

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



Budget and Administration Committee
Tuesday, December 7, 2021
6:30 p.m.

Cameron Park Community Center
2502 Country Club Drive, Cameron Park

Agenda

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

Alternate Director Monique Scobey (MS)

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

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

- 1. Resolution to Adopt Public Agency Vesting Under Section 22893 Of The Public Employees' Medical And Hospital Care Act (J. Ritzman)**
- 2. Annual Finance Action Items for the Budget & Admin Committee (C. Greek)**
- 3. Staff Updates**
 - a. Check Register Review (C. Greek)

- b. Finance Office Monthly Report (C. Greek, oral)
- c. Legislative Updates (J. Ritzman, oral)
- d. ARC meetings & AB 361

4. Items for December & Future Committee Meetings

5. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

COVID Procedure Updates: Social Distancing & Mandatory Use of Masks at Cameron Park Community Services District, Board of Directors Meetings

1. All community members and meeting attendees are required to wear a mask or face covering upon entering and remaining within the Community Center. The mask or face covering must cover the nose, mouth and chin.
 - a. The following persons are exempted from the requirement to wear a mask or face covering and will not be required to provide proof of such exemption:
 - i. Children under two years of age;
 - ii. Persons with medical conditions who cannot safely wear a mask or face covering (e.g. due to breathing difficulties, cognitive difficulties, hearing or communication difficulties);
 - iii. Persons who cannot wear or remove a mask or face covering without assistance;
 - iv. Employees who are in an area of the premise that is not designated for public access, or who are within or behind a physical barrier.
 - b. Temporary removal of the mask or face covering is permitted where necessary for the following purposes:
 - i. Actively engaging in an athletic or fitness activity including water-based activities;
 - ii. Consuming food or drink;
 - iii. For any emergency or medical purpose.
2. This policy will be implemented and enforced in “good faith” to primarily educate people on masks and face coverings and promote their use in enclosed public spaces.
 - a. Persons with exemptions listed under 1a) are not required to show proof of exemption.
 - b. Signs about the requirement to wear masks or face coverings shall be posted at all public entrances.
 - c. Persons entering or remaining without a mask or face covering will be given a verbal reminder of the policy’s masking requirement.
3. Social distancing is encouraged whenever possible. Chairs and tables will be spaced to support social-distancing.

Thank you for your cooperation and consideration. As individuals we can choose to help build a safe, healthy, and active community.



Budget and Administration Committee
Tuesday, November 2, 2021
6:30 p.m.

Cameron Park Community Center
2502 Country Club Drive, Cameron Park

Conformed Agenda

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

Alternate Director Monique Scobey (MS)

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

CALL TO ORDER 6:40

ROLL CALL EA/FC

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

ADOPTION OF AGENDA APPROVED with amendment to move item #3d. to item #1

APPROVAL OF CONFORMED AGENDA APPROVED

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

- 1. SB1383 Food Waste Recycling**
 - *El Dorado Disposal Staff provided information about implementing SB1383 and their pilot programs.*
- 2. Accountability Act Report for FY 2020-21 (C. Greek)**
 - *APPROVED*
- 3. First Quarter Fiscal Year 2021-2022 Budget & Actuals (C. Greek)**
 - *RECEIVED & DISCUSSED*

4. Staff Updates

- a. Check Register Review (C. Greek)
- b. Finance Office Monthly Report (C. Greek, oral)
- c. Legislative Updates (J. Ritzman, oral)
- d. El Dorado Disposal Implementing SB 1383 Food Waste Recycling (J. Ritzman)

5. Items for December & Future Committee Meetings

6. Items to take to the Board of Directors

- Accountability Act Report for FY 2020-21 as consent
- First Quarter FY 2021-22 Budget to Actuals as consent
- El Dorado Disposal Workshop regarding SB1383 Food Waste Recycling

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT 8:18pm

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Board Clerk
Administrative Assistant II

Director Eric Aiston, Chair
Budget and Administration Committee



Agenda Transmittal

DATE: December 7, 2021

FROM: Jill Ritzman, General Manager
André Pichly, General Manager

AGENDA ITEM #1: **Resolution to Adopt Public Agency Vesting Under Section 22893 of the Public Employees' Medical and Hospital Care Act**

RECOMMENDED ACTION: Review and Forward to the Board of Directors

Introduction

Staff is recommending that the Budget and Administration Committee review and forward to the Board of Directors a Resolution that will require employees to work for the District for at least five years to qualify for retiree health care for themselves and their families upon retirement from the District. This stipulation was included in the recently approved labor agreement.

Discussion

If the Board of Directors approves the attached Resolution to Adopt Public Agency Vesting Under Section 22893 of the Public Employees' Medical and Hospital Care Act, employees must work for the District for five years to qualify for retiree health benefits upon retirement. The District will pay up to the amount specified in the Resolution. The rate specified in the Resolution will adjust by the Consumer Price Index (CPI) each year.

Attachments:

1A. CalPERS Resolution

Health Resolution Template Packet

Contract vs. Resolution

The CalPERS Health Program is governed by the Public Employees Medical and Hospital Care Act (PEMHCA), and the California Code of Regulations (CCR), of the California Public Employees Retirement Law (PERL). PEMHCA contains all the rules and regulations that a contracting agency must adhere to. We define PEMHCA as the actual *health contract*, and the *resolution* as the method by which an agency elects to become subject to PEMHCA.

Resolution Type (Enclosed)

| PA Vesting 22893 Resolution | Purpose |
|---|--|
| Format: <input checked="" type="checkbox"/> All, New <input type="checkbox"/> All, Change <input type="checkbox"/> All, Rescind <input type="checkbox"/> By Group, New <input type="checkbox"/> By Group, Change <input type="checkbox"/> By Group, Rescind | A public agency employer must file a <i>vesting resolution</i> to establish that employees hired on or after the effective date of the vesting resolution are subject to health vesting requirements and schedule outlined in PEMHCA Government Code 22893, and to designate the monthly employer health contribution an annuitant who is subject to vesting would receive based on years of credited service. |

Instructions

- The enclosed resolution should be completed by filling in the editable fields with the information requested in the field tab. Contracting agencies may not add, edit, or remove language in the enclosed resolution, other than the editable fields. CalPERS may reject resolutions that are submitted with additional changes.
- The certification shown following the resolution is to be completed by those individuals authorized to sign for the contracting agency in legal actions and is to include the name of the governing body (i.e. Board of Directors, Board of Trustees, etc.), and the location and the date of signing.
- **This resolution serves as a legally binding document, and we require the original resolution, certified copy with original signatures, or a copy of the resolution with the agency's raised seal.** Please complete and include the enclosed cover sheet when mailing the resolution.

Questions or Additional Information

The Health Resolutions & Compliance Unit is responsible for authoring and maintaining this document. The unit can be contacted directly at HealthContracts@calpers.ca.gov.

**Please staple on top of your health resolution(s) or cover letter.
This will ensure that the CalPERS mailroom expedites delivery to our office.
Mail packet to either:**

Overnight Mail Service

California Public Employees' Retirement System
Health Resolutions & Compliance Services, HAMD
400 Q Street
Sacramento, CA 95811

Regular Mail

California Public Employees' Retirement System
Health Resolutions & Compliance Services, HAMD
PO BOX 942714
Sacramento, CA 94229-2714

HEALTH RESOLUTION

| | |
|-------------------------------|---|
| CalPERS ID # | 4935144749 |
| Agency Name | Cameron Park Community Services District |
| Desired Effective Date | February 1, 2022 |

RESOLUTION NO. Number
ELECTING TO ADOPT PUBLIC AGENCY VESTING UNDER SECTION 22893
OF THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) Cameron Park Community Services District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the “Act”); and

WHEREAS, (2) Government Code Section 22893 provides that a contracting agency subject to the Act the may file a resolution with the Board of the California Public Employees’ Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22893; and

WHEREAS, (3) Cameron Park Community Services District certifies, some or all employees are represented by a bargaining unit and there is an applicable memorandum of understanding; and

WHEREAS, (4) The credited service of an employee for purposes of determining the percentage of employer contribution applicable under Government Code Section 22893 shall mean service as defined in Government Code Section 20069, except that not less than five years of that service shall be performed entirely with the Cameron Park Community Services District; and

WHEREAS, (5) The employer contribution for active employees cannot be less then what is defined in Government Code Section 22892(b); now, therefore be it

RESOLVED, (a) That employees first hired on or after the effective date of this resolution shall be subject to the requirements defined in Government Section 22893, except that the employer may, once each year without discrimination, allow all employees who were first employed before Government Code Section 22893 became applicable to the employer to individually elect to be subject to the provisions of Government Code Section 22893, and the employer shall notify the Board which employees have made that election; and be it further

RESOLVED, (b) That the employer contribution for each annuitant subject to vesting shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

| Medical Group | Monthly Employer Health Contribution for Vesting (Year 2022) | | |
|------------------------|---|------------|--------------|
| | Self | Self+1 | Self+ Family |
| 001 General Manager | \$816.00 | \$1,548.00 | \$1,983.00 |
| 002 Fire, Admin, Misc. | \$816.00 | \$1,548.00 | \$1,983.00 |
| 003 General Employees | \$816.00 | \$1,548.00 | \$1,983.00 |
| 004 Local One Members | \$816.00 | \$1,548.00 | \$1,983.00 |

but not less than the amounts prescribed by Section 22893(a)(1), plus administrative fees and Contingency Reserve Fund assessments; and be it further

- RESOLVED, (c) That the percentage of employer contribution payable for post-retirement health benefits for each annuitant shall be based on the employee's completed years of credited service based upon the table in Government Code Section 22893; and be it further
- RESOLVED, (d) Cameron Park Community Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (e) That the participation of the employees and annuitants of Cameron Park Community Services District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Cameron Park Community Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees' Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (f) That the executive body appoint and direct, and it does hereby appoint and direct, André Pichly, General Manager to file with the Board a verified copy of this resolution, and to perform on behalf of Cameron Park Community Services District all functions required of it under the Act; and be it further
- RESOLVED, (g) That coverage under the Act be effective on **February 1, 2022**.

Adopted at a regular meeting of the Cameron Park Community Services District Board of Directors at Location, this Day day of Month, Year.

Signed: _____
(President, Chairman, etc.)

Attest: _____
André Pichly, General Manager

Annual Finance Action Items for the Budget & Admin Committee

| Name of Item | Action Month | Notes |
|------------------------------------|---|--|
| Check Register Review | Monthly | Budget & Admin Review of Monthly Check Register |
| Quarterly Budget to Actuals | Quarterly | This has two steps per quarter: <ul style="list-style-type: none"> Budget & Admin Review of Quarterly Budget to Actuals Board Receive & File of Quarterly Budget to Actuals |
| Audit | February | This has two steps: <ul style="list-style-type: none"> Budget & Admin Review of Prior Fiscal Year Audit Board Approval of Prior Fiscal Year Audit |
| Budget | January, February, April, May, June, August | This has several steps: <ul style="list-style-type: none"> Budget & Admin Review/Board Approval of Budget Timeline (January) Budget & Admin Review/Board Approval of Midyear Budget Adjustments (February) Budget & Admin 1st Review of General Fund 01, CC&R Fund 02, LLADs Funds 30-50 (April) Budget & Admin 2nd Review of General Fund 01, CC&R Fund 02, LLADs Funds 30-50; 1st Review of Capital Asset Reserves Funds 07 & 80 (May) Budget Adoption by Board - CC&R Fund 02 & LLADs Funds 30-50 (May) Budget & Admin Final Review of Preliminary Budgets for General Fund 01 and Capital Asset Reserves Funds 07 & 80 (June) Preliminary Budget Adoption by Board - General Fund 01 and Capital Asset Reserves Funds 07 & 80 (June) Budget & Admin Review of Final Draft Budget for General Fund 01 and all Special Funds (August) Adoption of Final Budget by Board – General Fund 01 and all Special Funds (August) <ul style="list-style-type: none"> This meeting requires a public hearing and notice in the newspaper at least 10 days prior to the meeting |

| | | |
|---|-------------------|---|
| Levy and Collect CC&R Assessments | March | <p>This has two steps:</p> <ul style="list-style-type: none"> • Budget & Admin Review of CC&R Assessments with El Dorado County Auditor • Board Approval of Resolution directing El Dorado County Auditor to levy and collect assessments for the fiscal year |
| Engineers Report for LLAD Assessments | March, June, July | <p>This has several steps:</p> <ul style="list-style-type: none"> • Directing Preparation of the Engineer's Report for the Continuation of the LLAD Assessments (March) • Declaring the Intention to Continue Assessments for the Fiscal Year, Preliminarily Approving Engineer's Report & Providing Notice of Hearing for the LLADs (June) • Approving Engineer's Report, Confirming Diagram & Assessment, and Directing Auditor of El Dorado County to Continue and to Collect Assessment for the Fiscal Year (July) <ul style="list-style-type: none"> ○ This meeting requires a public hearing and notice in the newspaper at least 10 days prior to the meeting |
| El Dorado Disposal/Waste Connections Rate Review | April and May | <p>This has several steps:</p> <ul style="list-style-type: none"> • Presentation to Board by El Dorado Disposal and Set Public Hearing (April) • Budget & Admin Review of El Dorado Disposal/Waste Connections Rate Review (May) • Board Approval of Resolution approving rate for fiscal year (May) <ul style="list-style-type: none"> ○ This meeting requires a public hearing and notice in the newspaper at least 10 days prior to the meeting |
| Appropriations Limitation | June | <p>This has two steps:</p> <ul style="list-style-type: none"> • Budget & Admin Review of Appropriations Limitation • Board Approval of Resolution establishing appropriations limitation for the fiscal year <ul style="list-style-type: none"> ○ This meeting requires a public hearing and notice in the newspaper at least 10 days prior to the meeting |

| | | |
|--|-----------|--|
| Amount of Money to be Raised by Taxation to Pay Voter-Approved Debt | July | <p>This has two steps:</p> <ul style="list-style-type: none"> • Budget & Admin Review of Taxation • Board Approval of Resolution stating the purposes and fixing the amount of money to be raised by taxation in the District to pay voter-approved debt for the fiscal year |
| Annual Disclosure of Board and Employee Reimbursements | July | <p>This has two steps:</p> <ul style="list-style-type: none"> • Budget & Admin Review of Annual Disclosure of Board and Employee Reimbursements • Board Approval of Annual Disclosure of Board and Employee Reimbursements |
| Unaudited Fiscal Year End Financial Review | September | <p>This has two steps:</p> <ul style="list-style-type: none"> • Budget & Admin Review of Unaudited Fiscal Year End Report • Board Review of Unaudited Fiscal Year End Report |
| Accountability Act Report (CC&Rs) | November | <p>This has two steps:</p> <ul style="list-style-type: none"> • Budget & Admin Review of Accountability Act Report • Board Approval of Accountability Act Report |

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 11/1/2021 Through 11/30/2021

| <u>Vendor Name</u> | <u>Description</u> | <u>Check Amount</u> | <u>Check Date</u> | <u>Check #</u> |
|--------------------------------|--|---------------------|-------------------|---------------------------|
| | Payroll GL PP23 11/12/21 | 35,731.68 | 11/12/2021 | Payroll GL 11/12/21 |
| | | 35,731.68 | 11/12/2021 | Total Payroll GL 11/12/21 |
| | Payroll GL PP24 11/26/21 | 37,062.92 | 11/26/2021 | Payroll GL 11/26/21 |
| | | 37,062.92 | 11/26/2021 | Total Payroll GL 11/26/21 |
| Abila | Accounting Software - December 2021 | 795.30 | 11/18/2021 | 34680 |
| | | 795.30 | 11/18/2021 | Total 34680 |
| ADM Screening | Pre Emp testing 10/26/21 Parks | 90.00 | 11/4/2021 | 34620 |
| | | 90.00 | 11/4/2021 | Total 34620 |
| Airespring Inc. | Internet Broadbands Com Cntr/Lake November 2021 | 567.19 | 11/4/2021 | 34621 |
| | | 567.19 | 11/4/2021 | Total 34621 |
| Airgas National Carbonation | CO2 tank rental 10/31/21 | 84.75 | 11/11/2021 | 34666 |
| | | 84.75 | 11/11/2021 | Total 34666 |
| Airgas National Carbonation | CO2 fill, pool 10/23/21 | 231.45 | 11/4/2021 | 34622 |
| Airgas National Carbonation | CO2 fill, pool 10/27/21 | 252.09 | 11/4/2021 | |
| | | 483.54 | 11/4/2021 | Total 34622 |
| Airgas National Carbonation | CO2 fill, pool 11/10/21 | 234.46 | 11/18/2021 | 34681 |
| | | 234.46 | 11/18/2021 | Total 34681 |
| Alhambra | Water delv & Cooler rental 11/01 & 11/15/21 | 73.91 | 11/18/2021 | 34682 |
| | | 73.91 | 11/18/2021 | Total 34682 |
| Allison Barrows | Skyhawks Soccer cancelled - refund x 3 Nov 2021 | 255.00 | 11/18/2021 | 34683 |
| | | 255.00 | 11/18/2021 | Total 34683 |

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 11/1/2021 Through 11/30/2021

| Vendor Name | Description | Check Amount | Check Date | Check # |
|-----------------------------------|--|---------------------|-------------------|----------------|
| Allison Jordan | Baseball Tots cancelled Oct/Nov 2021- refund & hh refund | 170.00 | 11/4/2021 | 34650 |
| | | 170.00 | 11/4/2021 | Total 34650 |
| Ana Karina Perez | Hall rental Deposit Refund minus damages/cleaning 10/23/21 | 52.31 | 11/24/2021 | 34725 |
| | | 52.31 | 11/24/2021 | Total 34725 |
| April Mason | Hall rental error of security fee - refund Nov 2021 | 125.00 | 11/18/2021 | 34709 |
| | | 125.00 | 11/18/2021 | Total 34709 |
| Arnolds for Awards, Inc. | District Meeting name plates JM & CG 10/19/21 | 67.12 | 11/4/2021 | 34624 |
| | | 67.12 | 11/4/2021 | Total 34624 |
| AT&T Calnet 3 | CSD Phone lines 09/24-10/23/21 BAN 9391035823 | 425.07 | 11/4/2021 | 34625 |
| | | 425.07 | 11/4/2021 | Total 34625 |
| AT&T Calnet 3 | FD Fax line 10/10-11/09/21 BAN# 9391035819 JPA/Fire splits | 22.53 | 11/24/2021 | 34717 |
| | | 22.53 | 11/24/2021 | Total 34717 |
| AT&T Calnet 3 | FD Phones 09/24-10/23/21 JPA/Fire splits BAN 9391035822 | 156.96 | 11/4/2021 | 34626 |
| | | 156.96 | 11/4/2021 | Total 34626 |
| Bauer Compressors, Inc. | FD89 Compressor Service/Repair 11/17/21 | 1,007.58 | 11/24/2021 | 34718 |
| | | 1,007.58 | 11/24/2021 | Total 34718 |
| Bliss Power Lawn Equipment Co. | Parks mower parts 11/18/21 | 438.97 | 11/18/2021 | 34686 |
| | | 438.97 | 11/18/2021 | Total 34686 |

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 11/1/2021 Through 11/30/2021

| <u>Vendor Name</u> | <u>Description</u> | <u>Check Amount</u> | <u>Check Date</u> | <u>Check #</u> |
|---|---|---------------------|-------------------|-------------------|
| Brad Shepley | Futsal team - Refund Nov 2021 | 495.00 | 11/24/2021 | 34731 |
| | | 495.00 | 11/24/2021 | Total 34731 |
| California Department of Tax and Fee Administration | Water Rights fees 07/1/21-06/60/22 (2 accounts) | 643.56 | 11/24/2021 | 34719 |
| | | 643.56 | 11/24/2021 | Total 34719 |
| California Public Employee's Retirement System | CalPERS Health Pymt November 2021 | 20,386.25 | 11/5/2021 | 1001965056 |
| | | 20,386.25 | 11/5/2021 | Total 1001965056 |
| California Public Employee's Retirement System | PP23 11/12/21 CalPERS Retirement - Classic | 530.29 | 11/12/2021 | 1001980513 |
| | | 530.29 | 11/12/2021 | Total 1001980513 |
| California Public Employee's Retirement System | PP23 11/12/21 CalPERS Retirement - Pepra | 4,025.63 | 11/12/2021 | 10019805155 |
| | | 4,025.63 | 11/12/2021 | Total 10019805155 |
| California Public Employee's Retirement System | PP24 11/26/21 CalPERS Retirement - Classic | 530.29 | 11/26/2021 | 1001989503 |
| | | 530.29 | 11/26/2021 | Total 1001989503 |
| California Public Employee's Retirement System | PP24 11/26/21 CalPERS Retirement - Pepra | 4,273.71 | 11/26/2021 | 1001989511 |
| | | 4,273.71 | 11/26/2021 | Total 1001989511 |
| CalPERS 457 Plan | PP23 11/12/21 CalPERS 457 Plan | 200.00 | 11/12/2021 | 1001980511 |
| | | 200.00 | 11/12/2021 | Total 1001980511 |
| CalPERS 457 Plan | PP24 11/26/21 CalPERS 457 Plan | 200.00 | 11/26/2021 | 1001989501 |

Cameron Park Community Services District

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From 11/1/2021 Through 11/30/2021

| <u>Vendor Name</u> | <u>Description</u> | <u>Check Amount</u> | <u>Check Date</u> | <u>Check #</u> |
|----------------------------|--|---------------------|-------------------|------------------|
| | | 200.00 | 11/26/2021 | Total 1001989501 |
| Capital Live Scan | Pre-emp fp/bg checks Parks & CC 10/31/21 | 42.00 | 11/18/2021 | 34687 |
| | | 42.00 | 11/18/2021 | Total 34687 |
| CardConnect | Card reader rentals CC & Kiosk October 2021 | 75.00 | 11/4/2021 | 34627 |
| | | 75.00 | 11/4/2021 | Total 34627 |
| Christina Greek | Cell Allowance - November 2021 | 100.00 | 11/4/2021 | 34644 |
| | | 100.00 | 11/4/2021 | Total 34644 |
| Churchill's Hardware, Inc. | FD's hardware, misc. October 2021 | 181.85 | 11/4/2021 | 34630 |
| | | 181.85 | 11/4/2021 | Total 34630 |
| Churchill's Hardware, Inc. | Parks/Lake/CC Misc hardware, etc. October 2021 | 888.57 | 11/11/2021 | 34667 |
| | | 888.57 | 11/11/2021 | Total 34667 |
| Cintas Corporation #622 | CC Janitorial Supplies 10/26/21 | 276.10 | 11/4/2021 | 34631 |
| Cintas Corporation #622 | CC Janitorial Supplies 11/02/21 | 283.26 | 11/4/2021 | |
| | | 559.36 | 11/4/2021 | Total 34631 |
| Cintas Corporation #622 | CC Janitorial Supplies 11/09/21 | 323.05 | 11/18/2021 | 34689 |
| Cintas Corporation #622 | Pool Janitorial Supplies 11/16/21 | 283.26 | 11/18/2021 | |
| | | 606.31 | 11/18/2021 | Total 34689 |
| Comcast | FD88 Internet 11/14-12/13/21 | 87.95 | 11/18/2021 | 34691 |
| | | 87.95 | 11/18/2021 | Total 34691 |
| Comcast | FD89 Internet 11/11-12/10/21 JPA/FIRE splits | 154.69 | 11/18/2021 | 34690 |
| | | 154.69 | 11/18/2021 | Total 34690 |

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 11/1/2021 Through 11/30/2021

| Vendor Name | Description | Check Amount | Check Date | Check # |
|---|---|---------------------|-------------------|----------------|
| Comcate Software, Inc. | CC&R software Annual renewal 12/06/21-12/05/22 | 3,500.97 | 11/18/2021 | 34692 |
| | | 3,500.97 | 11/18/2021 | Total 34692 |
| Dave Ito | FD88 D. Ito (DMV/ADM phys) reimb 10/29/21 | 85.00 | 11/18/2021 | 34704 |
| | | 85.00 | 11/18/2021 | Total 34704 |
| De Lage Landen Financial Services, Inc. | CC Copier Lease 10/15-11/14/21 #988441 | 247.75 | 11/4/2021 | 34633 |
| | | 247.75 | 11/4/2021 | Total 34633 |
| De Lage Landen Financial Services, Inc. | FD88 Copier Lease 10/15-11/14/21 #522414 | 91.97 | 11/4/2021 | 34632 |
| | | 91.97 | 11/4/2021 | Total 34632 |
| De Lage Landen Financial Services, Inc. | FD89 Copier Lease 10/15-11/14/21 | 196.82 | 11/4/2021 | 34634 |
| | | 196.82 | 11/4/2021 | Total 34634 |
| Delta Dental of California | Dental - December 2021 | 1,413.76 | 11/18/2021 | 34694 |
| | | 1,413.76 | 11/18/2021 | Total 34694 |
| Department of Industrial Relations | OSHA Penalty Pymt # 29 Due 11/18/21 | 485.00 | 11/4/2021 | 34635 |
| | | 485.00 | 11/4/2021 | Total 34635 |
| Department of Justice | Pre emp BG checks CC/Fac & Parks Oct. 2021 | 64.00 | 11/11/2021 | 34668 |
| | | 64.00 | 11/11/2021 | Total 34668 |
| DTA | CP Fire First Responder Fee Study 06/04-06/25/21 (FY 20/21) | 5,256.91 | 11/18/2021 | 34695 |
| | | 5,256.91 | 11/18/2021 | Total 34695 |
| Eide Bailly LLP | CPA Srvcs Aug & October 2021 | 1,460.00 | 11/4/2021 | 34638 |

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 11/1/2021 Through 11/30/2021

| <u>Vendor Name</u> | <u>Description</u> | <u>Check Amount</u> | <u>Check Date</u> | <u>Check #</u> |
|--------------------------------------|--|---------------------|-------------------|----------------|
| | | 1,460.00 | 11/4/2021 | Total 34638 |
| El Dorado County Environmental Mgmt. | Community Event Coordinator Permit fee - Xmas Craft Fair '21 | 0.00 | 11/4/2021 | 34637 |
| | | 0.00 | 11/4/2021 | Total 34637 |
| Ellamae J. Wooten | Dir comp Mtg 11/07/21 | 100.00 | 11/18/2021 | 34715 |
| | | 100.00 | 11/18/2021 | Total 34715 |
| Ellamae J. Wooten | Dir Comp Mtgs 10/04,04,06,20 | 400.00 | 11/4/2021 | 34665 |
| | | 400.00 | 11/4/2021 | Total 34665 |
| Epperson Law Group, PC | Legal Srvc, mtgs, emails, calls 09/28-10/22/21 | 1,746.00 | 11/18/2021 | 34696 |
| | | 1,746.00 | 11/18/2021 | Total 34696 |
| Eric William Blodgett Aiston | Dir Comp Mtgs 10/05,05,06,12,20 | 500.00 | 11/4/2021 | 34623 |
| | | 500.00 | 11/4/2021 | Total 34623 |
| Ewing Irrigation Products, Inc. | BarJA irrig supplies 11/03/21 | 146.94 | 11/24/2021 | 34720 |
| | | 146.94 | 11/24/2021 | Total 34720 |
| Ewing Irrigation Products, Inc. | EW Park irrig. supplies 10/19/21 | 259.05 | 11/4/2021 | 34639 |
| | | 259.05 | 11/4/2021 | Total 34639 |
| Executech | GM laptop, new battery 10/29/21 | 99.74 | 11/4/2021 | 34640 |
| | | 99.74 | 11/4/2021 | Total 34640 |
| Executech | MSA, IT Srvc, November 2021 | 2,947.06 | 11/18/2021 | 34697 |
| Executech | SonicWall Security renew to Feb '23 (fire, cc & lake) 11/09 | 2,152.70 | 11/18/2021 | |
| | | 5,099.76 | 11/18/2021 | Total 34697 |
| Felicity Wood Carlson | Dir Comp Mtgs 10/04, 05,06,12,20 | 500.00 | 11/4/2021 | 34628 |

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 11/1/2021 Through 11/30/2021

| <u>Vendor Name</u> | <u>Description</u> | <u>Check Amount</u> | <u>Check Date</u> | <u>Check #</u> |
|---|--|---------------------|-------------------|----------------|
| | | 500.00 | 11/4/2021 | Total 34628 |
| Felicity Wood Carlson | Dir Comp Mtgs 11/02,03,08,17 | 400.00 | 11/18/2021 | 34688 |
| | | 400.00 | 11/18/2021 | Total 34688 |
| Foothill Auto Service, Inc. | Parks, 1996 Bronco Fuel Pump 10/21/21 | 710.44 | 11/24/2021 | 34721 |
| | | 710.44 | 11/24/2021 | Total 34721 |
| Golden State Equipment Repair | CC Ice machine repaired 09/27/21 | 276.81 | 11/4/2021 | 34642 |
| | | 276.81 | 11/4/2021 | Total 34642 |
| Government Finance Officer's Assoc. | C. Greek Annual Memb Dues CY 2022 ID# 300221482 | 160.00 | 11/18/2021 | 34700 |
| | | 160.00 | 11/18/2021 | Total 34700 |
| Hangtown Fire Control, Inc. | FD88 Hood Service 10/07/21 | 189.35 | 11/4/2021 | 34645 |
| | | 189.35 | 11/4/2021 | Total 34645 |
| Heartwood Professional Tree Management Inc. | BarJA Tree removal 10/27/21 | 550.00 | 11/4/2021 | 34646 |
| | | 550.00 | 11/4/2021 | Total 34646 |
| Heartwood Professional Tree Management Inc. | CP Lake emergency tree removal 11/14/21 | 650.00 | 11/18/2021 | 34701 |
| | | 650.00 | 11/18/2021 | Total 34701 |
| Heartwood Professional Tree Management Inc. | Tree Maint @ Gateway park 11/03/21 | 2,800.00 | 11/11/2021 | 34669 |
| | | 2,800.00 | 11/11/2021 | Total 34669 |
| Highlander Termite & Pest Control | FD88 Pest Control 10/27/21 #1035 | 35.00 | 11/4/2021 | 34647 |

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Check/Voucher Register - Check Register
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| <u>Vendor Name</u> | <u>Description</u> | <u>Check Amount</u> | <u>Check Date</u> | <u>Check #</u> |
|---|---|---------------------|-------------------|----------------|
| | | 35.00 | 11/4/2021 | Total 34647 |
| Highlander Termite & Pest Control | FD89 Pest Control 11/14/21 #713 | 75.00 | 11/18/2021 | 34702 |
| | | 75.00 | 11/18/2021 | Total 34702 |
| Hillyard, Inc. | Parks Janitorial Supplies 10/20/21 | 641.68 | 11/4/2021 | 34648 |
| | | 641.68 | 11/4/2021 | Total 34648 |
| Hunt & Sons | FD Bulk Fuel 10/29/21 | 1,588.92 | 11/4/2021 | 34649 |
| | | 1,588.92 | 11/4/2021 | Total 34649 |
| Hunt & Sons | FD Bulk Fuel 11/12/21 | 1,801.87 | 11/18/2021 | 34703 |
| | | 1,801.87 | 11/18/2021 | Total 34703 |
| Janie Vosalikova | Soccer / Football Tots cancelled Oct/Nov 2021- refunds x3 | 255.00 | 11/4/2021 | 34664 |
| | | 255.00 | 11/4/2021 | Total 34664 |
| Jenell Mangelson | Soccer Tots cancelled Oct/Nov 2021- refund | 85.00 | 11/4/2021 | 34652 |
| | | 85.00 | 11/4/2021 | Total 34652 |
| Jennifer Bettencourt | Fall Break camp - had to cancel - refund Nov 2021 | 80.00 | 11/18/2021 | 34685 |
| | | 80.00 | 11/18/2021 | Total 34685 |
| Jill Ritzman | Cell Allowance - November 2021 | 100.00 | 11/4/2021 | 34656 |
| | | 100.00 | 11/4/2021 | Total 34656 |
| Jonathan Sherwood | Fire Intern/Fire Inspector shifts 10/05,12,19,26 | 360.00 | 11/4/2021 | 34657 |
| | | 360.00 | 11/4/2021 | Total 34657 |
| Jorgensen Company | FD88 Fire Ext Prev Maint 10/28/21 | 84.72 | 11/4/2021 | 34651 |

Cameron Park Community Services District
Check/Voucher Register - Check Register
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| <u>Vendor Name</u> | <u>Description</u> | <u>Check Amount</u> | <u>Check Date</u> | <u>Check #</u> |
|---------------------|---|---------------------|-------------------|----------------|
| Jorgensen Company | FD89 Fire Ext Prev Maint 10/28/21 | 168.28 | 11/4/2021 | |
| | | 253.00 | 11/4/2021 | Total 34651 |
| Jose Cortes | Boot reimbursement - JC 11/14/21 | 150.00 | 11/18/2021 | 34693 |
| | | 150.00 | 11/18/2021 | Total 34693 |
| Joseph Munizich | Bird class on 11/06/21 (60%) | 73.20 | 11/11/2021 | 34672 |
| | | 73.20 | 11/11/2021 | Total 34672 |
| Joshua C. Marks | Parks & RR's unlock/lock November 2021 | 1,650.00 | 11/18/2021 | 34708 |
| | | 1,650.00 | 11/18/2021 | Total 34708 |
| JS West Propane Gas | FD88 Propane fill 10/28/21 | 558.66 | 11/24/2021 | 34723 |
| | | 558.66 | 11/24/2021 | Total 34723 |
| JS West Propane Gas | Propane Fill, Pool 10/27/21 | 2,911.23 | 11/11/2021 | 34670 |
| | | 2,911.23 | 11/11/2021 | Total 34670 |
| JS West Propane Gas | Propane fill, pool 11/02/21 | 2,248.70 | 11/18/2021 | 34705 |
| | | 2,248.70 | 11/18/2021 | Total 34705 |
| JS West Propane Gas | Propane fill, pool 11/08/21 | 2,670.81 | 11/18/2021 | 34706 |
| | | 2,670.81 | 11/18/2021 | Total 34706 |
| JS West Propane Gas | Propane fill, Pool 11/15/21 (\$2.59 gal) | 3,257.44 | 11/24/2021 | 34722 |
| | | 3,257.44 | 11/24/2021 | Total 34722 |
| Kayla Thayer | Cell Allowance - November 2021 | 50.00 | 11/4/2021 | 34661 |
| | | 50.00 | 11/4/2021 | Total 34661 |
| Kayla Thayer | Xmas Craft Fair permit - reimb | 171.00 | 11/11/2021 | 34677 |

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 11/1/2021 Through 11/30/2021

| <u>Vendor Name</u> | <u>Description</u> | <u>Check Amount</u> | <u>Check Date</u> | <u>Check #</u> |
|------------------------|--|---------------------|-------------------|----------------|
| | | 171.00 | 11/11/2021 | Total 34677 |
| Kimberly Vickers | Cell Allowance - November 2021 | 100.00 | 11/4/2021 | 34663 |
| | | 100.00 | 11/4/2021 | Total 34663 |
| Kristy Duncan | Flag Football cancelled Oct/Nov 2021- refund | 85.00 | 11/4/2021 | 34636 |
| | | 85.00 | 11/4/2021 | Total 34636 |
| Larry McBride | In Lieu Med Bens - Retired - November 2021 | 600.00 | 11/4/2021 | 34653 |
| | | 600.00 | 11/4/2021 | Total 34653 |
| Lincoln Aquatics | CC Pool gasket 11/15/21 | 75.60 | 11/18/2021 | 34707 |
| | | 75.60 | 11/18/2021 | Total 34707 |
| Lincoln Aquatics | Chlorine Bulk, Pool 11/02/21 | 1,083.79 | 11/24/2021 | 34724 |
| | | 1,083.79 | 11/24/2021 | Total 34724 |
| Lincoln Aquatics | Pool Chemicals 10/28/21 | 629.88 | 11/11/2021 | 34671 |
| | | 629.88 | 11/11/2021 | Total 34671 |
| Meagan Reynolds | Soccer Tots cancelled Oct/Nov 2021- refund | 85.00 | 11/4/2021 | 34655 |
| | | 85.00 | 11/4/2021 | Total 34655 |
| Michael Grassle | Cell Allowance - November 2021 | 100.00 | 11/4/2021 | 34643 |
| | | 100.00 | 11/4/2021 | Total 34643 |
| Myung Chong | Mod Zumba 10/04-10/28/21 Instructor (2/2) | 115.50 | 11/4/2021 | 34629 |
| | | 115.50 | 11/4/2021 | Total 34629 |
| Pathian Administrators | Vision Benefits - December 2021 | 177.90 | 11/11/2021 | 34673 |
| | | 177.90 | 11/11/2021 | Total 34673 |
| Patricia Feagan-Reason | Employee Boots (less pt) Reimb - PF-R 11/18/21 | 75.00 | 11/18/2021 | 34698 |

Cameron Park Community Services District

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| <u>Vendor Name</u> | <u>Description</u> | <u>Check Amount</u> | <u>Check Date</u> | <u>Check #</u> |
|---------------------------------|---|---------------------|-------------------|----------------|
| | | 75.00 | 11/18/2021 | Total 34698 |
| Paychex | Paychex Flex/Mobile fees for October 2021 | 208.00 | 11/23/2021 | 1808275 |
| | | 208.00 | 11/23/2021 | Total 1808275 |
| PG&E | Elec. 09/27-10/25/21 CP Lake & New Crn | 1,263.73 | 11/24/2021 | 34727 |
| | | 1,263.73 | 11/24/2021 | Total 34727 |
| PG&E | Elec. 09/27-10/25/21 LLADs | 11,563.93 | 11/11/2021 | 34674 |
| | | 11,563.93 | 11/11/2021 | Total 34674 |
| PG&E | Elec. 11 Lamps 10/16-11/15/21 | 162.83 | 11/24/2021 | 34728 |
| | | 162.83 | 11/24/2021 | Total 34728 |
| PG&E | Elec. 8 Lamps 10/16-11/15/21 | 118.42 | 11/24/2021 | 34726 |
| | | 118.42 | 11/24/2021 | Total 34726 |
| PG&E | FD's 88/89 Elec 09/27-10/25/21 Jpa/Fire splits & Carous Ln. | 1,502.11 | 11/4/2021 | 34654 |
| | | 1,502.11 | 11/4/2021 | Total 34654 |
| Public Employee's Union Local 1 | Union Dues for Payroll 11/12/21 | 108.06 | 11/11/2021 | 34675 |
| | | 108.06 | 11/11/2021 | Total 34675 |
| Public Employee's Union Local 1 | Union Dues for payroll PP24 11/26/21 | 107.84 | 11/24/2021 | 34729 |
| | | 107.84 | 11/24/2021 | Total 34729 |
| Purchase Power | Postage Meter refill (dept % costs for 9/25-11/10/21 use) | 200.00 | 11/24/2021 | 34730 |
| | | 200.00 | 11/24/2021 | Total 34730 |
| Riebes Auto Parts | FD E288 Batteries w/dep credit #479507 11/08/21 ACCT#31675 | 485.03 | 11/18/2021 | 34711 |

Cameron Park Community Services District

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| <u>Vendor Name</u> | <u>Description</u> | <u>Check Amount</u> | <u>Check Date</u> | <u>Check #</u> |
|--------------------------------------|--|---------------------|-------------------|----------------|
| | | 485.03 | 11/18/2021 | Total 34711 |
| Riebes Auto Parts | Growlersburg In Kind - scan tool 11/10/21 ACCT# 1687 | 1,839.17 | 11/18/2021 | 34710 |
| | | 1,839.17 | 11/18/2021 | Total 34710 |
| Riverview International Trucks, Inc. | FD E388 Power Steering Pump 09/21/21 | 558.49 | 11/18/2021 | 34712 |
| Riverview International Trucks, Inc. | FD E389 Wheel speed sensor 09/21/21 | 154.55 | 11/18/2021 | |
| | | 713.04 | 11/18/2021 | Total 34712 |
| Sarah Ford | Christmas craft fair Dec 2021 - vendor cancelled - refund | 85.00 | 11/4/2021 | 34641 |
| | | 85.00 | 11/4/2021 | Total 34641 |
| Sherril Wurm | Skill/drill program, error on dbi purchase - refund Nov 2021 | 85.00 | 11/18/2021 | 34716 |
| | | 85.00 | 11/18/2021 | Total 34716 |
| Sidney Arthur Bazett | Dir Comp Mtgs 10/04,05,06,20 | 400.00 | 11/18/2021 | 34684 |
| Sidney Arthur Bazett | Dir Comp Mtgs 11/08, 17 | 200.00 | 11/18/2021 | |
| | | 600.00 | 11/18/2021 | Total 34684 |
| Sierra Nevada Tire & Wheel | FD E89 New Tires 11/01/21 | 4,937.04 | 11/4/2021 | 34658 |
| | | 4,937.04 | 11/4/2021 | Total 34658 |
| State Industrial Products | Parks chemicals 10/19/21 | 230.27 | 11/4/2021 | 34659 |
| | | 230.27 | 11/4/2021 | Total 34659 |
| Stephen A. Twitchell | Mod Zumba 10/04-10/28/21 Instructor (1/2) | 115.50 | 11/4/2021 | 34662 |
| | | 115.50 | 11/4/2021 | Total 34662 |

Cameron Park Community Services District
Check/Voucher Register - Check Register
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|----------------------------|---|---------------------|-------------------|----------------------|
| Stratus Environmental, Inc | Lake Monitoring April 24-June 30, 2021 (FY 20/21) | 1,925.05 | 11/11/2021 | 34676 |
| | | 1,925.05 | 11/11/2021 | Total 34676 |
| Streamline | Streamline Web/Engage Mthly 11/1/21-12/01/21 | 370.00 | 11/4/2021 | 34660 |
| | | 370.00 | 11/4/2021 | Total 34660 |
| T&M Electric | Electric to Training Tower 11/18/21 | 4,200.00 | 11/24/2021 | 34732 |
| | | 4,200.00 | 11/24/2021 | Total 34732 |
| Tina Lynn Goins | E-Newsletter for ED Disposal 11/10/21 | 100.00 | 11/18/2021 | 34699 |
| | | 100.00 | 11/18/2021 | Total 34699 |
| TPX Communications | Com Center Phones/Internet Nov 2021 | 1,018.88 | 11/11/2021 | 34678 |
| | | 1,018.88 | 11/11/2021 | Total 34678 |
| Umpqua Bank | CC Merch Fees - Vantiv/Umpqua Sept 2021 | 614.16 | 11/9/2021 | Merch Fees |
| | | 614.16 | 11/9/2021 | Total Merch Fees |
| Umpqua Bank | Maintenance Fee for October 2021 | 76.99 | 11/22/2021 | Bank Maint Fee |
| | | 76.99 | 11/22/2021 | Total Bank Maint Fee |
| Umpqua Bank | Umpqua Visa Cards October 2021 | 11,113.30 | 11/11/2021 | 34679 |
| | | 11,113.30 | 11/11/2021 | Total 34679 |
| Verizon Business | FD Busn Lines Oct 2021 #Y2620200 | 5.42 | 11/18/2021 | 34713 |
| | | 5.42 | 11/18/2021 | Total 34713 |
| Verizon Wireless | Parks Wireless Ipads/Hotspots 10/11-11/10/21 | 181.00 | 11/24/2021 | 34734 |
| | | 181.00 | 11/24/2021 | Total 34734 |

Cameron Park Community Services District

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|------------------------------|---|---------------------|-------------------|----------------|
| Verizon Wireless | Wireless Phones CC, Rec, Parks, CCR 10/11-11/10/21 | 708.64 | 11/24/2021 | 34733 |
| | | <hr/> | | |
| | | 708.64 | 11/24/2021 | Total 34733 |
| Wilkinson Portables, Inc. | D. West Porta Potty Job# 28615 11/09-12/06/21 Acct# 3130 | 155.73 | 11/18/2021 | 34714 |
| Wilkinson Portables, Inc. | Disc Golf Porta Potty Job# 28738 11/09-12/09/21 Acct#3130 | 155.73 | 11/18/2021 | |
| | | <hr/> | | |
| | | 311.46 | 11/18/2021 | Total 34714 |
| Report Total | | <hr/> <hr/> | | |
| | | 206,309.07 | | |
| | | <hr/> <hr/> | | |

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: December 7, 2021

FROM: Christina Greek

AGENDA ITEM #3B: ADMINISTRATION DEPARTMENT REPORT

RECOMMENDED ACTION: Receive and File

The Administration and Finance Department

The following is a list of Department's current activities and the Department's focus in the next month.

Year End- Fiscal Year 2020-2021

Staff continues to send items to the auditor that were requested for their testing for the audit. There are 2 items remaining of the 90 that were initially requested. We are optimistic that the initial documentation to the auditors will be completed by 12/10/2021. Eide Bailly is working on GASB 68 & GASB 75 and has had some challenges needing additional information from CALPERS. Staff with Eide Bailly notified us that for the 21-22 FY, the District will need to hire an actuarial to produce the GASB 75. Once the initial information is sent to the Auditors, they will choose additional information to complete their review.

Monthly Department Financial Reporting

Staff has developed a process and reports for a monthly financial status review by Department heads with a feedback loop. This loop includes the Department Manager's review and report back with information identifying the cause of large variances, questions regarding proper account coding, sources of costs and revenues, and needed research. This process helps with more accurate financial reporting and early identification of large variances, errors in revenue and expenditure coding and any needed research. This timely 'review and feedback loop' gives the District more information and flexibility to respond as early as possible to any program/financial issues that may be identified.

Mid-Year Review

December through January, the Finance Department will be working with Managers in reviewing the current budget and any significant variances. During this time, we will review changes due to unforeseen circumstances as well as changes to expenses due to the Labor MOU and make appropriate adjustments for the remainder of the year.

Other key items

- The settlement check has been received in the amount of \$132,581.30.
- We have onboarded several new part time and full time staff members including our new General Manager.
- We continue to process AP and AR on a weekly basis
- Monthly reconciliation of Cash received at the County