



AGENDA

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

REGULAR BOARD MEETING

Wednesday, March 20, 2024

6:30 pm

Cameron Park Community Center – Assembly Hall

Board Members

Monique Scobey	President
Dawn Wolfson	Vice President
Eric Aiston	Board Member
Sidney Bazett	Board Member
Tim Israel	Board Member

CALL TO ORDER

- A. Roll Call
 - B. 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 3 minutes except with the consent of the Board; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.

ADOPTION OF THE AGENDA

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

1. Adopt the Agenda
-

RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

The Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens. The Board of Directors is prohibited from discussing issues not on the agenda brought to them at this time. According to State Law (the Brown Act), items must first be noticed on the agenda before any discussion or action.

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 to be discussed and acted upon individually.

2. **Conformed Agenda** –Regular Board of Directors Meeting, February 21, 2024
3. **RECEIVE AND FILE** General Manager’s Report (A. Gardner)
4. **APPROVE RESOLUTION 2024-02** Directing Auditor of El Dorado County to Levy and Collect Assessments for the Fiscal Year 2024/25
5. **APPROVE RESOLUTION 2024-03** Directing Preparation of the Annual Engineers Report for Landscaping and Lighting Districts for the Fiscal Year 2024/25
6. **RECEIVE AND FILE** Revised FY 2023/24 Final Budget

GENERAL BUSINESS

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

7. *Items removed from the Consent Agenda for discussion*
8. **APPROVE RESOLUTION 2024-04** FY 23/24 Quimby Budget and FY 2023/2024 Revised Park Prioritization List
9. **APPROVE RESOLUTION 2024-05** Audio/Visual Teleconference System Contract and **RESOLUTION 2024-06** Authorizing Submission of Updated Grant Proposal for AB 2766 Motor Vehicle Emissions Reduction Grant, 2024/25
10. **APPROVE RESOLUTION 2024-07** Contract for Automated Cameron Park Lake Entry System
11. **RECEIVE AND FILE** 2024 Updated Fees

BOARD INFORMATION ITEMS

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

12. Committee Chair Report-Outs
 - a) Budget & Administration
 - b) Covenants, Conditions & Restrictions (CC&R)
 - c) Fire & Emergency Services
 - d) Parks & Recreation
 - e) Fire Annexation Ad Hoc Committee
13. General Matters to/from Board Members and Staff
 - Upcoming Trainings & Community Meetings
 - SDRMA Spring Education Day – Monday, March 25th (Sacramento)
 - CSDA Special Districts Legislative Days – Tues, May 21th & Wed, May 22th (Sacramento)

AGENDA

CONVENE TO CLOSED SESSION

The Board will recess to Closed Session to discuss the following items:

Conference with Legal Counsel – Anticipated Litigation Government Code Section 54956.9(b) – two (2) potential cases

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

ADJOURNMENT

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



CONFORMED AGENDA

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

REGULAR BOARD MEETING

Wednesday, February 21, 2024

6:30 pm

Cameron Park Community Center – Assembly Hall

Special Notation:

Director Sidney Bazett will participate in this meeting from a satellite location via teams. The Public may participate in all Open Session portions of this meeting from this location. The specifics of his location, while participating in the meeting are as follows:

Ka Eo Kai 3970 Wylie Rd Princeville HI 96722

Board Members

Monique Scobey	President
Dawn Wolfson	Vice President
Eric Aiston	Board Member
Sidney Bazett	Board Member
Tim Israel	Board Member

AGENDA

CALL TO ORDER 6:38pm

- A. Roll Call *MS-Absent, DW/ EA/SB/ TI -Present*
 - B. 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 3 minutes except with the consent of the Board; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.

ADOPTION OF THE AGENDA

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

- 1. Adopt the Agenda
- *Motion to Approve Agenda*

*TI/EA – Motion Passed
Ayes –TI/EA/SB/DW
Noes – None
Absent – MS
Abstain – None*

RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

The Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens. The Board of Directors is prohibited from discussing issues not on the agenda brought to them at this time. According to State Law (the Brown Act), items must first be noticed on the agenda before any discussion or action.

OPEN FORUM FOR NON-AGENDA ITEMS

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APPROVAL OF CONSENT AGENDA

- *Motion to Approve Consent Agenda (Pulling Item #3 and moving it where BOD sees fit on the agenda under new business)*

*EA/TI – Motion Passed
Ayes – SB/EA/TI/DW
Noes – None
Absent – MS
Abstain – None*

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 to be discussed and acted upon individually.

2. **Conformed Agenda** –Regular Board of Directors Meeting, January 17, 2024
3. **Receive and File** FY 2023-2024 Mid-year Budget Review (A. Gardner, C. Greek)

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.

4. Items removed from the Consent Agenda for discussion
5. **Discuss, Receive and File** General Manager’s Report (A. Gardner)
6. **APPROVE** FY 2021-2022 Draft Audit (C. Greek, Michael O’Connor)

- Motion to Approve FY 2021-22 Draft Audit

*TI/EA – Motion Passed
Ayes –TI/EA/SB/DW
Noes – None
Absent – MS
Abstain – None*

3. **Receive and File** FY 2023-2024 Mid-year Budget Review (A. Gardner, C. Greek)

- Item pulled from consent and discussed

7. **APPROVE** Establish an Ad Hoc Environmental Sustainability Committee (A. Gardner)
- Motion to Approve Establishing an Ad hoc Environmental Sustainability Committee

*SB/TI/– Motion Passed
Ayes –TI/EA/SB/DW
Noes – None
Absent – MS
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.

8. Committee Chair Report-Outs

- a) Budget & Administration
- b) Covenants, Conditions & Restrictions (CC&R)
- c) Fire & Emergency Services
- d) Parks & Recreation
- e) Fire Annexation Ad Hoc Committee

9. General Matters to/from Board Members and Staff

- Upcoming Trainings & Community Meetings
 - SDRMA Spring Education Day – Monday, March 25th (Sacramento)
 - CSDA Special Districts Legislative Days – Tues, May 21th & Wed, May 22th (Sacramento)

ADJOURNMENT 7:55pm

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Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Christina Greek
Finance/HR Officer on behalf of Board Secretary

Director Monique Scobey, President
Board of Directors



Agenda Transmittal

DATE: March 20, 2024

FROM: Alan Gardner, General Manager

AGENDA ITEM #3: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive and File

1. I am very pleased to report that Hayley, Mike, Christina, and I have been actively going to lost or damaged relationships and talking about the changes made and planned, including our new "Yes We Can" motto. This has been very well received.
 - a. For example, Hayley went to the Foundation and at the end of the visit received a \$3000 scholarship commitment. She has also started an active social media campaign on Facebook and Instagram that has been receiving enthusiastic complements.
 - b. Our Easter kids' program will have occurred this last weekend. We partnered with the AFSCME Union who provided over 2000 filled eggs and other assistance. We also received additional eggs and support from: Lees' Feed – Shingle Springs; Pheasants Forever Yolo Chapter; El Dorado County Child Support; Joe's Coffee and Deli; Home's for Hero's; Cameron Park Family Taekwondo Academy; El Dorado Disc Sports, and Social Elevation.
 - c. We went back to our disc golf contractor and have a commitment to reestablishing the snack pro shop and repairing the course, which is their responsibility under the MOU. We are also planning for regular tournaments which will provide revenue once the automated gate is installed.
 - d. We are exploring initiating pickleball tournaments in the gym and theater room until outside courts are built. We are considering trying this out on Memorial Day weekend.

- e. We are also looking at expanding youth sports offerings by having an independent contractor take the lead while we book the reservations and collect the disburse the funds.
 - f. We will be updating all MOUs for clarity and to ensure that the District is appropriately protected. There are provisions for enforcement if necessary.
 - g. We met with the County's OES Coordinators and renewed our commitment to cooperate and open our facilities in emergencies.
 - h. We also discussed expanding the meals program, with the potential use of our kitchen for other than just warming prepacked food, especially since the County is ending home delivery started during Covid. Given our developing plans to expand the rental use of the large room, staff is discussing alternatives that are practical and would easily work for the meals program.
 - i. We met with the President of the local Chamber who was delighted with our new motto and open for business attitude. She indicated she previously tried to bring a Halloween and another program to us, as well as volunteers, but was not welcomed. They will continue running their Halloween program, but we are doing their car show, and the Chamber is actively looking at areas where we can expand our relationship.
 - j. At the President's invitation I attended the monthly Chamber get together which had over 40 businesses and Supervisor Turnboo and his aide. The Chamber gave me time for a short presentation about our new "Yes We Can" motto. There were a number of comments appreciating the new approach, especially from the attendees that live in the CSD. There was also verbal interest in our new volunteer program. Supervisor Turnboo was very supportive of our new approach, and his aide found two federal fire related grants they thought we might be able to obtain. I thanked them both for their interest and assistance.
 - k. District residents and visitors have also commented on the friendly welcoming attitude of our receptionists and other District employees.
2. Summer Spectacular.
- a. Planning is going forward. The same company won the RFP for fireworks. The contract has been executed since it was within the GM's authority. We will file with the Board of Supervisors for the necessary permits. We are also having a very good response to our request for volunteers. Additionally, we have options for a beer and wine vendor and other participating vendors.

3. Progress on actual or potential improvement projects.
 - a. The gate is moving forward, and the package is here for approval at this meeting. The original gate project was considered in late 2022. The District Electrician provided all power requirements at no charge. The equipment was publicly bid and sent to three companies and posted on the website. We received only two bids. Of the two responding companies, only the one chosen could provide all of the features we wanted and are required at the Lake by the Fire Dept. Additionally their annual software fee was cheaper. The project was considered to be included in the emergency reconstruction of the road in January 2023, but was delayed by the Board with considering like by like repair to the road, and the then General Manager delayed with a concern on FEMA reimbursement due to the delay. It was April 2023 before the Board authorized moving forward. Given the other issues the gate was omitted at that time. FEMA is reimbursing the District for the original damage.

In moving forward with the gate, we did save a substantial amount of money on a permit ready package though the generosity of a registered engineer that lives in the CSD, and only charged \$850. We have updated the equipment cost that was bid last year with the only vendor that could meet all of our requirements. We will use the District's Electrician which the CSD has approved and used for almost 30 years. He can also meet the timeline we need. With approval tonight we anticipate having the gate operational before the "Spectacular."

- b. The teleconference and video equipment we are looking to have installed for the main community center building is to make it much more marketable for meetings, and to give the Board more options for its meetings is up for approval. The majority of funding will be by grant.
- c. The 2020 Park Master Plan was developed with a landscape architect's assistance. Since the projects will be paid for by Quimby or Park Impact funds, the Board must approve every dollar to qualify for reimbursement by the County. All of the following projects were in the approved plan or subsequently. We are asking for confirmation of this priority.

To demonstrate our new vitality, in addition to the gate, subject to supply, we are trying to have in place by the end of the fiscal year:

- i. One new ADA boat ramp near the park entrance. Since it will not be a fixed permanent facility, a construction permit is not required. We are

double checking any other requirements. Cameron Park Rotary Club will provide up to \$2000 and labor to extend the trail to the new dock.

- ii. A bubbler system for the lake at about half the cost of the one in the Park Master Plan and proposed a year ago. Its annual power cost if active 24/7 is about \$1200. We do not expect to need to run the system for 3-4 winter months. The system will improve the overall health of the lake and ensure chemicals used will be fully and efficiently dispersed. We are also looking to replace the current weed retardant with an environmentally friendly product that is less cost and would save \$8,000 to \$10,000 in mandatory annual reporting. For just this calendar year the lake biologist we consulted recommended using both products, with the bubbler system active to achieve a “much improved result.” It will not harm the fish.
 - iii. Shade structures at the swimming pool. We are looking for participation from the swim teams and potential sponsors.
 - iv. Floating pool structure. We are soliciting one or more sponsors.
 - v. A two or three feature small splash pad near where the slide used to be. The area was already plumbed for a small splash feature, but some cement cutting may be required. We are also exploring a sponsor for it too.
- d. Going into the next fiscal year we will be bringing forward:
- i. Permanent outdoor pickle ball courts with timed lights for evening use.
 - ii. The plan to remake the lagoon.
 - iii. One basketball court or two half-court basketball hoops.
 - iv. Bocce ball lanes at the Lake, with a possible sound mitigation.
 - v. Lake playgrounds including ADA.
4. Christina is taking the lead on reviewing all job descriptions and our structure. We believe that we can improve efficiency and job satisfaction.

- a. She is helping each department manage their budgets and understand their costs.
 - b. She has also updated the 2023-2024 budget and removed revenues that were projected and are in fact too high. A copy of the revision is included for your information on the consent agenda. You do not need to approve this type of update.
 - c. Finally, she is helping me develop the standalone costs of fire v. parks v. recreation. She is parsing the tax lots to determine both the number of limited-service lots and their revenue, which while dedicated to parks and recreation, has never previously separated out. The impact is to give fire an even greater percentage of the budget than it should have received.
5. In addition to the above I am also working on the history and broad level of information about fire services, and helping the ad hoc committee have meetings with key stakeholders including: the Board of Supervisors, Concerned Citizens of Cameron Park, the leadership of user groups and other stakeholders. This will help the committee be ready to better analyze the Triton Report when it is issued.
6. I would like to bring to the Board's attention some policies and structural rules that have been lost with the mix of GMs and the Board's greater involvement in functions assigned to staff.
- a. For example, under Policy 3240.40 (attached) the General Manager is responsible for any adjustments to District fees.
 - b. Under Policy 3080.10 (attached) the General Manager approves all fee refunds, facility rental fees and deposit refunds. If refunds are made the Board is to receive a report of all refunds at their regular Board Meetings.
 - c. Also attached are Policies 3270-3277 MANAGEMENT AND BUDGET for financial management.
 - d. We are now working to bring our fees and financial management into compliance with the dictates and goals of the Policies. Due to lack of resources and revenue, it is probable that not all goals and policies can be satisfied.

Alan Gardner, GM

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

POLICY TITLE: COST RECOVERY
POLICY NUMBER: 3240

3240.20 GOALS

1. Park Construction: The District will assess Park Impact Fees on new construction. The fee will be set by Nexus Study, and will be collected at the time each building permit is pulled. These funds will constitute the pool of funds used to reimburse developers after each park has been constructed to the District's standards, and to build new parks and facilities with District-wide benefit. Time spent in planning meetings will be calculated based on the current overhead rate of staff in attendance, and will be billed to developers quarterly. This fee will be in addition to fees stipulated in the Developer Agreement unless specifically described therein.
2. Park Maintenance: The District will recover its maintenance costs through establishment of Landscaping and Lighting Assessment Districts (LLAD). A consulting engineer will establish the assessments, and percentages of cost recovery to find the appropriate benefit level for each area, which shall be assessed annually on the property tax rolls. CCPCSD Board directs the preparation of the engineer's report which includes budgets and proposed assessment for the fiscal year. The General Benefit shall be reviewed by the assessment engineer on a case by case basis as new parks are developed. The District will not build parks that are not covered by maintenance LLADs.
3. Garbage Collection: Currently the District outsources these operations and collects a franchise fee. If in the future, the District operates these services internally, they will be set up as enterprise funds, and the user fees will be set to recover 100% of the costs incurred.
4. Recreation Programs: User fees will be based on the value of services to the community. The Supervisor of Recreation will assign programs to the appropriate fee structure.
5. Facility Fees:
 - 5.1 Community Center - Facility rates are based on the value of the facilities to the community and user groups.

Evaluation of fees will be conducted annually for competitive rates. Policies include market rate, Cameron Park Residents receive 10% discount and non-profit receive a 25% discount on posted rates.

- 5.2 Cameron Park Lake – lake entrance fees are charged for resident, non-resident, and seniors, plus opportunity to purchase annual passes.
- 5.3 Special Event - Some special events will have an entrance fee (ie. Summer Spectacular) while others will be free to the public (ie. Easter Egg Hunt and Welcome to Summer). These will be based on annual budgets.

3240.40 ADJUSTMENTS TO FEES

- 3240.41 The General Manager is authorized to reduce or eliminate the differential in rates between residents and non-residents when it can be determined that:
- The fee is reducing attendance to below what would be necessary to support the program for residents, and
 - There are no appreciable expenditure savings from the reduced attendance
- 3240.42 The General Manager is authorized to charge fees for facilities that are closer to full cost recovery if those facilities are heavily used at peak times and include a majority of non-residential users.
- 3240.43 The General Manger is authorized to offer reduced fees such as introductory rates, family discounts, and coupon discounts on a pilot basis (not to exceed two fiscal cycles) to promote new recreation programs or resurrect existing ones.
- 3240.44 As a means to include needy families in District programs, scholarships will be available through application. Funding is limited to the amount budgeted and is awarded on a first-come, first-served basis.
- 3240.45 The General Manager is authorized to collaborate with event promoters or user groups for Special event facility fees. A Special event proposal must be submitted to the Recreation Supervisor and reviewed by the General Manager. The purpose is to determine details of a private event, non-profit event or event collaboration with the district for use of a park or facility.

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

POLICY TITLE: REFUND OF PROGRAM AND FACILITY
RENTAL FEE AND DEPOSITS
POLICY NUMBER: 3080

3080.10 The General Manager is authorized to approve all fee refunds, facility rental fees and deposit refunds. The Board of Directors shall receive a report of all issued refunds at their regular Board meetings.

Source:

Accounting Policy 3000 Series
Approved by BOD Sept. 2011

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

POLICY TITLE: MANAGEMENT AND BUDGET POLICIES
POLICY NUMBER: 3270 - 3277 Financial Management Policies

The Cameron Park Community Services District's financial policies establish long-term policy guidance for conducting the District's financial activities. The Board of Directors has established these policies to meet the following objectives:

General Policies

3270.10 All current operating expenditures will be financed with current revenues.

3270.20 Budgetary emphasis will focus on providing high quality District services, recognizing the fundamental importance to the public, of public safety and properly maintained infrastructure and their related programs.

3270.30 The budget will provide sufficient funding for adequate maintenance and orderly replacement of capital assets and equipment.

3270.40 The budget will reflect a higher priority for maintenance of existing facilities than for the acquisition of new facilities.

3270.50 Future maintenance needs and operational costs for all new capital facilities will be conservatively estimated and added costs will be recognized and included in future year's budget projections.

3270.60 Quality community services, with a focus on cost savings, remain important budgetary goals.

3270.70 Likewise, productivity improvements resulting in cost reduction will remain an important budgetary goal.

Revenue Policies

3271.10 Whenever possible, a diversified and stable revenue system will be maintained to avoid the District facing short-run fluctuations in any single revenue source.

CAMERON PARK COMMUNITY SERVICES DISTRICT
POLICY GUIDE SERIES 3000-OPERATION

3271.20 Revenues will be conservatively estimated, will be projected over the next five years and will be updated annually.

3271.30 Intergovernmental assistance in the form of grants or loans will be used to finance:

- Capital improvements that are consistent with the Capital Improvement priorities and can be maintained and operated over time; and
- Operating programs which can either be sustained over time or have a limited duration.

3271.40 One-time revenues will be used only to support capital projects that have operational funding in place or for other non-recurring expenditures.

3271.50 Fees and charges will be set at a level that supports the direct and indirect cost of the service provided.

3271.60 Unclaimed cash payments shall be properly accounted for and recorded in the financial records, pursuant to the Government Code Section 50050-50057.

Reserve Policies

3272.10 Purpose The District will maintain prudent Reserve funds to stabilize services during economic uncertainties, and acquire, replace and improve capital assets.

3272.20 Appropriations of Revenues and Expenditures for Reserves shall be approved by the Board of Directors at least annually. Funding for Reserves shall consider property tax revenues, revenues generated from fees, grant funding, and other sources determined by the Board of Directors. Expenditures for Reserves shall consider five-year capital improvement plan, reserve studies, strategic plans, financial projections, and other appropriate Board-approved policy documents.

3272.30 Economic Uncertainty Reserve shall be funded and used to protect the General Fund against unpredictable fluctuations in major revenues and unexpected emergencies. A Reserve level of 15% of discretionary General Fund Revenues is recommended.

3272.40 Capital Asset Reserves shall be funded and used to acquire, replace and improve capital assets for Fire & Emergency Services and Recreation Facilities & Parks. Appropriations from these Reserves shall fund repairs, maintenance, and replacement of existing capital assets, and fund acquisition of new assets. Assets are considered items and projects costing more than \$5,000, such as vehicles, fire apparatus, parking lots,

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

restrooms, personal protective gear, fire equipment, mechanical systems, appliances, buildings, playgrounds, and major park improvements.

Debt Management Policy

3273.10 It is the intent of the Cameron Park Community Services District to issue debt in a manner that adheres to federal and state laws, existing bond covenants and prudent financial management.

3273.20 The Board of Directors will annually review and adopt a Debt Management Policy. This policy will address inter-fund borrowing, short-term borrowing, long-term borrowing, and debt issuance. The policy will provide guidance for ensuring that financial resources are adequate to meet short-term and long-term service objectives and that financing undertaken by the District satisfy certain clear objective standards which allow the District to protect its financial resources in order to meet its long term capital needs.

Investment Policy

3274.10 The Board of Directors will annually review and adopt an Investment Policy in conformance with the California Government Code. The policy will address the objectives of safety, liquidity and yield with respect to the District's financial assets.

Fees and Charges Policy

3275.10 The fees and charges will be set to provide adequate resources for the cost of the program or service provided.

Purchasing Policy

3276.10 The District will maintain a purchasing policy designed to support and enhance the delivery of governmental services while seeking to obtain the maximum value for each dollar expended.

Performance Measures Policy

3277.10 The General Manager, working with heads of departments, will annually develop performance measures to assess how efficiently and effectively the functions, programs and activities in each department are provided and for determining whether program goals are being met.



Agenda Transmittal

DATE: March 20, 2024

FROM: Christina Greek, Finance/Hr Officer

AGENDA ITEM #4: **RESOLUTION No. 2024-02 DIRECTING AUDITOR OF EL DORADO COUNTY TO LEVY AND COLLECT ASSESSMENTS FOR THE FISCAL YEAR 2024-25**

RECOMMENDED ACTION: Adopt Resolution No. 2024-02 with Board Poll Vote

In 1985, AB 1350 was passed allowing the Cameron Park Community Services District (District) to enforce Covenants, Conditions, and Restrictions (CC&Rs) for each subdivision within the District and to assume the duties of the Architectural Review Committee. That same year, the voters authorized the District to adopt and levy a special tax of up to \$12 per year on each parcel of land within the District.

As has been the practice, the District has authorized the El Dorado County Tax Collector to include such assessments on the tax roll of the County and provide receipts to the District, less any established fees and collection costs as established by the County for these services.

Attachment

4A – Resolution No. 2024-02

**RESOLUTION NO. 2024-02
of the Board of Directors
of the Cameron Park Community Services District
March 20, 2024**

**DIRECTING AUDITOR OF EL DORADO COUNTY TO LEVY AND COLLECT ASSESSMENTS
FOR THE FISCAL YEAR 2024-25**

**RESOLUTION AUTHORIZING COVENANTS, CONDITIONS, AND RESTRICTIONS
ASSESSMENT DISTRICT
FOR 2024-25**

WHEREAS, the assessment of property parcels within Cameron Park Community Services District (District), by a vote of the registered voters, is administered by the Cameron Park Community Services District; and

WHEREAS, AB1350, approved by the Governor, on September 24, 1985, now authorizes the District to enforce the Covenants, Conditions, and Restrictions adopted for each subdivision within the District and to assume the duties of the Architectural Control Committee; and

WHEREAS, on November 5, 1985, the voters authorized the Board of Directors to adopt and levy a special tax of up to \$12 per year on each parcel of land within the District.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Cameron Park Community Services District does hereby establish a twelve-dollar (\$12) assessment per parcel, with designated exemptions, herewith for the fiscal year 2024-2025; and

BE IT FURTHER RESOLVED, that the Tax Collector of the County of El Dorado be requested to include such assessments on the tax roll of the County and provide receipts to the District less any established fees and collection costs as established by the County for these services.

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 March 2024, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director Monique Scobey, President
Board of Directors

Alan Gardner, General Manager
Secretary to the Board



Agenda Transmittal

DATE: March 20, 2024

FROM: Christina Greek, Finance/Hr Officer

AGENDA ITEM #5: **RESOLUTION NO. 2024-03 DIRECTING PREPARATION OF THE ENGINEER'S REPORT FOR THE CONTINUATION OF THE ANNUAL ASSESSMENTS FOR THE LANDSCAPING AND LIGHTING ASSESSMENT DISTRICTS: AIRPARK, UNIT 6, UNIT 7, UNIT 8, VIEWPOINTE, GOLDORADO, UNIT 11, UNIT 12, CAMERON WOODS 1-4, BAR J15-A, BAR J15-A No. 2, BAR J 15-B, CREEKSIDE, EASTWOOD, DAVID WEST, CAMBRIDGE OAKS, NORTHVIEW, CAMERON VALLEY, CAMERON WOODS 8, SILVER SPRINGS AND BAR J14-A No. 2.**

RECOMMENDED ACTION: **APPROVE RESOLUTION NO. 2024-03 WITH BOARD POLL VOTE**

RECOMMENDATION

The Landscaping and Lighting Act of 1972 requires that an annual Engineer's Report be prepared by a licensed professional engineer and establishes other requirements for the continuation of the assessments. This Resolution directs SCI Consulting Group to prepare the Engineer's Report for the Cameron Park Community Services District (District) Landscaping and Lighting Assessment Districts (LLADs) as the first step in a three-step process to continue assessments for fiscal year 2024-2025.

DISUCSSION

Each year, an updated Engineer's Report, including updated budgets, scope of services, current legal justifications, and rate adjustments should be prepared by a California registered civil engineer. SCI Consulting Group will provide professional assessment engineering and administration services to justify the continued collection of the District's LLADs for Fiscal Year 2024-2025. The services provided by SCI will include the preparation of the Engineer's Report and preliminary assessment roll with the specific

assessment amount for each parcel. The Engineer's Report will be presented to the Board for preliminary approval in June of this year.

To continue to levy the assessments, staff is recommending that the Board approve the proposed Resolution to direct SCI Consulting Group, the assessment engineer, to prepare an Engineer's Report for Fiscal Year 2024-2025. This Engineer's Report will include:

- Proposed budgets for the assessments for Fiscal Year 2024-2025,
- Special and general benefit findings to support the assessments, the updated proposed assessments for each parcel within each of the landscaping and lighting districts,
- Proposed assessments per single family equivalent benefit unit for Fiscal Year 2024-2025.

After the Engineer's Report and assessment roll is completed, the reports will be brought back to the Board for review and consideration. If the Board preliminarily approves the Report, a noticed Public Hearing will be subsequently held to allow the public to provide input on the proposed budgets, services and continued assessments, and to allow the Board to make a final decision on the continuation of these important assessments. The Preliminary Engineer's Report is scheduled to be presented to the Board on May 15, 2024.

CONCLUSION

It is recommended that the Board approve Resolution No. 2024-03 which directs SCI Consulting Group to prepare the annual Engineer's Report for the District LLADs for Fiscal Year 2024-2025.

Attachment:

5a – Resolution No. 2024-03

RESOLUTION NO. 2024-03
of the Board of Directors
of the Cameron Park Community Services District
March 20, 2024

**A RESOLUTION DIRECTING THE PREPARATION OF THE ENGINEER'S
REPORT
FOR THE CONTINUATION OF THE LANDSCAPING AND LIGHTING
ASSESSMENT DISTRICTS UNIT NUMBERS
30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, and 50
(Streets and Highways Code Section 22622)**

WHEREAS, the Board of Directors of the Cameron Park Community Services District proposes to continue the annual assessments from July 1, 2024, to June, 30,2025 for Landscaping and Lighting Assessment District (LLADs) Units 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45,46, 47, 48 and 50; which were previously formed in accordance with the Landscaping and Lighting Act of 1972 (Streets and Highways Code Section 22500, et seq.); and

WHEREAS, the Streets and Highways Code Section 22622 requires the governing body of a local agency to adopt a resolution ordering the preparation of an engineer's report and to generally describe any proposed new improvements and/or substantial changes to an existing improvement prior to levying and collecting an annual assessment for an existing LLAD.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Cameron Park Community Services District as follows:

Section 1: The annual Engineer's Report for the following LLADs shall be prepared by SCI Consulting Group which is designated the Engineer of Work; thereafter the Report shall be filed with the Board Secretary for submission to the Board of Directors:

Unit 30	Airpark Estates	Unit 40	Bar J #15B Merrychase
Unit 31	Formerly Unit 6	Unit 41	Creekside
Unit 32	Formerly Unit 7	Unit 42	Eastwood Park
Unit 33	Formerly Unit 8	Unit 43	David West Park
Unit 34	Viewpointe	Unit 44	Cambridge Oaks
Unit 35	Goldorado	Unit 45	Northview

Unit 36	Formerly Unit 11	Unit 46	Cameron Valley Estates
Unit 37	Formerly Unit 12	Unit 47	Cameron Woods 8
Unit 38	Cameron Woods #1-4	Unit 48	Silver Springs
Unit 39	Bar J #15A Country Club	Unit 50	Bar J #15A No. 2

Section 2: Any new improvements and/or substantial changes in existing improvements that are proposed to be paid for out of the 2024-2025 annual assessments will be specified in the Engineer’s Reports.

Section 3: This resolution is adopted pursuant to Section 22622 of the Streets and Highways Code.

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 March 2024, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director Monique Scobey, President
Board of Directors

Alan Gardner, General Manager
Secretary to the Board



Agenda Transmittal

DATE: March 20, 2024

FROM: Christina Greek, Finance and Human Resources Officer

AGENDA ITEM #6 REVISED FISCAL YEAR 2023/24 FINAL BUDGET

RECOMMENDED ACTION: RECEIVE AND FILE

Introduction

The Fiscal Year 2023-24 Financial Report for the General Fund is attached (Attachment 6a). The report period is 7/1/23 through 3/15/24 which represents just under 75% of the Fiscal Year.

Budget and Administration Committee

The Budget and Administration Committee was made aware of staff's intent to bring a revised final budget to the Board of Directors.

Discussion

In August 2023 the Board of Directors passed the 2023/24 Fiscal Year Final Budget with a deficit of \$503,173. The revised budget currently sits at a deficit of \$478,693. At that time the current budget was approved staff committed to working to reduce the deficit and come back at mid-year with changes if necessary. During the mid-year budget review staff recognized that there were some line items where revenues had been projected higher but there was currently no way to collect them with the changes requested by the Board of Directors to not staff the kiosk.

The revenue lines for lake entries were reduced and almost eliminated because entry fees will not be collected until the automated entry system is installed. Season pass sales are drastically lower but we have left the projected revenues where they were in hopes of encouraging residents to purchase passes before the new fiscal year. There were

budgeted transfers that are no longer happening with fire truck rental revenue being recognized in the General Fund and not going into the Fire Reserve Fund and then being moved over. Also, overhead is not being charged to the LLAD's, instead staff have been allocated to the LLAD's and others who do work associated with them fill out a voucher.

JPA Reimbursable revenues along with the ambulance expense line item were reduced from \$1,353,200.00 to the actual reimbursement requested of \$585,060 to reduce the overall budget with the medic unit revenue/expenses gone. Fire truck rental revenue was decreased based on the lack of use due to a slow fire season and less severe winter weather. First Responder Fees were increased in line with actuals and Gain/loss revenues were increased due to District vehicle's being auctioned off for surplus.

With the changes highlighted and a few other minor adjustments the revenue projection for the FY 23/24 went from \$8,063,038 to \$7,213,442. A decrease of \$849,596.

With revenues decreasing largely from what was originally anticipated the expenditures were also under review and adjusted accordingly in each department. In a revised budget where no additional monies are being requested while some line items may be seen as reduced, the changes must stay within the department that they were originally budgeted in.

In the restructuring of staffing within departments at the District there was a reduction of \$53,700 in permanent salaries, however we did slightly increase overtime to cover those temporary gaps that come with the changes. With the reduction in staff salaries deductions also decreased. We have seen a significant decrease in propane usage so we reduced the expenses in that line and will keep monitoring all the areas where reductions were made.

The total expenditures from the final budget of \$8,566,211 to the current expenditures of \$7,692,135 come out to a reduction of \$874,076 from final budget to revised. The current deficit we have is \$478,693 which is a reduction of \$24,480. Staff will continue to work on ways to decrease expenditures and/or increase revenues in ways that do not result in a tax or additional fee.

Attachment:

6A – Revised Fiscal Year 2023-24 Final Budget Report

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2023 Through 6/30/2024

		FY 23/24 Final Budget	FY 23/24 Current Period Actual	Total Budget - Revised Final	Change from Final to Revised Final
Operating Revenue					
Property Taxes	4110	5,152,837.00	2,969,631.38	5,152,837.00	0.00
Franchise Fees	4113	250,000.00	134,674.56	250,000.00	0.00
Fire Marshall Plan Review	4132	77,000.00	47,357.05	70,000.00	(7,000.00)
Tuition Fees/Revenue	4142	0.00	715.00	0.00	0.00
Recreation Program Revenue	4154	180,000.00	40,807.04	180,000.00	0.00
Instructor Program Revenue	4155	100,000.00	84,488.80	100,000.00	0.00
Transfer In	4165	63,006.00	0.00	3,000.00	(60,006.00)
Lake Entries - Daily (Kiosk)	4180	50,000.00	3,983.10	5,000.00	(45,000.00)
Annual Passes (Lake/Pool Combo)	4181	65,000.00	8,759.50	65,000.00	0.00
Picnic Site Rentals	4182	2,000.00	0.00	2,000.00	0.00
Assembly Hall & Classroom Rentals	4185	47,000.00	24,676.66	47,000.00	0.00
Gym Rentals	4186	23,000.00	35,293.80	40,000.00	17,000.00
Pool Rental Fees	4187	113,000.00	110,906.43	130,000.00	17,000.00
Sports Field Rentals	4190	31,800.00	439.00	31,800.00	0.00
Donations	4250	7,745.00	12,170.00	12,145.00	4,400.00
JPA Reimbursable	4260	1,353,200.00	0.00	585,060.00	(768,140.00)
Fire Apparatus Equip Rental	4262	260,000.00	12,876.52	143,000.00	(117,000.00)
Reimbursement/Refund	4400	0.00	1,315.00	0.00	0.00
Weed Abatement	4410	50,000.00	1,717.90	50,000.00	0.00
Interest Income	4505	6,000.00	11,692.35	6,000.00	0.00
Other Income/Refunds	4600	2,000.00	1,575.22	2,000.00	0.00
First Responder Fee	4602	115,000.00	167,406.36	180,000.00	65,000.00
Grants	4610	104,450.00	68,198.98	93,100.00	(11,350.00)
Gain/Loss of Assets	4615	10,000.00	14,175.00	65,500.00	55,500.00
Total Operating Revenue		<u>8,063,038.00</u>	<u>3,752,859.65</u>	<u>7,213,442.00</u>	<u>(849,596.00)</u>
Expenditures					
Salaries - Perm.	5000	968,124.00	617,348.98	914,424.00	(53,700.00)
Salaries - Seasonal	5010	152,600.00	100,131.31	154,280.00	1,680.00
Overtime	5020	7,250.00	7,382.94	9,750.00	2,500.00
Health Benefit	5130	156,923.00	134,036.69	146,423.00	(10,500.00)
Retiree Health Benefit	5135	103,204.00	84,388.48	103,204.00	0.00
Dental Insurance	5140	15,530.00	9,134.20	14,280.00	(1,250.00)
Vision Insurance	5150	2,510.00	1,367.32	2,510.00	0.00
CalPERS Employer Retirement	5160	278,753.00	257,450.19	278,753.00	0.00

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2023 Through 6/30/2024

		FY 23/24 Final Budget	FY 23/24 Current Period Actual	Total Budget - Revised Final	Change from Final to Revised Final
CalPERS 457	5161	5,500.00	3,350.00	5,500.00	0.00
Worker's Compensation	5170	53,530.00	52,872.16	53,530.00	0.00
FICA/Medicare Employer Contribution	5180	34,200.00	19,954.01	32,200.00	(2,000.00)
UI/TT Contribution	5190	13,364.00	4,559.90	11,864.00	(1,500.00)
Advertising/Marketing	5209	2,500.00	90.93	2,500.00	0.00
Agriculture	5215	22,900.00	20,897.27	24,300.00	1,400.00
Audit/Accounting	5220	35,000.00	21,644.25	35,000.00	0.00
Bank Charge	5221	20,600.00	11,574.62	23,600.00	3,000.00
Clothing/Uniforms	5230	29,300.00	26,009.70	28,050.00	(1,250.00)
Computer Software	5231	40,580.00	26,601.06	45,580.00	5,000.00
Computer Hardware	5232	4,900.00	4,288.85	5,700.00	800.00
Contractual Services	5235	10,000.00	20,139.80	25,000.00	15,000.00
Contractual - Provider Services - FIRE	5236	3,661,974.00	1,362,103.94	3,661,974.00	0.00
Ambulance Exp	5238	1,353,200.00	585,059.92	585,060.00	(768,140.00)
Contract Services - Other	5240	176,067.00	77,620.23	170,400.00	(5,667.00)
Director Compensation	5250	17,000.00	12,100.00	17,000.00	0.00
EDC Department Agency	5260	5,000.00	5,158.68	5,000.00	0.00
Educational Materials	5265	400.00	4,200.00	400.00	0.00
Equipment-Minor/Small Tools	5275	14,500.00	2,035.68	5,500.00	(9,000.00)
Fire & Safety Supplies	5285	3,850.00	11,497.66	17,425.00	13,575.00
Fire Prevention & Inspection	5290	2,000.00	2,992.46	2,600.00	600.00
Fire Turnout Gear	5295	28,400.00	2,997.86	5,000.00	(23,400.00)
Fire- Intern paid	5296	10,000.00	640.00	3,000.00	(7,000.00)
Food	5300	3,900.00	2,154.82	3,900.00	0.00
Fuel	5305	62,200.00	34,081.16	55,700.00	(6,500.00)
Government Fees/Permits	5310	32,200.00	14,748.40	30,800.00	(1,400.00)
Janitorial / HH Supplies	5315	46,979.00	36,625.11	42,400.00	(4,579.00)
Instructors	5316	54,000.00	40,032.48	54,000.00	0.00
Insurance	5320	254,433.00	254,432.52	254,433.00	0.00
Legal Services	5335	10,000.00	2,736.00	10,000.00	0.00
Maint. - Vehicle Supplies	5340	600.00	593.69	800.00	200.00
Maint. - Buildings	5345	26,000.00	37,172.10	34,000.00	8,000.00
Maint. - Equipment	5350	42,350.00	43,555.93	52,350.00	10,000.00
Maint. - Grounds	5355	45,250.00	44,700.55	49,250.00	4,000.00
Maint. - Radio/Phones	5360	2,000.00	2,660.41	3,000.00	1,000.00
Maint. - Tires & Tubes	5365	13,400.00	4,959.75	11,400.00	(2,000.00)

Cameron Park Community Services District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 01 - General Fund
 From 7/1/2023 Through 6/30/2024

		FY 23/24 Final Budget	FY 23/24 Current Period Actual	Total Budget - Revised Final	Change from Final to Revised Final
Maint. - Vehicle	5370	32,500.00	50,090.86	62,955.00	30,455.00
Medical Supplies	5375	30,040.00	9,668.14	20,040.00	(10,000.00)
Memberships/Subscriptions	5380	12,150.00	11,736.57	13,400.00	1,250.00
Mileage Reimbursement	5385	2,900.00	1,389.84	2,400.00	(500.00)
Miscellaneous	5395	500.00	905.33	1,000.00	500.00
Office Supplies/Expense	5400	7,000.00	5,250.13	6,650.00	(350.00)
Pool Chemicals	5405	38,000.00	24,371.36	38,000.00	0.00
Postage	5410	2,250.00	1,127.82	2,250.00	0.00
Printing	5415	750.00	457.64	750.00	0.00
Professional Services	5420	136,750.00	108,735.27	139,250.00	2,500.00
Program Supplies	5421	16,000.00	5,167.25	11,000.00	(5,000.00)
Publications & Legal Notices	5425	1,180.00	1,546.19	1,380.00	200.00
Radios	5430	1,000.00	0.00	0.00	(1,000.00)
Rent/Lease - Equipment	5440	11,900.00	2,600.69	5,900.00	(6,000.00)
Staff Development	5455	22,800.00	20,733.82	24,300.00	1,500.00
Special Events	5465	0.00	300.00	0.00	0.00
Phones/internet	5470	55,000.00	36,596.25	55,000.00	0.00
Travel/Lodging	5480	0.00	701.13	0.00	0.00
Tuition	5486	0.00	151.00	0.00	0.00
Utilities - Water	5490	41,500.00	41,639.73	51,000.00	9,500.00
Utilities - Gas	5491	150,000.00	64,107.41	94,000.00	(56,000.00)
Utilities - Electric/Solar	5492	157,000.00	94,998.64	152,000.00	(5,000.00)
Cal Fire In Kind Purchases	5501	15,000.00	3,778.15	10,000.00	(5,000.00)
Capital Equipment Expense	5625	0.00	1,179.75	0.00	0.00
Transfer Out	7000	9,020.00	0.00	9,020.00	0.00
Total Expenditures		<u>8,566,211.00</u>	<u>4,495,314.98</u>	<u>7,692,135.00</u>	<u>(874,076.00)</u>
Net Revenue Over Expenditures		<u>(503,173.00)</u>	<u>(742,455.33)</u>	<u>(478,693.00)</u>	<u>24,480.00</u>



Agenda Transmittal

DATE: March 20th, 2024

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM #8 **REVISED PARK PRIORITIZATION LIST**

RECOMMENDED ACTION: Approve Park Improvement Priority List and Resolution 2024-04 Approving FY23/24 Quimby Budget

Background

The Parks and Recreation Committee met on March 4, 2024 and staff discuss creating a priority list of Park Improvement projects. The Committee reviewed the 2020 Park Improvement Plan along with projects that the General Manager included in his GM report during the Board of Directors Meeting in February. The Committee along with staff put together a list of 11 projects to move forward with developing over the next 3 years. Currently, the district has roughly 1.6 million dollars in Park Impact Fees, \$300,000 in Quimby Funds, and \$60,000 in Prop 68 Funds.

Discussion

(Attachment 1A) is a list of Projects, Estimated Completion Date, Funding Source, and Cost. The Parks and Recreation Committee along with staff support the list of projects. The District is currently working toward addressing the entrance at Cameron Park Lake along with awarding a contract for the installation of a teleconferencing system at the Community Center. Both projects should be completed before July 1st, 2024. Staff is working on ways to update the Community Center into a more useful Conference Center and attract more users to our facility. In addition to the audio/visual upgrades staff are asking to use Quimby Funds for smaller projects identified around the Community Center during the 2023/24 Fiscal Year. Staff are also recommending we move forward with one boat/kayak launch, Cameron Park Lake Aeration System, and pool shade structures. The breakdown below is the proposed FY 2023/24 Quimby budget.

Park/Facilities Improvement Plan Quimby Budget List			
Park/Facilities Projects	Cost	Funding Source	Estimated FY of Completion
Cameron Park Lake automated parking gate	\$75,000	Quimby Fee's	23/24
Cameron Park Lake Aeration Bubblers	\$35,000	Quimby Fee's	23/24
Teleconference AV System	\$25,000	Grant & Quimby Fee's	23/24
Paint Assembly Hall at Community Center	\$8,000	Quimby Fee's	23/24
Refurbish Gym Floor at Community Center	\$4,500	Quimby Fee's	23/24
TOTAL	\$147,500		

Recommendation

Approve Park Improvement Project List and 23/24 Budget using Quimby Fee’s, Prop 68 grant funds, and Park Impact Fees.

Attachments

- 8A Park Project Spreadsheet
- 8B Resolution 2024-04

Park Improvement Plan Priorization List			
Park Projects	Cost	Funding Source	Estimated FY of Completion
Cameron Park Lake automated parking gate	\$75,000	Quimby Fee's	23/24
Cameron Park Lake West Boat Launch	\$30,000	Park Impact Fee's	23/24
Cameron Park Lake Aeration Bubblers	\$35,000	Quimby Fee's	23/24
Pickle Ball Courts	\$500,000	Park Impact Fee's	2024>
1 Full Court or 2 Half Court Basketball Hoops (Outdoor)		Park Impact Fee's	2024>
Cameron Park Lake Playgrounds	\$180,000	Park Impact Fee's	2024>
Amentity to Replace Swimming Lagoon		Park Impact Fee's	2024>
Bocce Ball at Cameron Park Lake (With Possible Mitigation)	\$40,000	Park Impact Fee's	2024>
Community Center Projects			
Teleconference AV System	\$80,000-\$125,000	Grant & Quimby Fee's	23/24
Community Center Pool Shade	\$80,000	Prop 68	2024-25
Floating Pool Play Structure	\$25,000	Park Impact Fee's	2024-25
Splash Pad / Water Feature	\$50,000-\$200,000	Park Impact Fee's	2024>
Smaller Projects recommending using Quimby Fee's			
Paint Assembly Hall at Community Center	\$8,000	Quimby Fee's	23/24
Refurbish Gym Floor at Community Center	\$4,500	Quimby Fee's	23/24
Replace Trophy Case with Interactive Televisions	\$12,000	Quimby Fee's	2024-25

RESOLUTION NO. 2024-04
of the Board of Directors
of the Cameron Park Community Services District
March 20, 2024

RESOLUTION TO APPROVE QUIMBY BUDGET FOR FY 23/24 PARK PROJECTS

WHEREAS, the Cameron Park Community Services District (District) Board of Directors is taking steps to prioritize District park projects; and

WHEREAS, the District Board of Directors took action to approve and initiate the 2020 Park Improvement Plan; and

WHEREAS, a budget appropriation is needed for each project in order to seek funding through the Quimby Act.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Cameron Park Community Services District:

- Approves the following Quimby Budget for Fiscal Year 2023-24 as outlined below:

Park/Facilities Improvement Plan Quimby Budget List			
Park/Facilities Projects	Cost	Funding Source	Estimated FY of Completion
Cameron Park Lake automated parking gate	\$75,000	Quimby Fee's	23/24
Cameron Park Lake Aeration Bubblers	\$35,000	Quimby Fee's	23/24
Teleconference AV System	\$25,000	Grant & Quimby Fee's	23/24
Paint Assembly Hall at Community Center	\$8,000	Quimby Fee's	23/24
Refurbish Gym Floor at Community Center	\$4,500	Quimby Fee's	23/24
TOTAL	\$147,500		

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 March 2024, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director Monique Scobey, President
Board of Directors

Alan Gardner, General Manager
Secretary to the Board



Agenda Transmittal

DATE: March 20th, 2024

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM # 9 RESOLUTION 2024-05 AUDIO/VISUAL TELECONFERENCE SYSTEM CONTRACT AND RESOLUTION 2024-06 AUTHORIZING SUBMISSION OF UPDATED GRANT PROPOSAL FOR AB 2766 MOTOR VEHICLE EMISSIONS REDUCTION GRANT, 2024/25

RECOMMENDED ACTION: Approve Resolution 2024-05 Contract with PCD Audio Video System Integration and Resolution 2024-06 Authorizing Submission of Updated Grant Proposal

Background

The District was awarded a grant from El Dorado County Air Quality Management District (EDC AQMD) in the amount of \$40,303.22 to install a teleconference AV system at the Community Center. The District learned about this grant 48 hours before the deadline and staff submitted the request with the best-known estimate at the time. The teleconference system will allow all meetings to operate virtually in the Main Assembly Hall and Social room. The new system will include new microphones, speakers, cameras and more. See attachment 9A for complete list of items. The old speaker system will remain intact and operate separately from the new system.

Discussion

Staff released a Request for Proposal (RFP) on December 8th, 2023, to either procure the teleconference equipment or find a vendor to procure and install equipment. The RFP ran for 3 weeks and received 1 response from a vendor willing to provide the equipment needed but would not install equipment. Staff then ran an RFP for another 3 weeks seeking a vendor to install equipment the District was going to provide. The District received zero replies to install the equipment. The Parks and Facilities Superintendent reached out VIA phone calls to 3 companies outside of El Dorado County. After speaking to these 3 companies, it became apparent that AV

companies were unwilling to install equipment purchased by the District. The 3 companies staff spoke to were all willing to review both RFPs that were released and design a system that met both the goals of the District and the Grant requirements.

Vendor Selection and Funding

Two of the three companies sent design proposals to procure and install the equipment in the Assembly Hall and Social Room. Both quotes came back exponentially more expensive than originally thought. The Audio/Video world is much more complex than expected. Staff is working with El Dorado County Air Quality Management to increase the amount of funding for this project. Staff started working on this grant 48 hours before the due date and gave a best guess cost estimate. A professionally designed AV teleconference system with installation is much more expensive than anticipated.

Currently the grant amount from EDC AQMD is \$40,303.22. Staff is requesting to use an additional \$45,429.47 in Quimby Fee's to fund this project if we are unable to secure the additional grant funding. The proposal to provide teleconferencing capabilities for the meetings, classes, and conferences we currently offer is \$85,732.69. This package will also allow the district to expand the systems capabilities in the west half of the Assembly Hall in the future.

The proposal to provide teleconference capabilities to what we currently offer and what we would like to offer in the future is \$126,909.08. This will allow the west half of the main hall to provide two additional teleconference rooms. In short, the Community Center could hold three separate conferences in the main hall simultaneously. Staff is requesting the full \$126,909.08 from EDC AQMD. This would need to be approved by the El Dorado County Board of Supervisors.

Recommendation

Approve Resolution 2024-05 giving the General Manager authority to sign the contract with PCD Audio and Video System Integration for \$85,732.69 to install a teleconference AV system in the Assembly Hall and Social Room. With the option that if EDC AQMD approves additional funding to cover the full contract amount (\$126,909.09) staff will move forward with PCD installing teleconference equipment in the west side of the

Assembly Hall (\$41,176.39 attachment 1B). The Grant from EDC AQMD requires the District to provide a 20% match.

Approve Resolution 2024-06 asking EDC AQMD for additional grant funding up to \$126,909.08.

Attachments

9a Resolution 2024-05

9b PCD contract for Assembly Hall and Social Room

9c PCD contract for Assembly Hall west side breakout rooms

9d Resolution 2024-06

RESOLUTION No. 2024-05
OF THE BOARD OF DIRECTORS
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
March 20, 2024

**RESOLUTION TO AUTHORIZE GENERAL MANAGER TO EXECUTE CONTRACT
WITH PC AUDIO VIDEO SYSTEM INTEGRATION;**

WHEREAS, at the beginning of December, the District released RFPs for audio visual equipment and installers; and

WHEREAS, Two of three companies sent design proposals to procure and install the equipment in the Assembly Hall and Social Room; and

WHEREAS, PCD contract for Assembly Hall and Social Room is \$85,732.69; and

WHEREAS, PCD contract for Assembly Hall west side breakout rooms is \$41,176.39; and

WHEREAS, the District has been awarded grant funding in the amount of \$40,303.22 by the El Dorado County Air Quality Management District; and

WHEREAS, Staff is working with El Dorado County Air Quality Management to increase the amount of funding for this project by \$86,605.87; and

WHEREAS, With grant funding the District is responsible for 20% match funding that staff is asking to use Quimby fees for

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors

- Awards bid to PC Audio Video System Integration;
- Authorizes General Manager to execute the contract with PCD for the Assembly Hall and Social Room for \$85,732.69;

- Authorizes General Manager to execute the contract with PCD for the west side breakout rooms for \$41,176.39 once AQMD additional grant funding is approved;
- Appropriates 20% match funding to be paid out of Quimby monies.

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 March 2024, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Monique Scobey, President
Board of Directors

Alan Gardner General Manager
Secretary to the Board



March 12, 2024

Cameron Park Community Service District
Michael Grassle- Parks and Facilities Superintendent
2502 Country Club Dr
Cameron Park, CA 95682

RE- Proposal for Audio-Visual/Teleconferencing System for the Main Assembly Hall and Social Room

Dear Michael,

Thank you for the opportunity to provide a design build proposal entailing Teleconferencing and a quality Audio-Visual System design for Cameron Park Community Services District. Based on our conversations and my last visit on 2/23/24, I have assembled a formal proposal for your review.

About PCD

Starting in 1981, PCD is a California corporation that specializes in the design and installation of audio and video systems. As a regional company working exclusively in Northern California, we take on a variety of large commercial, educational, and institutional projects in both the public and private sectors.

Our Vision

Personal excellence in everything we do. Every day and in every way.

Our Mission

Dedicated to bringing our clients' WOW to reality.

We put customers first. We strive to be responsive to all clients' needs. Our clients are the foundation of our company and the reason for our long-term, continued success.

Key elements to PCD's success include:

- A knowledgeable and stable workforce.
- Employees of our company have a long-term commitment which leads to positive interaction with one another and a high degree of efficiency.
- The ability to properly assess the amount of time required to complete the job.
- By leveraging our capabilities, we streamline processes and take a hands-on approach to ensure consistent quality to each job's unique needs.
- Technicians who have an excellent practical understanding of modern AV systems and can program and troubleshoot on site.
- We achieve success due to the consistent productivity of our ever-growing staff.
- Responsive not only during the construction and installation process, but also for service after delivery.
- Continued support of our clients after installation, including offering Maintenance Agreements.
- Field employees are represented by the IBEW Union
- Our strong Union backed culture encourages respect and teamwork.

If you would like additional information regarding PCD and our services, please contact us by mail or phone:

Office Number: 1-707-546-3633

Address: 1032 Maxwell Drive Santa Rosa, CA 95401

Service Number: 1-855-352-8372

Stage 1: A/V System – “Multipurpose Assembly Hall & Social Room”

Hall System Objectives: The Cameron Park Community District Center is interested in the integration of a fully functional and reliable Audio-Visual/Teleconferencing/Live Streaming solution. The request is for a centralized A/V system that will provide high-quality sound and visuals while providing simplified control for the operator in charge of the system’s day-to-day functions including an Active Listening System with (4) requested receivers. The AV system will host a variety of purposes including Town Hall Meetings, Teleconferencing, Remote Trainings, Seminars, Presentations and Stage performances. Since the space can be divided into (3) sections using the existing motorized walls, the system will need to be flexible for the multipurpose room. The desire is to ensure the conferencing users and guests can hear the conversations clearly while also providing high quality imaging for viewing the meetings and presentation online using multiple platforms such as Microsoft Teams, Zoom, Google Meetings, YouTube, Facebook, Twitter, Etc.

The Assembly Hall is a 75’x52’ space, if partitioned in half, 35x52’ and when quartered the dimension are 25’x26’. The stage is 600Sq. feet for performances. (Standing - 722 PPL / Chairs - 537 PPL / Table Chairs - 251 PPL)

The **Existing** equipment includes existing Directional Lighting, (1) wall mounted Projector, (1) 4x3 screen, Equipment Rack, (1) QSC Amp and (2) Wall Mounted speakers.

PCD recommends installing (1) QSC Core 110F DSP Audio/Control Processor utilizing a 7-inch Touch Panel for simplified Control of (4) Audio Zones, PTZ Camera and the projectors image. PCD’s design includes installing (10) JBL 2x2 Tile Speakers offering nice aesthetics while providing adequate sound control avoiding Speaker Microphone feedback. The installation of a Vaddio Mixer in the rack and a 20X optical zoom Pan/Tilt/Zoom camera and will be mounted below the projector for the best camera angles and control of zoomed in shots over presets or manual control using the Touch Panel or a Mobile iOS device. The required Audio/Video/Control components will be installed in the existing rack creating a symbiotic AV ecosystem.

Audio: Zone 1 – Front Hall “Stage” / Zone 2/3 Quarter Sections / Zone 4 – QSC Wall Speakers

- Integrate a powerful QSC Core 110F Processor capable of expansion while providing simplified control and audio switching. This device is responsible for routing AV data signals and controls devices.
- Install a 7-inch rack mounted QSC touch panel and program the Mobile iOS device used by the operator. This unit offers future expandability for HDMI and Audio devices.
- Rack mount a Wyrestorm 8X8 Matrix Switch for video sources and displays providing resolutions up to 4K@60Hz.
- Install Rack Shelves for components and deep drawer for housing Wireless Mic Charging station and batteries.
- Install a convenient A/V rack connection offering USB/HDMI/LAN connection for the Board Meeting operator.
- Mount (1) Power Line Conditioners to the back of the rack for the equipment, connect all power supplies as required.



- Install the Bosch CCSD-CURD control unit with (7) Pedestal Mics with speakers connected to the IN1808 driving sound to the ceiling tile speakers for either full, front half or back half zones.
- Install and program (1) Shure Audio Wireless SLXD24/M58 Dual Channel Microphone system including (2) Handheld Microphones.
- Install and program (1) Shure Audio Wireless SLXD14/M58 Wireless System with Bodypack Transmitter and DL4 Lavalier Microphone.
- The (3) Shure Audio wireless Mic systems will operate in all 4-Zones simultaneously or independently for Conferencing, Presentation or Stage Performances.
- Rack mount QSC MP40 4-Zone amplifier to the DSP audio unit and connect speaker cable to ceiling tile speakers.
- Install 2x2 JBL LCT81C/T 70-Volt Tile Speakers: (6) speakers located in the Main Hall, (4) speakers located in the back half of the Hall. Total of (10) Speakers for even sound disbursement.
- Mount Kramer Via Connect 2 in the Rack for video distribution to all displays and projector.
- Mount and setup Denon BR300 Bluetooth Audio Receiver for streaming music from Mobile BT devices.
- Install Software control on Mobile iOS device for control over Wi-Fi.
- Organize and interconnect all components for Audio, Video and Data signals.
- Install 18-port AV Network Switch providing PoE+ power for devices, configure for the Switch.
- Install Active Listening System and program (4) receivers for two-way communications.
- Program, test, and tune the system to work cleanly simplifying overall operation and control.
- Demonstrate operation and provide extensive training to the person in charge of the MP Room.

Total Package Price Installed - \$66,150.07

Optional Continuing Service Support - \$300/Month



Social Room, Objective– Create an easy-to-use local video conferencing and presentation room while providing meeting flexibility for remote teleconferencing, and live streaming of seminars. The camera system program and control will be the same as the MP room for consistency and ease of control and learning. A large 85-inch Samsung display will be installed based on the rooms size ideal for viewing distance between the guests and presenters.

- Mounted an 85-Inch Samsung Display on an Articulating Arm mount providing two viewing angles depending on the preferences of the users and guests in the room.
- Install the AV equipment in the local storage closet for video conferencing eliminating the requirement for an equipment rack. (Power Outlet no Included in the proposal costs)
- Mount a Vaddio wide-angle Easy IP 10X PTZ Camera on wall for presentation and conferencing, run CAT6 cabling to the unit from the Network Switch.
- Program and setup the Vaddio Easy IP Mixer, connect to the network switch.
- Run video/audio/data cabling from the equipment closet to local AV Wall Plate, PTZ Camera and Display.
- Install and connect a Luxel AMS-1208 PoE AV Network Switch for connecting AV and Camera devices. The facilities IT company is responsible for a reliable ethernet connection to the main rack. PCD will plan to repurpose the existing Ethernet Port in the room based on our conversation with the facilities IT Team.
- Install and reprogram (2) customer provided Shure Audio BLX Wireless handheld receivers and mics for conferencing and presentation purposes.
- Install Active Listening System and program (4) receivers for two-way communications.
- Install ceiling tile speakers and run 16/2 speaker cable to the Bosch Amplifier and connect to the Easy IP Mixer.
- Test and demonstrate Camera, IP Easy Mixer, and video conferencing.
- Train conference room operator on how to use the system in an efficient and effective manner.

Total Package Price Installed - \$19,582.62

Optional Continuing Service Support - \$250/Month



PCD understands that accessing capital for county facilities can be challenging at times due to balancing project budgets and other expenditures. For that reason, PCD would like to offer Cameron Park Community Service District an alternative payment service known as [“AV as a Service”](#). Essentially this type of payment is structured and can be categorized as an operating expense versus a 1-time payment providing budget flexibility over the course of 3-5 years.

PCD also offers our popular [“Continuing Support Program”](#)! This support service can be a monthly payment, paid upfront from 1-5 years and can be included into the “Audio Visual as a Service” plan consolidating all costs.

- The Service plan covers all materials and labor exceeding expectations, providing clients with peace of mind.
- Equipment Monitoring, if something goes wrong, our tech will make a call and or visit within 48 hours.
- Annual Retraining of the system instilling operator confidence and ensuring new hires are up to par.
- Annual System tuning, and maintenance included.

For the entire turnkey system package including all listed rooms and the optional upgrades is valued at **\$85,732.69** with a 5-year semi-annual site visit for all the systems would be approximately **\$1795.24** per month for **5 years**.

\$1 Lease

24 Months	Security Deposit	36 Months	Security Deposit	48 Months	Security Deposit	60 Months	Security Deposit
\$4,020.01	0	\$2,763.16	0	\$2,160.46	0	\$1,795.24	0

Maintenance: Add our “Continuing Support Program” for a monthly payment of **\$550** per month or **\$6,600** per year that includes system monitoring. The approximate Total Monthly combined payments over 5 Years would be **\$33,000.00**.

Optionally, you can pay for CSP/Support upfront or finance with [“AV as a Service”](#). For a lesser amount if desired you can individually select rooms for our Continuing Support Program as well. Interest rates vary and will be determined once the application is approved.

Utilize [“AVasS”](#) and add our [“Continuing Support Program”](#) for an additional **\$698.94/mo. over 5 years**. Note, CSP cannot be financed separately from the total system price, it must be combined based on the terms of the agreement.

If you would like to use AVaaS to finance the entire system and combine it with our Continuing Support Program, the payment total would be approximately **\$2,494.18 per month over 5 years**.

Clients Responsibilities - CPCSD has accepted responsibility for all electrical wiring and outlets required for this project unless otherwise requested. PCD will provide outlet measurements including heights to ensure there are no issues with the positioning of the display and other equipment. Training will be required, an employee or volunteer with some technical skill would be ideal.

PCD Guarantee - All products provided by PCD, and the client will be integrated, tuned, programmed, and demonstrated by our A/V certified technicians. The installation and demonstration will be performed in a timely professional manner at the client’s convenience.



We package that along with an optional Continuing Support agreement to provide maintenance twice a year on site to thoroughly check out all components, make sure everything is working and dialed in to maximum performance, update firmware if needed and generally make sure you are operating at maximum capability. We will service any needs during the Continuing Support program troubleshoot, resolve, or remove and repair and then reinstall as needed. Please see the attached checklist and maintenance agreement template.

In summary, the package I have outlined above is comprehensive and suited to the needs of the space to ultimately have a fully working system for the next 5 years with no worries. We can work together to find the happy niche if this is not suited to the final budget, this is open for further discussion.

I look forward to working with you and once preliminarily approved, we will determine the best timing to execute the installation based upon the product availability, our team availability and of course your availability.

Once again, thank you for the opportunity!

Sincerely,

Christian Graham

Please email call my mobile with any questions - (707)806-8153



March 12, 2024
Cameron Park Community Service District
Michael Grassle- Parks and Facilities Superintendent
2502 Country Club Dr
Cameron Park, CA 95682

RE- Proposal for an Audio-Visual/Teleconferencing System, 1/2 Hall / (2) Quarter Sections

Dear Michael,

Thank you for the opportunity to provide a design build proposal entailing Teleconferencing and a quality Audio-Visual System design for Cameron Park Community Services District. Based on our conversations I prepared a Stage 2 proposal in the interest of expanding the main system for mirroring the video and creating (2) independent quarters for Video Conferencing and Presentations.

About PCD

Starting in 1981, PCD is a California corporation that specializes in the design and installation of audio and video systems. As a regional company working exclusively in Northern California, we take on a variety of large commercial, educational, and institutional projects in both the public and private sectors.

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- The ability to properly assess the amount of time required to complete the job.
- By leveraging our capabilities, we streamline processes and take a hands-on approach to ensure consistent quality to each job's unique needs.
- Technicians who have an excellent practical understanding of modern AV systems and can program and troubleshoot on site.
- We achieve success due to the consistent productivity of our ever-growing staff.
- Responsive not only during the construction and installation process, but also for service after delivery.
- Continued support of our clients after installation, including offering Maintenance Agreements.
- Field employees are represented by the IBEW Union
- Our strong Union backed culture encourages respect and teamwork.

[If you would like additional information regarding PCD and our services, please contact us by mail or phone:](#)

[Office Number: 1-707-546-3633](#)

[Address: 1032 Maxwell Drive Santa Rosa, CA 95401](#)

[Service Number: 1-855-352-8372](#)



Stage 2: A/V Teleconference System Expansion

MP Assembly Hall “Half/Quarter Sections”

The client requests an Audio/Visual Teleconferencing design creating (3) independent Video/Audio Zones in the back of the Assembly Hall. The integration would include the ability to duplicate the image from the main hall. The additional (3) displays will result in multiple viewing angles for guests during important meetings and presentations. The space can be partitioned in half encompassing a 35x52’ space. The independent (2) quarter dimensions are 25’x26’ each.

The system design will provide greater flexibility in the MP Hall by integrating (2) 75-Inch displays on the Left and Right-side walls of each divisible quarter. Located below each 75” display will be (1) A/V Wall Plate for employees or guests to “Bring Their Own Devices” (BYOD) providing Video Teleconferencing and Local Presentation capabilities.

PCD will create a friendly camera ecosystem by installing a Vaddio IP Mixer and a fixed IntelliControl Camera at the display locations. The Pan/Tilt/Zoom IP Camera will provide Auto-Framing capable of long-distance shots up to 50ft using 20X optical zoom. The functions are controlled using Vaddio Software and the QSC 110F Core processor responsible for controlling (4) audio zones via a rack mounted 7-Inch Touch Panel and customer provided Mobile device.

A/V Zone Quarter (A): The dual-purpose Local Video Conferencing System will require a 75-inch display providing flexibility mirroring the main systems video or sources located in the equipment rack. The A/V Wall Plate located below the display will be used for connecting a local PC to and capturing signals over USB3.0 for conferencing or presentation. The installation of an 85-Inch display will be mounted on the back wall as a Confidence Monitor, sharing video from the rack mirroring the Projector image. The Ceiling Tile Speakers used for the main room will provide independent zone audio via the QSC DSP processor, 8X8 Video Switcher and Shure Wireless Microphone Systems.

- Mount (1) 75-inch Conferencing Display and (1) 85-inch Presentation/Confidence display and mirroring the main system video.
- Mount a Vaddio IntelliShot PTZ Camera on the 75-inch display for presentation and teleconferencing, run CAT6 cabling to the unit from the Network Switch and connect, adjust video settings for the room.
- Install an AV (USB-C, HDMI, Ethernet) Wall Plate under the 75-inch display for guests to directly connect.
- Install cabling to the Display and Wall plate from the central rack location.
- Install a Wyrestorm HDMI Extender from the rack to the display extending Video/Audio/Control Signals.
- Program Q-SYS 110F Core DSP processor and connect to the local Display IP Mixer for Shure Wireless Mics.
- Program IP Mixer to output speaker line level back to the DSP Processor utilizing Ceiling Speaker for Audio.
- Demonstrate operation and provide system training to the operator in charge of the A/V system.

Total Package Price Installed - \$23,359.85

Optional Continuing Service Support - \$250/Month



AV Zone Quarter (B)– The client is seeking a dual-purpose Local Video Conferencing System that can also be flexible mirroring the main systems video or sources located in the equipment rack. The Wall Plate located below the display will be used for a local PC to connect and capture video for conferencing or presentation. The Ceiling Tile Speakers will provide Audio via the DSP processor and Shure Wireless Microphone Systems.

- Mount (1) 75-inch Conferencing Display Presentation Display for local video conferencing and mirroring the main system video.
- Mount a Vaddio IntelliShot PTZ Camera on the 75-inch Display for presentation and teleconferencing, run CAT6 cabling to the unit from the Network Switch and connect, adjust video settings for the room.
- Install an A/V (USB-C, HDMI, Ethernet) Wall Plate under the 75-inch display for guests to connect directly to the local display using their own devices (BYOD).
- Run Audio, Video, and data cabling to the Display/local A/V Wall plate from the central rack location.
- Install a Wyrestorm HDMI Extender from the rack to the display extending Video/Audio/Control Signals.
- Program Q-SYS 110F Core DSP processor and Touch Panel for basic control including Video Switching.
- Mount the Vaddio IP Mixer behind the display and extend the cabling to the wall plates for local connections.
- Network and program the IP Mixer to accept the QSC 110F DSP processor for Audio Insertion/Extraction and control over PC or Mobile Devices.
- Demonstrate operation and provide system training to the operator in charge of the A/V system.

Total Package Price Installed - \$17,816.54

Optional Continuing Service Support - \$250/Month



Important Design Note: The system design for Zone-A and Zone-B is dependent on the Main Hall Room design, components and cabling installed. This is also known as Stage-1, it must be completed either prior or installed simultaneously with Zone-A and Zone-B for the Half or Quarter sections to function properly using Zone Audio, Video and Control.

PCD understands that accessing capital for county facilities can be challenging at times due to balancing project budgets and other expenditures. For that reason, PCD would like to offer Cameron Park Community Service District an alternative payment service known as [“AV as a Service”](#). Essentially this type of payment is structured and can be categorized as an operating expense versus a 1-time payment providing budget flexibility over the course of 3-5 years.

PCD also offers our popular [“Continuing Support Program”](#)! This support service can be a monthly payment, paid upfront or included into the “Audio Visual as a Service” plan consolidating all costs.

- The Service plan covers all materials and labor exceeding expectations, providing clients with peace of mind.
- Equipment Monitoring, if something goes wrong, our tech will make a call and or visit within 48 hours.
- Annual Retraining of the system instilling operator confidence and ensuring new hires are up to par.
- Annual System tuning, and maintenance included.

For the entire turnkey system package including all listed rooms and the optional upgrades is valued at **\$41,176.39** with a 5-year semi-annual site visit for all the systems would be approximately **\$872.11** per month over **5 years**.

\$1 Lease

24 Months	Security Deposit	36 Months	Security Deposit	48 Months	Security Deposit	60 Months	Security Deposit
\$1,939.39	0	\$1,336.16	0	\$1,046.69	0	\$872.11	0

Maintenance: Add our “Continuing Support Program” for a monthly payment of **\$500** per month or **\$6000** per year that includes system monitoring. The approximate Total Monthly combined payments over 5 Years would be **\$30,000.00**.

Optionally, you can pay for CSP/Support upfront or finance with [“AV as a Service”](#). For a lesser amount if desired you can individually select rooms for our Continuing Support Program as well. Interest rates vary and will be determined once the application is approved.

Utilize [“AVasS”](#) and add our [“Continuing Support Program”](#) for an additional **\$698.94/mo. over 5 years**. Note, CSP cannot be financed separately from the total system price, it must be combined based on the terms of the agreement.

If you would like to use AVaaS to finance the entire system and combine it with our Continuing Support Program, the payment total would be approximately **\$1507.51 per month over 5 years**.

Clients Responsibilities - Power outlets must be installed at all (3) display locations. Training will be required, an employee or volunteer with some technical skill would be ideal. Any networking requirements for the system to function properly must be collaborated with the IT team for the facility. There will be a local 26-Port PoE Network switch installed in Stage 1 providing power to the camera and networking functionality for both Zones A/B.

PCD will provide outlet measurements including heights to ensure there are no issues with the positioning of the display and other equipment.



PCD Guarantee - All products provided by PCD, and the client will be integrated, tuned, programmed, and demonstrated by our A/V certified technicians. The installation and demonstration will be performed in a timely professional manner at the client's convenience.

We package that along with an optional Continuing Support agreement to provide maintenance twice a year on site to thoroughly check out all components, make sure everything is working and dialed in to maximum performance, update firmware if needed and generally make sure you are operating at maximum capability. We will service any needs during the Continuing Support program troubleshoot, resolve or remove and repair and then reinstall as needed. Please see the attached checklist and maintenance agreement template.

In summary, the package I have outlined above is comprehensive and suited to the needs of the space to ultimately have a fully working system for the next 5 years with no worries. We can work together to find the happy niche if this is not suited to the final budget, this is open for further discussion.

I look forward to working with you and once preliminarily approved, we will determine the best timing to execute the installation based upon the product availability, our team availability and of course your availability.

Once again, thank you for the opportunity!

Sincerely,

Christian Graham (707)806-8153

RESOLUTION NO. 2024-06
OF THE BOARD OF DIRECTORS OF THE
CAMERON PARK COMMUNITY SERVICES DISTRICT
March 20, 2024

RESOLUTION AUTHORIZING SUBMISSION OF UPDATED GRANT
PROPOSAL FOR AB 2766 MOTOR VEHICLE EMISSIONS REDUCTIONS
GRANT, 2024-2025

WHEREAS, the Cameron Park Community Center hosts hundreds of public meetings, community workshops and town halls; and

WHEREAS, the Cameron Park Community Services District (District) wishes to provide a means for community members to attend these events remotely; and

WHEREAS, District is eligible for grant funding (AB 2766 Motor Vehicle Emissions Reductions Grant 2024-2025) being offered by the El Dorado County Air Quality Management District to fund a teleconference audio/visual system; and

WHEREAS, having a teleconference audio/visual system will engage more people at these important community events and lessen air pollution from vehicle traffic to/from the events.

NOW, THEREFORE, BE IT RESOLVED that District hereby:

1. Authorizes staff to submit a request for additional grant funding to the El Dorado County Air Quality Management District for the AB 2766 Motor Vehicle Emissions Reductions Grant, 2024-2025, with the additional funds requested of \$86,605.87 the new grant total requested amount would be \$126,909.08
2. Authorizes a commitment of \$25,381.81 matching District 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.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on March 20th, 2024, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Alan Gardner, General Manager
Secretary to the Board

Director Monique Scobey, President
Board of Directors



Agenda Transmittal

DATE: March 20th, 2024

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM # 10 **AUTOMATED CAMERON PARK LAKE ENTRY SYSTEM**

RECOMMENDED ACTION: Approve Resolution 2024-07 Authorizing the General Manager to Execute agreement with Parking Boxx

Background

Staff has been working on a solution to automate entry at Cameron Park Lake along with feedback from the Parks and Recreation Committee. Staff released an RFP back in October of 2022 to procure the equipment necessary to automate this process and collect fees. The District received two proposals to provide this equipment. Both proposals were similar in pricing and concepts. However, the recommended vendor Parking Boxx has a built in emergency siren detector. This feature would be an additional cost with the other vendor(s). Parking Boxx also has a cheaper software subscription fee (\$3,000 a year).

Currently, we are working with an engineer to provide the technical drawings that are needed to obtain a permit for this project. We are also working with a local electrician and concrete contractor to retrofit and prepare the cement pad for installation of the Parking Boxx equipment.

Discussion

At the beginning of the 2023/24 Fiscal Year staff were instructed not to staff the kiosk at Cameron Park Lake. As a direct result of this decision, the District has lost close to \$100,000 in revenue. At this time season pass purchases are down significantly lower than normal, and lake entry fee revenues were projected to be \$50,000 but with the closure revenues are \$5,000 for the whole year. Staff has had to make additional

reductions to our current deficit budget with this loss. With the automated entry system we will be able to generate revenue 7 days a week, 365 days a year and save money on staff salary as well as workers compensation insurance. Once the equipment is installed entry will be paid per car by credit card or season pass holders will be able to scan their pass to enter the park as well.

Fiscal Impact

Staff is recommending the use of Quimby Fees for Parking Boxx equipment and installation. The total cost of the project is \$76,262. The equipment requires a yearly software subscription fee of \$3,000 that we will plan to include in our operating budget moving forward. (See attachment 10A) for Parking Boxx equipment contract and (attachment 10B) for cost breakdown of this project.

Recommendation

Approve Resolution 2024-07 authorizing the General Manager to execute the agreement with Parking Boxx and the use of Quimby Fee's to fund the installation of an automated entry system at Cameron Park Lake.

Attachments

- 10A Parking Boxx contract
- 10B Project cost breakdown
- 10C Engineer Drawing
- 10D Resolution 2024-07



Quote PBXQ7890

Prepared For:

Cameron Park Community Services District
 Michael Grassle
 2502 Country Club Drive
 Cameron Park, CA 95682
 Phone: (530) 677-2231
 Email: mgrassle@cameronpark.org

Prepared By:

Parking BOXX
 Phone: 800-518-1230 x2
 Fax: 800-518-1230
 Email: proposals@parkingboxx.com

Thank you for contacting Parking BOXX!

[VIEW PROPOSAL](#)

[VIEW PRICING](#)

Below is the interactive system pricing – you may select or deselect options, then press the update button to view the quote total. When you are ready to proceed with your system purchase, simply electronically sign at the bottom of this page.

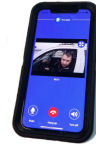


Line Item Detail

Toggle Basic

Qty	Description	Picture	Unit Price	Ext Price
SYSTEM EQUIPMENT				
	ENTRY: Flat-Rate BOXX & Barrier Gate EXIT: Barrier Gate (configured for free-out operation)			
FLAT-RATE BOXX				
1	FLAT-RATE BOXX: Credit Card Only		\$15,995.00	\$15,995.00
	FLAT-RATE BOXX: Sunlight Readable LCD, Illuminated Numeric Keypad, Thermal Printer, EMV Chip/Mag/Tap Credit Card Reader, Heater c/w Thermostat, Voltage Regulating UPS, Stainless Steel Kiosk & Custom Printed Artwork			
0	FLAT-RATE BOXX: Credit Card & Bills		\$18,995.00	\$0.00
	FLAT-RATE BOXX: Sunlight Readable LCD, Illuminated Numeric Keypad, Thermal Printer, EMV Chip/Mag/Tap Credit Card Reader, Bill Acceptor (no change) & Vault (400 note), Heater c/w Thermostat, Voltage Regulating UPS, Stainless Steel Kiosk & Custom Printed Artwork			
FLAT-RATE BOXX UPGRADE OPTIONS				
Please select desired quantities. NOTE: Lot Open/Full Signs are only available when there is NOT a free-in gate. For counts and lot full signage to work properly, there must be conduit and cabling between the entry and exit islands.				

<input type="text" value="1"/>	PROXIMITY CARD READER UPGRADE (Note: 1 unit required per machine)	\$395.00	\$395.00
<input type="text" value="1"/>	CALL FOR ASSISTANCE: VoIP Intercom w/Remote Gate Open (rectangle) (Note: 1 unit required per machine)	\$1,195.00	\$1,195.00
<input type="text" value="0"/>	CALL FOR ASSISTANCE: VoIP & Video Intercom w/Remote Gate Open (rectangle) & Video Camera. Video is compatible with free Android, iOS App or Master Intercom Console. (Note: 1 unit required per machine)	\$1,995.00	\$0.00
<input type="text" value="1"/>	SCANNER UPGRADE: 1D/2D Barcode Scanner (Note: 1 unit required per machine)	\$1,600.00	\$1,600.00
<input type="text" value="0"/>	LOT OPEN/FULL SIGN CABINET MOUNT: sign changes from green/open to red/full; disables transient entry with option to enable card access and/or reservations when lot is full (Note: 1 unit required per machine)	\$2,900.00	\$0.00
<input type="text" value="0"/>	LOT OPEN/FULL SIGN LARGE: sign changes from green/open to red/full; disables transient entry with option to enable card access and/or reservations when lot is full (Note: must be mounted within 300' from Flat-Rate BOXX, without additional controller)	\$5,900.00	\$0.00



BARRIER GATES

<input type="text" value="2"/>	BARRIER GATE: Straight Arm	\$3,885.00	\$7,770.00
	BARRIER GATE: Stainless Steel Cabinet, Direct Drive, Double Red/Green Lighted Lid, Built-In Receiver & 2 Remote Transmitters, Heater w/Thermostat, Exterior Keyswitch (locks gate arm in open position)		
	2 x VEHICLE LOOP DETECTOR 110/120V		



BARRIER GATE ARMS

Each Barrier Gate requires 1 Arm; we recommend 2 spare Arms (total of 4 Arms for 2 Gates).

<input type="text" value="0"/>	BARRIER GATE ARM 10' w/Red Reflective Tape	\$275.00	\$0.00
<input type="text" value="0"/>	BARRIER GATE ARM 10' LIGHTED w/Red Reflective Tape	\$450.00	\$0.00
<input type="text" value="4"/>	BARRIER GATE ARM 12' w/Red Reflective Tape	\$325.00	\$1,300.00
<input type="text" value="0"/>	BARRIER GATE ARM 12' LIGHTED w/Red Reflective Tape	\$500.00	\$0.00

BARRIER GATE & ARM OPTIONS

<input type="text" value="2"/>	BGS-6XX BACKUP BATTERY PACKAGE: raises gate arm in the event of power loss (Note: 1 unit required per barrier gate)	\$495.00	\$990.00
<input type="text" value="0"/>	BARRIER GATE INFRARED SCANNER: human presence sensor recommended for areas with pedestrian traffic near laneway (Note: 1 unit required per barrier gate)	\$495.00	\$0.00
<input type="text" value="1"/>	EMERGENCY VEHICLE SIREN OPEN	\$1,495.00	\$1,495.00
<input type="text" value="0"/>	MOUNTING OF ALTERNATE EMERGENCY VEHICLE GATE OPENING DEVICE: Customer to supply & check with local fire department requirements. Parking BOXX to mount unit (e.g. Knox Box). (Note: 1 unit required per device to be mounted)	\$250.00	\$0.00
<input type="text" value="0"/>	10' GATE ARM RUBBER TRIM (Note: 1 unit required per barrier gate arm)	\$50.00	\$0.00
<input type="text" value="4"/>	12' GATE ARM RUBBER TRIM (Note: 1 unit required per barrier gate arm)	\$70.00	\$280.00

VEHICLE DETECTION LOOPS

Each Barrier Gate requires 2 Loops (arming & reset). Saw Cut Loops are for existing asphalt or concrete laneways. PVC Loops are for gravel or new construction/paving. Oversized Loops are appropriate for lanes with Gate Arms longer than 12' or if the laneway will have regular transport trucks or vehicles towing a trailer/boat/RV. If you are replacing existing Gates, or keeping your

own, you do not need to order new Loops - however, if any existing Loops are missing or damaged or otherwise inoperable, Parking BOXX will install new ones at the prices indicated below.

<input type="text" value="0"/>	SAW CUT LOOP STANDARD	\$600.00	\$0.00
<input type="text" value="4"/>	SAW CUT LOOP OVERSIZED	\$800.00	\$3,200.00
<input type="text" value="0"/>	PVC PREFORMED LOOP STANDARD (2.5'x6'): Installation by Customer	\$400.00	\$0.00
<input type="text" value="0"/>	PVC PREFORMED LOOP OVERSIZED (5'x10'): Installation by Customer	\$500.00	\$0.00
<input type="text" value="0"/>	VEHICLE LASER SCANNER SYSTEM: vehicle and/or pedestrian detector w/dual-zone IR laser; for use in applications where saw cut or PVC loops are not feasible, such as metal rebar in the laneway (Note: 1 unit required per laneway)	\$2,000.00	\$0.00

BOLLARD OPTIONS

Bollards are installed on the islands to help protect equipment from vehicle damage. The preferred method is to pour concrete bollards at the same time as the islands. However, if the islands are already poured or concrete bollards are not feasible for some reason, then bolt-down bollards should be implemented. Please ask your sales associate for recommended quantities.

<input type="text" value="0"/>	BOLLARD BOLT-DOWN YELLOW 3.5"x42"		\$300.00	\$0.00
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MANAGEMENT SOFTWARE

CloudEASE PARKING MANAGEMENT SOFTWARE: 24/7 Web Access to Account, Sites, Machines, Rate Configuration, Printed Document Settings, Basic Reporting Suite, Alerts, Counters, PCI Compliance, Software Patches, Unlimited Users & SIP Server for VoIP Intercoms

ONE option must be selected, by changing the quantity from 0 to 1.

Monthly Per Machine, to be adjusted at time of invoicing based on final equipment list. \$250 per BOXX (Flat-Rate, Mini Pay BOXX, Handheld POS & Cashier BOXX) & \$100 per Access Control BOXX & Handheld Rate/Validate.

<input type="text" value="1"/>	FRB PREPAID 1-YEAR SOFTWARE LICENSE	\$3,000.00	\$3,000.00
<input type="text" value="0"/>	PREPAID 4-YEAR SOFTWARE LICENSE: 20% Discount!	\$9,600.00	\$0.00



P-123 CARD RENEWAL APPS

P-123 RENEW: PHONE APP - CARD RENEWAL. This is a one-time setup fee to allow Card Holders to make monthly card access payments or schedule auto-renewal payment from their phone or any web browser. An initial card fee may also be added to the recurring monthly fees to cover your time for access card distribution. Upon distributing the physical RFID card, customer shall request the Card Holder email address to initialize the signup and renewal process. Also customer may add custom terms for the Card Holder to agree to in the P-123 App. This is a one-time setup fee, per Lot. Additionally, fees of \$1.50 per renewal shall apply, plus 2.9% + \$0.30/transaction for merchant fees per payment.

<input type="text" value="1"/>		\$495.00	\$495.00
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CAMERAS & NVR OPTIONS

Please select desired quantities. Note: Cameras require Ethernet cables & must be on the same LAN as the NVR.

<input type="text" value="1"/>	CAMERA MOUNT PACKAGE - SINGLE: Single camera views vehicle or barrier gate operation; includes brackets, mounting & POE switch upgrade. (Note: add NVR if you wish to record video)		\$499.00	\$499.00
<input type="text" value="1"/>	CAMERA MOUNT PACKAGE - DUAL: Dual cameras view vehicle or barrier gate operation; includes brackets, mounting & POE switch upgrade. (Note: add NVR if you wish to record video)		\$749.00	\$749.00
<input type="text" value="1"/>	NVR: Network Video Recorder allows camera footage to be stored and saved; includes HDD & POE switch upgrade (Note: Cameras must be on the same		\$1,499.00	\$1,499.00

LAN as the NVR)

<input type="text" value="0"/>	LPR AGENT & SERVER: Includes LPR Server with installation & configuration of the Local LPR Agent. (Notes: LPR is separate from the parking system; requires Cameras (CAM-501 or CAM-502) & NVR (CAM-510); Cameras & NVR must be on the same LAN as the LPR Server THIRD PARTY FEE: additionally, Customer must purchase the OpenALPR Scout Plan (https://openalpr.com/software/scout#plans); this is a third party fee for the LPR software, which requires one license per LPR camera	\$3,999.00	\$0.00
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PAPER, CARDS & COUPONS

Please select desired quantities. Cards are only required with the optional Card Reader upgrade.

<input type="text" value="1"/>	THERMAL TICKET ROLL CloudEASE GATED (BOX OF 5 ROLLS)(reverse rolled): up to 4000 tickets/receipts per roll	\$315.00	\$315.00
<input type="text" value="3"/>	PROXIMITY ACCESS CARD CS 26 BIT (BOX OF 100)	\$395.00	\$1,185.00
<input type="text" value="0"/>	PROXIMITY ACCESS CARD ISO GRAPHIC (BOX OF 100)	\$595.00	\$0.00
<input type="text" value="0"/>	COUPONS BLANK STOCK (1000 SHEETS OF 6)	\$375.00	\$0.00
<input type="text" value="1"/>	COUPONS BLANK STOCK (100 SHEETS OF 6)	\$50.00	\$50.00

MODEM OPTION

If you are unable to provide an Ethernet cable at the machine, please select desired quantity.

<input type="text" value="0"/>	MODEM SYSTEM: CAT4 LTE-NA Industrial Modem with vandal proof antenna; configure as the primary or as the backup to an Ethernet connection; AT&T must work at the machine location (Note: For Full-Featured Systems 1 Modem per Site/Lot then all machines must be connected on the same LAN. For Flat-Rate or Smart Parking Meter machines, one modem may be used for all machines if all units are connected via Ethernet/LAN; else each machine will require a separate modem. A fee of \$40/month per Modem shall apply).	\$995.00	\$0.00
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BOXX OF SPARE PARTS

<input type="text" value="0"/>	BOXX OF SPARE PARTS: Replacement parts for several key components of the Parking BOXX system. Includes: Sunlight Readable LCD, Ticket Printer	\$1,900.00	\$0.00
<input type="text" value="0"/>	BOXX OF SPARE PARTS (BARRIER GATE): Replacement parts for all major components of the Barrier Gate. Includes: BGS-600 Controller, Gate power supply, Vehicle Loop Detector, Gate Arm Break-Away Kit, Shear Pin 5-Pack, Power Supply Diode assembly, Power Supply Fuses, Lighted Arm LED Fuse.	\$650.00	\$0.00

INSTALL, WARRANTY, TRAINING & FREIGHT

The below prices are for 1 Flat-Rate BOXX & 2 Barrier Gate. If you change quantities, please ask your Sales Representative to update the pricing in this section! Thank you!

1	DESIGN PLAN/PROJECT MANAGEMENT	\$2,500.00	\$2,500.00
1	SYSTEM INSTALLATION & TRAVEL (FRB): Mount & Bolt, Hook Up & Commission (Note: the price is \$3500 plus \$500 per BOXX (FRB, Mini Pay BOXX, Cashier BOXX & ACB), \$250 per Gate & Hotel Pedestal and \$50 per Bollard, to be adjusted at time of invoicing.)	\$4,500.00	\$4,500.00
1	CONCIERGE SERVICE (FRB): Installation Techs remain on-site during Go-Live. This service is required to initiate the Remote Support portion of your warranty. Until the Concierge Service has been completed, all Remote Support inquiries will be billable.	\$1,500.00	\$1,500.00
	CONCIERGE SERVICE DISCOUNT: The Concierge Service is included in the Installation Fee if the site goes live immediately after installation. If Go-Live is delayed until a future date, the quoted Concierge Service fee shall apply.		-\$1,500.00
1	SYSTEM WARRANTY & TRAINING (FRB): 1 year warranty (see proposal Terms, Fees & Warranty), on-site hardware training & on-line software training, plus unlimited software training during warranty period.	\$750.00	\$750.00
1	FREIGHT & HANDLING: For transportation within the continental US & Canada, the fee will be \$1000 plus \$250 per BOXX (Flat-Rate BOXX, Mini Pay BOXX, Cashier BOXX & Access Control BOXX), Gate or Hotel Pedestal and \$25 per Bollard, to be adjusted at time of invoicing. Additional transit to destinations outside the continental US & Canada are the Customer's responsibility (both cost & coordination).	\$1,750.00	\$1,750.00

3-YEAR EXTENDED WARRANTY

Pricing is based on PBXQ7890 with a System Total of \$51,512.00; any changes to the system order may also change the Extended Warranty pricing herein. Please select ONE option by changing the quantity from 0 to 1.

3-YEAR WARRANTY - MONTHLY: 1-Year Standard Warranty PLUS 2-Year Extended Warranty. PAYMENT: Monthly payments of the Unit Price for 36 months, due at the start of each month via credit card on file or post-dated checks.

\$450.00

\$0.00

INCLUDES:

Advance Replacement Parts for door-mounted items (those that will leave a hole in the machine if sent to the factory for inspection/repair).
 Unlimited Remote Support (phone/email), during normal business hours, prioritized above non-warranty tickets.
 Priority On-Site Service Call Scheduling (note this is scheduling only, it does not include the dispatch and labor fees for on-site service).
 Factory Labor to diagnose and repair parts.
 Parts Repair or Replacement, at the discretion of Parking BOXX.
 Unlimited Remote Training.
 Note: Freight Additional.

3-YEAR WARRANTY - PREPAID: 1-Year Standard Warranty PLUS 2-Year Extended Warranty. PAYMENT: Prepaid with system order (10% discount from monthly payments).

\$14,580.00

\$0.00

INCLUDES:

Advance Replacement Parts for door-mounted items (those that will leave a hole in the machine if sent to the factory for inspection/repair).
 Unlimited Remote Support (phone/email), during normal business hours, prioritized above non-warranty tickets.
 Priority On-Site Service Call Scheduling (note this is scheduling only, it does not include the dispatch and labor fees for on-site service).
 Factory Labor to diagnose and repair parts.
 Parts Repair or Replacement, at the discretion of Parking BOXX.
 Unlimited Remote Training.
 Note: Freight Additional.

5-YEAR EXTENDED WARRANTY

Pricing is based on PBXQ7890 with a System Total of \$51,512.00; any changes to the system order may also change the Extended Warranty pricing herein. Please select ONE option by changing the quantity from 0 to 1.

5-YEAR WARRANTY - MONTHLY: 1-Year Standard Warranty PLUS 4-Year Extended Warranty. PAYMENT: Monthly payments of the Unit Price for 60 months, due at the start of each month via credit card on file or post-dated checks.

\$350.00

\$0.00

INCLUDES:

Advance Replacement Parts for door-mounted items (those that will leave a hole in the machine if sent to the factory for inspection/repair).
 Unlimited Remote Support (phone/email), during normal business hours, prioritized above non-warranty tickets.
 Priority On-Site Service Call Scheduling (note this is scheduling only, it does not include the dispatch and labor fees for on-site service).
 Factory Labor to diagnose and repair parts.
 Parts Repair or Replacement, at the discretion of Parking BOXX.
 Unlimited Remote Training.
 Note: Freight Additional.

5-YEAR WARRANTY - PREPAID: 1-Year Standard Warranty PLUS 4-Year Extended Warranty. PAYMENT: Prepaid with system order (10% discount from monthly payments).

\$18,900.00

\$0.00

INCLUDES:

Advance Replacement Parts for door-mounted items (those that will leave a hole in the machine if sent to the factory for inspection/repair).
 Unlimited Remote Support (phone/email), during normal business hours, prioritized above non-warranty tickets.
 Priority On-Site Service Call Scheduling (note this is scheduling only, it does not include the dispatch and labor fees for on-site service).
 Factory Labor to diagnose and repair parts.
 Parts Repair or Replacement, at the discretion of Parking BOXX.
 Unlimited Remote Training.
 Note: Freight Additional.

DELIVERY & SCHEDULE: 6-8 WEEKS. Parking BOXX estimates that your system Installation will begin within this time frame, which starts after Parking BOXX's receipt of Customer's Deliverables (including written artwork approval and submission of VAR Sheet for merchant account). This time frame is exclusive of holiday weeks.

TAXES: Applicable taxes will be added at time of invoicing.

CIVIL WORK: Parking BOXX will provide laneway drawings upon receipt of deposit. Customer is responsible for permits and to ensure the site meets the specifications listed in the drawings.

MERCHANT ACCOUNT: Customer to open the compatible Gateway & Merchant account with Worldnet Payments. Chip & Tap: First Data, Bank of America & Citibank. Chip Only (or Tap in development): First Data, TSYS, Bank of America, Citibank, EVO, Heartland, Global, Elavon & Worldpay.

LOOPS: Barrier gates require 2 loops per lane. If any Loops are missing or damaged or otherwise inoperable, Parking BOXX will saw cut & seal new units at the above listed prices. However for laneways with rebar, tension cables, glycol tubing, or other structural elements, Customer is responsible for Ground Penetrating Radar (GPR) if required.

PAYMENT TERMS: 50% Deposit & 50% Upon Completion (payment to be provided to Installation Technicians after System Acceptance).

If quantities are changed, please click UPDATE to view total ->



Best Price Guarantee
 If you have an apples-to-apples quote lower than our Total System Price, **Parking BOXX** will **beat it by 10%**!
 Buy direct from the Manufacturer & SAVE.

SubTotal:	\$51,512.00
Shipping:	\$0.00
Sales Tax:	\$0.00
Total:	\$51,512.00

Ready to Accept?

Order Confirmation

We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.

IP Address 24.50.50.226

PO Number
 (Optional: Enter PO Number as your reference only.)

Comments

Email Address

Printed Name

Signature

"signatures" could include: /john smith/; /js/; /js123/, etc

I agree to the terms and conditions of the above document and PDF attachment with an electronic signature below.

*Parking BOXX reserves the right to cancel orders arising from errors, inaccuracies or omissions. Product shipped as ordered - ensure correct part numbers, products and compatibility. Orders sent FOB Milton, ON or Sarnia, ON, collect or on account via the courier specified above, if any. If a Lift Gate is required on the delivery truck, please add \$200 to any quoted Freight & Handling charge. Customer is responsible to provide all applicable civil work (including concrete, 120V electrical with 20Amps per lane, network/Ethernet, data communication, phone lines, saw cut loops) and associated permits as required, unless otherwise agreed in a separate Civil Work Agreement. Delivery & Schedule are subject to Parking BOXX's approval of Customer's site readiness photos showing completed civil work. This quote is subject to the Terms of Sale at parkingboxx.com/terms and the attached Terms, Fees & Warranty. Prices quoted are in effect for 30 days unless otherwise stated.

Automated Parking and Payment System at Cameron Park Lake

Equipment/Vendor

Parking Boxx Equipment- \$52,512

Electrical Contractor- T&M Electrical will be installing a new electrical breaker pedestal with 2 20-amp breakers. Electrical will need to be stubbed up throughout the pad to provide power and internet connection to the Parking Boxx Components. T&M will also mount and hook up all Parking Boxx Equipment. **\$16,500**

Concrete Contractor- Will be pouring a new cement pad directly on top of the old pad. The new concrete will bury the new electrical conduits in 4" of cement. Parking Boxx Suggests a cement pad between 6-12" thick. The contractor will also be installing bollards which will protect the equipment. **\$5,000**

Engineer- Providing blueprint drawings that are needed to obtain a permit from El Dorado County. A permit is required for this project. **\$850**

El Dorado County Permit Fee- \$1,400

Extended Warranties – Parking Boxx provides a 3 or 5 year extend product warranties. Warranties are not calculated in the total cost of the project. The equipment currently comes with a 1-year warranty. A 3-year warranty costs **\$14,580** and a 5- year warranty costs **\$18,900**.

Warranty Includes,

INCLUDES: Advance Replacement Parts for door-mounted items (those that will leave a hole in the machine if sent to the factory for inspection/repair). Unlimited Remote Support (phone/email), during normal business hours, prioritized above non-warranty tickets. Priority On-Site Service Call Scheduling (note this is scheduling only, it does not include the dispatch and labor fees for on-site service). Factory Labor to diagnose and repair parts. Parts Repair or Replacement, at the discretion of Parking BOXX. Unlimited Remote Training. Note: Freight Additional.

Total Estimated cost of project without extended warranties - **\$76,262**



2989 Cambridge Road
Cameron Park, California

PARK ENTRY AUTOMATED GATE EXHIBIT

March 11, 2023

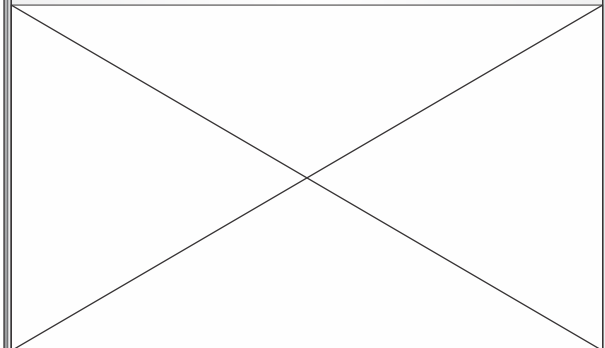
SITE PLAN



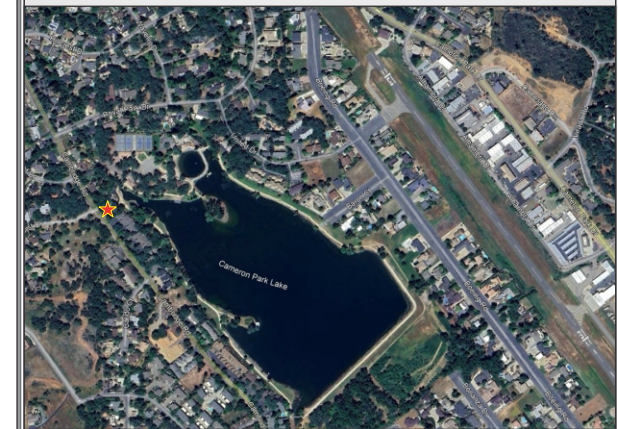
SCOPE OF WORK

Sign type	Description	Qty	Page
	Cover Sheet		0
	Table of contents - Site Plan - Vicinity Map		1
	Photo Survey of Existing Conditions		2
	Existing Concrete Pad Dimensions		3
	New Concrete Pad Dimensions		4
	Kiosk, Gate, Bollard and Conduit Placement		5
	Cabling Requirements		6
	Entry Kiosk Details	1	7
	Automated Gate Details	2	8
	Loop Sensors		9

KEY PLAN



VICINITY MAP



GRAPHIC DESIGN & CONSTRUCTION DOCUMENTS FOR THE SIGN INDUSTRY
 3941 Park Drive, Suite 20-516
 El Dorado Hills, California 95762
 510.417.5775 jim@mycrimeindesign.com

Project: Cameron Park Lake
 Automated Gate System

Address: 2989 Cambridge Road
 Cameron Park, CA
 95682

Account Manager: JKR

Designer: Miguel Reiman

Client: Cameron Park CSD

Date: March 14, 2024

File Name: Camera Park Lake.cdr

Scale: As noted

Revisions:

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The Colors depicted here are a graphic representation. Actual colors may vary. See color specifications.



1 GATEHOUSE ENTRANCE - EXISTING CONDITIONS

NTS

Gatehouse, wooden bollards and garbage can to be removed.

Existing electrical and data feeds are to be reused.



2 GATEHOUSE EXIT - EXISTING CONDITIONS

NTS

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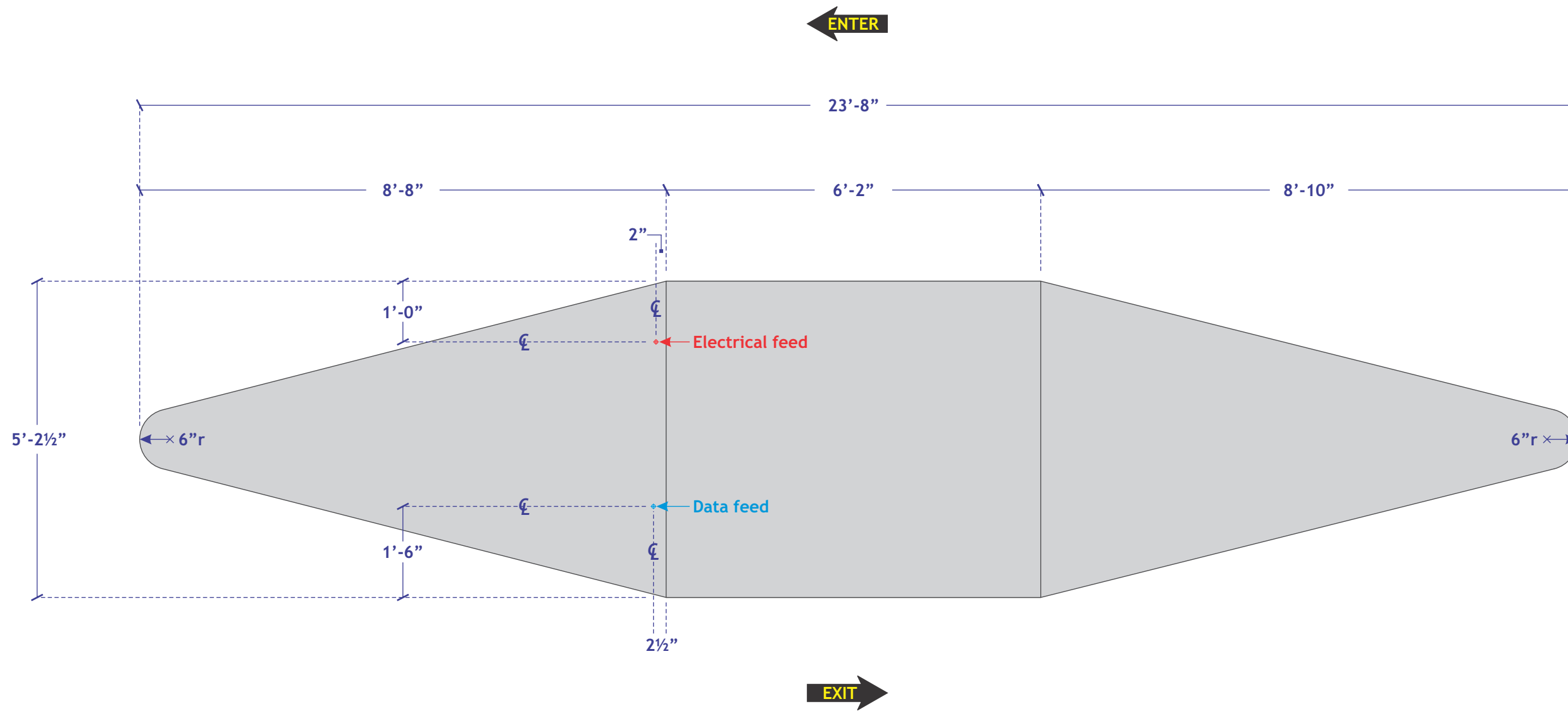
Client: Cameron Park CSD

Date: March 14, 2024

File Name: Camera Park Lake.cdr

Scale: As noted

Revisions:



1 EXISTING CONCRETE PAD DIMENSIONS

Scale: 1/2" = 1'-0"

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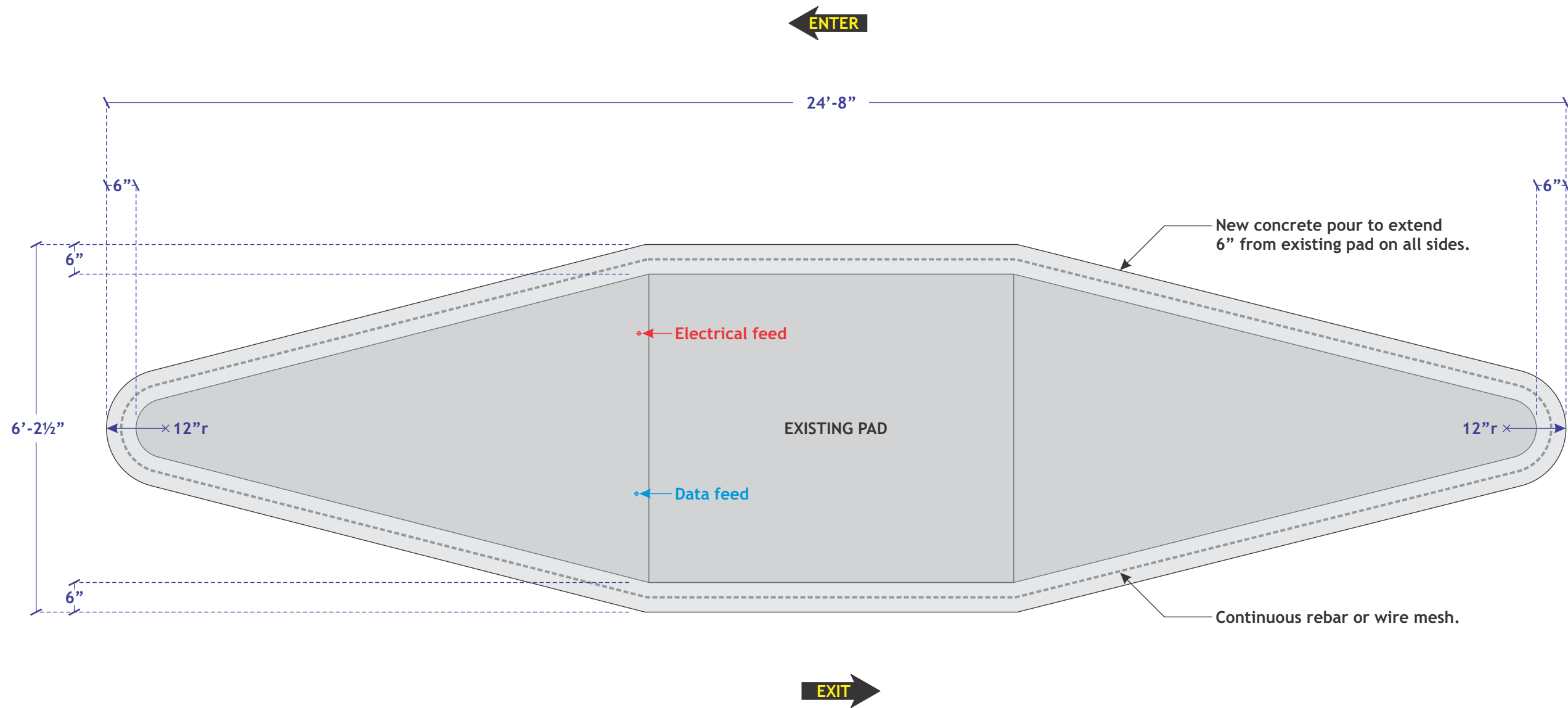
Client: Cameron Park CSD

Date: March 14, 2024

File Name: Camera Park Lake.cdr

Scale: As noted

Revisions:



2 NEW CONCRETE PAD DIMENSIONS
 1 unit required

Scale: 1/2" = 1'-0"

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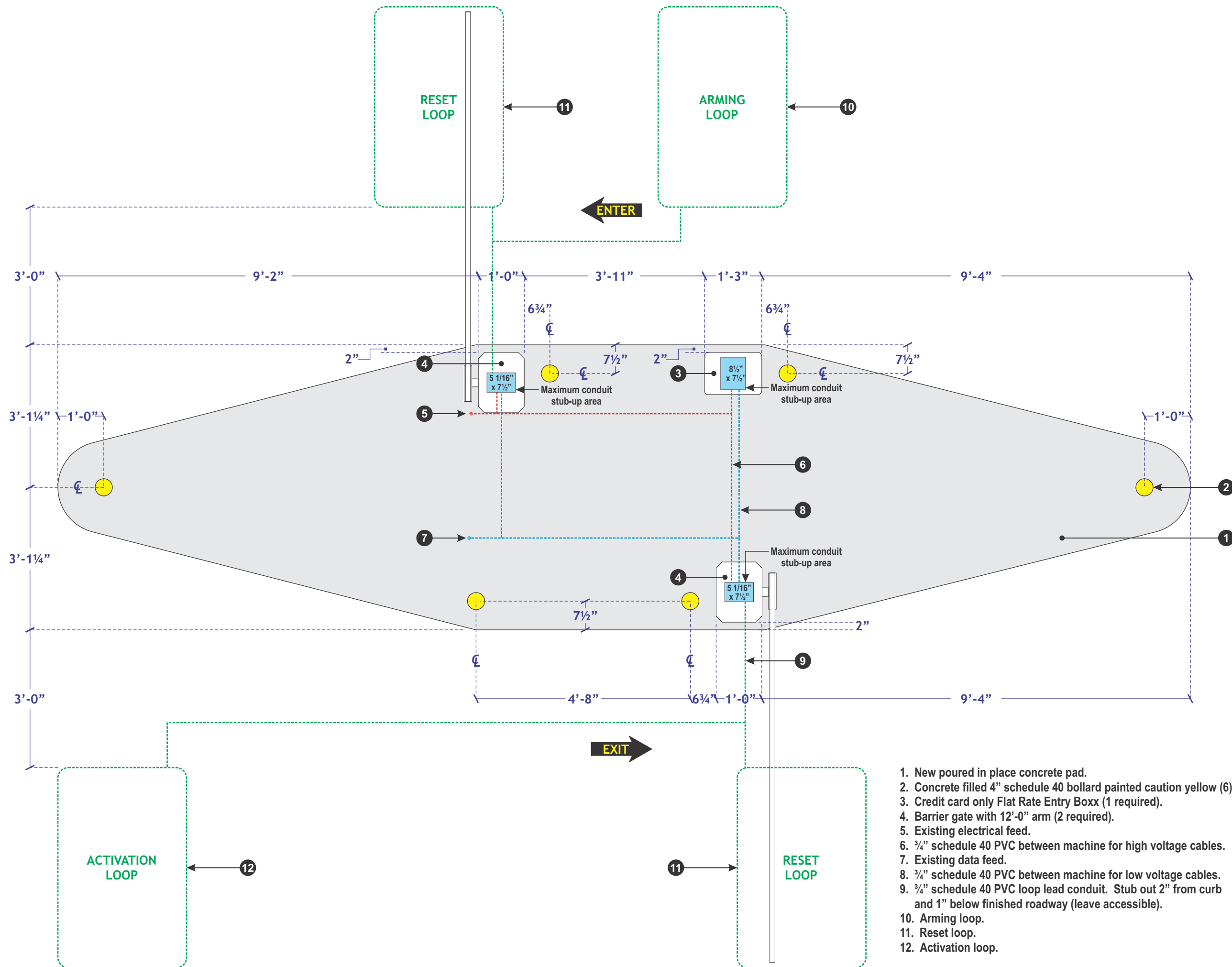
Client: Cameron Park CSD

Date: March 14, 2024

File Name: Camera Park Lake.cdr

Scale: As noted

Revisions:



1. New poured in place concrete pad.
2. Concrete filled 4" schedule 40 bollard painted caution yellow (6).
3. Credit card only Flat Rate Entry Boxx (1 required).
4. Barrier gate with 12'-0" arm (2 required).
5. Existing electrical feed.
6. 3/4" schedule 40 PVC between machine for high voltage cables.
7. Existing data feed.
8. 3/4" schedule 40 PVC between machine for low voltage cables.
9. 3/4" schedule 40 PVC loop lead conduit. Stub out 2" from curb and 1" below finished roadway (leave accessible).
10. Arming loop.
11. Reset loop.
12. Activation loop.

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Cabling Requirements: Power & Communications

Power

All of our machines run on 120VAC single-phase @ 60 Hz. We specify a single 20A circuit per lane and most lanes will have 2+ pieces of equipment that will share this circuit. These circuits should be dedicated and not shared with light posts or other equipment. We do not specify the gauge of wire required since it will depend on the distance of the run which is site specific.

Communications

Network – All devices that require a network connection will be shown on the interconnect drawing with a blue dotted line. For most applications, Cat-5e or Cat-6 (UTP) cable will be appropriate. Cables must be less than 300’ in length, and terminated at the switch/patch panel/router end. BOXX will terminate cable ends at the machines. If there is a cable run that will be longer than 300’, alternate means must be employed such as fiber-optic cable and media converters or copper ethernet extenders. If physically running cable to a location is not possible, you will need to employ a wireless solution. We recommend running physical cable whenever possible and only using a wireless infrastructure as a last resort. We do not have a specification for fiber-optic or wireless hardware because it will largely depend on the situation and existing infrastructure in place. All of the BOXX hardware must be on the **SAME** network.

Serial Data – All card readers and ticket dispensers require a serial data connection*, and will be shown on the interconnect drawing with a red dotted line. The most accessible cable that can be used for this application is Shielded Cat-5e or Shielded Cat-6 (STP/FTP). This is similar to the standard cable used for networking, however, it is paramount that shielded cable is used for this application. Unlike the network cables, the serial data cable runs from the server to the first device where it terminates, and then from the first device to the second, second to third and so on; this is called a daisy-chain formation or Data BUS. It is important that the BUS is run in this fashion, and it will be shown on the interconnect drawing as such. The length of each individual cable on the chain does not matter as long as the total combined length of the chain is less than 4,000’. There should be no splices in the BUS. *Note: Serial data cables are not required for CloudEASE systems.

Phone line – Most BOXX systems are now utilizing VoIP intercoms which use the network cables as specified above and no additional cabling is required. If you requested analog intercoms for your system, you will need to run analog phone cables from the phone service panel to each device that will have an analog intercom. Terminations at the phone service panel will need to be done by the service provider. BOXX will terminate the cables at the machines. Cat-3/5/6 cable or any telecom cable may be used as the analog phone line medium.

Signal – Low voltage signal wire between the control device (Entry BOXX, Exit BOXX, Access Control Pedestal, etc.) and the barrier gate it is controlling. We specify 18-6 stranded unless otherwise noted. BOXX will terminate both ends of these cables.

Stub-up Length Requirements

Gate – Power and signal cables must stub up 3’ from conduit.

Entry/Exit/Flat-Rate/Pay BOXX – Power cables must stub up 3’ and data/signal cables must stub up 6’ from conduit.

Access Control Pedestal – Power, data and signal cables must stub up 6’ from conduit.

Conduits: Type and installation

Intra-Island Conduits

All conduits within the island forms should be ¾” schedule-40 PVC unless otherwise specified by specific site drawings. Conduits should be stubbed directly up at the locations indicated by the laneway drawings; tied tightly together and capped/taped before pouring concrete to avoid the introduction of debris or foreign objects. After the concrete is set, but before cables are pulled, all conduits on the island need to be cut down to 2-3” high (see section “New construction.../Conduits” for additional details) . **If the conduits are left too tall, the machines will not fit properly.**

Feeder Conduits

For most standard installations, feeder conduits will be 1” schedule-40 PVC. On a typical Entry/Exit parking island, there will be two feeder conduits; one for power that will run to an electrical room/breaker panel/etc., and one for data that runs to a network closet/parking booth/management office/etc. On systems that have more than one parking island, there will likely be multiple feeder conduits on some of the islands to not only connect the islands to their power/data sources, but also to connect them to one another. Though we specify 1” conduit for the feeders, you may need to increase the conduit size for runs that will have a higher than typical number of data cables, thicker gauge power cables to account for voltage drop over longer distances, or fiber optic cable with minimum conduit size requirements, etc. Consider all of the cabling required for your project scope before selecting your conduit size. Though we specify schedule-40 PVC, your building code/fire code/environmental code may impose other requirements.

Schedule-40 PVC 1”

Project: Cameron Park Lake
Automated Gate System

Address: 2989 Cambridge Road
Cameron Park, CA
95682

Account Manager: JKR

Designer: Miguel Reiman

Client: Cameron Park CSD

Date: March 14, 2024

File Name: Camera Park Lake.cdr

Scale: As noted

Revisions:

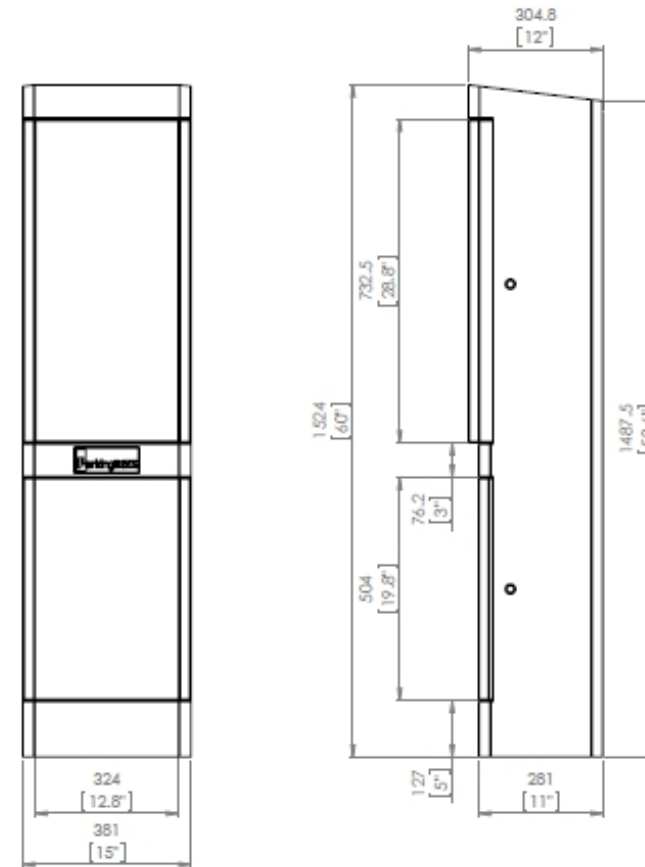
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12" LCD + Scanner +
EMV Card Reader &
Tap/NFC

12" LCD +
Dual Printer



Additional models and custom colors are available.

TECHNICAL SPECIFICATIONS

Kiosk Size	60" x 15" x 12" (152.4cm x 38cm x 32.4cm) (h x w x d)
Housing	304B Stainless steel with powder coating
Locks	Drill resistant
Operating Temp	-40°F/C with heater
Relative Humidity	97%
Power	120VAC, 60Hz, 5A
Weight	225lbs (102kg) without UPS
Printer	Thermal paper. Depending on system features selected: Up to 3,500, 5,300 or 7,600 tickets per roll with Single Printer Up to 7,000, 10,300 or 15,200 tickets per roll with Dual Printer
Display	12" LCD
Warranty	1 year parts warranty
Certifications	CSA, PCI, ADA & AODA Compliant



GRAPHIC DESIGN & CONSTRUCTION DOCUMENTS FOR THE SIGN INDUSTRY
3941 Park Drive, Suite 20-516
El Dorado Hills, California 95762
510.417.5775 jim@mycrimeindesign.com

Project: Cameron Park Lake
Automated Gate System

Address: 2989 Cambridge Road
Cameron Park, CA
95682

Account Manager: JKR

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Client: Cameron Park CSD

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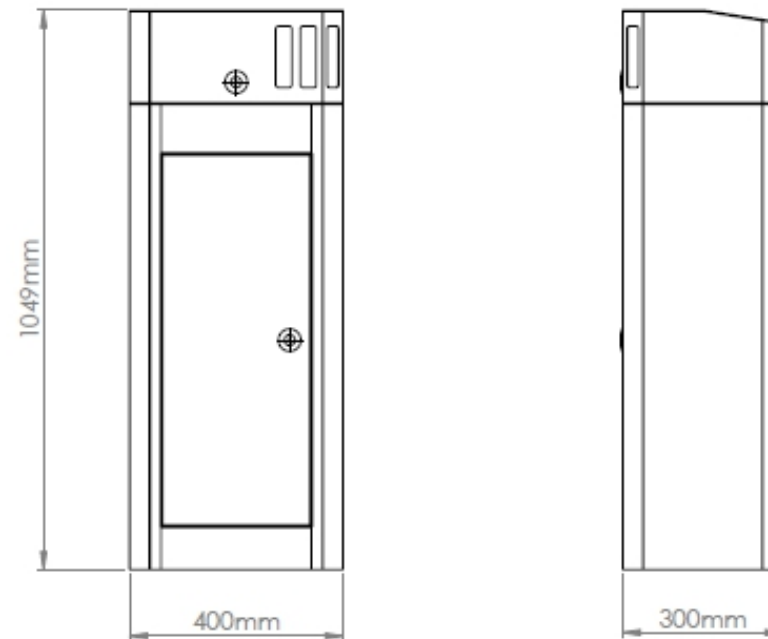
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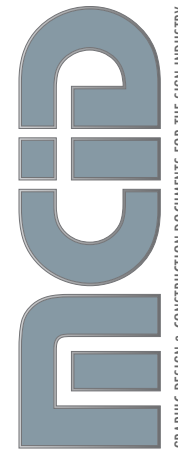
RELATED ITEMS

- Loop (PVC or saw cut), standard or oversize vehicle dimensions.
- Loop Detector – detects vehicle presence to arm or reset barrier gate or open if free in/out gate.
- Wayfinding Sensors & Signage.
- Laser Vehicle Detector.
- Access Control Parking System with Keypad or Card Access.
- Protective Bollard.



TECHNICAL SPECIFICATIONS

Cabinet Size	41.3" x 15.8" x 11.8" (104.9cm x 40cm x 30cm) (l x w x d)
Arm Options	Straight Arm: 7' to 18' (breakaway option) Folding Arm: 12' (adjustable height and length)
Wireless Distance	65' (20m) with built in receiver, includes two remotes.
Locks	Side door and removable top.
Operating Temp	-4°F to 150°F (-20°C to 65°C). -40°F/C with optional heater
Relative Humidity	98%
Power	110-120VAC, 60Hz, 5A. Optional: backup battery
Weight	130lbs (59kgs) without battery
Housing	304-B Stainless steel with powder coating
Warranty	1 year parts warranty
Certifications	CSA



GRAPHIC DESIGN & CONSTRUCTION DOCUMENTS FOR THE SIGN INDUSTRY
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 El Dorado Hills, California 95762
 510.417.5775 jim@mycrimeindesign.com

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Induction Loop Sensors: Type and installation

Saw-cut loops

For laneways that are already surfaced (asphalt or concrete), the easiest and most cost-effective way to install the loop sensors is to saw-cut them into the finished surface. It is a minimally invasive cut (about 1/4" diameter). A coil of wire is laid into the sawcut and then sealed afterwards. Both ends of the coiled wire need to enter the island for termination at the loop detector module located inside of the gate operators. When framing your islands, it is very important that you install a loop lead conduit that is accessible from the finished surface of the laneway.



In most cases, BOXX will be responsible for cutting in the loop sensors. The most important responsibility of the customer will be to prepare the loop lead conduit so that it is accessible.

PVC pre-formed loops

For unsurfaced laneways (dirt or gravel), the easiest and most cost-effective way to install the loop sensors is to bury PVC pre-formed loops in the laneway.



If you are installing PVC preformed loops, this can be done before or after framing, but typically before pouring concrete. Alignment is easier when your conduit stub-ups have been completed. [Left] is an unframed island with conduit stub-ups and loops placed.

Once the loops are placed, they should be re-covered with dirt/gravel (especially if you are going to be paving over them). **The loops need to be 2-3" below the surface. If they are too deep, they will not function properly.**

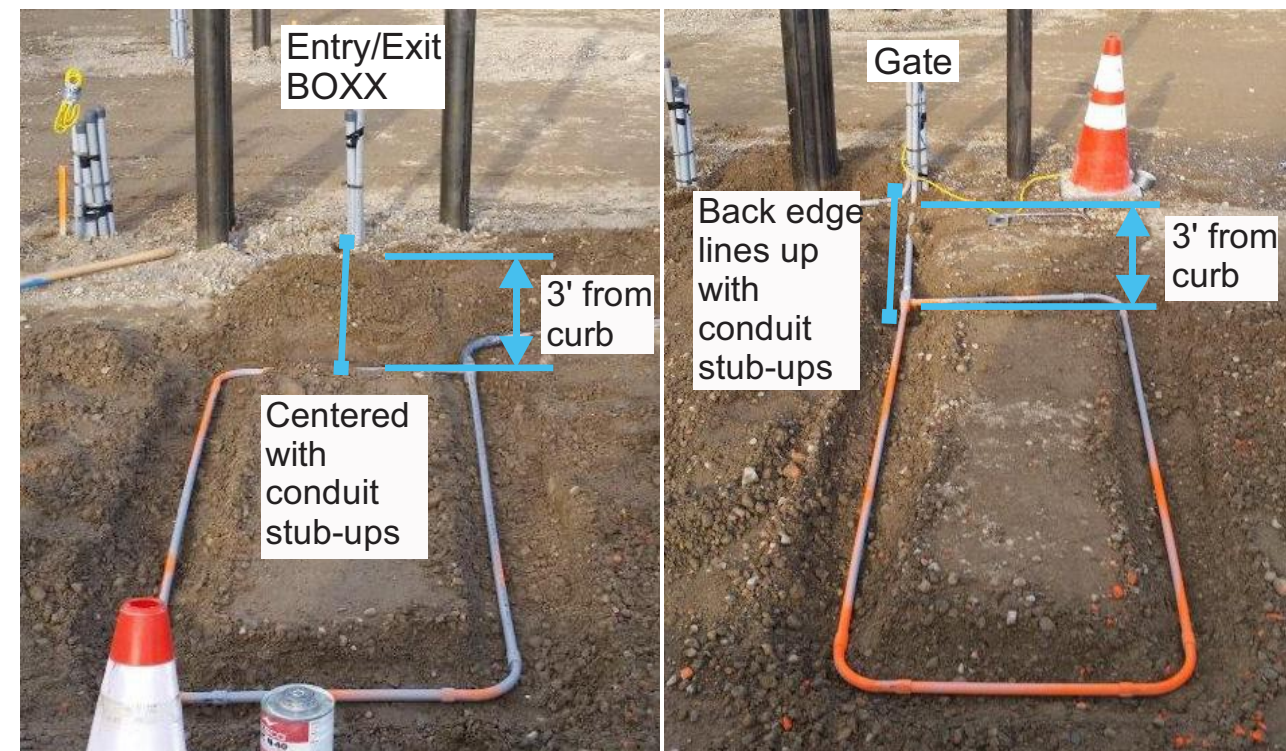
All loops should be approximately 3' from the curb.

Arming loops should be centered with the machine that they are arming.

Reset loops should be placed so that the back edge lines up with the conduit stub-ups for the gate so that approximately 30% of the loop is before the gate arm, and 70% of the loop is past the gate arm.



Refer to the below pictures for loop placement. For **MOST** applications, the arming/activation loops for the Entry/Exit BOXXs will have **blue** leads; the safety/reset loops for the gate operators will have **red** leads. This will help differentiate which loop is which once they are buried.



Project: Cameron Park Lake Automated Gate System

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RESOLUTION No. 2024-07
OF THE BOARD OF DIRECTORS
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
March 20, 2024

**RESOLUTION TO AUTHORIZE GENERAL MANAGER TO EXECUTE CONTRACT
WITH PARKING BOXX TO INSTALL AUTOMATED GATE AT CAMERON PARK
LAKE;**

WHEREAS, Staff released an RFP in October of 2022; and

WHEREAS, Parking Boxx has a built in emergency siren detector; and

WHEREAS, Parking Boxx contract amount is \$52,512; and

WHEREAS, The electrical contractor cost is \$16,500; and

WHEREAS, Cement contractor cost is \$5,000 ; and

WHEREAS, Permitting and engineering costs are \$2,250; and

WHEREAS, A 5- year warranty cost is \$18,900.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors

- Awards bid to Parking Boxx;
- Authorizes General Manager to execute the contract with Parking Boxx for \$52,512;
- Authorizes General Manager to purchase 5-year warranty at his discretion
- Appropriates \$76,262 funding to be paid out of Quimby monies.

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 March 2024, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Monique Scobey, President
Board of Directors

Alan Gardner General Manager
Secretary to the Board



Agenda Transmittal

DATE: March 20, 2024

FROM: Alan Gardner, General Manager

AGENDA ITEM #11: 2024 Updated Fees

RECOMMENDED ACTION: **Receive and File**

Background

Every year during the Fall months, staff review current fees for services and facility use. Staff's review includes where capacity exists to increase fees, CPI increases, cost recovery for service delivery and comparing fees to surrounding agencies.

Discussion

During Standing Committee meetings in November and December 2023, staff presented proposed 2024 fee changes. In January 2024 fees were approved at the Regular Board of Directors meeting.

The Parks and Recreation Committee has expressed interest in a cost analysis, possibly by a third-party consultant, to evaluate full costs of providing recreation facilities and programs. Staff in the Finance Department put tools in place beginning in August of 2023 to be able to track direct costs and is working to compile information to do it's own cost analysis. During the time between when the fees were approved in January and now there has began a restructuring within the departments. The Finance/Hr officer has worked with staff in Recreation, Facilities and Parks departments to conduct further analysis of how we are charging user groups as well as instructor lead programing. The Cameron Park Community Services fees and facilities were compared with other like sized and neighboring Community Services Districts.

During this analysis a current District policy was being followed (Policy #3240), which states that Cameron Park residents receive a 10% discount from non-resident fees as well as a senior discount and 25% for nonprofits. Some of these things have not been offered or factored in while updating rates each year. Staff are collaborating on ways to expand programming, infrastructure and updating what we offer at facilities so we are also updating our current fees and fee structure.

We have changed the number of members in a family from 4 to 5 and will be offering early bird discounts for pass purchases. With this new fee structure we look forward to being able to offer additional discounts on upcoming events to season pass holders such as free lap swim, free pickleball in the gym, free parking at Summer Spectacular along with discounted admission. While we have established updated rates for most aspects of the District, staff are still working on updating rates for aquatics teams to a per lane charge as well as possibly having a tiered charge based on time of year usage. These fees will be separate from the rates charged for swim meet days. Staff is also researching sponsorship and volunteer opportunities along with a true community partner program and what that would look like. We are currently looking at cutting our budget and could use the help of our user groups as well as residents and businesses in and around the community and we are going to provide opportunities to highlight all of the support.

Fiscal Impact

Our current FY 23/24 budget is in a large deficit. Staff are hopeful that with additional services offered within the season pass alone along with making changes to what we offer and with having a more welcoming facility we can achieve a balanced budget and still offer amazing things. It will take some time to continue building the foundation withing with staff to reach out to the community and get to the point of having a healthy reserve but staff is confident in the ability to reduce the deficit this year and eliminate most of it in the future with the efforts that they are bringing with outreach and bringing the COMMUNITY back to the Community Center and our Parks.

Attachments:

11a. Facility Use Fees, 2024 Updated

2024 Cameron Park CSD Fees

	Facility Room	Current Rate	Non- Resident Fee	Resident Fee	Refundable Security Deposit (with food/alcohol)	Refundable Security Deposit (No food/alcohol)	Hourly Minimum	Notes	
Community Center	Courtyard	\$25.00/hr						Outdoor venue, no electricity	
	Dance Room	\$64.00/hr	\$110.00/hr	\$100.00/hr	n/a	\$300.00	2		
	Gym	\$86.00/hr	\$110.00/hr	\$100.00/hr	n/a	\$300.00	3		
	West Half Assembly Hall	\$86.00/hr	\$110.00/hr	\$100.00/hr	\$450.00	\$300.00	4		
	Quarter of Hall, hourly	\$64.00/hr	\$100.00/hr	\$90.00/hr	\$400.00	\$300.00	2		
	East 1/2 (stage)	\$106.00/hr	\$120.00/hr	\$105.00	\$450.00	\$300.00	4		
	Full Assembly Hall	\$189.00/hr	\$220.00/hr	\$195.00	\$700.00	\$600.00	4		
	Kitchen	\$64.00/hr	\$105.00/hr	\$95.00/hr	\$400.00	\$300.00	2		
	Classroom A	\$33.00/hr	\$55.00/hr	\$50.00/hr	\$400.00	\$200.00	2	No A/V equipment; has whiteboard	
	Classroom B	\$33.00/hr	\$55.00/hr	\$50.00/hr	\$400.00	\$200.00	2	Has a TV	
	Social Room	\$64.00/hr	\$100.00/hr	\$90.00/hr	n/a	\$300.00	2	Has smart TV; has whiteboard	
	Pool		Rate						
	1-250 people	\$320.00/hr	\$310.00/hr	\$280.00/hr		\$250.00	3	*2 guard minimum	
	Lane fee	varies by time of year							
Lifeguard fee	\$20.00/hr							*2 guard minimum	
Parks	Sports Fields		Rate						
	Christa McAuliffe	\$40.00/hr	\$60.00/hr	\$55.00/hr		\$300.00			
	Christa T-ball Field	\$20.00/hr	\$22.00/hr	\$20.00/hr		\$300.00			
	Dave West	\$38.00/hr	\$55.00/hr	\$50.00/hr		\$300.00		no bathrooms	
	Rasmussen East or West	\$36.00/hr	\$60.00/hr	\$55.00/hr		\$300.00			
	Lake Rental- Gazebo		Rate						
	1-250 People	250	\$250	\$225	\$400 Security Guard Fee Separate	\$300.00	up to 8 hours between 9am-8pm		
	Lake Flag Pole Area	\$90.00	\$100.00	\$90.00				includes up to 15 people	
Courts		Rate							
Tennis Court Rental		\$14.00/hr/court	\$12.50/hr/court		\$300.00				
Other Fees		Rate						Notes	
Other	Security Guard Fee	\$50/hr							
	Set up Rate	3 hour max	\$55/hr	\$52/hr					
	Encroachment	\$75 + \$500 deposit							
Pass info									
Season Passes	Individual	\$85	\$115.00	\$100.00				includes lap swim,pickleball in the gym and other event discounts	
	Family	\$190	\$240.00	\$215.00				includes lap swim,pickelball in the gym and other discounts up to 5 family members only 2 adults	
	Senior/Veteran	\$70	\$80.00	\$72.00				includes lap swim,pickleball in the gym and other event discounts	
	Additional	\$40	\$46.00	\$40.00				up to 3	
	Lap Swim monthly pass		\$42.00	\$38.00					
	Pickelball		\$5.00	\$4.00					
	Pickleball monthly pass		\$60.00	\$54.00					



Budget and Administration Committee
Tuesday, March 5, 2024
6:45 p.m.

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

Special Notation:

Director Monique Scobey will participate in this meeting from a satellite location via teams. The Public may participate in all Open Session portions of this meeting from this location. The specifics of her location, while participating in the meeting are as follows:
2894 Pigeon Point Rd, Eureka, CA 95503

Agenda

Members: Director Monique Scobey (MS), Director Dawn Wolfson (DW),
Alternate Director Tim Israel (TI)

Staff: Alan Gardner, 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

1. APPROVAL OF CONFORMED AGENDA

- a. Conformed Agenda- February 6, 2024

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

2. Discussion on Budget restructuring for FY 2024/2025 (A. Gardner & C. Greek)
3. Review and update of 2024 Fees (A. Gardner & C. Greek)-Carry in

4. STAFF UPDATES

- a. Check Register Review February 2024 (C. Greek)
- b. Finance Office Monthly Report (C. Greek, oral)

5. ITEMS FOR FUTURE COMMITTEE MEETINGS

- a. EDSWAC Report out from Mike Churchill
- b. Update Credit Card Policy
- c. RFP for Auditor
- d. FY 23/24 3rd Qtr Budget to Actuals
- e. Underfunded LLADS
- f. SB1983 Ordinance

6. ITEMS TO FORWARD TO THE BOARD OF DIRECTORS

7. 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
Meeting
Monday, March 4, 2024
5:30 p.m.**

Cameron Park Community Center – Social Room

**2502 Country Club Drive
Cameron Park, CA 95682**

Agenda

Members: Chair Bob Dutta (BD), Vice Chair Sid Bazett (SB), Tim Israel (TI), Candice Hill Calvert (CHC),
Terry Eastwood (TE)
Alternate: Dawn Wolfson (DW)

Staff: CC&R Compliance Officer Jim Mog, General Manager Alan Gardner

CALL TO ORDER

ROLL CALL

Public testimony will be received on each agenda item as it is called. The principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the 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.

1. APPROVAL OF AGENDA

2. APPROVAL OF CONFORMED AGENDA

a. Conformed Agenda – CC&R Meeting – February 5th, 2024

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

3. Monthly Staff Report

- a. Open Violations, CC&R Violation Manager Case Detail Report (written report)
 - o Total Cases Open = 61
 - Courtesy Notices – 15
 - Initial Notices – 8
 - Final Notices – 5
 - Pre-legal Notices – 5
 - Referred to Legal – 0
 - Outside Agency – 3
 - o Prior Month's Cleared Cases – 9
 - o Prior Month's New Cases – 19

- b. Architectural Review Projects – Period –January 2024
 - o Projects Reviewed – 9
 - o Projects Approved – 9

Summary of ARC Projects:

- o Roofs – 2
- o Solar – 1
- o Tree Removals – 0
- o Fences – 1
- o New Home Const. – 0
- o ADU/JADU – 0
- o Swimming Pool – 1
- o Exterior House Paint – 0
- o Carport – 0
- o Deck – 0
- o Exterior Renovation – 0
- o Siding Replacement – 2
- o Detached Garage – 0
- o Gazebo/Pergola/Patio Cover – 0
- o Storage Shed – 0
- o Window Replacement – 1

4. Pre-Legal Requests – Action Item – Staff is seeking approval of the following.

- a. CCR23-1008 – 3210 Bentley Dr. – The Highlands #5 Clause 4.e – Building Regulations – Vehicle Storage. Resident rotates trailers and a big rig in frontage side yard. 3 notices have been sent through Final Notice. The staff is requesting pre-legal approval from the CC&R Committee.

- b. CCR23-1084 – 3793 Archwood Rd. – Cameron Park N. #2 – Improperly Stored Materials. Owner has had a large pile of mulch in the driveway for nearly a year. The neighborhood has filed several complaints to the CSD and Fire department. Owner has received 4 notices through Final notice without any response. The staff is requesting pre-legal approval from the CC&R Committee.

5. Staff Updates – (Not an action item)

- a. Pre-Legal Notices sent:
CCR23-1014 – 2885 Holly Hills Lane – Cameron Park N. #2 – Clause 3 Architectural Review required for a frontage fence. Pre-Legal sent for fence not in conformance with CC&Rs and Cameron Park Fence Guidelines. The homeowner applied for a new fence with the construction meeting the CPCSD Fence Guidelines. Project was approved by Committee. Work to be done no later than May.
- b. CCR23-1053 – 3589 Castlebrook Rd. – Cameron Park N. #1 – Vehicle parking and storage. Resident has a large flatbed trailer in frontage along the Castlebrook Rd. frontage. The trailer has now been removed. This case continues each year so the case will be moved to Continue to Monitor.
- c. Neighborhood Campaign – Cameron Park N. #8 on El Tejon Rd and Estepa Dr. Campaign letters were specific to trailers. Clause 11 – Vehicle Storage.

6. Items for Future CC&R Committee Agendas

7. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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



Fire & Emergency Services Committee
Tuesday March 5, 2024
5:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Director Eric Aiston (EA) & Director Dawn Wolfson (DW)
Alternate, Director Sidney Bazett (SB)

Staff: General Manager Alan Gardner, Chief Dusty Martin & Chief Kalan Richards

MEETING HAS BEEN CANCELLED

**(See attached department reports for
updates)**

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



Parks & Recreation Committee
Monday, March 4th, 2024
6:45 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Tim Israel (TI), Eric Aiston (EA), Alternate: Monique Scobey (MS).

Staff: General Manager Alan Gardner and Parks & Facilities Superintendent Mike Grassle

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

1. Conformed Agenda- February 5th, 2024

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

2. Discuss Park and Community Center improvements including progress, processes, and timeline for implementation.

STAFF REPORTS

3. Recreation Report (M.Grassle) Verbal
4. Parks & Facilities Report (M. Grassle)

ITEMS FOR FUTURE COMMITTEE AGENDAS

- Fees at Cameron Park Lake and Park Entry Improvements
- Future Project (Quimby Fees)
- Road widening project (Paul J. Ryan Park)

ITEMS TO FORWARD TO THE BOARD OF DIRECTORS

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT