



CAMERON PARK COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING
Wednesday, December 16, 2020
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/83795764429>

Meeting ID: 837 9576 4429

(Teleconference/Electronic Meeting Protocols are attached) The

Board will convene into Closed Session after Board Information Items.

Board Members

| | |
|------------------|----------------|
| Monique Scobey | President |
| Eric Aiston | Vice President |
| Felicity Carlson | Board Member |
| Ellie Wooten | Board Member |
| Sidney Bazett | Board Member |

AGENDA

CALL TO ORDER

1. Roll Call
 2. Pledge of Allegiance
-

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 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.

OATH OF OFFICE

Eric Aiston Four-year term (2024) – Oath administered by Monique Scobey
Sidney Bazett Four-year term (2024) – Oath administered by Monique Scobey

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda
-

RECOGNITIONS AND PRESENTATIONS

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

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 #13 to be discussed and acted upon individually.

4. Conformed Agenda – Board of Directors Meeting November 18, 2020
5. Conformed Agenda – Board of Directors Special Meeting December 3, 2020
6. Conformed Agenda – Parks & Recreation Committee Meeting November 2,

2020

AGENDA

7. General Manager's Report
 8. **APPROVE** California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act Of 2018 (Prop 68) Per Capita Grant Program - Applications for Sports Field Renovations (W.Kahn)
 9. **APPROVE** 2021 Board Meeting Calendar (J.Ritzman)
 10. **APPROVE** New ARC Fee Items (J.Mog)
 11. **APPROVE** Resolution 2020-28 Approving the Memorandum Of Agreement between Cameron Park Community Services District and Lake Tahoe Community College for Supplemental Instruction; and Resolution 2020-29 Approving Amendment to the Memorandum of Agreement between Cameron Park Community Services District and the California Department of Forestry and Fire Protection for the Cooperative Use of the Lake Tahoe Community College District Related and Supplemental Instruction Agreement (S.Moranz)
 12. **RECEIVE AND FILE** Brighton Energy's Energy Efficiency Upgrade - Project Outcomes (M.Grassle)
 13. **APPROVE** Accountability Act Report for Fiscal Year 2019-20 (V.Neibauer)
-

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.

14. Items removed from the Consent Agenda for discussion
 15. **APPROVE** Resolution 2020-30 Approving the Agreement Between Cameron Park Community Services District and Callander Associates Landscape Architects for the Cameron Park Lake Splash Pad (M.Grassle)
 16. **APPROVE** Resolution 2020-31 Approving the Amendment to the Agreement Between Cameron Park Community Services District and ARC Alternatives (J.Ritzman)
 17. **APPROVE** Proposed Revisions to Cameron Park Community Services District Policy 4060 – Committees of the Board of Directors and Bylaws Section 6.13 (J.Ritzman)
 18. **NOMINATE & ELECT** Election of President and Vice President (J.Ritzman)
-

AGENDA

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.

19. General Matters to/from Board Members and Staff

- Upcoming Trainings & Community Meetings
 - Brown Act Principles (Webinar) – Thursday, January 14, 2021
 - Public Service Ethics AB 1234 (Webinar) – Wednesday, January 20, 2021
 - Sexual Harassment Prevention Training for Supervisors (Webinar) – Tuesday, January 26, 2021
 - 2021 SDRMA Spring Education Day (Sacramento) – Tuesday, March 23, 2021

20. Committee Reports

- a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. Parks & Recreation
-

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item. Closed sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange, or lease of real property. Members of the public may address the Board prior to closing the meeting.

CONVENE TO CLOSED SESSION

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

- Conference with Legal Counsel - Existing Litigation pursuant to Government Code section 54956.9
Cameron Park CSD v. Prowest PCM, Inc., El Dorado Superior Court Case No. PC20180258
-

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

AGENDA

ADJOURNMENT

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



Teleconference/Electronic Meeting Protocols

Cameron Park Community Services District

(Effective April 2, 2020)

WHEREAS, on March 4, 2020, Governor Newsome proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, March 17, 2020, Governor Newsome issued Executive Order N-29-20 suspending parts of the Brown Act that required in-person attendance of Board members and citizens at public meetings; and

WHEREAS, on March 19, 2020, Governor Newsome issued Executive Order N-33-20 directing most individuals to shelter at home or at their place of residence.

NOW, THEREFORE, the Cameron Park Community Services District will implement the following protocols for its Board and committee meetings.

The guidance below provides useful information for accessing Cameron Park Community Services District (“District”) meetings remotely and establishing protocols for productive meetings.

BOARD AND COMMITTEE MEMBERS:

- **Attendance.** Board and Committee Members should attend District meetings remotely from their homes, offices, or an alternative off-site location. As per the Governor’s updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District’s website. They will also be sent by email to all Board and Committee Members. Note that under the circumstances, District staff may not be able to send paper packets.
- **Board and Committee Member Participation.** Meeting Chair(s) will recognize individual Board and Committee Members and unmute their device so that comments may be heard or will read comments if they are provided in writing only.

PUBLIC PARTICIPATION:

- **Attendance.** The District’s office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District’s website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:
 - **How to Observe the Meeting:**
 - **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248 7799. Enter the Meeting ID# listed at the top of the applicable Board or Committee agenda followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://us04web.zoom.us/j/91011222222> if the line is busy.
 - **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link listed at the top of the applicable Board or Committee agenda using a computer with internet access that meets Zoom’s system requirements (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
 - **Mobile:** Log in through the Zoom mobile app on a smartphone and enter the Meeting ID# listed at the top of the applicable Board or Committee agenda.
 - **How to Submit Public Comments:**
 - **Before the Meeting:** Please email your comments to admin@cameronpark.org, with “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed 3 minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. Emails running longer than the time limit will not be finished. All comments received at least 2 hours prior to the meeting on the day the meeting will be held, will be included as an agenda supplement on the District’s website

under the relevant meeting date, and provided to the Directors/Committee Members at the meeting. Comments received after that time will be treated as contemporaneous comments.

- **Contemporaneous Comments:** During the meeting, the Board President/Committee Chair or designee will announce the opportunity to make public comments. If you would like to make a comment during this time, you may do so by clicking the “raise hand” button. You will be addressed and un-muted when it is your turn to speak (not to exceed the 3 minute public comment time limit).

FOR ALL PARTICIPANTS:

- **Get Connected:** Please download Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Ensure Quiet.** All audience members will be muted during the meeting until they are addressed by the Board/Committee as their time to speak. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to remote meetings will likely include some challenges. Please bear with us as we navigate this process.



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CONFORMED AGENDA

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

REGULAR BOARD MEETING
Wednesday, November 18, 2020
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/84835928523>

Meeting ID: 848 3592 8523

(Teleconference/Electronic Meeting Protocols are attached)

The Board will convene into Closed Session after Board Information Items.

Board Members

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

CONFORMED AGENDA

CALL TO ORDER – 6:32pm

1. Roll Call – MS/EA/FC/EW/HM
 2. Pledge of Allegiance
-

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ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

Motion to adopt the Agenda.

*EW/FC – Motion Passed
Ayes – MS, EA, FC, EW, HM
Noes – None
Absent – None
Abstain – None*

RECOGNITIONS AND PRESENTATIONS

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

Lisa Howard - Citizen's Climate Lobby, Roseville Chapter

Director Holly Morrison – Recognition of Service to the Cameron Park Community Services District

OPEN FORUM FOR NON-AGENDA ITEMS

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CONFORMED AGENDA

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #9 to be discussed and acted upon individually.

4. Conformed Agenda – Board of Directors Meeting October 21, 2020
5. Conformed Agenda – Solar Energy Ad Hoc Committee Meeting October 15, 2020
6. General Manager’s Report
7. **APPROVE** Vendor Selection 49er Communication for Radios Funded by Volunteer Fire Assistance Grant
8. **APPROVE** Resolution 2020-26 to Request Park Development Impact Fees to Fund Improvements at Cameron Park Lake - Proposed Splash & Spray Playground Project
9. **APPROVE** Vendor Selection Delta Blue Grass Co. for Sports Field Rehabilitation Project at Christa McAuliffe, David West, and Rasmussen Parks

Motion to adopt the Consent Agenda with the following correction:

- *Pull Items #8 & #9*

FC/EA – Motion Passed

Ayes – MS, EA, FC, EW, HM

Noes – None

Absent – None

Abstain – None

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CONFORMED AGENDA

GENERAL BUSINESS

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

10. Items removed from the Consent Agenda for discussion

- *Item #8 Approve Resolution 2020-26 to Request Park Development Impact Fees to Fund Improvements at Cameron Park Lake – Proposed Splash & Spray Playground Project*

Motion to Approve Resolution 2020-26 to Request Park Development Impact Fees to Fund Improvements at Cameron Park Lake – Proposed Splash & Spray Playground Project

FC/EW – Motion Passed

Ayes – MS, EA, FC, EW

Noes – HM

Absent – None

Abstain – None

- *Item #9 Approve Vendor Selection Delta Blue Grass Co. for Sports Field Rehabilitation Project at Christa McAuliffe, David West, and Rasmussen Parks.*

Motion to Approve Vendor Selection Delta Blue Grass Co. for Sports Field Rehabilitation Project at Christa McAuliffe, David West, and Rasmussen Parks.

FC/EA – Motion Passed

Ayes – MS, EA, FC, EW, HM

Noes – None

Absent – None

Abstain – None

11. **APPROVE** the Continuation of Negotiations for a Power Purchase Agreement with Sunworks; **APPROVE** Resolution 2020-27 to Approve An Amendment to the Agreement Between Cameron Park Community Services District and ARC Alternatives; **RECEIVE AND FILE** Solar Energy Ad Hoc Committee Report-Out

- *No Board Action Taken*

12. **RECEIVE AND FILE** Fiscal Year 2020-2021 First Quarter Financial Status Report

CONFORMED AGENDA

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.

13. General Matters to/from Board Members and Staff

- Upcoming Trainings & Community Meetings
 - Special District Leadership Academy
 - Virtual Module 1: Governance Foundations – Tuesday, December 8th & Wednesday, December 9th from 9am-12pm each day
 - Webinar: Required Ethics Compliance Training AB1234 – Wednesday, November 18th 10am-12pm
 - 2021 SDRMA Spring Education Day (Sacramento) – Tuesday, March 23, 2021

FC – Attended the Trail of Treats event at the District with her family; she continues to donate blood; she continues to work as a contact tracer; encouraged all to do what they can to stop the spread of COVID.

EW – Her clubhouse closed due to the new Purple Tier status.

HM – Finished Special District Leadership Academy training; excited to see the District Christmas Craft Fair online; thankful for rain.

EA – Asked about status of the proposed El Dorado Disposal recycling center in Cameron Park; also asked about the status of the Fire Training Tower.

MS – Finished Special District Leadership Academy training; recently approved as alternate for EDSWAC; husband took pictures of the river otters at Cameron Park Lake; attended District Bird Watching class at Cameron Park Lake; attended the Trail of Treats event at the District.

JR – Updated the Board on the COVID restrictions at the Community Center; announced that the District is recruiting for CC&R and Architectural Review Committee community members to serve.

14. Local Area Formation Commission (LAFCO)

- *Reviewed SOI for El Dorado Hills CSD; conducted the review of the Executive Director; study group on SOI for El Dorado Irrigation District.*

15. Committee Reports

- a. Budget & Administration
- b. Covenants, Conditions & Restrictions (CC&R)
- c. Fire & Emergency Services
- d. Parks & Recreation

CONFORMED AGENDA

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item. Closed sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange, or lease of real property. Members of the public may address the Board prior to closing the meeting.

CONVENE TO CLOSED SESSION

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

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

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

Unrepresented Employee of the District – General Manager

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

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

ADJOURNMENT – 10:15pm

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



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CONFORMED AGENDA

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

SPECIAL BOARD MEETING
Thursday, December 3, 2020
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/81982089936>

Meeting ID: 819 8208 9936

(Teleconference/Electronic Meeting Protocols are attached)

Board Members

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

CONFORMED AGENDA

CALL TO ORDER – 6:35pm

1. Roll Call – MS/EA/FC/EW/HM
 2. Pledge of Allegiance
-

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ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

Motion to adopt the Agenda.

*HM/EW – Motion Passed
Ayes – MS, EA, FC, EW, HM
Noes – None
Absent – None
Abstain – None*

OPEN FORUM FOR NON-AGENDA ITEMS

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PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item. Closed sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange, or lease of real property. Members of the public may address the Board prior to closing the meeting.

CONFORMED AGENDA

CONVENE TO CLOSED SESSION

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

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

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

Unrepresented Employee of the District – General Manager

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

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

ADJOURNMENT – 9:38pm

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

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



**Parks & Recreation Committee
Monday, November 2, 2020
6:30 p.m.**

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/86719368637>

Meeting ID: 867 1936 8637

(Teleconference/Electronic Meeting Protocols are attached)

Conformed Agenda

Members: Chair Director Ellie Wooten (EW), Vice Chair Director Felicity Carlson (FC)
Alternate Director Holly Morrison (HM)

Staff: General Manager Jill Ritzman, Recreation Supervisor Whitney Kahn,
Parks Superintendent Mike Grassle

CALL TO ORDER - 6:37pm

ROLL CALL – FC (EW arrived late at 6:41pm)

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.

APPROVAL OF AGENDA - Approved

APPROVAL OF CONFORMED AGENDAS - Approved

OPEN FORUM

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

DEPARTMENT MATTERS

1. Park Development Impact Fees to Fund Cameron Park Lake Splash and Spray Playground Project
(J. Ritzman)

- *Discussed Park Development Impact Fees to Fund Cameron Park Lake Splash and Spray Playground Project. Move to the Board with support to fund up to 75% of project costs.*

2. CALA Scope of Services and Estimated Fees for Cameron Park Lake Splash and Spray Playground Project (M. Grassle, Callander Associates)

- *Discussed CALA Scope of Services and Estimated Fees for Cameron Park Lake Splash and Spray Playground Project. Move to the Board with support.*

3. California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act Of 2018 (Prop 68) Per Capita Proposed Projects (M. Grassle)

- *Reviewed and discussed Prop 68 Per Capita Proposed Projects. Also discussed priorities for proposed projects. Move to the Board with support.*

4. Staff Oral & Written Updates

- a. Recreation Report (W. Kahn)
- b. Parks & Facilities Report (M. Grassle)

5. Items for December & Future Committee Agendas

- *Cameron Park Splash and Spray Playground Project*
- *Prop 68 Per Capita Proposed Projects – CALA Agreement & Associated Tasks*

6. Items to take to the Board of Directors

- *Park Development Impact Fees to Fund Cameron Park Lake Splash and Spray Playground Project (consent)*
- *CALA Scope of Services and Estimated Fees for Cameron Park Lake Splash and Spray Playground Project*
- *Prop 68 Per Capita Proposed Projects (consent)*

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 8:06pm



Agenda Transmittal

DATE: December 16, 2020

FROM: Jill Ritzman

AGENDA ITEM #7: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive and File.

Staff met with Brent Ives, consultant for the development of a new Strategic Plan, to kick off the District's efforts. Brent and staff are gathering information for the January 13, 2021 Strategic Plan Board Workshop. A brief survey will be posted on the District website soon for community members. Staff will be meeting with stakeholders and partners to begin the community engagement process. This is an important Board project to set direction for the District as we emerge from the current pandemic.

Commission on Aging met on November 19, and received a presentation about the new community center project in South Lake Tahoe. The City of South Lake Tahoe is leading the efforts with El Dorado County's support to revitalize many of recreation opportunities for locals and visitors. Staff continues to meet with El Dorado County Ad Hoc Senior Services Work Group, who is coordinating a robust food distribution effort county-wide.

While in "Orange" status, staff organized an in-person all staff meeting over lunch in the Cameron Park Lake Gazebo. It was nice for the staff to be together to share information about the various on-going District projects, and the current status of the District during COVID.

I attended the County's Town Hall COVID meeting via Zoom as a participant. Gold Country Chapter of CSDA is organizing a virtual workshop on January 27, 2020. Myself and others are organizing speakers for topics regarding strategic planning during a pandemic, speakers' panel of experienced Board members to share their knowledge with newly elected Board members (this was a popular panel in the past), and a legislative update.

CC&R Office

Staff is working with the developers of Silver Springs regarding their CC&Rs. The District will assume responsibility for compliance once the developers the various phases of development is completed.

Recreation Department

The change to the "Purple" tier initiated the closure of the gymnasium for youth sports. Staff is hopeful that the County will return to the "Red" tier in January and the rental of the gymnasium and associated revenue stream will resume.

Staff are developing a plan to streamline the Lake/Pool/Combo Annual Pass. Goals include:

- ✓ Streamlined fee schedule,
- ✓ Outreach messaging "support District parks and facilities, Buy an Annual pass,"
- ✓ Value-Added with pass holder events and specials to be announced this spring,
- ✓ Open the kiosk more days and for a longer season.

A mailer will be sent to all residents to encourage purchasing the new pass. The program will be launched in the next 30 days.

Parks & Facilities Department

The new perimeter fence around Bonanza Park is almost completed. The gymnasium floor gymnasium floor resurfaced for the first time in 10 years, and staff worked with the vendor to establish a more robust maintenance program to preserve the asset. A roof leak was repaired in the gym ceiling.

Fire Department

A fuel reduction project funded by the CA Climate Investment Grant occurring in Royal Oaks Park. The Training Tower received final approval from the County Planning Department, vendor agreements are executed. A ground breaking date will be set soon.



Agenda Transmittal

DATE: December 16, 2020

FROM: Whitney Kahn, Recreation Supervisor

AGENDA ITEM #8: CALIFORNIA DROUGHT, WATER, PARKS, CLIMATE, COASTAL PROTECTION, AND OUTDOOR ACCESS FOR ALL ACT OF 2018 (PROP 68) PER CAPITA PROGRAM - APPLICATIONS FOR SPORTS FIELD RENOVATIONS

RECOMMENDED ACTION: APPROVE

Introduction

On September 16, 2020, the Board of Directors approved:

- Resolution 2020-21 Approving Application(s) for Proposition 68 Per Capita Grant Funds, an authorizing Resolution required by Office of Grants and Local Services (OGALS);
- Cameron Park Community Services District Park Improvement Plan and Priority Projects, which placed renovating sports fields as a high priority project.

On November 18, 2020, the Board of Directors approved Delta Blue Grass as the vendor for the sports field renovation project.

Parks and Recreation Committee

On December 7, one of the Parks and Recreation Committee members was unable to attend; therefore, staff met with one of the Committee members and discussed the agenda items. The Parks and Recreation Committee member supported advancing this item to the Board of Directors for approval.

Discussion

On November 2, 2020, staff provided a report to the Parks and Recreation Committee outlining potential projects for Proposition 68 Per Capita grant funds. Proposition 68

grant funds are designed to improve aging park infrastructure and amenities. In summary, the Parks and Recreation Committee prioritized sports fields, playgrounds and restroom renovations as high priority projects for the Per Capita grant funds.

Staff is recommending that Proposition 68 Per Capita grant funds be used to renovate the District’s sports fields at Rasmussen, David West and Christa McAuliffe parks, and have developed the grant applications (Attachments 8A, 8B, 8C). A twenty percent local match is required. Prospector Soccer is agreeable to funding the 20% match for Christa McAuliffe Park. A letter of agreement will be developed between the District and Soccer to specify expectations for the project, role of each organization and funding sources. Motherlode Rugby also met with the District staff. Ponderosa Little League responded to the District’s request to meet, which will be taking place soon.

The renovation project(s) will take place once funding is secured. The project at Christa McAuliffe Park may occur this Spring 2021.

Sports Fields Renovation Project Funding

| | |
|---|-----------|
| Prop 68 Per Capita grant funds | \$95,550 |
| 20% Local Match | \$23,887 |
| Sports Field Renovation Total Project Costs | \$119,438 |

Per Capita Grant Funds Summary

| | |
|--|-----------|
| Per Capita Funds -Total Allocation to District | \$177,952 |
| Sports Fields Renovation allocation | \$95,550 |
| Remaining funds for playgrounds & restrooms | \$77,144 |

Please Note: We are working with the County to obtain copies of the CEQA Notice of Determination granted when the park sites were originally constructed, they will be attached to the applications as page number 7.

Attachments:

- 8A – Application: Christa McAuliffe
- 8B – Application: David West
- 8C – Application: Rasmussen



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Application Packet Checklist


GRANTEES must complete the checklist below and submit it with the APPLICATION PACKET.
An APPLICATION PACKET is not complete unless all items on the checklist are submitted.
Each PROJECT requires its own APPLICATION PACKET.

| Check if included | Check if not applicable | Application Item | Procedural Guide Page # | Check when signed by AUTHORIZED REPRESENTATIVE | Application Packet Page # |
|-------------------------------------|-------------------------------------|---|-------------------------|--|---------------------------|
| <input checked="" type="checkbox"/> | | Application Packet Checklist Digital file name: checklist.pdf | Pg. 11 | | Pg. 1 |
| <input checked="" type="checkbox"/> | | Application Digital file name: application.pdf | Pg. 12 | <input checked="" type="checkbox"/> | Pg. 2 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Development Project Scope/Cost Estimate, or Digital file name: devscope.pdf | Pg. 19 | <input checked="" type="checkbox"/> | Pg. 3 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Acquisition Requirements Digital file names: acqscope.pdf & acqdocs.pdf | Pg. 14 | <input type="checkbox"/> | Pg. _____ |
| <input checked="" type="checkbox"/> | | Funding Sources Form Digital file name: fundingsources.pdf | Pg. 20 | <input checked="" type="checkbox"/> | Pg. 4 |
| <input type="checkbox"/> | | Per Capita Match Calculator Digital file name: match.pdf | Pg. 13 | <input type="checkbox"/> | Pg. 5 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | CEQA Compliance Certification Digital file name: ceqa.pdf | Pg. 21 | <input checked="" type="checkbox"/> | Pg. 6 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Land Tenure documentation Digital file names: ownership.pdf or nonownership.pdf | Pg. 21 | | Pg. _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sub-Leases or Agreements Digital file name: otheragreements.pdf | Pg. 24 | | Pg. _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Site Plan Digital file name: siteplan.pdf | Pg. 24 | | Pg. _____ |
| | <input checked="" type="checkbox"/> | GHG Emissions Reduction Worksheet (at completion) Digital file name: emissions.pdf | Pg. 24 | | Pg. _____ |
| <input checked="" type="checkbox"/> | | Photos Digital file name: photos.pdf | Pg. 24 | | Pg. 8 |



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Per Capita Project Application Form

| | | |
|--|--------------------------|---|
| PROJECT NAME Cameron Park Community Services District Christa McAuliffe Athletic Field Renovation | | REQUESTED GRANT AMOUNT \$ 36,590 |
| PROJECT SITE NAME and PHYSICAL ADDRESS where PROJECT is located including zip code (substitute latitude and longitude where no street address is available) 2480 Merrychase Dr, Cameron Park, CA 95682 | | MATCH AMOUNT (if project is not serving a severely disadvantaged community) \$ 9,147 |
| | | LAND TENURE (<input checked="" type="checkbox"/> all that apply) <input checked="" type="checkbox"/> Owned in fee simple by GRANTEE <input type="checkbox"/> Available (or will be available) under a () year lease or easement |
| NEAREST CROSS STREET Country Club Dr. | | |
| Project Type (Check one) Acquisition <input type="checkbox"/> Development <input checked="" type="checkbox"/> | | |
| COUNTY OF PROJECT LOCATION El Dorado | | |
| GRANTEE NAME AND MAILING ADDRESS Cameron Park Community Services District | | |
| AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION | | |
| Name (typed or printed) and Title | Email address | Phone |
| Jill Ritzman General Manager | jritzman@cameronpark.org | 530.350.4651 |
| GRANT CONTACT-For administration of grant (if different from AUTHORIZED REPRESENTATIVE) | | |
| Name (typed or printed) and Title | Email address | Phone |
| Whitney Kahn, Recreation Supervisor | wkahn@cameronpark.org | 530-677-2231 |
| GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the items listed in the attached Development PROJECT Scope/Cost Estimate Form or acquisition documentation. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate. | | |
| Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution | | Date |
| Print Name:  Jill Ritzman | | 12/01/2020 |
| Title: General Manager | | |



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Development Project Scope/Cost Estimate Form

| | |
|--|---|
| GRANTEE: Cameron Park Community Services District | PROJECT Name Christa McAuliffe Athletic Field Renovation |
|--|---|

Development project scope (Describe the project in 30 words or less):

Renovating an existing athletic field to bring it up to industry standards. Project will allow various user groups to play on a safe and precise field.

Project Scope Items - all that apply:

| Install new | Renovate existing | Replace existing | Recreation Element |
|-------------------------------------|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pool, aquatic center, splash pad |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trails or walking paths |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Landscaping or irrigation |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Group picnic, outdoor classrooms, other gathering spaces |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Play equipment, outdoor fitness equipment |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sports fields, sports courts, court lighting |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Community center, gym, other indoor facilities |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Restroom, concession stand |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Minor elements which support one or more of the recreation elements checked above: benches, lighting, parking, signage, etc. |

| | |
|---|----------------------------|
| PRE-CONSTRUCTION (costs incurred prior to ground-breaking, such as design, permits, bid packages, CEQA); up to 25% of total PROJECT cost. | \$ |
| Construction | \$ 45,738.00 |
| Total PROJECT cost | \$ 45,738.00 |
| Subtract GRANTEE match if not in severely disadvantaged community (20% of total PROJECT cost, see page 13) | Less match -\$ 9,147.00 |
| Total GRANT amount requested | \$ 36,590.00 |

The GRANTEE understands that all elements listed on this form must be complete and open to the public before the final grant payment will be made.

| | |
|--------------------------------------|-----------|
| | 12/1/2020 |
| AUTHORIZED REPRESENTATIVE Signature | Date |
| Jill Ritzman, General Manager | |
| Print Name and Title | |



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Funding Sources Form

| | |
|--|---|
| GRANTEE: Cameron Park Community Services District | PROJECT Name Christa McAuliffe Athletic Field Renovation |
|--|---|

PROJECTS funded by the program are not complete until the PROJECT SCOPE is complete, and the PROJECT is open to the public. PROJECTS will:

- Be entirely funded by the GRANT, *or*
- Require funds in excess of the GRANT.

If the PROJECT requires funds in excess of the GRANT, the SCOPE of the PROJECT may be either the SCOPE of the larger project, or a subset of the larger project.

For example, if the PROJECT is \$100,000 towards construction of a \$500,000 park, the SCOPE can be the \$500,000 park, or a \$100,000 element of the park, such as a playground, that can be complete and open to the public.

- The PROJECT will be entirely funded by the GRANT, *or*
- The PROJECT requires funds in excess of the GRANT:
- The SCOPE is the same as the scope of the larger project, *or*
 - The SCOPE is a subset of a larger project, the scope of that larger project is:

Larger project cost: \$

Anticipated completion date: Jill Ritzman

List all funds that will be used. Submit revised Funding Sources form should funding sources be added or modified.

| Funding Source | Date Committed | Amount |
|--|-------------------|-----------|
| Per Capita/State of California | July 1, 2018 | \$ 36,590 |
| 20% Matching Funds by Sports User Groups | November 10, 2020 | \$ 9,147 |
| | | \$ |

I represent and warrant that I have full authority to execute this Funding Sources Form on behalf of the GRANTEE. I declare under penalty of perjury, under the laws of the State of California, that this status report, and any accompanying documents, for the above-mentioned GRANT is true and correct to the best of my knowledge.

12/1/2020

AUTHORIZED REPRESENTATIVE Signature

Date

Jill Ritzman, General Manager

Print Name and Title



Placeholder for Per Capita Match Calculator Report

www.parksforcalifornia.org says

Currently getting this error <h1>Server Error (500)</h1>

OK

on the State Parks website. Will update once the error is resolved.



Do you need a match for your Per Capita grant project?

Enter the location below and click Go! Your location must be within the boundaries of an existing or proposed park.

Get GIS Data

Find Your Community:

Get Report



Click any park on the map for park details.
Or click the pin to turn it on, then click any location for half-mile data.

OR enter an address below and click Go!

cameron park

GO!

Select your agency type to set the reporting radius

Other Agency

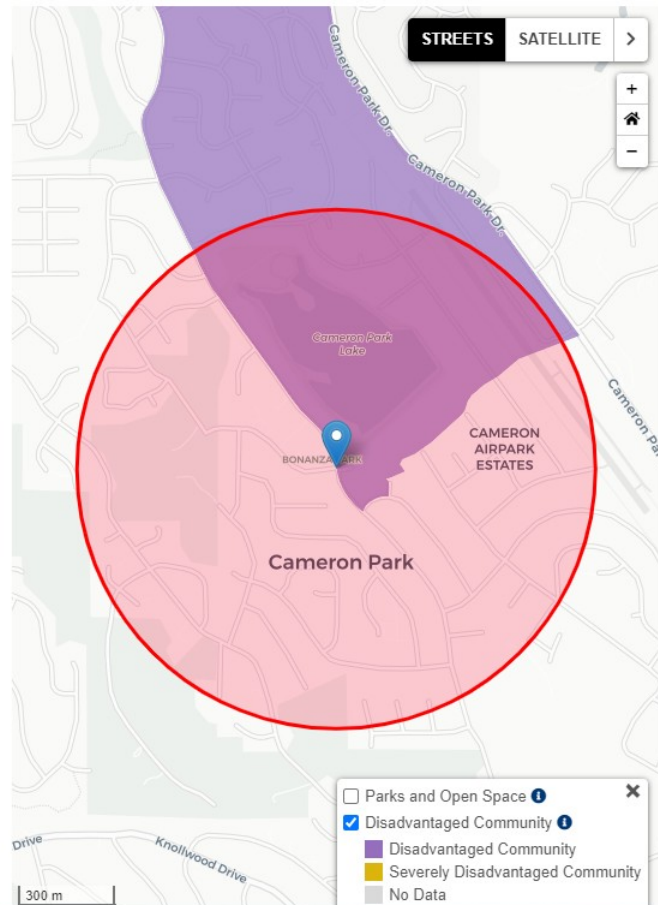
Results for Unincorporated (County: El Dorado)

Latitude, Longitude 38.68074036,-120.99443817

Median Household Income \$82,716

The community served does not qualify as Severely Disadvantaged. Match IS required.

Report # 100473 generated on 2020-12-01 @ 17:19





CEQA Compliance Certification

GRANTEE: 36,590

Project Name: 9,147

Project Address:

Is CEQA complete? Yes No Is completing CEQA a PROJECT SCOPE item? Yes No

What document was filed, or is expected to be filed for this project's CEQA analysis:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Notice of Exemption (attach recorded copy if filed) | Date complete/expected to be completed |
| <input type="checkbox"/> Notice of Determination (attach recorded copy if filed) | General Manager |
| <input checked="" type="checkbox"/> Other: | |

If CEQA is complete, and a Notice of Exemption or Notice of Determination was not filed, attach a letter from the Lead Agency explaining why, certifying the project has complied with CEQA and noting the date that the project was approved by the Lead Agency.

| | |
|--|--------|
| Lead Agency Contact Information | |
| Agency Name: Cameron Park Community Services District | |
| Contact Person: Michael Grassle | |
| Mailing Address: 2502 Country Club Dr. | |
| Phone: (5) 558-1146 | Email: |

Certification:

I hereby certify that the above referenced Lead Agency has complied or will comply with the California Environmental Quality Act (CEQA) and that the project is described in adequate and sufficient detail to allow the project's construction or acquisition.

I further certify that the CEQA analysis for this project encompasses all aspects of the work to be completed with grant funds.

12/1/2020

AUTHORIZED REPRESENTATIVE Signature

Date

Jill Ritzman, General Manager

Print Name and Title

FOR OGALS USE ONLY

| CEQA Document | Date Received | PO Initials |
|--|---------------|-------------|
| <input type="checkbox"/> NOE <input checked="" type="checkbox"/> NOD | | |



Placeholder for Recorded Copy of CEQA Notice of Determination

El Dorado County is pulling records for us to be included in the final application to accompany item #6 in the application packet.



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Application Packet Checklist


GRANTEES must complete the checklist below and submit it with the APPLICATION PACKET.
An APPLICATION PACKET is not complete unless all items on the checklist are submitted.
Each PROJECT requires its own APPLICATION PACKET.

| Check if included | Check if not applicable | Application Item | Procedural Guide Page # | Check when signed by AUTHORIZED REPRESENTATIVE | Application Packet Page # |
|-------------------------------------|-------------------------------------|---|-------------------------|--|---------------------------|
| <input checked="" type="checkbox"/> | | Application Packet Checklist Digital file name: checklist.pdf | Pg. 11 | | Pg. 1 |
| <input checked="" type="checkbox"/> | | Application Digital file name: application.pdf | Pg. 12 | <input checked="" type="checkbox"/> | Pg. 2 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Development Project Scope/Cost Estimate, or Digital file name: devscope.pdf | Pg. 19 | <input checked="" type="checkbox"/> | Pg. 3 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Acquisition Requirements Digital file names: acqscope.pdf & acqdocs.pdf | Pg. 14 | <input type="checkbox"/> | Pg. _____ |
| <input checked="" type="checkbox"/> | | Funding Sources Form Digital file name: fundingsources.pdf | Pg. 20 | <input checked="" type="checkbox"/> | Pg. 4 |
| <input type="checkbox"/> | | Per Capita Match Calculator Digital file name: match.pdf | Pg. 13 | <input type="checkbox"/> | Pg. 5 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | CEQA Compliance Certification Digital file name: ceqa.pdf | Pg. 21 | <input checked="" type="checkbox"/> | Pg. 6 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Land Tenure documentation Digital file names: ownership.pdf or nonownership.pdf | Pg. 21 | | Pg. _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sub-Leases or Agreements Digital file name: otheragreements.pdf | Pg. 24 | | Pg. _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Site Plan Digital file name: siteplan.pdf | Pg. 24 | | Pg. _____ |
| | <input checked="" type="checkbox"/> | GHG Emissions Reduction Worksheet (at completion) Digital file name: emissions.pdf | Pg. 24 | | Pg. _____ |
| <input type="checkbox"/> | | Photos Digital file name: photos.pdf | Pg. 24 | | Pg. _____ |



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Per Capita Project Application Form

| | | |
|--|--|---|
| PROJECT NAME Cameron Park Community Services District David West Athletic Field Renovation | | REQUESTED GRANT AMOUNT \$ 11,776 |
| PROJECT SITE NAME and PHYSICAL ADDRESS where PROJECT is located including zip code (substitute latitude and longitude where no street address is available) David West Park 4220 Crazy Horse Rd. Cameron Park, CA 95682 | | MATCH AMOUNT (if project is not serving a severely disadvantaged community) \$ 2,944 |
| | | LAND TENURE (<input checked="" type="checkbox"/> all that apply) <input checked="" type="checkbox"/> Owned in fee simple by GRANTEE <input type="checkbox"/> Available (or will be available) under a () year lease or easement |
| NEAREST CROSS STREET Thoreau Dr. | | |
| Project Type (Check one) Acquisition <input type="checkbox"/> Development <input checked="" type="checkbox"/> | | |
| COUNTY OF PROJECT LOCATION El Dorado | | |
| GRANTEE NAME AND MAILING ADDRESS 2502 Country Club Dr. Cameron Park, CA 95682 | | |
| AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION | | |
| Name (typed or printed) and Title | | Email address |
| Jill Ritzman General Manager | | jritzman@cameronpark.org |
| | | Phone 530.350.4651 |
| GRANT CONTACT-For administration of grant (if different from AUTHORIZED REPRESENTATIVE) | | |
| Name (typed or printed) and Title | | Email address |
| Whitney Kahn, Recreation Supervisor | | wkahn@cameronpark.org |
| | | Phone 530-677-2231 |
| GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the items listed in the attached Development PROJECT Scope/Cost Estimate Form or acquisition documentation. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate. | | |
| Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution | | Date |
| Print Name:  Jill Ritzman | | 12/01/2020 |
| Title: General Manager | | |



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Development Project Scope/Cost Estimate Form

| | |
|--|--|
| GRANTEE: Cameron Park Community Services District | PROJECT Name David West Athletic Field Renovation |
|--|--|

Development project scope (Describe the project in 30 words or less):

Renovating an existing baseball field to bring it up to industry standards. Project will allow various user groups to play on a safe and precise baseball field.

Project Scope Items - all that apply:

| Install new | Renovate existing | Replace existing | Recreation Element |
|-------------------------------------|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pool, aquatic center, splash pad |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trails or walking paths |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Landscaping or irrigation |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Group picnic, outdoor classrooms, other gathering spaces |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Play equipment, outdoor fitness equipment |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sports fields, sports courts, court lighting |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Community center, gym, other indoor facilities |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Restroom, concession stand |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Minor elements which support one or more of the recreation elements checked above: benches, lighting, parking, signage, etc. |

| | |
|---|----------------------------|
| PRE-CONSTRUCTION (costs incurred prior to ground-breaking, such as design, permits, bid packages, CEQA); up to 25% of total PROJECT cost. | \$ |
| Construction | \$ 14,720.00 |
| Total PROJECT cost | \$ 14,720.00 |
| Subtract GRANTEE match if not in severely disadvantaged community (20% of total PROJECT cost, see page 13) | Less match -\$ 2,944.00 |
| Total GRANT amount requested | \$ 11,776.00 |

The GRANTEE understands that all elements listed on this form must be complete and open to the public before the final grant payment will be made.

| | |
|---|-------------------|
| AUTHORIZED REPRESENTATIVE Signature Jill Ritzman, General Manager Print Name and Title | 12/1/2020 Date |
|---|-------------------|



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Funding Sources Form

| | |
|--|--|
| GRANTEE: Cameron Park Community Services District | PROJECT Name David West Athletic Field Renovation |
|--|--|

PROJECTS funded by the program are not complete until the PROJECT SCOPE is complete, and the PROJECT is open to the public. PROJECTS will:

- Be entirely funded by the GRANT, *or*
- Require funds in excess of the GRANT.

If the PROJECT requires funds in excess of the GRANT, the SCOPE of the PROJECT may be either the SCOPE of the larger project, or a subset of the larger project.

For example, if the PROJECT is \$100,000 towards construction of a \$500,000 park, the SCOPE can be the \$500,000 park, or a \$100,000 element of the park, such as a playground, that can be complete and open to the public.

- The PROJECT will be entirely funded by the GRANT, *or*
- The PROJECT requires funds in excess of the GRANT:
- The SCOPE is the same as the scope of the larger project, *or*
 - The SCOPE is a subset of a larger project, the scope of that larger project is:

Larger project cost: \$

Anticipated completion date: Jill Ritzman

List all funds that will be used. Submit revised Funding Sources form should funding sources be added or modified.

| Funding Source | Date Committed | Amount |
|--|-------------------|-------------|
| Per Capita/State of California | July 1, 2018 | \$ \$11,776 |
| 20% Matching Funds by Sports User Groups | November 10, 2020 | \$ 2,944 |
| | | \$ |

I represent and warrant that I have full authority to execute this Funding Sources Form on behalf of the GRANTEE. I declare under penalty of perjury, under the laws of the State of California, that this status report, and any accompanying documents, for the above-mentioned GRANT is true and correct to the best of my knowledge.


12/1/2020

AUTHORIZED REPRESENTATIVE Signature Date

Jill Ritzman, General Manager

Print Name and Title



Placeholder for Per Capita Match Calculator Report

www.parksforcalifornia.org says

Currently getting this error <h1>Server Error (500)</h1>

OK

on the State Parks website. Will update once the error is resolved.



Parks for All Californians
Local Park Access Planning and Grants

Home Park Access SCORP About

Do you need a match for your Per Capita grant project?

Enter the location below and click Go! Your location must be within the boundaries of an existing or proposed park.

Get GIS Data

Find Your Community:

Get Report



Click any park on the map for park details.
Or click the pin to turn it on, then click any location for half-mile data.

OR enter an address below and click Go!

cameron park

GO!

Select your agency type to set the reporting radius

Other Agency

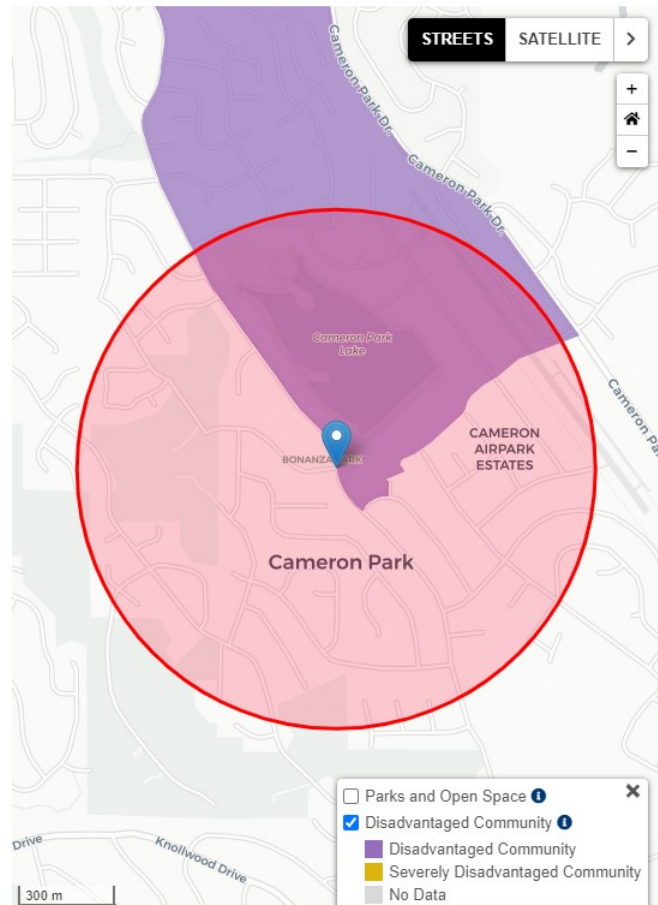
Results for Unincorporated (County: El Dorado)

Latitude, Longitude 38.68074036,-120.99443817

Median Household Income \$82,716

The community served does not qualify as Severely Disadvantaged. Match IS required.

Report # 100473 generated on 2020-12-01 @ 17:19





CEQA Compliance Certification

GRANTEE: 11,776

Project Name: 2,944

Project Address:

Is CEQA complete? Yes No Is completing CEQA a PROJECT SCOPE item? Yes No

What document was filed, or is expected to be filed for this project's CEQA analysis:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Notice of Exemption (attach recorded copy if filed) | Date complete/expected to be completed |
| <input type="checkbox"/> Notice of Determination (attach recorded copy if filed) | General Manager |
| <input checked="" type="checkbox"/> Other: | |

If CEQA is complete, and a Notice of Exemption or Notice of Determination was not filed, attach a letter from the Lead Agency explaining why, certifying the project has complied with CEQA and noting the date that the project was approved by the Lead Agency.

| | |
|--|--------|
| Lead Agency Contact Information | |
| Agency Name: Cameron Park Community Services District | |
| Contact Person: Whitney Kahn | |
| Mailing Address: 2502 Country Club Dr. | |
| Phone: (5) 677.2231 | Email: |

Certification:

I hereby certify that the above referenced Lead Agency has complied or will comply with the California Environmental Quality Act (CEQA) and that the project is described in adequate and sufficient detail to allow the project's construction or acquisition.

I further certify that the CEQA analysis for this project encompasses all aspects of the work to be completed with grant funds.

12/1/2020

AUTHORIZED REPRESENTATIVE Signature

Date

Jill Ritzman, General Manager

Print Name and Title

FOR OGALS USE ONLY

| CEQA Document | Date Received | PO Initials |
|--|---------------|-------------|
| <input type="checkbox"/> NOE <input checked="" type="checkbox"/> NOD | | |



Placeholder for Recorded Copy of CEQA Notice of Determination

El Dorado County is pulling records for us to be included in the final application to accompany item #6 in the application packet.



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Application Packet Checklist


GRANTEES must complete the checklist below and submit it with the APPLICATION PACKET.
An APPLICATION PACKET is not complete unless all items on the checklist are submitted.
Each PROJECT requires its own APPLICATION PACKET.

| Check if included | Check if not applicable | Application Item | Procedural Guide Page # | Check when signed by AUTHORIZED REPRESENTATIVE | Application Packet Page # |
|-------------------------------------|-------------------------------------|---|-------------------------|--|---------------------------|
| <input checked="" type="checkbox"/> | | Application Packet Checklist Digital file name: checklist.pdf | Pg. 11 | | Pg. 1 |
| <input checked="" type="checkbox"/> | | Application Digital file name: application.pdf | Pg. 12 | <input checked="" type="checkbox"/> | Pg. 2 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Development Project Scope/Cost Estimate, or Digital file name: devscope.pdf | Pg. 19 | <input checked="" type="checkbox"/> | Pg. 3 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Acquisition Requirements Digital file names: acqscope.pdf & acqdocs.pdf | Pg. 14 | <input checked="" type="checkbox"/> | Pg. _____ |
| <input checked="" type="checkbox"/> | | Funding Sources Form Digital file name: fundingsources.pdf | Pg. 20 | <input checked="" type="checkbox"/> | Pg. 4 |
| <input type="checkbox"/> | | Per Capita Match Calculator Digital file name: match.pdf | Pg. 13 | <input type="checkbox"/> | Pg. 5 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | CEQA Compliance Certification Digital file name: ceqa.pdf | Pg. 21 | <input checked="" type="checkbox"/> | Pg. 6 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Land Tenure documentation Digital file names: ownership.pdf or nonownership.pdf | Pg. 21 | | Pg. _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Sub-Leases or Agreements Digital file name: otheragreements.pdf | Pg. 24 | | Pg. _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Site Plan Digital file name: siteplan.pdf | Pg. 24 | | Pg. _____ |
| | <input checked="" type="checkbox"/> | GHG Emissions Reduction Worksheet (at completion) Digital file name: emissions.pdf | Pg. 24 | | Pg. _____ |
| <input type="checkbox"/> | | Photos Digital file name: photos.pdf | Pg. 24 | | Pg. _____ |



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Per Capita Project Application Form

| | | |
|---|---|-------------|
| PROJECT NAME Cameron Park Community Services District Rasmussen Park Field Renovations | REQUESTED GRANT AMOUNT \$ \$47,184 | |
| PROJECT SITE NAME and PHYSICAL ADDRESS where PROJECT is located including zip code (substitute latitude and longitude where no street address is available) 3610 Mira Loma Dr. Cameron Park, CA 95682 | MATCH AMOUNT (if project is not serving a severely disadvantaged community) \$ \$11,796 | |
| | LAND TENURE (<input checked="" type="checkbox"/> all that apply) <input checked="" type="checkbox"/> Owned in fee simple by GRANTEE <input type="checkbox"/> Available (or will be available) under a () year lease or easement | |
| NEAREST CROSS STREET Catawba Dr. | | |
| Project Type (Check one) Acquisition <input type="checkbox"/> Development <input checked="" type="checkbox"/> | | |
| COUNTY OF PROJECT LOCATION El Dorado | | |
| GRANTEE NAME AND MAILING ADDRESS Cameron Park Community Services District 2502 Country Club Dr. | | |
| AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION | | |
| Name (typed or printed) and Title | Email address | Phone |
| Jill Ritzman, General Manager jritzman@cameronpark.org 530-350-4651 | | |
| GRANT CONTACT-For administration of grant (if different from AUTHORIZED REPRESENTATIVE) | | |
| Name (typed or printed) and Title | Email address | Phone |
| Whitney Kahn, Recreation Supervisor wkahn@cameronpark.org 530-677-2231 | | |
| GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the items listed in the attached Development PROJECT Scope/Cost Estimate Form or acquisition documentation. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate. | | |
| Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution | | Date |
| Print Name: |  Jill Ritzman | 12/1/2020 |
| Title: | General Manager | |



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Development Project Scope/Cost Estimate Form

| | |
|--|---|
| GRANTEE: Cameron Park Community Services District | PROJECT Name Rasmussen Park Athletic Fields Renovation |
|--|---|

Development project scope (Describe the project in 30 words or less):

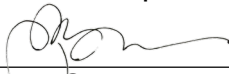
Renovating the existing field to bring them up to the industry standard. Project will allow various user groups to play on a safe and precise baseball and soccer fields.

Project Scope Items - all that apply:

| Install new | Renovate existing | Replace existing | Recreation Element |
|-------------------------------------|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pool, aquatic center, splash pad |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trails or walking paths |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Landscaping or irrigation |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Group picnic, outdoor classrooms, other gathering spaces |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Play equipment, outdoor fitness equipment |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sports fields, sports courts, court lighting |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Community center, gym, other indoor facilities |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Restroom, concession stand |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Minor elements which support one or more of the recreation elements checked above: benches, lighting, parking, signage, etc. |

| | |
|---|-----------------------------|
| PRE-CONSTRUCTION (costs incurred prior to ground-breaking, such as design, permits, bid packages, CEQA); up to 25% of total PROJECT cost. | \$ |
| Construction | \$ 58,980.00 |
| Total PROJECT cost | \$ 58,980.00 |
| Subtract GRANTEE match if not in severely disadvantaged community (20% of total PROJECT cost, see page 13) | Less match -\$ 11,796.00 |
| Total GRANT amount requested | \$ 47,184.00 |

The GRANTEE understands that all elements listed on this form must be complete and open to the public before the final grant payment will be made.


12/1/2020

 AUTHORIZED REPRESENTATIVE Signature Date

Jill Ritzman

 Print Name and Title



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Funding Sources Form

| | |
|--|---|
| GRANTEE: Cameron Park Community Services District | PROJECT Name Rasmussen Park Athletic Fields Renovation |
|--|---|

PROJECTS funded by the program are not complete until the PROJECT SCOPE is complete, and the PROJECT is open to the public. PROJECTS will:

- Be entirely funded by the GRANT, *or*
- Require funds in excess of the GRANT.

If the PROJECT requires funds in excess of the GRANT, the SCOPE of the PROJECT may be either the SCOPE of the larger project, or a subset of the larger project.

For example, if the PROJECT is \$100,000 towards construction of a \$500,000 park, the SCOPE can be the \$500,000 park, or a \$100,000 element of the park, such as a playground, that can be complete and open to the public.

- The PROJECT will be entirely funded by the GRANT, *or*
- The PROJECT requires funds in excess of the GRANT:
- The SCOPE is the same as the scope of the larger project, *or*
 - The SCOPE is a subset of a larger project, the scope of that larger project is:


Larger project cost: \$

Anticipated completion date: Jill Ritzman

List all funds that will be used. Submit revised Funding Sources form should funding sources be added or modified.

| Funding Source | Date Committed | Amount |
|--|-------------------|-------------|
| Per Capita/State of California | July 1, 2018 | \$ \$47,184 |
| 20% Matching Funds by Sports User Groups | November 18, 2020 | \$ \$11,796 |
| | | \$ |

I represent and warrant that I have full authority to execute this Funding Sources Form on behalf of the GRANTEE. I declare under penalty of perjury, under the laws of the State of California, that this status report, and any accompanying documents, for the above-mentioned GRANT is true and correct to the best of my knowledge.


12/1/2020

AUTHORIZED REPRESENTATIVE Signature Date

Jill Ritzman

Print Name and Title



Placeholder for Per Capita Match Calculator Report

www.parksforcalifornia.org says

Currently getting this error <h1>Server Error (500)</h1>

OK

on the State Parks website. Will update once the error is resolved.



Do you need a match for your Per Capita grant project?

Enter the location below and click Go! Your location must be within the boundaries of an existing or proposed park.

Get GIS Data

Find Your Community:

Get Report



Click any park on the map for park details.
Or click the pin to turn it on, then click any location for half-mile data.

OR enter an address below and click Go!

cameron park

GO!

Select your agency type to set the reporting radius

Other Agency

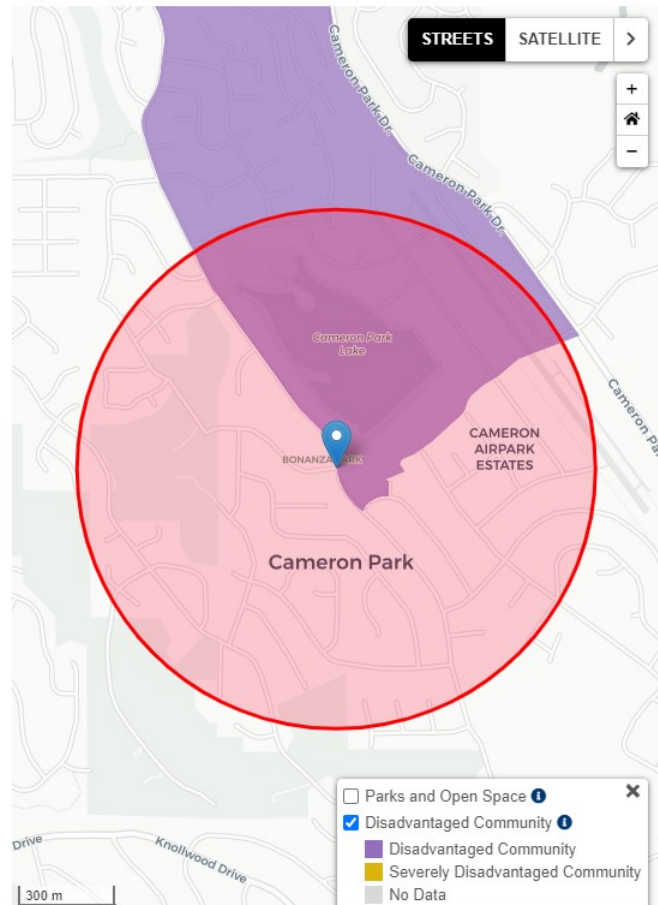
Results for Unincorporated (County: El Dorado)

Latitude, Longitude 38.68074036,-120.99443817

Median Household Income \$82,716

The community served does not qualify as Severely Disadvantaged. Match IS required.

Report # 100473 generated on 2020-12-01 @ 17:19





CEQA Compliance Certification

GRANTEE: \$47,184

Project Name: \$11,796

Project Address:

Is CEQA complete? Yes No Is completing CEQA a PROJECT SCOPE item? Yes No

What document was filed, or is expected to be filed for this project's CEQA analysis:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Notice of Exemption (attach recorded copy if filed) | Date complete/expected to be completed |
| <input type="checkbox"/> Notice of Determination (attach recorded copy if filed) | General Manager |
| <input checked="" type="checkbox"/> Other: | |

If CEQA is complete, and a Notice of Exemption or Notice of Determination was not filed, attach a letter from the Lead Agency explaining why, certifying the project has complied with CEQA and noting the date that the project was approved by the Lead Agency.

| | |
|--|--------|
| Lead Agency Contact Information | |
| Agency Name: Cameron Park Community Services District | |
| Contact Person: Whitney Kahn | |
| Mailing Address: 2502 Country Club Dr. Cameron Park, CA 95682 | |
| Phone: (5) 677.2231 | Email: |

Certification:

I hereby certify that the above referenced Lead Agency has complied or will comply with the California Environmental Quality Act (CEQA) and that the project is described in adequate and sufficient detail to allow the project's construction or acquisition.

I further certify that the CEQA analysis for this project encompasses all aspects of the work to be completed with grant funds.

12/1/2020

AUTHORIZED REPRESENTATIVE Signature

Date

Jill Ritzman

Print Name and Title

FOR OGALS USE ONLY

| CEQA Document | Date Received | PO Initials |
|--|---------------|-------------|
| <input type="checkbox"/> NOE <input checked="" type="checkbox"/> NOD | | |



Placeholder for Recorded Copy of CEQA Notice of Determination

El Dorado County is pulling records for us to be included in the final application to accompany item #6 in the application packet.



Agenda Transmittal

DATE: December 16, 2020

FROM: Jill Ritzman, General Manager

AGENDA ITEM #9: 2021 BOARD AND COMMITTEE CALENDAR

RECOMMENDED ACTION: APPROVE 2021 BOARD AND COMMITTEE CALENDAR

Staff is continuing best practices established in 2019 for calendaring Board of Directors Regular Board and Committee meetings. District Policy 5010: Board Meetings states that Regular Board meetings will occur on the third Wednesday of each month. District practice is to have Board Committees meet the first Monday and Tuesday of each month. Due to holidays, the calendar for regular meetings must be adjusted. For example, due to the Labor Day Holiday, the September Committee meetings will be held the last Monday and Tuesday in August. Sometimes, Committee Meetings fall on different weeks which may cause confusion.

In January, an additional meeting is added on the 13th for a Strategic Plan Workshop. Staff expects an additional 2nd workshop to be scheduled in early 2021, specific date to be announced. Due to annual budget hearings and anticipated full agenda in June, a second Board of Directors Meeting has been added to the calendar for a Public Hearing related to the Weed Abatement Ordinance liens.

Staff is recommending approval of the 2021 Calendar for Regular Board and Committee Meetings. If a regular meeting is changed from the dates cited in the attached calendar, staff will seek approval from the Board thirty days in advance, whenever possible.

Attachment:

9A – 2021 Calendar

Cameron Park Community Services District

Board and Committee Meeting Dates

2021

| Month | Date of Meeting | Time of Meeting | Type of Meeting |
|-----------------|------------------------------|------------------------|---------------------------|
| January | 4 th – Monday | 5:30 p.m. | CC&R |
| | 4 th – Monday | 6:30 p.m. | Parks & Recreation |
| | 5 th – Tuesday | 5:30 p.m. | Fire & Emergency Services |
| | 5 th – Tuesday | 6:30 p.m. | Budget & Administration |
| | 13 th – Wednesday | 6:30 p.m. | Board of Directors |
| | 20 th – Wednesday | 6:30 p.m. | Board of Directors |
| February | 1 st – Monday | 5:30 p.m. | CC&R |
| | 1 st – Monday | 6:30 p.m. | Parks & Recreation |
| | 2 nd – Tuesday | 5:30 p.m. | Fire & Emergency Services |
| | 2 nd – Tuesday | 6:30 p.m. | Budget & Administration |
| | 17 th – Wednesday | 6:30 p.m. | Board of Directors |
| March | 1 st – Monday | 5:30 p.m. | CC&R |
| | 1 st – Monday | 6:30 p.m. | Parks & Recreation |
| | 2 nd – Tuesday | 5:30 p.m. | Fire & Emergency Services |
| | 2 nd – Tuesday | 6:30 p.m. | Budget & Administration |
| | 17 th – Wednesday | 6:30 p.m. | Board of Directors |
| April | 5 th – Monday | 5:30 p.m. | CC&R |
| | 5 th – Monday | 6:30 p.m. | Parks & Recreation |
| | 6 th – Tuesday | 5:30 p.m. | Fire & Emergency Services |
| | 6 th – Tuesday | 6:30 p.m. | Budget & Administration |
| | 21 st – Wednesday | 6:30 p.m. | Board of Directors |
| May | 3 rd – Monday | 5:30 p.m. | CC&R |
| | 3 rd – Monday | 6:30 p.m. | Parks & Recreation |
| | 4 th – Tuesday | 5:30 p.m. | Fire & Emergency Services |
| | 4 th – Tuesday | 6:30 p.m. | Budget & Administration |
| | 19 th – Wednesday | 6:30 p.m. | Board of Directors |
| June | 7 th – Monday | 5:30 p.m. | CC&R |
| | 7 th – Monday | 6:30 p.m. | Parks & Recreation |
| | 1 st – Tuesday | 5:30 p.m. | Fire & Emergency Services |
| | 1 st – Tuesday | 6:30 p.m. | Budget & Administration |
| | 16 th – Wednesday | 6:30 p.m. | Board of Directors |
| | 23 rd – Wednesday | 6:30 p.m. | Board of Directors |

| Month | Date of Meeting | Time of Meeting | Type of Meeting |
|------------------|-----------------------------------|------------------------|---------------------------|
| July | 12 th – Monday | 5:30 p.m. | CC&R |
| | 12 th – Monday | 6:30 p.m. | Parks & Recreation |
| | 6 th – Tuesday | 5:30 p.m. | Fire & Emergency Services |
| | 6 th – Tuesday | 6:30 p.m. | Budget & Administration |
| | 21 st – Wednesday | 6:30 p.m. | Board of Directors |
| August | 2 nd – Monday | 5:30 p.m. | CC&R |
| | 2 nd – Monday | 6:30 p.m. | Parks & Recreation |
| | 3 rd – Tuesday | 5:30 p.m. | Fire & Emergency Services |
| | 3 rd – Tuesday | 6:30 p.m. | Budget & Administration |
| | 18 th – Wednesday | 6:30 p.m. | Board of Directors |
| September | August 30 th - Monday | 5:30 p.m. | CC&R |
| | August 30 th – Monday | 6:30 p.m. | Parks & Recreation |
| | August 31 st – Tuesday | 5:30 p.m. | Fire & Emergency Services |
| | August 31 st - Tuesday | 6:30 p.m. | Budget & Administration |
| | 15 th – Wednesday | 6:30 p.m. | Board of Directors |
| October | 4 th – Monday | 5:30 p.m. | CC&R |
| | 4 th – Monday | 6:30 p.m. | Parks & Recreation |
| | 5 th – Tuesday | 5:30 p.m. | Fire & Emergency Services |
| | 5 th – Tuesday | 6:30 p.m. | Budget & Administration |
| | 20 th – Wednesday | 6:30 p.m. | Board of Directors |
| November | 1 st – Monday | 5:30 p.m. | CC&R |
| | 1 st – Monday | 6:30 p.m. | Parks & Recreation |
| | 2 nd – Tuesday | 5:30 p.m. | Fire & Emergency Services |
| | 2 nd – Tuesday | 6:30 p.m. | Budget & Administration |
| | 17 th – Wednesday | 6:30 p.m. | Board of Directors |
| December | 6 th – Monday | 5:30 p.m. | CC&R |
| | 6 th – Monday | 6:30 p.m. | Parks & Recreation |
| | 7 th – Tuesday | 5:30 p.m. | Fire & Emergency Services |
| | 7 th – Tuesday | 6:30 p.m. | Budget & Administration |
| | 15 th – Wednesday | 6:30 p.m. | Board of Directors |



Agenda Transmittal

DATE: December 16, 2020

FROM: Jim Mog, CC&R Compliance Officer

AGENDA ITEM #10: PROPOSED FEE SCHEDULE FOR ARC & CC&R

RECOMMENDED ACTION: APPROVE

Introduction

Staff is proposing two new project types to the CC&R and ARC 2021 fee schedule. "Trailer Port" and "Flag Pole" are new to the fee schedule. These projects do not fit into any of the existing project types on the current fee schedule. No other changes to the Fee Schedule is proposed at this time.

CC&R Committee

The CC&R Committee discussed the proposed fees. Staff explained that their intent was to not only generate revenues, but to also raise awareness of the necessity to have Trailer Ports and Flag Poles approved through the ARC process. The Committee supported forwarding this item to the Board for consideration.

Discussion

The below chart outlines the 2020 and proposed 2021 Fee Schedule.

Fees Schedule

| Project | 2020 Fee | Proposed 2021 Fee |
|---------------------------------------|-----------------|------------------------------|
| New Home | \$600.00 | \$600.00 |
| Room Addition | \$200.00 | \$200.00 |
| Garage/Hangar | \$250.00 | \$250.00 |
| Swimming Pool | \$175.00 | \$175.00 |
| Exterior Structure Renovation | \$100.00 | \$100.00 |
| Solar Panel | \$75.00 | \$75.00 |
| Siding | \$75.00 | \$75.00 |
| Roof | \$75.00 | \$75.00 |
| Storage Shed | \$40.00 | \$40.00 |
| Exterior Paint | \$40.00 | \$40.00 |
| Deck/Porch | \$40.00 | \$40.00 |
| Patio Cover/Trellis | \$40.00 | \$40.00 |
| Gazebo | \$40.00 | \$40.00 |
| Fence | \$40.00 | \$40.00 |
| Retaining Wall | \$40.00 | \$40.00 |
| Landscaping | \$40.00 | \$40.00 |
| Tree Removal | \$40.00 | \$40.00 |
| Misc (Satellite Dish, Play Structure) | \$40.00 | \$40.00 |
| Basketball Hoop | \$40.00 | \$40.00 |
| NEW Trailer Port | - | \$40.00 |
| NEW Flag Pole | - | \$40.00 |



Agenda Transmittal

DATE: December 16, 2020

FROM: Sherry Moranz, Fire Chief

AGENDA ITEM #11: **RESOLUTION 2020-28 APPROVING THE MEMORANDUM OF AGREEMENT BETWEEN CAMERON PARK COMMUNITY SERVICES DISTRICT AND LAKE TAHOE COMMUNITY COLLEGE FOR SUPPLEMENTAL INSTRUCTION; AND RESOLUTION 2020-29 APPROVING AMENDMENT TO THE MEMORANDUM OF AGREEMENT BETWEEN CAMERON PARK COMMUNITY SERVICES DISTRICT AND THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION FOR THE COOPERATIVE USE OF THE LAKE TAHOE COMMUNITY COLLEGE DISTRICT RELATED AND SUPPLEMENTAL INSTRUCTION AGREEMENT**

RECOMMENDED ACTION: APPROVE RESOLUTION 2020-28 and RESOLUTION 2020-29

Background

Lake Tahoe Community College, CAL FIRE Amador-El Dorado Unit (AEU) Training Bureau, and Cameron Park Community Services District (District) work together to provide supplemental instruction to Amador-El Dorado CAL FIRE employees. The relationship between the three agencies began November 2005. There are two agreements that outline the roles and responsibilities of each agency:

- Memorandum Of Agreement Between Cameron Park Community Services District and Lake Tahoe Community College for Related and Supplemental Instruction
- Memorandum Of Agreement Between the Cameron Park Community Services District and California Department of Forestry and Fire Protection for the Cooperative Use of the Lake Tahoe Community College District Related and Supplemental Instruction Agreement

Fire and Emergency Services Committee

The Fire and Emergency Services Committee discussed the agreements and is forwarding the agreements with support to the Board of Directors for consideration.

Discussion

CAL FIRE Amador-El Dorado Unit Training Bureau, in conjunction with Lake Tahoe Community College (LTCC), enter into an Instruction Agreement whereby CAL FIRE AEU

employees enroll as students with LTCC and receive college credit for training received through the continuing agency training. In turn, LTCC pays CAL FIRE through the District for each student's contract hour of instruction.

The agreement provides approximately \$15,000 annually for the CAL FIRE AEU Training Bureau. This funding source is used by the Training Bureau for improvements and upgrades to materials, tools, and facilities and provides outside instructors, pays for certifications, additional equipment, and other items that help improve CAL FIRE AEU employee performance. Funds are also used to support and improve the training room at Station 89.

The District receives 10% of the gross revenues as an administrative fee. The funds are tracked in Fund 05, CAL FIRE Amador-El Dorado Unit Training Fund.

Attachments:

11A – Resolution 2020-28

11B – Resolution 2020-29

11C - LTCC Board of Trustees Approval of CAL FIRE Instructional Services Agreement

11D – Memorandum of Agreement LTCC and District

11E – Amendment to the Agreement between CAL FIRE and Cameron Park

Community Services District (attached the original agreement between District and Cal Fire)

**RESOLUTION No. 2020-28
of the Board of Directors
of the Cameron Park Community Services District
December 16, 2020**

**RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT BETWEEN
CAMERON PARK COMMUNITY SERVICES DISTRICT AND LAKE TAHOE
COMMUNITY COLLEGE FOR RELATED AND SUPPLEMENTAL INSTRUCTION**

WHEREAS, Lake Tahoe Community College, CAL FIRE Amador-El Dorado Unit Training Bureau (AEU), and Cameron Park Community Services District (District) work together to provide supplemental instruction to CAL FIRE Amador-El Dorado Unit employees; and

WHEREAS, the Cameron Park Fire Department and CAL FIRE AEU employees benefit from the supplemental instruction program; and

WHEREAS, the District administers funds generated by the supplemental instruction program and receives a 10% administrative fee.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Cameron Park Community Services District approves the Memorandum of Agreement between Cameron Park Community Services District and Lake Tahoe Community College for Related and Supplemental Instruction.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regular scheduled meeting, held on the 16th day of December 2020, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Monique Scobey, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

**RESOLUTION No. 2020-29
of the Board of Directors
of the Cameron Park Community Services District
December 16, 2020**

**RESOLUTION APPROVING AN AMENDMENT TO THE AGREEMENT BETWEEN
CAMERON PARK COMMUNITY SERVICES DISTRICT
AND CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION FOR
THE COOPERATIVE USE OF THE LAKE TAHOE COMMUNITY COLLEGE DISTRICT
RELATED AND SUPPLEMENTAL INSTRUCTION AGREEMENT**

WHEREAS, Lake Tahoe Community College, CAL FIRE Amador-El Dorado Unit Training Bureau, and Cameron Park Community Services District (District) work together to provide supplemental instruction to CAL FIRE Amador-El Dorado Unit employees; and

WHEREAS, District intends to extend its Agreement with CAL FIRE Amador-El Dorado Unit to manage training funds generated from the supplemental instruction program; and

WHEREAS, the revenues are allocated to a District Special Fund, Fund 05, Cal Fire AEU Fire Training.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Cameron Park Community Services District approves an Amendment to the Agreement to extend for a period of five years to October 1, 2025.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regular scheduled meeting, held on the 16th day of December 2020, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Monique Scobey, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board



VISION:
"California's premier destination community college"

Agenda Item Details

Meeting Aug 11, 2020 - Lake Tahoe Community College District - Board of Trustees Meeting

Category 7. Consent Agenda

Subject 7.01 AA - Approval of CALFire Instructional Services Agreement

Type Action (Consent)

Recommended Action It is recommended the Board of Trustees approve the CALFire Instructional Services Agreement as presented.

| | |
|--|--|
| Contractor: | Cameron Park Community Services District |
| Term: | July 1, 2020 – June 30, 2025 |
| Amount of Contract & Budget Information: | Lake Tahoe Community College District (LTCCD) pays contractor \$3.00/student contact hour for each student eligible for FTES Reimbursement from the State (less eligible enrollment fees) |
| Scope: | This memorandum of agreement (MOA) renewal authorizes LTCCD to provide education training in collaboration with the Cameron Park Community Services District/CAL Fire. |
| Background: | This agreement is a renewal of an agreement approved by the Board of Trustees at their October 27, 2015, meeting and is in conjunction with a district permission agreement between LTCCD and Folsom Lake College (FLC) allowing LTCCD to offer CAL FIRE training in Cameron Park, part of the FLC service area. |

LTCCD's adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Items may be removed from the consent agenda at the request of any Board member.

MISSION:

Lake Tahoe Community College serves our local, regional and global communities by promoting comprehensive learning, success, and life-changing opportunities. Through quality instruction and student support, our personalized approach to teaching and learning empowers students to achieve their educational and personal goals.

**LAKE TAHOE COMMUNITY COLLEGE LTCCD
MEMORANDUM OF AGREEMENT FOR RELATED AND SUPPLEMENTAL
INSTRUCTION FOR CAMERON PARK COMMUNITY SERVICES DISTRICT**

This Agreement made and entered into this 1st day of July 2020 by and between Lake Tahoe Community College LTCCD, hereinafter called LTCCD, and Cameron Park Community Services District, Cameron Park Fire Department, hereinafter called DISTRICT, commencing 2020-2021 through the 2024 -2025 academic year.

W I T N E S S E T H :

ARTICLE I - RECITALS

WHEREAS the LTCCD desires to provide educational training in collaboration with DISTRICT in accordance with minimum training standards.

WHEREAS the LTCCD is authorized to enter into a contract for education services pursuant to Education Code Sections 78020, et seq.

WHEREAS the DISTRICT desires to assist the LTCCD to provide said related and supplemental instruction by performing such services as specified hereinafter.

WHEREAS the parties intend that this Agreement provide for the mutual cooperation of the LTCCD and DISTRICT in the provision of the above-mentioned instructional services.

WHEREAS the LTCCD acknowledges that it has received and reviewed a copy of that certain Memorandum of Agreement Between the California Department of Forestry and Fire Protection (hereinafter "Cal Fire") and Cameron Park Community Services LTCCD for the Cooperative Use of the Lake Tahoe Community College District Related and Supplemental Instruction Agreement dated July 1, 2020. LTCCD acknowledges that said Memorandum of Agreement provides that Cal Fire will provide all instructional services to Lake Tahoe Community College on behalf of Cameron Park Community Services District as specified in this Agreement. By its execution of this Agreement, LTCCD consents to the provisions in that Memorandum of Agreement.

THEREFORE, BE IT RESOLVED that the parties mutually agree to the following.

ARTICLE II - RESPONSIBILITIES OF DISTRICT

1. DISTRICT will provide instructors who are approved by the LTCCD and meet Lake Tahoe Community College District minimum qualifications and appropriate personnel, classroom space, required training equipment and supplies for the prescribed courses. The LTCCD shall have the primary right to control and direct the instructional activities of the instructors furnished by the DISTRICT during the term of the Agreement.
2. DISTRICT shall pay all salary and other employment costs such as workers' compensation and other applicable benefits for instructors directly to and on behalf of the persons employed for such purposes in an amount sufficient to meet the requirements of Education Code Section 78022. The DISTRICT shall also indemnify and hold the LTCCD harmless against any and all claims which are made for salary or employment/benefits of such instructors for the period

covered by the terms of this Agreement and meeting the requirements of Title V of California Code of Regulations Section 58058.

3. DISTRICT shall provide the LTCCD with a written contract from each instructor certifying acknowledgment that the LTCCD has the right to control and direct the instructor's activities during the time the instructor is serving the LTCCD and specifying the work to be performed. *(Title 5 Section 58058)*
4. DISTRICT shall provide instructional facilities, specialized instructional equipment, and office space for any staff servicing the program.
5. DISTRICT will ensure that minimum standards for course content, instructional design, testing of students, and terminal performance rating be consistent with current mandates on training.
6. DISTRICT, with the LTCCD, shall maintain procedures to ensure open enrollment in classes as required by Title V, Section 58051.5, 51006 and 58106.
7. DISTRICT shall be reimbursed by LTCCD for costs incurred for instruction for course(s) agreed upon by the LTCCD and DISTRICT as stipulated in Paragraph 10 below.
8. The DISTRICT will propose quarterly schedule of classes to the LTCCD for approval.
9. DISTRICT will pay all enrollment fees for all students, except for students not recruited by the DISTRICT.
10. Payment will be made to the DISTRICT after the completion of the academic year and no later than eight weeks after the completion of the course. Payment is contingent upon submission of attendance and grade records consistent with the college's requirements and timelines. For all courses, payment will be determined based upon \$3.00 per student contact hour for each student eligible for FTES reimbursement from the State of California as generated by the program less eligible enrollment fees as stipulated in Paragraph 9 above.
11. In the event that the DISTRICT exceeds the number of hours of instruction with additional courses approved and scheduled in advance by the LTCCD, the LTCCD agrees to pay the DISTRICT as stipulated in Paragraph 10 above. The DISTRICT will provide instructor's pay, facility and support equipment.
12. The total contract amount will be determined each quarter and agreed to by the LTCCD and the DISTRICT in writing. Student contact hours in excess of the agreed amount must be agreed to in advance by the LTCCD.
13. DISTRICT assumes all responsibility for access to use of specialized equipment.
14. DISTRICT will ensure all students are enrolled in said instructional classes.
15. DISTRICT will ensure that accommodations are in compliance with the Americans with Disabilities Act (ADA).

ARTICLE III - RESPONSIBILITIES OF LTCCD

1. The LTCCD shall develop and maintain, with the DISTRICT, the curriculum for the training program.
2. LTCCD shall, with the DISTRICT, maintain all academic records required in connection with the training program.
3. LTCCD shall establish and maintain academic standards for student achievement in the training program and evaluate, with the DISTRICT, student performance in the same manner as performance is evaluated in courses similar in nature conducted by the LTCCD.
4. LTCCD shall certify completion of the training program by the students enrolled therein who complete the program in accordance with LTCCD standards.
5. LTCCD will contract with the DISTRICT for instructional services for Positive Attendance generating classes only. The actual hours of attendance procedure (commonly referred to as "positive attendance") are based on an actual count of enrolled students present at each class meeting. This includes classroom and field laboratory instruction.
6. LTCCD will make available career and academic counseling to all registered students and will grant appropriate college credit for instruction.
7. LTCCD will, with DISTRICT, provide instructor assistance and supervision as needed.
8. LTCCD will provide for advertisement, recruitment and placement of students desiring enrollment in an effort to achieve maximum course capacity.

ARTICLE IV - MISCELLANEOUS

All written notices, reports and other written communications under this Agreement shall be deemed effective upon their deposits in the United States Mail, postage prepaid, and addressed as follows.

1. TO LTCCD: Brad Deeds
Dean of Workforce Development and Instruction
Lake Tahoe Community College District
One College Drive
South Lake Tahoe, CA 96150-4524
2. TO DISTRICT: Scott Lindgren
Unit Chief
Cameron Park Community Services
Cameron Park Fire Department
2840 Mt. Danaher Road
Camino, CA 95709

This Agreement is in effect for five years from the date approved by the Board of Trustees. This Agreement may be revised or terminated by LTCCD and/or DISTRICT 30 days after receipt of written notice of intent to revise or terminate by either party. This Agreement may be extended upon mutual agreement by both parties within 30 days of expiration of contract.

Indemnification

DISTRICT shall indemnify and hold harmless the LTCCD, its officers, employees, agents and representatives against any and all claims arising out of the employment, employment benefits and/or salary of the instructors, coordinators and/or staff employed for purposes of the Agreement.

DISTRICT and LTCCD shall each assume the responsibility and liability for the acts and omissions of their own officers, agents, or employees in connection with the performance of their official duties under this Agreement. For tort liability purposes, neither DISTRICT nor the LTCCD nor their officers, agents or employees shall be considered an agent of the other.

Each party shall assume the responsibility and liability for and shall indemnify, defend, and hold harmless the other party, its agents, officers and employees from and against any and all liabilities, obligations, losses, damages, penalties, fines, claims, actions, suits, costs and expenses, and disbursements (including legal fees and expenses) of any kind and nature whatsoever imposed in, asserted against, incurred or suffered by the other party or its agents, officers or employees by reason of damage, loss or injury (including death) of any kind or nature whatsoever to the persons or property caused by or in any way relating to or arising out of any negligent act or action, or any neglect, omission or failure to act when under a duty to act on their part or any of their agents, officers or employees in its or their performance of services or obligations hereunder.

The provisions contained herein include any violation of applicable law, ordinance, regulation, or rule by the acts of either party, or any of its agents, officers, or employees in its or their performance hereunder.

It is the intent of the parties hereto that where negligence is determined to have been contributory, principles of comparative negligence will be followed and each party shall bear the proportionate cost of any loss, damage, expense and liability attributable to that party's negligence.

The parties shall provide written notification to the other party within thirty (30) days of receipt of any claims, administrative actions or legal actions with respect to any of the matters described in this indemnification provision. The parties shall establish procedures for the sharing of information and cooperate in the defense of such actions brought by others with respect to the matters covered in this Agreement, unless to do so creates a conflict of interest, Nothing set forth in this Agreement shall establish a standard of care for, or create any legal right in, any person not a party to this Agreement.

It is expressly understood and agreed that no personal liability whatsoever attaches to any member of the LTCCD'S Board of Trustees, any member of DISTRICT'S Board of Directors, or to any of the officers or employees of LTCCD or DISTRICT by virtue of this Agreement.

Entire Agreement

This Agreement represents the entire and integrated agreement between the LTCCD and the DISTRICT and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the LTCCD and the DISTRICT. Nothing contained in this Agreement is intended to benefit any third party.

**FIRST AMENDMENT TO THE AGREEMENT BETWEEN
CAMERON PARK COMMUNITY SERVICES DISTRICT AND THE
CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION FOR THE
COOPERATIVE USE OF THE LAKE TAHOE COMMUNITY COLLEGE DISTRICT
RELATED AND SUPPLEMENTAL INSTRUCTION**

This is the First Amendment to the Agreement between Cameron Park Community Services District (DISTRICT) and the California Department of Forestry and Fire Protection (CAL FIRE) for the Cooperative Use of the Lake Tahoe Community College for Related and Supplemental Instruction.

RECITALS

WHEREAS, the District and CAL FIRE entered into the initial Agreement on October 1, 2015 for the cooperative use of revenues generated from the the Lake Tahoe Community College District Related and Supplemental Instruction program for CAL FIRE Amador-El Dorado Unit (AEU) employees; and

WHEREAS, the District desires to continue to assist CAL FIRE in the administration funds generated by the Lake Tahoe Community College Related and Supplemental Training.

NOW, THEREFORE, BE IT RESOLVED that the parties mutually agree to extent the Agreement between the District and CAL FIRE to October 1, 2025.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the 16th Day of December, 2020.

By: _____
Board President
Cameron Park Community Services Dist.

By: _____
Sherry Moranz, Battalion Chief
CAL FIRE, Amador-El Dorado Unit

Date: _____

Date: _____

**MEMORANDUM OF AGREEMENT
BETWEEN THE
CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION AND
CAMERON PARK COMMUNITY SERVICES DISTRICT
FOR THE COOPERATIVE USE OF THE
LAKE TAHOE COMMUNITY COLLEGE DISTRICT RELATED AND SUPPLEMENTAL
INSTRUCTION AGREEMENT**

This Memorandum of Agreement (MOA) dated October 1, 2015, is intended to clearly outline the roles and responsibilities of the California Department of Forestry and Fire Protection, hereinafter called CAL FIRE, and Cameron Park Community Services District, hereinafter called the DISTRICT as it relates to the Related and Supplemental Instruction Agreement entered into by the Cameron Park Community Services District and Lake Tahoe Community College District.

W I T N E S S E T H :

ARTICLE I - RECITALS

WHEREAS CAL FIRE desires to provide educational training in collaboration with Lake Tahoe Community College through the DISTRICT in accordance with minimum training standards for CAL FIRE employees who are part of the FTES program.

WHEREAS the DISTRICT desires to assist CAL FIRE to provide said related and supplemental instruction by performing such services as specified hereinafter.

WHEREAS the parties intend that this Agreement provide for the mutual cooperation of CAL FIRE and the DISTRICT in the provision of the above-mentioned instructional services.

THEREFORE, BE IT RESOLVED that the parties mutually agree to the following.

ARTICLE II - RESPONSIBILITIES OF CAL FIRE

As related to the Related and Supplemental Instruction Agreement entered into by the Cameron Park Community Services District and Lake Tahoe Community College District, CAL FIRE will assume the responsibilities of the CONTRACTOR in that agreement including all responsibilities related to the following: selection and qualification of instructors; provision of facilities; payment of salaries and benefits to instructors; providing instructional aides; determining course content; handling enrollment duties; scheduling of classes; repayment of funds; documentation of hours of instruction; compilation of student rosters; Americans with Disabilities Act compliance requirements; and any other issue related to delivery of training services. However, CAL FIRE shall not be responsible for the following areas:

1. The DISTRICT shall receive reimbursements on behalf of CAL FIRE from the Lake Tahoe Community College District for costs incurred for instruction for course(s) agreed upon by the DISTRICT and CAL FIRE as stipulated in Paragraph 10 of the Related and Supplemental Instruction Agreement.
2. The reimbursement payments will be made to the DISTRICT on behalf of CAL FIRE after the completion of the academic year and no later than eight weeks after the completion of the course. Payment is contingent upon submission of attendance and

grade records consistent with the college's requirements and timelines by CAL FIRE. For all courses, payment will be determined based upon \$3.00 per student contact hour for each student eligible for FTES reimbursement from the State of California as generated by the program less eligible enrollment fees as stipulated in Paragraph 9 of the Related and Supplemental Instruction Agreement. These funds shall be placed into the Training Budget established by the DISTRICT for the access of and use by CAL FIRE in providing services pursuant to this agreement.

In addition to the areas listed above CAL FIRE shall:

1. Pay an Annual Administration Fee to the DISTRICT of 10% of the annually collected funds from any instructional reimbursement paid by Lake Tahoe Community College and deposited into the Training Budget by the DISTRICT for use by CAL FIRE. This fee shall be paid out of the Training Budget after the last instructional reimbursement from that prior year is deposited. This payment will be made at the beginning of the following fiscal year. The fee amount will be agreed upon by CAL FIRE and the DISTRICT. At the time of payment the DISTRICT shall notify CAL FIRE of the amount deducted from the Training Budget for the annual administration fee for record keeping purposes.
2. CAL FIRE shall follow all financial spending rules of the DISTRICT as it relates to the use of the DISTRICT's CAL CARD and Purchase Orders for funds expended out of the Training Budget.
3. CAL FIRE shall keep an itemized ledger documenting all Training Budget expenditures made by CAL FIRE using either the DISTRICT's CAL CARD or Purchase Orders.
4. CAL FIRE shall have full access to all funds deposited in the Training Budget for training expenditures that CAL FIRE deems appropriate. This access of these funds does not include the funds that comprise the DISTRICT's Annual Administration Fee.
5. CAL FIRE shall work with the DISTRICT's financial department to develop a yearly Training Budget in the spring for the following fiscal year.
6. CAL FIRE shall provide to the DISTRICT an annual course schedule of the proposed classes CAL FIRE intends to hold in that year. This course schedule will be created and provided after the Annual CAL FIRE Student Selection process which occurs in the fall.
7. CAL FIRE shall, in an attempt to help bring revenue to the community of Cameron Park, schedule classes at one of the Cameron Park Community Services District facilities when that facility provides the best instructional environment for the given course scheduled.

ARTICLE III - RESPONSIBILITIES OF THE DISTRICT

As related to the Related and Supplemental Instruction Agreement entered into by the Cameron Park Community Services District and Lake Tahoe Community College District and this (MOA), the DISTRICT will assume these responsibilities:

1. The DISTRICT shall take receipt of all instructional reimbursements paid by Lake Tahoe Community College or other fees paid by students attending classes held by CAL FIRE who are

not part of the FTES program and insure they are deposited into the Training Budget in a timely manner. This information will then be provided to CAL FIRE's Training Officer.

2. The DISTRICT shall provide one DISTRICT CAL CARD and a sufficient number of Purchase Order forms to the CAL FIRE Training Officer so that they may conduct appropriate business as it relates to the use of the Training Budget and it's record keeping.
3. The DISTRICT shall insure all appropriate financial paperwork is completed in a timely manner as it relates to the expenditure of Training Budget funds by CAL FIRE.
4. The DISTRICT shall not require CAL FIRE to hold any given number of courses at any of the Cameron Park Community Services District facilities.
5. The DISTRICT shall not require CAL FIRE to hold any class that CAL FIRE does not deem to be part of the continuing education curriculum for the CAL FIRE employees.

ARTICLE IV – INDEMNIFICATION

CAL FIRE and DISTRICT shall each assume the responsibility and liability for the acts and omissions of their own officers, agents, or employees in connection with the performance of their official duties under this Agreement. For tort liability purposes, neither CAL FIRE nor the DISTRICT nor their officers, agents or employees shall be considered an agent of the other.

Each party shall assume the responsibility and liability for and shall indemnify, defend, and hold harmless the other party, its agents, officers and employees from and against any and all liabilities, obligations, losses, damages, penalties, fines, claims, actions, suits, costs and expenses, and disbursements (including legal fees and expenses) of any kind and nature whatsoever imposed in, asserted against, incurred or suffered by the other party or its agents, officers or employees by reason of damage, loss or injury (including death) of any kind or nature whatsoever to the persons or property caused by or in any way relating to or arising out of any negligent act or action, or any neglect, omission or failure to act when under a duty to act on their part or any of their agents, officers or employees in its or their performance of services or obligations hereunder.

The provisions contained herein include any violation of applicable law, ordinance, regulation, or rule by the acts of either party, or any of its agents, officers, or employees in its or their performance hereunder.

It is the intent of the parties hereto that where negligence is determined to have been contributory, principles of comparative negligence will be followed and each party shall bear the proportionate cost of any loss, damage, expense and liability attributable to that party's negligence.

The parties shall provide written notification to the other party within thirty (30) days of receipt of any claims, administrative actions or legal actions with respect to any of the matters described in this indemnification provision. The parties shall establish procedures for the sharing of information and cooperate in the defense of such actions brought by others with respect to the matters covered in this Agreement, unless to do so creates a conflict of interest, Nothing set forth in this Agreement shall establish a standard of care for, or create any legal right in, any person not a party to this Agreement.

ARTICLE V - MISCELLANEOUS

All written notices, reports and other written communications under this Agreement shall be deemed effective upon their deposits in the United States Mail, postage prepaid, and addressed as follows.

TO DISTRICT: Mary Cahill
General Manager
Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682

TO CAL FIRE: Mike Kaslin
Unit Chief
CAL FIRE/Cameron Park Fire Department
2840 Mt. Danaher Road
Camino, CA 95709

This Agreement is in effect for five years from the date approved by the DISTRICT and CAL FIRE. This Agreement may be revised or terminated by DISTRICT and/or CAL FIRE 30 days after receipt of written notice of intent to revise or terminate by either party. This Agreement may be extended upon mutual agreement by both parties within 30 days of expiration of contract.

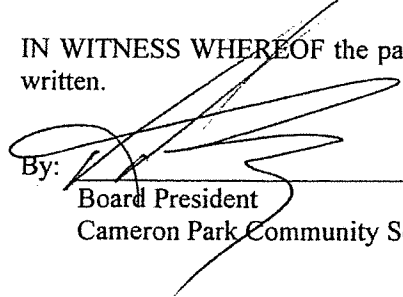
Entire Agreement

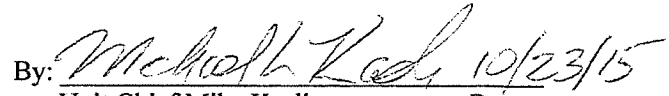
This Agreement represents the entire and integrated agreement between the DISTRICT and CAL FIRE and supersedes all prior negotiations, representations or agreements, either written or oral as related to the Related and Supplemental Instruction Agreement. This Agreement may be amended only by written instrument signed by both the DISTRICT and the CAL FIRE. Nothing contained in this Agreement is intended to benefit any third party.

Severability

If any portion of this Agreement is held as a matter of law to be unenforceable, the remainder of this Agreement shall be enforceable without such provisions.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first above written.

By:  11-17-15
Board President Date
Cameron Park Community Services Dist.

By:  10/23/15
Unit Chief Mike Kaslin Date
CAL FIRE/Cameron Park Fire Department



Agenda Transmittal

DATE: December 16, 2020

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #12: **BRIGHTON ENERGY'S ENERGY EFFICIENCY UPGRADE – PROJECT OUTCOMES**

RECOMMENDED ACTION: RECEIVE AND FILE

INTRODUCTION

On February 7th 2020, ARC consultants reviewed 2 energy efficiency project proposals on behalf of the District. These proposals were in response to upgrading the existing interior and exterior lights at the community center to energy efficient LED lights. This plan was supported by the Solar Energy Ad Hoc Committee. Installing energy efficient lights would lower energy use and assist in building an appropriate sized solar project system. This upgrade would also save on energy costs, as well as significantly improve the lighting. The new LED lights are self-contained units, notably reducing maintenance costs. The District awarded the contract to Brighton Energy on May 19th 2020 to upgrade the lights at the community center. Brighton Energy was on the state procurement list, making the formal bid process less restrictive. In addition to the Community Center, Brighton Energy was awarded a contract to replace all existing lights at Fire Station 89 with energy efficient LED fixtures.

Community Center

All of the lights at the community center were replaced, with the exception of the underwater pool lights and stage lighting. This project started on June 17th, 2020 and was completed on October 2nd, 2020.

- **Original project**, with 2 change orders; adding battery backups to the emergency lighting and additional lighting that was missed in original estimate. Funding for this project came from an OBF (On-Bill Financing) with PG&E.

- Loan total: \$45,205.49
 - Loan term: 64 months, 5.33 years
 - Fixed monthly loan payments: \$706.34 (\$8,476.08 annually)
 - Estimated annual energy cost savings: \$8,635.77
 - Return on investment: 5.23 years
- **Assembly hall chandelier lights**, this change order was funded by community center reserves, because the project was not eligible for OBF.
 - Total cost of project: \$8,998.13
 - Estimated annual energy cost savings: \$866.04
 - Return on investment: 10.39 years

Fire Station 89

All of the lights at Fire Station 89 were replaced, funding for this project came from the fire department reserves. Project started on August 24th, 2020 and was completed on September 4th, 2020.

- Total cost of project: \$14,033.99
- Estimated annual energy cost savings: \$3,084.12
- Return on investment: 4.55 years

Parks and Recreation Committee

On December 7, one of the Parks and Recreation Committee members was unable to attend; therefore, staff met with one of the Committee members and discussed the agenda items. The Parks and Recreation Committee member supported advancing this item to the Board of Directors as an information item.

Conclusion

The quality and brightness of the new LED lights is quite remarkable. The exterior of the Community Center is very bright, and all of the light fixtures are working. The longevity of the new LED lights is longer, creating efficiency in staff maintenance costs for replacing bulbs, especially when a ladder or hydraulic lift is required. This project will save the District approximately \$20,000 annually in electrical bills once the financing is paid-off.

If the District converts to solar, this project helped in downsizing the solar project required to power the District's facilities.



Agenda Transmittal

DATE: December 16, 2020

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #13: ACCOUNTABILITY ACT REPORT FOR FISCAL YEAR 2019-20

RECOMMENDED ACTION: APPROVE

BACKGROUND

Certain direct charge levies are subject to the Local Agency Special Tax & Bond Accountability Act (Accountability Act) as codified in Government Code 50075 et seq. and 53410 et seq. The Act applies to the taxes charged for the District's Covenants, Conditions and Restrictions (CC&Rs) enforcement. The Act requires the District to file an annual report with the Board of Directors to account for actual expenditures and revenues associated with the tax. Once filed, a copy of the report must be submitted to El Dorado County Auditor-Controller's Office.

DISCUSSION

The annual Accountability Act report is required for Covenants, Conditions and Restrictions only and is a FY 2019-20 Revenue and Expenditures report providing information to contain the following:

- The amount of money collected specifically for the special tax (not commingled with other revenue sources).
- The amount of money expended specifically for the special tax (not commingled with expenditures from other revenue sources).
- The status of any project required or authorized to be funded with the special tax proceeds (not commingled with projects using other revenue sources).

The following pages provide the information required by the Accountability Act for the applicable District activities for Fiscal Year 2019-20 (Attachment 13A).

Attachment:

13A – Accountability Act Report 2019-20

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2019 Through 6/30/2020

| | | 2019-20 CC&R Actuals |
|-------------------------------------|------|-------------------------|
| Operating Revenue | | |
| Property Taxes | 4110 | 331.64 |
| Special Assessments | 4135 | 78,949.99 |
| Arc Review Fees | 4140 | 20,162.50 |
| Interest Income | 4505 | 3,917.05 |
| Total Operating Revenue | | <u>103,361.18</u> |
| Expenditures | | |
| Salaries - Perm. | 5000 | 46,487.76 |
| Overtime | 5020 | 32.13 |
| Health Benefit | 5130 | 8,762.24 |
| Dental Insurance | 5140 | 750.00 |
| Vision Insurance | 5150 | 130.32 |
| CalPERS Employer Retirement | 5160 | 3,152.42 |
| FICA/Medicare Employer Contribut... | 5180 | 628.69 |
| UI/TT Contribution | 5190 | 186.35 |
| Advertising/Marketing | 5209 | 33.75 |
| Computer Software | 5231 | 7,320.00 |
| Contract Services - Other | 5240 | 12,406.57 |
| Fuel | 5305 | 94.23 |
| Legal Services | 5335 | 12,140.12 |
| Maint. - Equipment | 5350 | 38.01 |
| Maint. - Grounds | 5355 | 177.50 |
| Maint. - Vehicle | 5370 | 2,998.61 |
| Mileage Reimbursement | 5385 | 75.40 |
| Office Supplies/Expense | 5400 | 146.18 |
| Postage | 5410 | 18.70 |
| Printing | 5415 | 278.07 |
| Publications & Legal Notices | 5425 | 3.00 |
| Staff Development | 5455 | 815.00 |
| Phones/Internet | 5470 | 4,193.74 |
| Travel/Lodging | 5480 | 2.00 |
| Total Expenditures | | <u>100,870.79</u> |
| Net Revenue Over Expenditures | | <u><u>2,490.39</u></u> |



Agenda Transmittal

DATE: December 16, 2020

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM #15: **RESOLUTION 2020-30 APPROVING THE AGREEMENT BETWEEN CAMERON PARK COMMUNITY SERVICES DISTRICT AND CALLANDER ASSOCIATES LANDSCAPE ARCHITECTS FOR THE CAMERON PARK LAKE SPLASH PAD**

RECOMMENDED ACTION: APPROVE

Background

In January 2020, the District released after a Request for Qualifications for landscape architecture services. Three firms responded and were interviewed by staff: Melton Design Group, HELIX Environmental Planning, and Callander Associates Landscape Architects (CALA). All three vendors provided similar competitive cost proposals. Staff selected CALA due to their background in refurbishing aged park amenities and the firm's principal was a Cameron Park resident. An agreement was signed between CALA and the District under the General Manager's authority. The cost for services, which ended with the Board's approval of the Park Improvement Plan, was \$24,899.

Parks and Recreation Committee

On November 2, 2020, the Parks and Recreation Committee reviewed a draft proposal submitted by CALA for landscape architect services related to the Cameron Park Lake Splash and Spray Playground. The Committee supported staff's recommendation to continue working with CALA, based on their good work on the Park Improvement Plan; familiarity with the District, community and proposed project; and their ability to immediately begin developing plans and specifications to support a Proposition 68 competitive grant application which is due in March 2021.

Discussion

With Parks and Recreation Committee's support, staff is recommending the Board contract with CALA, which is a continuation of their previous work, to provide the following services for the Cameron Park Lake Splash and Spray Playground Project (Attachment 15A):

- Design Development
- Project Budget
- Construction Documents
- Bidding and Construction Review and Oversight
- Environmental Permitting Assistance

A grant application cannot be submitted, and environmental and county permits cannot be secured, without the work of a landscape architect (Attachment 15B).

Policy 3100, Purchasing/Expense Authorization provides for exceptions to a competitive bid process.

Section 3100.20 Exceptions to Competitive Bidding – Provisions requiring competitive bidding shall not apply to the following instances:

A. Contracts involving the acquisition of professional or specialized services, such as, but not limited to, services rendered by architects, attorneys, engineers, and other specialized consultants.

Financial Impact

Park Development Impact Fees, if approved by the Board of Supervisors, can fund CALA contract costs. As well, a competitive grant could offset some of the contract costs depending upon the grant guidelines.

Attachments:

15A – CALA Scope of Services and Estimated Fees for Splash Pad Project

15B – Park Improvement Process

15C – Resolution 2020-30



December 03, 2020

Jill Ritzman
Cameron Park CSD
2502 Country Club Drive
Cameron Park, CA 95682

RE: CAMERON PARK LAKE SPLASH PAD/ landscape architecture services

Dear Jill,

Thank you for the opportunity to propose on the implementation of the improvements at Cameron Park Lake including the conversion of the swim lagoon to a splash pad. The following assumptions are incorporated into our proposal:

- The project landscape improvements will be limited to the area shown on the attached diagram.
- The splash pad will be a pre-package unit as provided by the splash pad manufacturer.
- All structural work will be provided by the splash pad manufacturer.
- The contractor will prepare the storm water pollution prevention plan (SWPPP).
- The estimated construction cost for improvements that the scope is based on is approximately \$500k.

Under contract with the District, CALA will assist you in these efforts. Based on the above, we would propose to complete the following tasks in chronological order. The items shown in **bold-face italics** are documents that we would prepare as part of our tasks.

1.0 NOT INCLUDED IN THIS SCOPE

2.0 DESIGN DEVELOPEMNT

Overall Schematic Design (35% level plans): Through development of the Park Improvements Plan for Cameron Park, concept level planning was used to determine feasibility of the placement of amenities based on knowledge of existing topography, site features, and utilities. Before proceeding to the project construction document plans, the development of this Overall Schematic Design will assist in refining the assumptions from the Master Plan and verify integration of site grading, drainage, path alignment and utility connections and capacities. Detailed analysis of the plans will ensure all pieces fit together cohesively and will provide guidelines for the development of the project.

2.01 **Coordination and Team Meetings:** Throughout the course of this task allow for phone coordination, video conferencing and teleconference meetings with the project team. Assist with outreach efforts as warranted for community meeting. Prepare meeting **agendas**, **email meeting notes** and updated **project schedule** at each meeting. Include preparation of flyers, website updates, and other means of outreach effort ahead of the meeting.

- A. Team Meeting (2): Staff review meeting and site review meeting.
- B. Community Meeting (1): Public meeting.

- 2.02 **Topographic Survey:** Coordinate and provide services of Civil to prepare **Topographic Survey**. Survey to include existing trees and utilities and be limited to the proposed improvement area.
- 2.03 **Site Review:** Review survey and assemble **base sheets** to conduct **site review meeting** to visually confirm existing conditions. Review existing features and above grade utilities, photograph site for in-house reference. Take **site soil samples** and submit to testing lab for nutritional analysis and amendment recommendations.
- 2.04 **Presentation Materials:** Prepare supplemental presentation material for **community meeting** including but not limited to, concept site plan, amenities list, idea images, and furnishing options related to the splash pad. Prepare up to two (2) **presentation boards**.
- 2.05 **35% Schematic Design Plan Package:** Based on input received from community meeting, proceed to develop schematic design plans. Plans to include **estimate of probable construction** costs.
1. Landscape Architect: Preparation of **Landscape Layout Plan** including overall theming, design of splash pad amenities and support elements. Include **Irrigation Plan** and **Planting Plan**.
 2. Civil Engineer: Prepare **Site Grading & Drainage Plan** for site grading and stormwater management strategies. Provide input on limit of work for the construction work and utilities.
 3. Electrical Engineer: Prepare **Electrical Plan** for locations of existing and proposed lighting concepts, security devices and power sources to other site amenities. Analysis of existing service panel based on existing and new amenities to necessary upgrades. Identify need of additional PG&E service points.
 4. Geotechnical Report: Prepare **Geotechnical Report** that provides geotechnical engineering design parameters and recommendations. Include field exploration program, geotechnical laboratory testing, engineering analysis, and report preparation.

Review Meeting: Meet and review planning comments with District.

3.0 CONSTRUCTION DOCUMENTS (PS&E's)

Preparation of the project plans including development of a Plans, Specifications and Estimates (PS&E's). District Team Meetings between each submittal. Progress meeting with design team to be completed prior to each submittal for conformance and consistency. Plans to be prepared per County Standards and meet the County's Water Ordinance.

- 3.01 **Coordination and Team Meetings:** Prepare meeting **agendas**, email **summary of action items and meeting notes** and updated **project schedule** at each meeting.
- A. Team Meeting (3): Staff review meeting.
 - B. County Meeting (1): County review meeting.

3.02 **PS&E's:** Prepare Plans, Specifications and Estimates to a **75%, 100%** and **Bid level**. Submit required number and size of plans per District standards. Plans to include:

A. Landscape Plans

- Cover Sheet with vicinity map, site map, and general notes
- Demolition Plan for removal of existing utilities and site amenities
- Site Construction Plan including layout of accessible paths, surfacing and amenities.
- Enlargement Plan for detailed design and layout of splash pad equipment, surfacing and picnic area.
- Irrigation plan including extension of existing mainline for irrigation of new and existing landscape.
- Planting Plan including trees, shrubs, groundcover for improvement area.
- Construction details related to above plans.

B. Civil Plans

- Grading Plan to address mass grading and fine grading at the site.
- Drainage Plan to address drainage related to improvements.
- Erosion and Sediment Control Plan. To be used by contractor when preparing the SWPPP.
- Utilities Plan including design of domestic water and sewer.
- Construction details related to above plans.

C. Electrical Plans to include improvement plans addressing splash pad equipment. Existing PG&E service point to be verified.

- Electrical Plan including details and single line diagram.

Submit **100% plans** to county for permit and approval.

4.0 BIDDING AND CONSTRUCTION REVIEW

4.01 **Bidding Support:** During the bidding period we will assist the District with responses to construction bidder's questions, prepare addenda, and assist in reviewing bids. The District will provide limited assistance to answer questions. The District will prepare front-end documents, general conditions, and bid the project.

4.02 **Construction Support:** Allow for up to twenty-four (24) hours to provide construction assistance as requested. Anticipated task to be performed include:

- a. Attend up to eight (8) on-site construction meetings. Follow-up meeting with email summary of landscape related discussion items.
- b. Review submittal for landscape related items.
- c. Provide telephone and email consultation in regards to clarifications of the project plans and specifications.
- d. Assist with review and response to landscape related RFIs from the Contractor.
- e. Attend substantial completion and provide punch list items and follow-up with landscape related corrective measures.
- f. Provide as-built drawings based on contractors' mark-ups.

5.0 ENVIRONMENTAL ASSISTANCE

5.01 The environmental requirements for this project are anticipated to be limited to the filing of a Notice of Exemption (NOE) under CEQA. LSA will prepare a brief memorandum following the format of the CEQA Initial Study Checklist. The

RE: CAMERON PARK LAKE SPLASH PAD/LANDSCAPE ARCHITECTURE SERVICES

December 03, 2020

Page 4 of 4

memorandum will provide an assessment of project impacts under the various resources. The memorandum will provide El Dorado County staff with the basis for preparing the staff report to present to the County Board of Supervisors. If requested by the County, LSA will prepare the NOE form. No studies are anticipated.

6.0 ADDITIONAL SERVICES

6.01 All tasks not specifically noted above could be performed as additional services. These tasks would include, but not be limited to, all revisions or additional submittals required by the *District* or any other agency's review, other meetings, additional design studies, or other tasks not specifically noted in the foregoing. These services would be billed hourly or on a lump sum fee basis to be documented in a written amendment to this agreement.

7.0 REIMBURSABLE EXPENSES

In addition to billing for the above services, we would bill for all printing and reproduction, delivery, horticultural soils samples, the communication and insurance surcharge, subconsultant administration and other reimbursable expenses as noted in the attached Standard Schedule of Compensation. You should establish a tentative budget for these expenses (see 7.0 Compensation Summary below). These costs will be itemized on our invoice and compared monthly with the total allowances to assist you in monitoring these costs. Subconsultant administration markup is included within subconsultant fees below.

8.0 COMPENSATION SUMMARY

| | CALA | Civil | Geotech | Electrical | Environmental | TOTAL |
|---|---------------------|---------------------|--------------------|--------------------|----------------------|----------------------|
| 2.0 Design Development | \$ 13,013.00 | \$ 17,600.00 | \$ 5,060.00 | | | \$ 35,673.00 |
| 3.0 Construction Documents | \$ 27,637.00 | \$ 19,800.00 | | \$ 2,200.00 | | \$ 49,637.00 |
| 4.0 Bidding and Construction Administration | \$ 23,184.00 | \$ 4,400.00 | | \$ 275.00 | | \$ 27,859.00 |
| 5.0 Environmental Assistance | \$ 1,050.00 | | | | \$ 2,992.00 | \$ 4,042.00 |
| Reimbursables | \$ 4,866.00 | | | | | \$ 4,866.00 |
| TOTAL | \$ 69,750.00 | \$ 41,800.00 | \$ 5,060.00 | \$ 2,475.00 | \$ 2,992.00 | \$ 122,077.00 |

The tasks outlined are keyed to best analyzing existing conditions and developing documents suitable for public competitive bidding. If you have any further thoughts or questions, please call. Should this proposal be acceptable to you, please have a copy signed and return it to me as our agreement and authorization to proceed.

Sincerely,



Benjamin W. Woodside, Principal
Callander Associates
Landscape Architecture, Inc.

Agreed and authorized to proceed:

name of authorized representative date

Attachments: Standard Schedule of Compensation dated 2021

Notice: Landscape architects are licensed by the State of California.

Terms and conditions are subject to change after ninety days.



Standard Schedule of Compensation 2021 Gold River

General

The following list of fees and reimbursable expense items shall be used in the provision of services described in the agreement. These amounts shall be adjusted in January, upon issuance of an updated Standard Schedule of Compensation:

Hourly Rates

| | |
|------------------------------|-------------|
| Principal | \$190 /hour |
| Senior Associate | \$178 /hour |
| Associate | \$166 /hour |
| Construction Manager | \$166 /hour |
| Senior Project Manager | \$153 /hour |
| Project Manager 1 | \$147 /hour |
| Project Manager 2 | \$140 /hour |
| Job Captain | \$123 /hour |
| Designer 1 | \$114 /hour |
| Designer 2 | \$106 /hour |
| Assistance Designer | \$94 /hour |
| Accounting | \$165 /hour |
| Senior Project Administrator | \$123 /hour |
| Project Administrator | \$110 /hour |

Reimbursable Expenses Rates

| | |
|--|--------------------|
| Expenses | cost + 15% |
| <i>printing and reproductions, postage and delivery, mileage, travel expenses (hotel / food), testing and outside services, and other project related expenses</i> | |
| Subsultant Administration | cost + 10% |
| Communications and Insurance Surcharge | 2.5% of total fees |

Payments

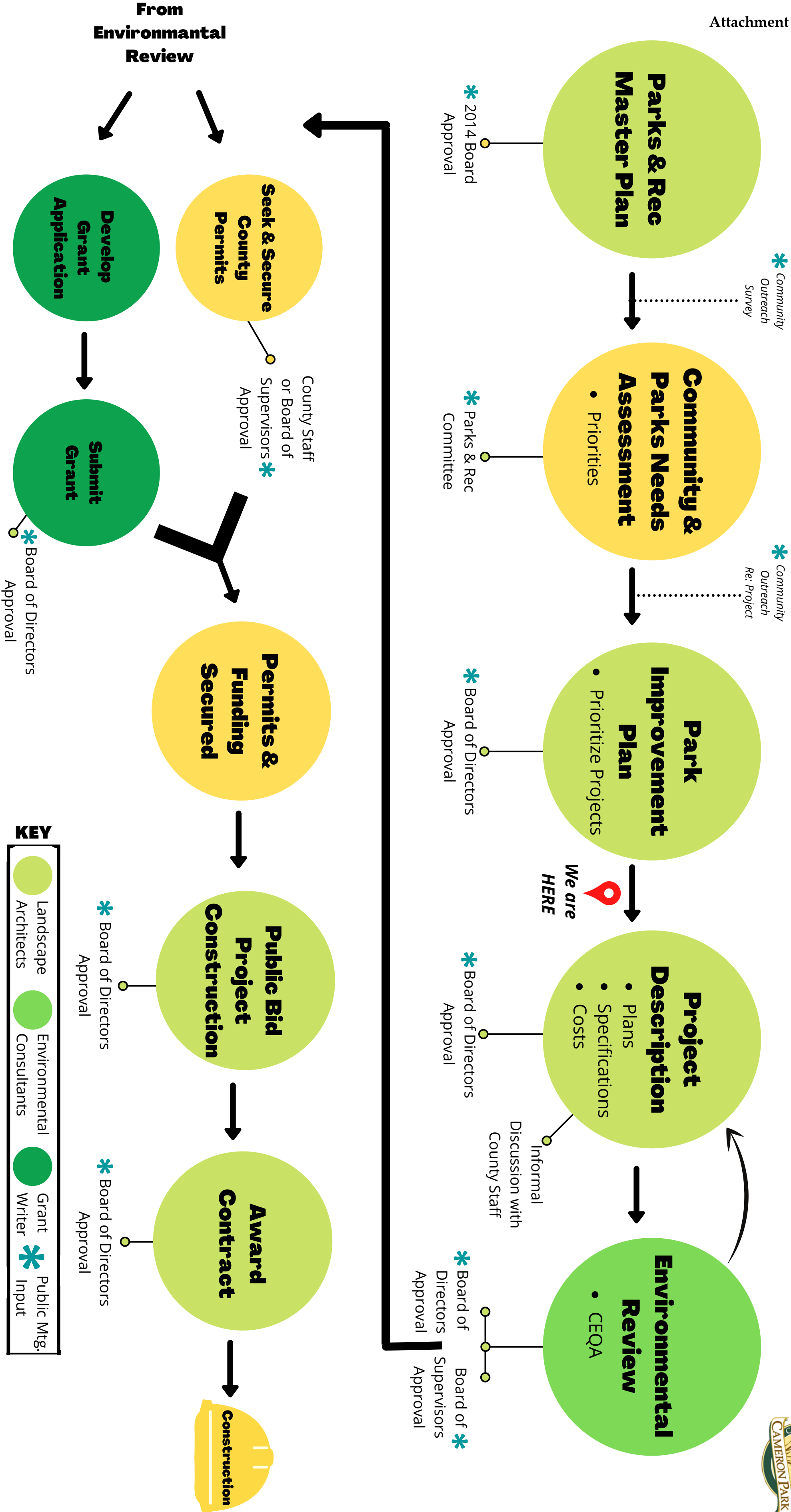
Payments are due within ten days after monthly billing. Callander Associates reserves the right to suspend services for non-payment if payment is not received within a period of 60 days after invoice date. Additionally invoices 60 days past due are subject to a 1.5% per month interest charge. Retainer amounts, if indicated, are due upon signing the agreement and shall be applied to the final invoice for the project.

LIMIT OF WORK
12/03/20





Park Improvement Process



KEY

- Landscape Architects
- Environmental Consultants
- Grant Writer
- Public Mtg. Input

**RESOLUTION No. 2020-30
of the Board of Directors
of the Cameron Park Community Services District
December 16, 2020**

**RESOLUTION APPROVING THE AGREEMENT BETWEEN CAMERON PARK
COMMUNITY SERVICES DISTRICT AND CALLANDER ASSOCIATES LANDSCAPE
ARCHITECTS FOR THE CAMERON PARK LAKE SPLASH PAD**

WHEREAS, Cameron Park Community Services District (District) is seeking landscape architecture services to further implement elements of the District's Park Improvement Plan, specially the Cameron Park Lake Splash Pad; and

WHEREAS, Policy 3100 – Purchasing/Expense Authorization provides a provision for contracts involving acquisition of professional or specialized services, such as landscape architects that does not require a competitive bid process; and

WHEREAS, Callander Associates Landscape Architects developed the approved Park Improvement Plan and is available to expeditiously support the District's efforts in developing competitive grant applications which are due March 2021.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Cameron Park Community Services District approves and authorizes the General Manager to execute the Agreement between Cameron Park Community Services District and Callander Associates.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regular scheduled meeting, held on the 16th day of December 2020, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Monique Scobey, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board



Agenda Transmittal

DATE: December 16, 2020

FROM: Jill Ritzman, General Manager

AGENDA ITEM #16: **RESOLUTION 2020-31 APPROVING THE AMENDMENT TO THE AGREEMENT BETWEEN CAMERON PARK COMMUNITY SERVICES DISTRICT AND ARC ALTERNATIVES**

RECOMMENDED ACTION: APPROVE

Background

On November 18, 2020, the Board of Directors received a report from the Solar Energy Ad Hoc Committee unanimously supporting a solar energy project to save money on the District's electrical costs. The report also stated that most of the Committee Members agreed that proceeding with a SunWorks Power Purchase Agreement (PPA) was the best alternative, but the financier of the project disengaged and a SunWorks agreement is no longer an option.

Discussion

Since November, ARC Alternatives contacted the other solar project proposers. Brighton Energies, Inc. provided an initial PPA proposal that is financially feasible for the District. Unlike SunWorks who worked with a 3rd party financier, Brighton Energies will keep the PPA on their balance sheet rather than using a 3rd party financier.

Brighton Energies is requesting a Letter of Intent from the District to demonstrate their interest in continuing negotiations for a PPA (Attachment 16A). This letter is non-binding, but demonstrates the District's interest in "good faith efforts to negotiate and execute a PPA by February 1, 2021."

To support the continued negotiations, staff is recommending an extension of the agreement with ARC Alternatives for a sum of \$8,194 (Attachment 16B). AT the

December Board meeting, ARC Alternatives staff will provide information comparing the financial aspects of Brighton's initial proposal for a cash purchase and the current PPA proposal.

Conclusion

With the Board's approval, staff and ARC Alternatives will negotiate a PPA with Brighton Energies. These next steps are consistent with the majority membership of the Solar Energy Ad Hoc Committee who supported a PPA strategy rather than a cash purchase that would also involve owning and managing the Solar system.

Attachments

16A – Letter of Intent

16B – ARC Contract Amendment

16C – Resolution 2020-31



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

DRAFT

December 10, 2020

Jeff Krisa, Managing Director
Brighton Solar Inc.
2701 Cottage Way, Suite 35
Sacramento, CA 95825

RE: Letter of Intent – Cameron Park Community Services District Solar Energy Project, Power Purchase Agreement

Dear Jeff,

This Letter of Intent (LOI) outlines the Cameron Park Community Services District's (District) interest in furthering negotiations towards a Power Purchase Agreement with Brighton Solar Inc. for a solar energy project at the following Cameron Park, CA locations:

- Cameron Park Community Center, 2502 Country Club Drive,
- Fire Station 89, 3200 Country Club Drive,
- Fire Station 88, 2961 Alhambra Drive.

The District's LOI is based upon Brighton Solar Inc.'s Power Purchase Agreement (PPA) offer of \$0.196 (no escalator), \$0.174 (1% escalator) for production at both sites, which makes this relatively small solar project financially feasible. This project would be subject to the State's prevailing wage laws. The District is interested in including an early buy-out clause, and a termination clause that allows the District to terminate agreement if the project costs increase beyond the threshold of making the project financially feasible.

The District shall use good faith efforts to negotiate and execute a signed PPA by February 1, 2021, and shall rely upon Brighton Energies to also use good faith efforts. This LOI is not

intended to constitute a legal and binding obligation, contract, or agreement between the Parties.

Sincerely,

Jill Ritzman
General Manager

Copy: ARC Alternatives



November 30, 2020

Jill Ritzman
General Manager
Cameron Park Community Services District
2502 Country Club Dr
Cameron Park, CA 95682

Dear Ms. Ritzman:

Thank you for the opportunity to submit this proposal to continue to assist the Cameron Park Community Services District (District) with additional work on the solar procurement effort. ARC Alternatives brings an unmatched combination of solar expertise and experience acting as a third-party expert for energy programs and projects.

We are committed to efficiently and effectively using our resources, as well those of our clients. Our goal is to help our customers build robust energy solutions focused on reducing energy spend, replacing aging energy infrastructure, maintaining occupant comfort, and sustaining building functionality. We are a completely independent firm with no technology biases or ties to solution providers.

This proposal includes the services necessary to finalize vendor selection and assist with contract negotiations for a Power Purchase Agreement. If PPA negotiations are unsuccessful, or the proposed PPA pricing changes significantly and becomes unviable financially, ARC Alternatives will assist the District using any remaining budget for obtaining financing most likely through the competitive CEC loan program.

Background

The District hired ARC Alternatives in November 2019 to provide solar feasibility and procurement support services. ARC Alternatives has completed the solar feasibility study, solicited pricing, and evaluated proposals for multiple procurement options. Additional support is being requested to finalize the selection and assist in contract negotiations.

Key Personnel

Mr. Russell Driver, Principal and Co-Founder of ARC Alternatives, will be the Principal-In-Charge and overall project manager for this engagement. Mr. Driver has over 20 years of experience managing large-scale technology programs in complex institutional settings. Mr. Driver specializes in the development and implementation of energy programs in the public sector, with an emphasis on educational institutions and local governments in California. Mr. Driver led consulting efforts supporting energy and solar programs at Alameda County (R-REP), Chico Unified School District,

Durham Unified School District, Oroville Union High School District, Redlands Unified School District, Santa Clara Unified School District, UC Santa Cruz, and the Washington Unified School District. These programs have seen the implementation of over 55 MW of generating capacity at almost 200 sites. Mr. Driver also provides solar consulting support to cities and counties, including several joint procurement efforts in California and Hawaii. Mr. Driver's expertise includes solar technology, utility rate analysis, energy economics, public sector procurement, design-build contracting, system design review, construction oversight, project management, and data management. Mr. Driver has a Bachelor of Arts from Stanford University and a Master's Degree from UCLA. He is an active volunteer in the community and is currently a member of the Contra Costa Transportation Authority's Citizens Advisory Committee. He previously chaired the Town of Moraga Planning Commission and Climate Action Plan Task Force.

Niko Kalinic, Senior Program Manager, provides a unique combination of technical and programmatic support with a proven ability to successfully lead projects from feasibility through implementation. With extensive experience designing, implementing, and managing complex energy programs with public sector clients and a strong background in energy engineering and project management, he excels at communicating effectively across multidisciplinary teams while keeping stakeholders informed and involved. Mr. Kalinic has successfully supported over 50MW of solar projects for California K-12 public school districts and local governments. In the past year alone, Mr. Kalinic has been the Program Manager for over 12MW of solar projects for California K-12 public school districts. Mr. Kalinic holds a Bachelor of Science in Mechanical Engineering and Master of Science in Civil Engineering, Building Systems, from the University of Colorado, Boulder.

Simon Olivieri, P.E., Senior Engineer, specializes in data analysis and mathematical modeling. Using his background in energy engineering, he has developed whole building energy analysis and statistical modeling tools used by technical reviewers for the UC/CSU IOU and CCC/IOU MBCx programs. In addition to data analysis and energy engineering, Mr. Olivieri has worked with several California K-12 public school districts to develop and install solar systems and he has overseen the installation of over 16MW of generating capacity at over 25 school sites. Mr. Olivieri has a Bachelor of Science in Mechanical Engineering from the University of California San Diego and Master of Science in Civil Engineering-Building Systems from the University

Schedule and Cost

ARC Alternatives can begin the work upon receiving Notice to Proceed (NTP). The contract negotiations will need to be finalized before the end of the year if pursuing a PPA in order to secure the proposed 2020 PPA rate, or the beginning of February 2021 to secure the proposed 2021 rate. If a PPA is not a financially viable option, ARC Alternatives will initiate a CEC application on behalf of the District to finance a solar energy project with remaining available funds.

Our cost estimate to deliver the work is shown below.

**Proposed Scope and
Cost Estimate**

| Task | Hours | Cost |
|---|--------------|--------------|
| 1. Finalize Selection and Contract Negotiations | 42 | \$ 8,194 |
| Grand Total | 42 | 8,194 |

** Client will be billed for Direct Expenses without markup*

These estimates are based on similar work done for other clients and can be modified based on District input. Please let us know if the scope needs fine-tuning to better meet your needs.

Please do not hesitate to reach out to me at 415-420-5727 or russell@arc-alternatives.com with any questions or clarifications regarding our proposal, and we look forward to the opportunity to continue to work with the Cameron Park Community Services District.

Sincerely,



Russell Driver, Principal
ARC Alternatives

**RESOLUTION No. 2020-31
of the Board of Directors
of the Cameron Park Community Services District
December 16, 2020**

**RESOLUTION APPROVING THE AMENDMENT TO THE AGREEMENT BETWEEN
CAMERON PARK COMMUNITY SERVICES DISTRICT
AND ARC ALERNATIVES**

WHEREAS, Cameron Park Community Services District (District) desires to implement a solar energy project; and

WHEREAS, ARC Alternatives and District executed an Agreement for professional consultation services on November 20, 2019; and

WHEREAS, District desires to extend ARC Alternatives services to further investigate implementation options and to negotiate a power purchase agreement.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Cameron Park Community Services District approves and authorizes the General Manager to execute an Amendment to the Agreement between Cameron Park Community Services District and ARC Alternatives.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regular scheduled meeting, held on the 16th day of December 2020, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Monique Scobey, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board



Agenda Transmittal

DATE: December 16, 2020

FROM: Jill Ritzman, General Manager

AGENDA ITEM #17: **PROPOSED REVISIONS TO CAMERON PARK COMMUNITY SERVICES DISTRICT POLICY 4060 – COMMITTEES OF THE BOARD OF DIRECTORS AND BYLAWS SECTION 6.13**

RECOMMENDED ACTION: APPROVE

Background

The Cameron Park Community Services District (District) Policy 4060 – Committees of the Board of Directors (last updated in 2008) and District Bylaws Section 6.13 Committees dictates:

- ✓ How and why ad hoc committee are formed,
- ✓ Designates standing committees,
- ✓ How and when members are appointed to Committees.

Standing and Ad Hoc Committees are advisory to the elected Board of Directors. As stated in Policy 4060.3, the annually elected Board President shall “appoint members,” presumably both Board and community members. There is a growing interest in community members to participate on Board Committees, and an annual appointment process will provide an opportunity for an annual review of interest and participation in the Board’s Committees.

Budget and Administration Committee

The Budget and Administration Committee provided suggested edits to staff, recommended edits to the District Bylaws for consistency between the two documents, and is forwarding this item with to the Board of Directors for consideration.

Discussion

In recent years, the District has experienced great success in recruiting community members to serve on various standing and ad hoc committees. Community members serve on the Architectural Review Committee and CC&R Committee, and have served on the Landscaping and Lighting District Ad Hoc Committee and Solar Energy Ad Hoc Committee. Serving on a Board committee provides a community member knowledge about the District and experience with the criteria for public meetings.

In fairness to community members serving on the various committees, the District should begin taking steps to formalize their roles, responsibilities, and term for their service. Community members have served on the CC&R Committee, but have not been subject to the annual appointment process like Board members, even though Policy 4060 states *“The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year....”*

On July 20, 2016, the Board of Directors approved the CC&R Procedures Handbook, Article IV- CC&R Committees describes the selection and appointment process (Attachment 17C). This Article is inconsistent with both District policy and bylaws in terms of the appointment process and bylaws. Both the bylaws and policy cite the President appoints Committee members. The bylaws outline a one year term for service, whereas the CC&R Handbook does not cite a term. Staff are in the process of developing guiding policies for the Architectural Review Committee, and updating the CC&R Handbook.

Conclusion

Staff is recommending edits to Policy 4060 and Bylaws to better define the appointment process for both community and Board members, and to memorialize the Architectural Review Committee as a Board standing committee. Standing and Ad Hoc Committees are advisory to the Board of Directors. Appointments of community members by the President is similar to processes in other agencies; for example, each member of the Board of Supervisors appoints a representative to various advisory groups such as the County Park and Recreation Commission or the El Dorado County Solid Waste Advisory Committee.

Attachments:

17A – Policy 4060 with recommended edits

17B - Bylaws with recommended edits

17C – CC&R Handbook, Article IV

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4060

4060.2 The following shall be standing committees of the Board:

4060.2.1 Covenants Conditions & Restrictions Committee:

4060.2.1a Architectural Review Committee

4060.2.2 Parks and Recreation Committee:

4060.2.3 Budget & Finance Committee; and:

4060.2.4 Fire & Emergency Services Committee

4060.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

~~4060.2 The following shall be standing committees of the Board:~~

~~4060.2.1 Covenants Conditions & Restrictions Committee;~~

~~4060.2.2 Parks and Recreation Committee;~~

~~4060.2.3 Budget & Finance Committee; and;~~

~~4060.2.4 Fire & Emergency Services Committee~~

4060.3 The Board President shall appoint and publicly announce the [Board members and community members of the standing and any existing ad hoc committees](#) for the ensuing year no later than the Board's regular meeting in January. [If a committee member resigns during the year, the President shall appoint a replacement.](#)

4060.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.4.1 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

[Adopted 1/16/2008 Regular Board Meeting; revised.....](#)

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

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ARTICLE 1
OFFICES

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

ARTICLE 2
MEETINGS

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

ARTICLE 3
DISTRICT POWERS

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

- (p) Take or acquire real or personal property of every kind within or without the District by grant, purchase, gift, devise, lease or condemnation.
- (q) Hold, use, enjoy, lease or dispose of any of its property.
- (r) Sue and be sued in all actions and proceedings in all courts and tribunals of competent jurisdiction.
- (s) The District may borrow money and incur indebtedness pursuant to the provisions of Government Code Sections 53820 et seq., Sections 53835 et seq., Section 53840 et seq., Sections 53850 et seq., and Sections 53859 et seq. In addition the District may issue promissory notes and borrow money for any lawful purpose including payment of current expenses pursuant to Government Code Section 61131.
- (t) The District may incur debt and refund outstanding indebtedness for the acquisition, construction, improvement, rehabilitation, repair or replacement of any facilities or improvements to real property by means of any of the following: (1) issuance of general obligation bonds pursuant to Public Resources Code Section 5790 in an amount not to exceed 15% of the appraised value of all taxable real property located within the District; or (2) issuance of revenue bonds issued pursuant to Government Code Section 54300 et seq., or (3) issuance of bonds pursuant to the Mello-Roos Community Facilities Act of 1982 pursuant to Government Code Section 53311 et seq.; or (4) issuance of securitized limited obligation notes pursuant to Government Code Section 53835 et seq.
- (u) Adopt regulations binding upon all persons to govern the use of its facilities and property, including regulations imposing reasonable charges for the use thereof.
- (v) Contract with any city, county, district, Municipal Corporation, political subdivision, political corporation or other public agency of the state, to purchase or acquire from, or to sell to, or jointly acquire, construct, operate or maintain a water system or water supply to serve the inhabitants.
- (w) Levy and cause to be collected, taxes and special assessments for the purpose of carrying on the operations and paying the obligations of the District.
- (x) Enter into contracts for any and all purposes necessary and convenient for the full exercise of its powers.
- (y) Perform any and all acts necessary to carry out fully the provisions of the powers hereinabove set forth, and those set forth in the Government Code, as amended from time to time.

ARTICLE 4 **DIRECTORS**

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

Code and Elections Code.

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

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

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

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

ARTICLE 5 **OFFICERS**

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

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

¹ Government Code Section 10554

² Government Code Section 1362

³ Government Code Section 1360

⁴ Government Code 1225 and the Unified District Election

⁵ Government Code Section 6104(c)

⁶ Government Code Section 6104(c)

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

transactions of the Finance Officer and of the financial condition of the District, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.

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

ARTICLE 6 MISCELLANEOUS

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

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

ARTICLE 7 **AMENDMENTS**

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

ARTICLE 8 **ELECTIONS**

- 8.1 **Election Code Provisions Applicable.** The provisions of the Election Code relating to the qualification of electors, the manner of voting, the duly elected officers, the canvassing of returns, and all other particulars in respect to the management of general elections so far as they may be applicable shall govern all district elections.
- 8.2 **Nomination of Directors.** Nominations for the office of director shall be made by petition of not less than ten (10), nor more than twenty (20) registered electors filed with the El Dorado County Elections Department not earlier than seventy-five (75) days nor later than 5:00p.m. on the fiftieth (50th) day before the election. The El Dorado County Elections Department shall publish

notice pursuant to section 6066 of the Government Code that such petitions may be received. Notice shall be published at least seven (7) days prior to the final date for receiving petitions, to wit, seven (7) days prior to the fiftieth (50th) day period.

8.3 **Notice of Election.** Notice of each District election shall be published by the El Dorado County Elections Department once a week for two (2) successive weeks prior to the election, as set forth in the section 6066 of the Government Code of the State of California.

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

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

CAMERON PARK COMMUNITY SERVICES DISTRICT CC&R PROCEDURES HANDBOOK

PROCEDURE: CC&R Committee

ARTICLE IV

General Description of the CC&R Citizen Committee Selection & Appointment:

- A notice shall be placed in the local newspaper soliciting volunteers to the CC&R Committee
- All Members of the committee must live in Cameron Park.
- Three residents shall be appointed by the CC&R Committee in a volunteer capacity.
- Members shall be appointed by the CC&R Committee via a quorum vote of the Committee.
- If a volunteer cannot participate on the committee, a notice will be placed in the newspaper soliciting volunteers to the CC&R Committee. All residents must submit an application to be a committee member wherein:
 - a. Previous experience on volunteer committees
 - b. Reason for wanting to be a committee member are specified.
 - c. Availability to participate in the meetings and other likely responsibilities of a Committee member.

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: December 16, 2020

FROM: Jill Ritzman, General Manager

AGENDA ITEM #18: ELECTION OF PRESIDENT AND VICE PRESIDENT

RECOMMENDED ACTION: NOMINATE AND ELECT BOARD OF DIRECTORS' PRESIDENT AND VICE PRESIDENT

The Cameron Park Community Services District (District) Bylaws, Section 5.1, defines the Officers of the District Board as a President and Vice President. Traditionally, the Officers have been elected in December to begin a one year term starting in January for the calendar year. Officers are determined by a majority vote of the Board. The President and Vice President should be voted on separately.

District Policy 4060.2 states the President shall appoint and publicly announce the members of the Board Committees no later than January. Staff have collected Board Member preferences for and will provide the information to the newly elected President. Committee assignments will be posted on the website.

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



Budget and Administration Committee
Tuesday, December 1, 2020
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/84802881574>

Meeting ID: 848 0288 1574

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

Members: Chair Director Eric Aiston (EA), Vice Chair Director Monique Scobey (MS),
and Alternate Director Felicity Wood Carlson (FC)

Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

DEPARTMENT MATTERS

- 1. Fiscal Year 2019-2020 Year End Report - Unaudited (V. Neibauer)**

2. Proposed Revisions to Policy 4060: Committees of the Board of Directors (J. Ritzman)

3. Staff Updates

- a. November Check Register Review (V. Neibauer)
- b. Legislative Updates (J. Ritzman)
- c. Strategic Plan (J. Ritzman)
- d. HR 763 (oral report – J. Ritzman)
<https://www.congress.gov/bill/116th-congress/house-bill/763>

4. Items for January & Future Committee Meetings

- Policy Updates: Legislative Policy, Debt Management Policy
- FY 2020-2021 Mid Year Budget Adjustments (Jan)

5. 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



Covenants, Conditions & Restrictions (CC&R) Committee
Monday, December 7, 2020
5:30 p.m.

TELECONFERENCE ZOOM MEETING

<https://us02web.zoom.us/j/88153171496>

Meeting ID: 881 5317 1496

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

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

Staff: General Manager Jill Ritzman, CC&R Compliance Officer Jim Mog

1. CALL TO ORDER

2. 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.

3. APPROVAL OF AGENDA

4. APPROVAL OF CONFORMED AGENDA

5. OPEN FORUM

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

COMMITTEE REVIEW/ACTION

6. Review New ARC Fee Items for Approval (J. Mog)

7. MONTHLY STAFF REPORT

7a. Open Violations, CC&R Violation Manager Case Detail Report – November

- Initial Notices - 0
- Final Notices - 1
- Pre-Legal Notices – 1
- Pending – 0
- Courtesy Notices Sent – 1
- Cleared Cases - 21
- 58 cases total Open

7b. Architectural Review Projects – November

- Projects Reviewed – 10
- Approved – 10
- Denied – 0
- Held Over – 0

7c. Staff Updates

- Mira Loma – Staff update to Committee
- Silver Springs – Staff update to Committee
- CC&R Case Violations Past Due Inspections – Staff update to Committee
- Air Park CC&R and Air Park Management Collaboration – Staff Update to Committee

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

9. Items to take to the Board of Directors

10. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

11. ADJOURNMENT

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



Fire and Emergency Services Committee
Tuesday, December 1, 2020
5:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/88060721925>

Meeting ID: 880 6072 1925

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

Members: Chair Director Ellie Wooten (EW), Vice Chair Director Monique Scobey (MS)
Alternate Director Eric Aiston (EA)

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

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

DEPARTMENT MATTERS

1. **Memorandum of Agreement between Cameron Park Community Services District and Lake Tahoe Community College District for Supplemental Instruction (S. Moranz)**
2. **Staff Updates**

- a. Fire Department Report, oral report (S. Moranz, J. Gaines)

3. Items for January and Future Committee Agendas

- Grand Jury Response Update

4. 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



Parks & Recreation Committee
Monday, December 7, 2020
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/82581913427>
Meeting ID: 825 8191 3427

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

Members: Chair Director Ellie Wooten (EW), Vice Chair Director Felicity Carlson (FC)
Alternate Director Holly Morrison (HM)

Staff: General Manager Jill Ritzman, Recreation Supervisor Whitney Kahn,
Parks 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.

APPROVAL OF AGENDA

APPROVAL OF CONFORMED AGENDAS

OPEN FORUM

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

DEPARTMENT MATTERS

- 1. California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act Of 2018 (Prop 68) Per Capita Grant Program - Applications for Sports Field Renovations (W. Kahn, M. Grassle)**

2. Brighton Energy's Energy Efficiency Upgrade - Project Outcomes (M. Grassle)

3. Staff Oral & Written Updates

- a. Recreation Report (W. Kahn)
- b. Parks & Facilities Report (M. Grassle)
- c. Feedback Basketball Courts (Oral Report - J. Ritzman)

4. Items for January & Future Committee Agendas

5. Items to take to the Board of Directors

- CALA Agreement (M. Grassle)

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT