&R Committee, Architectural Reviews Committee and the public, including, but not limited to, providing staffing for meetings of the CC&R and Architectural Review Committees; • Assists in budget preparation pertaining to CC&R management 			

QUALIFICATIONS:

- Possess and maintain a valid California's driver's license;
- Knowledge of office skills, including but not limited to use of computers, word processing, spreadsheets and databases;
- Knowledge of the principles, practices and methods used in the enforcement of a variety of CC&Rs, methods and techniques used in enforcement and investigation, basic math principles, applicable federal, state and local laws, codes and regulations;
- Ability to interact with a wide variety of public agencies and private citizens;
- Ability to handle potentially sensitive issues calmly;
- Ability to perform basic clerical functions including, but not limited to, filing, preparation of correspondence and the maintenance of District records;
- Ability to use standard office equipment including, but not limited to telephone, computer, adding machine, typewriter, copies, fax machine and audio equipment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Most essential duties of this position are performed in an office environment. Work may also be performed out doors in all weather conditions. Work is performed in an environment of frequent interruptions requiring maintenance of attention. Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

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

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum of an Associate Degree from an accredited two-year college is encouraged.
- Two (2) years full-time experience in code enforcement, building permits/inspection or real estate; or an equivalent combination of education and experience.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Possession of, or ability to obtain, a valid California driver’s license and good, safe driving record with proof of insurability are required and must be maintained throughout employment.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Cameron Park Community Services District

Job Title:	Finance Human Resources Officer	Department/Group:	Cameron Park CSD Management
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION			
Under general supervision of the General Manager, plans, manages and organizes and directs the Finance, Budget, Human Resources, Front Office operations and Risk Management and other related functions as required. Also serves as liaison to the District's contracted information technology service provider. Maintains a high degree of confidentiality, professional standards and communication skills. This is an Exempt position.			
DISTINGUISHING CHARACTERISTICS			
The Finance/Human Resources Officer is the senior level class responsible for all functions and operations related to Finance, Budget, Human Resources, Front Office Operations, Risk Management and serves as liaison for the District's contracted information technology service provider. The Finance/Human Resources Officer assists with carrying out, reviewing, interpreting and coordinating District policies. This position supervises and directs work performed by full and part time employees, and coordinates with staff at all levels in other Departments. Manages the Budget and all District fund including General Fund; Conditions, Covenants and Restrictions Fund; and Lighting and Landscape District Funds. In addition, oversees the revenues and expenditures related to grants and other special programs.			
Departmental operations are coordinated with the activities of other District departments and are developed within the framework of District policies and Budget. The position requires a demonstrated ability to work independently and successfully with staff, management, the Board of Directors as well as with representatives of community organizations, state/local agencies and associations, District management and staff and the public.			
SUPERVISION EXERCISED/RECEIVED			
Receives general direction from the General Manager. Incumbents in this position routinely exercise supervision over full and part time employees such as the Accounting Specialist.			
ESSENTIAL FUNCTIONS: <i>(include but are not limited to the following)</i>			
<ul style="list-style-type: none"> • Reports directly to the General Manager and works with all departments. Manages the Finance, Budget, Human Resources, Front Office Operations and Information Technology operations of the District. • Performs complex accounting functions related to financial statements, budget, preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payable/receivable, payroll, payroll benefits, accruals, and taxes in a governmental fund accounting system. Knowledgeable of all functions and responsibilities of the Finance Department in order to train or lead other department staff, including backing up for absences. • Provides high-level, quality reports to the General Manager timely in support of the Department for committees and the Board of Directors, advises the General Manager and the Board of Director's and attends the Board of Directors, Administration and Finance and other Committee meetings as assigned. • Performs a variety of financial reporting tasks, including prepares month-end closing and analyzes month- 			

end reports for the general ledger; prepares annual County and other agencies reports; works with the independent auditor in gathering and interpreting data for required annual audit and state reports, reconciling District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements.

- Provides reports and works with staff to highlight revenue and expenditure trends to ensure budget compliance.
- Manages and coordinates all functions related to the District's finances including cash management, treasury, audit and control, annual budget, procurement, payroll, accounts payable/receivable, fixed assets, vendor agreements, internal control systems, records management, reporting and analysis, compliance with appropriate laws, ordinances and regulations and other related functions.
- Reviews and analyzes bank accounts to ensure funds available, prepares requests for funds from the County and other agencies and required, and reconciles monthly bank statements for all District accounts.
- Manages the District's fixed asset record-keeping and coordinate the preparation of a fixed asset report.
- Communicates and coordinates with the District bank, oversees accounts to maintain adequate cash balances and controls and prepares bank reconciliations.
- Manages Human Resources functions, including discipline, salaries, benefits and required employment documentation. Maintains a variety of confidential records and files.
- Manages the District's benefits programs, including proper participation in CalPERS and compliance with the District's CalPERS contracts and CalPERS regulations.
- Manages and coordinates all functions and operations related to the District's Information Technology including software, hardware, internet, telecom and other related functions.
- Manages the District's risk management and insurance programs for compliance, assures points for rate reduction are obtained for annual insurance renewal.
- Participates as a contributory member of the District Management team coordinating efforts with the General Manager and all other departments; demonstrates strong professional skills with the Board of Directors, committees, other agencies, the public and staff; attends meetings as assigned; attends Board of Directors, Administration and Finance Committee and other Committee meetings as required; prepares and presents reports to the General Manager, Board of Directors, and other public agencies or groups, analyzes complex technical challenges and evaluates alternative solutions.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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

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

REQUIRED EDUCATION AND EXPERIENCE:

- Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Finance/Human Resources Officer's duties as described above.
- A college-level Associates degree is required. A Bachelor's degree is preferred.
- Experience in a government agency, special district, or with fund accounting is highly desirable.

- At least two years of increasingly responsible experience including supervision, governmental finance and budget, human resources and risk management is highly desirable to perform the above duties and responsibilities at the professional level desired by the District.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Cameron Park Community Services District

Job Title:	General Manager	Department/Group:	Cameron Park DISTRICT Management
Location:	Cameron Park DISTRICT Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION			
<p>The General Manager is the executive officer and highest administrative position in the District, reporting to a 5 member Board of Directors. The General Manager administers and implements the policy direction of the District's five-member board. This person is responsible for the administration and direction, supervision, leadership, fiscal management, operations, and public relations for all programs administered including, administrative services, fire protection services, emergency medical services, parks, recreation, enforcement of CC&R's (Covenants, Conditions and Restrictions), waste management, along with several Lighting and Landscape Districts within the District's boundaries. This is an Exempt position.</p>			
ESSENTIAL JOB DUTIES			
<ul style="list-style-type: none"> • Accepts full responsibility for affairs of the District; • Effectively communicates with all board members on significant issues affecting the District; • Develops, recommends and implements policies, program planning, fiscal management, for the effective administration and operations of all District functions; • Recommends and implements board approved short and long-range organizational goals, objectives, strategic plans, business plans, operating policies and procedures; • Directs the appropriate staff to implement District goals and objectives, monitors and evaluates programmatic and operational effectiveness, and affects changes required for improvement as necessary; • Coordinates the preparation of the agenda and reports for the Board and in-house committees; Facilitates all related staff work and issues reports for board review; • Participates with verbal presentation, written analysis and recommendations on board action items; • Participates on in-house committees for major projects and planning efforts; • Coordinates with the Board in the review, preparation and revision of policies, procedures and protocol for DISTRICT administrative handbook; • Attends board meetings, major functions and community events as necessary; 			
SUPERVISION, LEADERSHIP AND PERSONNEL DEVELOPMENT			
<ul style="list-style-type: none"> • Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the District's goals and objectives; • Oversees recruitment, training, supervision, and evaluation of department program staff providing leadership for all direct reports; • Responsible for all employer/employee functions including such items as; employee evaluations, progressive discipline and adverse action issues, equal employment opportunity, collective bargaining, accident reviews; • Develops a foundation to promote customer service for all employees; 			

- Maintains contact and interaction with other Districts and government agencies to maintain adequate standards within District administered programs;
- Works independently with minimal supervision;
- Maintains a harmonious relationship with department supervisors to ensure the highest quality level of facility preparedness and public relations;

FISCAL OVERSIGHT

- Develops, evaluates and maintains a comprehensive budget plan to meet the current and projected needs of the DISTRICT;
- Manages the annual budget for the District programs and performs quarterly cost and productivity analyses to ensure tight fiscal control through realistic budget management practices;
- Provides the board with monthly finance reports, budget overviews including financial conditions that may impact the District or department fiscal accountability;
- Participates in the development and preparation of individual department budgets and presents these recommended budgets for board review;
- Reviews and approves all District expenditures;
- Coordinates the development of and executes an annual marketing plan that includes goals, objectives, strategies, execution, and measurement for all District facilities and programs;
- Develops qualitative and quantitative research to support both business recommendations and marketing plan;
- Compiles, computes, and reports participation and facilities usage statistics; recommends new or modified programs and/or equipment to increase participation and maximize use of facilities.

OPERATIONS

- Manages, (plans, organizes, staffs, directs, controls and evaluates) all functions within the various District programs to ensure maximum performance within the allocated budget;
- Establishes staffing plans that will meet the needs of the District through the use of full time employees, part time employees, contract employees, and community volunteers;
- Analyzes and evaluates program effectiveness; develops and modifies programs as necessary to provide quality services to the community constituents;
- Advises and makes recommendations to the Board of Directors pertaining to program operations and effectiveness;
- Carries out Board policies and directives;
- Performs miscellaneous job-related duties as assigned;

PUBLIC RELATIONS

- Serves as main liaison between the District and the media, disseminating all pertinent information in a timely, efficient and professional manner via press releases, the Internet and personal communication;
- Establishes a positive working relationship with representatives of community organizations, state/local agencies and associations, District management, staff and the public;
- Directs, develops, and oversees all phases of implementing public information, media and advertising campaigns, marketing programs, and public outreach surveys;
- Oversees the design and maintenance of a comprehensive and an effective interactive and on-line District web site;
- Insures the District's customer service goals are effectively communicated and attained;
- Responds to and resolves the most sensitive and complex public inquiries and complaints along with all requests for information;
- Leverages the District's commitment and delivery of outstanding customer service in the marketplace.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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

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

CONDITIONS OF EMPLOYMENT:

This position is subject to the terms and conditions of an employment contract. Employment contracts are approved by the Board of Directors.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor’s degree from an accredited college or University with a degree in Public Administration, Business Administration, or a related field, (a Master’s degree in any of those subjects is desirable)
- At least five years increasingly responsible experience in a management assignment (preferably in a government agency), or any equivalent combination of training and experience that provides the required knowledge skills and abilities.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Cameron Park Community Services District

Job Title:	Administrative Assistant I	Department/Group:	Administration
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Less than Part-Time
Applications Accepted By:			
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input checked="" type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under the general direction of the General Manager, Finance/Human Resources Officer, CC&R Compliance Officer or Parks & Facilities Superintendent, this position is primarily responsible for assisting with day-to-day office functions for various District departments. Position may also be assigned to the Fire Department and coordinate assigned duties with a fire chief.</p> <p>DISTINGUISHING CHARACTERISTICS</p> <p>The Administrative Assistant I is expected to perform a variety of office tasks to provide support for the District. Responsibilities involve maintaining and retention of office records and files; providing information to customers, program participants, and citizens regarding programs, services and facility use; answering telephones; preparing or processing forms; cash handling; maintaining and preparing program and facility reports; and other related clerical tasks and customer service functions. Related tasks may be necessary as required.</p> <p>SUPERVISION EXERCISED/RECEIVED</p> <p>Receives supervision from the General Manager or department managers. Incumbents in this position do not routinely exercise supervision.</p> <p>ESSENTIAL JOB DUTIES:</p> <ul style="list-style-type: none"> • Greets and assists the public, on the telephone and in person, with local and county information; answers questions about the facility and other district-owned properties. • Checks the District's voicemail, email, and fax machine throughout the day with the ability to take and relay messages. • Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, data entry, social media posting and other administrative support. • Maintains a professional work ethic, and confidentiality as requested. • Keeps a clean and organized work area. • Establishes and meets timelines, is proactive, and shows strong organizational skills. • Establishes positive working relationships with representatives of community organizations, state/local agencies, District management, staff, and the public. • Performs other related duties as required. 			

KNOWLEDGE OF:

Proper grammatical usage, punctuation and spelling; basic mathematical functions; familiarity with office terminology, procedures and modern equipment; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position. Standard office procedures, practices and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; methods of techniques for record keeping and recreational recordkeeping, report preparation and writing; proper English, spelling and grammar; and social media and publishing software. Graphics is desired but not required.

ABILITY TO:

Establish and meet timelines; handle monetary transactions accurately; read, interpret and record data correctly; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; demonstrate strong organization skills; analyze complex issues and develop and implement appropriate responses when needed; follow written and oral direction; communicate clearly and concisely, both orally and in writing; work with computer programs – Word, Excel, Publisher, Adobe, etc.; establish and maintain effective working relationships.

SKILL TO:

Operate standard office equipment, registration system, and computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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

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

REQUIRED EDUCATION AND EXPERIENCE:

- A combination of education and experience that has provided the knowledge, skills and abilities necessary for the duties expected of an Administrative Assistant.
- Candidate must be able to pass a medical examination, drug screening and Department of Justice (DOJ) background check.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Possession of, or ability to obtain, a valid California driver’s license.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Cameron Park Community Services District

Job Title:	Administrative Assistant II – Confidential	Department/Group:	Administration
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Less than Part-Time
Applications Accepted By:			
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input checked="" type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under the general direction of the General Manager, Finance/Human Resources Officer, CC&R Compliance Officer or Parks & Facilities Superintendent, this position is primarily responsible for assisting with day-to-day office functions for various District departments. Position may also be assigned to the Fire Department and coordinate assigned duties with a fire chief.</p> <p>DISTINGUISHING CHARACTERISTICS</p> <p>The Administrative Assistant is expected to perform a variety of office tasks to provide support for the District. Responsibilities involve maintaining and retention of office records and files; providing information to customers, program participants, and citizens regarding programs, services and facility use; answering telephones; preparing or processing forms, reports or action steps related to agency activities including areas of safety compliance and/or Board documentation and CC&R's; cash handling; maintaining and preparing program and facility reports; and other related clerical tasks and customer service functions. Related tasks may be necessary as required.</p> <p>SUPERVISION EXERCISED/RECEIVED</p> <p>Receives supervision from the General Manager or department managers. Incumbents in this position do not routinely exercise supervision.</p> <p>ESSENTIAL JOB DUTIES:</p> <ul style="list-style-type: none"> • Greets and assists the public, on the telephone and in person, with local and county information; answers questions about the facility and other district-owned properties. • Checks the District's voicemail, email, and fax machine throughout the day with the ability to take and relay messages. • Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, data entry, social media posting and other administrative support. • Assists General Manager or department manager in preparation and posting of Board and Committee agendas, reports, minutes and resolutions. • Communicates with Board members and community regarding public reports and agendas; coordinate responses to public records act requests. • Coordinates safety program including scheduling staff training, keeping current Emergency Action Plans, seeks compliance with permits such as environmental health or elevator permits, and facility safety inspections and reporting. 			

- Coordinates claims with District insurer, receives or provides Certificates of Insurance as requested.
- Coordinates with Fire Chief to implement the Weed Abatement Ordinance Program, including preparing correspondence, developing informational flyers, providing information to residents, and performing inspections in adherence to the Ordinance timeline and procedures.
- Maintains a professional work ethic, and confidentiality as requested.
- Keeps a clean and organized work area.
- Establishes and meets timelines, is proactive, and shows strong organizational skills.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management, staff, and the public.
- Performs other related duties as required.

KNOWLEDGE OF:

Proper grammatical usage, punctuation and spelling; basic mathematical functions; familiarity with office terminology, procedures and modern equipment; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position. Standard office procedures, practices and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; methods of techniques for record keeping and recreational recordkeeping, report preparation and writing; proper English, spelling and grammar; and social media and publishing software. Graphics is desired but not required.

ABILITY TO:

Establish and meet timelines; handle monetary transactions accurately; read, interpret and record data correctly; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; demonstrate strong organization skills; analyze complex issues and develop and implement appropriate responses when needed; follow written and oral direction; communicate clearly and concisely, both orally and in writing; work with computer programs – Word, Excel, Publisher, Adobe, etc.; establish and maintain effective working relationships.

SKILL TO:

Operate standard office equipment, registration system, and computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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

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

REQUIRED EDUCATION AND EXPERIENCE:

- A combination of education and experience that has provided the knowledge, skills and abilities necessary for the duties expected of an Administrative Assistant.
- An Associate's Degree is desired.
- Candidate must be able to pass a medical examination, drug screening and Department of Justice (DOJ) background check.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Possession of, or ability to obtain, a valid California driver’s license.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Cameron Park Community Services District

Job Title:	Parks & Facilities Foreman	Department/Group:	Parks and Facilities
Location:	Cameron Park Lake	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION Under direction of the Parks & Facilities Superintendent or Supervisor the Parks Foreman oversees and participates in the work of crews responsible for the construction, repair, maintenance and operational work in the Parks & Facilities Department; ensures safe work practices, work quality and accuracy; serves as a technical resource for assigned crews; performs other related duties as required.			
DISTINGUISHING CHARACTERISTICS: The Parks Foreman is the lead worker responsible for assigning the work of crews engaged in the construction, repair and maintenance work of buildings, grounds, parks, open spaces and Landscape and Lighting Assessment Districts (LLADs).			
SUPERVISION RECEIVED/EXERCISED: Receives general direction from the Parks & Facilities Superintendent or Supervisor. Performs as the lead worker to assigned staff.			
ESSENTIAL JOB DUTIES			
<ul style="list-style-type: none"> • Works directly with superiors to ensure the District's open spaces are in compliance with the weed abatement ordinance. • Assists in the leading of inmate crews, volunteers and other community groups. • Accepts responsibility for overseeing and participating in the construction, maintenance, and repair of Cameron Park Community Services District's grounds, parks, aquatics (lagoon and pool), Community Center and related facilities. • Coordinates, prioritizes, monitors and participates in the work of maintenance crews. • Provides constructive, critical feedback to staff routinely. • Communicates clearly to Superintendent, Supervisor and staff. • Maintains appropriate work records and documents, which may include work orders and inventories. • Assures District premises and resources are used safely and properly, according to approved policy and secured when not in use. • Responds to typical questions and concerns from the general public, contractors and outside agencies. • Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff and the public. 			

Cameron Park Community Services District

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum two (2) years full-time experience with a park agency or private contractor working in community centers, parks, open space, trails, playgrounds and/or aquatic facilities,
- One (1) year experience as a lead worker desirable.

PREFERRED SKILLS AND/OR CERTIFICATIONS (or ability to obtain within one (1) year)

- Qualified Applicator Certificate (QAC) or Qualified Applicator License (QAL) through the California Department of Pesticide Regulation.
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificates or ability to obtain.
- CPO (certified pool operator) or AFO (Aquatics Facility Operator) Certificate.

SPECIAL REQUIREMENTS:

- Possession of a valid California driver’s license and good safe driving record with proof of insurability is required.
- Undergo medical examination, drug screening and Department of Justice background check.

ABILITY TO:

Plan, organize, evaluate and direct work of assigned staff; oversee and direct the operations and activities of the maintenance crew in the Parks & Facilities Department, estimate time, materials and equipment needed to complete projects; respond to issues and concerns documents, including park safety reports, inspection reports, work orders, Safety Data Sheets and Safety Guidelines; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; interpret and follow plans and specification for maintenance and construction work; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues, and develop and implement appropriate responses; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; identify and determine the nature of potential hazards and institute corrective action to eliminate or minimize the hazard.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Cameron Park Community Services District

Job Title:	Parks & Facilities Maintenance Worker I	Department/Group:	Parks and Facilities
Location:	Cameron Park Lake	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION			
<p>This is the entry-level class in the maintenance worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including less complex construction, maintenance, and repair duties, being exposed to situations requiring and exercising fewer independent decisions, and working under closer supervision. Since this class is entry level, employees may have limited related work experience. Employees are expected to perform a variety of duties and learn the full scope of duties assigned to Maintenance Workers.</p>			
SUPERVISION RECEIVED/EXERCISED			
Receives general direction from the Parks Supervisor, Foreman and/or Parks Maintenance Worker II.			
ESSENTIAL JOB DUTIES			
<ul style="list-style-type: none"> • Performs a variety of maintenance, repair, and construction work on various facilities, structures, and systems including in the areas of parks and buildings; performs a variety of semi-skilled and heavy physical labor. • Janitorial work. • Operates construction and maintenance equipment; hand and power tools including but not limited to lawn mowers, edgers and trimmers, pruner, chipper, chain saws, auto scrubbers, floor burnishers, pool vacuums and drills; maintains tools and assigned equipment; performs preventive maintenance on equipment. • Transports equipment and material to work sites; loads and unloads equipment and materials. • Maintains, trims, prunes and removes trees, brush, and weeds along right-of-ways; removes broken branches and fallen trees from streets, sidewalks, drainage ditches, and creeks prunes and cuts limbs and foliage hanging over roads and sidewalks. • Performs various duties involved in the cleaning, repair, and maintenance of the parks and facilities including restrooms, and other District-owned/operated structures; performs general plumbing and electrical maintenance and repair duties; paints interiors and exteriors; performs carpentry projects; maintains flooring at assigned facilities. • Performs various grounds and landscape maintenance duties at parks and landscaped areas; maintains ball fields; plants, mows, edges, prunes, and fertilizes plant materials; installs, programs, adjusts, and maintains irrigation systems to ensure proper operating efficiency; repairs and adjusts sprinkler heads. • Applies fertilizers, herbicides, insecticides in parks; may prepare spray program recommendations. • Cleans debris and removes graffiti from park areas, parking lots, walkways, streets, and other facilities; rakes leaves; inspects and clears obstructions from storm drains and ditches; empties refuse containers; transports debris and refuse to dump site as required. • Maintains playground equipment and play areas. 			

Cameron Park Community Services District

- Sets up rooms and facilities for various public events; performs tear-downs after events.
- Maintains and cleans swimming pools and maintains proper chemical balance.
- Performs special projects as required; installs, repairs, and maintains decorations, banners, and flags as necessary.
- Provides courteous customer service; responds to questions and inquiries from the general public regarding various concerns; resolves customer problems or complaints.
- Maintains cleanliness of assigned work areas/facilities and cleans and maintains assigned vehicles and equipment.
- Maintains assigned records, inventories and reports.
- Utilizes proper safety precautions and personal protective equipment (PPE) related to all work performed.
- Adjusts work schedule as required to assist with events and seasonal needs.
- Performs related duties as required.

KNOWLEDGE OF:

Methods and techniques of general construction, maintenance, and repair related to the area of work assigned. Basic operation of equipment used in cleaning, maintenance and reports such as, but not limited to mops, vacuums, floor buffers, lawn mowers, hedge trimmers, pressure washers, hand and power tools. Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned. Proper procedures used in the maintenance and repair of hand and power tools. Materials, methods, terminology, and tools used in the building maintenance and repair. Landscape maintenance and construction materials, methods, terminology, and tools including principles used in the application of chemicals. Tree care, pruning, and removal principles and practices. Principles and practices of record keeping. Occupational hazards and standard safety practices. Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions.

ABILITY TO:

Perform a variety of maintenance, construction, and repair work in the area of work assigned. Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions. Ensure adherence to safe work practices and procedures. Work independently in the absence of supervision. Maintain records including time and material use records. Prepare reports and forms such as accident reports, incident reports and inventory lists and calendars using a prescribed format. Safely drive and skillfully operate power equipment and hand tools involved in parks and buildings. Understand and carry out oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or equivalent desirable.
- Some general maintenance experience is desirable.

PREFERRED SKILLS AND/OR CERTIFICATIONS (or ability to obtain within one (1) year)

- Possession of a valid California driver's license, good safe driving record and proof of insurability are required and must be maintained throughout employment.
- Successful candidates for employment will be required to undergo a medical examination, drug screening and Department of Justice background check.
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificates or ability to obtain and maintain it throughout employment.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Cameron Park Community Services District

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Cameron Park Community Services District

Job Title:	Parks & Facilities Maintenance Worker II	Department/Group:	Parks and Facilities
Location:	Cameron Park Lake and/or Community Center	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
Applications Accepted By:			
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>This is the full journey level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including the performance of the more complex construction, maintenance, and repair duties, operating the full range of equipment, greater independence with which the incumbent is expected to work, the increased exercise of judgment and initiative expected in the performance of duties, and providing training to less experienced Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.</p> <p>SUPERVISION RECEIVED/EXERCISED</p> <p>Receives general direction from the Parks Supervisor and/or Superintendent; instruction and guidance from the Foreman.</p> <p>ESSENTIAL JOB DUTIES</p> <ul style="list-style-type: none"> • Performs a variety of maintenance, repair, and construction work on various facilities, structures, and systems including in the areas of parks and buildings; performs a variety of semi-skilled and heavy physical labor. • Practices safe operation of construction and maintenance equipment; hand and power tools including but not limited to lawn mowers, edgers and trimmers, pruner, chipper, chain saws, and drills; maintains tools and assigned equipment; performs preventive maintenance on equipment. • Transports equipment and material to work sites; loads and unloads equipment and materials. • Maintains, trims, prunes and removes trees, brush, and weeds along right-of-ways; removes broken branches and fallen trees from streets, sidewalks, drainage ditches, and creeks prunes and cuts limbs and foliage hanging over roads and sidewalks. • Performs various duties involved in the cleaning, repair, and maintenance of the parks and facilities including restrooms, and other District-owned/operated structures; performs general plumbing and electrical maintenance and repair duties; paints interiors and exteriors; performs carpentry projects; maintains flooring at assigned facilities. • Assists in the leading of inmate crews, volunteers and other community groups. • Performs various grounds and landscape maintenance duties at parks and landscaped areas; maintains ball fields; plants, mows, edges, prunes, and fertilizes plant materials; installs, programs, adjusts, and maintains irrigation systems to ensure proper operating efficiency; repairs and adjusts sprinkler heads. 			

Cameron Park Community Services District

- Applies fertilizers, herbicides, insecticides in parks; may supervise other District spray applicators; may prepare spray program recommendations.
- Cleans debris and removes graffiti from park areas, parking lots, walkways, streets, and other facilities; rakes leaves; inspects and clears obstructions from storm drains and ditches; empties refuse containers; transports debris and refuse to dump site as required.
- Maintains, inspects, and repairs playground equipment and play areas.
- Sets up rooms and facilities for various public events; performs tear-downs after events.
- Maintains swimming pools; operates, cleans, and maintains pumps and filters; maintains proper chemical balance.
- Performs special projects as required; installs, repairs, and maintains decorations, banners, and flags as necessary.
- Provides courteous customer service; responds to questions and inquiries from the general public regarding various projects; resolves customer problems or complaints.
- Maintains cleanliness of assigned work areas/facilities and cleans and maintains assigned vehicles and equipment.
- Maintains assigned records and prepares necessary reports.
- Provides 24-hour emergency stand-by and weekend stand-by as assigned by Supervisor or Superintendent.
- Utilizes proper safety precautions and personal protective equipment (PPE) related to all work performed.
- Performs related duties as required.

KNOWLEDGE OF:

Methods and techniques of general construction, maintenance, and repair related to the area of work assigned. Basic operation of equipment used in cleaning and maintenance such as, but not limited to mops, vacuums, floor buffers, lawn mowers, hedge trimmers, pressure washers, hand and power tools. Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned. Proper procedures used in the maintenance and repair of hand and power tools. Materials, methods, terminology, and tools used in building maintenance and repair. Landscape maintenance and construction materials, methods, terminology, and tools including principles used in the application of chemicals. Tree care, pruning, and removal principles and practices. Principles and practices of record keeping. Occupational hazards and standard safety practices. Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions.

ABILITY TO:

Perform a variety of maintenance, construction, and repair work in the area of work assigned. Ensure safety around work areas in high traffic. Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions. Maintain and repair a variety of tools and equipment. Read maps, blue prints, and diagrams. Ensure adherence to safe work practices and procedures. Work independently in the absence of supervision. Maintain records including time and material use records. Prepare reports and forms such as accident reports, incident reports and inventory lists and calendars using a prescribed format. Safely drive and skillfully operate power equipment and hand tools involved in parks and buildings. Understand and carry out oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or equivalent.

Cameron Park Community Services District

- One year of experience in the construction, maintenance and repair of landscapes, grounds, parks, pools or a specialized trade that can be directly related to the duties and responsibilities prescribed for the class of Maintenance Worker II.

PREFERRED SKILLS AND/OR CERTIFICATIONS (or ability to obtain within one (1) year)

- Aquatic Facility Operator (AFO) or Certified Pool/Spa Operator Certification (CPO)
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificates or ability to obtain and maintain it throughout employment

SPECIAL REQUIREMENTS:

- Possession of a valid California driver’s license and good safe driving record with proof of Insurability is required.
- Successful candidates for employment will be required to undergo a medical examination, drug screening and Department of Justice background check.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Cameron Park Community Services District

Job Title:	Parks & Facilities Superintendent	Department/Group:	Parks and Facilities
Location:	Cameron Park Lake	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			

GENERAL DESCRIPTION OF POSITION

Under the direction of the General Manager, the Parks & Facilities Superintendent serves as a department head of the Parks & Facilities Department. The Superintendent is responsible to administer work of the Parks & Facilities Department; prepare and maintain budgets for Community Center, Parks and LLADs; direct functions and personnel; engage in the management of District parks and facilities; plan, organize, and manage capital improvement program, repair, and development projects; coordinate District safety and security programs; manage applicable grant applications and programs; and perform other job-related work as required. This is an Exempt position.

DISTINGUISHING CHARACTERISTICS:

The Parks & Facilities Superintendent position is the senior level class responsible for all functions and operation related to parks and facilities. This position requires a high degree of independence and professional judgment, as well as considerable experience in personnel management and public relations. The Parks Superintendent will represent the Parks Department at a variety of meetings; may serve as acting General Manager in his/her absence; and perform related duties/responsibilities as required.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager. This classification is distinguished from the next higher classification of the District General Manager who is responsible for the overall administrative management of the Cameron Park Community Services District. The Superintendent will perform complex administrative and technical tasks related to development and implementation of policy and procedures. Incumbents in this position routinely exercise direct supervision over the Parks & Facilities Department staff including Parks Supervisor, or Foreman, and Park Maintenance Workers II, I's.

ESSENTIAL JOB DUTIES

- This position has responsibility for the care and maintenance of all District parks, facilities, open spaces, LLADs and equipment; supervision and direction of Department staff; and supervision of all contract labor and volunteer projects. This position may require flexible work hours.
- Works with the District on the weed abatement program.
- Schedules and assigns work project locations for inmate crews, volunteers and other community groups.
- Communicates the District's mission and vision to employees and carries out responsibilities in accordance with the District's policies, mission and applicable laws.
- Recruits, hires, trains, schedules, motivates, develops, evaluates and supervises Parks Department staff. Works with staff to promote good performance, correct deficiencies and implement discipline procedures, if necessary.
- Assigns, prioritizes and monitors work assignments. Establishes goals and standards. Provides staff with performance reviews.
- Establishes and maintains contracts; meets with contractors and bidders; verifies irrigation

Approved by Board of Directors on

- programs and contractors’ request for additional work; assists in development or revision of contract specifications and preparation of budgets gauged on area needs.
- Assists General Manager in the development and implementation of division and departmental policy; prepares reports, studies, and correspondence as required; prepares and monitors the annual department budget; supports development of grant applications; provides staff support as necessary.
 - Participates as a contributory member of the District Management team coordinating efforts with the General Manager and all other departments; attends and facilitates meetings as assigned; attends Board of Directors’ meetings as required; prepares and presents reports to the General Manager, Board of Directors, and other public agencies or groups, analyzes complex technical challenges and evaluates alternative solutions.
 - Serves as Risk Manager for the Department, working with the Safety Coordinator, including development of safety programs, providing safety training for Department personnel, and staff adherence to safe work practices.
 - Manages capital improvement and facility development projects, including design and construction documentation, and contract management.
 - Reports problems and/or issues to the General Manager.
 - Prepares and maintains maintenance records related to supplies, equipment, parks, landscape areas and maintenance activities.
 - Oversees the inspection of parks and facilities for safety and maintenance needs.
 - Investigates and responds to citizen complaints and inquiries regarding the maintenance of parks and landscape areas.
 - Responds to District emergencies. Assists and coordinates disaster relief.
 - Establishes and maintains positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum three (3) years full-time experience with a park agency working in community centers, parks, open space, trails, playgrounds and aquatic facilities,
- Minimum of three (3) years as a supervisor or lead worker; or an equivalent combination of education and experience.
- Associate degree from an accredited two-year college in Recreation Administration, Park Management, Horticulture or related field preferred.

PREFERRED SKILLS AND/OR CERTIFICATIONS (or ability to obtain within one (1) year)

Certain assignments may require certification. Certification must be retained throughout employment as a condition of employment.

- Registered Aquatic Facility’s Operator (AFO) or Certified Pool/Spa Operator (CPO)
- Qualified applicator’s certificate
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) Certificates
- Landscape Irrigation Auditor certification.

SPECIAL REQUIREMENTS:

- Possession of a valid Class C California driver’s license and good safe driving record with proof of insurability is required and must be maintained throughout employment.
- Undergo medical examination, drug screening and Department of Justice background check.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Cameron Park Community Services District

Job Title:	Parks Supervisor	Department/Group:	Parks and Facilities
Location:	Cameron Park Lake	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION			
Under direction of the Parks Superintendent the Parks Supervisor supervises, evaluates and participates in the work of crews responsible for the construction, repair, maintenance and operational work in the Parks & Facilities Department; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned crews; performs other related duties as required.			
DISTINGUISHING CHARACTERISTICS:			
The Parks Supervisor is the first supervisory level class responsible for assigning and supervising the work of crews engaged in the construction, repair and maintenance work of buildings, grounds, parks, open spaces and Landscape and Lighting Assessment Districts (LLADs).			
SUPERVISION RECEIVED/EXERCISED:			
Receives general direction from the Superintendent of Parks. Exercises direct supervision over assigned staff.			
ESSENTIAL JOB DUTIES			
<ul style="list-style-type: none"> • Accepts responsibility for supervising and participating in the construction, maintenance, and repair of Cameron Park Community Services District's grounds, parks, aquatics (lagoon and pool), Community Center and related facilities. • Supervises, schedules, coordinates, prioritizes, monitors and participates in the work of maintenance crews. • Works with the Superintendent to specify locations to utilize inmate crews. • Assists the Superintendent with the District's weed abatement program. • Coordinates and provides ongoing safety training programs and ensures crew compliance with applicable rules, policies and procedures. • Trains personnel and assists with establishing performance goals. • Provides input to Superintendent for staff evaluations. • Provides constructive, critical feedback to staff routinely. • Initiates disciplinary procedures with Superintendent as is appropriate. • Communicates clearly to Parks Superintendent and staff. • Responsible for timely completion and submission of incident and accident reports. • Recommends programs, projects and work assignments to the Parks Superintendent. • Performs the more difficult and complex maintenance and construction duties of the work. • Maintains appropriate work records and documents, which may include timesheets, work orders and inventories. • Assists with statistical and/or analytical reports on operations as necessary. Assists with the Parks Department budget preparation and monitors approved budgets, prepares project cost estimates and orders supplies, tools and materials. 			

- Assures District premises and resources are used properly, according to approved policy and secured when not in use.
- Assists in contractor compliance with all specifications.
- Responds to typical questions and concerns from the general public, contractors and outside agencies
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff and the public.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum two (2) years full-time experience with a park agency working in community centers, parks, open space, trails, playgrounds and/or aquatic facilities,
- Minimum of one (1) year as a lead worker; or an equivalent combination of education and experience.

PREFERRED SKILLS AND/OR CERTIFICATIONS (or ability to obtain within one (1) year at the District’s request)

- Aquatic Facility Operator (AFO) or Certified Pool/Spa Operator certification (CPO).
- Qualified Applicator Certificate (QAC) or Qualified Applicator License (QAL) through the California Department of Pesticide Regulation.
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificates or ability to obtain.
- Landscape Irrigation Auditor certification.

SPECIAL REQUIREMENTS:

- Possession of a valid California driver’s license and good safe driving record with proof of insurability is required.
- Undergo medical examination, drug screening and Department of Justice background check.

ABILITY TO:

Plan, organize, train, evaluate and direct work of assigned staff; supervise and direct the operations and activities of the maintenance crew in the Parks Department, estimate time, materials and equipment needed to complete projects; read and understand plans and specifications; assist with the training programs for staff; respond to issues and concerns documents, including park safety reports, inspection reports, vehicle maintenance reports, billing invoices, pesticide recommendations, timesheets, work orders, blueprints, Safety Data Sheets and Safety Guidelines; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; interpret and follow plans and specification for maintenance and construction work; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues, and develop and implement appropriate responses; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; identify and determine the nature of potential hazards and institute corrective action to eliminate or minimize the hazard.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Cameron Park Community Services District

Job Title:	Receptionist	Department/Group:	Administration
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION			
Under direct supervision of Accounting Specialist, this position is primarily responsible for greeting the public, program registration for recreation classes and events, scheduling facility use by internal and external customers, communication to Parks Superintendent and facilities staff regarding schedules, accepting Architectural Review applications and assisting with day-to-day office functions.			
DISTINGUISHING CHARACTERISTICS			
The Receptionist is expected to perform a variety of office tasks to provide support to the District. Responsibilities also involve maintaining office records and files; providing information to customers, program participants, and citizens regarding programs, office services and facility use; answering telephones; money handling; and other related clerical tasks.			
SUPERVISION EXERCISED/RECEIVED			
Receives direct supervision from the Finance/Human Resource Office and/or the Accounting Specialist. Incumbents in this position do not routinely exercise supervision, but provides training to Staff assisting in the Front Office.			
ESSENTIAL JOB DUTIES:			
<ul style="list-style-type: none"> • Provides customer service, greets and assists the public, on the telephone and in person, with District, local and county information. • Proficient in Rec Trac, recreation information system software. • Checks the District's voicemail, email, and fax machine throughout the day with the ability to take and relay messages and provide customer service responses. • Monitors and maintains CSD class, program and event information in lobby, and a bulletin board. • Monitors and maintains inventory control for office supplies and purchases office supplies with approval of supervisor. • Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, social media posting and other administrative support. • Schedules use of the Community Center and Cameron Park Lake; coordinates and receives payments, invoices, room set up forms, deposits and all required paperwork. Communicates use and schedules to the facilities/park staff. • Assists Department managers as needed. • Establishes and meets timelines, is proactive, and shows strong organizational skills. • Establishes positive working relationships with representatives of community organizations, state/local agencies, District management, staff, and the public. 			

- Maintains a professional work ethic, keeps a clean and organized work area, performs other related duties as required.

KNOWLEDGE OF:

Proper grammatical usage, punctuation and spelling; basic mathematical functions; familiarity with office terminology, procedures and modern equipment; courteous manner; tact; good judgment; neat personal appearance; physical condition commensurate with the demands of the position. Standard office procedures, practices and equipment, including computers and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; record keeping, report preparation and writing.

ABILITY TO:

Establish and meet timelines; handle monetary transactions accurately; read, interpret and record data correctly; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; demonstrate strong organization skills; analyze complex issues, develop and implement appropriate responses when needed; follow written and oral direction; communicate clearly and concisely.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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

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

REQUIRED EDUCATION AND EXPERIENCE:

- A combination of education and experience that has provided the knowledge, skills and abilities necessary for the duties expected of a Receptionist, Office or Administrative Assistant.
- High school diploma or equivalent required; Associate’s Degree is desirable.
- Candidate must be able to pass a drug screening and Department of Justice (DOJ) background check, along with being finger printed.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Possession of, or ability to obtain, a valid California driver’s license.

EQUAL OPPORTUNITY EMPLOYER

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Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Cameron Park Community Services District

Job Title:	Recreation Coordinator	Department/Group:	Recreation Department
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under the general direction of the Recreation Supervisor, oversees a broad base of District program areas within the Recreation Department and assists in the development, implementation, and coordination of recreation programs and events. These duties include, but are not limited to, Community Programs/Classes for all ages – youth to senior, Summer Camps, Day Camps, Sports, Special Events, Sponsorships, Marketing, and Volunteer Programs. The hours scheduled for this position may include evenings, weekends and weekday hours as required.</p> <p>ESSENTIAL JOB DUTIES</p> <ul style="list-style-type: none"> • Coordinates promoting and marketing of all recreation programs, facilities and events. • Accepts responsibility for organizing, implementing and supervising areas of one or more District recreation programs, such as Day Camps, sports, volunteer programs and special events, Community Programs/Classes for all ages - youth to senior, oversee classes, activities, and programs for participants, staff and volunteers; may conduct staff/volunteer training. • Plans program content on a monthly basis; reviews plans with Recreation Supervisor for approval; may purchase necessary supplies with authorization; researches new program ideas. • Promotes assigned recreation programs, activities or classes; develops and prepares programs, events and facility marketing and promotional material including news releases, flyers, and schedules of events, pamphlets and brochures. • Monitors and directs children’s activities; handles the more difficult discipline needs; completes accident and incident reports and follows up with parents when necessary; speaks with parents regarding their concerns and complaints; monitors part time/seasonal staff throughout the day. • Creates flyers and other promotional items; arranges field trips, works special events, including holiday activities, etc. • Under direction of the Recreation Supervisor, creates and develops recreation program components including staff manuals, guidelines and procedures. Conducts research regarding assigned areas; drafts reports and other written material; and submits to supervisor for approval. • Assists in the preparation of program budgets. Monitors expenditures, makes cost savings and operational recommendations. • Under direction of the Recreation Supervisor, conducts staff training and leads lower level recreation staff and/or volunteers; recommends disciplinary actions to Recreation Supervisor as needed; prepares employee/volunteer schedules; verifies and checks staff/volunteer timecards; submits lower level seasonal, P/T staff’s timecards to Recreation Supervisor or appropriate personnel. • Under direction of the Recreation Supervisor, coordinates the Aquatics Programs. 			

- Responds timely to inquiries about assigned projects and programs made by telephone, correspondence or during public meetings; ensures excellent customer service is provided throughout the district, including recreation programs and parks services.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff and the public.
- Establishes and meets timelines, is proactive and shows strong organizational skills.
- Performs other related duties as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- An Associate’s Degree in Recreation, Leisure Studies, or a closely related field from an accredited college or university preferred. Two (2) years of full-time increasingly responsible experience in the recreation field.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Current First Aid and CPR certificates (or the ability to obtain)
- California Driver’s License.

EQUAL OPPORTUNITY EMPLOYER

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Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Cameron Park Community Services District

Job Title:	Recreation Supervisor	Department/Group:	Recreation Department
Location:	Cameron Park CSD Office	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 www.cameronpark.org		BENEFITS: <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION			
<p>Under the direction of the General Manager this position is responsible for the oversight of the Recreation department. Oversees all recreation personnel, programs, publications and budgetary matters, and is responsible for the development of department policies and procedures. The Supervisor is the department representative to the Board of Directors, outside organizations and the public.</p>			
ESSENTIAL JOB DUTIES			
<ul style="list-style-type: none"> • Supervises, coordinates, conducts and evaluates District activities and special events at District parks and recreation facilities; schedules facilities and obtains necessary permits; • Recruits, trains, supervises and evaluates all recreational staff and volunteers in organizing, implementing and promoting District recreation activities; • Assists organized groups in scheduling parks and recreation facilities; • Oversees, establishes and maintains effective relationships with community groups to identify recreational needs and develop new programs; • Develops advertisements, brochures, Activity Guide, news releases or other promotional literature and speaks to various community, business, educational organizations to stimulate interest in recreation activities; • Conducts and coordinates special activities with other District departments and with outside groups and organizations; • Solicits funds, services or other donations from public and private organizations and individuals to sponsor or help sponsor recreational activities; • Assists in the preparation of the annual budget requests by preparing and projecting costs and revenues for recreation programs; • Assist in updating the Rec Trac system with class information for new and ongoing classes • Responsible for the layout and content of the Activity Guide – three times a year. • Maintain records and prepares reports on recreation activities and their status; • Order materials and supplies necessary for recreational activities; • Enforces department rules and policies; • Has knowledge of safety policies and procedures, ensuring staff adherence to safe work practices and that all supervised staff is trained in a thorough and timely manner, working with the Safety Coordinator; • Performs other related work as required; 			

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s in Recreation & Parks Administration, or related field; and
- Two years of experience in parks and recreation with increasing responsibility.

PREFERRED SKILLS AND/OR CERTIFICATIONS

- Ability to direct, assign and motivate staff and volunteers;
- Ability to communicate clearly and concisely orally and in writing;
- Must possess and maintain a valid California’s driver’s license;
- Must maintain Standard First Aid and Adult/Child CPR certifications.

EQUAL OPPORTUNITY EMPLOYER

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Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time



Agenda Transmittal

DATE: November 20, 2019

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #8: FISCAL YEAR 2019-20 FIRST QUARTER BUDGET TO ACTUALS

RECOMMENDED ACTION: RECEIVE AND FILE

INTRODUCTION

The Fiscal Year 2019-20 First Quarter Budget to Actuals report is attached, and the District is on track with revenue/expenditures to budget.

BUDGET AND ADMINISTRATION COMMITTEE

Budget and Administration Committee reviewed the financial report and supported moving the report to the Board of Directors as an information item on the consent calendar. At the Committee's request, staff included a thorough written report outlining the line item variances.

DISCUSSION

For the First Quarter Budget to Actuals report, variances are common due to one-time payments at the beginning of a fiscal year and seasonal programs. Some accounts appear to be over-expended, such as the one-time liability insurance payment; and seasonality of services such as pool and lagoon operations. Paid registration takes place for summer recreation programs during the months of April through June, and less revenues transacted July and August. Most of the summer expenditures occur during the months of July and August, and less during the month of June.

The following expenditure accounts are of note:

5020 – Overtime – 40% remaining; expenditures mostly due to seasonality; some workload and vacation coverage.

5160 – CalPERS Employer Retirement – 21% remaining; due to lump sum payment at beginning of year.

5170 – Worker’s Compensation – 9% remaining; due to lump sum payment at beginning of year.

5320 – Insurance – 3% remaining; due to lump sum payment at beginning of year.

5400 – Office Equipment – 45% remaining; staff is tracking this account closely. Desks in the common area were replaced for safety at a low cost, a necessary but unplanned expenditure.

5492 – Utility, Gas/Electricity – 62% remaining; due to seasonality of pool and swimming lagoon.

5501 – CAL FIRE In-Kind – District provides equipment and supplies in lieu of cash payment for Growlersburg services; these purchases occur only two to three times a year.

Staff is working towards better tracking of recreation and community center revenues, in both Abila and RecTrac. As staff reviews and updates the Recreation Department budget, measures will be put into place to more accurately track revenues and their sources.

Attachments:

8A - Fiscal Year 2019-20 First Quarter Budget to Actuals report

Cameron Park Community Services District
 Revenues and Expenditures - First Quarter
 From 7/1/2019 Through 9/30/2019

Attachment 8A

		2019-2020 Budget - Final	Actual July- Sept	Actual to Budget Variance	% remainin g
4110	Property Taxes	4,134,387	0	(4,134,387)	-100.0%
4113	Franchise Fees	200,000	0	(200,000)	-100.0%
4115	Park Impact Fees	52,000	0	(52,000)	-100.0%
4120	Quimby Fees	28,554	0	(28,554)	-100.0%
4125	Fire Development	10,000	0	(10,000)	-100.0%
4132	Fire Marshall Plan Review	18,000	8,715	(9,285)	-51.6%
4142	Tuition Fees	0	150	150	
4145	Youth Classes	38,000	4,365	(33,635)	-88.5%
4146	Adult Classes	36,727	7,542	(29,186)	-79.5%
4147	Youth Sports	100,000	11,563	(88,437)	-88.4%
4148	Adult Sports	18,800	2,714	(16,086)	-85.6%
4149	Camp Revenues	12,800	0	(12,800)	-100.0%
4153	Senior Programs	12,000	3,514	(8,486)	-70.7%
4170	Special Events	25,000	7,571	(17,429)	-69.7%
4180	Park Lake Kiosk Revenues	21,012	23,196	2,184	10.4%
4181	Lake Season Pass	21,666	746	(20,920)	-96.6%
4182	Picnic Site Rentals	27,436	50	(27,386)	-99.8%
4183	Summer Kids Camp	42,000	11,778	(30,223)	-72.0%
4184	Cameron Park Lake	3,250	4,013	763	23.5%
4185	CC Facility Rentals	129,114	11,773	(117,341)	-90.9%
4186	Gym Rentals	33,650	9,108	(24,542)	-72.9%
4187	Pool Use Fees	195,882	32,357	(163,525)	-83.5%
4190	Parks Facility Revenue	27,061	13,665	(13,396)	-49.5%
4250	Donations	1,000	0	(1,000)	-100.0%
4255	Sponsorships	30,000	0	(30,000)	-100.0%
4260	JPA Reimbursable	1,150,000	287,500	(862,500)	-75.0%
4262	Fire Apparatus Equip	100,000	40,000	(60,000)	-60.0%
4400	Reimbursement	64,717	1,723	(62,995)	-97.3%
4410	Weed Abatement	23,263	0	(23,263)	-100.0%
4505	Interest Income	9,000	14,848	5,848	65.0%
4600	Other Income	111,592	479	(111,113)	-99.6%
4605	Grant - CI	23,000	0	(23,000)	-100.0%
Total Operating		6,699,911	497,369	(6,202,542)	-92.6%
5000	Salaries - Permanent	668,113	157,762	(510,351)	-76.4%
5010	Salaries - Part-time	103,175	87,769	(15,406)	-14.9%
5020	Overtime	5,000	2,973	(2,027)	-40.5%
5130	Health Benefit	111,542	31,978	(79,564)	-71.3%
5135	Retiree Health Benefit	63,420	15,859	(47,561)	-75.0%

Cameron Park Community Services District
Revenues and Expenditures - First Quarter
From 7/1/2019 Through 9/30/2019

Attachment 8A

		Actual	Budget to	%
	2019-2020	July-	Actual	remainin
	Budget - Final	Sept	Variance	g
5140	Dental Insurance	10,716	2,933	(7,783) -72.6%
5150	Vision Insurance	1,503	578	(925) -61.5%
5160	CalPERS Employer	223,586	176,714	(46,872) -21.0%
5170	Worker's	53,501	58,277	4,776 8.9%
5180	FICA/Medicare Employer	12,835	9,180	(3,655) -28.5%
5190	UI/TT Contribution	37,513	5,048	(32,465) -86.5%
5209	Advertising/Marketing	27,245	11,220	(16,025) -58.8%
5215	Agriculture	18,485	3,017	(15,468) -83.7%
5220	Audit/Accounting	47,500	4,475	(43,025) -90.6%
5221	Bank Charge	14,141	3,270	(10,871) -76.9%
5230	Clothing/Uniforms	9,525	1,406	(8,119) -85.2%
5231	Computer Software	24,380	8,811	(15,569) -63.9%
5232	Computer Hardware	47,750	20,625	(27,125) -56.8%
5235	Contractual Services	20,000	1,504	(18,496) -92.5%
5236	Contractual - Provider	3,710,059	0	(3,710,059) -100.0%
5240	Contract Services - Other	96,627	12,655	(83,972) -86.9%
5250	Director Compensation	13,700	3,000	(10,700) -78.1%
5260	EDC Department Agency	4,268	4,268	0 0.0%
5265	Educational Materials	6,845	314	(6,531) -95.4%
5275	Equipment-Minor/Small	9,500	2,507	(6,993) -73.6%
5285	Fire & Safety Supplies	4,750	2,960	(1,790) -37.7%
5290	Fire Prevention &	1,800	0	(1,800) -100.0%
5295	Fire Turnout Gear	31,000	5,661	(25,339) -81.7%
5296	Fire- Volunteer/Resident	29,200	2,760	(26,440) -90.5%
5300	Food	4,600	2,438	(2,162) -47.0%
5305	Fuel	71,000	17,040	(53,960) -76.0%
5310	Government Fees/Permits	29,934	8,421	(21,513) -71.9%
5315	Household Supplies	26,695	9,370	(17,325) -64.9%
5316	Instructors	66,500	17,562	(48,938) -73.6%
5320	Insurance	103,500	100,422	(3,078) -3.0%
5335	Legal Services	14,250	0	(14,250) -100.0%
5340	Maint. - Vehicle Supplies	4,000	0	(4,000) -100.0%
5345	Maint. - Buildings	50,495	7,647	(42,848) -84.9%
5350	Maint. - Equipment	47,540	9,827	(37,713) -79.3%
5355	Maint. - Grounds	86,488	5,357	(81,131) -93.8%
5360	Maint. - Radio/Phones	2,000	358	(1,642) -82.1%
5365	Maint. - Tires & Tubes	16,100	25	(16,075) -99.8%
5370	Maint. - Vehicle	21,000	10,449	(10,551) -50.2%
5375	Medical Supplies	1,650	116	(1,534) -93.0%
5380	Memberships/Subscription	9,445	583	(8,862) -93.8%
5385	Mileage Reimbursement	1,475	348	(1,127) -76.4%

Cameron Park Community Services District
Revenues and Expenditures - First Quarter
From 7/1/2019 Through 9/30/2019

Attachment 8A

		2019-2020 Budget - Final	July- Sept 2019	Budget to Actual Variance	% remainin g
5395	Miscellaneous	0	40	40	#DIV/0!
5400	Office	10,848	5,933	(4,915)	-45.3%
5405	Pool Chemicals	21,500	10,499	(11,001)	-51.2%
5410	Postage	4,400	535	(3,865)	-87.8%
5415	Printing	595	0	(595)	-100.0%
5420	Professional Services	135,800	19,783	(116,017)	-85.4%
5421	Program Supplies	15,000	4,256	(10,744)	-71.6%
5425	Publications & Legal	595	0	(595)	-100.0%
5430	Radios	2,500	632	(1,868)	-74.7%
5431	Refund-Activity Pass	1,500	0	(1,500)	-100.0%
5435	Rent/Lease - Bldgs, Fields,	8,300	30	(8,270)	-99.6%
5440	Rent/Lease - Equipment	4,180	6,872	2,692	64.4%
5455	Staff Development	26,600	1,880	(24,720)	-92.9%
5465	Special Events	6,000	919	(5,081)	-84.7%
5466	Summer Spectacular	0	828	828	#DIV/0!
5470	Phones/internet	44,675	8,903	(35,772)	-80.1%
5490	Utilities - Water	42,500	11,806	(30,694)	-72.2%
5492	Utilities - Electric/Gas	168,350	63,744	(104,606)	-62.1%
5495	Utilites - Water/Irrigation	0	240	240	#DIV/0!
5500	Vandalism	2,000	0	(2,000)	-100.0%
5501	Cal Fire In Kind	13,500	6,689	(6,811)	-50.5%
5625	Capital Equipment	451,117	17,629	(433,488)	-96.1%
		<u>6,924,311</u>	<u>988,709</u>	<u>(5,935,602)</u>	<u>-85.7%</u>
	Net Revenue Over (Under) Expenditures	<u>(224,400)</u>	<u>(491,340)</u>	<u>(266,940)</u>	



Agenda Transmittal

DATE: November 20, 2019

FROM: Niki Garrison, Board Clerk

AGENDA ITEM #9: **RESOLUTION NO. 2019-23 AUTHORIZING PROPOSAL
SUBMISSION FOR THE AB 2766 MOTOR VEHICLE EMISSIONS
REDUCTION GRANT FOR THE SUMMER SPECTACULAR SHUTTLE
IN 2020 AND 2021**

RECOMMENDED ACTION: **APPROVE RESOLUTION NO. 2019-23 DIRECTING STAFF TO
SUBMIT GRANT PROPOSAL FOR THE AB 2766 MOTOR VEHICLE
EMISSIONS REDUCTION GRANT FOR 2020 AND 2021**

BUDGET ACCOUNT: **RECREATION ACCOUNT 5420, PROFESSIONAL SERVICES**

BUDGET IMPACT: **\$490**

RECOMMENDATION

With support from the Administration and Budget Committee, staff recommends the Board of Directors adopt Resolution No. 2019-23 which:

- Authorizes staff to submit a grant proposal in the amount of \$2,452 for this grant;
- Commits to a match of \$490.

DISCUSSION

The Parks and Recreation Committee has recommended offering a free shuttle service at the Summer Spectacular event. This event attracts approximately 4,000 people annually. Considering there are an average of three riders per car, this equates to over 1,300 cars.

As a result of all these cars, we have experienced issues with traffic and parking, in addition to air pollution. The El Dorado County Air Quality Management District is offering a grant (AB 2766 Motor Vehicle Emissions Reduction) for the calendar years 2020

and 2021. This shuttle would reduce air pollution and cut down on the number of cars traveling to the event.

Fiscal Impact

This grant would pay for most of the proposed shuttle (required 16.66% match of total budget).

Attachment:

9A - Resolution No. 2019-23

RESOLUTION NO. 2019-23
of the BOARD OF DIRECTORS of the
CAMERON PARK COMMUNITY SERVICES DISTRICT
November 20, 2019

**RESOLUTION AUTHORIZING SUBMISSION OF GRANT PROPOSAL FOR
AB 2766 MOTOR VEHICLE EMISSIONS REDUCTIONS GRANT, 2020-2021**

WHEREAS, the Summer Spectacular event continues to grow and create problems with air pollution, traffic and parking; and

WHEREAS, the Cameron Park Community Services District (District) wishes to provide a free shuttle to the Cameron Park Lake for the Summer Spectacular event; and

WHEREAS, the District is eligible for grant funding (AB 2766 Motor Vehicle Emissions Reductions Grant 2020-2021) being offered by the El Dorado County Air Quality Management District; and

WHEREAS, recognizing the need for funds to provide a free shuttle to the Summer Spectacular to reduce air pollution and ease traffic/parking issues, a grant proposal should be submitted for the AB 2766 Motor Vehicle Emissions Reductions Grant, 2020-2021.

NOW, THEREFORE, BE IT RESOLVED that District hereby:

1. Authorizes staff to submit a grant proposal to the El Dorado County Air Quality Management District for the AB 2766 Motor Vehicle Emissions Reductions Grant, 2020-2021, in the amount of \$2,452.
2. Authorizes a commitment of \$490 as matching funds for the grant proposal.

RESOLVED FURTHER, that staff be directed to file a copy of this Resolution with the El Dorado County Air Quality Management District as required by the grant procedures, and that staff is hereby authorized to take any and all actions necessary to be in compliance with the requirements of the grant.

Attachment 9A

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on November 20th, 2019 by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director Monique Scobey, Vice President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board



Agenda Transmittal

DATE: November 20, 2019

FROM: Monique Scobey, Vice President
Board of Directors

AGENDA ITEM #11: **POLICIES: 4010 CODE OF CONDUCT, 5020 BOARD MEETING AGENDA, AND 5030 BOARD MEETING CONDUCT**

RECOMMENDED ACTION: RECEIVE AND DISCUSS

The Cameron Park Community Services District has several policies to guide Board of Directors meetings, public testimony, and Board Member conduct. Those policies are as follows:

- 4010 Code of Conduct
- 5020 Board Meeting Agenda
- 5030 Board Meeting Conduct

These policies are longstanding and continue to be relevant today; the Code of Conduct was approved in 2008. This report is to serve as a reminder to all of us to conduct ourselves in accordance with District policy.

Attachments:

- 11A – Policy 4010 Code of Conduct
- 11B – Policy 5020 Board Meeting Agenda
- 11C – Policy 5030 Board Meeting Conduct

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Code of Ethics
POLICY NUMBER: 4010

4010.1 The Board of Directors of Cameron Park Community Services District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents. In order to assist in the governance of the behavior between and among members of the Board of Directors, the following rules shall be observed.

4010.1.1 The dignity, style, values and opinions of each Director shall be respected.

4010.1.2 Responsiveness and attentive listening in communication is encouraged.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Directors.

4010.1.4 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.1.5 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4010.1.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

4010.1.8 Directors should practice the following procedures:

4010.1.8.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

4010.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

4010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.1.8.4 In presenting items for discussion at Board meetings, see Policy #5020.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.

4010.1.9 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.2.2 Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.2.3 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.2.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

5020.1 Agenda. The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call or email the General Manager and request a matter be placed on the agenda no later than 5:00 P.M. five (5) business days prior to the agenda publication date for a regular meeting and two (2) business days prior to the agenda publication date for a special meeting. Such request must be in writing or other form of electronic correspondence and include supporting documents and explanations, if available. The General Manager, with the assistance of the Board President, shall be responsible for ensuring that the organization of agenda contents and the volume of business contemplated by an agenda are manageable; as such, certain requested matters may be placed on the next available Board meeting agenda. If the General Manager and Board President disagree as to whether an item should be placed on the agenda, the decision of the Board President shall prevail. If the General Manager and/or Board President determine(s) that the requested matter may subject the District to potential legal liability, the matter shall be referred to the District's Legal Counsel for a decision regarding the propriety of its inclusion. The Board retains the right to overrule District Counsel's determination on said matter by a majority vote.

5020.2 Agenda Items from Members of the Public. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 Written Request. The request shall be in writing and shall be submitted to the General Manager together with any supporting documents and/or information, if any, at least ten (10) business days prior to the agenda publication date;

5020.2.2 Agendizing Public Requests. The General Manager, in cooperation with the Board President, shall be the sole judge of whether the public request to add an item to the agenda is or is not a "matter directly related to District business." This decision may be appealed to the full Board at the next regular meeting of the Board of Directors. The Board may, by a majority vote, find that the agenda item requested by the public is a matter directly related to District business and, if such determination is made, add that matter to the agenda for the next regularly scheduled meeting of the Board of Directors. Any Director may request that the matter be placed on the agenda of the Board's next regular meeting.

5020.3 Board Agenda Actions. No action shall be taken by the Board of Directors on any item not appearing on the posted agenda unless:

5020.3.1 The majority of the Board of Directors determines that an emergency situation exists as defined by Government Code section 54956.5. An "Emergency" is defined as including **both** of the following: (a) work stoppage, crippling activity or other activity that severely impairs public health, safety or both; **and** (2) constitutes a dire emergency, defined as a crippling disaster, mass destruction, terrorist act or threatened terrorist activity that poses peril so immediate and significant that requiring the Board of Directors to provide one-hour notice before holding an emergency meeting may, itself, endanger the public health safety; or

Attachment 11B

5020.3.2 The Board of Directors determines, by two-thirds (2/3) vote, or by unanimous vote if less than two-thirds (2/3) of the Board members are present, that the need to take immediate action on the specific item arose subsequent to posting of the agenda and that staff had no knowledge of the situation requiring action prior to the posting of the agenda; or

5020.3.3 The item was included in a properly posted agenda for a prior meeting occurring not more than five (5) days prior to the meeting at which the action is taken and was continued to the meeting at which the action is proposed to be taken.

5020.3.4 Any items not appearing on the posted agenda requiring action or discussion by the Board which are raised by Board members, staff, or by members of the public during a meeting shall be automatically referred to staff and placed on the agenda for the next regular meeting of the Board of Directors.

5020.4 Public Testimony. Every agenda for a regular meeting shall provide an opportunity for members of the public to directly address the Board of Directors on any item under the subject matter jurisdiction of the District. This item of business is typically agendized on the District's agenda for regular meetings as "open forum." In addition, with respect to any item which is already on an agenda, the public will be given the opportunity to comment before or during the consideration of that item by the Board of Directors.

When during public testimony a member of the public raises an issue which does not appear on the agenda for that meeting, that item may not be discussed by members of the Board of Directors and no action may be taken at that meeting. However, members of the Board may ask questions for clarification, make a brief response to the issue raised by the member of the public, ask staff for supporting factual information, request staff to report back to the Board of Directors at a subsequent meeting concerning the matter, or take action to direct staff to place the matter raised by the member of the public on a future agenda. Any discussion of a nonagendized matter before the Board of Directors by the public shall be limited to permitting the member of the public to describe the issue or problem to the Board of Directors, to permit the Board of Directors to gain understanding of the issue by asking pertinent questions, and to provide direction to staff or schedule the matter for a future meeting.

5020.5 Time Limitations. The Board of Directors may establish procedures for public comment and specify reasonable time limitations for public comment, both on individual speakers and, with respect to the total time to be devoted to a particular topic or item.

5020.6 Public Criticism. When a member of the public testifies before the Board of Directors, the Board of Directors may not prohibit an individual from criticizing the policies, procedures, programs or services of the District or the alleged acts or omissions of the Board of Directors.

5020.7 Agenda's Required Content. Pursuant to Government Code section 54957.5, all agendas shall have the following language added to the end of the agenda:

"Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors of the District which is distributed less than 72 hours prior to the meeting shall be made available for public inspection at the same time the writing is distributed to all, or a majority of all, of the members of the Board of Directors of the District. Such written documents will be made available at the District Offices located at 2502 Country Club Drive, Cameron Park, CA 95682.

Such writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C. § 12132) and the Federal Rules and Regulations adopted in implementation thereof.

Attachment 11B

A person with a disability who requires a modification or accommodation in order to participate in a public meeting of the Board of Directors may, five (5) days prior to the date scheduled for a regular meeting of the Board of Directors, contact the District Office at 2502 Country Club Drive, Cameron Park, CA 95682, phone number: (530) 677-2231 to request a disability related modification or accommodation in order to attend the meeting, or to request auxiliary aids or services in order to enable such person to understand the proceedings at such meeting."

Cameron Park Community Services District

POLICY TITLE: Board Meeting Conduct Revised

POLICY NUMBER: 5030

5030.1 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

5030.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.3 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

5030.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

5030.4.1 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 4 minutes, and individuals speaking for a group are allocated 5 minutes. Except with the consent of the Board, individuals shall be allowed to speak to an item only once. Upon completion of public comment the matter shall be returned to the Board for deliberation. Members of the public shall not be entitled to participate in that deliberation, or be present at the podium during such deliberation, except at the invitation of the Board for a point of clarification or question by the Board. Matters not on the agenda may be addressed by the general public during the Open Forum. Public comments during Open Forum are limited to three minutes per person. The Board reserves the right to waive said rules by a majority vote.

5030.4.2 No boisterous conduct or profanity shall be permitted at any Board meeting. Persistence in boisterous conduct and/or profanity shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5030.4.3 No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030

5030.5. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present

Cameron Park Community Services District

5030.5.1 After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

5030.5.2 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.



Agenda Transmittal

DATE: November 20, 2019

FROM: Jill Ritzman, General Manager

AGENDA ITEM #12: SOLAR ENERGY ACQUISITION CONSULTANT

RECOMMENDED ACTION: APPROVE RESOLUTION 2019-24

RECOMMENDATION

Approve Resolution 2019-24 that provides authorization for:

- An agreement between the Cameron Park Community Services District (District) and ARC Alternatives for professional services related to selecting a solar energy company and project;
- A Fiscal Year 2019-20 Budget Adjustment totaling \$14,534, decreasing Capital Improvements - HVAC Maintenance Project by \$14,534, and increasing Administration 1000 - Acct 5420 by the same amount. No net change to the District's budget appropriation; line item account change only.

SOLAR AD HOC COMMITTEE

On November 7, 2019, the Solar Energy Ad Hoc Committee met and supported this recommendation, moving to the Board of Directors for consideration. The committee solicited information from numerous agencies and organizations who constructed solar projects. Most used the services of a consultant. Of those who did not, all but one agreed if they were to do the project again, they would hire a third party consultant. The committee strongly recommends having an experienced and unbiased consultant guide the District through the review and selection process for a builder and project financing.

BACKGROUND

In October 2018, the District Board of Directors formed and appointed a Solar Energy Ad Hoc Committee (Committee). The Committee, comprised of two Board members and three community members, began meeting in January 2019. On July 17, 2019, based upon

Solar Energy Ad Hoc Committee recommendations, the Board approved the release of a Request for Qualifications (RFQ) for a Solar Energy Acquisition Expert. The scope of services to include:

- Identify appropriate projects in size, scope, and design;
- Assess the project's economics and funding options;
- Assist with a competitive request for proposal process to select a company and financing strategy for a solar project.

DISCUSSION

Staff distributed RFQ to businesses in the region and posted on the District's website. Six businesses responded with proposals and three were chosen for interviews. The Committee held interviews on October 8, 2019 and selected ARC Alternatives as the top candidate (Attachment 12B).

ARC Alternatives was chosen due to the following factors:

- Extensive experience in helping agencies determine appropriate solar projects,
- Experience with projects for smaller agencies,
- Knowledge of funding and financing options,
- Positive reports from El Dorado High School District, who hired ARC Alternatives to assist with scoping and bidding their solar project.

An energy efficiency project will run concurrently with, and supported by, ARC Alternatives.

Financial Impact

The Fiscal Year 2019-20 Budget includes \$25,000 for a Solar Energy Acquisition Consultant, in Administration 1000 - Acct 5420 Professional Services. Total ARC Alternatives agreement costs are \$39,534.

The balance of \$14,534 is to be funded from a planned savings in Capital Improvement Budget for major maintenance of the Community Center HVAC system. The HVAC allocation will be under-expended by approximately \$15,000 for two reasons: 1) required tasks were not as extensive as initially thought, and 2) Parks Superintendent, working with a local contractor, was able to complete the maintenance tasks economically.

Based upon the timeline in ARC Alternatives proposal, their work for the current scope of services is expected to conclude in approximately 6 months, at or near the end of the fiscal year. The agreement is for a “not to exceed” amount.

This investment will pay dividends in the future, not only with the savings on energy bills, but assuring that the project is appropriately sized and financed for the District. Based upon current PG&E electrical bills for a 12 month period, staff estimates that the District spends \$253,819 annually in the General Fund and Landscaping and Lighting Districts (LLADs); \$128,368 in the General Fund specifically. Additional savings could be realized for propane. District annual propane costs are \$40,000.

Attachments:

12A – Resolution 2019-24

12B – ARC Alternatives Proposal

12C – Proposed Agreement

RESOLUTION NO. 2019-24
OF THE BOARD OF DIRECTORS
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
November 20, 2019

**RESOLUTION TO APPROVE AN AGREEMENT BETWEEN CAMERON PARK
COMMUNITY SERVICES DISTRICT AND ARC ALTERNATIVES AND TO
APPROVE A BUDGET ADJUSTMENT IN FUND 001 OF \$14,534 IN
EXPENDITURES**

WHEREAS, In October 2018, the Cameron Park Community Services District (District) Board of Directors formed and appointed a Solar Energy Ad Hoc Committee (Committee); and

WHEREAS, On July 17, 2019, based Committee recommendations, the Board approved the release of a Request for Qualifications (RFQ) for a Solar Energy Acquisition Expert; and

WHEREAS, The Committee held interviews on October 8, 2019 and selected ARC Alternatives as the top candidate due to their extensive experience in helping agencies determine appropriate solar projects and knowledge of funding and financing options.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The Board of Directors authorizes the Vice President of the Board of Directors to execute an agreement between the District and ARC Alternatives; and
2. Approves a Budget Adjustment of \$14,534, moving funds from Capital Improvements HVAC Maintenance Project to Administration 1000, Account 5420 to support funding the agreement.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 20th day of November 2019, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director Monique Scobey, Vice President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board



Clean
Energy
Consulting

Request for Qualifications to
Cameron Park Community
Services District



For Solar Energy Acquisition Consultant

Submitted by

ARC Alternatives
222 Sutter St., Suite 600
San Francisco, CA 94556

September 6, 2019

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1. Cover Letter

Thank you for the opportunity to present this proposal to assist the Cameron Park Community Services District (District) with its energy procurement needs. We formed ARC Alternatives in 2014 to serve the energy consulting needs of public sector, institutional clients and school districts in California. Our mission is to help our clients cost effectively achieve lasting energy savings in pursuit of their critical fiscal, environmental, and operational goals. We established ARC Alternatives to be a responsive, nimble organization with a singular focus on project execution. ARC Alternatives has no relationships with energy technology or service providers, which enables us to represent only our clients' best interests.

The advantages to working with ARC Alternatives are many.

- We have a track-record of delivering results for similarly sized clients with complex needs.
- ARC is client focused. We specialize in small to mid-sized local governments and you will have the full attention of Principal level staff throughout this engagement. We emphasize collaboration and strongly encourage you to speak to our clients about our work.
- We are a completely independent firm with no ties to solution providers; our interests are aligned with your interests for the long term.
- ARC Alternatives has deep experience with all aspects of energy programs for public agencies. Not only do we provide solar consulting services, but we have deep experience in energy planning and auditing services, we write specifications and RFPs, evaluate proposals, negotiate contracts and oversee construction for all types of energy projects.
- ARC is familiar with the area and the community, having done work for several clients in El Dorado County. We are currently providing solar consulting services to the El Dorado Union High School District.
- Our approach is aligned with the needs identified in the RFQ, it is cost-effective, and will result in projects implemented and energy saved.

ARC Alternatives is excited about working with the District and we are eager to support the planning and implementation of your energy program. Please do not hesitate to reach out to Russell Driver, our lead representative and single point of contact for this engagement, with questions or clarifications regarding our response, and we look forward to the opportunity to work with Cameron Park Community Services District!

Sincerely,



Russell Driver, Principal
ARC Alternatives

2. Qualifications

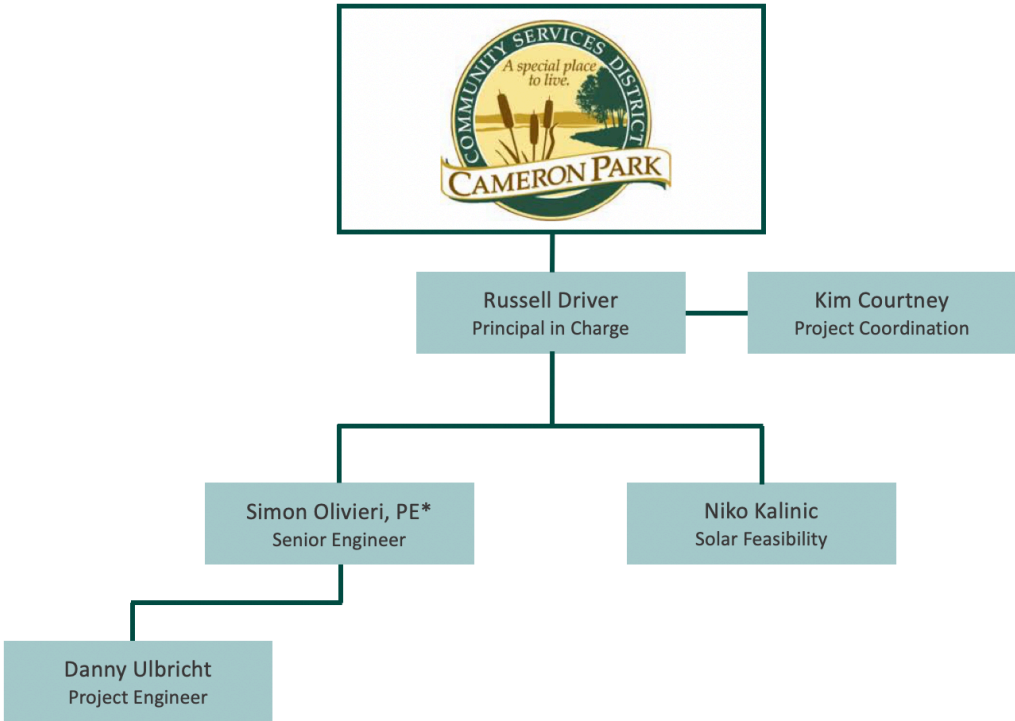
Firm Experience

The three founding Principals of ARC Alternatives collectively have over 50 years of experience in energy engineering, energy program management, energy analytics, and public sector procurement. Our qualifications include the development and implementation of public sector solar programs, including storage, throughout California; management of the largest and longest running statewide energy efficiency partnerships; development of comprehensive energy planning efforts for universities, schools and other government agencies; and exhaustive knowledge of utility incentive and rebate programs. ARC Alternatives staff have deep solar project experience, covering the full lifecycle of solar programs from feasibility to ongoing operations. The quantity and type of renewables projects we have delivered are summarized in the table below.

Solar Capacity	187 MW
Solar Sites	673
Storage Capacity	6 MW
Storage Sites	14
Estimated Construction Value	\$771 million
Annual kWh Generated	259 million
Utilities	PG&E, SCE, LADWP, SDG&E, Other Municipal Utilities, Local PUDs

Project Team

The ARC Alternatives personnel dedicated to this contract bring extensive experience in energy program management, specifically in assisting smaller, public agencies in the solar procurement process. They have a successful track record of delivering projects for local governments in California. Russell Driver, Principal and cofounder of ARC Alternatives, will oversee the project for the District and incorporate all project resources in a seamless fashion, as shown in the organization chart below. Resumes of key personnel are included in Attachment A.



The following table lists the specific individuals shown on the organization chart that are assigned to this project, their years of experience, and relevant expertise.

Name	Title/Role	Years of Experience	Relevant Expertise				
			Energy Consumption & Savings Analysis	RFP Development	Bid Support and Evaluation	Project Financing and Incentives	Management & Board Communications
Russell Driver	Principal, Project Manger	24	X	X	X	X	X
Simon Olivieri, P.E.	Senior Engineer	8	X	X	X		
Niko Kalinic	Sr. Program Manager	10	X	X	X		X
Danny Ulbricht	Associate Engineer	2	X		X		
Kim Courtney	Senior Project Manager	15	X	X	X		X

Russell Driver, Principal and Co-Founder of ARC Alternatives, will be the Principal-In-Charge and overall Project Manager for this engagement, and will have primary responsibility for continuity with District Staff. Mr. Driver has over 25 years of experience managing large-scale technology programs in complex institutional settings. Mr. Driver specializes in the development and implementation of solar programs in the public sector, with an emphasis on K-12 school districts in California. **He is currently leading renewables projects for cities, counties, universities and local schools and has led projects resulting in the implementation of over 100 MW of generating capacity at over 400 sites.** Mr. Driver also provides program management oversight and quality assurance consulting to large, multi-agency programs in the energy and transportation sectors. Mr. Driver's expertise includes solar technology, energy economics, transportation policy, public sector procurement, design-build contracting, system design review, construction oversight, project management, quality assurance, and data management. Mr. Driver has a Bachelor of Arts from Stanford University and a Master's Degree from UCLA. He is an active volunteer in the community and is currently a member of the Contra Costa County Sustainability Commission and the Moraga Center Specific Plan Implementation Citizens Advisory Committee. He previously chaired the Town of Moraga Planning Commission and Climate Action Plan Task Force and served on the Contra Costa County Transportation Authority's Citizens Advisory Committee.

Simon Olivieri, P.E., Engineer, specializes in data analysis and mathematical modeling. Using his background in energy engineering, he has developed whole building energy analysis and statistical modeling tools used by technical reviewers for the UC/CSU IOU and CCC/IOU MBCx programs. He has developed multiple software tool sets used to extract meaningful insights from building energy consumption and renewable resource production data sets. In addition to data analysis and energy engineering, **Mr. Olivieri has worked with numerous local government agencies across California to develop and install solar systems and he has overseen the installation of over 100MW of generating capacity and 6MW of battery energy storage.** Mr. Olivieri has a Bachelor of Science in Mechanical Engineering from the University of California San Diego and Master of Science in Civil Engineering-Building Systems from the University of Colorado Boulder. He is a registered Professional Engineer (Mechanical) in California.

Niko Kalinic, Senior Program Manager, provides a unique combination of technical and programmatic support with a proven ability to successfully lead projects and initiatives from feasibility through implementation. With extensive experience designing, implementing, and managing complex programs with clients ranging from public school districts to foreign governments and a strong background in energy engineering and project management, he excels at communicating effectively across multidisciplinary teams while keeping stakeholders informed and involved. **Mr. Kalinic has successfully supported over 100MW of solar projects and 6MW of battery energy storage for California public school districts and local**

governments. Mr. Kalinic holds a Bachelor of Science in Mechanical Engineering and Master of Science in Civil Engineering, Building Systems, from the University of Colorado, Boulder.

Kim Courtney, Senior Project Manager, will provide project management oversight and coordination and assist with development of deliverables. Ms. Courtney currently provides project management support to local governments and K-12 school clients in California, including the development of project plans, submittal tracking and review, management of expenditure plans and budgets, and development other client-facing reports. ***She has overseen and been engaged in the implementation of over 27 MW of generating capacity at over 42 sites.*** Ms. Courtney previously worked as a project manager for EDAW/AECOM Inc., Kimley-Horn and Associates, and the Metropolitan Transportation Commission. She holds a Master's Degree in Urban Planning and Policy from University of Illinois and a BS in Urban Planning from University of Utah.

Daniel Ulbricht, Associate Engineer, offers experience in data analysis and energy calculations for both renewable energy and energy efficiency projects. Mr. Ulbricht has worked in the Department of Energy's Industrial Assessment Center program, providing 16 energy audits for industrial plants in Ohio. In addition, he has experience with solar PV modeling and feasibility studies, as well as technical aspects of solar PV installation. Mr. Ulbricht has a Bachelor of Science in Mechanical Engineering and Master of Science in Renewable and Clean Energy from the University of Dayton.

References


The ARC Alternatives team has extensive experience providing clients in the public sector strategic advice, engineering services and program management support throughout all phases of solar PV and storage projects. Our team has a long track record of delivering projects with a similar scope to what is being requested by the District. ARC Alternatives staff have supported the assessment, development, procurement, design and construction of over **187 MW of solar power at over 673 different sites, as well as more than 6 MW of energy storage systems**. The table below shows a selection of our city, county and school experience, supporting clients both large and small, across renewables and energy efficiency. We include energy efficiency experience as it is relevant to the performance of tasks related to utility tariff analysis, energy project financing, applicable utility programs (e.g., incentives, demand response).


Local Government and School Projects	Renewable Energy	Energy Storage	Energy Efficiency	Procurement Support	Program/Project Management
City of Lincoln	X	X		X	X
Yuba Community College District	X	X	X	X	X
Tulare County	X	X	X	X	X
Colton Joint USD	X	X	X	X	X
County of Alameda (R-REP)	X			X	
Kern County	X	X	X	X	X
Los Angeles County	X			X	
City of Antioch	X			X	X
Town of Truckee	X		X		
City of West Sacramento	X			X	X
City of Desert Hot Springs	X			X	
Placer Union High School District	X				
El Dorado Union High School District	X		X	X	X
Capistrano USD	X			X	X
Chico USD	X		X	X	X
Washington USD	X		X	X	X
Santa Clara USD	X		X	X	
Durham USD	X			X	X
Pacifica School District			X	X	X
Garden Grove USD	X				
Redlands USD	X				
Oroville Union High School District	X		X	X	X


Local Government and School Projects	Renewable Energy	Energy Storage	Energy Efficiency	Procurement Support	Program/Project Management
Nevada City School of the Arts			X	X	
Alternatives in Action	X		X	X	
Galt Joint Union High School District	X		X	X	X
Palo Alto Unified School District	X			X	X
UC Office of the President	X		X	X	X
UC Berkeley	X		X		X
UC Davis			X		X
UC Davis Medical Center			X		X
UC San Francisco			X		X
UC San Francisco Medical Center			X		X
UC Santa Cruz			X	X	X
UC Riverside			X		X
UC Los Angeles			X		X
UC Los Angeles Medical Center			X		X
UC San Diego			X		X
UC San Diego Medical Center			X		X
UC Irvine			X		X
UC Irvine Medical Center			X		X
UC Santa Barbara			X		X
CSU Bakersfield			X		X
CSU Channel Islands	X		X		X
CSU Chico			X		X
CSU Dominguez Hills	X		X		X
CSU East Bay			X		X
CSU Fresno					X
CSU Fullerton			X		X
Humboldt State University			X		X
CSU Long Beach	X		X		X
CSU Los Angeles					X
California Maritime Academy					X
CSU Monterey Bay			X		X
California State Polytechnic University, Pomona			X		X
CSU Sacramento	X		X		X
CSU San Bernardino			X		X
San Diego State University			X		X
San Francisco State University			X		X
San José State University	X		X		X

Local Government and School Projects	Renewable Energy	Energy Storage	Energy Efficiency	Procurement Support	Program/Project Management
California Poly, San Luis Obispo			X		X
CSU San Marcos					X
Sonoma State University			X		X
CSU Stanislaus	X		X		X

Three detailed project references are included in the following section, highlighting the specific experience of the personnel dedicated to this proposal.

Project Name		Solar & Lighting Feasibility and Implementation Support	
Customer Name	El Dorado Union High School District		
Contact Info	Dan Augino 530-622-0140 daugino@eduhd.k12.ca.us		
Team Member & Role	Russell Driver – Project Lead Curtis Schmitt – Energy Efficiency and Lighting Lead Niko Kalinic – Project Manager Simon Olivieri – Technical Analysis		
Project Type & Description	<p>ARC Alternatives was hired to determine the feasibility of solar PV systems at four school sites, as well as the potential costs and savings associated with lighting retrofits. Our scope included development of specifications and RFP documents, procurement support, assistance with contract negotiations with the selected vendor, and technical and project management support during design and construction.</p> <p>The lighting scope consists of LED retrofits at four campuses. ARC Alternatives is responsible for determining the project costs and savings and working with the District to determine the best means of procuring and installing the project.</p>		
Location of Project	El Dorado County, CA		
Project Dates	March 2017 – present		
Project Costs	Solar: \$9M (estimated)		
Energy Savings or Generation	3.1 MW-dc 4,600,000 kWh/yr (projected)		

Project Name		Solar Feasibility and Implementation Support			
Customer Name	City of Lincoln				
Contact Info	Jennifer Hanson 916-434-3248 Jennifer.hanson@lincolnca.gov				
Team Member & Role	Russell Driver – Principal in Charge Niko Kalinic – Project Manager Simon Olivieri, P.E. – Utility Analysis and Modeling Kim Courtney – Project Management Support				
Project Type & Description	<p>The City hired ARC Alternatives to help assist with the proposed implementation of two solar photovoltaic (PV) projects. One array would be used to offset energy consumption throughout the city and the second array would be used to provide electricity at the Wastewater Treatment and Reclamation Facility.</p> <p>Services provided include determination of the best financial solution for installation of the system, develop specifications and RFP documents, procurement support, and assistance with contract negotiations with the selected vendor. ARC Alternative's scope also includes supporting the City through the design and implementation phases of the project: design review, construction, testing oversight, and performance validation.</p>				
Location of Project	Lincoln, CA				
Project Dates	Jan 2017 - present				
Project Costs	PPA				
Energy Savings or Generation	7,500,000	kWh/yr	5 MW	kW Peak Capacity	

Project Name		Solar Feasibility and Implementation Support			
Customer Name	City of West Sacramento				
Contact Info	Denix Anbiah Director of Public Works (916) 617-4850 denixa@cityofwestsacramento.org				
Team Member & Role	Russell Driver – Principal in Charge Niko Kalinic – Project Manager, Design and Deployment Simon Olivieri – Technical Support and Analytics				
Project Type & Description	<p>ARC Alternatives is currently supporting the close-out of the City's solar projects. Our scope of work for the City's solar program included a feasibility study of NEM and RES-BCT projects, development of specifications and RFP documents, procurement support, design review, construction support, testing oversight, and performance validation.</p> <p>The ARC Team helped the City implement 944 kW of power, with annual production of approximately 1.3 million kWh. The project includes systems at four City-owned sites, including City Hall.</p>				
Location of Project	West Sacramento, CA				
Project Dates	Planning:	2015	Installed & Operational:	2016	
Project Costs	\$3.1 million				
Energy Savings or Generation	1,300,000	kWh/yr	2.6	MW Peak Capacity	

3. Work Tasks Timeline and Costs

Detailed Approach/Work Plan

Approach

ARC Alternatives overall approach to solar projects combines robust solar PV engineering expertise with conservative economic analysis. Our first step will be to meet with staff to confirm the District's goals for the project, as this will impact how we approach the analysis and balance various trade-offs as we optimize our efforts to achieve the District's desired outcomes. A comprehensive assessment of a potential solar project consists of several steps, as does the procurement process for selecting a solar vendor. All these tasks are discussed in greater detail below.

Task 1: Data Review and Site Assessments

Using information provided by the District (including utility data), ARC Alternatives will review the sites using satellite imagery and industry-standard solar design tools. ***We will confirm potential solar PV locations at each site with an in-person site visit and document constraints and opportunities related to the site.*** We will develop initial solar layouts and capacities considering projected utility expenditures and any site constraints such as shading or operational impacts.

Leveraging the information identified above, we will develop a high-level conceptual system design that results in the largest reduction of utility expenditures. Using industry standard tools, ARC Alternatives will model projected system output, considering appropriate de-rate factors (such as soiling and line losses) and expected performance degradation. The results of this analysis, along with utility data, cost estimates, and the project financing approach, will be used in the financial analysis of the system.

Task 2: Financial Analysis

All the data collected, analysis conducted, and engineering performed come together in the financial analysis. A comprehensive financial analysis of a potential solar system consists of the following steps and results in a lifecycle cash flow for the entire project:

1. Forecast future utility use and spend, incorporating planned load changes;
2. Estimate solar production and the total cost of implementing and operating the solar PV project (either capital and operating cost if direct purchase, or energy cost if Power Purchase Agreement);
3. Determine remaining (residual) utility costs after solar is installed and operational;
4. Calculate the difference between forecasted utility spend and the sum of new energy costs and residual utility costs to determine net benefit;
5. Project this difference for the lifecycle of the project and calculate the net present value.

6. Assist the District in comparing potential financing methods

It is worth noting that Step 3, determining the residual utility costs, is the most difficult and crucial part of the process. The residual utility costs are what determine the value of the savings generated by the project. The evaluation of any solar PV project is quite sensitive to this variable and the economics of a project cannot be validated without clear documentation of how it is calculated. Combined with our commitment to close collaboration with our clients on other important factors in the analysis (e.g., utility escalation rates, administrative and project management costs, performance guarantees, cash flow duration), ***our analysis will provide the District with the information needed to make informed decisions about how to move forward with the project.***

Task 3: RFP Development

ARC Alternatives will develop technical specifications, performance standards, and procedural elements of the bid documents.

Our RFP for solar PV systems will consist of the following elements:

- Scope of work and description of the project
- Instructions to proposers
- Evaluation process, scoring criteria, and award process
- Contract document
- Technical specifications
- Project requirements (General Conditions): design process, submittals and approvals, safety requirements, site access, etc.
- Bid forms: price, schedule, exceptions, alternates, bonds, other certifications
- Utility data
- Site information: proposed project placement, as-built documentation, electrical drawings, other relevant site conditions

ARC Alternatives has example RFPs from other projects, providing a starting point for this project.

Task 4: Solicitation Support

Once the RFP is released, the vendor community often seeks clarification on technical issues. ARC Alternatives regularly assists clients with responding to these types of questions and will provide support the District during this process. Additionally, we will provide assistance with a bidders' conference, site walk, and drafting and issuing addenda. ***Our approach to ensuring a successful and smooth solicitation process is to provide clear, unambiguous information to potential proposers in order to reduce their bid risk and encourage robust and fair competition.***

Task 5: Proposal Evaluation and Contract Negotiation

ARC Alternatives staff have reviewed dozens of solar PV project proposals. As part of the developing the RFP documents, we will work with you to identify potential evaluation criteria and their relative importance. We will customize existing models and develop a scoring rubric for use during the evaluation process. It is critical to finalize the evaluation process and scoring system prior to receiving proposals to keep the process fair and unbiased.

We will assist the District and Board of Directors with contract negotiations as well as analyzing and assisting recommendations of potential financing methods. We have a great deal of experience with the different provisions of solar construction contracts, and those that can cause problems during construction and after.

Project Schedule

ARC Alternatives can begin work upon receiving Notice to Proceed (NTP). The following summary outlines our schedule at a high level. A more detailed schedule, assuming an NTP of October 1st, is included as Attachment B.

- Completing a feasibility analysis will take approximately three weeks once we have the necessary utility data collected.
- We would like to allow for at least one week to review with the District and come to a consensus on the feasibility outcomes, primarily system locations and overall program impact.
- Developing the RFP will take approximately three weeks, depending on availability of needed information and required review times.
- We recommend proposers are given four weeks to respond to the RFP.
- Proposal evaluation and development of the analysis and report to support the recommendation to award the contract will take an additional two to three weeks, depending on how formal the decision-making process needs to be.
- Contract negotiations, depending on the nature of the contract can take anywhere from one month to three months. We have included a six-week timeframe as a placeholder.

We expect to refine and update this schedule if awarded the work to ensure it meets with District needs, availability of staff and other constraints not currently known to us. ***This schedule can be expedited, should project demands require it.***

Costs

ARC Alternatives compensation model is cost-effective and transparent. Our client's fees are solely based on the level of effort provided and not the size or cost of their energy project. The cost to support a project is dependent on many factors, including the number of sites, the financing mechanism used, the procurement/contracting mechanism, and the availability of the District's staff resources to support the project to name just a few. We strongly believe a client's fees should not be related to construction cost, as this is a poor proxy for the level of effort required to support a project and usually results in payment of higher fees than would have been the case under a Time and Materials model.

We are acutely aware of the funding challenges facing small public agencies and recognize that money spent on consulting support is money not available to support the District's core mission. ***We are committed to working with the District to finalize an acceptable not-to-exceed budget and collaboratively defining the final mix of resources and services necessary to meet the needs of the District and the project.***

ARC Alternatives proposes to be reimbursed on a time-and-materials basis, using the hourly rates provided below. Our budget estimate for the project is in the following table. Direct expenses will be billed at cost without markup.

ARC Alternative Staff Rates

Classification	\$/hour
Principal	\$205
Senior Program Manager	\$189
Senior Engineer/Program Manager	\$179
Engineer/Senior Project Manager	\$159
Associate Engineer/Project Manager	\$135
Project Coordinator	\$110


**Proposed Scope and
Cost Estimate**

Phase/Task	Hours	Cost
1. Data review and Site Assessments	27	\$ 4,575
2. Financial Analysis	50	\$ 8,130
3. RFP development	32	\$ 5,488
4. Solicitation support	48	\$ 8,728
5. Proposal evaluation and Contract Negotiation	66	\$ 11,902
Phase 1 Labor Subtotal	223	\$ 38,823
Total - Labor		38,823
Direct Expenses (Travel, 4 trips)*		\$ 711
Grand Total		39,534

* Client will be billed for Direct Expenses without markup

Our cost build-up is based on a mix of resources to create a cost-effective approach for the District, with a weighted average rate for ARC resources of \$174 per hour.

Attachment A: Resumes of Key Personnel



Russell Driver

Principal, ARC Alternatives

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✉ russell@arc-alternatives.com

🌐 www.arcalternatives.com

SUMMARY

Experienced professional with over 20 years of progressive experience in energy, economic analysis, program management and consulting. Expertise in renewable energy and energy efficiency projects and programs, having led efforts to develop over 100 MW of solar. Thorough knowledge of the principles of project management, procurement, scheduling, and budgeting and deep experience communicating with senior executives, policy boards, industry groups, the public, and the media.

WORK EXPERIENCE

Principal, Co-Founder ❖ ARC Alternatives, San Francisco, CA **Feb 2014 to present**

- *Solar PV Consulting – Cities, Counties and Schools Throughout California*
 - Performed solar feasibility studies, including economic modeling
 - Developed RFPs, evaluated vendor proposals and led procurement processes
 - Reviewed solar system designs
 - Assisted with construction oversight, system testing and acceptance
- *Prop 39 Consulting – Chico Unified, Oroville Union, Washington Unified, and Pacifica School Districts*
 - Program Manager (CUSD, OUHSD, WUSD) and strategic support (Pacifica)
 - Performing utility analysis, facility benchmarking, project identification, strategy development, energy expenditure plan development and submittal, and managing CA Energy Commission (CEC) required processes and submittals
 - Coordinating with other District initiatives (e.g., Facilities Master Plan, smart meter deployment, Bright Schools, Retrocommissioning, solar PV, behavioral programs)
- *Deep Energy Efficiency and Cogeneration Improvements Study – University of California Office of the President*
 - Collaborated on development of study methodology
 - Reviewed and refined economic analysis and study results

Principal ❖ Newcomb|Anderson|McCormick, San Francisco, CA **2007-January 2014**

- *Renewable Project Development, Procurement, and Implementation – Multiple Public Sector Clients Throughout California and Hawaii*
 - Performed solar feasibility studies for K-12, university and other public sector clients. Studies included determining size, location and layout of systems as well as modeling system production and financial performance.
 - Developed procurement strategies, bid documents, technical specifications, and contracts for renewable energy systems. Conducted evaluations of proposals, supported contractor selection and participated in contract negotiations as representative of the client.
 - Oversaw implementation of multiple solar deployments on behalf of public sector clients, including the development of schedules and work plans, monitoring contractor and internal staff performance, maintaining program budgets, and reviewing and accepting deliverables throughout the delivery lifecycle.
 - Determined actual system performance over time and determined financial savings resulting from solar projects.

- *UC/CSU/IOU Statewide Energy Efficiency Partnership Program – Southern California Edison*
 - Successfully led the design, development and deployment of Primavera P6 for energy efficiency project tracking across all UC and CSU campuses and to the California IOUs.
 - Developed and delivered training on the use of project management tools and processes to UC, CSU, and IOU staff.
 - Negotiated contracts for Primavera licenses, software hosting, and support.
- *California Solar Initiative Evaluation Program Management – California Public Utilities Commission*
 - Led efforts to oversee the comprehensive evaluation program of the California Solar Initiative on behalf of CPUC.
 - Coordinated evaluation consultants performing impact, process improvement, and market transformation studies.
 - Developed and deployed tools for managing budgets, schedules, deliverables, review cycles and program documents.

Senior Manager ❖ Kaiser Permanente, Oakland, CA

2004-2007

- Directed program management office in support of Kaiser Permanente nationwide deployment of electronic medical records (EMR) system.
- Led implementation of the long-term support model for EMR system for all Kaiser Regions outside California.
- Acted as IT Program Manager for revenue cycle remediation projects across the enterprise.

Principal Program Coordinator ❖ Metropolitan Transportation Commission, Oakland, CA 1994-2004

- Led the implementation of the TransLink/Clipper region-wide transit fare payment system.
- Directed development of RFP, oversaw evaluation of proposals, and led negotiations resulting in \$300 million contract for a regional transit fare payment and transaction processing system.
- Acted as lead staff on contract administration issues, including communications, documentation control, contract interpretation and negotiation, and change orders.
- Facilitated and negotiated agreements on governance, customer service policies and fare policies among Bay Area transit operators.
- Acted as lead staff for programming and allocating State transportation funds.

EDUCATION

M.A., Urban Planning, University of California Los Angeles, 1993

B.A., Urban Studies, Stanford University, 1991

COMMUNITY SERVICE

Chair, Town of Moraga Planning Commission 2006-2012

Co-chair, Town of Moraga Climate Action Plan Task Force 2012-2013

Contra Costa County Transportation Authority Citizens' Advisory Committee 2006-2011

ARC Alternatives ❖ 222 Sutter Street, Suite 600 ❖ San Francisco, CA 94108 ❖ T 415-420-5727
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Simon Olivieri, P.E.
Senior Engineer, ARC Alternatives

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✉ simon@arc-alternatives.com
★ www.arcalternatives.com

SUMMARY

Licensed Professional Mechanical Engineer with multi-disciplinary engineering background in energy, environmental, and mechanical engineering. Expertise in whole building energy analysis and evaluation, mathematical modeling, strategic program design, monitoring and modeling systems.

WORK EXPERIENCE

Senior Engineer ❖ ARC Alternatives, Inc., San Francisco, CA **February 2015 - Present**

- *Provides programmatic and engineering support for public sector clients pursuing solar power and energy efficiency programs – Cities, Counties and Schools Throughout California*
 - Responsible for helping clients navigate all project phases from feasibility analysis to measurement and evaluation. Oversees implementation of multiple solar deployments for public sector clients, including the development of schedules and work plans, monitoring contractor and internal staff performance, maintaining program budgets, and reviewing and accepting deliverables throughout the delivery lifecycle.
 - Manages internal modeling tools supporting all staff working on solar projects
 - Managed internal and external team of engineers and contractors for the feasibility, procurement, and implementation of large scale solar and storage implementations across 30+ sites
 - Provided construction oversight and overall program management support serving as the owner's representative for each client
 - Developed RFPs, evaluated vendor proposals and participated in the procurement process
- *Proposition 39 Consulting – Oroville Unified, Durham Unified, and Palo Alto Unified School Districts*
 - Performing utility analysis, facility benchmarking, project identification, strategy development, energy expenditure plan development and submittal, and managing CA Energy Commission (CEC) required processes and submittals
- *Data Analysis, Data Management, Dashboard Design – Cities, Counties and Schools Throughout California*
 - Develop a tool base and web accessed dashboard that consolidates utility data, solar monitoring, weather data, and important site-specific events to quickly and consistently perform routine energy engineering data analysis tasks. Built for both internal ARC users as well as Clients to access data analysis results. The dashboard allows for the automation of routine analysis and reporting.
 - Designed, built, and currently maintains program tracking separate web application for UC/CSU/Utility Energy Efficiency Partnership. Transitioned multiple spreadsheet tracking tools to a single online interface that allows program constituents to view key performance indicators on demand in addition to providing a data interface for deeper ad-hoc analysis. The database management is implemented through google App Maker and the Dashboard is implemented through R.

Associate Engineer II ❖ EOA, Inc., Oakland, CA**August 2014 - Present**

- *Pollutant of Concern Monitoring and Mitigation Program Design – Multiple Counties, SF Bay Area*
 - Designing monitoring program for Santa Clara and San Mateo Counties to identify primary locations of concern for PCB and Mercury contamination. Developing mathematical model to quantify the impacts of potential PCB and Mercury concentrations on state regulated limits for storm water discharged into bay.
 - Evaluating strategies to reducing reduce trash/litter in storm water throughout SF Bay Area. Developing cost benefit analysis of various methods of trash/litter reduction in order for cities and counties to meet state regulations for trash in storm water in a cost-effective manner.

Senior Engineer ❖ Newcomb|Anderson|McCormick, San Francisco, CA**January 2014 – July 2014****Energy Engineer ❖ Newcomb|Anderson|McCormick, San Francisco, CA****April 2011 – January 2014**

- *UC/CSU/IOU Statewide Energy Efficiency Partnership Program – Southern California Edison*
 - Lead the technical review and rebuttal of the California State Energy Division MBCx program evaluation for the 2010-2013 program cycle in PG&E service territory
 - Worked with UC and CSU campuses to improve project schedule adherence and close out outstanding projects.
 - Assisted campuses with identifying and prioritizing projects and their implementation.
 - Worked with energy project implementers to improve their analysis and reporting of MBCx projects.
- *CCC/IOU Statewide Energy Efficiency Partnership Program*
 - Assisted in the development of the CCC Proposition 39 implementation strategy and database tracking development.
 - Managed several Districts project development and approval to receive Proposition 39 funds.
- *Energy Efficiency Project Technical Reviewer – Multiple IOU and statewide Programs*
 - Conducted technical review for energy efficiency projects for several IOU energy efficiency programs including; PG&E Retro-commissioning, UC/CSU/IOU MBCx, CCC/IOU Retrofit, SCE Retrofit, CDCR/IOU Retrofit.
 - Conducted project scoping and budgeting for the PG&E Core RCx program. Tracked RCx projects throughout their lifecycle and assisted implementers in proper documentation and reporting to comply with PG&E RCx program requirements.
- *Renewable Project Development, Procurement, and Implementation – Multiple Public Sector Clients Throughout California and Hawaii*
 - Developed comprehensive solar financial modeling software sweet that can be used to evaluate and track the financial performance of a Solar Project throughout its lifecycle.
 - Performed solar feasibility studies for K-12, university and other public sector clients. Studies included determining size, location and layout of systems as well as modeling system production and financial performance.
 - Developed procurement strategies, bid documents, technical specifications, and contracts for renewable energy systems. Conducted evaluations of proposals, supported contractor selection and participated in contract negotiations as representative of the client.
 - Oversaw implementation of multiple solar deployments on behalf of public sector clients, including the development of schedules and work plans, monitoring contractor and internal staff performance, maintaining program budgets, and reviewing and accepting deliverables throughout the delivery lifecycle.
 - Determined actual system performance over time and determined financial savings resulting from solar projects.

EDUCATION

M.S., Civil Engineering – Building Systems, University of Colorado Boulder, 2011
B.S., Mechanical Engineering, University of California San Diego, 2008

PROFESSIONAL AFFILIATIONS

Registered Professional Engineer, Mechanical (CA), M36480
ASHRAE Associate Member, 2011 - Present

RELEVANT PUBLICATIONS

Reliability of pathogen control in direct potable reuse: Performance evaluation and QMRA of a full-scale 1 MGD advanced treatment train, Brian M. Pecson, Sarah C. Triolo, Simon Olivieri, Elise C. Chen, Aleksey N. Pisarenko, Chao-Chun Yang, Adam Olivieri, Charles N. Haas, R. Shane Trussell, R. Rhodes Trussell, Water Research, Volume 122, 2017, Pages 258-268, ISSN 0043-1354

Evaluation of commercial building demand response potential using optimal short-term curtailment of heating, ventilation, and air-conditioning loads, Simon J. Olivieri, Gregor P. Henze, Chad D. Corbin & Michael J. Brandemuehl, Journal of Building Performance Simulation Vol. 7, Iss. 2, 2014



Niko Kalinic
Program Manager, ARC Alternatives

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www.arcalternatives.com

SUMMARY

Unique combination of technical and programmatic support with a proven ability to successfully develop and lead projects and programs. Strong background in program and project management. Excels at communicating effectively across multidisciplinary teams while keeping stakeholders informed and involved. Deep experience navigating public sector clients through all phases of procurement and program management.

WORK EXPERIENCE

Program Manager ❖ ARC Alternatives, San Francisco, CA **Feb 2015 to present**

- *Provides programmatic and engineering support for public sector clients pursuing solar power and energy efficiency programs – Cities, Counties and Schools Throughout California*
 - Responsible for helping clients navigate all phases of projects from feasibility analysis through measurement and evaluation, providing a unique combination of technical support and project management oversight.
- *Program Management – Colton Joint Unified, West Sacramento and Washington Unified School Districts*
 - Managed internal and external team of engineers and contractors for the feasibility, procurement, and implementation of large scale solar and storage implementations across 30+ sites
 - Developed RFPs, evaluated vendor proposals and participated in the procurement process
 - Provided construction oversight and overall program management support serving as the owners representative for each client

Owner ❖ MNK Consulting LLC, Danville, CA **Mar 2014 to Mar 2015**

Exclusive provider of business development and solar energy consulting services for an international company pursuing solar energy and water projects in East Africa. Served as the lead consultant for the development of an energy division of the organization.

- Developed 10-year business plans with financial forecasts for board approval
- Provided up to date market landscape and trend analysis for the energy sector in East Africa
- Provided program management services for the implementation of a clean water program for 300 schools providing clean water for over 150,000 children in Kenya

Senior Engineer ❖ Newcomb Anderson McCormick, San Francisco, CA **Nov 2013- Feb 2014**

Program consultant for the implementation of the \$49.5 million California Clean Energy Jobs Act across all 122 California Community Colleges

- Assisted campuses in the identification and prioritization of energy efficiency projects
- Reviewed and developed energy saving calculations Solar Power Procurement Specialist
- Conducted feasibility study for the City of Palm Springs, identified and evaluated \$12 million of solar projects across multiple sites
- Provided proposal review support for Alameda County's Regional Renewable Energy Procurement program totaling 20MW across 115 sites, and Cañada College's procurement of a 1.2MW ground mount system

Senior Program Manager ❖ Manna Energy Limited, Kigali, Rwanda **Feb 2012- Oct 2013**

Managed technical and logistical operations for a planned 600,000 household nationwide water treatment and improved cooking program in partnership with the Rwandan Ministry of Health

- Negotiated design and manufacturing specifications, delivery schedules, and testing and inspection plans for a \$30 million procurement of water filters and cookstoves
- Managed internal Supply Chain Manager and Program Coordinators
- Developed and maintained company's project controls
- Managed in-country logistics for third party program evaluations
- Led technical evaluation and field testing of water filtration and stove technologies
- Led the analysis and organization of nationwide socioeconomic data collected by the government for each household and resident, totaling 12 million records
- Successfully managed the implementation of a 2,200 household pilot program, providing clean water and clean cooking for 10,000 people

World Travel **Jul 2011- Dec 2011****Energy Engineer ❖ Newcomb Anderson McCormick, San Francisco, CA** **Sept 2009- Jul 2011**

- Served as Owner's Representative for public sector clients pursuing solar power
 - Conducted feasibility studies, developed RFP's, technical specifications, and procurement documents
 - Evaluated proposals and supported clients during contract negotiations
 - Led three-phase design review, including testing and commissioning plan review
 - Managed firm's Electrical and Structural Engineering sub-consultants, developed scopes of work and managed budgets
 - Evaluated project schedules, RFI's, and change order requests
 - Created and maintained project record database
 - Key Projects Include: \$6 million 887kW ground mounted single axis tracking system for the Washington Unified School District in Sacramento, \$9 million 1.1MW parking lot single axis tracking system at De Anza college in Cupertino, four ground mount PPA's totaling 1.6MW for Chico Unified School District, and a planned \$35 million 5MW program at the University of Hawaii
- Technical consultant and program manager for PG&E's Retrocommissioning program and statewide utility partnership programs for large commercial and industrial customers
- Conducted savings analysis and cost estimates for \$8.9 million in energy efficiency projects at San Francisco General Hospital under the direction of the San Francisco Public Utilities Commission

Energy Consultant ❖ Leaf LLC, Boulder, CO **Mar 2008- Dec 2008**

- Assisted research and development of potential carbon credit generating projects
- Facilitated design meetings with building owners, architects and contractors for LEED projects
- Provided support for LEED administration for existing buildings and new construction projects

EDUCATION

M.S., Civil Engineering, University of Colorado at Boulder, 2009

B.S., Mechanical Engineering, University of Colorado at Boulder, 2007

PUBLICATION

Evaluation of Measurement and Verification Procedures for Retrofit Savings Using Calibrated Energy Building Models. American Society of Mechanical Engineers, May 2010

ARC Alternatives ❖ 222 Sutter Street, Suite 600 ❖ San Francisco, CA 94108 ❖ T 415-420-5727

www.arcalternatives.com



Kim Courtney

Senior Project Manager, ARC Alternatives

☎ 415-250-3044
 ✉ kim@arc-alternatives.com
 🌐 www.arcalternatives.com

SUMMARY

Practiced project manager with an array of experience across the energy and transportation markets in both the public and private sectors. Successfully manages deliverables, budgets and schedules in large-scale project environments involving multiple stakeholders and accomplished at gaining consensus through integrating information and clear communication.

WORK EXPERIENCE – PROGRAM MANAGEMENT, ENERGY EFFICIENCY AND RENEWABLES PROGRAMS

Project Manager ❖ ARC Alternatives, San Francisco, CA

August 2014 to present

- *California Solar Initiative Evaluation Program Management – California Public Utilities Commission*
 - Coordinated design and implementation of the project management website.
 - Supported project management functions, including scheduling, budget tracking and document management.
- *Solar PV Consulting – Cities, Counties and Schools Throughout California*
 - Assisted with program management activities, including schedule review, submittals tracking, meeting management, and project communications
 - Reviewed solar system designs
 - Developed RFPs, evaluated vendor proposals and participated in the procurement process
 - Developed and deployed project management website and file management systems.
- *Quality Assurance – CPUC, ORCA next generation fare collection program*
 - Provide strategic advice to clients on whether their programs are meeting objectives
 - Identify areas for improvement in their processes, governance, organizational support, and technology
 - Emphasize schedule management as part of quality assurance efforts
- *Proposition 39 Consulting – Chico Unified School District*
 - Assisted with the development of the district wide Strategic Energy Plan and Proposition 39 Energy Expenditure Plan

WORK EXPERIENCE – TRANSIT AND COMMUNITY PLANNING

Project Manager ❖ Bottomley Design & Planning Oakland, CA

2007-2009

- Worked to create vision plans for six future transit stations for the Bay Area Rapid Transit System (BART) expansion to San Jose, CA. Each station area design came with unique constraints and challenges.
- Worked on design principles and zoning codes for municipalities in specific plans, design plan updates, precise plans and initial studies.

Project Manager ❖ AECOM/EDAW Inc. San Francisco, CA

2005-2007

- Directed Specific Plan activities for the City of Livermore, CA to design and create over a million square feet of retail development.
- Created a Specific Plan for Pacific Union Homes for the City of Orland, CA, whose hurdles included the need for more housing, while trying to fit into an agricultural setting and surrounding community.
- Managed and developed policy reviews for a number of property owners assessing their lands potential for development primarily in the Central Valley of California.

- Implemented a weekly project projection system to help ensure the full utilization of our project studio team.
- Conducted community meetings for planning and design projects that required consensus building and integration of community input.

Program Planner ❖ Metropolitan Transportation Commission Oakland, CA

2003-2005

- Created a multi-year implementation schedule, incorporating tasks for area transit agencies, the contractor and MTC.
- Ran weekly schedule meetings and updates across all parties, facilitating changes and managing expectations.
- Managed fare card collection activities related to BART, including requirements gathering and design, coordinating technology changes, overseeing funding agreements, negotiating contracts and facilitating relationships.

Planner ❖ Kimley-Horn and Associates, Inc. Chicago, IL/Oakland, CA

2000-2003

- Conducted a feasibility study for the use of video detection of bicycles, resulting in a demonstration project at 37 intersections.
- Helped design safe routes to school for multiple municipalities throughout the Bay Area.
- Developed short and long-range transportation options for Redwood City, CA that were incorporated into their redevelopment plans.

EDUCATION

MUPP, Urban Planning and Policy, University of Illinois, Chicago, 2001

B.S., Urban Planning, University of Utah, 1998

PROFESSIONAL AFFILIATIONS AND COMMUNITY SERVICE

Treasurer and Team Coordinator, Magnolia Soccer Club

Project Scheduler, and Steering Committee Member, Lawton Elementary School Playground Design Committee

Art Docent, Lawton Elementary School

ARC Alternatives ❖ 222 Sutter St, Suite 600 ❖ San Francisco, CA 94111 ❖ T 415-420-5727

www.arcalternatives.com



Daniel Ulbricht

Associate Engineer, ARC Alternatives

859-663-0441
 danny@arc-alternatives.com
 www.arcalternatives.com

SUMMARY

Knowledgeable in renewable energy generation and energy efficiency for buildings and industry. Background in mechanical engineering with strong skills in data analysis, energy modeling, and energy efficiency audits. Worked with the U.S. Department of Energy on industrial energy efficiency projects, and research of cooling tower energy use. Experienced in developing comprehensive energy and financial savings reports for clients.

WORK EXPERIENCE

Associate Engineer ❖ ARC Alternatives, Inc., San Francisco, CA July 2018 - Present

- Assists with engineering calculations and data analysis for solar energy and energy efficiency projects. Collects and interprets data from multiple sources to verify project feasibility and energy savings. Assists with developing client deliverables and reports.

Energy Engineer ❖ UD Industrial Assessment Center, Dayton, OH May 2017– Nov 2017

- Department of Energy sponsored program providing energy audits to industrial plants in the Ohio area
- Conducted 16 energy audits and calculated financial and energy savings from potential energy efficiency upgrades and on-site renewable energy generation
- Demonstrated comprehensive knowledge of energy efficiency for systems including: process heating and cooling, refrigeration, steam, HVAC, lighting, compressed air, fluid flow, and motors
- Developed and maintained client relationships and presented technical information clearly

Mechanical Engineer Co-Op ❖ ITW Hobart, Troy, OH January 2015 – Aug 2016

- Performed the duties of a lab technician and data analyst in dish washing machine product development lab
- Produced projects related to energy usage, heat transfer, electrical components, and fluid dynamics
- Initiated several independent projects, including data sorting and data analysis code, and rapid prototypes

RESEARCH EXPERIENCE

University of Dayton Cooling Tower Research

- Department of Energy sponsored Graduate research project
- Data modeling of cooling tower energy use and development of near-optimal control
- Application of data analytics and regression modeling to justify energy efficiency recommendations
- Received DoE award for "Excellence in Energy Engineering Research" for research proposal

EDUCATION

M.S., Renewable and Clean Energy, University of Dayton, 2018

B.S., Mechanical Engineering, University of Dayton, 2017

OTHER EXPERIENCE

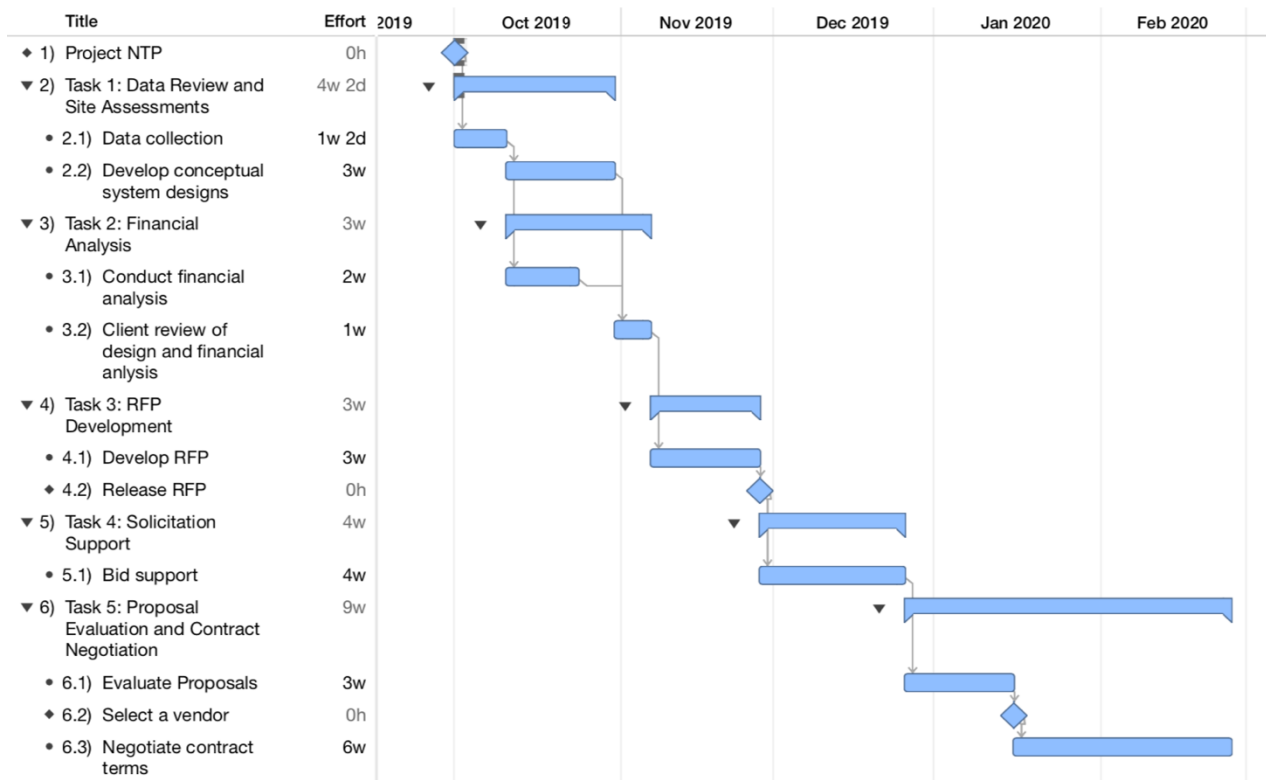
Volunteer, SonLight Power, Apr 2018

- Installed a 7-kW stand-alone solar photovoltaic system for a hotel in Port-au-Prince, Haiti

President, University of Dayton Skiing and Snowboarding Club, 2013 - 2017

Teacher's Assistant, UD Department of Mechanical Engineering, 2016

Attachment B: Project Schedule



INDEPENDENT CONSULTING AGREEMENT

This Independent Consulting Agreement (hereinafter referred to as "Agreement") is made and entered into by and between *ARC Alternatives* (hereinafter referred to as "Consultant") and the *Cameron Park Community Services District* (hereinafter referred to as "District").

WITNESSETH

WHEREAS, District wishes to obtain advice and guidance with regard to professional services and program implementation; and

WHEREAS, Consultant is knowledgeable in providing **professional services and program implementation** and is in the business of providing service and/or advice to businesses and agencies in such areas; and

WHEREAS, Consultant and District wish to enter into a mutually beneficial business relationship;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, it is hereby agreed by and between the parties as follows:

I
TERM

Section 1.1 Unless it is terminated as specified in Paragraph 1.2 below, the term of this Agreement is from November 21, 2019 to August 30, 2020.

Section 1.2 The District may terminate this Agreement or suspend its performance hereunder, without prior notice, in the event the District's facilities are damaged or destroyed or the District's performance hereunder is prevented or hindered by labor disturbances (including, but not limited to, strikes and picketing), acts of God, the elements, order of governmental, civil and military authority or any other cause (whether similar or dissimilar to the above mentioned), not within the reasonable control of the District.

District may, by written notice to Consultant, suspend for a specified period, in whole or in part, either payments to Consultant or Consultant's obligation to continue to provide services under the Agreement if, in the District's sole discretion and business judgment, any condition arises which interferes, or threatens to interfere with, the successful performance of Consultant's services or the accomplishment of the purposes thereof, or if Consultant fails, in whole or in part, to perform any part of the terms and conditions of this Agreement.

Notice of suspension hereunder to Consultant shall be sufficient if sent by Registered or Certified Mail to Consultant at the address of Consultant set forth below or if hand-delivered to Consultant.

II
SERVICES/PAYMENT

- Section 2.1 Consultant agrees to furnish services, information and/or advice to District as to professional services and program implementation, with the scope of services attached as Exhibit A.
- Section 2.2 Consultant shall be available to provide the services specified in Section 2.1 of this Agreement as requested by District beginning November 21, 2019.
- Section 2.3 Consultant's professional fee for services described in Section 2.1 of this Agreement shall not exceed thirty-nine thousand, five hundred, thirty four dollars (\$39,534). District shall pay amounts invoiced within 30 days of receipt of Consultant's valid and complete invoice for services rendered.
- Section 2.4 District and Consultant agree that District has contracted for the performance of Consultant's unique professional services and that, with the exception of Consultant's right to employ such persons as Consultant deems necessary to perform the contract, neither District nor Consultant may assign this Agreement or delegate any duties hereunder without the prior written consent of the other party.

III
INDEPENDENT CONTRACTOR

- Section 3.1 District and Consultant understand and agree that Consultant is an independent contractor and not an employee, agent, joint venturer or partner of District for any purpose whatsoever. District and Consultant further understand and agree that District does not have the right to, and shall not control the manner or prescribe the means or method by which Consultant accomplishes the services described in Section 2.1. Consultant shall exercise Consultant's independent discretion as to the manner and the method and the details of performance of the services contracted for herein.
- Section 3.2 District and Consultant agree that Consultant is free to and does perform services for other entities and that District does not have any right to the exclusive performance of services by Consultant.
- Section 3.3 District and Consultant agree that Consultant is responsible for the provision and maintenance of Consultant's own tools, equipment, facilities and instrumentalities and that District shall not provide any tools, equipment, facilities, or instrumentalities for Consultant's use in Consultant's performance of services.
- Section 3.4 District and Consultant agree that District shall not promulgate any written or unwritten rules with respect to Consultant's performance of services, including disciplinary or reporting rules, and Consultant shall not be bound by any such rules except such rules as are required pursuant to applicable

federal, state or local laws. District shall neither possess nor exercise disciplinary authority or control over Consultant, Consultant's employees, agents or any other person or entity providing services for or on behalf of Consultant. District shall have no authority to supervise or direct Consultant's employees, agents or any other person or entity providing services for or on behalf of Consultant in the performance of said person's services for Consultant. Further, District shall have no authority to select, approve, hire, discharge, or discipline any of Consultant's employees, agents or other persons or entities providing services for or on behalf of Consultant or to require Consultant to pay specified wages or to provide specified benefits to said persons, except where such are required pursuant to applicable federal, state or local laws.

IV

CONSULTANT'S OBLIGATIONS

- Section 4.1 Consultant provides and maintains independent office premises and no office or personnel support services will be provided to Consultant by District.
- Section 4.2 Consultant will be responsible for all expenses other than those set forth in section 2.3 incurred by him in the performance of the services specified in Section 2.1 of this Agreement and District shall have no obligations to reimburse Consultant for any other expenditure by Consultant.
- Section 4.3 Consultant will obtain, provide, pay for and be solely responsible for workers' compensation, business liability, public liability, comprehensive insurance and requisite federal, state and local income taxes, employee benefit contributions, including but not limited to, FICA, SDI, workers' compensation, and unemployment insurance for Consultant and Consultant's employees, agents, and all other persons or entities providing services for or on behalf of Consultant, if any. District and Consultant understand and agree that District has neither responsibility for nor the right to control Consultant with respect to any of the foregoing described obligations. The Consultant must also provide a current certificate of policy evidencing its comprehensive and general liability insurance coverage in a sum not less than \$2,000,000 aggregate and \$1,000,000 per occurrence.
- Section 4.4 Consultant shall hire, pay and exclusively control Consultant's employees, agents or any other persons or entities providing services for or on behalf of Consultant.
- Section 4.5 Consultant shall maintain Consultant's own books and accounts.
- Section 4.6 Consultant shall be responsible for the acquisition of any licenses, permits and the like required in performing the services specified in this Agreement and, further, Consultant shall be responsible for the payment of any license fees, all taxes, expenses of incorporation, if any, and permit fees required to perform the services specified in this Agreement.

Section 4.7 During the term of this Agreement, Consultant may have access to and become familiar with private, confidential and/or sensitive information belonging to District. Consultant acknowledges and agrees that such confidential information is owned and shall continue to be owned solely by District. During the term of this Agreement and thereafter, Consultant agrees not to use either directly or indirectly such information for any purpose or to divulge such information to any person, entity or corporation other than to District or to persons, entities or corporations to whom District has given its written consent, unless such information becomes publicly available by lawful means or unless Consultant is compelled to disclose such information by governmental process.

Section 4.8 Insofar as permitted by law, **Cameron Park Community Services District** shall assume the defense and hold harmless **ARC Alternatives** and/or any of its officers, agents or employees from any liability, damages, costs, or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of the sole fault or negligence of **District**, its officers, agents or employees.

Insofar as permitted by law, **ARC Alternatives** shall assume the defense and hold harmless **Cameron Park Community Services District** and/or any of its officers, agents or employees from any liability, damages, costs, or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of any harm to person(s) or property received or suffered by reason of the sole fault or negligence of **ARC Alternatives**, its officers, agents or employees.

It is the intent of the **Cameron Park Community Services District** and **ARC Alternatives** that where negligence or responsibility for any harm to person(s) or property is determined to have been shared, the principles of comparative negligence shall be followed and each party shall bear the proportionate cost of any liability, damages, costs, or expenses attributable to that party.

Cameron Park Community Services District and **ARC Alternatives** agree to notify the other party of any claims, administrative actions, or civil actions determined to be within the scope of this Agreement within ten (10) calendar days of such determination. **Cameron Park Community Services District** and **ARC Alternatives** further agree to cooperate in the defense of any such actions. Nothing in this Agreement shall establish a standard of care for or create any legal right for any person not a party to this Agreement.

V
GOVERNING LAW

- Section 5.1 This Agreement shall be construed in all respects in accordance with and governed by the laws and decisions of the State of California.
- Section 5.2 If any part, term or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions thereof shall not be affected thereby.
- Section 5.3 This Agreement contains all of the understandings and agreements between the parties and any waiver or modification of this Agreement must be in expressly made and agreed to by District and Consultant in writing.
- Section 5.4 Should any section or subsection of this agreement conflict with any section or subsection of the **Independent Consulting Agreement** referenced in Section 2.1 the section or subsection of this agreement supersedes and is the section the two parties are bound by.

VI
NOTICES

Section 6.1 Any notice required to be given by the terms of this Agreement shall be deemed to have been given when the same is personally delivered or sent by first class mail, postage prepaid, addressed to the respective parties as follows:

To Cameron Park CSD: **Jill Ritzman**
General Manager
Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682

To ARC Alternatives: **Russell Driver**
Principal
144 Donald Drive
Moraga, CA 94556

EXECUTED on this ____ day of _____, 2017 at _____,
California.

Date: _____

CONSULTANT Signature
Russell Driver, Principal

Printed Name and Title

Date: _____

Signature

Monique Scobey, Vice President, Board of Directors

Printed Name and Title

Exhibit A Work Tasks Timeline and Costs

Detailed Approach/Work Plan

Approach

ARC Alternatives overall approach to solar projects combines robust solar PV engineering expertise with conservative economic analysis. Our first step will be to meet with staff to confirm the District's goals for the project, as this will impact how we approach the analysis and balance various trade-offs as we optimize our efforts to achieve the District's desired outcomes. A comprehensive assessment of a potential solar project consists of several steps, as does the procurement process for selecting a solar vendor. All these tasks are discussed in greater detail below.

Task 1: Data Review and Site Assessments

Using information provided by the District (including utility data), ARC Alternatives will review the sites using satellite imagery and industry-standard solar design tools. We will confirm potential solar PV locations at each site with an in-person site visit and document constraints and opportunities related to the site. We will develop initial solar layouts and capacities considering projected utility expenditures and any site constraints such as shading or operational impacts.

Leveraging the information identified above, we will develop a high-level conceptual system design that results in the largest reduction of utility expenditures. Using industry standard tools, ARC Alternatives will model projected system output, considering appropriate de-rate factors (such as soiling and line losses) and expected performance degradation. The results of this analysis, along with utility data, cost estimates, and the project financing approach, will be used in the financial analysis of the system.

Task 2: Financial Analysis

All the data collected, analysis conducted, and engineering performed come together in the financial analysis. A comprehensive financial analysis of a potential solar system consists of the following steps and results in a lifecycle cash flow for the entire project:

1. Forecast future utility use and spend, incorporating planned load changes;
2. Estimate solar production and the total cost of implementing and operating the solar PV project (either capital and operating cost if direct purchase, or energy cost if Power Purchase Agreement);
3. Determine remaining (residual) utility costs after solar is installed and operational;
4. Calculate the difference between forecasted utility spend and the sum of new energy costs and residual utility costs to determine net benefit;
5. Project this difference for the lifecycle of the project and calculate the net present value.
6. Assist the District in comparing potential financing methods

It is worth noting that Step 3, determining the residual utility costs, is the most difficult and crucial part of the process. The residual utility costs are what determine the value of the savings generated by the project. The evaluation of any solar PV project is quite sensitive to this variable and the economics of a project cannot be validated without clear documentation of how it is calculated. Combined with our commitment to close collaboration with our clients on other important factors in the analysis (e.g., utility escalation rates, administrative and project management costs, performance guarantees, cash flow duration), our analysis will provide the District with the information needed to make informed decisions about how to move forward with the project.

Task 3: RFP Development

ARC Alternatives will develop technical specifications, performance standards, and procedural elements of the bid documents.

Our RFP for solar PV systems will consist of the following elements:

- Scope of work and description of the project
- Instructions to proposers
- Evaluation process, scoring criteria, and award process
- Contract document
- Technical specifications
- Project requirements (General Conditions): design process, submittals and approvals, safety requirements, site access, etc.
- Bid forms: price, schedule, exceptions, alternates, bonds, other certifications
- Utility data
- Site information: proposed project placement, as-built documentation, electrical drawings, other relevant site conditions

ARC Alternatives has example RFPs from other projects, providing a starting point for this project.

Task 4: Solicitation Support

Once the RFP is released, the vendor community often seeks clarification on technical issues. ARC Alternatives regularly assists clients with responding to these types of questions and will provide support the District during this process. Additionally, we will provide assistance with a bidders' conference, site walk, and drafting and issuing addenda. Our approach to ensuring a successful and smooth solicitation process is to provide clear, unambiguous information to potential proposers in order to reduce their bid risk and encourage robust and fair competition.

Task 5: Proposal Evaluation and Contract Negotiation

ARC Alternatives staff have reviewed dozens of solar PV project proposals. As part of the developing the RFP documents, we will work with you to identify potential evaluation criteria and their relative importance. We will customize existing models and develop a scoring rubric for use during the evaluation process. It is critical to finalize the evaluation process and scoring system prior to receiving proposals to keep the process fair and unbiased.

We will assist the District and Board of Directors with contract negotiations as well as analyzing and assisting recommendations of potential financing methods. We have a great deal of experience with the different provisions of solar construction contracts, and those that can cause problems during construction and after.

Project Schedule

ARC Alternatives can begin work upon receiving Notice to Proceed (NTP). The following summary outlines our schedule at a high level.

- Completing a feasibility analysis will take approximately three weeks once we have the necessary utility data collected.
- We would like to allow for at least one week to review with the District and come to a consensus on the feasibility outcomes, primarily system locations and overall program impact.
- Developing the RFP will take approximately three weeks, depending on availability of needed information and required review times.
- We recommend proposers are given four weeks to respond to the RFP.
- Proposal evaluation and development of the analysis and report to support the recommendation to award the contract will take an additional two to three weeks, depending on how formal the decision-making process needs to be.
- Contract negotiations, depending on the nature of the contract can take anywhere from one month to three months. We have included a six-week timeframe as a placeholder.

We expect to refine and update this schedule if awarded the work to ensure it meets with District needs, availability of staff and other constraints not currently known to us. This schedule can be expedited, should project demands require it.

Costs

ARC Alternatives compensation model is cost-effective and transparent. Our client's fees are solely based on the level of effort provided and not the size or cost of their energy project. The cost to support a project is dependent on many factors, including the number of sites, the financing mechanism used, the procurement/contracting mechanism, and the availability of the District's staff resources to support the project to name just a few. We strongly believe a client's fees should not be related to construction cost, as this is a poor proxy for the level of effort required to support a project and usually results in payment of higher fees than would have been the case under a Time and Materials model.

We are acutely aware of the funding challenges facing small public agencies and recognize that money spent on consulting support is money not available to support the District's core mission. We are committed to working with the District to finalize an acceptable not-to-exceed budget and collaboratively defining the final mix of resources and services necessary to meet the needs of the District and the project.

ARC Alternative Staff Rates (hourly) & Classification

Principal, \$205
 Senior Program Manager, \$189
 Senior Engineer/Program Manager, \$179
 Engineer/Senior Project Manager, \$159
 Associate Engineer/Project Manager, \$135
 Project Coordinator, \$110

Proposed Scope and Cost

Phase/Task	Hours	Cost
1. Data review and Site Assessments	27	\$ 4,575
2. Financial Analysis	50	\$ 8,130
3. RFP development	32	\$ 5,488
4. Solicitation support	48	\$ 8,728
5. Proposal evaluation and Contract Negotiation	66	\$ 11,902
Phase 1 Labor Subtotal	223	\$ 38,823
Total - Labor		38,823
Direct Expenses (Travel, 4 trips)*		\$ 711
Grand Total		39,534



Agenda Transmittal

DATE: November 20, 2019

FROM: Mike Smith, Fire Marshal
Niki Garrison, Board Clerk

AGENDA ITEM #13: FIRE CODE ORDINANCE 2019.11.20

RECOMMENDED ACTION: PUBLIC HEARING - SECOND READING OF ORDINANCE NO.
2019.11.20 CALIFORNIA FIRE CODE

BACKGROUND

California Health and Safety code #13145 states:

The State Fire Marshal, the chief of any city or county fire department or district providing fire protection services, and their authorized representatives, shall enforce in their respective areas building standards relating to fire and panic safety adopted by the State Fire Marshal and published in the State Building Standards Code and other regulations that have been formally adopted by the State Fire Marshal for the prevention of fire or for the protection of life and property against fire or panic.

The Cameron Park Fire Department (CPFD), as charged, enforces the California Fire Code by the adoption of a local ordinance. The CPFD is allowed to adopt “more restrictive” standards and codes when a need is identified based on general factors of the district as well as climatic, topographic and geological factors. These factors have been previously identified and approved by the Cameron Park Community Services District (District) Board of Directors. This is a matter of routine business every three years per the Fire Code Adoption Cycle.

FIRE & EMERGENCY SERVICES COMMITTEE

On October 8th and November 5th, the Fire & Emergency Services Committee met and supported moving the proposed ordinance to the Board of Directors.

DISCUSSION

Currently, the 2016 Fire Code is enforced in Cameron Park per Ordinance No. 2016.10.19 as well as in all fire districts in El Dorado County. The Fire Marshals for each district have worked together to bring forward a new 2019 Code Adoption Ordinance to each district board as well as the Board of Supervisors. A first reading of the ordinance and adoption of Resolution 2019-22 was held at the regular Board of Directors' Meeting on October 16, 2019. A summary of the ordinance was posted for review and is now coming back tonight for a second reading and adoption.

Recommended Action

Receive, discuss, and provide the second reading of Ordinance No. 2019.11.20 adopting the 2019 Edition of the California Fire Code.

Attachments:

13A – Ordinance 2019.11.20 California Fire Code

CAMERON PARK COMMUNITY SERVICES DISTRICT

ORDINANCE NO. 2019.11.20

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE CAMERON PARK
COMMUNITY SERVICES DISTRICT AS FOLLOWS:

An ordinance of the Cameron Park Community Services District adopting the 2019 Edition of the *California Fire Code*, incorporating the 2018 Edition of the *International Fire Code*, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the Cameron Park Community Services District; providing for the issuance of permits and collection of fees therefor; Repealing Ordinance No. 2016.10.19 of the Cameron Park Community Services District and all other ordinances and parts of the ordinances in conflict therewith.

Be it ORDAINED by the Board of Directors of the Cameron Park Community Services District

Section 1: **FINDINGS OF FACTS**

Section 2: **ADOPTION OF CODE WITH EXCLUSIONS**

Section 3: **LOCAL AMENDMENTS**

Section 4: **CONFLICT**

Section 5: **SEVERABILITY**

Section 6: **EFFECTIVE DATE AND PUBLICATION**

SECTION 1: FINDINGS OF FACTS

The Cameron Park Community Services District makes certain changes (listed below) to the *California Fire Code*, 2019 Edition, pursuant to *Health & Safety Code Sections 13869.7, 17958.7 and 18941.5* during this code adoption process. Such changes are necessary because of local climatic, geological and/or topographical conditions. The Cameron Park Community Services District has adopted, pursuant to *Section 18941.5* of the *California Health & Safety Code*, the findings of facts relative to these conditions by Resolution 2019-22 of the Cameron Park Community Services District dated October 16, 2019.

SECTION 2: ADOPTION OF CODE WITH EXCLUSIONS

The Cameron Park Community Services District adopts the 2019 *California Fire Code, Title 24, Part 9, in its entirety*, including Appendices, incorporating those sections of the *International Fire Code*, 2018 edition not adopted by the state, with the exclusions listed below:

Exclusions: 105.6.17-105.6.19, 105.6.39, 308.1.4, 309, 311.5, 311.6, 318, 403.1, 403.2.1-403.2.4, 403.3, 403.4, 403.6, 403.7, 403.8 (adopting 403.8.1-403.8.1.7), 403.9, 403.10.2, 403.10.3, 403.11, 403.12, 404.1-404.4, 405.1-405.4, 405.6-405.9, 406, 805-807 (adopting 807.5.2), 808, 904.1.1, 1101, 1103.1, 1103.3-1103.6, 1103.9 (adopting 1103.9.1), 1103.10, 1104-1106, Chapter 25, Chapter 26, the exceptions under D104.2 (Exception), D106.1 (Exception), D107.1 (Exception), Appendix A, Appendix E, Appendix F, Appendix G, Appendix J, Appendix K, Appendix L, Appendix M.

Appendices not adopted can be used for reference in enforcing other sections of the 2019 *California Fire Code*.

SECTION 3: LOCAL AMENDMENTS

The following Sections are hereby amended or added:

Chapter 1

- **Section 101 Scope and General Requirements**
- **101.1 Title** shall be amended as follows: *Add name of jurisdiction [Cameron Park Community Services District]*
- **Section 105 Permits**
- **105.6.27 LPG-gas** shall be amended as follows: Add to the exception: At or above 5,000 feet of elevation, a permit is not required for individual containers with a 125-gallon water capacity or less, or multiple container systems having an aggregate quantity not exceeding 125 gallons serving occupancies in Group R-3.
- **Section 106 Fees**
- **106.6 Permit, Plan Review and Inspection Fees** shall be added as follows: *A schedule of fees adopted by the district board of directors for plan review, inspections and the issuance of permits by the district may be found in the most current district fee schedule (Health & Safety Code 17951).*
- **106.6.1 Cost Recovery Fees** shall be added as follows: *Fire service fees may be charged to any person, firm, corporation or business that through negligence, violation of the law, or as a result of carelessness, is responsible for the cause of the district to respond to the scene of an incident. A district board may charge a fee to cover the cost of any service which the district provides or the cost of enforcing any regulation for which the fee is charged (Health & Safety Code 13916). The fee shall not exceed the actual cost of suppressing the fire and/or responding to the scene of an incident.*
- **106.7 Administrative Costs** shall be added as follows: *When a test or inspection is scheduled, and the contractor fails to perform to the satisfaction of the authority having jurisdiction (AHJ), the AHJ*

may bill the contractor for actual time spent traveling to and from the test/inspection location and the time spent at the test/inspection site as well as administrative costs.

- **Section 109 Board of Appeals**

- **Section 109.4 Appeal Procedures and Timelines** shall be added as follows: *Any person or entity who believes they may be adversely affected by an order, decision, or determination made by the fire code official through a written notice may appeal this matter within 15 calendar days of the postmark on the notice. All such appeals shall be filed in writing with the Secretary of the Governing Board for the district. A timely appeal shall stay further action by the fire code official until the matter is determined by the Appeal Board as outlined in Section 109.2, unless the issue poses an imminent fire or life safety hazard to members of the public. The fire code official shall notify the appellant by certified mail of the date and time of such hearing. The hearing shall be scheduled to take place no sooner than 20 calendar days from the date shown on the certified mail. The appellant shall have the right to appear in person or by agent at the hearing and present oral, written and/or photographic evidence to the Appeal Board.*

- **Section 110 Violations**

- **110.4 Violation Penalties** shall be amended as follows: Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a *misdemeanor or infraction, at the discretion of the prosecuting attorney or agency, punishable by a fine not exceeding \$100.00 for a first violation; 2. A fine not exceeding \$500.00 for a second violation of the same provision within one year; 3. A fine not exceeding \$1000.00 for each additional violation of the same provision within one year, or by imprisonment not exceeding 180 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense. (Health & Safety Code Sections 13145 and 17995).*
- **110.4.2 Citations** shall be added as follows: *The Fire Chief, or his/her duly authorized representative, may issue citations for infractions or misdemeanor violations of this code pursuant to Section 13871 of the Health & Safety Code of the State of California and Chapter 5c (commencing with Section 853.6) of Title 3 of Part 2 of the Penal Code of the State of California.*

- **Section 112 Stop Work Order**

- **112.4. Failure to Comply** shall be amended as follows: Any person who shall continue any work after having been served with a stop-work order, except such work as that person is directed to

perform to remove a violation or unsafe condition, shall be *punishable by a fine or imprisonment or both as described in Section 110.4 (Health & Safety Code Sections 13145 and 17995).*

Chapter 2

- **Section 202 General Definitions**

- Add definition for **Campfire** - *Shall mean a fire which is used for cooking, personal warmth, lighting, or aesthetic purposes. This includes fires contained within outdoor fireplaces and enclosed stoves with flues or chimneys, stoves using jellied, liquid, or solid fuels, portable barbecue pits, braziers, or space heating devices which are used outside of any structure, mobile home, or any living accommodation mounted on a vehicle.*
- Add definition for **District** - *Shall mean the district and all other areas within the exterior boundaries thereof now or hereafter established.*
- Add definition for **Driveway** - *Shall mean a vehicular access that serves no more than two buildings, with no more than three dwelling units on a single parcel, and any number of accessory buildings.*
- Add definition for **Executive Body** - *Shall mean the Board of Directors of the District.*
- Add definition for **Fire Chief** - *Shall mean the Chief Executive Fire Officer of the Fire department/district serving the jurisdiction or a duly authorized representative.*
- Add definition for **Trained Crowd Manager** - *Shall mean standby personnel, usually a security guard or usher personnel, who are trained in the proper procedure to exit people from a tent or other place of public assemblage in an orderly and calm fashion in the event of an emergency.*

Chapter 3

- **Section 302 Definitions**

- **302.1 Definitions** shall be amended as follows: Added Campfire definition, as shown above in Chapter 2.
- **Section 307 Open Burning, Recreational Fires, and Outdoor Fireplaces**
- **307.4.4 Campfire Restrictions** shall be added as follows:
 - **307.4.4.1** *It is unlawful for any person to light, maintain, or use a campfire upon or near any brush-covered land, grass-covered land, or forest-covered land during the time when burning permits are suspended by the Director of the Department of Forestry and Fire Protection, the CAL FIRE Unit Chief, or the AHJ.*
 - **Exception:** *Commercial cooking operations with approval of the AHJ.*
 - **307.4.4.2** *When campfires are allowed, it should be unlawful for any person to light, maintain, or use a campfire upon any brush-covered land, grass-covered land, or forest-covered land unless the following minimum requirements are complied with.*

- **307.4.4.2 (a)** *The area within 5 feet of the periphery of the campfire is cleared of all flammable material and vegetation.*
- **307.4.4.2 (b)** *One serviceable shovel with a handle of at least 12 inches is ready for use at the immediate area of the campfire.*
- **307.4.4.2 (c)** *Campfires shall be limited to a 1 foot by 1 foot area, unless in an approved manufactured cooking device or fire ring.*
- **307.4.4.2 (d)** *Written permission of the landowner must be obtained prior to the ignition of the campfire and shall be on site.*

Chapter 5

- **Section 503 Fire Apparatus Access Roads**
- **503.2.1 Dimensions** shall be amended as follows: Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, exclusive of shoulders, *as measured from face of curb to face of curb*, except for approved security gates in accordance with Section 503.6, and unobstructed vertical clearance of not less than 15 feet. *All driveways in the district shall not be less than 12 feet wide.*
- **503.2.5 Dead Ends** shall be amended as follows: Dead-end fire apparatus access roads *and driveways* in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus.
- **503.2.6 Bridges and Elevated Surfaces** shall be amended as follows: Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance *with the current El Dorado County Transportation Division Bridge Standard or Appendix D of the current California Fire Code, whichever is more restrictive.* Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges when required by the Fire Code Official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, approved barriers, approved signs, or both shall be installed and maintained when required by the fire code official.
- **503.4.2 No Parking in Fire Lanes** shall be added as follows: *No person shall stop, park, or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of the Fire Chief, or his/her duly authorized representative, Peace Officer or official traffic control device along the edge of any highway, at any curb, or in any location in a publicly or privately owned or operated off-street parking facility, designated as a fire lane by the district with jurisdiction over the area in which the place is located. The designation shall be indicated (1) by a sign posted immediately adjacent to, and visible from, the designated place clearly stating in letters not less than one inch in height that the place is a fire lane,*

(2) by outlining or painting the place in red and, in contrasting color, marking the place with the words "FIRE LANE", which are clearly visible from a vehicle, or (3) by a red curb or red paint on the edge of the roadway upon which is clearly marked the words "FIRE LANE".

- **503.4.3 No Parking in Front of Hydrants** shall be added as follows: *No person shall stop, park, or leave standing any vehicle within 15 feet of a fire hydrant except as follows: (a) If the vehicle is attended by a licensed driver who is seated in the front seat and who can immediately move such vehicle in case of necessity, (b) If the vehicle is owned or operated by a fire department and is clearly marked as a fire department vehicle.*
- **503.4.4 Fire Lanes Based on Road Width** shall be added as follows: *Fire lanes shall be based on road width as required in Appendix D as amended by the district.*
- **503.5.3 Fire Apparatus Access Gates** shall be added as follows: *All automatic and manual gates installed over fire apparatus access roads shall comply with the district gate standard as approved by the fire code official.*
- **Section 505 Premise Identification**
- **505.1 Address Identification** shall have the first line of this paragraph amended as follows: *Addresses for new and existing buildings shall comply with the district address standard as approved by the fire code official.*
- **Section 507 Fire Protection Water Supplies**
- **507.5.1 Where Required** shall be amended as follows: *400 feet shall be amended to 150 feet.*
- **Section 509.3 Fire Control Room**
- **509.3 Fire Control Room** *Fire Protection and Utility Equipment Identification and Access, is hereby amended by adding the following to read: Fire sprinkler risers, fire alarm control panels, solar photovoltaic power system rapid shutoff switches, and other fire detection, suppression, or similar control switches shall be located inside a single fire control room for the building. The fire control room shall have minimum dimensions of five feet by seven feet in size with a total useable area of not less than 35 square feet. The room shall be located within the building on an outside wall at a location approved by the Fire Code Official and shall be accessible from the exterior. An exterior access door with a clear width of not less than 32 inches and a height not less than 80 inches shall be provided for access into the room. A durable sign shall be affixed to the exterior of the door with the words "FIRE CONTROL ROOM" in letters not less than 4 inches in height. A key box complying with Section 506 shall be installed on the exterior side of the fire control room door opening. The room must be capable of maintaining a minimum temperature of 40 degrees Fahrenheit. A clearance of 12 inches shall be provided from the fire sprinkler risers to any adjacent walls. This room can be shared with other*

building utilities or fire protection equipment that is compatible. An approved cabinet or container shall be provided to store record plans of the fire sprinkler system, other fire protection equipment, and site plans. This room shall not be used for any other storage

Chapter 9

- **Section 903 Fire Sprinklers**

- **903.2 Where Required** shall be amended as follows: An approved automatic sprinkler system *shall be required and installed in new buildings and structures 3600 square feet or greater when constructed or relocated within the jurisdiction as described in Sections 903.2.1 through 903.2.12.*

Exception: Agricultural buildings not under a special use permit used for commercial purposes.

- **903.2.a Where Required** shall be added as follows: *Status of existing buildings greater than 3,600 square feet. In existing buildings 3,600 square feet or greater, other than one and two-family dwelling units, and agricultural buildings not under special use permit for commercial purposes, where the floor area of the building or structure is increased by an addition of more than thirty percent (30%) or 1,000 square feet whichever is less, such building or structure shall be made to conform to Section 903.2.*
- **903.2.b Where Required** shall be added as follows: *Status of existing buildings less than 3,600 square feet. In existing buildings 3,600 square feet or less, other than one-and two-family dwelling units, and agricultural buildings not under special use permit for commercial purposes, where the floor area of the building or structure is increased to a total square footage over 3,600 square feet, by an addition of more than thirty percent (30%) or 1,000 square feet, whichever is less, such building or structure shall be made to conform to Section 903.2.*
- **903.2.1 Group A** shall be amended as follows for A groups A-1 through A-4: 903.2.1.1 (1) The fire area exceeds 3,600 square feet.
- **903.2.3 Group E** shall be amended as follows: 903.2.3 (1) Throughout all Group E fire areas greater than 3,600 square feet in area.
- **903.2.4 Group F-1** shall be amended as follows: 903.2.4 Group F. 903.2.4 (1) A Group F fire area exceeds 3,600 square feet.
- **903.2.7 Group M** shall be amended as follows: 903.2.7 Group B and M. 903.2.7 (1) A Group B and M fire area exceeds 3,600 square feet.
- **903.2.8.2 Manufactured Homes** shall be added as follows: *An automatic fire sprinkler system shall be required in all new manufactured homes and multi-family manufactured homes intended for use as a one-and two-family dwelling. The design and installation of such systems shall be in accordance with California Code of Regulations, Title 25, §4300.*

Exceptions:

1. *Manufactured homes located within an existing mobilehome park complying with California Health and Safety Code, Division 13, Part 2.1 or 2.3.*
 2. *Manufactured homes that do not exceed 1,200 square feet in size and serve as an accessory dwelling unit, as defined in Government Code Section 658502; when the existing primary residence on the property is not required to comply with California Residential Code Section R313.2.*
 3. *Manufactured homes that do not exceed 320 square feet in size.*
- **903.2.9 Group S-1** shall be amended as follows: 903.2.9 Group S. 903.2.9 (1) A Group S fire area exceeds 3,600 square feet.
 - **903.2.10 Group S-2 Enclosed Parking Garages** shall be amended as follows: 903.2.10 (1) Where the fire area of the enclosed parking garage exceeds 3,600 square feet.
 - **Section 907 Fire Alarm and Detection Systems**
 - **907.2.a Where Required – New Buildings or Structures less than 3,600 square feet** shall be added as follows: *An approved fire alarm/detection system shall be installed in all buildings with a floor area less than 3,600 square feet.*

Exceptions:

1. *One- and two-family dwellings (R-3 Occupancies and other occupancies classified as “U”).*
 2. *Agricultural buildings not under special use permit and/or not used for commercial purposes (e.g., retails sales, food service, and/or special events).*
 3. *Buildings with a floor area less than 500 square feet may be exempt, as determined by the Fire Chief, or his/her duly authorized representative, based on building construction material and features, location, occupancy type, and distance to exposures.*
- **907.2.b Status of Existing Buildings** shall be added as follows: *In existing buildings without an approved automatic sprinkler system, other than one- or two-family dwelling units, agricultural building not under special use permit for commercial purposes where a fire alarm detection system does not exist and the floor area of the building or structure is increased or modified by more than thirty percent (30%) or 1,000 square feet, whichever is less, such building or structure shall be made to conform to Section 907 when required by the Fire Chief, or his/her duly authorized representative. Buildings with a floor area less than 500 square feet may be exempt, as determined by the Fire Chief, or his/her duly authorized representative, based on building construction materials and features, location, occupancy type, and distance to exposures.*

- **907.2.c Monitoring** shall be added as follows: *All fire alarm/detection systems shall be connected directly through and monitored by a U.L. approved central, proprietary or remote station service, which gives audible and visual signals at a constantly attended location. All sprinklered buildings shall be monitored.*

Exceptions:

1. *One- and two-family dwellings (R-3 Occupancies and other occupancies classified as "U").*
 2. *Agricultural buildings not under special use permit and/or not used for commercial purposes (e.g., retail sales, food service, and/or special events).*
- **907.2.d Type I Hood Installations** shall be added as follows: *The requirement of installation, or replacement, of a Type I Hood System shall require a fire alarm/sprinkler monitoring system to be installed, or for the hood system to be connected to an existing fire alarm/sprinkler monitoring system for that building.*
 - **907.6.2.1 Secondary Power Supply** shall be added as follows: *In accordance with NFPA 72, the secondary power supply providing a minimum 24-hour power capacity under quiescent load (system operating in a non-alarm condition) shall be amended to a minimum 72-hour power capacity.*

Exception: *The existence of an emergency back-up power supply that meets or exceeds the requirements of California Fire Code Chapter 12.*

Chapter 12

- **Section 1203 Emergency and Standby Power Systems**
- **1203.1.3 Installation** shall be amended as follows: *Emergency power systems and standby power systems shall be installed in accordance with the California Building Code, the California Electric Code, NFPA 110 and NFPA 111. All buildings, other than one- and two-family dwelling units, and agricultural buildings not used for commercial purposes, with standby power, shall have a shunt trip device that disconnects all power sources to the building, approved by the fire code official. Existing installations shall be maintained in accordance with the original approval.*

Chapter 33

- **Section 3310 Access for Firefighting**
- **3310.3 Premise Identification** shall be added as follows: *Prior to and during construction, an approved address sign shall be provided at each fire and emergency vehicle access road entry into the project.*
- **Section 3312 Water Supply for Fire Protection**

- **3312.1 When Required** shall be amended as follows: *Prior to combustible materials arriving on site, the fire hydrant water system shall be installed and maintained in continuous operation. The amount of water supplied shall meet the required fire flow for the project.*

Chapter 49

- **Section 4903 Plans**
- **4903.1 Where Required** shall be added as follows: *The fire code official of the CPFCD may require development projects located in Moderate, High and Very-High Fire Hazard Severity Zones to submit fire protection plan. This plan shall be approved by both the fire code official and the authorized representative for the local CAL FIRE Unit Chief (if located in the State Responsibility Area [SRA]) prior to the recording of the final map for the project by the County of El Dorado.*
- **Section 4905 Wildfire Protection Building Construction**
- **4905.4 Roof Construction Requirements** shall be added as follows: *All new construction, including additions, requires a Class A roof covering or assembly. All re-roofing requires Class A roof covering or assembly as a minimum. Re-roofing in excess of 50% of an existing structure within any one year period will necessitate that the entire roof be a Class A roof covering or assembly as a minimum. Class B or C fire retardant treated and or non-treated wood shake or shingles are not approved as a roof covering material for Class A assembly.*

Chapter 50

- **Section 5001 General**
- **5001.7 Liability for Damages** shall be added as follows: *Any damages or cost resulting from the careless handling, spill or discharge of any hazardous materials shall constitute debt against any such person, firm or corporation causing such spill or discharge. This debt is collectible by the Fire Chief, or his/her duly authorized representative, in the same manner as in the case of an obligation under contract, expressed or implied.*

Chapter 56

- **Section 5601 General**
- **5601.2 Permit Required** shall be amended as follows: *Permits shall be required as set forth in Section 105.6 and regulated in accordance with this section. Where explosives permits are required, they shall be issued by the Fire Chief, or his/her duly authorized representative, and the El Dorado County Sheriff's Department. Where fireworks permits are required, they shall be issued by the Fire Chief, or his/her duly authorized representative, and the El Dorado County Board of Supervisors.*

- **5601.2.1 Documentation** shall be added as follows: *The AHJ shall have the authority to request documentation regarding all aspects of the fireworks presentation.*
- **5601.2.2 Proprietary Information** shall be added as follows: *The AHJ will protect all proprietary information.*

Chapter 57

- **Section 5704 Storage**
- **5704.2.9.6.1 Locations Where Above-Ground Tanks are Prohibited** shall be amended as follows: *Storage of Class I and Class II flammable liquids in above-ground tanks outside of buildings is prohibited unless approved by the Fire Chief, or his/her duly authorized representative. When permitted by the Fire Chief, or his/her duly authorized representative, all above ground tank(s) or vault installations for the storage of Class I, II or III flammable and combustible liquids shall comply with those requirements as set forth by the California Fire Code. The California Fire Code shall also apply to installations other than motor vehicle fuel dispensing stations where above-ground storage is required.*
- **Section 5706 Special Operations**
- **5706.2.4.4 Locations Where Above-Ground Tanks are Prohibited** shall be amended as follows: *Storage of Class I and Class II flammable liquids in above-ground tanks outside of buildings is prohibited unless approved by the Fire Chief, or his/her duly authorized representative. When permitted by the Fire Chief, or his/her duly authorized representative, all above ground tank(s) or vault installations for the storage of Class I, II or III flammable and combustible liquids shall comply with those requirements as set forth by the California Fire Code. The California Fire Code shall also apply to installations other than motor vehicle fuel dispensing stations where above-ground storage is required.*

Chapter 58

- **Section 5806 Flammable Cryogenic Fluids**
- **5806.2 Limitations** shall be amended as follows: *Storage of flammable cryogenic fluids in stationary containers outside of buildings is prohibited unless approved by the Fire Chief, or his/her duly authorized representative. When permitted by the Fire Chief, or his/her duly authorized representative, all stationary containers for the storage of flammable cryogenic fluids shall comply with those requirements as set forth by the California Fire Code. The California Fire Code shall also apply to installations other than motor vehicle fuel dispensing stations where above-ground storage is required.*

Chapter 61

- **Section 6104 Location of LP-Gas Containers**

- **6104.2 Maximum Capacity within Established Limits** shall be amended as follows: *The storage of liquefied petroleum gas in excess of an aggregate of 2,000-gallon water capacity when located at least one-half (1/2) mile from property zoned or designated for residential use and at least one-half (1/2) mile from existing residential development with a density greater than one (1) dwelling unit per acre and at least one-half (1/2) mile from any hotel or motel is allowed when AHJ approved, and a special/conditional use permit is issued by the County of El Dorado.*

Dispensing within established limits. Within the limits established by law restricting the dispersion of liquefied petroleum gas for the protection of heavily populated or congested areas, the aggregate capacity of any one installation shall not exceed a water capacity of 2,000 gallons. The dispensing of liquefied petroleum gas in excess of an aggregate of 2,000-gallon water capacity when located at least one-half (1/2) mile from property zoned or designated for residential use and at least one-half (1/2) mile from existing residential development with a density greater than one (1) dwelling unit per acre and at least one-half (1/2) mile from any hotel or motel is allowed when AHJ approved and a special/conditional use permit is issued by the County of El Dorado.

- **Section 6112 High Elevation Liquefied Petroleum Gas Installations (5,000-foot elevations and above)** shall be added as follows:

- **6112.1 Regulators** shall be added as follows:

- *Two-stage regulator system shall be installed in accordance with manufacturer requirements.*
- *Two-stage regulator systems shall be installed on all LPG installations.*
- *The first stage regulator shall be installed under the hinged gauge cover supplied with the tank. The atmospheric pressure aperture of the regulator shall be pointed downward. The first stage regulator shall be plumbed to the riser of the yard piping with soft copper tubing to allow flexibility should tank shifting occur. The riser from the yard piping shall be located not more than 3 inches (horizontally) from the walls of the tank.*
- *The second stage regulator and riser pipe shall be installed under the eave of the building, as close as practicable to the building wall. This riser shall be securely supported/braced to the wall approximately 10 inches below the regulator so as to prevent bending of the pipe by lateral snow/ice loads.*
- *A protective cover, approved by the gas supplier and Building Official, shall be installed over the second stage regulator and securely supported to the ground or diagonally to the wall.*
- *The riser pipes for the yard piping shall not be embedded in concrete. Concrete placed around such riser shall be held back at least 1 inch from all sides of the pipe.*

- *At the time of application for any building permit, which involves the installation of an LPG system, the applicant shall submit an LPG system plot plan in 3 copies (or digitally as PDF). The LPG plot plan shall include, but not be limited to, the tank location, proposed tank capacity in U.S. gallons, route of yard piping, location of the riser pipe at the building, property boundaries, and an outline of all existing/proposed buildings on the lot and a depiction of the ridgeline of any building to be supplied with LPG. This shall also be forwarded to the appropriate fire district to serve as a locator map in event of an emergency.*
- *Location of the centerline of LPG tanks shall be permanently marked by the use of snow stakes, one at each end. Such stakes shall be of sufficient height to be visible through anticipated maximum snow depth at the respective location. Installation and maintenance of these snow stakes are the responsibility of the LPG user.*
- *Propane appliances and accessories shall not be permitted in any new installation below the first floor or below grade, whichever is more restrictive.*
- **6112.2 Vertical Riser Piping** shall be added as follows:
 - *Minimum of Schedule 80 - iron piping.*
 - *The riser shall be within 3 inches horizontally of the tank.*
 - *Swing joints shall be installed above and below tank level to provide for the tank movement (Street elbows shall not be used).*
 - *A listed flexible riser constructed of copper or stainless-steel tubing and protected by steel covered sheathed material may be used instead of swing joints. The flexible alternative shall provide sufficient slack to allow for tank movement.*
- **6112.3 Marking and Locations** shall be added as follows:
 - *An approved sign shall be located directly above the riser shut off valve on the building in a visible location.*
 - *The liquefied petroleum gas supplier shall affix a weatherproof identification tag to the inside of the tank valve protecting cover. This tag shall contain the supplier's name and emergency telephone number.*
 - *Tank installation shall be permanently marked by a metal or wood material snow marker, with a minimum dimension of 2 inches by 2 inches. The snow marker shall be of sufficient height to rise above the annual snow depth and shall be a minimum of 10 feet in height. The snow markers shall be painted yellow and located on opposite ends of the tank.*
- **Section 6113 Underground LPG Tanks Installations and Ownership** shall be added as follows:
 - **6113.1 Permits and Plans** shall be added as follows: *Permits shall be required, and plans shall be submitted for all underground tank installations as approved by the AHJ.*

- **6113.2 Underground LPG Tank Ownership** shall be added as follows: *Underground LPG tanks shall be prohibited from being sold to end-users and shall be retained by the LPG company under a lease-type system to ensure proper annual maintenance requirements are met and recorded.*

Chapter 80

- **Section 80, NFPA, 13D-16 – Standard for the Installation of Sprinkler Systems in One-and Two Family Dwellings and Manufactured Homes as amended 903.3.1.3, 903.3.5**
- **NFPA 13D, Amended Sections as follows:**
- **Revise Section 5.1.1.2 to read as follows:**
- **Chapter 80. NFPA 13D. 5.1.1.2** *A supply of at least one of each type and temperature sprinkler used within the premises shall be maintained on the property at an approved location. Stock sprinklers shall be kept in a mounted and accessible cabinet.*
- **Revise Section 7.6 to read as follows:**
- **Chapter 80. NFPA 13D. 7.6** *A local water flow alarm shall be provided on all fire sprinkler systems in homes at an approved location on the exterior of the dwelling.*
- **Revise Section 11.2.1.1 to read as follows:**
- **Chapter 80. NFPA 13D. 11.2.1.1** *Where a fire department pumper connection is not provided, the system shall be hydrostatically tested at a minimum pressure of 150 pounds per square inch gauge for no less than a 30-minute duration without evidence of leakage. Such test shall be witnessed by the fire code official.*

Appendix B – Fire Flow Requirements for Buildings

- **Table B105.1(1) Required Fire Flow for One- and Two-Family Dwellings, Group R-3, and R-4 Buildings and Townhouses** shall be amended as follows *for elevations below 5,000 feet*:

FIRE-FLOW CALCULATION AREA (square feet)	AUTOMATIC SPRINKLER SYSTEM (Design Standard)	MINIMUM FIRE-FLOW (gallons per minute)	FLOW DURATION (hours)
0 – 3,600	No automatic sprinkler system	1,000	1
3,601 and greater	No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2) at the required fire-flow rate
0 – 3,600	Section 903.3.1.3 of the CA Fire Code or Section 313.3 of the CA Residential Code	500 1,000	$\frac{1}{2}$ 1
3,601 and greater	Section 903.3.1.3 of the CA Fire Code or Section 313.3 of the CA Residential Code	1/2 value of Table B105.1(2) (min. 1000 GPM)	1 2

- **Table B105.2 Required Fire Flow for Buildings other than One- and Two-Family Dwellings, Group R-3, and R-4 Buildings and Townhouses** shall be amended as follows:

AUTOMATIC SPRINKLER SYSTEM (Design Standard)	MINIMUM FIRE-FLOW (gallons per minute)	FLOW DURATION (hours)
No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2)
Section 903.3.1.1 of the CA Fire Code	25% 50% of the value in Table B105.1(2) ^b	Duration in Table B105.1(2) at the reduced flow rate
Section 903.3.1.2 of the CA Fire Code (<i>Only applies to locations below 5,000-foot elevation</i>)	25% 50% of the value in Table B105.1(2)	Duration in Table B105.1(2) at the reduced flow rate

b. The reduced fire flow shall not be less than 1,500 gpm

Appendix D – Fire Apparatus Access Roads

- **Section D103 Minimum Specifications**
- **D103.1 Access Road Width with a Hydrant** shall be amended as follows, adding the exception:
 - *Exception: Driveways*
- **D103.2 Grade** shall be amended as follows: Fire apparatus access roads and driveways shall not exceed 15.9% in grade unless approved by the AHJ or by the El Dorado County amended California Public Resource Code Title 14 / Design and Improvement Standards Manual.
 - *Exception: Elevation above 5,000 feet shall not exceed 12%.*
- **D103.3 Turning Radius** shall be amended as follows: The minimum turning radius shall be determined by the fire code official; and shall not include curb and gutter.
- **D103.5 Fire Apparatus Access Road Gates** shall be amended as follows: *Subsection (1): Where a single gate is provided, the gate width shall be not less than 20 feet (6096 mm). Where a fire apparatus road consists of a divided roadway, the gate width shall not be less than 15 feet (4572 mm).*
- **D103.6.1 Roads 20 to 29 feet in width** shall be amended as follows: Fire lane signs as specified in Section D103.6 shall be posted on both side of fire apparatus access roads that are 20 to 29 feet wide (6096 to 8534.4 mm).
 - *Exception: Elevations above 5,000 ft. as determined by the AHJ.*
- **D103.6.2 Roads more than 29 feet in Width** shall be amended as follows: Fire lane signs as specified in Section D103.6 shall be posted on one side of fire apparatus access roads more than 29 feet wide (8534.4 mm) and less than 36 feet wide (10972.8 mm).
 - *Exception: Elevations above 5,000 ft. as determined by the AHJ.*
- **D104.4 Circumferential Fire Apparatus Access Roads** shall be added as follows: *When required by the fire code official, a fire apparatus access road shall be constructed to encompass the entirety of a structure and shall provide a continuous means of emergency vehicle access.*

SECTION 4: CONFLICT

That Ordinance No. 2016.10.19 of the Cameron Park Community Services District, and all other ordinances or parts of ordinances herewith are hereby repealed.

SECTION 5: SEVERABILITY

If any Ordinance, article, subsection or subdivision thereof, provision, sentence, clause or phrase of this code, or any application thereof, is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the remaining provisions of this code, which can be given effect without the invalid portions and, therefore, such invalid portions are declared to be severable. The Cameron Park Community Services District hereby declares that it would have enacted this Ordinance and each of its articles, sections, subsections, or subdivisions thereof, provisions, sentences, clauses or phrases irrespective of the fact that one or more of them is declared invalid.

SECTION 6: EFFECTIVE DATE AND PUBLICATION

This Ordinance shall take effect thirty (30) days after its adoption. The Cameron Park Community Services District Board Secretary is directed to publish this ordinance in a newspaper of general circulation in the District. In lieu of publication of the full text of the ordinance, a summary of the ordinance may be published by the by the Board Secretary within fifteen (15) days after its passage and a certified copy shall be posted in the office of the Cameron Park Community Services District pursuant to *Government Code Section 36933(c) (1)*.

The above Ordinance was introduced at a meeting of the Board of Directors of the Cameron Park Community Services District on October 16, 2019, and it was then read for the first time. A public hearing was set for the Ordinance to be read for the second time on November 20, 2019 and approved by the following vote:

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District this 20th day of November, 2019.

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Monique Scobey, Vice President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board



Agenda Transmittal

DATE: November 20, 2019

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #14: SPECIAL FUNDS BALANCE SUMMARY

RECOMMENDED ACTION: RECEIVE AND FILE

BACKGROUND

Abila is the District's new financial software system, and accounts for District funds held at both the County and Umpqua Bank. Fund 001, General Fund reflects the District's annual operations, both revenues and expenditures. In addition to Fund 001, Abila tracks thirty-one additional Special Funds (Attachment 14A). Some Special Funds are related to a special tax, such as CC&R and LLADs, which must be tracked separately by state law. Other special funds were established by past District staff, presumably at the direction of the General Manager or Board of Directors.

When the new Finance/HR Officer began in March 2018, the work priority was: budget; required, past due financial reporting to the state and county; implementation of Abila; strengthening personnel processes. VTD continued with accounting, coordinating audits, and forensic accounting work. Three past due audits were completed; the last during the summer of 2019.

As VTD concludes their work and accounting tasks are transitioned to the District's Finance Office staff, the true scope of the District's finances became known to the Finance/HR Officer. Until recently, a few Special Funds were unknown to the current Finance Office staff, specifically the Fire Equipment Replacement, Scholarship, Per Capita Grant, Promotional Grant, and Community Center Special Funds.

BUDGET AND ADMINISTRATION COMMITTEE

The Budget and Administration Committee received this information at their November meeting, and supported moving this information to the Board for review. Committee members discussed briefly next steps for these funds including appropriate budget and accounting practices, and future uses. Staff was asked to return to the Budget and Administration Committee with recommendations, which will be discussed and move to the Board of Directors for final action.

DISCUSSION

Specific written staff or Board records relating to the establishment of the Fire Equipment Replacement, Scholarship, Community Center, Per Capita Grant, and Promotional Grant could not be found. Below outlines staff's understanding of the previously unknown Special Funds.

- **Fire Training**

CAL FIRE funds generated with an agreement between CAL FIRE, District, and Lake Tahoe Community College. Amador-El Dorado Unit CAL FIRE employees enroll as students at the Community College, and the Community College pays CAL FIRE for each student's instruction. The District receives and disperses the fees on behalf of CAL FIRE Amador-El Dorado Unit, and receives a small administrative fee for managing the funds.

- **Fire Equipment Replacement**

District set aside funds for equipment replacement. Deposits of fire apparatus rental revenues and expenditures for new equipment have been inconsistent over the years.

- **Scholarship**

The source of these funds is unknown, and there are no recent transactions.

- **Per Capita Grant**

Staff called the State Parks Office of Grants and Local Assistance to inquire about possible outstanding issues related to the District's 2002 and/or 2004 Parks Per Capita Grant Allocation. The District is in good standing with the State. The funds represent a reimbursement from the State for District expenditures related to an approved Parks project. Expenditures for the project were probably in Fund 001, General Fund.

- **Promotional Grant**

The source and purpose of the funds (currently negative) is unknown.

- **Community Center**

The source and purpose of the funds is unknown.

CONCLUSION

Next Steps

Staff will return to the Budget and Administration Committee with recommendations for these Special Funds. Recommendations will be related to both policy and use, which ultimately need Board approval. The Special Funds will become a part of the District's budget process. For example for Quimby, staff will budget and spend within the Special Fund for park projects instead of having funds transfer from Quimby to Fund 001 to cover park project costs. A Reserve Policy for Fire Equipment Replacement will be developed to guide use of those funds.

The newly accounted for Special Funds provides a new source of revenues for greatly needed projects.

Attachments:

14A – Fund Balance Summary of Special Funds, June 30, 2019

**Cameron Park Community Services District
Fund Balance Analysis
As of 6/30/2019**

LLAD's Fund Balance Summary

	Airpark LL&D	Unit 6 LL&D	Unit 7 LL&D	Unit 8 LL&D	Viewpoint LL&D	Goldorado LL&D	Unit 11 LL&D	Unit 12 LL&D	Bar J15A LL&D	Bar J15B LL&D	Creekside LL&D	Eastwood LL&D	LL&D (Crazy Horse)	Cambridge Oaks LL&D	Northview LL&D	Cameron Valley II&D	Woods 8 LL&D	Silver Springs LL&D	BarJ15A No 2
Beginning Fund Balance at 7/1/18	87,718.62	54,546.95	40,663.83	44,648.87	(3,429.89)	(3,426.73)	24,475.19	34,463.52	(40,004.06)	11,237.57	1,741.02	190,290.42	(7,091.93)	10,207.48	(12,081.68)	51,564.50	42,358.45	11,705.46	89,209.28
Fund Balance Activity through 6/30/19	(794.91)	16,395.81	(770.05)	(1,070.47)	(2,371.78)	(651.73)	(414.68)	(1,066.83)	(17,049.96)	(4,877.96)	576.12	(26,267.90)	(12,586.48)	38.14	1,830.04	(119.03)	4,200.74	239.17	14,129.91
Total Fund Balances at 6/30/19	<u>86,923.71</u>	<u>70,942.76</u>	<u>39,893.78</u>	<u>43,578.40</u>	<u>(5,801.67)</u>	<u>(4,078.46)</u>	<u>24,060.51</u>	<u>33,396.69</u>	<u>(57,054.02)</u>	<u>6,359.61</u>	<u>2,317.14</u>	<u>164,022.52</u>	<u>(19,678.41)</u>	<u>10,245.62</u>	<u>(10,251.64)</u>	<u>51,445.47</u>	<u>46,559.19</u>	<u>11,944.63</u>	<u>103,339.19</u>
Liabilities and Fund Balances at 6/30/19	<u>88,602.77</u>	<u>70,942.76</u>	<u>40,940.19</u>	<u>44,900.99</u>	<u>(5,178.27)</u>	<u>(3,797.39)</u>	<u>24,577.91</u>	<u>34,462.34</u>	<u>(54,864.52)</u>	<u>7,393.51</u>	<u>2,374.63</u>	<u>165,507.94</u>	<u>(17,061.78)</u>	<u>10,292.86</u>	<u>(9,855.54)</u>	<u>52,107.75</u>	<u>46,674.17</u>	<u>11,944.63</u>	<u>103,339.19</u>

Special Funds Balance Summary

	CC&R	Quimby	AB 1600 /Park Impact	Fire Development Impact	Go Bond	Fire Training	Fire Equip Replacement	Scholarship	Per Capita Grant	Promotional Grant	Community Center
Beginning Fund Balance as of 7/1/18	211,795.97	32,202.90	614,947.48	1,327,919.51	471,597.94	42,521.44	656,155.51	12,077.76	150,928.99	(35.60)	0.50
Fund Balance Activity through 6/30/19	(12,736.69)	40,695.34	126,821.76	49,974.49	65,435.62	(20,722.63)	(111,341.19)	0.00	0.00	0.00	0.00
Total Fund Balances as of 6/30/19	<u>199,059.28</u>	<u>72,898.24</u>	<u>741,769.24</u>	<u>1,377,894.00</u>	<u>537,033.56</u>	<u>21,798.81</u>	<u>544,814.32</u>	<u>12,077.76</u>	<u>150,928.99</u>	<u>(35.60)</u>	<u>0.50</u>
Liabilities and Fund Balances as 6/30/19	<u>203,790.92</u>	<u>72,898.24</u>	<u>741,769.24</u>	<u>1,377,894.00</u>	<u>537,033.56</u>	<u>21,798.81</u>	<u>544,814.32</u>	<u>12,077.76</u>	<u>150,928.99</u>	<u>(35.60)</u>	<u>0.50</u>



Agenda Transmittal

DATE: November 20, 2019

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #15: **FISCAL YEAR 2018-19 YEAR-END BUDGET TO ACTUAL REPORT
(UNAUDITED)**

RECOMMENDED ACTION: **RECEIVE AND FILE**

INTRODUCTION

The Fiscal Year 2018-19 is closed, with the exception of unforeseen adjustments related to the Fiscal Year 2018-19 Audit. The year ended with a deficit of \$134,869; much less than the budgeted deficit of \$327,905. Most of the deficit was the result of a negative revenue adjustment from Fiscal Year 2016-17, which decreased the Fiscal Year 2018-19 property tax revenues by \$112,993. Since Audits are complete for Fiscal Years 2016-17 and 2017-18, the revenue adjustment (regrettably) must be made in Fiscal Year 2018-19. If not for the negative revenue adjustment from a prior fiscal year, the District was within \$21,876 of balancing the budget, a 93% decrease in the budgeted deficit for current operations.

BUDGET AND ADMINISTRATION COMMITTEE

The Budget and Administration Committee reviewed the year-end report, and supported moving the item to the Board of Directors as information. Committee members expressed their appreciation about the reduced deficit and improvements made thus far in the budget. They also recognized that there was more work to do, especially related to revenues and expenditures in the Recreation Department and for the Community Center.

DISCUSSION

Various recreation and facility use revenue line items are up and down compared to budget. The total of all accounts related to recreation and facility use revenues is \$649,317, which is \$92,197 over budget. Staff is working towards better tracking of recreation and facility use

revenues, in both Abila and Rec Trac. As staff reviews and updates the Recreation Department budget, measures will be put into place to more accurately track revenues and their sources.

Revenues

Over realized revenue of note:

- Property tax due to greater collections than expected; this sum includes the negative revenue adjustment of \$112,993 from Fiscal Year 2016-17.
- Special events including Summer Spectacular.
- Community Center facility rentals.
- JPA Reimbursable costs in addition to the contract payments (fuel charges).
- Interest income increased due to banking strategy changes. A new Money Market account was established which earns a greater rate of interest, 2.02% compared to the past account interest of .2%. Umpqua bank recommended the strategy due to the stabilization of staff in the Finance Office.

Unrealized revenue of note:

- Park Impact fees representing budgeted projects that were not initiated,
- Weed Abatement due to under collection of costs/liens,
- Budgeted Quimby revenues and expenditures are realized in the restricted Quimby special fund and not in Fund 001, General Fund.

Expenditures

Expenditures lower than budget of note:

- Cal Fire actual costs were \$3,434,578, which is \$129,591 less than budgeted. The full contract amount for services was \$3,787,466.
- Professional Services was underspent due to savings on janitorial and security services.
- Capital Equipment Expense due to incomplete projects; capital equipment not purchased in this year.
- County Administration Costs – past practice was to budget for this County administration fee, but in practice, the County deducts the fee from the property tax transfer.

Expenditures over budget of note:

- Audit/Accounting costs due to two professional audits, Abila training, and forensic accounting services; offsetting savings in Professional Services.
- Salaries due to greater than expected use of year-round part-time staff; some savings in seasonal personnel.
- Utilities – gas and electric costs.
- Computer Software due to RecTrac upgrade, Abila, and F89 phone system replacement.
- Additional Board member compensation due to more Special Meetings than expected.

CONCLUSION

Fiscal Year 2018-2019 is the first time that the current staff participated in the budget process from start to finish: budget development, monitoring, year-end close, and now the audit. At times, staff made expenditures due to an urgent but unbudgeted matter. For example, extra effort from Parks Department to have all of the District properties in compliance with the District's Weed Abatement Ordinance.

Staff learned a lot about the District this first budget cycle, and appreciates the community's and Board's support when methodology and structural changes were made to increase accountability and transparency. Staff is reviewing the year-end financial information, and will make adjustments accordingly in the future, at the mid-year or for next fiscal year. Accuracy, accountability, and knowledge about the District's operations will improve in future years by building a good budget foundation.

Attachments:

15A - Fiscal Year 2018-19 Year-End Budget to Actual Report (unaudited) with notations

CAMERON PARK COMMUNITY SERVICES DISTRICT
Final Year End Financial Position - Unaudited
Fiscal Year 2018-19

		Final Budget 2018-19	2018-19 Year End Actual	Variance	%	Notes
REVENUES					variance	
4110	Property Taxes	3,994,388.00	4,031,109.37	36,721.37	0.9%	Greater than expected Property Tax
4113	Franchise Fees	176,000.00	174,570.91	(1,429.09)	-0.8%	slightly lower than expected
4115	Park Impact Fees	52,000.00	0.00	(52,000.00)	-100.0%	Projects not completed
4120	Quimby Fees	31,000.00	0.00	(31,000.00)	-100.0%	Rev/Exp moved to Fund 3 - Quimby
4132	Fire Marshall Plan Review	22,000.00	19,363.90	(2,636.10)	-12.0%	Less than expected Plan Review
4142	Tuition Fees	26,160.00	33,033.75	6,873.75	26.3%	More than expected Tuition Fees
4145	Youth Classes	35,000.00	35,927.40	927.40	2.6%	See Staff Report
4146	Adult Classes	25,000.00	19,490.28	(5,509.72)	-22.0%	See Staff Report
4147	Youth Sports	100,000.00	85,915.26	(14,084.74)	-14.1%	See Staff Report
4148	Adult Sports	10,000.00	10,501.50	501.50	5.0%	See Staff Report
4149	Camp Revenues	12,800.00	0.00	(12,800.00)	-100.0%	See Staff Report
4153	Senior Programs	12,000.00	14,687.28	2,687.28	22.4%	See Staff Report
4165	Transfer In	0.00	70,244.48	70,244.48		Per Board action, funds trnsfr County to Fire Dept
4170	Special Events	40,000.00	92,857.41	52,857.41	132.1%	See Staff Report
4180	Park Lake Kiosk Revenues	40,800.00	28,981.79	(11,818.21)	-29.0%	See Staff Report
4181	Lake Season Pass	37,680.00	31,565.04	(6,114.96)	-16.2%	See Staff Report
4182	Picnic Site Rentals	9,960.00	1,647.00	(8,313.00)	-83.5%	See Staff Report
4183	Summer Kids Camp	40,800.00	48,615.00	7,815.00	19.2%	See Staff Report
4184	Cameron Park Lake Concessions	10,000.00	7,549.65	(2,450.35)	-24.5%	See Staff Report
4185	CC Facility Rentals	10,000.00	37,583.66	27,583.66	275.8%	See Staff Report
4186	Gym Rentals	35,000.00	29,375.64	(5,624.36)	-16.1%	See Staff Report
4187	Pool Use Fees	160,000.00	137,389.98	(22,610.02)	-14.1%	See Staff Report
4190	Parks Facility Revenue	65,000.00	67,860.03	2,860.03	4.4%	See Staff Report
4220	Summer Spectacular	30,800.00	0.00	(30,800.00)	-100.0%	See account 4170
4250	Donations	1,000.00	8,794.33	7,794.33	779.4%	More than expected activity/Rec Prg Participate Grants
4255	Sponsorships	22,067.00	8,125.00	(13,942.00)	-63.2%	See Account 4250
4260	JPA Reimbursable	1,150,000.00	1,180,533.51	30,533.51	2.7%	Fuel, other allowable reimb
4262	Fire Apparatus Equip Replcmt	136,244.00	122,749.70	(13,494.30)	-9.9%	Less than expected activity
4400	Reimbursement	0.00	12,279.00	12,279.00		SDMRA claims, fuel reimb
4410	Weed Abatement	94,260.00	11,915.30	(82,344.70)	-87.4%	less than expected cost collections
4505	Interest Income	10,000.00	19,107.58	9,107.58	91.1%	Higher Interest rate
4600	Other Income	39,295.00	1,954.65	(37,340.35)	-95.0%	<u>See account 4260, 4400</u>
		<u>6,429,254.00</u>	<u>6,343,728.40</u>	<u>(85,525.60)</u>	<u>-1.3%</u>	Less than expected realized revenue due to FY 16-17 adjusting entry and Quimby funds realized in Fund 3 <u>and</u> <u>incomplete Parks Impact fee projects</u>

**CAMERON PARK COMMUNITY SERVICES DISTRICT
Final Year End Financial Position - Unaudited
Fiscal Year 2018-19**

		Final Budget 2018-19	2018-19 Year End Actual	Variance	% variance	Notes
EXPENDITURES						
5000	Salaries - Permanent	505,000.00	654,519.83	149,519.83		
					29.6%	More Part Time hours in Admin, Parks, Recr than expected
5010	Salaries - Part-time	182,350.00	178,346.42	(4,003.58)	-2.2%	Less Seasonal help than expected
5020	Overtime	8,000.00	13,306.93	5,306.93	66.3%	Necessary to address sick leave/vacation backup and workload
5130	Health Benefit	170,000.00	143,697.28	(26,302.72)	-15.5%	Lower than expected
5135	Retiree Health Benefit	88,547.00	79,313.01	(9,233.99)	-10.4%	Lower than expected
5140	Dental Insurance	3,500.00	6,742.22	3,242.22	92.6%	Higher than expected
5150	Vision Insurance	2,250.00	1,681.51	(568.49)	-25.3%	Lower than expected
5160	CalPERS Employer Retirement	186,000.00	185,626.48	(373.52)	-0.2%	Lower than expected
5170	Worker's Compensation	16,000.00	14,722.15	(1,277.85)	-8.0%	Lower than expected
5180	FICA/Medicare Employer Contribution	23,400.00	25,969.11	2,569.11	11.0%	Addl part time hours
5190	UI/TT Contribution	21,700.00	17,483.08	(4,216.92)	-19.4%	Lower than expected
5209	Advertising/Marketing	20,000.00	38,605.21	18,605.21	93.0%	Activity Guide, events advertising, signs
5210	Agency Administration Fee	96,668.00	24.83	(96,643.17)	-100.0%	County tax admin netted from property taxes
5215	Agriculture	2,200.00	13,391.40	11,191.40	508.7%	Greater than expected weed control efforts
5220	Audit/Accounting	90,000.00	120,072.69	30,072.69	33.4%	2 audits, Abila training, forensic accounting efforts
5221	Bank Charge	16,000.00	14,634.99	(1,365.01)	-8.5%	Negotiated lower bank fees
5230	Clothing/Uniforms	6,000.00	9,429.68	3,429.68	57.2%	Parks, Fire and Comm Ctr
5231	Computer Software	30,000.00	53,361.62	23,361.62	77.9%	Abila, training, F89 phone system replacement, unexpected maintenance
5232	Computer Hardware	10,000.00	15,740.48	5,740.48	57.4%	Computers, unexpected maintenance
5235	Contractual Services	28,200.00	26,767.50	(1,432.50)	-5.1%	Lower than expected contract costs
5236	Contractual - Provider Services	3,594,170.00	3,464,578.63	(129,591.37)	-3.6%	Lower than expected CalFire contract costs
5240	Contract Services - Other	173,800.00	128,085.44	(45,714.56)	-26.3%	Security, Payroll, Website, DSA IT support
5250	Director Compensation	13,000.00	16,200.00	3,200.00	24.6%	More Special Meetings than anticipated
5260	EDC Department Agency	7,200.00	4,560.71	(2,639.29)	-36.7%	LAFCO budget share less than anticipated
5265	Educational Materials	16,360.00	2,312.62	(14,047.38)	-85.9%	Less than expected activity
5270	Elections	18,000.00	10,093.04	(7,906.96)	-43.9%	Cost less than anticipated
5275	Equipment-Minor/Small Tools	8,000.00	13,839.97	5,839.97	73.0%	Parks, Fire Training equipment
5285	Fire & Safety Supplies	10,500.00	9,225.73	(1,274.27)	-12.1%	Less than expected activity
5290	Fire Prevention & Inspection	900.00	1,555.00	655.00	72.8%	Annual Comm Ctr inspection
5295	Fire Turnout Gear	31,000.00	31,070.98	70.98	0.2%	Fire Turnout Gear
5296	Fire- Volunteer/Resident	42,000.00	24,316.74	(17,683.26)	-42.1%	Less than expected activity
5300	Food	5,000.00	6,918.30	1,918.30	38.4%	Board events, Conference expenses, coffee, water
5305	Fuel	75,700.00	81,371.38	5,671.38	7.5%	More than anticipated, see acct 4400 for partial offset
5310	Government Fees/Permits	23,500.00	19,845.15	(3,654.85)	-15.6%	Less than expected activity

CAMERON PARK COMMUNITY SERVICES DISTRICT
Final Year End Financial Position - Unaudited
Fiscal Year 2018-19

	Final Budget 2018-19	2018-19 Year End Actual	Variance	%	Notes
				variance	
5315 Household Supplies	38,000.00	27,941.69	(10,058.31)	-26.5%	Less than expected activity
5316 Instructors	73,700.00	72,477.19	(1,222.81)	-1.7%	Less than expected activity
5320 Insurance	85,500.00	82,633.18	(2,866.82)	-3.4%	SDMRA Property, Liability Insurance
5335 Legal Services	21,500.00	15,316.25	(6,183.75)	-28.8%	Less than expected activity
5340 Maint. - Vehicle Supplies	500.00	402.80	(97.20)	-19.4%	Less than expected activity
5345 Maint. - Buildings	49,900.00	38,856.54	(11,043.46)	-22.1%	Less than expected activity
5350 Maint. - Equipment	55,293.00	57,099.13	1,806.13	3.3%	Fire 289,288,389 Maint. FD89 annual maint. East Hall AV, pool float valve rebuild,FD 88 Equipment, pool grates
5355 Maint. - Grounds	61,350.00	60,871.40	(478.60)	-0.8%	Repl pool tiles/grout, tree removal, special trees, clearing weeds, dog litter bags, road striping
5360 Maint. - Radio/Phones	1,500.00	1,741.33	241.33	16.1%	More than anticipated, addl cells phones
5365 Maint. - Tires & Tubes	14,000.00	11,211.96	(2,788.04)	-19.9%	Less than expected activity
5370 Maint. - Vehicle	21,000.00	27,676.24	6,676.24	31.8%	FD88/89,389,88 and other vehicle maint/parts, Parks pickup service
5375 Medical Supplies	0.00	1,387.18	1,387.18		Restocking first aid cabinets
5380 Memberships/Subscriptions	10,900.00	9,366.55	(1,533.45)	-14.1%	Less than expected activity
5385 Mileage Reimbursement	3,200.00	2,801.77	(398.23)	-12.4%	Less than expected activity
5395 Miscellaneous	(2,000.00)	(1,667.47)	332.53	-16.6%	Outstanding check clearing
5400 Office Supplies/Expense	10,500.00	12,236.74	1,736.74	16.5%	Greater than expected activity
5405 Pool Chemicals	37,400.00	46,066.59	8,666.59	23.2%	Greater than expected activity
5410 Postage	2,900.00	2,463.78	(436.22)	-15.0%	Less than expected activity
5415 Printing	1,000.00	1,013.65	13.65	1.4%	Greater than expected activity
5420 Professional Services	110,000.00	72,845.11	(37,154.89)	-33.8%	Janitorial Services, Paychek, weed control, security services
5421 Program Supplies	15,000.00	18,642.05	3,642.05	24.3%	Greater than expected activity
5425 Publications & Legal Notices	600.00	517.12	(82.88)	-13.8%	Less than expected activity
5430 Radios	700.00	1,900.48	1,200.48	171.5%	FD radios, radio maintenance
5431 Refund-Activity Pass	4,300.00	3,849.00	(451.00)	-10.5%	Less than expected activity
5435 Rent/Lease - Bldgs, Fields, etc.	700.00	8,078.50	7,378.50	1054.1%	in pending Recreation budget adjustment
5440 Rent/Lease - Equipment	2,000.00	7,261.70	5,261.70	263.1%	Maint equipment, Airgas CO2
5455 Staff Development	12,000.00	28,255.82	16,255.82	135.5%	FD Pals/ACLS, FD Stand Down Speaker, Respect in the Workplace training, professional training supported by scholarships
5465 Special Events	6,000.00	12,039.40	6,039.40	100.7%	Misc special events.
5466 Summer Spectacular	50,000.00	55,770.65	5,770.65	11.5%	Summer Spectacular
5470 Phones/internet	40,000.00	44,729.40	4,729.40	11.8%	Cell, Broadband and Internet and irrigation hot spots
5480 Travel/Lodging	700.00	605.40	(94.60)	-13.5%	Less than expected activity
5490 Utilities - Water	60,000.00	53,184.47	(6,815.53)	-11.4%	Less than expected activity, water saving measures
5492 Utilities - Electric/Gas	160,000.00	195,844.29	35,844.29	22.4%	Greater than expected activity

**CAMERON PARK COMMUNITY SERVICES DISTRICT
Final Year End Financial Position - Unaudited
Fiscal Year 2018-19**

	<u>Final Budget 2018-19</u>	2018-19 Year End <u>Actual</u>	<u>Variance</u>	%	<u>Notes</u>
				variance	
5493 Utilities - Garbage	800.00	0.00	(800.00)	-100.0%	Less than expected activity
5495 Utilites - Water/Irrigation	0.00	484.19	484.19		See Acct 5490, change in posting practice
5500 Vandalism	1,000.00	1,030.54	30.54	3.1%	Paint; CC, Parks, Lake Hardware; janitorial services
5501 Cal Fire In Kind Purchases	16,000.00	16,021.59	21.59	0.1%	Greater than expected activity
5625 Capital Equipment Expense	266,271.00	60,100.90	(206,170.10)	-77.4%	19-20
9999 Reconciliation Discrepancy Account	<u>0.00</u>	<u>130.00</u>	<u>130.00</u>		Adjusting entry - rolling balance for several years
	<u>6,757,159.00</u>	<u>6,478,597.22</u>	<u>(278,561.78)</u>	<u>-4.1%</u>	
 Net Expendures over Revenues	 <u>(327,905.00)</u>	 <u>(134,868.82)</u>	 <u>193,036.18</u>	 <u>-58.9%</u>	 Greater Property Tax, incomplete Capital Equipment, Operating efficiencies and cost saving measures, lower CALFire Contract expense, various adjusting entries.

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2018 Through 6/30/2019

CAMERON PARK COMMUNITY SERVICES D
Final Year End Financial Position - Unau
Fiscal Year 2018-19

Final Budget 2018-19

REVENUES

4110	Property Taxes	4,031,109.37	3,994,388.00
4113	Franchise Fees	174,570.91	176,000.00
4115	Park Impact Fees	0.00	52,000.00
4120	Quimby Fees	0.00	31,000.00
4132	Fire Marshall Plan Review	19,363.90	22,000.00
4142	Tuition Fees	33,033.75	26,160.00
4145	Youth Classes	35,927.40	35,000.00
4146	Adult Classes	19,490.28	25,000.00
4147	Youth Sports	85,915.26	100,000.00
4148	Adult Sports	10,501.50	10,000.00
4149	Camp Revenues	0.00	12,800.00
4153	Senior Programs	14,687.28	12,000.00
4165	Transfer In	70,244.48	0.00
4170	Special Events	92,857.41	40,000.00
4180	Park Lake Kiosk Revenues	28,981.79	40,800.00
4181	Lake Season Pass	31,565.04	37,680.00
4182	Picnic Site Rentals	1,647.00	9,960.00
4183	Summer Kids Camp	48,615.00	40,800.00
4184	Cameron Park Lake Concessions	7,549.65	10,000.00
4185	CC Facility Rentals	37,583.66	10,000.00
4186	Gym Rentals	29,375.64	35,000.00
4187	Pool Use Fees	137,389.98	160,000.00
4190	Parks Facility Revenue	67,860.03	65,000.00
4220	Summer Spectacular	0.00	30,800.00
4250	Donations	8,794.33	1,000.00
4255	Sponsorships	8,125.00	22,067.00
4260	JPA Reimbursable	1,180,533.51	1,150,000.00
4262	Fire Apparatus Equip Replcmt	122,749.70	136,244.00
4400	Reimbursement	12,279.00	0.00
4410	Weed Abatement	11,915.30	94,260.00
4505	Interest Income	19,107.58	10,000.00
4600	Other Income	<u>1,954.65</u>	<u>39,295.00</u>
	Total Operating	<u>6,343,728.40</u>	<u>6,429,254.00</u>
	Expenditures		
5000	Salaries - Permanent	654,519.83	505,000.00
5010	Salaries - Part-time	178,346.42	182,350.00
5020	Overtime	13,306.93	8,000.00

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2018 Through 6/30/2019

5130

Health Benefit

143,697.28

170,000.00

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2018 Through 6/30/2019

01 - General Fund

		<u>Current Period Actual</u>	<u>YTD Budget - Final</u>
5135	Retiree Health Benefit	79,313.01	88,547.00
5140	Dental Insurance	6,742.22	3,500.00
5150	Vision Insurance	1,681.51	2,250.00
5160	CalPERS Employer Retirement	185,626.48	186,000.00
5170	Worker's Compensation	14,722.15	16,000.00
5180	FICA/Medicare Employer Contribution	25,969.11	23,400.00
5190	UI/TT Contribution	17,483.08	21,700.00
5209	Advertising/Marketing	38,605.21	20,000.00
5210	Agency Administration Fee	24.83	96,668.00
5215	Agriculture	13,391.40	2,200.00
5220	Audit/Accounting	120,072.69	90,000.00
5221	Bank Charge	14,634.99	16,000.00
5230	Clothing/Uniforms	9,429.68	6,000.00
5231	Computer Software	53,361.62	30,000.00
5232	Computer Hardware	15,740.48	10,000.00
5235	Contractual Services	26,767.50	28,200.00
5236	Contractual - Provider Services	3,464,578.63	3,594,170.00
5240	Contract Services - Other	128,085.44	173,800.00
5250	Director Compensation	16,200.00	13,000.00
5260	EDC Department Agency	4,560.71	7,200.00
5265	Educational Materials	2,312.62	16,360.00
5270	Elections	10,093.04	18,000.00
5275	Equipment-Minor/Small Tools	13,839.97	8,000.00
5285	Fire & Safety Supplies	9,225.73	10,500.00
5290	Fire Prevention & Inspection	1,555.00	900.00
5295	Fire Turnout Gear	31,070.98	31,000.00
5296	Fire- Volunteer/Resident	24,316.74	42,000.00
5300	Food	6,918.30	5,000.00
5305	Fuel	81,371.38	75,700.00
5310	Government Fees/Permits	19,845.15	23,500.00
5315	Household Supplies	27,941.69	38,000.00
5316	Instructors	72,477.19	73,700.00
5320	Insurance	82,633.18	85,500.00
5335	Legal Services	15,316.25	21,500.00
5340	Maint. - Vehicle Supplies	402.80	500.00
5345	Maint. - Buildings	38,856.54	49,900.00
5350	Maint. - Equipment	57,099.13	55,293.00
5355	Maint. - Grounds	60,871.40	61,350.00
5360	Maint. - Radio/Phones	1,741.33	1,500.00
5365	Maint. - Tires & Tubes	11,211.96	14,000.00

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2018 Through 6/30/2019

01 - General Fund

		<u>Current Period Actual</u>	<u>YTD Budget - Final</u>
5370	Maint. - Vehicle	27,676.24	21,000.00
5375	Medical Supplies	1,387.18	0.00
5380	Memberships/Subscriptions	9,366.55	10,900.00
5385	Mileage Reimbursement	2,801.77	3,200.00
5395	Miscellaneous	(1,667.47)	(2,000.00)
5400	Office Supplies/Expense	12,236.74	10,500.00
5405	Pool Chemicals	46,066.59	37,400.00
5410	Postage	2,463.78	2,900.00
5415	Printing	1,013.65	1,000.00
5420	Professional Services	72,845.11	110,000.00
5421	Program Supplies	18,642.05	15,000.00
5425	Publications & Legal Notices	517.12	600.00
5430	Radios	1,900.48	700.00
5431	Refund-Activity Pass	3,849.00	4,300.00
5435	Rent/Lease - Bldgs, Fields, etc.	8,078.50	700.00
5440	Rent/Lease - Equipment	7,261.70	2,000.00
5455	Staff Development	28,255.82	12,000.00
5465	Special Events	12,039.40	6,000.00
5466	Summer Spectacular	55,770.65	50,000.00
5470	Phones/internet	44,729.40	40,000.00
5480	Travel/Lodging	605.40	700.00
5490	Utilities - Water	53,184.47	60,000.00
5492	Utilities - Electric/Gas	195,844.29	160,000.00
5493	Utilities - Garbage	0.00	800.00
5495	Utilites - Water/Irrigation	484.19	0.00
5500	Vandalism	1,030.54	1,000.00
5501	Cal Fire In Kind Purchases	16,021.59	16,000.00
5625	Capital Equipment Expense	60,100.90	266,271.00
9999	Reconciliation Discrepancy Account	130.00	0.00
	Total	<u>6,478,597.22</u>	<u>6,757,159.00</u>
	Net Revenue Over	<u>(134,868.82)</u>	<u>(327,905.00)</u>
Expenditures			

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2018 Through 6/30/2019

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<u>2018-19 Year End Actual</u>	<u>Variance</u>	<u>Actual To Budget</u>	<u>Notes</u>
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Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2018 Through 6/30/2019

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2018 Through 6/30/2019

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2018 Through 6/30/2019

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2018 Through 6/30/2019



Agenda Transmittal

DATE: November 20, 2019

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

AGENDA ITEM #16: EFFICIENT MEETINGS – POLICIES & AGENDA CHANGES

RECOMMENDED ACTION: REVIEW AND APPROVE

BACKGROUND

The Cameron Park Community Services District (District) is guided by Bylaws that establish framework for governance. The Bylaws provide rules and regulations which define how the Board of Directors (Board) governs and Management operates the District. Bylaws are high-level while subsequent policies define the details of operations; policies explain the 'what' and 'why'. Bylaws and policies must be consistent.

In response to Board members interest expressed towards the end of the September meeting, staff is recommending the following revisions to District Bylaws, Policies, and Board agenda template. The changes are meant to provide framework for efficient Board of Directors meetings.

BUDGET AND ADMINISTRATION COMMITTEE

Budget and Administration Committee discussed staff's proposals at their October and November meetings, reviewing each recommendation in detail. Community members attended the October meeting and provided input as well. The Committee, with their input and changes, supported staff's recommendation moving to the Board of Directors for consideration.

DISCUSSION

Staff reviewed District Bylaws, Policies, and the Board agenda template for possible changes to make Board meetings more efficient. Staff vetted ideas with the District's legal

counsel and auditor for adherence to public meeting laws, Generally Accepted Accounting Principles (GAAP) and best practices for internal controls. Staff's recommended changes are supported by both parties.

Rules of Order for Board of Directors and Committee Meetings

Staff recommends District Bylaws and Policy 5070 be revised to Rosenberg's Rules of Order for Board meeting management (Attachment 16A). This change will reconcile the difference between District Bylaws and Policy (outlined below), and provide specific framework for efficient Board meetings.

Current District Bylaws, Section 6.7 states "Public sessions shall be conducted in accordance with Robert's Rule of Order." (Attachment 16B)

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. (Attachment 16C)

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 will not change the Board decision making process significantly. 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.

A recent City Clerks Association of California survey revealed that over 40 California agencies have adopted Rosenberg's Rules of Order. Overall, hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations, 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.

Inclusion of the Check Register

Staff recommends approval of the Check Register be delegated to the Budget and Administration Committee. The Check Register contains expenditures previously approved by the Board during the budget process, and will be posted and available on the District Website.

Current Policy 3100.50, Purchasing/Expense Authorization, states cash disbursement lists are presented to the Board of Directors each month (Attachment 16D).

Current Policy 3660, Internal Controls, states the expenditure report will be placed on the consent agenda monthly for review and approval by the Board of Directors (Attachment 16E).

Consistency for Public Testimony Time

Staff recommends aligning public testimony times and Open Forum public comment to a time limit of three minutes. Currently, the times are inconsistent and not correctly noted on the Board Meeting agenda.

Current Policy 5030, Board Meeting Conduct Revised, states that "principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to 4 minutes". It goes on to state "public comment during Open Forum are limited to three minutes per person" (Attachment 16F).

Aligning the two time limits to three minutes will allow for a more streamlined meeting and provide consistency for public testimony time limits. This would also amend the agenda currently used by the District to list the specific consistent public testimony time (Attachment 16G).

Amending Agenda Template

Staff recommends adjustment of the agenda template to provide an updated and concise agenda format. The title page currently lists three paragraphs of standard agenda verbiage. Staff proposes removal of the verbiage and posting the information the District's website. Additional sections currently listed on the agenda are moved to an alternate location to provide an easier to understand agenda packet.

Policy 5020.7, Board Meeting Agenda's Required Content, requires that "all agendas shall have the following language added to the end of the agenda...." (Attachment 16H).

Additional Agenda Streamlining Measures –Department Staff Reports

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 in detail. The General Manager's report will include significant Department items. Department Managers will provide periodic presentations to the Board.

Financial Impact

There is no negative financial impact to the District. Implementation of these measures could derive a cost savings with shorter Board of Directors meetings, reduced copying costs, and savings on staff time and attorney costs.

Attachments:

- 16A – Rosenberg's Rules of Order
- 16B – Bylaws with revision in track changes
- 16C – Policy 5070 with revision in track changes
- 16D – Policy 3310.5 with revision in track changes
- 16E - Policy 3360 with revision in track changes
- 16F – Policy 5030 with revisions in track changes
- 16G – Revised Agenda with revisions in track changes
- 16H – Policy 5020.7 with revisions in track changes



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 Bylaws

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

Approved by the Board of Directors – September 21, 2011
Revised – January 21, 2015
[Revised November 20, 2019](#)

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Cameron Park Community Services District Bylaws

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Cameron Park Community Services District Bylaws

**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.

Approved by the Board of Directors – September 21, 2011

Revised – January 21, 2015

[Revised November 20, 2019](#)

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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.

Approved by the Board of Directors – September 21, 2011

Revised – January 21, 2015

[Revised November 20, 2019](#)

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Cameron Park Community Services District Bylaws

- (p) Take or acquire real or personal property of every kind within or without the District by grant, purchase, gift, devise, lease or condemnation.
- (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

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Code and Elections Code.

- 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

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)

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- 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.
- 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 or 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

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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.

- 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, 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 ~~Roberts' Rules of Order~~ 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.

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- 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.
- 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.

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- 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.
- 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.

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CAMERON PARK COMMUNITY SERVICES DISTRICT
* POLICY GUIDE SERIES 5000-BOARD MEETINGS*

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 follows Rosenberg's Rules of Order. ~~prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules—Robert'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 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
* POLICY GUIDE SERIES 3000-OPERATIONS*

POLICY TITLE: Purchasing/Expense Authorization
POLICY NUMBER: 3310

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.

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 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 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 [Budget and Administration Committee](#) 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

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department's budgeted appropriation, the Department shall take an amendment to their budget to the Board for approval.

3100.70 Checks issued by the District require the signatures of the Board President 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.
- 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.

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 prequalification of bidders and may require bidders to provide information for the purpose of preparing and maintaining lists of qualified bidders. Prequalification 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 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 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 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. CalCard 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.

CAMERON PARK COMMUNITY SERVICES DISTRICT
* POLICY GUIDE SERIES 3000-OPERATIONS*

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.

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~~ Budget and Administration Committee.
- 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.
- 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.
- 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 GUIDE SERIES 5000-BOARD MEETINGS*

POLICY TITLE: Board Meeting Conduct Revised
POLICY NUMBER: 5030

5030.1 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

5030.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.3 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

5030.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

5030.4.1 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 ~~4~~ (3) three minutes, and individuals speaking for a group are allocated 5 minutes. Except with the consent of the Board, individuals shall be allowed to speak to an item only once. Upon completion of public comment the matter shall be returned to the Board for deliberation. Members of the public shall not be entitled to participate in that deliberation, or be present at the podium during such deliberation, except at the invitation of the Board for a point of clarification or question by the Board. Matters not on the agenda may be addressed by the general public during the

Open Forum. Public comments during Open Forum are limited to three minutes per person. The Board reserves the right to waive said rules by a majority vote.

5030.4.2 No boisterous conduct or profanity shall be permitted at any Board meeting. Persistence in boisterous conduct and/or profanity shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5030.4.3 No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030

5030.5. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present

5030.5.1 After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

5030.5.2 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.



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, October 16, 2019** **6:30 p.m.**

[Cameron Park Community Center](#)
[2502 Country Club Drive, Cameron Park](#)

There will be a reception and book signing of
"The History of Cameron Park" beginning at 5:00pm (prior to the Board Meeting).

The 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~~

AGENDA

~~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.~~

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

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

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

RECOGNITIONS AND PRESENTATIONS

Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

- "History of Cameron Park" - Karen Guthrie and Beverly Campbell
- Recognition of Eagle Scout Projects – Mike Grassle
 - Arizona Alder - picnic benches at Paul J. Ryan Park
 - Indiana Alder - split rail fence at Paul J. Ryan Park
 - Eric Rauchfuss – solar-powered score board at Rasmussen Park
- Overview of CSDA Annual Conference – Monique Scobey

OPEN FORUM FOR NON-AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #8 to be discussed and acted upon individually.

4. Conformed Agenda – Board of Directors September 18, 2019

AGENDA

-
5. Amended Conformed Agenda – Parks & Recreation Committee September 9, 2019
 6. General Manager Report
 - [Check Register](#)
 7. **RECEIVE AND FILE** District of Distinction Criteria (N. Garrison)
-

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.

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.

8. Items removed from the Consent Agenda for discussion
 9. **REVIEW AND APPROVE** Pool Facility Use Fees (J. Ritzman)
 10. **REVIEW AND APPROVE** Resolution 2019-22 Adopting Findings Supporting Amendments to the Fire Code and **FIRST READING** of Proposed 2019.11.20 Fire Code Ordinance
-

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.

11. General Matters to/from Board Members and Staff
 - Upcoming Trainings & Community Meetings
 - CSDA Workshop “Be Grant Ready” - Wednesday, October 23, 2019 from 9am-12pm at El Dorado Hills Community Services District

AGENDA

- Assembly Member Kevin Kiley hosts “Fire Insurance Forum” – Thursday, October 24, 2019 from 6pm-8pm at Cameron Park Community Center

12. Local Area Formation Commission (LAFCO)

13. 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.~~

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

Please Note: Sessions of the Board of Directors will be recorded.

For the public's information, we are now taking email requests at admin@cameronpark.org for

AGENDA

future notification of Community Services District meetings.

CAMERON PARK COMMUNITY SERVICES DISTRICT
* POLICY GUIDE SERIES 5000-BOARD MEETINGS*

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

5020.1 Agenda. The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call or email the General Manager and request a matter be placed on the agenda no later than 5:00 P.M. five (5) business days prior to the agenda publication date for a regular meeting and two (2) business days prior to the agenda publication date for a special meeting. Such request must be in writing or other form of electronic correspondence and include supporting documents and explanations, if available. The General Manager, with the assistance of the Board President, shall be responsible for ensuring that the organization of agenda contents and the volume of business contemplated by an agenda are manageable; as such, certain requested matters may be placed on the next available Board meeting agenda. If the General Manager and Board President disagree as to whether an item should be placed on the agenda, the decision of the Board President shall prevail. If the General Manager and/or Board President determine(s) that the requested matter may subject the District to potential legal liability, the matter shall be referred to the District's Legal Counsel for a decision regarding the propriety of its inclusion. The Board retains the right to overrule District Counsel's determination on said matter by a majority vote.

5020.2 Agenda Items from Members of the Public. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 Written Request. The request shall be in writing and shall be submitted to the General Manager together with any supporting documents and/or information, if any, at least ten (10) business days prior to the agenda publication date;

5020.2.2 Agendizing Public Requests. The General Manager, in cooperation with the Board President, shall be the sole judge of whether the public request to add an item to the agenda is or is not a "matter directly related to District business." This decision may be appealed to the full Board at the next regular

meeting of the Board of Directors. The Board may, by a majority vote, find that the agenda item requested by the public is a matter directly related to District business and, if such determination is made, add that matter to the agenda for the next regularly scheduled meeting of the Board of Directors. Any Director may request that the matter be placed on the agenda of the Board's next regular meeting.

5020.3 Board Agenda Actions. No action shall be taken by the Board of Directors on any item not appearing on the posted agenda unless:

5020.3.1 The majority of the Board of Directors determines that an emergency situation exists as defined by Government Code section 54956.5. An "Emergency" is defined as including both of the following: (a) work stoppage, crippling activity or other activity that severely impairs public health, safety or both; and (2) constitutes a dire emergency, defined as a crippling disaster, mass destruction, terrorist act or threatened terrorist activity that poses peril so immediate and significant that requiring the Board of Directors to provide one-hour notice before holding an emergency meeting may, itself, endanger the public health safety; or

5020.3.2 The Board of Directors determines, by two-thirds (2/3) vote, or by unanimous vote if less than two-thirds (2/3) of the Board members are present, that the need to take immediate action on the specific item arose subsequent to posting of the agenda and that staff had no knowledge of the situation requiring action prior to the posting of the agenda; or

5020.3.3 The item was included in a properly posted agenda for a prior meeting occurring not more than five (5) days prior to the meeting at which the action is taken and was continued to the meeting at which the action is proposed to be taken.

5020.3.4 Any items not appearing on the posted agenda requiring action or discussion by the Board which are raised by Board members, staff, or by members of the public during a meeting shall be automatically referred to staff and placed on the agenda for the next regular meeting of the Board of Directors.

5020.4 Public Testimony. Every agenda for a regular meeting shall provide an opportunity for members of the public to directly address the Board of Directors on any item under the subject matter jurisdiction of the District. This item of business is typically agendaized on the District's agenda for regular meetings as "open forum." In addition,

with respect to any item which is already on an agenda, the public will be given the opportunity to comment before or during the consideration of that item by the Board of Directors.

When during public testimony a member of the public raises an issue which does not appear on the agenda for that meeting, that item may not be discussed by members of the Board of Directors and no action may be taken at that meeting. However, members of the Board may ask questions for clarification, make a brief response to the issue raised by the member of the public, ask staff for supporting factual information, request staff to report back to the Board of Directors at a subsequent meeting concerning the matter, or take action to direct staff to place the matter raised by the member of the public on a future agenda. Any discussion of a nonagendized matter before the Board of Directors by the public shall be limited to permitting the member of the public to describe the issue or problem to the Board of Directors, to permit the Board of Directors to gain understanding of the issue by asking pertinent questions, and to provide direction to staff or schedule the matter for a future meeting.

5020.5 Time Limitations. The Board of Directors may establish procedures for public comment and specify reasonable time limitations for public comment, both on individual speakers and, with respect to the total time to be devoted to a particular topic or item.

5020.6 Public Criticism. When a member of the public testifies before the Board of Directors, the Board of Directors may not prohibit an individual from criticizing the policies, procedures, programs or services of the District or the alleged acts or omissions of the Board of Directors.

~~5020.7 Agenda's Required Content. Pursuant to Government Code section 54957.5, all agendas shall have the following language added to the end of the agenda:~~

~~"Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors of the District which is distributed less than 72 hours prior to the meeting shall be made available for public inspection at the same time the writing is distributed to all, or a majority of all, of the members of the Board of Directors of the District. Such written documents will be made available at the District Offices located at 2502 Country Club Drive, Cameron Park, CA 95682.~~

~~Such writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the~~

~~Americans With Disabilities Act of 1990 (42 U.S.C. § 12132) and the Federal Rules and Regulations adopted in implementation thereof.~~

~~A person with a disability who requires a modification or accommodation in order to participate in a public meeting of the Board of Directors may, five (5) days prior to the date scheduled for a regular meeting of the Board of Directors, contact the District Office at 2502 Country Club Drive, Cameron Park, CA 95682, phone number: (530) 677-2231 to request a disability related modification or accommodation in order to attend the meeting, or to request auxiliary aids or services in order to enable such person to understand the proceedings at such meeting."~~

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



Budget and Administration Committee

Tuesday, November 5, 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 Meetings – Policies & Protocols (J. Ritzman, V. Neibauer)

2. FY 2018-19 Year-End Actuals, Pre-Audit (V. Neibauer)

3. Job Descriptions & Part-Time Employee Wage Scale (written report provided in September; J. Ritzman)

4. Staff Updates

- 1st Quarter Budget to Actuals FY 2019-20
- Check Register for October

5. Items for December & Future Committee Meetings

- Five Year Budget Projection
- Reserve Policy Update
- Strategic Plan Objective Updates
- District Fees: CDs/Copies; Encroachment Permits

6. Items to take to the Board of Directors

- Job Descriptions

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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



Covenants, Conditions & Restrictions (CC&R) Committee
Monday, November 4, 2019
5:30 p.m.

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

Agenda

Members: Chair Director Ellie Wooten (EW), Vice Chair Sidney Bazett (SB),
Director Felicity Carlson (FC), Gerald Lillpop (GL), Bob Dutta (BD)
Alternate Director Holly Morrison (HM)

Staff: General Manager Jill Ritzman, CC&R Compliance Officer Kate Magoolaghan

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF CONFORMED AGENDA**
5. **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.

COMMITTEE REVIEW/ACTION

6. **MONTHLY STAFF REPORT**

Update on October Action Items:

Item #	Property Address	Unit	Parcel Number	Violation	CC&R Violation Case #	Action	Outcome
6a.	4321 Crazy Horse Rd	Cambridge Oaks Unit #3	119-310-07-100	Unmaintained Lot	CCR19-1033	Legal Counsel has sent letter	No response yet from owner
6b.	4165 Crazy Horse Rd	Cambridge Oaks Unit #3	119-274-019	Unmaintained Lot	CCR19-1032	Legal Counsel has sent letter	No response yet from owner

Items Requiring Action:

Item #	Property Address	Unit	Parcel Number	Violation	CC&R Violation Case #	Recommended Action
6d.	3115 Boeing Rd	Airpark Estates	083-162-006-000	Improperly Stored Materials	CCR19-1035	Forward to Board of Directors for consideration of legal action

6e. Open Violations

- Initial Notices - 16
- Final Notices - 5
- Pre-Legal Notices – 0
- Pending – 10
- Legal Cases – 3 (2 in limited legal)

Note: A list of current violations will be available at the meeting.

6f. Architectural Review

- Projects Reviewed – 20
- Approved – 20
- Denied – 0
- Held Over to November – 0

6g. Staff Update

7. ARC Fees; CC&R Amendment and Variance Fees (K. Magoolaghan)

8. Items for December and Future CC&R Committee Agendas

- CC&R Procedures Handbook – Process for Updating

9. Items to take to the Board of Directors

10. MATTERS TO AND FROM COMMITTEE MEMBERS

11. ADJOURNMENT



**Fire and Emergency Services Committee
Tuesday, November 5, 2019
5:30 p.m.
2502 Country Club Drive, Cameron Park**

Agenda

Members: Chair Director Holly Morrison (HM) and Vice Chair Director Felicity Wood Carlson (FC)
Alternate Director Eric Aiston (EA)

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

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. Fire Department Fees for Services – Fire Prevention** (J. Ritzman; S. Moranz)
- 2. 2019 Amended California Fire Code** (oral update regarding proposed changes; S. Moranz)

3. Report Backs – Staff and Committee Members

- Code Red Update
- Evacuation plan for those who don't drive
- PG&E Outages

4. Items for December and Future Committee Agendas

5. Items to take to the Board of Directors

- 2019 Amended California Fire Code – Second Reading

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

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



Parks & Recreation Committee
Monday, November 4, 2019
6:30 p.m.

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

Agenda

Members: Chair Director Holly Morrison (HM), Vice Chair Director Monique Scobey (MS)
Alternate Director Ellie Wooten (EW)
Staff: General Manager Jill Ritzman, Interim Recreation Supervisor Whitney Kahn,
Parks Superintendent Mike Grassle

(Monique Scobey is expected to be absent; Ellie Wooten, as the alternate, will attend in her absence.)

CALL TO ORDER

ROLL CALL

APPROVAL 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. Eric Rauchfuss, Eagle Scout** – follow-up regarding solar-powered score board at Rasmussen Park

2. **Report back on Senior Leadership Council & Senior Program Plans** (oral update, J. Ritzman and JoAnn Perry)
3. **Recreation Programming Plan/Budget** (J. Ritzman, W. Kahn)
4. **Staff Oral & Written Updates** (M. Grassle, W. Kahn)
 - Park Sign Changes for Paul J. Ryan Park
5. **Items for the December & Future Committee Agendas**
 - Facility Use Fees
 - Bass Lake Park Plans, EDHCSD
6. **Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

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



Solar Energy Ad Hoc Committee

Thursday, November 7, 2019

4:00 p.m.

2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Dan Enright (DE), Vice Chair Glenn Rambach (GR),
Director Monique Scobey (MS), Director Eric Aiston (EA), Steve Thames (ST)

Staff: General Manager Jill Ritzman, Parks Superintendent Mike Grassle

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

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DEPARTMENT MATTERS

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1. Solar Energy Acquisition Consultant – Recommended Next Steps
2. Future Meeting Calendar
3. Items for Next & Future Committee Agendas
4. Items to Take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

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



**Landscaping & Lighting Assessments Districts
(LLAD) Ad Hoc Committee
Monday, October 21, 2019
4:00 p.m.
2502 Country Club Drive, Cameron Park**

Agenda

Members: Director Eric Aiston (EA), Director Holly Morrison (HM), Dyana Anderly (DA)

Staff: General Manager Jill Ritzman, Parks Superintendent Mike Grassle

CALL TO ORDER

ROLL CALL

- *Nominate Committee Chair*

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

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- 1. Introductions & Welcome**
- 2. Description of District's 20 LLADs** (M. Grassle; one page summary)
- 3. Overview of Budget and Fund Balances** (V. Neibauer; one page LLAD budget)
 - a. Identify Districts not fiscally balanced
 - b. Background about David West Park (J. Ritzman; oral report and hand-outs)
- 4. Future Meeting Calendar; Agenda & Report Distribution protocols** (all)
- 5. Items for Next & Future Committee Agendas**
- 6. Items to Take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT