



CAMERON PARK COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING
Wednesday, October 20, 2021
6:30 p.m.

Cameron Park Community Center
2502 Country Club Drive, Cameron Park, CA 95682

Board Members

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

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.

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 #9 to be discussed and acted upon individually.

4. Conformed Agenda – Board of Directors Regular Meeting September 15, 2021
5. Conformed Agenda – Board of Directors Special Meeting September 16, 2021
6. **RECEIVE AND FILE** General Manager’s Report (*to be provided orally under Matters To/From*)
7. **RECEIVE AND FILE** Fiscal Year 2020-2021 Preliminary Year-End Report (pre-audit)
8. **APPROVE** Additional Funding from Fire Development Impact Fees for Training Tower Construction
9. **APPROVE** Gudgel Roofing Settlement Agreement
10. **APPROVE** Resolution 2021-26 Agreement between Callander Associates Landscape Architects and Cameron Park Community Services District for Landscape Architecture Services at Eastwood Park.

AGENDA

11. **APPROVE** Resolution 2021-27 Annual Report and Five-Year Findings Reports, Fire & Parks Impact Fees
 12. **RECEIVE AND FILE** Implementation Guide for Assembly Bill 361 Open Meetings
 13. **RECEIVE AND FILE** Report Back Rural Fire Capacity Grant
-

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** 75% Complete Plans for Splash & Spray Playground at Cameron Park Lake; Presentation by Callander Associates, Ben Woodside
 16. **APPROVE** Allocate Proposition 68 Per Capita Funds to the Splash & Spray Playground at Cameron Park Lake
 17. **RECEIVE AND DISCUSS** Report Regarding Caldor Fire Evacuation Shelter Operations
 18. **NOMINATE** Regular Special District Representative Seat #2, El Dorado LAFCO
-

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. Committee Chair Report-Outs
 - a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. Parks & Recreation
 - e. General Manager Recruitment Ad Hoc
 20. General Matters to/from Board Members and Staff
 - Upcoming Trainings & Community Meetings
 - CSDA Gold Country Chapter Workshop, Parliamentary Procedures, November 17, 2021
 - Solar Project Update (oral, J. Ritzman)
-

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 Labor Negotiator, General Manager Jill Ritzman, pursuant to Government Code section 54957.6, all units.
 - 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
 - Public Employment Pursuant to Government Code section 54957 – General Manager Recruitment
-

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

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

ADJOURNMENT

Please 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.

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

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

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



CONFORMED AGENDA

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

REGULAR BOARD MEETING
Wednesday, September 15, 2021
6:30 p.m.

Ribbon Cutting Ceremony for the Solar System Project
6:00-6:30 p.m.
Prior to Board of Directors Meeting

Cameron Park Community Center
2502 Country Club Drive, Cameron Park, CA 95682

Board Members

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

CALL TO ORDER 6:40pm

1. Roll Call EA/FC/SB/MS/EW
 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 dropping the PGE presentation.

*FC/SB – Motion Passed
Ayes – EA, FC, SB, MS, EW
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.

**Community Wildfire Safety Program and Public Safety Power Shutoffs
Sarah Rasheed, PG&E Local Public Affairs Representative, El Dorado County**

OPEN FORUM FOR NON-AGENDA ITEMS

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APPROVAL OF CONSENT AGENDA

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4. Conformed Agenda – Board of Directors Regular Meeting September 18, 2021
5. Conformed Agenda – Board of Directors Special Meeting September 24, 2021
6. **RECEIVE AND FILE** General Manager’s Report
7. **RECEIVE AND FILE** Annual Disclosure of Board and Staff Reimbursements
8. **APPROVE** Resolution 2021-25 Amendment to the Agreement between Cameron Park Community Services District and Municipal Resource Group
9. **APPROVE** Amendment to the Board of Directors 2021 Meeting Calendar

Motion to Approve the Consent Agenda correcting the Consent Agenda months to August and pulling Item #6

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

GENERAL BUSINESS

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

10. Items removed from the Consent Agenda for discussion
11. **APPROVE** Resolution 2021-26 to Accept Rural Fire Capacity Grant

Motion to Approve Resolution 2021-26 to Accept Rural Fire Capacity Grant

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

12. **DISCUSS and APPROVE** Nomination for Election of Special District Representative to El Dorado Local Area Formation Commission for Special District Commissioner, Seat #2

Motion to Approve Nominating Director Scobey for Election Special District Representative to El Dorado Local Area Formation Commission for Special District Commissioner, Seat #2

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

BOARD INFORMATION ITEMS

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

13. Committee Chair Report-Outs
- a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. Parks & Recreation
 - e. General Manager Recruitment Ad Hoc
14. General Matters to/from Board Members and Staff
- Upcoming Trainings & Community Meetings
 - CSDA Annual Conference, 8/30-9/2, Monterey
 - CSDA Special District Leadership Academy, 9/26-9/29, Lake Tahoe
 - Solar Project Update (oral, J. Ritzman)

JR – Recreation staff are soliciting ideas and initiating senior programs and activities. Governor’s emergency orders that allowed virtual meetings sunsets on October 1, 2021. State is considering legislation that allows for virtual meetings to continue, but under state of emergency. JR reviewed the historical conditions that are required for Board members to participate remotely.

FC – attended CSDA conference in Monterey. Interacted with two service providers on important issues, one for helping Districts with hybrid meetings and another for managing pension liabilities, and will share information for staff. Interacting with others from special districts was worthwhile.

AGENDA

SB – Joined morning lap swim and is enjoying very much. Up to 10 others swimming, pool is clean and well kept. Loyal following and successful program.

MS – Acknowledges that the Cameron Park Community Center is a regional, county asset as demonstrated with serving as an evacuation shelter and vote center, and would like pursue funding to offset District costs for serving in this capacity and offset costs for wear & tear on facility.

EA – Toured Caldor Fire Base Camp and drove east on Highway 50 with Chief Moranz; was impressed with the operations at Base Camp that supports fire fighters. Reported that presentation to Rotary about District Strategic Plan was well received by the Rotarians; they were complimentary of the plan.

PUBLIC COMMENT

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CONVENE TO CLOSED SESSION

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

- *Pubic Employment Pursuant to Government Code section 54957 – General Manager Recruitment*
-

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.

- *Board discussed Pubic Employment Pursuant to Government Code section 54957 – General Manager Recruitment, no action was taken and direction was given to staff.*
-

ADJOURNMENT 9:11pm

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AGENDA

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Board Clerk
Administrative Assistant II

Director Eric Aiston, President
Board of Directors



CONFORMED AMENDED AGENDA

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

SPECIAL BOARD MEETING
Thursday, September 16, 2021
6:30 p.m.

2502 Country Club Drive, Cameron Park

The Board will convene into Closed Session shortly after General Business concludes.

Board Members

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

AGENDA

CALL TO ORDER 6:32

1. Roll Call *EA, FC, SB, MS, EW*
 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.

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

OPEN FORUM FOR NON-AGENDA ITEMS

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GENERAL BUSINESS

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

4. **APPROVE** Amendment to the FY2021-2022 Organizational Chart to Add a Full-time Administrative Assistant II – Board Clerk/Accounting Specialist I Position

Motion to approve amendment to the FY2021-2022 Organizational Chart to Add a Full-time Administrative Assistant II – Board Clerk/Accounting Specialist I Position.

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

PUBLIC COMMENT

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CONVENE TO CLOSED SESSION

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

- Pubic Employment Pursuant to Government Code section 54957 – General Manager Recruitment

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 General Manager recruitment pursuant to Pubic Employment Pursuant to Government Code section 54957 and direction was given to staff.*

AGENDA

ADJOURNMENT 8:32pm

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Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Board Clerk
Administrative Assistant II

Director Eric Aiston, President
Board of Directors



Agenda Transmittal

DATE: October 20, 2021

FROM: Christina Greek, Finance/HR Manager

AGENDA ITEM #7: PRELIMINARY YEAR-END FISCAL YEAR 2020-2021

RECOMMENDED ACTION: Receive and File

Introduction

Staff is preparing for Fiscal Year 2020-2021 Audit, and have completed enough tasks to share with the Budget and Administration Committee a preliminary year-end report. At this time, the District has ended with a positive number of \$206,618.

Discussion

Significant budget adjustments were made to respond to COVID at mid-year. Revenues, staff costs and supplies were greatly reduced. In many areas, the District was at or lower than estimated. In a few areas, expenses were much higher.

- Overtime due to vacancies;
- CCI expenditures - revenues will be realized in the current fiscal year, the grant ends in March 2022.
- Accounting contract due to a vacancy in the Finance Office.

Budget and Administration Committee

The Budget and Administration Committee received the report and discussed a few of the line item variations. Staff initiated a discussion about allocating the overage to support Reserves. The Committee was supportive of the idea and asked staff to return with a recommendation just prior to the finalization of the Audit.

Attachments:

- 2A. Fund 01 Preliminary Year-End Fiscal Year 2020-2021
- 2B. Fund 02 Preliminary Year-End Fiscal Year 2020-2021

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2020 Through 6/30/2021

		Final 2019-20 Budget	2019-20 Actual	Final 2020-21 Budget	2020-21 YTD Actual	Current Period Exp To Date
Operating Revenue						
Property Taxes	4110	4,184,387.00	4,253,025.60	4,363,061.00	4,419,679.40	101.29%
Franchise Fees	4113	200,000.00	188,602.30	200,000.00	161,175.02	80.58%
Park Impact Fees	4115	52,000.00	0.00	0.00	0.00	0.00%
Quimby Fees	4120	28,554.00	0.00	0.00	0.00	0.00%
Fire Development	4125	10,000.00	0.00	0.00	0.00	0.00%
Fire Marshall Plan Review	4132	18,000.00	40,723.90	40,000.00	33,139.30	82.84%
Tuition Fees/Revenue	4142	0.00	12,455.00	0.00	1,350.00	0.00%
Youth Classes	4145	38,000.00	9,319.38	0.00	(30.00)	0.00%
Adult Classes	4146	36,727.00	16,526.81	0.00	0.00	0.00%
Youth Sports	4147	100,000.00	50,930.21	0.00	0.00	0.00%
Adult Sports	4148	18,800.00	6,800.00	0.00	0.00	0.00%
Camp Revenues	4149	12,800.00	0.00	0.00	0.00	0.00%
Senior Programs	4153	12,000.00	8,648.69	0.00	0.00	0.00%
Recreation Program Revenue	4154	11,609.00	942.50	116,918.38	55,949.80	47.85%
Transfer In	4165	0.00	62,430.99	24,570.00	22,146.00	90.13%
Special Events	4170	25,000.00	11,433.40	0.00	(47.50)	0.00%
Lake Entries - Daily (Kiosk)	4180	21,012.00	23,196.00	0.00	1,594.00	0.00%
Annual Passes (Lake/Pool Co...)	4181	21,666.00	28,055.23	66,782.00	70,196.25	105.11%
Picnic Site Rentals	4182	27,436.00	112.00	0.00	580.00	0.00%
Summer Kids Camp	4183	42,000.00	11,777.50	0.00	0.00	0.00%
Cameron Park Lake Concessions	4184	3,250.00	4,023.25	0.00	0.00	0.00%
Assembly Hall & Classroom Re...	4185	129,114.00	32,933.13	15,304.00	13,665.00	89.29%
Gym Rentals	4186	33,650.00	17,515.75	27,810.00	20,702.40	74.44%
Pool Rental Fees	4187	195,882.00	71,689.17	87,215.00	85,402.19	97.92%
Sports Field Rentals	4190	27,061.00	21,198.25	27,070.00	10,992.96	40.60%
Donations	4250	1,000.00	200.00	0.00	1,200.00	0.00%
Sponsorships	4255	30,000.00	6,075.00	14,500.00	29,000.00	200.00%
JPA Reimbursable	4260	1,150,000.00	1,122,399.78	1,150,000.00	1,127,797.03	98.06%
Fire Apparatus Equip Rental	4262	100,000.00	0.00	20,000.00	19,656.46	98.28%
Reimbursement	4400	64,717.00	8,930.17	6,776.00	25,636.97	378.34%
Weed Abatement	4410	23,263.00	11,220.66	4,020.00	15,731.73	391.33%
Interest Income	4505	59,000.00	45,593.55	25,000.00	4,265.76	17.06%
Other Income	4600	121,592.00	2,278.80	12,000.00	2,802.90	23.35%
Grant - CI	4605	23,000.00	1,946.35	153,794.00	111,642.36	72.59%
Grants	4610	0.00	0.00	0.00	999.90	0.00%
Total Operating Revenue		<u>6,821,520.00</u>	<u>6,070,983.37</u>	<u>6,354,820.38</u>	<u>6,235,227.93</u>	<u>98.12%</u>
Expenditures						
Salaries - Perm.	5000	648,646.00	673,231.56	668,160.00	684,576.67	102.45%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2020 Through 6/30/2021

		Final 2019-20 Budget	2019-20 Actual	Final 2020-21 Budget	2020-21 YTD Actual	Current Period Exp To Date
Salaries - Seasonal	5010	157,170.00	118,195.46	90,540.00	92,865.14	102.56%
Overtime	5020	5,899.00	8,740.78	7,050.00	16,697.68	236.84%
Health Benefit	5130	108,174.00	125,407.45	118,523.00	124,254.05	104.83%
Retiree Health Benefit	5135	69,042.00	81,001.21	78,016.00	95,996.15	123.04%
Dental Insurance	5140	9,488.00	11,111.07	9,663.00	10,605.45	109.75%
Vision Insurance	5150	1,460.00	1,627.45	1,396.00	1,732.98	124.13%
CalPERS Employer Retirement	5160	220,831.00	213,596.31	207,664.00	204,874.11	98.65%
Worker's Compensation	5170	56,127.00	58,277.36	57,914.00	53,016.48	91.54%
FICA/Medicare Employer Cont...	5180	19,963.00	21,571.28	23,999.00	20,050.14	83.54%
UI/TT Contribution	5190	42,188.00	10,053.51	10,689.00	9,864.65	92.28%
Advertising/Marketing	5209	30,095.00	24,044.78	7,810.00	8,824.16	112.98%
Agriculture	5215	18,485.00	8,870.05	14,816.00	12,959.83	87.47%
Audit/Accounting	5220	47,500.00	43,902.31	30,000.00	46,775.22	155.91%
Bank Charge	5221	14,141.00	8,526.71	10,000.00	7,065.16	70.65%
Clothing/Uniforms	5230	8,360.00	6,127.04	4,285.00	2,473.78	57.73%
Computer Software	5231	28,483.00	21,923.53	27,200.00	29,981.64	110.22%
Computer Hardware	5232	47,758.00	38,260.52	5,500.00	4,514.06	82.07%
Contractual Services	5235	20,000.00	6,479.55	10,000.00	13,874.60	138.74%
Contractual - Provider Service...	5236	3,710,059.00	3,739,052.27	4,059,061.00	3,313,484.70	81.63%
Contract Under Utilization	5237	0.00	0.00	(250,000.00)	0.00	0.00%
Contract Services - Other	5240	106,591.00	122,095.08	163,438.00	264,194.49	161.64%
Director Compensation	5250	13,700.00	11,759.02	18,000.00	11,400.00	63.33%
EDC Department Agency	5260	4,268.00	4,268.20	4,300.00	4,252.73	98.90%
Educational Materials	5265	6,845.00	14,027.83	12,500.00	19,172.88	153.38%
Elections	5270	0.00	0.00	0.00	45.00	0.00%
Equipment-Minor/Small Tools	5275	9,500.00	6,912.29	9,340.00	5,704.30	61.07%
Fire & Safety Supplies	5285	4,803.00	6,926.21	3,913.04	5,007.70	127.97%
Fire Prevention & Inspection	5290	1,800.00	1,100.00	1,200.00	2,250.65	187.55%
Fire Turnout Gear	5295	31,000.00	30,195.26	31,000.00	30,208.18	97.44%
Fire- Volunteer/Resident	5296	29,200.00	10,816.60	14,200.00	16,360.00	115.21%
Food	5300	4,117.00	4,550.91	2,750.00	1,927.05	70.07%
Fuel	5305	71,028.00	53,577.49	38,200.00	39,611.39	103.69%
Government Fees/Permits	5310	29,934.00	20,464.81	25,382.00	22,846.63	90.01%
Household Supplies	5315	26,701.00	29,475.36	26,700.00	31,508.77	118.01%
Instructors	5316	52,090.00	47,220.76	1,000.00	1,365.00	136.50%
Insurance	5320	103,500.00	97,704.65	130,000.00	129,411.74	99.54%
Legal Services	5335	14,250.00	40,171.41	15,000.00	13,933.50	92.89%
Maint. - Vehicle Supplies	5340	4,000.00	26.58	1,700.00	1,085.04	63.82%
Maint. - Buildings	5345	50,495.00	31,585.39	27,900.00	25,662.94	91.98%
Maint. - Equipment	5350	46,668.00	44,609.28	42,225.00	38,703.98	91.66%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2020 Through 6/30/2021

		Final 2019-20 Budget	2019-20 Actual	Final 2020-21 Budget	2020-21 YTD Actual	Current Period Exp To Date
Maint. - Grounds	5355	86,488.00	21,257.86	50,026.00	44,453.48	88.86%
Maint. - Radio/Phones	5360	2,000.00	1,959.41	2,000.00	1,453.05	72.65%
Maint. - Tires & Tubes	5365	16,100.00	9,923.85	14,800.00	8,111.34	54.80%
Maint. - Vehicle	5370	21,000.00	22,916.91	33,750.00	29,170.32	86.43%
Medical Supplies	5375	766.00	217.30	700.00	0.00	0.00%
Memberships/Subscriptions	5380	9,445.00	10,494.62	10,160.00	9,879.25	97.23%
Mileage Reimbursement	5385	1,028.00	916.99	1,250.00	228.09	18.24%
Miscellaneous	5395	0.00	40.00	100.00	0.00	0.00%
Office Supplies/Expense	5400	10,848.00	13,047.43	10,200.00	9,377.95	91.94%
Pool Chemicals	5405	21,500.00	23,398.15	26,827.00	32,788.86	122.22%
Postage	5410	4,400.00	8,213.77	10,300.00	5,166.83	50.16%
Printing	5415	614.00	211.88	1,100.00	156.56	14.23%
Professional Services	5420	161,432.00	78,764.00	129,587.00	112,749.83	87.00%
Program Supplies	5421	25,242.00	15,784.35	2,579.00	4,604.08	178.52%
Publications & Legal Notices	5425	595.00	0.00	600.00	298.88	49.81%
Radios	5430	2,500.00	2,370.88	3,000.00	11,749.80	391.66%
Refund-Activity Pass	5431	1,500.00	0.00	0.00	0.00	0.00%
Rent/Lease - Bldgs, Fields, etc.	5435	30.00	7,060.00	0.00	490.15	0.00%
Rent/Lease - Equipment	5440	9,820.00	8,072.16	4,200.00	2,550.17	60.71%
Staff Development	5455	28,050.00	12,895.57	19,300.00	18,187.40	94.23%
Special Events	5465	4,238.00	4,650.35	500.00	530.72	106.14%
Summer Spectacular	5466	0.00	828.34	0.00	0.00	0.00%
Phones/Internet	5470	44,589.00	42,134.52	41,600.00	42,333.70	101.76%
Utilities - Water	5490	42,500.00	44,436.17	38,500.00	52,711.46	136.91%
Utilities - Electric	5492	168,350.00	158,555.71	147,860.00	199,860.51	135.16%
Utilites - Water - LLAD's	5495	0.00	867.37	350.00	864.37	246.96%
Vandalism	5500	2,000.00	0.00	2,200.00	985.10	44.77%
Cal Fire In Kind Purchases	5501	13,500.00	14,794.73	12,400.00	7,167.67	57.80%
Capital Equipment Expense	5625	451,117.00	(9,093.00)	0.00	4,520.88	0.00%
Transfer Out	7000	0.00	98,344.25	9,020.00	9,080.00	100.66%
Total Expenditures		<u>7,004,011.00</u>	<u>6,390,550.90</u>	<u>6,333,943.04</u>	<u>6,028,609.07</u>	<u>95.18%</u>
Net Revenue Over Expenditures		<u>(182,491.00)</u>	<u>(319,567.53)</u>	<u>20,877.34</u>	<u>206,618.86</u>	<u>989.68%</u>

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2020 Through 6/30/2021

		Final 2019-20 Budget	2019-20 Actual	Final 2020-21 Budget	2020-21 YTD Actual	Current Period Exp To Date
Operating Revenue						
Property Taxes	4110	0.00	331.64	0.00	285.90	0.00%
Special Assessments	4135	81,600.00	78,949.99	81,600.00	78,658.16	96.39%
Arc Review Fees	4140	19,500.00	20,162.50	19,500.00	26,355.00	135.15%
Interest Income	4505	2,500.00	3,917.05	4,000.00	987.70	24.69%
Other Income	4600	0.00	0.00	0.00	3,056.50	0.00%
Total Operating Revenue		103,600.00	103,361.18	105,100.00	109,343.26	104.04%
Expenditures						
Salaries - Perm.	5000	55,035.00	46,487.76	60,694.00	60,217.51	99.21%
Overtime	5020	0.00	32.13	0.00	1,465.53	0.00%
Health Benefit	5130	8,400.00	8,762.24	9,222.00	10,286.10	111.53%
Dental Insurance	5140	735.00	750.00	735.00	750.00	102.04%
Vision Insurance	5150	131.00	130.32	130.00	141.18	108.60%
CalPERS Employer Retirement	5160	4,481.00	3,152.42	4,240.00	4,553.93	107.40%
Worker's Compensation	5170	1,651.00	0.00	3,702.00	0.00	0.00%
FICA/Medicare Employer Cont...	5180	798.00	628.69	880.00	835.08	94.89%
UI/TT Contribution	5190	2,752.00	186.35	217.00	532.01	245.16%
Advertising/Marketing	5209	0.00	33.75	0.00	202.70	0.00%
Agency Administration Fee	5210	2,000.00	0.00	2,000.00	0.00	0.00%
Bank Charge	5221	200.00	0.00	200.00	0.00	0.00%
Clothing/Uniforms	5230	150.00	0.00	150.00	345.35	230.23%
Computer Software	5231	6,799.00	7,320.00	4,101.00	3,890.68	94.87%
Computer Hardware	5232	0.00	0.00	0.00	32.16	0.00%
Contract Services - Other	5240	3,000.00	12,406.57	3,000.00	6,250.55	208.35%
Food	5300	200.00	0.00	200.00	67.81	33.90%
Fuel	5305	950.00	94.23	950.00	62.83	6.61%
Insurance	5320	3,018.00	0.00	3,017.00	0.00	0.00%
Legal Services	5335	7,000.00	12,140.12	12,000.00	3,246.36	27.05%
Maint. - Equipment	5350	200.00	38.01	200.00	23.50	11.75%
Maint. - Grounds	5355	0.00	177.50	0.00	(177.50)	0.00%
Maint. - Vehicle	5370	1,500.00	3,005.61	500.00	558.69	111.73%
Memberships/Subscriptions	5380	30.00	0.00	30.00	0.00	0.00%
Mileage Reimbursement	5385	0.00	75.40	0.00	0.00	0.00%
Office Supplies/Expense	5400	600.00	146.18	500.00	91.06	18.21%
Postage	5410	300.00	18.70	300.00	162.54	54.18%
Printing	5415	700.00	278.07	500.00	228.98	45.79%
Professional Services	5420	0.00	0.00	0.00	98.00	0.00%
Publications & Legal Notices	5425	200.00	3.00	300.00	0.00	0.00%
Staff Development	5455	450.00	815.00	500.00	0.00	0.00%

Cameron Park Community Services District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 02 - CC&R
 From 7/1/2020 Through 6/30/2021

	Final 2019-20 Budget	2019-20 Actual	Final 2020-21 Budget	2020-21 YTD Actual	Current Period Exp To Date
Phones/internet	5470 4,500.00	4,193.74	4,500.00	4,365.59	97.01%
Travel/Lodging	5480 0.00	2.00	0.00	0.00	0.00%
Transfer Out	7000 0.00	0.00	0.00	17,146.00	0.00%
Total Expenditures	<u>105,780.00</u>	<u>100,877.79</u>	<u>112,768.00</u>	<u>115,376.64</u>	<u>102.31%</u>
Net Revenue Over Expenditures	<u>(2,180.00)</u>	<u>2,483.39</u>	<u>(7,668.00)</u>	<u>(6,033.38)</u>	<u>78.68%</u>



Agenda Transmittal

DATE: October 20, 2021

FROM: Chief Sherry Moranz

AGENDA ITEM #8: **REQUEST FOR ADDITIONAL FIRE IMPACT FEE FUNDS FOR TRAINING TOWER CONSTRUCTION**

RECOMMENDED ACTION: Approve

Background

On March 18, 2020, the Board of Directors approved Resolution 2020-09, approving the construction of a Fire and Rescue Training Tower to be funded by the Fire Development Impact Fees.

Discussion

The Fire Training Tower is nearly complete, with final billing in progress. Staff is requesting an additional \$9,137.35 from Fire Impact Fees to cover all costs associated with construction. Total project costs are \$586,663, expected costs were \$577,525. The attached spreadsheet summarizes the difference between the budgeted amount and actual expenditures.

Fire & Emergency Services Committee

Fire & Emergency Services Committee discussed the budget to actual variations, inquiring about the new electrical line item. Electrical work was not planned for the initial construction, but became a necessary component for operations and training. The Committee supported this item advancing to the Board of Directors for approval.

Attachments:

8A – Fire Department Training Tower Budget & Actuals

Cameron Park Fire Department Training Tower

	Budget	Reasons for over/under	Actual
Building	243,118.44		243,118.44
Installation	200,000.00		200,000.00
Foundation	68,000.00		68,000.00
Electrical	0.00	Supply burn room sensors w/power	4,200.00
Grading/rock	46,190.61	Deeper foundation hole needed and haul in materials	52,930.61
Screen trees	7,113.25	Nursery gave us a deal	5,479.50
Tree installation	2,000.00	Haul in soil and irrigation materials	2,891.34
Planning Fees	2,883.00		2,883.00
Building Fees	3,873.35	Obtained Fee waiver from County	786.95
Soil Testing	4,347.00	Required additional testing	5,611.62
Porta-potties	0.00	Needed for construction crews	684.38
Safety signage	0.00	Required for safety	77.16
Total	577,525.65		586,663.00
		Over	9,137.35

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: October 20, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #9: **SETTLEMENT AGREEMENT, CAMERON PARK CSD V. PROWEST
PCM, INC., EL DORADO SUPERIOR COURT CASE NO.
PC20180258**

RECOMMENDED ACTION: Approve

In 2017, the District entered into an agreement with Anguis & Terry LLP Attorneys to investigate and pursue (if warranted) a construction defect claim for the Community Center. Since that time, Anguis and Terry attorneys have been working towards resolution with several contractors regarding construction defects at the Community Center. This is the final Settlement Agreement.

Attachments:

9A – Gudgel Roofing Settlement Agreement

SETTLEMENT AGREEMENT AND MUTUAL RELEASE

This Settlement Agreement and Mutual Release (hereinafter “AGREEMENT”) is entered into by and between Plaintiff, Cameron Park Community Services District (hereinafter, “PLAINTIFF”); and Defendant, Gudgel Roofing, Inc. dba Yancey Roofing (“GUDGEL” or “DEFENDANT”), on behalf of themselves and their respective principals, agents, attorneys, officers, directors, shareholders, representatives, employees, members, partners, subsidiaries, affiliated companies, insurers, predecessors, successors-in-interest, and assigns. All of the above-referenced parties are hereinafter referred to collectively as the “SETTLING PARTIES.”

1.0 RECITALS

- A. WHEREAS, there is pending litigation in the Superior Court of the State of California, County of El Dorado, an action entitled Cameron Park Community Services District v. ProWest PCM, Inc. et al., Case No. PC20180258. PLAINTIFF filed a Complaint (“COMPLAINT”) on or about May 21, 2018 (hereinafter “ACTION”) against several entities including DEFENDANT. PLAINTIFF alleges construction deficiencies relating to the construction of the Cameron Park Community Center (hereinafter “SUBJECT PROPERTY”).
- B. WHEREAS, PLAINTIFF has published a Conceptual Cost Estimate Summary of Recommended Repairs dated May 20, 2019, which contains various defect claims, recommended repairs, and estimated cost of repair.
- C. WHEREAS, after participating in arms-length mediation before Mediator Peter Dekker, PLAINTIFF and DEFENDANT reached a settlement of those disputed allegations and defect claims related to and/or arising out of PLAINTIFF’s Complaint and PLAINTIFF’s Conceptual Cost Estimate Summary of Recommended Repairs pertaining to DEFENDANT’S performance of work at the SUBJECT PROPERTY.

WHEREFORE, in consideration of the covenants and agreements expressed herein, and

the recitals set forth above, which are incorporated into this AGREEMENT, the SETTLING PARTIES hereto agree as follows:

2.0 SETTLEMENT TERMS

A. NO ADMISSION

By entering into this AGREEMENT, no party is admitting to the sufficiency of any claim, allegation, assertion, contention, or position of any other party in the ACTION, or the sufficiency of any defense to any such claim, allegation, assertion, contention, or position therein. The parties have entered into this AGREEMENT in good faith and with a desire to forever settle their claims against each other arising out of this ACTION.

B. PAYMENT TERMS

In consideration of the respective release and dismissal of DEFENDANT, GUDGEL, from the ACTION, the insurers for DEFENDANT will pay PLAINTIFF, Cameron Park Community Services District, the total amount of Seventy-Five Thousand (\$75,000.00). Payment shall be checks or drafts payable to “Angius & Terry LLP Client Trust Account”, Tax Identification Number 94-312-7478, no later than thirty (30) days after PLAINTIFF’S execution and delivery of this AGREEMENT. PLAINTIFF shall file a Request for Dismissal, with prejudice, within fifteen (15) days of all funds clearing the Angius & Terry Client Trust Account.

C. GOOD FAITH

The SETTLING PARTIES agree and acknowledge that all negotiations by them and their representatives in connection with the settlement of the claims herein have been conducted in complete good faith. This settlement has been achieved between the SETTLING PARTIES without bad faith, collusion, unfair practices or tortuous conduct of any kind, which is injurious to the interests of the SETTLING PARTIES or of the non-settlement individuals or entities.

3.0 MUTUAL RELEASE

Except as to rights and obligations created by this AGREEMENT, for value received, the receipt and adequacy of which is hereby acknowledged, PLAINTIFF, Cameron Park Community Services District, and DEFENDANT, GUDGEL, hereby release each other and their respective officers, agents, managers, employers, employees, directors, assignees, heirs, devisees, affiliated or related entities, members, partners, subsidiaries, past, present and future principals, agents, officers, directors, shareholders, sureties, insurers, attorneys, as applicable, from, and relinquish, any and all past, present, or future claims, demands, obligations, or causes of action for compensatory or punitive damages, costs, losses, expenses, and compensation, whether based in tort, contract, or other legal or equitable theories of recovery that the parties may have, or may accrue, or be acquired arising from or relating to this ACTION, whether known or unknown, which the parties now have, or may after the signing of this AGREEMENT have, based on or arising out of the ACTION.

4.0 WAIVER OF CALIFORNIA CIVIL CODE SECTION 1542

As to the matters released herein, PLAINTIFF, Cameron Park Community Services District, acknowledges that it has been fully advised of and understand and waives the provisions of Section 1542 of the Civil Code which reads:

“A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THIS RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.”

5.0 DISMISSALS

PLAINTIFF shall cause its counsel to execute a dismissal with prejudice of their COMPLAINT.

6.0 STIPULATION IN WRITING

The SETTLING PARTIES hereto agree that this AGREEMENT shall constitute a “stipulation in a writing” pursuant to California Code of Civil Procedure section 664.7.

The Court shall retain jurisdiction over the SETTLING PARTIES in the event the SETTLEMENT AMOUNT has not paid in full to PLAINTIFF or the dismissals have not been filed, in order to enforce the AGREEMENT.

7.0 ADVICE OF COUNSEL

Each of the SETTLING PARTIES, by execution of this AGREEMENT, represents that it has reviewed each term of this AGREEMENT with its legal counsel, and that hereafter it shall not deny the validity of this AGREEMENT on the grounds that it did not have advice of counsel.

8.0 COMPROMISE

This AGREEMENT is the result of a compromise and shall never at any time for any purpose be considered as an admission of liability or responsibility on the part of any party herein released, nor shall the release of any claims or waiver of costs in consideration of the execution of this AGREEMENT constitute or be construed as an admission of any liability whatsoever by any party herein released, who denies such liability and disclaims such responsibility. No dismissal filed in conjunction with the AGREEMENT shall constitute a favorable or prevailing result for any party.

9.0 ATTORNEYS’ FEES AND COSTS

Each of the SETTLING PARTIES hereto acknowledges and agrees that each of them is to bear its own costs, expenses, and attorneys’ fees arising out of or connected with the claims released herein, the negotiation, drafting and execution of this AGREEMENT, and all matters arising out of or connected therewith. Notwithstanding this provision, it is further understood and agreed that, in the event any litigation, arbitration, mediation, or other proceeding is initiated by any party against the other party to enforce, interpret, or

otherwise obtain judicial or quasi-judicial relief in connection with this AGREEMENT, the prevailing party in such action shall be entitled to receive from the unsuccessful party all costs, expenses, and reasonable attorneys' fees, relating to or arising out of such action.

10.0 COUNTERPARTS

The AGREEMENT may be executed in counterparts and so executed shall constitute one AGREEMENT which shall be binding upon all SETTLING PARTIES hereto, notwithstanding that all the SETTLING PARTIES' signatures do not appear on the same page. A party that does not sign this AGREEMENT is not entitled to and shall not use it to enforce settlement against other SETTLING PARTIES to this AGREEMENT. If a settling party refuses to sign, the SETTLING PARTIES agree that the El Dorado County Court Clerk may act as Elisor to sign on behalf of the party refusing to sign.

11.0 GENERAL PROVISIONS

11.1 CONSTRUCTION OF AGREEMENT

This AGREEMENT is the product of negotiation and preparation between and among all SETTLING PARTIES and their respective attorneys. Therefore, the SETTLING PARTIES acknowledge and agree that this AGREEMENT shall not be deemed prepared or drafted by one party or another and should be construed accordingly.

11.2 BINDING EFFECT

This AGREEMENT shall be binding upon and inure to the benefit of the SETTLING PARTIES hereto and their respective past and present heirs, executors, administrators, trustors, trustees, beneficiaries, predecessors, successors, members, assigns, partners, partnerships, parents, subsidiaries, affiliated and related entities, officers, directors, principals, agents, servants, employees, representatives, insurance carriers, and all persons, firms, associations, and/or corporations connected with them, including any buyers or acquiring lien holders of the SUBJECT PROPERTY.

11.3 **EFFECTIVE DATE**

The SETTLING PARTIES deem this AGREEMENT to be effective as of the complete execution of this AGREEMENT.

11.4 **CONTROLLING LAW**

The AGREEMENT shall be interpreted in accordance with and governed in all respects by the laws of the State of California. If any provision, or any part thereof, of this AGREEMENT shall for any reason be held invalid, unenforceable, or contrary to public policy or any law, then the remainder of this AGREEMENT shall not be affected thereby.

11.5 **WAIVER AND AMENDMENT**

No breach of any provision hereof can be waived unless in writing. Waiver of any breach of any one provision hereof shall not be deemed to be a waiver of any breach of the same or other provisions hereof. This AGREEMENT may be amended only by a written agreement executed by the SETTLING PARTIES at the time of the modification.

11.6 **CAPTIONS AND INTERPRETATIONS**

Paragraph titles or captions contained herein are inserted as a matter of convenience and for reference, and in no way define, limit, extend, or describe the scope of this AGREEMENT or any provision thereof. No provision of this AGREEMENT is to be interpreted for or against any party because that party or its legal representative drafted such provision.

11.7 **SEVERABILITY/PARTIAL INVALIDITY**

Each of the above provisions constitutes a material condition to this AGREEMENT and no one provision may be severed from any of the other provisions in the event of a breach. Should any part, term, provision, or portion of this AGREEMENT be decided by a Court of competent jurisdiction to be illegal or in conflict with any laws of the State of California, or the United States, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be enforceable and shall not be affected thereby.

11.8 **ENTIRE AGREEMENT**

This AGREEMENT constitutes the entire agreement between the SETTLING PARTIES, except as otherwise confirmed in writing, pertaining to the subject matter hereof, and fully supersedes any all prior understandings, representations, warranties, and agreements between the SETTLING PARTIES, or any of them, pertaining to the subject matter hereof, and may be modified only by written agreement by all of the SETTLING PARTIES hereto.

11.9 **NO THIRD-PARTY BENEFICIARIES**

No person or entity other than the SETTLING PARTIES are intended to be, nor should be, construed to be a beneficiary of any of the provisions of this AGREEMENT. PLAINTIFFS are the legal holder of all rights, claims, and titles with reference to the SUBJECT PROPERTY in connection with the claims made in the ACTION.

11.10 **ENFORCEMENT**

The SETTLING PARTIES agree that each has the right to enforce this AGREEMENT, or any provision therein, by filing any appropriate motion or proceeding including, without limitation, a motion pursuant to California Code of Civil Procedure section 664.7, in the appropriate law and motion department of the El Dorado County Superior Court where the ACTION is venued. In the event of any controversy or dispute arising out this AGREEMENT the prevailing party shall be entitled to recover from the other party reasonable expenses, including without limitation reasonable attorney's fees and costs actually incurred.

11.11 **VOLUNTARY AGREEMENT / UNDERSTANDING OF AGREEMENT**

The SETTLING PARTIES, and each of them, further represent and declare that they have carefully read this AGREEMENT and know the contents thereof and that they signed the same freely and voluntarily. The SETTLING PARTIES agree to cooperate reasonably in satisfying the terms of this AGREEMENT. Each SETTLING PARTY

affirms and acknowledges that they have read this AGREEMENT and had an opportunity to have it fully explained by counsel of their choice, that it fully understands and appreciates the words and terms used in this AGREEMENT and their effect, that this is a full and final settlement and release of all claims, and that each SETTLING PARTY signs this AGREEMENT of their own free will. Each SETTLING PARTY, and its representative attorneys, have carefully and fully reviewed this AGREEMENT and have revised, or have had an opportunity to revise, this AGREEMENT. Accordingly, the normal rule of construction that ambiguities are to be resolved against the drafting party shall not be utilized in the interpretation of this AGREEMENT.

11.12 **AUTHORITY TO SIGN**

Each SETTLING PARTY hereby represents and warrants that the persons signing the AGREEMENT on its behalf has the authority to do so.

11.13 **SIGNATURE PER CCP § 664.7**

Each SETTLING PARTY hereby acknowledges that to the extent any of the SETTLING PARTIES are bankrupt entities, dissolved corporations, and/or have no officers or representatives who can or who are willing to execute this AGREEMENT on their behalf, and to the extent this AGREEMENT has been approved by the insurers of such SETTLING PARTIES, the execution of this AGREEMENT pursuant to California Code of Civil Procedure section 664.7 by counsel retained by such approving insurance carrier(s), or by an authorized representative for such approving insurance company if no counsel was retained on behalf of any SETTLING PARTY, and the funding of this settlement shall constitute the insurance carriers' approval thereto and no further action or signature to the AGREEMENT shall be required by or on behalf of these parties pursuant to California Code of Civil Procedure section 664.7.

Signatures on the following page

THE PARTIES ACKNOWLEDGE THAT THEY HAVE EXECUTED THIS AGREEMENT FREELY AFTER INDEPENDENT INVESTIGATION AND WITHOUT FRAUD OR UNDUE INFLUENCE. THE PARTIES ACKNOWLEDGE THAT THEY HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND EACH AND EVERY PROVISION HEREIN AND INTEND TO BE BOUND BY ALL ITS TERMS

IN WITNESS WHEREOF, the undersigned parties have executed this AGREEMENT as of the date indicated. Execution and exchange of copies of the aforesaid AGREEMENT shall be deemed sufficient execution thereof.

DATE: PLAINTIFF, CAMERON PARK COMMUNITY SERVICES DISTRICT

By: _____

Print Name

GUDGEL ROOFING, INC. DBA YANCEY ROOFING

DATE: By: _____

Print Name

Signatures continue on the following page

APPROVED AS TO FORM:

DATE: **August 4, 2021**

ANGIUS & TERRY LLP

By: *Allison L. Andersen*
BRADLEY J. EPSTEIN, ESQ.
ALLISON L. ANDERSEN, ESQ.
LUCAS M. SPRENKEL, ESQ.
Attorney for Plaintiff, CAMERON PARK
COMMUNITY SERVICES DISTRICT

DATE:

MOKRI, VANIS & JONES

By: _____
KACIE M. OWEN
Attorneys for Defendant,
GUDGEL ROOFING, INC. DBA
YANCEY ROOFING

[end of attorney signatures]



Agenda Transmittal

DATE: October 20, 2021

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM #10: **Agreement with Callander Associates Landscape Architects for Eastwood Park Improvement Design Services**

RECOMMENDED ACTION: Approve Resolution 2021-26

Background

This summer, residents of Eastwood Lighting and Landscape District (LLAD) contacted staff about possible park improvements funded by their fund balance, which totals \$127,605. After an initial meeting with invited residents, staff sent an invitation via US Mail to all Eastwood LLAD residents inviting them to a neighborhood meeting.

Parks and Recreation Committee

The Parks and Recreation Committee discussed the services to be provided by Callander Associates Landscape Architects (CALA), and supported advancing this item to the Board of Directors for approval.

Discussion

On August 30, 2021, approximately 30 residents attended the Parks & Recreation Committee meeting which was held at Eastwood Park (there is 183 parcels in Eastwood). In summary, residents were interested in improving Eastwood Park as along as the character of the park and its openness could be preserved.

Staff is recommending that the District, funded by the LLAD, hire CALA to work with the Eastwood residents to develop design concepts for possible park amenities. Agreement costs total \$7,307.

The Agreement must be approved by the Board of Directors because it is beyond the General Manager's purchasing authority due to the existing agreement with CALA for the Splash/Spray Playground.

Attachments:

1A. Proposed Agreement with CALA

1B. Resolution 2021-26

September 28, 2021

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

RE: EASTWOOD PARK IMPROVEMENTS

Dear Jill,

We are excited for the opportunity to assist you and the Cameron Park Community Services District (District) for master planning Eastwood Park. We understand that you have already conducted one workshop with the neighbors to solicit input. We will use those efforts to help guide the design.

This agreement is made between the District and Callander Associates Landscape Architecture, Inc. (CALA) as defined below, constituting the entire Agreement between the parties and superseding all previous written, oral or other conditions. This Agreement shall be amended only in writing as signed by the parties.

Under contract with the District, CALA will provide park master planning and community outreach services. To assist you in these efforts, 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 PRELIMINARY DESIGN

- 1.01 Startup Meeting: Attend startup meeting at the district. Prepare **agenda** and **meeting summary**. Purpose of meeting is to evaluate budget, schedule, prioritizing, costs and community needs.
- 1.02 Site Review: Conduct site visit. Take site photos and document general condition and opportunities.
- 1.03 Draft Master Plan: Using base sheets from as-builts or aerial photos, prepare diagram **draft master plan** and **master plan level estimate**. Improvements shall reflect input received from the first workshop and should indicate amenity options for presentation at the second public meeting. Plan shall be rendered in color for presentation.
- 1.04 District Review: Submit to district for review and meet to discuss potential revisions prior to presentation to public.
- 1.05 Public Review Meeting: Attend and present at one public meeting to solicit input and feedback on recommendations and opportunities. Document in **meeting summary**. To supplement presentation, prepare **idea images** to help visualize the opportunities for recreation amenities.

1.06 Review Meeting: Meet with District to review feedback from Public Review Meeting. Revisions will be made in the design development phase.

2.0 DESIGN DEVELOPMENT – not included in this scope

3.0 CONSTRUCTION DOCUMENTS– not included in this scope

4.0 BIDDING AND CONSTRUCTION REVIEW– not included in this scope

5.0 ADDITIONAL SERVICES

5.01 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.

6.0 REIMBURSABLE EXPENSES

6.01 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.

7.0 COMPENSATION SUMMARY

	Hrs	TOTAL
1.0 Preliminary Design (lump sum)	52.00	\$ 6,797.00
Reimbursables (allowance)		\$ 510.00
TOTAL	52.00	\$ 7,307.00

8.0 TERMS & CONDITIONS

8.01 CALA shall perform the services provided in this Agreement in accordance with the attached Terms and Conditions.

Callander Associates Landscape
Architecture, Inc.

Agreed and authorized to proceed for:
Cameron Park CSD



Benjamin W. Woodside, PLA, ASLA, Principal

Signature

date

Name & Title

Attachments: Standard Schedule of Compensation dated 2021
Short Form Terms and Conditions

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
Assistant 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.

September 28, 2021

Eastwood Park Improvements

Cameron Park

TERMS AND CONDITIONS FOR LANDSCAPE ARCHITECTURAL SERVICES

CLIENT:

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

jritzman@cameronpark.org

LANDSCAPE ARCHITECT: Callander Associates Landscape Architecture, Inc. (herein after "CALA")

Corporate Office
12150 Tributary Point Drive, Suite 140
Gold River, CA 95670

Ph: 916.985.4366

LOCATION WHERE WORK WILL BE PERFORMED:

12150 Tributary Point Drive, Suite 140
Gold River, CA 95670

Ph: 916.985.4366

GENERAL TERMS OF AGREEMENT OF SERVICES

The basic services are to be provided as outlined in the Agreement dated September 28, 2021, and in accordance with generally accepted professional practices in the Architectural/Engineering design profession currently practicing in the same locality and under similar conditions. No warranty or representation of quality or result, express or implied is intended in our Scope of Services, this Agreement, reports or electronic documents. Any deliverables provided to the Client by CALA shall be strictly subject to the conditions and limitations stated herein.

Ownership & Submittals: The drawings, specifications, and all other documents prepared by CALA for this project (whether submitted by hard copy or electronic delivery) are instruments of CALA's service for sole use of this project, and CALA shall be deemed the author of these documents retaining all common law, statutory and other reserved rights, including the copyright. The Client shall be permitted to retain copies, including reproducible copies, of CALA's drawings, specifications, and other documents for information and reference in connection with the Client's exclusive use. CALA's drawings, specifications, or other documents shall not be used by the Client or others on other projects. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless CALA, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising from any changes made by anyone other than CALA or from any reuse of the documents without the written prior consent of CALA.

Indemnification and Hold Harmless: Client agrees, to the fullest extent permitted by law, to waive any claim against and indemnify and hold harmless CALA, its employees, agents and subconsultants from and against any and all damages, liabilities, claims, actions or costs of any kind, including reasonable attorney fees and defense costs, arising out of or in any way connected with the performance or non-performance of this Agreement. Exceptions to such liabilities shall be those determined by a court of law

or other forum of competent jurisdiction, deemed to be caused by the sole negligence or willful misconduct of CALA. CALA agrees to indemnify and hold client harmless from and against any claims, damages, losses and expenses that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of CALA, its employees, agents and subconsultants. In no event shall the costs to defend charged to CALA exceed CALA's proportionate percentage of fault.

Insurance: CALA agrees to procure and maintain insurance coverage for the duration of the project and for up to 3 years after project completion or, whatever is reasonably required by law. CALA requires all subconsultants to maintain insurance coverage similar to limits CALA carries. Certificates of Insurance, Waivers of Subrogation and other insurance documentation will be provided on a per project basis upon Client's request.

Payment: CALA shall be compensated for services rendered by payment of the fixed fee amounts and hourly rates plus those charges for additional services and reimbursable expenses. All payments for fees and reimbursable expenses are due to CALA's corporate office within ten days of the invoice date. CALA reserves the right to suspend services for non-payment if payment is not received within a period of 60 days after invoice date. Late payments shall be subject to a 1.5% monthly interest charge, regardless of the invoice amount. Failure of the Client to make payments to CALA in accordance with this Agreement shall be considered substantial nonperformance and cause for termination. If the Client fails to make payment when due CALA for services and expenses, CALA may, upon seven days' written notice to the Client, suspend performance of services under this Agreement. Unless payment in full is received by CALA within seven days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, CALA shall have no liability to the Client for delay or damage caused the Client because of such suspension of services.

Termination, Suspension or Abandonment: This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. If the project is suspended by the Client for more than 30 consecutive days, CALA shall be compensated for services performed prior to notice of such suspension. When the project is resumed, CALA's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of CALA services. This Agreement may be terminated by the Client upon not less than seven days' written notice to CALA in the event that the project is permanently abandoned. If the project is abandoned by the Client for more than 90 consecutive days, the CALA may terminate this Agreement by giving written notice.

Dispute Resolution: All claims, disputes, and controversies arising out of or in relation to the performance, interpretation, application, or enforcement of this Agreement, including but not limited to breach thereof, shall be referred for mediation under the then current Construction Industry Mediation Rules of the American Arbitration Association prior to any further recourse.

END OF TERMS AND CONDITIONS

RESOLUTION No. 2021-26
of the Board of Directors
of the Cameron Park Community Services District
October 20, 2021

RESOLUTION APPROVING THE AGREEMENT BETWEEN CAMERON PARK
COMMUNITY SERVICES DISTRICT AND CALLANDER ASSOCIATES LANDSCAPE
ARCHITECTS FOR THE EASTWOOD PARK IMPROVEMENTS LANDSCAPE
ARCHITECTURE DESIGN SERVICES

WHEREAS, Cameron Park Community Services District (District) is seeking landscape architecture services for possible improvements at Eastwood Park; 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 provide design services to assist Eastwood Park residents and District staff plan for possible future amenities at Eastwood Park.

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 20th day of October 2021, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Eric Aiston, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board



Agenda Transmittal

DATE: October 20, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #11: ANNUAL REPORT AND FIVE-YEAR FINDINGS REPORTS, FIRE & PARKS IMPACT FEES

RECOMMENDED ACTION: Approve Resolution 2021-27

Background

The Mitigation Fee Act requires local agencies to report financial information regarding their development impact fee programs every year and a more extensive report every fifth year. County staff coordinates the annual reports; District staff contracted with SCI Consulting to provide the Five-Year Findings Report which is due this year.

Budget and Administration Committee

The Budget and Administration Committee reviewed the Reports and supported advancing the Reports to the Board of Directors for approval. The Committee inquired about the costs for Fire Station 88 improvements. These costs are based upon the current architecture drawings which will be brought to the Board for approval in the coming months.

Discussion

The Five-Year Findings Report outlines plans for the Impact Fees:

- ✓ Identify the purpose or project;
- ✓ Demonstrate a reasonable relationship between the fee and the purpose;
- ✓ Identify all sources and amounts of funding anticipated to complete financing for improvements.

The amounts identified for projects are estimates, and may vary once plans are finalized and projects implemented, which is allowable and expected.

Staff worked with SCI Consulting to complete the Five-Year Findings Report and submitted to the County by the due date of October 1, 2021. The Board of Supervisors

will be receiving these reports in the coming weeks. The District Resolution, once approved, will be forwarded to the County.

Attachments:

11A – Resolution 2021-27

11B – Annual Report & Five-Year Findings Report, Park Impact Fee Program, FY 2020-21

11C - Annual Report & Five-Year Findings Report, Fire Impact Fee Program, FY 2020-21

**RESOLUTION NO. 2021-27
OF THE BOARD OF DIRECTORS
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
October 20, 2021**

**RESOLUTION APPROVING THE CAMERON PARK
COMMUNITY SERVICES DISTRICT ANNUAL REPORTS
AND FIVE-YEAR FINDINGS REPORTS FOR THE FIRE
IMPACT FEE PROGRAM AND PARK IMPACT FEE
PROGRAM IN COMPLIANCE WITH GOVERNMENT
CODE SECTIONS 66006 AND 66001**

WHEREAS, AB 1600 was passed and codified in California Government Code Section 66000 (“Mitigation Fee Act”), allowing the establishment of a development impact fee as a condition of approval where the purpose and use of the fees are identified, and a reasonable relationship to the development project can be demonstrated; and

WHEREAS, the County of El Dorado (“County”) has adopted Ordinance No. 3991, codified in Chapter 13, Section 20 of the El Dorado County Code, which sets forth the requirements for the establishment and administration of development impact mitigation fees collected by the County on behalf of a special district within the County; and

WHEREAS, the County, at the request of the Cameron Park Community Services District (“District”), has established fire impact mitigation fees and park impact mitigation fees (“Reportable Fees”) for District on new development within the District’s respective service areas; and

WHEREAS, Government Code Sections 66001(d) and 66006(b) require the District to make an annual accounting of the Reportable Fees collected and expended and to make additional findings every five years if there are any funds remaining in the Reportable Fees fund at the end of the prior fiscal year; and

WHEREAS, pursuant to Government Code Section 66001(e) and (f), the District shall make certain findings when sufficient Reportable Fees have been collected to complete the financing of incomplete improvements, and any improvements remain incomplete; and

WHEREAS, the District’s Annual Report and Five-Year Findings Report for the Fire Impact Fee Program, FY 2020-21 and the District’s Annual Report and Five-Year Findings Report for the Park Impact Fee Program, FY 2020-21 (“Reports”) contains the requisite information and proposed findings concerning the collection and expenditure of Reportable Fees pursuant to Government Code Sections 66006 and 66001.

NOW, THEREFORE BE IT RESOLVED, that the Board makes the following finds and takes the stated actions regarding the program as required by and in accordance with Government Code Section 66006(b):

- 1) The Board finds and determines that the foregoing recitals and determinations are correct.
- 2) Pursuant to Government Code Section 66001(d), the Board reviewed the Reports which are incorporated by this reference and contains the following proposed findings:
 - (A) Identification of the purposes to which the Reportable Fees are to be put;
 - (B) Demonstration of a reasonable relationship between the Reportable Fees and the purpose for which they are charged;
 - (C) Identification of all sources and amounts of funding anticipated to complete incomplete improvements of the District; and
 - (D) Designation of the approximate dates on which the funding referred to in paragraph (3) is expected to be deposited into the respective District account(s).
- 3) Pursuant to Government Code Sections 66006(b)(1) and (2), the Board reviewed the Reports which are incorporated by this reference and contains the following proposed findings:
 - (A) A brief description of the type of Reportable Fees in the Reportable Fees fund;
 - (B) The amount of the Reportable Fees;
 - (C) The beginning and ending balance of the Reportable Fees Account;
 - (D) The amount of Reportable Fees collected, and the interest earned;
 - (E) An identification of each improvement on which Reportable Fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the improvement that was funded with Reportable Fees;
 - (F) An identification of an approximate date by which the construction of the improvement will commence if the District determines that sufficient funds have been collected to complete financing on an incomplete improvement, as identified in Section 66001(a)(2), and the improvement remains incomplete;
 - (G) A description of each interfund transfer or loan made from the Reportable Fees fund, including the improvement on which the transferred or loaned Reportable Fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the Reportable Fees fund will receive on the loan; and
 - (H) The amount of refunds made pursuant to Section 66001(e) and any allocations pursuant to Section 66001(f).
- 4) The findings required by Government Code Section 66001(d) are made at the same time as the findings as that information required by Government Code Section 66006(b).

- 5) The Board determines that the District is in compliance with Government Code Section 66000, et seq., regarding the receipt, deposit, investment, expenditure and refund of Reportable Fees received and expended relative to improvements for Fiscal Year 2020-21.
- 6) The Board determines that no refunds and allocations of Reportable Fees, as required by Government Code Sections 66001(e) and 66006(b)(1)(H), are deemed payable at this time for Fiscal Year 2020-21.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on the 20th of October 2021, by the following vote of said Board:

October 20, 2021

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Eric Aiston
President, Board of Directors

Jill Ritzman
Secretary to the Board

CAMERON PARK COMMUNITY SERVICES DISTRICT

ANNUAL REPORT AND FIVE-YEAR FINDINGS REPORT FOR PARK IMPACT FEE PROGRAM

FY 2020-21

PREPARED FOR:

**BOARD OF DIRECTORS
CAMERON PARK COMMUNITY SERVICES DISTRICT**

PREPARED BY:


SCI Consulting Group

4745 MANGLES BOULEVARD
FAIRFIELD, CALIFORNIA 94534
PHONE 707.430.4300
www.sci-cg.com

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CAMERON PARK COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

Eric Aiston, President
Felicity Carlson, Vice President
Sidney Bazett, Director
Monique Scobey, Director
Ellie Wooten, Director

GENERAL MANAGER

Jill Ritzman

FINANCE/HUMAN RESOURCES OFFICER

Christina Greek

PARKS AND FACILITIES SUPERINTENDENT

Mike Grassle

IMPACT FEE CONSULTANT

Blair Aas, SCI Consulting Group

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EXECUTIVE SUMMARY

INTRODUCTION

The Mitigation Fee Act (Government Code Section 66000 et. seq., hereafter the "Act") requires local agencies to report certain financial information regarding their development impact fee programs every year and every fifth year. These reporting requirements are applicable to the park impact fee ("Reportable Fee") program of the Cameron Park Community Services District ("District") adopted by the County of El Dorado ("County") on behalf of the District.

This *Five-Year Findings Report* provides the findings required by Section 66001(d)(1) of the Act for the District's Park Impact Fee Fund for fiscal year ending June 30, 2021. The District's last Five-Year Findings Report for their park impact fee fund was provided for fiscal year ending June 30, 2016.

BACKGROUND

Section 66006(b) the Act requires that the following information, entitled "*Annual Report*," be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;
- the amount of the fee;
- the beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and
- the amount of money refunded under section Govt. Code § 66001.

In addition to the Annual Report, local agencies are required, for the fifth fiscal year following the first receipt of any development impact fee proceeds, and every five years thereafter, to

comply with Section 66001(d)(1) of the Act by affirmatively demonstrating that the local agency still needs unexpended development impact fee revenue to achieve the purpose for which it was originally imposed and that the local agency has a plan on how to use the unexpended balance to achieve that purpose.

Specifically, local agencies must make the following findings, entitled "*Five-Year Findings Report*," with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

In addition to the requirements set forth above, Section 66001(e) of the Act of the states that when sufficient funds have been collected to complete financing on incomplete public improvements, and the public improvements remain incomplete, the local agency shall identify, within 180 days of the determination that sufficient funds have been collected, an approximate date by which the construction of the public improvement will be commenced, or shall refund to the then-current record owner or owners of the lots or units, as identified on the last equalized assessment roll, of the development project or projects on a prorated basis, the unexpended portion of the fee, and any interest accrued thereon.

However, 66001(f) of the Act states that if the administrative costs of refunding unexpended revenues exceed the amount to be refunded, the local agency, after a public hearing, notice of which has been published and posted in three prominent places within the area of the development project, may determine that the revenues shall be allocated for some other purpose for which fees are collected and which serves the project on which the fee was originally imposed.

ANNUAL REPORT (FISCAL YEAR 2020-21)

In accordance with Government Code Section 66006(b)(1) and (2), the Cameron Park Community Services District (the "District") provides the following information for fiscal year 2020-21 for District's Park Impact Fee Program.

BRIEF DESCRIPTION OF THE REPORTABLE FEE

The purpose of the District's Park Impact Fee ("Reportable Fee") is to fund the cost of new and expanded parks and recreational facilities, open space area, and trails needed as a result of new development and to maintain the District's existing level of service for such facilities.

REPORTABLE FEE AMOUNTS

The current Reportable Fees in effect at the end of fiscal year 2020-21 are shown below.

Land Use Category	Fee
Single Family Detached	\$4,894 / dwelling unit
Single Family Attached	\$3,690 / dwelling unit
Multi Family Unit	\$3,816 / dwelling unit
Mobile Home	\$2,467 / dwelling unit

REPORTABLE FEE ACCOUNT BALANCES

The balance of the Reportable Fee account at the beginning of fiscal year 2020-21 was \$828,394.60. At the end of fiscal year 2020-21, the balance of the Reportable Fee fund was \$977,932.29.

REPORTABLE FEES COLLECTED AND INTEREST EARNED

The amount of the fees collected during fiscal year 2020-21 was \$227,306.00. In addition, \$4,332.99 was earned in interest during the fiscal year. The total amount of fees and interest collected during fiscal year 2020-21 was \$231,638.99.

USE OF REPORTABLE FEES

For fiscal year 2020-21, Reportable Fees were expended on four improvements detailed in Figure 1 totaling \$79,828.24. The County's 1% fee for administration of the fee program totaled \$2,273.06.

FIGURE 1 – USE OF REPORTABLE FEES

<u>Improvement Project</u>	<u>Total Expenditure</u>	<u>% Funded with Reportable Fee</u>
New (Added) Disc Golf Course	\$3,131.02	100%
New (Added) Pickle Ball Courts (Stripping)	\$2,401.32	100%
New (Added) T-Ball Field	\$20,619.75	100%
New Splash and Spray Park (Design Work)	\$53,676.15	4.9%
Fee Program Administration	\$2,273.06	100%

IDENTIFICATION OF INCOMPLETE IMPROVEMENTS

The District expended \$53,676.15 on design work for the construction of a new \$1.1 million splash and spray park at Cameron Park Lake. The District anticipates that construction will be completed by Spring 2023.

INTERFUND TRANSFERS AND LOANS

There were no other interfund transfers or interfund loans from the Reportable Fee fund in fiscal year 2020-21.

REFUNDS

The District issued no refund of Reportable Fees in fiscal year 2020-21.

FIVE-YEAR REPORT (AS OF JUNE 30, 2021)

In accordance with Government Code Section 66001(d)(1), the Cameron Park Community Services District (the "District") affirmatively demonstrate that the District still needs unexpended fees to achieve the purpose for which it was originally imposed and that the District has a plan on how to use the unexpended balance to achieve that purpose.

UNEXPENDED REPORTABLE FEES

The District's Park impact fee ("Reportable Fee") fund balance as of June 30, 2021, was \$977,932.29.

PURPOSE OF THE REPORTABLE FEE

The purpose of the Reportable Fee imposed and collected on new residential development within the District is to fund the construction of new park and recreational facilities, including community use facilities, to serve the new service population created by new residential development within the District. Specifically, the District's unexpended Reportable Fee fund balance will fund the following projects:

FIGURE 2 – IMPROVEMENTS TO BE FUNDED WITH UNEXPENDED REPORTABLE FEES

Improvement / Purchase	Estimated Cost
New Splash and Spray Park at Cameron Park Lake	\$1,093,030
TOTAL	\$1,093,030

Source: Cameron Park Community Services District

RELATIONSHIP BETWEEN THE REPORTABLE FEE AND THE PURPOSE FOR WHICH IT IS CHARGED

There is reasonable relationship between the unexpended Reportable Fee balance and the purpose of the Reportable Fee, by reason of the fact that the additional service population generated by the development projects that paid the Reportable Fee created the need for new park and recreational facilities, including community use facilities, to maintain the District's level of service. The District intends to use the unexpended Reportable Fee fund balance to fund the installation of new (added) recreational facilities which will expand the District's recreational facilities to serve the District's growing service population.

SOURCES OF FUNDING FOR INCOMPLETE IMPROVEMENTS FUNDED BY UNEXPENDED REPORTABLE FEES

The estimated cost of the District's incomplete improvements funded by the unexpended Reportable Fee and the sources and amounts of funding anticipated to complete the financing of the incomplete improvements are shown in Figure 3 below.

FIGURE 3 - ANTICIPATED FUNDING TO COMPLETE FINANCING OF INCOMPLETE IMPROVEMENTS

Incomplete Improvement	Anticipated Funding			Estimated Cost
	Expended Prior to June 30, 2021 ¹	Unexpended Reportable Fees ²	Private Donations	
New Splash and Spray Park at Cameron Park Lake	\$53,676	\$977,932	\$61,422	\$1,093,030
TOTAL	\$53,676	\$977,932	\$61,422	\$1,093,030

Source: Cameron Park Community Services District

Notes:

¹ Reportable fees expended prior to June 30, 2021.

² Reportable fees collected and unexpended as of June 30, 2021.

APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING

The approximate dates on which the funding anticipated to complete financing of the District's incomplete improvements is expected to be deposited into the Reportable Fees fund is shown in Figure 4 below.

FIGURE 4 - APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING

Incomplete Improvement	Unexpended Reportable Fees	Private Donations	Construction Completion / Purchase Date
New Splash and Spray Park at Cameron Park Lake	Balance as of June 30, 2021	FY 2021-22; FY 2022-23	Spring 2023

Source: Cameron Park Community Services District

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CAMERON PARK COMMUNITY SERVICES DISTRICT

ANNUAL REPORT AND FIVE-YEAR FINDINGS REPORT FOR FIRE IMPACT FEE PROGRAM

FY 2020-21

PREPARED FOR:

**BOARD OF DIRECTORS
CAMERON PARK COMMUNITY SERVICES DISTRICT**

PREPARED BY:



SCI Consulting Group

4745 MANGLES BOULEVARD
FAIRFIELD, CALIFORNIA 94534
PHONE 707.430.4300
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CAMERON PARK COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

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PARKS AND FACILITIES SUPERINTENDENT

Mike Grassle

IMPACT FEE CONSULTANT

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EXECUTIVE SUMMARY

INTRODUCTION

The Mitigation Fee Act (Government Code Section 66000 et. seq., hereafter the "Act") requires local agencies to report certain financial information regarding their development impact fee programs every year and every fifth year. These reporting requirements are applicable to the fire impact fee ("Reportable Fee") program of the Cameron Park Community Services District ("District") adopted by the County of El Dorado ("County") on behalf of the District.

This *Five-Year Findings Report* provides the findings required by Section 66001(d)(1) of the Act for the District's Fire Impact Fee Fund for fiscal year ending June 30, 2021. The District's last Five-Year Findings Report for their fire impact fee fund was provided for fiscal year ending June 30, 2016.

BACKGROUND

Section 66006(b) the Act requires that the following information, entitled "*Annual Report*," be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;
- the amount of the fee;
- the beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and
- the amount of money refunded under section Govt. Code § 66001.

In addition to the Annual Report, local agencies are required, for the fifth fiscal year following the first receipt of any development impact fee proceeds, and every five years thereafter, to

comply with Section 66001(d)(1) of the Act by affirmatively demonstrating that the local agency still needs unexpended development impact fee revenue to achieve the purpose for which it was originally imposed and that the local agency has a plan on how to use the unexpended balance to achieve that purpose.

Specifically, local agencies must make the following findings, entitled "*Five-Year Findings Report*," with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

In addition to the requirements set forth above, Section 66001(e) of the Act of the states that when sufficient funds have been collected to complete financing on incomplete public improvements, and the public improvements remain incomplete, the local agency shall identify, within 180 days of the determination that sufficient funds have been collected, an approximate date by which the construction of the public improvement will be commenced, or shall refund to the then-current record owner or owners of the lots or units, as identified on the last equalized assessment roll, of the development project or projects on a prorated basis, the unexpended portion of the fee, and any interest accrued thereon.

However, 66001(f) of the Act states that if the administrative costs of refunding unexpended revenues exceed the amount to be refunded, the local agency, after a public hearing, notice of which has been published and posted in three prominent places within the area of the development project, may determine that the revenues shall be allocated for some other purpose for which fees are collected and which serves the project on which the fee was originally imposed.

ANNUAL REPORT (FISCAL YEAR 2020-21)

In accordance with Government Code Section 66006(b)(1) and (2), the Cameron Park Community Services District (the "District") provides the following information for fiscal year 2020-21 for District's Fire Impact Fee Program.

BRIEF DESCRIPTION OF THE REPORTABLE FEE

The District's fire impact fee ("Reportable Fee") will help maintain existing levels of service for fire protection in the District. New development in the District will increase the demand for fire protection services. The Reportable Fee will fund the construction of new or expanded fire facilities, apparatus and equipment necessary to accommodate residential and nonresidential development in the District.

REPORTABLE FEE AMOUNTS

The current Reportable Fees in effect at the end of fiscal year 2020-21 are shown below.

Land Use Category	Fee
Residential Single Family	\$0.54/sq. ft.
Residential Multi Family	\$0.91/sq. ft.
Residential Mobile Home	\$0.80/sq. ft.
Retail/Commercial	\$0.78/sq. ft.
Office	\$0.96/sq. ft.
Industrial	\$0.72/sq. ft.
Agriculture	\$0.33/sq. ft.
Warehouse/Distribution	\$0.52/sq. ft.

REPORTABLE FEE ACCOUNT BALANCES

The balance of the Reportable Fee account at the beginning of fiscal year 2020-21 was \$1,377,894.00. At the end of fiscal year 2020-21, the balance of the Reportable Fee fund was \$993,3331.29.

REPORTABLE FEES COLLECTED AND INTEREST EARNED

The amount of the fees collected during fiscal year 2020-21 was \$40,240.94. In addition, \$25,196.35 was earned in interest during the fiscal year. The total amount of fees and interest collected during fiscal year 2020-21 was \$65,437.29.

USE OF REPORTABLE FEES

For fiscal year 2020-21, Reportable Fees were expended on a new fire and rescue training tower. This improvement is detailed in Figure 1 below.

FIGURE 1 – USE OF REPORTABLE FEES

<u>Improvement Project</u>	<u>Total Expenditure</u>	<u>% Funded with Reportable Fee</u>
New Fire and Rescue Training Tower	\$450,000	78.0%

IDENTIFICATION OF INCOMPLETE IMPROVEMENTS

The District expended \$450,000 on the construction of a new fire and rescue training tower in fiscal year 2020-21. The estimated cost of the project is \$577,725. The District anticipates construction would be completed by Fall 2021.

INTERFUND TRANSFERS AND LOANS

There were no other interfund transfers or interfund loans from the Reportable Fee fund in fiscal year 2020-21.

REFUNDS

The District issued no refund of Reportable Fees in fiscal year 2020-21.

FIVE-YEAR REPORT (AS OF FY 2020-21)

In accordance with Government Code Section 66001(d)(1), the Cameron Park Community Services District (the "District") affirmatively demonstrate that the District still needs unexpended fees to achieve the purpose for which it was originally imposed and that the District has a plan on how to use the unexpended balance to achieve that purpose.

UNEXPENDED REPORTABLE FEES

The District's Fire Impact Fee ("Reportable Fee") fund balance as of June 30, 2021, was \$993,331.29.

PURPOSE OF THE REPORTABLE FEE

The purpose of the Reportable Fee imposed and collected on new development within the District is to help maintain its existing level of service for fire protection in the District. New development in the District will increase the demand for fire protection services. The Reportable Fees will be used to expand the District's fire facilities, apparatus, vehicles, and equipment to meet the additional demand generated by the new residents and employees and new structural area created by new development projects.

Specifically, the District intends to put the unexpended Reportable fees towards the following improvements.

FIGURE 2 – IMPROVEMENTS TO BE FUNDED WITH UNEXPENDED REPORTABLE FEES

Improvement / Purchase	Estimated Cost
Station 88 Expansion and New Annex Building	\$800,000
New Fire and Rescue Training Tower	\$577,525
New (Added) Rescue Equipment	\$100,000
TOTAL	\$1,477,525

Source: Cameron Park Community Services District

RELATIONSHIP BETWEEN THE REPORTABLE FEE AND THE PURPOSE FOR WHICH IT IS CHARGED

There is a roughly proportional, reasonable relationship between the new residential and nonresidential development upon which the Reportable Fees are charged and the need for additional fire facilities, apparatus, vehicles, and equipment by reason of the fact that development of residential and nonresidential land uses in the District will generate additional demand for fire services and fire protection improvements. The fire impact fees will be used to fund these improvements, which are necessary to serve new development in the District. Each residential and nonresidential development project will add to the incremental need for additional fire protection capacity, and each new project will benefit from the new fire protection capacity. For the new development to occur in the District, fire protection facilities and equipment must be added in order to maintain the District's existing level of fire protection service.

SOURCES OF FUNDING FOR INCOMPLETE IMPROVEMENTS FUNDED BY UNEXPENDED REPORTABLE FEES

The estimated cost of the District's incomplete improvements and the sources and amounts of funding anticipated to complete the financing of the incomplete improvements is shown in Figure 3 on the following page.

APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING

The approximate dates on which the funding anticipated to complete financing of the District's incomplete improvements is expected to be deposited into the Reportable Fees fund is shown in Figure 4 on page 8.

FIGURE 3 - ANTICIPATED FUNDING TO COMPLETE FINANCING OF INCOMPLETE IMPROVEMENTS

Incomplete Improvement	Anticipated Funding Amount				Estimated Cost
	Expended Prior to June 30, 2021 ¹	Unexpended Reportable Fees ²	Future Reportable Fees ³	General Fund Contribution ⁴	
Station 88 Expansion and New Annex Building		\$800,000			\$800,000
New Fire and Rescue Training Tower	\$450,000	\$127,525			\$577,525
New (Added) Rescue Equipment		\$65,806	\$34,194		\$100,000
TOTAL	\$450,000	\$993,331	\$34,194	\$0	\$1,477,525

Source: Cameron Park Community Services District

Notes:

¹ Reportable fees from the prior fee program expended prior to June 30, 2021.

² Reportable fees collected and unexpended as of June 30, 2021.

³ Projected reportable fees to be collected after June 30, 2021.

⁴ Anticipated funding from the District General Fund Budget that is funded generally through property taxes.

FIGURE 4 - APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING

	Anticipated Deposit Date of Funding				Construction Completion / Purchase Date
	Reportable Fees Expended in FY 2020-21	Unexpended Reportable Fees	Future Reportable Fees	General Fund Contribution	
Incomplete Improvement					
Station 88 Expansion and New Annex Building		Balance as of June 30, 2021			2023
New Fire and Rescue Training Tower	FY 2020-21	Balance as of June 30, 2021			Fall 2021
New (Added) Rescue Equipment		Balance as of June 30, 2021	FY 2021-22		FY 2021-22

Source: Cameron Park Community Services District

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Agenda Transmittal

DATE: October 20, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #12: **Implementation of Assembly Bill 361 Open Meetings**

RECOMMENDED ACTION: **Receive and File**

Background

Starting in March 2020, Governor Gavin Newsom issued a series of Executive Orders modifying certain requirements created by the Ralph M. Brown Act, the state's local agency public meetings law. These Executive Orders allowed for virtual meetings to take place, suspending requirements for a physical presence of members of the board and district staff. On June 11, 2021, the Governor rescinded the orders effective September 30, 2021.

Budget and Administration Committee

The Budget and Administration Committee discussed Assembly Bill (AB) 361 and opportunities for hybrid meetings to occur in the future. There was a question about whether or not California continued to be in a State of Emergency for COVID. The Committee is forwarding California Special District Association Implementation Guide for AB 361.

The Committee also discussed opportunities for hosting hybrid meeting and streamlining live to engage communities. Committee will continue the discussion with staff.

Discussion

On September 16, 2021, the Governor signed into law Assembly Bill 361, which provides local agencies the ability to meet remotely during proclaimed state of emergencies under modified Brown Act requirements, similar in many ways to the rules and procedures established by the previous Governor's Executive Orders. Stipulations for declaring a State of Emergency is outlined in Government Code 8625.

ARTICLE 13. State of Emergency [8625 - 8629]

Article 13 added by Stats. 1970, Ch. 1454.

8625.

The Governor is hereby empowered to proclaim a state of emergency in an area affected or likely to be affected thereby when:

(a) He finds that circumstances described in subdivision (b) of Section 8558 exist; and either

(b) He is requested to do so (1) in the case of a city by the mayor or chief executive, (2) in the case of a county by the chairman of the board of supervisors or the county administrative officer; or

(c) He finds that local authority is inadequate to cope with the emergency.

California Special District Association (CSDA) developed an Implementation Guide to assist special districts (Attachment A). The Guide compares AB 361 to the Brown Act, highlighting the differences. An Executive Summary is on the last page, outlining steps to implement AB 361 during a declared state of emergency per government code 8625.

Current Stipulations for Teleconferencing

Local governments may hold remote teleconference meetings under the standard requirements found within the Brown Act (i.e., subdivision (b) of Government Code section 54953) –

- ✓ Remote meeting locations identified in the meeting agenda and meeting notices;
- ✓ Agendas posted at all teleconference locations, locations are accessible to the public, and the public is able to address the legislative body at each teleconference conference location;
- ✓ Quorum of the members of the local body participate from locations within the boundaries of the territory.

Attachments:

12A. AB 361 Implementation Guide

12B. AB 361 Resolution Template



**California Special
Districts Association**

Districts Stronger Together

AB 361 Implementation Guide

AB 361 – Brown Act: Remote Meetings During a State of Emergency

Background – the Governor’s Executive Orders:

Starting in March 2020, amid rising concern surrounding the spread of COVID-19 throughout communities in the state, California Governor Gavin Newsom issued a series of Executive Orders aimed at containing the novel coronavirus. These Executive Orders ([N-25-20](#), [N-29-20](#), [N-35-20](#)) collectively modified certain requirements created by the Ralph M. Brown Act (“the Brown Act”), the state’s local agency public meetings law.

The orders waived several requirements, including requirements in the Brown Act expressly or impliedly requiring the physical presence of members of the legislative body, the clerk or other personnel of the body, or of the public as a condition of participation in or for the purpose of establishing a quorum for a public meeting.¹² Furthermore, the orders:

- waived the requirement that local agencies provide notice of each teleconference location from which a member of the legislative body will be participating in a public meeting,
- waived the requirement that each teleconference location be accessible to the public,
- waived the requirement that members of the public be able to address the legislative body at each teleconference conference location,
- waived the requirement that local agencies post agendas at all teleconference locations, and,
- waived the requirement that at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

Under the orders, local agencies were still required to provide advance notice of each public meeting according to the timeframe otherwise prescribed by the Brown Act, and using the means otherwise prescribed by the Brown Act. Agencies were – for a time – required to allow members of the public to observe and address the meeting telephonically or otherwise electronically. Local agencies were eventually explicitly freed from the obligation of providing a physical location from which members of the public could observe the meeting and offer public comment.³

In each instance in which notice of the time of the meeting was given or the agenda for the meeting was posted, the local agency was required to give notice of the manner members of the public could observe the meeting and offer public comment. In any instance in which there was a change in the manner of public observation and comment, or any instance prior to the issuance of the executive orders in which the time of the meeting had been noticed or the agenda for the meeting had been posted without also including notice of the manner of public observation and comment, a local agency would be able to satisfy this requirement by

¹ **Executive Order N-25-20**, <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.12.20-EO-N-25-20-COVID-19.pdf>

² **Executive Order N-29-20**, <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.17.20-N-29-20-EO.pdf>

³ *Ibid*

advertising the means of public observation and comment using "the most rapid means of communication available at the time" within the meaning of California Government Code, section 54954(e); this includes, but is not limited to, posting the manner in which the public could participate on the agency's website.

The orders also provided flexibility for a legislative body to receive a "serial" or simultaneous communication outside of an open meeting, allowing all members of the legislative body to receive updates (including, but not limited to, simultaneous updates) relevant to the emergency (including, but not limited to, updates concerning the impacts of COVID-19, the government response to COVID-19, and other aspects relevant to the declared emergency) from federal, state, and local officials, and would be allowed to ask questions of those federal, state, and local officials, in order for members of the legislative body to stay apprised of emergency operations and the impact of the emergency on their constituents. Members of a local legislative body were explicitly not permitted to take action on, or to discuss amongst themselves, any item of business that was within the subject matter jurisdiction of the legislative body without complying with requirements of the Brown Act.⁴

The Brown Act Executive Orders Sunset – September 30, 2021

On June 11, 2021, the Governor issued Executive Order N-08-21 which rescinds the aforementioned modifications made to the Brown Act, effective September 30, 2021.⁵ After that date, local agencies are required to observe all the usual Brown Act requirements *status quo ante* (as they existed prior to the issuance of the orders). Local agencies must once again ensure that the public is provided with access to a physical location from which they may observe a public meeting and offer public comment. Local agencies must also resume publication of the location of teleconferencing board members, post meeting notices and agendas in those locations, and make those locations available to the public in order to observe a meeting and provide public comment.

Following the Governor's September 16 signing of AB 361, the Governor's office contemplated immediately rescinding the remote public meeting authority provided under prior Executive Orders. Such action would have instantly impacted thousands of local agencies – potentially requiring them to cancel meetings or conduct in-person meetings or meetings pursuant to standard Brown Act teleconferencing requirements, notwithstanding the ongoing health directives related to the pandemic. After fruitful discussions between CSDA, the Governor's office, and other stakeholders on how to best assist local agencies to conduct meetings in an open and public manner, the Governor's office modified its approach and issued a revised Order on September 20, suspending the provisions of AB 361 and providing for a clear transition.⁶

Until September 30, local agencies should look to the revised Executive Order, [N-15-21](#), to determine how to conduct a particular meeting. The revised Order makes clear that, **until September 30**, local agencies may conduct open and public remote meetings relying on the

⁴ **Executive Order N-35-20**, <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.21.20-EO-N-35-20.pdf>

⁵ **Executive Order N-08-21**, <https://www.gov.ca.gov/wp-content/uploads/2021/06/6.11.21-EO-N-08-21-signed.pdf>

⁶ **Executive Order N-15-21**, [gov.ca.gov/wp-content/uploads/2021/09/9.20.21-executive-order.pdf](https://www.gov.ca.gov/wp-content/uploads/2021/09/9.20.21-executive-order.pdf)

authority provided under prior Executive Orders (rather than AB 361). The revised Order also explicitly permits a local agency to meet pursuant to the procedures provided in AB 361 **before** October 1, so long as the meeting is conducted in accordance with the requirements of AB 361. All local agencies should be aware that they **may not** conduct remote teleconference meetings pursuant to the authority in the Governor's prior Executive Orders **beyond September 30**; after that date, all meetings subject to the Brown Act must comply with standard teleconference requirements (as they existed "pre-pandemic") **OR** must comply with the newly enacted provisions of AB 361.

Any local agency that seeks to continue conducting remote teleconference meetings after September 30, **but has not taken action to transition to the provisions of AB 361**, may hold remote teleconference meetings under the standard requirements found within the Brown Act (i.e., subdivision (b) of Government Code section 54953, with remote meeting locations identified in the meeting agenda, meeting notices and agendas posted at all teleconference locations, teleconference locations accessible to the public, et cetera). Local agencies are strongly encouraged to swiftly begin preparations to ensure all Brown Act meetings and board actions taken via remote meetings after September 30 are done in a proper manner.

AB 361 – Flexibility for Remote Open Meetings During a Proclaimed State Emergency

Assembly Bill 361, introduced in February 2021 by Assembly Member Robert Rivas (D-30, Hollister) and sponsored by the California Special Districts Association, provides local agencies with the ability to meet remotely **during proclaimed state emergencies** under modified Brown Act requirements, similar in many ways to the rules and procedures established by the Governor's Executive Orders.

Important Note: *AB 361's provisions can only be used in the event that a gubernatorial state of emergency 1) has been issued AND 2) remains active. It is not sufficient that county and/or city officials have issued a local emergency declaration – the emergency declaration must be one that is made pursuant to the California Emergency Services Act (CA GOVT § 8625).*

Specifically, AB 361 suspends the requirements located in California Government Code, section 54953, subdivision (b), paragraph (3). What does this mean for local agencies? This means that, during a state of emergency, under specified circumstances, local agencies can meet pursuant to modified Brown Act requirements. Each of these modifications is broken out below.

The provisions enacted by AB 361 providing flexibility to meet remotely during a proclaimed emergency will sunset on January 1, 2024. This is subject to change if a future Legislature and Governor elect to extend the sunset or make the provisions permanent.

AB 361 IMPACTS ON LOCAL AGENCY COMPLIANCE WITH THE BROWN ACT

Brown Act Requirement	Requirement under AB 361
If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.	<ul style="list-style-type: none"> • Agendas not required to be posted at all teleconference locations • Meeting must still be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency

In the context of an emergency, members of the legislative body of a local agency may be teleconferencing from less-than-ideal locations – e.g., the private domicile of a friend or relative, a hotel room, an evacuation shelter, from a car, etc. The nature of the emergency may further compound this issue, as was the case during the COVID-19 outbreak and the necessity to implement social distancing measures. To address this issue, AB 361 provides relief from the obligation to post meeting agendas at all conference locations.

Although local agencies are relieved from this obligation, local agencies should endeavor to post meeting agendas at all usual locations where it remains feasible to do so.

Important Note: Local agencies must still provide advance notice of public meetings and must still post meeting agendas consistent with the provisions of the Brown Act. AB 361 does nothing to change the fact that meetings must still be noticed and agendized in advance.

Brown Act Requirement	Requirement under AB 361
If the legislative body of a local agency elects to use teleconferencing, each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.	<ul style="list-style-type: none"> • Agendas are not required to identify each teleconference location in the meeting notice/agenda • Local agencies are not required to make each teleconference location accessible to the public

Emergencies can – and often do – happen quickly. As was the case with the 2018 Camp Fire, individuals fleeing a disaster area may end up in disparate locations throughout the state. These impromptu, ad hoc locations are not ideal for conducting meetings consistent with the usual Brown Act requirements, which may impede local agencies seeking to meet promptly in response to calamity. To that end, AB 361 removes the requirement to document each teleconference location in meeting notices and agendas. Similarly, local agencies are not required to make these teleconference locations accessible to the public.

Brown Act Requirement	Requirement under AB 361
If the legislative body of a local agency elects to use teleconferencing, during the teleconferenced meeting, at least a quorum of the members of the legislative body shall	<ul style="list-style-type: none"> • No requirement to have a quorum of board members participate from within the territorial bounds of the local agency's jurisdiction

participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction.	
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The purpose of AB 361 is to assist local agencies with continuing their critical operations despite facing emergencies that pose a risk to human health and safety – emergencies which oftentimes correspond with advisory or mandatory evacuation orders (e.g., wildfires, earthquakes, gas leaks, etc.). An emergency which drives individuals from an area could make meeting within the bounds of a local agency impossible to do feasibly or safely. Accordingly, AB 361 allows for local agencies to disregard quorum requirements related to members of a legislative body teleconferencing from locations beyond the local agency’s territory.

Brown Act Requirement	Requirement under AB 361
If the legislative body of a local agency elects to use teleconferencing, the agenda shall provide an opportunity for members of the public to address the legislative body directly at each teleconference location.	<ul style="list-style-type: none"> • In each instance in which notice of the time of the teleconferenced meeting is given or the agenda for the meeting is posted, the legislative body shall also give notice of the manner by which members of the public may access the meeting and offer public comment • The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option • The legislative body shall allow members of the public to access the meeting, and the agenda shall include an opportunity for members of the public to address the legislative body directly • In the event of a disruption which prevents the local agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency’s control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored

	<ul style="list-style-type: none"> • Written/remote public comment must be accepted until the point at which the public comment period is formally closed; registration/sign-up to provide/be recognized to provide public comment can only be closed when the public comment period is formally closed
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The right of individuals to attend the public meetings of local agencies and be face-to-face with their elected or appointed public officials is viewed as sacrosanct, only able to be abrogated in the most extraordinary of circumstances. Under normal conditions, local agencies are required to allow members of the public to participate in a public meeting from the very same teleconference locations that other board members are using to attend that meeting.

AB 361 solves the specific problem of what to do in circumstances when local agencies are holding their meetings remotely during an emergency and it would be unsafe to permit access to members of the public to the remote teleconference locations. AB 361 permits local agencies to meet without making teleconference locations available to members of the public, **provided that** members of the public are afforded the opportunity to provide public comment remotely as well.

Importantly, local agencies must ensure that the opportunity for the public to participate in a meeting remains as accessible as possible. This means that local agencies cannot discriminate against members of the public participating either remotely or in-person. In practice, this means:

- Local agencies must clearly advertise the means by which members of the public can observe a public meeting or offer comment during a meeting remotely, via either a call-in or internet-based option

Importantly, local agencies are required to provide the relevant remote access information to members of the public looking to attend a meeting of a local agency legislative body. This information includes, but is not limited to: phone numbers, passwords, URLs, email addresses, etc. Using this information, members of the public must be able to attend the meeting remotely. Any of the information related to participation must be included in the relevant meeting notice(s) and meeting agenda(s). If an agency fails to provide one or more of these key pieces of information in a meeting notice or agenda, the agency should not proceed with the meeting as-is, as it could result in any subsequent action being rendered null or void.

- Agencies whose meetings are interrupted by technological or similar technical disruptions must first resolve those issues before taking any other action(s) on items on the meeting agenda

In a notable departure from the terms of the Governor's orders, AB 361 explicitly requires that local agencies must first resolve any remote meeting disruption before proceeding to take further action on items appearing on a meeting agenda. In the event that a public comment line unexpectedly disconnects, a meeting agenda was sent out with the incorrect web link or dial-in

information, the local agency's internet connection is interrupted, or other similar circumstances, a local agency is required to stop the ongoing meeting and work to resolve the issue before continuing with the meeting agenda.

Local agencies should ensure that the public remains able to connect to a meeting and offer public comment by the means previously advertised in the meeting notice or agenda. This may require directing staff to monitor the means by which the public can observe the meeting and offer comment to ensure that everything is operating as intended.

In the event that a meeting disruption within the control of the agency cannot be resolved, a local agency should not take any further action on agenda items; the local agency should end the meeting and address the disruption in the interim, or it may risk having its actions set aside in a legal action.

Important Note: *Test, test, test! Local agencies should be testing their remote meeting setup in advance of (and during) every meeting to ensure that there are no apparent issues. Local agency staff should attempt to attend the meeting in the same way(s) made available to members of the public and demonstrate that everything is working as intended. The fact that staff tested the system before and during a meeting and failed to detect any problems may become a key factor in any potential legal action against the agency.*

- Local agencies cannot require that written comments be submitted in advance of a meeting

It is not permissible to require that members of the public looking to provide public comment do so by submitting their comment(s) in advance of a meeting – in fact, not only is this a violation of AB 361's terms, it is also a violation of the Brown Act generally. Both AB 361 and the Brown Act explicitly require that members of the public be given the opportunity to provide public comment **directly** – that is, live and at any point prior to public comment being officially closed during a public meeting. Until such time during a meeting that the chairperson (or other authorized person) calls for a close to the public comment period, members of the public are allowed to submit their public comments directly or indirectly, orally, written, or otherwise.

- Local agencies may only close registration for public comment at the same time the public comment period is closed, and must accept public comment until that point

Local agencies cannot require that individuals looking to provide public comment register in advance of a meeting (though agencies may extend the **possibility** of advance registration or commenting as a **non-mandatory** option). Nor may local agencies require that individuals looking to provide public comment register in advance of the agenda item being deliberated by a local agency. Local agencies may only close registration for public comment at the same time that they close the public comment period for all. Until the public comment period is completely closed for all, members of the public must be permitted to register for, and provide, public comment.

Local agencies that agendize a comment period for each agenda item cannot close the public comment period for the agenda item, or the opportunity to register to provide public comment, until that agendized public comment period has elapsed.

Local agencies that do not provide an agendized public comment period but instead take public comment separately on an informal, ad hoc basis on each agenda item must allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register or otherwise be recognized for the purpose of providing public comment.

Local agencies with an agendized general public comment period that does not correspond to a specific agenda item (i.e., one occurring at the start of a meeting, covering all agenda items at once) cannot close the public comment period or the opportunity to register until the general public comment period has elapsed.

Brown Act Requirement	Requirement under AB 361
<p>A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.</p> <p>If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.</p>	<ul style="list-style-type: none"> An individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body that requires registration to log in to a teleconference, may be required to register as required by the third-party internet website or online platform to participate

“Zoom meetings” became ubiquitous during the COVID-19 pandemic – for good reason. The Zoom video teleconferencing software was free (with some “premium” features even made temporarily free to all users), easily deployed, and user-friendly. All one needed was a Zoom account and then they’d be able to make use of the platform’s meeting services, hosting and attending various meetings as they pleased.

Unfortunately, the Brown Act has long prohibited the use of mandatory registration or “sign-ups” to attend public meetings or to provide public comment. Privacy and good governance concerns prohibit such information gathering from members of the public seeking to remain anonymous while also engaging with their government. Accordingly, it would normally be a concern to use any teleconference platform which may require participants to register for an account even when it is not the local agency establishing that requirement.

AB 361 resolves this issue by explicitly allowing local agencies to use platforms which, incidental to their use and deployment, may require users to register for an account with that platform so long as the platform is not under the control of the local agency.

Important Note: Just because you “can” doesn’t mean you “should.” There are products on the market that do not require individuals to sign up for/sign in to an account to participate in a remote meeting. Local agencies are heavily discouraged from contacting their remote meeting platform vendor in an attempt to uncover information about meeting attendees.

RESOLUTIONS: ENACTING ASSEMBLY BILL 361

A local agency wishing to rely on the provisions of AB 361 must meet one of the following criteria:

- (A) The local agency is holding a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; or
- (B) The local agency is holding a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
- (C) The local agency is holding a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

These criteria permit a local agency to schedule a remote meeting to determine whether meeting in-person during the state of emergency would pose imminent risk to the health or safety of attendees. At that remote meeting, a local agency may determine by majority vote that sufficient risks exist to the health or safety of attendees as a result of the emergency and pass a resolution to that effect. These criteria also permit a local agency to meet remotely in the event that there is a state of emergency declaration while state or local officials have recommended or required measures to promote social distancing.

If a local agency passes a resolution by majority vote that meeting in-person during the state of emergency would present imminent risks to the health or safety of attendees, the resolution would permit meeting under the provisions of AB 361 for a maximum period of 30 days. After 30 days, the local agency would need to renew its resolution, consistent with the requirements of AB 361, if the agency desires to continue meeting under the modified Brown Act requirements, or allow the resolution to lapse.

Important Note: Consider referencing [the initial sample resolution linked on this page \(click here\)](#) in crafting your agency’s initial resolution effecting the transition to these modified Brown Act requirements. While this sample resolution is provided for the benefit of local agencies, consult your legal counsel to review your agency’s resolution before its consideration at a public meeting.

After 30 days, a local agency is required to renew its resolution effecting the transition to the modified Brown Act requirements if it desires to continue meeting under those modified requirements.

Importantly, the ability to renew the resolution is subject to certain requirements and conditions. In order to renew the resolution, a local agency must:

- Reconsider the circumstances of the state of emergency
- Having reconsidered the state of emergency, determine that either
 - The state of emergency continues to directly impact the ability of the members to meet safely in person, or
 - State or local officials continue to impose or recommend measures to promote social distancing

AB 361 requires that the renewal of the resolution effecting the transition to the modified Brown Act requirements must be based on findings that the state of emergency declaration remains active, the local agency has thoughtfully reconsidered the circumstances of the state of emergency, and the local agency has either identified A) ongoing, direct impacts to the ability to meet safely in-person or B) active social distancing measures as directed by relevant state or local officials.

Important Note: Consider referencing [the subsequent adoption sample resolution linked on this page \(click here\)](#) in crafting your agency's renewal resolution renewing the transition to these modified Brown Act requirements. While this sample resolution is provided for the benefit of local agencies, consult your legal counsel to review your agency's resolution before its consideration at a public meeting.

Important Note: If your agency does not meet again before the 30 day period during which the resolution remains active, the resolution will lapse for lack of action by the agency. After a resolution has lapsed, if the agency seeks to meet remotely again under the modified Brown Act requirements, it must pass a new initial resolution effecting the transition to the modified Brown Act requirements, subject to the same substantive and procedural requirements as before.

AB 361 PROCESS: AN EXECUTIVE SUMMARY

1. An emergency situation arises. The specific nature of the emergency produces an imminent risk to public health and safety.
2. A state of emergency is declared (pursuant to CA GOVT § 8625).
3. A local agency wishes to meet remotely via teleconferencing as a result of the emergency. A meeting notice/agenda are produced and posted, with an agenda item dedicated to consideration of a resolution to transition to teleconferenced meetings consistent with the terms of CA GOVT § 54953, subdivision (e).
4. A resolution is passed consistent with the terms of CA GOVT § 54953, subdivision (e), paragraph (1), subparagraph (B) (i.e., a resolution passed by majority vote determining that meeting in person would present imminent risks to the health or safety of attendees).¹ This resolution is valid for 30 days.
5. 30 days later: if the state of emergency remains active, a local agency may act to renew its resolution effecting the transition to teleconferenced meetings by passing another resolution, consistent with the terms of CA GOVT § 54953, subdivision (e), paragraph (3) (i.e., a resolution which includes findings that legislative body has both 1) reconsidered the circumstances of the state of emergency, and 2) the state of emergency continues to directly impact the ability of the members to meet safely in person.²

¹ Alternatively, in lieu of a resolution finding that meeting in person would present imminent risks to the health or safety of attendees, a local agency may use modified Brown Act procedures when state/local officials recommend/require measures to promote social distancing.

² Should state/local officials continue to impose or recommend measures to promote social distancing, this may instead be used as a basis for renewing a resolution (as opposed to the fact that the state of emergency continues to directly impact the ability of the members to meet safely in person).

This communication is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in these communications.

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RESOLUTION NO. XXXX-XX

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE [SPECIAL DISTRICT NAME HERE] PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY [ENTER GOVERNOR'S ORDER AND DATE OF ISSUANCE], AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF [SPECIAL DISTRICT NAME HERE] FOR THE PERIOD [INSERT 30 DAY WINDOW HERE] PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the [SPECIAL DISTRICT NAME HERE] is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of [SPECIAL DISTRICT NAME HERE]'s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, [A STATE OF EMERGENCY HAS BEEN PROCLAIMED – DESCRIBE GOVERNOR'S PROCLAMATION HERE]; and

WHEREAS, [DESCRIBE ORDERS FROM STATE OR LOCAL OFFICIALS IMPOSING OR RECOMMENDING SOCIAL DISTANCING MEASURES OR DESCRIBE HOW MEETING IN PERSON WOULD PRESENT IMMINENT RISK TO HEALTH AND SAFETY OF ATTENDEES]; and

WHEREAS, the Board of Directors does hereby find that [DESCRIBE STATE OF EMERGENCY, AND, SOCIAL DISTANCING ORDERS OR CONDITIONS CAUSING IMMIMENT RISK TO ATTENDEES] has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California [AND POSSIBLY RATIFY STATE OR LOCAL ORDERS FOR SOCIAL DISTANCING]; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of [SPECIAL DISTRICT NAME HERE] shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, [DESCRIBE MEASURES DISTRICT IS TAKING TO ENSURE ACCESS FOR THE PUBLIC].

NOW, THEREFORE, THE BOARD OF DIRECTORS OF [SPECIAL DISTRICT NAME HERE] DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and [DESCRIBE SOCIAL DISTANCING ORDERS OR DESCRIBE HOW MEETING IN PERSON WOULD PRESENT IMMINENT RISK].

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of [ENTER ISSUANCE DATE HERE].

Section 4. Remote Teleconference Meetings. The [STAFF OR GENERAL MANAGER] and legislative bodies of [SPECIAL DISTRICT NAME HERE] are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) [ENTER DATE 30 DAYS FROM ADOPTION OF RESOLUTION], or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of [SPECIAL DISTRICT NAME HERE] may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of [SPECIAL DISTRICT NAME HERE], this _____ day of _____, 20 __, by the following vote:

AYES: Detwiler, Gibbons, Silhi, Packham

NOES: Tannehill

ABSENT: None

ABSTAIN: None



Agenda Transmittal

DATE: October 20, 2021

FROM: Chief Sherry Moranz

AGENDA ITEM #13: **REPORT BACK – RURAL FIRE CAPACITY GRANT**

RECOMMENDED ACTION: Receive and File

Background

On September 18, 2020, the Board of Directors approved Resolution 2021-26 approving the Department of Forestry and Fire Protection grant agreement for a 50/50 match to acquire 150 personal protective equipment, specifically wildland fire pants.

Discussion

This is a report back regarding questions raised by Board members during the grant discussion.

Currently, pants being worn by Cameron Park fire personnel were paid for by CALFIRE, totaling roughly \$12,000. Each employee is issued five pairs of pants costing approximately \$200 a pair. CAL FIRE policy requires employees to wear single layer pants, due to heat issues related to the previous requirement for wearing the two layers. The pants are made out of nomex and are expensive. This grant was sought to provide funding for the District to purchase pants for CAL FIRE employees assigned to Cameron Park Fire Department.

Matching funds were budgeted; \$30,000 is in the budget for PPE.

The pants last between a year and two years based on the use. If they get a tear or hole, then they are out of service.

Fire staff reviewed the grant again regarding administrative funding, but did not see that as an element of this particular grant. The grant was submitted by previous staff.



Agenda Transmittal

DATE: October 20, 2021

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM #15: **75% PLANS & SPECIFICATIONS FOR CAMERON PARK LAKE
SPLASH & SPRAY PLAYGROUND**

RECOMMENDED ACTION: Discuss, Provide Input and Approve

Callander Associates Landscape Architects (CALA) completed 75% plans and specifications for the Splash and Spray Playground located at the old Swimming Lagoon site, Cameron Park Lake. CALA and staff presented these plans for review and discussion by the Parks and Recreation Committee. The Committee is forwarding to the Board of Directors with support to discuss, provide input and to provide preliminary approval the 75% Plans for the Splash/Spray Playground. With the Board's approval, staff will continue to pursue additional funding for the project.

The Board's and community's questions and input is welcome.

Attachments:

- 15A. Cost Estimate #1
- 15B. Cost Estimate #2
- 15C. Proposed schematic layout
- 15D. Images
- 15E. Park Improvement Process flowchart

Estimate of Probable Construction Costs						
prepared for the Cameron Park Community Services District				Cameron Park: Park Opportunity Plans CAMERON PARK LAKE		
prepared on: 08/02/21 prepared by: IA checked by: SD						
Item #	Description	Qty	Unit	Cost	Item Total	Subtotal
A. Project Start-up						
1.	Bonding, Mobilization, and Staking	ALLOW	5%	\$43,374.40	\$43,374.40	
2.	Stormwater Pollution Prevention	2	AC	\$5,000.00	\$7,500.00	
3.	Construction Fence	460	LF	\$6.00	\$2,760.00	
						\$53,630.00
B. Demolition and Earthwork						
1.	Tree Protection Fencing	430	LF	\$4.00	\$1,720.00	
2.	Concrete Pavement Removal	145	SF	\$4.00	\$580.00	
3.	Asphalt Removal	935	SF	\$2.50	\$2,337.50	
4.	Decomposed Granite Removal	665	SF	\$2.00	\$1,330.00	
5.	Sand Reincorporate (Assume 6")	400	CY	\$35.00	\$14,000.00	
6.	Cobble Removal	200	SF	\$2.00	\$400.00	
7.	Sawcut	300	LF	\$10.00	\$3,000.00	
8.	Existing Filtration Equip (Removal by District)	ALLOW	LS	NA	NA	
						\$23,370.00
C. Grading						
1.	Import Fill	1750	CY	\$40.00	\$70,000.00	
2.	Berm	490	CY	\$40.00	\$19,600.00	
3.	Clay Liner	170	CY	\$70.00	\$11,900.00	
4.	Rip-Rap Rock	6,250	SF	\$8.50	\$53,125.00	
5.	Rock for Outfall	100	SF	\$25.00	\$2,500.00	
6.	Soil Preparation & Fine Grading	3,635	SF	\$1.00	\$3,635.00	
						\$160,760.00
D. Utility Improvements						
1.	1" Water line	97	LF	\$45.00	\$4,365.00	
2.	6" Sewer line	113	LF	\$76.00	\$8,588.00	
3.	SS Cleanout	2	EA	\$950.00	\$1,900.00	
4.	Storm Drains	6	EA	\$3,750.00	\$22,500.00	
5.	8" Storm Drain Line	265	LF	\$55.00	\$14,575.00	
6.	Flared End Section	2	EA	\$1,250.00	\$2,500.00	
7.	Splash Pad Area Drain	3	EA	\$800.00	\$2,400.00	
8.	Splash Pad 1" Water line	774	LF	\$45.00	\$34,830.00	
9.	Splash Pad 1.5" Water line	141	LF	\$55.00	\$7,755.00	
						\$99,410.00
E. Site Construction						
1.	Parking lot improvements (asphalt, ADA ramp, striping)	ALLOW	LS	\$35,000.00	\$35,000.00	
2.	Splash Pad (Equipment+ Recirc System + Install)	ALLOW	LS	\$260,000.00	\$260,000.00	
3.	Splash Pad Concrete Pavement	2,530	SF	\$14.00	\$35,420.00	
4.	Concrete Pavement	3,350	SF	\$14.00	\$46,900.00	
5.	Colored Concrete Pavement	545	SF	\$18.00	\$9,810.00	
6.	Stamped Concrete	145	SF	\$18.00	\$2,610.00	
7.	Asphalt	280	SF	\$7.00	\$1,960.00	
8.	Shade Shelter (Metal)	ALLOW	LS	\$24,000.00	\$24,000.00	
9.	Decomposed Granite	555	SF	\$7.00	\$3,885.00	
10.	Redwood Headerboard	50	LF	\$7.75	\$387.50	
11.	Sand 5" Depth (+Reincorporate 3")	200	TN	\$45.00	\$9,000.00	
12.	Chainlink Fence 4'	288	LF	\$40.00	\$11,520.00	
13.	Chainlink Fence 6' w/ Slats	47	LF	\$65.00	\$3,055.00	
14.	Chainlink Fence Gate 4'	2	EA	\$2,500.00	\$5,000.00	
15.	Chainlink Fence Double Gate 6'	1	EA	\$5,000.00	\$5,000.00	

prepared for the Cameron Park Community Services District				Estimate of Probable Construction Costs Cameron Park: Park Opportunity Plans CAMERON PARK LAKE		
						prepared on: 08/02/21
						prepared by: IA
						checked by: SD
Item #	Description	Qty	Unit	Cost	Item Total	Subtotal
16.	Post and Chain Fence	56	LF	\$60.00	\$3,360.00	
17.	Bollard	2	EA	\$1,190.00	\$2,380.00	
18.	Seat wall	138	LF	\$190.00	\$26,220.00	
19.	Mowband	160	LF	\$22.00	\$3,520.00	
20.	Boulders	6	EA	\$1,000.00	\$6,000.00	
21.	Picnic Table	2	EA	\$500.00	\$1,000.00	
						\$496,030.00
F.	Planting & Irrigation Improvements					
1.	Turf from Seed	3,030	SF	\$0.50	\$1,515.00	
2.	Irrigation	3,635	SF	\$3.00	\$10,905.00	
3.	Mainline	385	LF	\$12.00	\$4,620.00	
4.	Remote Control Valve	2	EA	\$350.00	\$700.00	
5.	Gate Valve	2	EA	\$500.00	\$1,000.00	
6.	Quick Coupler Valve	2	EA	\$350.00	\$700.00	
7.	Mulch Only	5,900	SF	\$1.00	\$5,900.00	
8.	Shrubs, 1 gallon	18	EA	\$20.00	\$360.00	
9.	Shrubs, 5 gallon	14	EA	\$40.00	\$560.00	
						\$26,260.00
G.	Electrical					
1.	Electrical	ALLOW	LS	\$42,400.00	\$42,400.00	
						\$42,400.00
H.	Landscape Maintenance					
1.	Landscape Maintenance	3	MO	\$3,000.00	\$9,000.00	
						\$9,000.00
I.	Total Estimated Construction Costs					\$910,860.00
J.	Contingencies					
1.	Design contingency	ALLOW	10%	\$91,086.00	\$91,086.00	
2.	Change Order Contingency	ALLOW	10%	\$91,086.00	\$91,086.00	
						\$182,170.00
K.	TOTAL ESTIMATED CONSTRUCTION COSTS & CONTINGENCIES					\$1,093,030.00
L.	DISTRICT CONSTRUCTION BUDGET					\$1,085,416.00
M.	DIFFERENCE					-\$7,614.00
<p>Based on drawing titled "Cameron Park Lake Splash Pad 75% CDs", dated "08/02/21"</p> <p>The above items, amounts, quantities, and related information are based on Callander Associates' judgment at this level document preparation and is offered only as reference data. Callander Associates Landscape Architecture, Inc. has no control over construction costs and related factors affecting costs, and advises the client that significant variation may occur between this estimate of probable construction costs and actual construction prices.</p>						

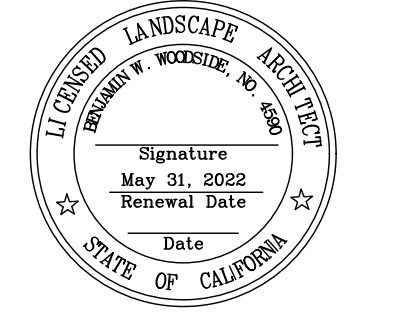
Estimate of Probable Construction Costs						
prepared for the Cameron Park Community Services District				Cameron Park: Park Opportunity Plans CAMERON PARK LAKE		
prepared on: 08/02/21						
prepared by: IA						
checked by: SD						
Item #	Description	Qty	Unit	Cost	Item Total	Subtotal
A. Project Start-up						
1.	Bonding, Mobilization, and Staking	ALLOW	5%	\$41,694.40	\$41,694.40	
2.	Stormwater Pollution Prevention	2	AC	\$5,000.00	\$7,500.00	
3.	Construction Fence	460	LF	\$6.00	\$2,760.00	
						\$51,950.00
B. Demolition and Earthwork						
1.	Tree Protection Fencing	430	LF	\$4.00	\$1,720.00	
2.	Concrete Pavement Removal	145	SF	\$4.00	\$580.00	
3.	Asphalt Removal	935	SF	\$2.50	\$2,337.50	
4.	Decomposed Granite Removal	665	SF	\$2.00	\$1,330.00	
5.	Sand Removal (Assume 6")	400	CY	\$35.00	\$14,000.00	
6.	Cobble Removal	200	SF	\$2.00	\$400.00	
7.	Sawcut	300	LF	\$10.00	\$3,000.00	
8.	Existing Filtration Equip (Removal by District)	ALLOW	LS	NA	NA	
						\$23,370.00
C. Grading						
1.	Import Fill	1750	CY	\$40.00	\$70,000.00	
2.	Berm	490	CY	\$40.00	\$19,600.00	
3.	Clay Liner	170	CY	\$70.00	\$11,900.00	
4.	Rip-Rap Rock	6,250	SF	\$8.50	\$53,125.00	
5.	Rock for Outfall	100	SF	\$25.00	\$2,500.00	
6.	Soil Preparation & Fine Grading	3,635	SF	\$1.00	\$3,635.00	
						\$160,760.00
D. Utility Improvements						
1.	1" Water line	97	LF	\$45.00	\$4,365.00	
2.	6" Sewer line	113	LF	\$76.00	\$8,588.00	
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4.	Storm Drains	6	EA	\$3,750.00	\$22,500.00	
5.	8" Storm Drain Line	265	LF	\$55.00	\$14,575.00	
6.	Flared End Section	2	EA	\$1,250.00	\$2,500.00	
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9.	Splash Pad 1.5" Water line	141	LF	\$55.00	\$7,755.00	
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E. Site Construction						
1.	Parking lot improvements (asphalt, ADA ramp, striping)	ALLOW	LS	\$35,000.00	\$35,000.00	
2.	Splash Pad (Equipment+ Recirc System + Install)	ALLOW	LS	\$260,000.00	\$260,000.00	
3.	Splash Pad Concrete Pavement	2,530	SF	\$14.00	\$35,420.00	
4.	Concrete Pavement	2,310	SF	\$14.00	\$32,340.00	
5.	Colored Concrete Pavement	545	SF	\$18.00	\$9,810.00	
6.	Stamped Concrete	145	SF	\$18.00	\$2,610.00	
7.	Asphalt	280	SF	\$7.00	\$1,960.00	
8.	Shade Shelter (Fabric)	ALLOW	LS	\$8,000.00	\$8,000.00	
9.	Decomposed Granite	555	SF	\$7.00	\$3,885.00	
10.	Redwood Headerboard	50	LF	\$7.75	\$387.50	
11.	Sand 5" Depth (+Reincorporate 3")	200	TN	\$45.00	\$9,000.00	
12.	Chainlink Fence 4'	288	LF	\$40.00	\$11,520.00	
13.	Chainlink Fence 6' w/ Slats	47	LF	\$65.00	\$3,055.00	
14.	Chainlink Fence Gate 4'	2	EA	\$2,500.00	\$5,000.00	
15.	Chainlink Fence Double Gate 6'	1	EA	\$5,000.00	\$5,000.00	

prepared for the Cameron Park Community Services District				Estimate of Probable Construction Costs Cameron Park: Park Opportunity Plans CAMERON PARK LAKE		
				prepared on: 08/02/21 prepared by: IA checked by: SD		
Item #	Description	Qty	Unit	Cost	Item Total	Subtotal
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17.	Bollard	2	EA	\$1,190.00	\$2,380.00	
18.	Seat wall	122	LF	\$190.00	\$23,180.00	
19.	Mowband	160	LF	\$22.00	\$3,520.00	
20.	Boulders	6	EA	\$1,000.00	\$6,000.00	
21.	Picnic Table	2	EA	\$500.00	\$1,000.00	
						\$462,430.00
F.	Planting & Irrigation Improvements					
1.	Turf from Seed	3,030	SF	\$0.50	\$1,515.00	
2.	Irrigation	3,635	SF	\$3.00	\$10,905.00	
3.	Mainline	385	LF	\$12.00	\$4,620.00	
4.	Remote Control Valve	2	EA	\$350.00	\$700.00	
5.	Gate Valve	2	EA	\$500.00	\$1,000.00	
6.	Quick Coupler Valve	2	EA	\$350.00	\$700.00	
7.	Mulch Only	5,900	SF	\$1.00	\$5,900.00	
8.	Shrubs, 1 gallon	18	EA	\$20.00	\$360.00	
9.	Shrubs, 5 gallon	14	EA	\$40.00	\$560.00	
						\$26,260.00
G.	Electrical					
1.	Electrical	ALLOW	LS	\$42,400.00	\$42,400.00	
						\$42,400.00
H.	Landscape Maintenance					
1.	Landscape Maintenance	3	MO	\$3,000.00	\$9,000.00	
						\$9,000.00
I.	Total Estimated Construction Costs					\$875,580.00
J.	Contingencies					
1.	Design contingency	ALLOW	10%	\$87,558.00	\$87,558.00	
2.	Change Order Contingency	ALLOW	10%	\$87,558.00	\$87,558.00	
						\$175,120.00
K.	TOTAL ESTIMATED CONSTRUCTION COSTS & CONTINGENCIES					\$1,050,700.00
L.	DISTRICT CONSTRUCTION BUDGET					\$1,085,416.00
M.	DIFFERENCE					\$34,716.00
<p>Based on drawing titled "Cameron Park Lake Splash Pad 75% CDs", dated "07/30/21"</p> <p>The above items, amounts, quantities, and related information are based on Callander Associates' judgment at this level document preparation and is offered only as reference data. Callander Associates Landscape Architecture, Inc. has no control over construction costs and related factors affecting costs, and advises the client that significant variation may occur between this estimate of probable construction costs and actual construction prices.</p>						



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REVISION	DATE



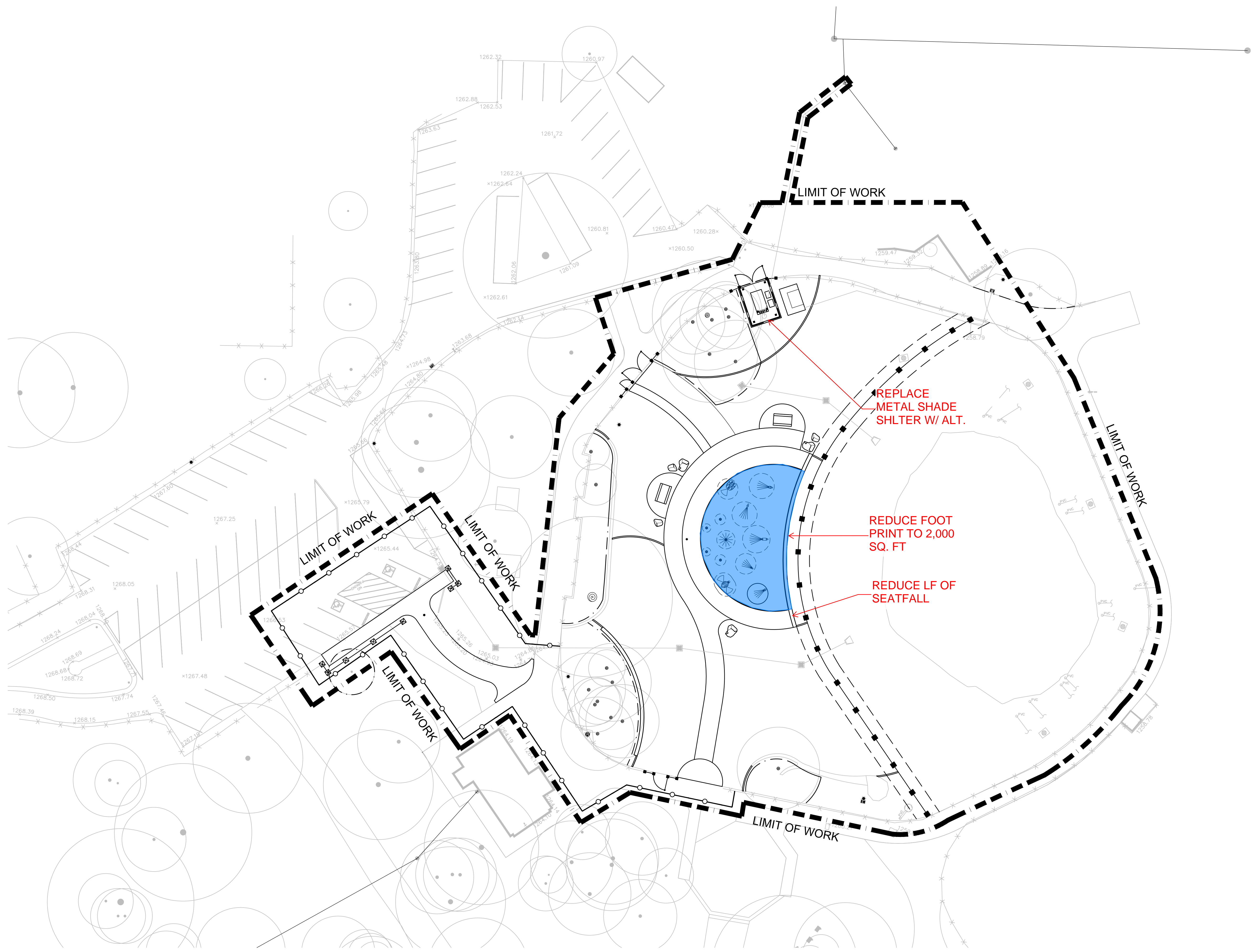
**CAMERON PARK LAKE
SPLASH PAD**
2989 CAMBRIDGE RD, CAMERON PARK, CA 95682

ISSUE	DATE
35% Schematic CDs	05/10/21
75% CDs	07/30/21

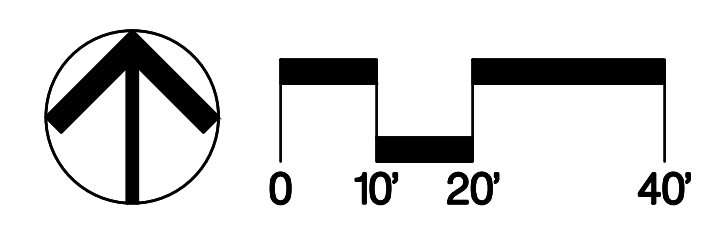
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DRAWN BY: IA
CHECKED BY: BW
SCALE: As Shown

SHEET TITLE
XXX

SHEET
XX



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Cameron Park Splash Pad

Cameron, CA

W23731-1A 133 GPM 3,500 SQ FT Perspective View JH

CREATING COMPELLING
AQUATIC PLAY EXPERIENCES





Cameron Park Splash Pad

Cameron, CA

W23731-1A 133 GPM 3,500 SQ FT Perspective View JH

CREATING COMPELLING
AQUATIC PLAY EXPERIENCES





Waterodyssey.com

Cameron Park Splash Pad

Cameron, CA

W23731-1A 133 GPM 3,500 SQ FT Perspective View JH

CREATING COMPELLING
AQUATIC PLAY EXPERIENCES



WATER ODYSSEY
OF PROUDLY PLAYERS
PLAYWORKS.COM



Cameron Park Splash Pad

Cameron, CA

W23731-1A 133 GPM 3,500 SQ FT Perspective View JH

CREATING COMPELLING
AQUATIC PLAY EXPERIENCES



WATER ODYSSEY™
BY PLAYCORE

PLAYCORE



Cameron Park Splash Pad

Cameron, CA

W23731-1A 133 GPM 3,500 SQ FT Perspective View JH

CREATING COMPELLING
AQUATIC PLAY EXPERIENCES



WATER ODYSSEY
OF FOUNTAIN PLAY
A PLAYCORE COMPANY



Cameron Park Splash Pad

Cameron, CA

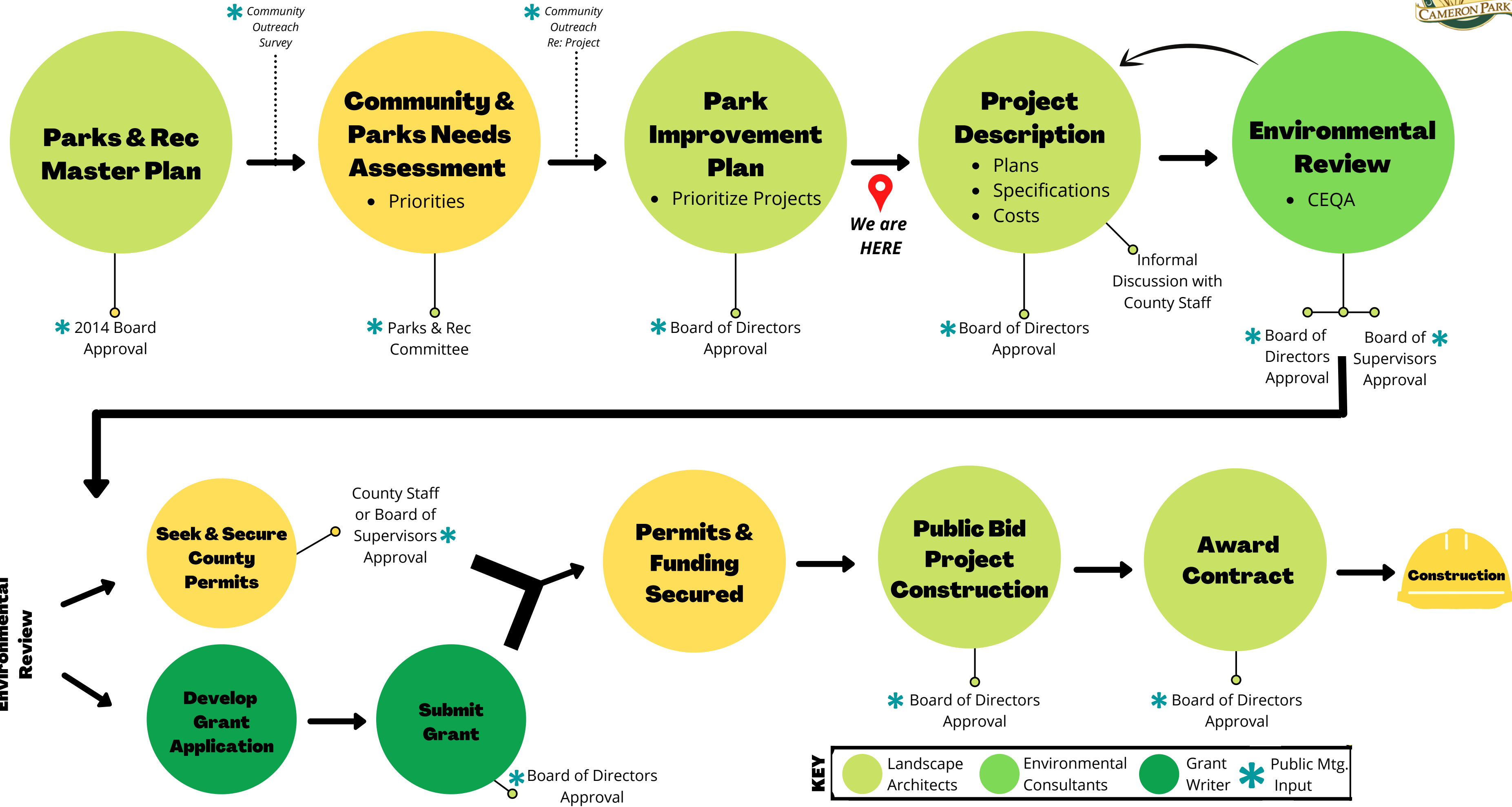
W23731-1A 133 GPM 3,500 SQ FT Perspective View JH

CREATING COMPELLING
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WATER ODYSSEY
OF PLAYWORKS PEOPLE
PLAYWORKS COMPANY

Park Improvement Process



KEY

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



Agenda Transmittal

DATE: October 20, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #16: FUNDING STRATEGIES SPLASH & SPRAY PLAYGROUND

RECOMMENDED ACTION: Approve Funding Strategies

Background

On September 16, 2020, the Board of Directors approved Resolution 2020-21, an Authorizing Resolution for Cameron Park Community Services District (District) Proposition 68 Per Capita grant allocation and future applications. The District's allocation totals \$177,962.

November 18, 2020, the Board of Directors approved Resolution 2020-26 allocating Park Development Impact Fees to the Splash & Spray Playground project at Cameron Park Lake.

On December 16, 2020, the Board of Directors approved Proposition 68 Per Capita applications for improvements to sports fields at Rasmussen, David West and Christa McAuliffe parks contingent upon staff securing the required 20% local match from Prospector Soccer and Ponderosa Little League.

On February 17, 2021, the Board of Directors approved Resolution 2021-04 authorizing an application to the Proposition 68 - State Park Program (competitive grant) for improvements at Cameron Park Lake, inclusive of the Splash & Spray Playground.

Parks and Recreation Committee

The Parks and Recreation Committee discussed staff's funding strategy and supports advancing to the Board of Directors for consideration.

Discussion

Status of Proposition 68 State Park Program

The District has not received formal notification from the State Office of Grants and Local Assistance regarding the status of our State Park Program application. Staff has

learned that State grant officials are touring sites of their top tier applications. Since the State has not notified staff of a visit to the proposed park project site, it is doubtful the grant will be awarded to the District.

Status of Proposition 68 Per Capita

Christa McAuliffe sports field renovation project is completed with Prospector Soccer providing the local match. An annual maintenance agreement to sustain the fields' condition is under discussion with soccer and rugby. Actual project costs are outlined in the below chart. These costs are slightly higher than expected, and supplemental funding from the District will be needed.

Prop 68 – application	\$49,780
Prospector Soccer donation	\$9,147
District funds	\$3,298
Project Costs – Actual	\$62,225

In July 2021, staff, Ponderosa Little League representatives (PLL) and a Parks and Recreation Committee member met to discuss a proposal for improvements at Rasmussen and David West sports fields, and to ask PLL to provide the required 20% local match. Staff outlined proposed improvements and discussed several options. In the end, PLL declined the opportunity to work with the District to fund sports fields improvements with grant funds and their matching funds.

Estimated Available Funding

Project costs based on the 75% completed plans are between \$1,050,700 and \$1,093,030.

Funding sources include:

- Park Development Impact Fees, \$977,932 balance as of June 30, 2021.
- Proposition 68 Per Capita Funds, \$128,182.

Impact fees are as of June 30, 2021 and do not reflect the current balance, either new fees collected or Callander Associates Landscape Architects (CALA) costs after June 30, 2021. The Board executed a contract with CALA for design development, construction documents and environmental review to be funded by Impact Fees. There is approximately \$53,000 remaining on CALA's agreement for services through construction.

Staff is recommending that the remaining portion of Proposition 68 Per Capita grant be allocated to the Splash & Spray Playground. This funding source requires a local match of \$32,045. If agreeable to the Board of Directors, staff will proceed with

changing the Proposition 68 grant application by omitting the Rasmussen and David West parks' sports fields and adding the Splash & Spray Playground. The revised application will be submitted to the State before the deadline of December 31, 2021. Once the application is submitted and a contract executed, the State will reimburse the District for Christa McAuliffe park project expenses and the remaining funds will be encumbered. The grant expenditure deadline is December 31, 2023.

Additional Park and Facility Improvement Projects

In September 2020, the Board identified the following Park Improvement Plan priorities:

1. Splash Playground and Amphitheater – Cameron Park Lake
2. Rasmussen Park (sports fields, enhanced drainage, and new amenities)
3. Christa McAuliffe Park Sports Field Improvements (completed)
4. Gateway Park
5. Dunbar Park

In recent months, the Parks and Recreation Committee discussed additional needs within the park system and at the community center including park signs, pool shade, restroom renovations and new playgrounds.

With remaining Park Development Impact Fees (if any), Quimby funds and new opportunities for grants and other sources, staff will work with the Parks and Recreation Committee and Board to proceed with setting priorities and planning for additional park projects.



Agenda Transmittal

DATE: October 20, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #17: CALDOR FIRE EVACUATION SHELTER AFTER-ACTION REPORT

RECOMMENDED ACTION: Receive, Discuss and File.

Background

On Tuesday morning, August 17, El Dorado County Office of Emergency Services and Red Cross transformed the Cameron Park Community Center into the Caldor Fire Evacuation Shelter. By that night, this shelter was considered full with 68 evacuees. The shelter operated for 22 days until Tuesday, September 7 at 5:00.

Discussion

Attached is an After-Action Report developed by –

- Mike Grassle, Parks & Facilities Superintendent
- Kim Vickers, Recreation Supervisor
- Ramon Soto, Facilities Worker II
- Kayla Thayer, Recreation Coordinator
- Cal Ciampi, Parks & Facilities Worker I

This report will be provided to El Dorado County Office of Emergency Services. In addition, the District's costs to support the shelter will be provided to both Red Cross and El Dorado County for reimbursement. Those costs are still being tallied and will be presented orally to the Board.

Attachments:

17A - Caldor Fire Evacuation Shelter After-Action Report

Caldor Fire Evacuation Shelter After-Action Report

September 23, 2021

DATES: Activated August 17, Closed September 7, 2021
Red Cross completed moving out by September 9.

EVACUEES: 70 (approximately), mostly seniors, some adults and 1-2 families; more than half had mobility challenges. A few needed additional 1:1 assistance for personal care.

AGREEMENT: The District does not have a formal agreement with the County to serve as an evacuation shelter, but there is a verbal agreement with County OES staff that the District is willing to serve. There is a formal agreement between Red Cross and the District. This agreement should have been executed at the start of the shelter operations, but was executed at the end during the final walk-thru. Before the shelter opened, Mike & Red Cross representatives walked thru the community center and discussed the condition of the facility, what was available to Red Cross to use, and center operations including potential duration and protocols for pets.

WHAT WENT WELL?

- Being the first to open; those that arrived were evacuated from the fire. People who arrived later may have arrived under different circumstances.
- Kitchen was able to support necessary food preparation and service for Community Center shelter evacuees and other Red Cross Shelters.
- Allowing evacuees to keep their pets with them, on leash and well behaved. May not work if the number of evacuees increases.
- Classrooms used for
 - shelter some pets and storing pet supplies;
 - quarantine COVID positive or sick evacuees
 - Red Cross command center
- Limited parking also limited evacuees staying in the parking lot
- Having evacuees staying in parking lot register with Red Cross good; supported by Red Cross, District staff, sheriff
- District had facility and ability to serve County residents
- Daily garbage service was necessary; more frequency or additional dumpster needed if number of evacuees increases
- Number of restrooms and providing a dedicated restroom for staff

- Staff used Assembly Hall restrooms; if Social Room used for evacuee isolation, women's restroom was used for isolated patients; female staff used Assembly Hall men's room; male employees used Green Room restroom
- Movie nights in the social room or music in the quad helped boost evacuee morale (structured programs such as an art project not needed)
- Staff adjusted schedules as needed to support, 24 hours first two days, then 16 hours a day.
- A rhythm for operations established about day 3, which was good.
- Putting tables & chairs in the quad for outside socializing
- Smoking area established outside at the back of the Assembly Hall via the cement loading ramp
- Showers at pool available daily, before/after swim team
- Gym restrooms dedicated to evacuees
- Portable restroom located in parking lot after first week
- Daily fire briefing by USFS and Sheriff
- Support from County OES and other County depts.
- County contract for twice a day janitorial helpful, District staff continued to support cleaning daily (along with evacuees)
- Main entry for shelter designated at back of gym, from Meadow
- Community support for volunteering and donations
- Closing office for in-person visits; leaving messages on phones and emails about donations and volunteering helped get information out
- Evacuees were grateful for being here
- Posting evacuation shelter and community center operations updates on FB

CONSIDERATIONS FOR FUTURE

- Centralized donation or volunteer contact needed; the District was viewed as the point of contact but we did not know how to deploy volunteers to assist Red Cross or other support organizations. Staff gathered information, provided to Red Cross.
- Messaging about how to donate goods, and a centralized location to gather goods.
- Foot covers for cots & tables/chairs to help protect the gym floors (but not necessary or mandatory)
 - Gymnasium floor received some superficial wear/tear to the finish; no damage to the wood
- Restrooms constrained with the daily use; gym restrooms were not enough to serve the evacuees and more was needed, especially in the men's room (only one stall in men's room)

- If # of evacuees increases, closing the pool should be considered to allow for evacuees to use gym and pool restrooms, not just gym restrooms; and shelter has full use of parking lot. Ingress/egress for swim team may be too constrained if there were more evacuees at Community Center and in parking lot.
- If COVID protocols not implemented, community center could accommodate twice as many evacuees
- Accommodating the shelter displaces all indoor programming and constrained pool operations. Loss of revenues \$6,000 for gym rental. Duration of the shelter was 3 weeks. There may be a threshold for the number, when and/or duration that Community Center could serve as an evacuation shelter.
- Could summer day camp relocate to Cameron Park Lake instead of Community Center?
 - Alternative gym space was limited, a distance and more expensive
- Getting janitorial service on day 1 would be best
- Conflicting information about donation of goods on social media; District's message was donations not needed
- Television with news would be good, evacuee brought one into shelter after a few days.
- Communication amongst Red Cross staff/volunteers not always effective/efficient regarding shelter operations – how to deploy or use volunteers, needs of the kitchen, donation of goods, status of capacity, etc.
- Establishing roles and responsibilities between all the entities from the start would be good. District staff expectations and knowledge having experienced a shelter is better; and we can also set boundaries better for our support, balancing with the other duties/tasks for continued operations of the District.
- Being the only public agency with the ability to house evacuees indoors was insightful, and whether or not additional public amenities could be used to shelter more. Of the thousands evacuated and scattered, CPCSD accommodated a very small fraction.
- Accommodating portable showers difficult due to space requirements and access to sewer; portable restrooms placed by County in parking lot after first week. Placing portable restrooms closer to community center difficult due to space requirements.

- There was a level of health risk to District employees who interacted with evacuees that should be acknowledged.
- Staff consider writing into user group agreements, such as swim team and basketball, to have a Plan B location in case Community Center become evacuation shelter in the future

OPERATIONS MANAGED/SUPPORTED BY:

Red Cross (evacuee services & volunteers)

Salvation Army (food service)

Human Society (pet care)

County Office of Emergency Services (oversaw Red Cross services)

County Dept of Health & Human Services (evacuee health)

County Sherriff (patrols, security)

Marshal Medical Center (evacuee health)

PARTNERS / SERVICE PROVIDERS –

Library provided their parking lot

El Dorado Disposal daily dumpster pick up

Tribe hosted dinner several occasions

Cameron Park Community Foundation provided walkers and wheel chairs

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: October 20, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #18: **REGULAR SPECIAL DISTRICT REPRESENTATIVE SEAT #2, EL DORADO LAFCO**

RECOMMENDED ACTION: NOMINATE

El Dorado LAFCO is conducting a special district election for Regular Special District Representative Seat #2. All El Dorado County special districts are encouraged to vote. The candidate who receives the highest number of votes will serve the remainder of the vacated four-year term, from May 2019 to May 2023.

The deadline to submit ballots is 5:00 p.m. on November 30, 2021. Voting will cease on this date or whenever a quorum of special districts is reached, whichever occurs later.

Attachments:

- 18A - 2021 Special District Election Memo and Instant Runoff Process
- 18B - Candidates nomination statement and qualifications
- 18C - Election ballot



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M E M O

DATE: October 5, 2021

TO: Special District Selection Committee

FROM: Erica Sanchez, Interim Executive Officer

SUBJECT: **Instant Runoff Election of Regular Special District Representative to El Dorado LAFCO**

Election of Special District Representative to LAFCO

Thank you for submitting nominations for the Special District Representative election.

At the time a minimum number of ballots are received to establish a quorum, in order to be selected as a LAFCO Representative, a nominee must receive more than fifty-percent (50%) of the submitted votes. If none of the candidates receive the necessary majority of votes, LAFCO will conduct an “instant runoff election” in the interest of avoiding the additional costs of a runoff election. An informational explanation describing this election process is included for your convenience.

Also enclosed with this memo you will find a ballot and a copy of each candidate’s Statement of Qualifications received as of the date of this memo.

Please note that there is one regular (voting) seat up for election. Whomever receives the highest number of votes in this election will serve the remainder of the vacated four-year term, from May 2019 to May 2023. Should Michael Saunders, who currently serves as the Alternate Special District Representative, be elected to the open regular seat, then the second highest vote getter becomes the new alternate special district member to LAFCO, to serve the remainder of the Alternate term through May 2023.

Please take the opportunity to fill out the ballot, ranking each nominee in the order of preference using “1” for your first preference, “2” for second, and so on. It is okay to vote for only one person; however, ranking additional candidates *will not* help defeat your first-choice candidate. Please do not mark the same number beside more than one candidate and do not skip numbers.

S:\Elections\2021 Special District Election #2\SDE Ballots\2021 Special District Election #2 Memo.docx

COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Vacant
 City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia “Patty” Borelli
 County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Turnbo
 Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

STAFF

Erica Sanchez, Assistant Executive Officer • Kelly Witt, Administrative Assistant
 Malathy Subramanian, Commission Counsel

The nominees are:

- 1) Michael Saunders
- 2) Monique Scobey
- 3) Tim White

Election Deadline

The voting period will be 56 days from October 5, 2021; all votes are due in writing on or before **5:00 pm on November 30, 2021**. Voting will cease on this date or whenever a quorum of special districts is reached, whichever occurs later. Please do not forget to have the presiding officer (Board President or Chair) of the board meeting in which you made your selection sign the returned ballot.

Signature on Returned Ballot

If the presiding officer is unable to vote, the legislative body of the district may designate another board member to cast the ballot in place of the presiding officer. Board members designated by their district board to vote in place of the presiding officer should provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballot is cast. District managers or other staff members **may not** substitute their signature for the presiding officer's signature.

Additionally, if the presiding officer has changed since the last Special District Representative Election, please provide supporting documentation to LAFCO about the change so that LAFCO staff can update its records.

If any of these requirements are not met, the ballot will be considered invalid.

Thank you for your time and please feel free to contact me or any member of my staff at (530) 295-2707, if you have any questions.



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INSTANT RUNOFF ELECTION PROCESS

Introduction

The following procedure implements the instant runoff voting method for determining the winner in a fictional “Central Division Director” election. A process, similar to the one explained below, will be utilized in determining the LAFCO Special District representative.

Ballot Specifications and Directions to Voters

A voting ballot shall allow a voter to rank candidates for the Central Division Director in order of choice. All candidates are listed on the ballot with one additional slot for a write-in candidate. The voter may include no more than one write-in candidate among his/her ranked choices. Directions provided to voters shall conform substantially to the following specifications:

Vote for candidates by indicating your first-choice candidate, your second-choice candidate and so on. Indicate your first choice by marking the number “1” beside a candidate’s name, your second choice by marking the number “2” by that candidate’s name, your third choice by marking the number “3,” and so on, for as many choices as you wish. You are free to rank only one candidate, but ranking additional candidates cannot help defeat your first-choice candidate. Please do not mark the same number beside more than one candidate and do not skip numbers.

Ballot Counting

The ballots cast shall be tabulated and the result declared by the Central Division Election Coordinator after review by the Central Division Election Review Committee using the following procedure:

- The first choice marked on each ballot shall be counted. If any candidate receives a majority of the first choices, that candidate shall be declared elected.
- If no candidate receives a majority of first choices, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next-ranked candidate on that voter's ballot. If, after this transfer of votes, any candidate has a majority of the votes from the continuing ballots, that candidate shall be declared elected.
- If no candidate receives a majority of votes from the continuing ballots after a candidate has been eliminated and his/her votes have been transferred to the next-ranked candidate, the continuing candidate with the fewest votes from the

S:\Elections\2021 Special District Election #2\SDE Ballots\2021 Instant Runoff Election #2 Process Explained.docx

COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Vacant
 City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia “Patty” Borelli
 County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Turnbo
 Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

STAFF

Erica Sanchez, Assistant Executive Officer • Kelly Witt, Administrative Assistant
 Malathy Subramanian, Commission Counsel

continuing ballots shall be eliminated. All votes cast for that candidate shall be transferred to the next-ranked continuing candidate on each voter's ballot. This process of eliminating candidates and transferring their votes to the next-ranked continuing candidates shall be repeated until a candidate receives a majority of the votes from the continuing ballots. This candidate shall be declared elected.

Example:

There are three candidates: Smith, Jones and Marks. 60 ballots are submitted with the following results:

- Smith is ranked 1 by 25 voters
- Jones is ranked 1 by 20 voters
- Marks is ranked 1 by 15 voters.

In the first round no one receives a majority (31 votes). Thus, Marks is eliminated and those ballots that had Marks ranked 1 are reviewed for their second choice.

- Smith is ranked 2 on 10 of the of the 15 ballots
- Jones is ranked 2 on 3 of the 15 ballots.

Thus, Smith wins with 35 votes and Jones is second with 23 votes. (Note: In this example, only 13 votes were counted in round two because two of the Marks ballots only voted for first choices.)



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SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCO

Position	Nominee's Name	Originating District
Special District Member	Michael Saunders	Georgetown Divide Public Utility District

SIGNATURE OF PRESIDING OFFICER: Michael Saunders
 (Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: Michael Saunders
 (Required)

NAME OF NOMINATING DISTRICT: Georgetown Divide Public Utility District

MINUTES ATTACHED (Optional): Yes No
 Resolution

Nominations must be received by LAFCO before
5:00 p.m. on October 1, 2021

Return to:

El Dorado LAFCO
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lafco@edlafco.us

Sep 28, 2021

My educational background includes a Bachelor of Science from Cornell University and a Doctor of Medicine from Howard University. I am the President of the Board of Directors for the Georgetown Divide Public Utility District (GDPUD) and currently serve as the Alternate Special District Representative on the El Dorado LAFCO.

My experience in governance and working on commissions also includes being Chair of various County Organizational groups, State committees, and being a member and active participant in State workgroups tasked with providing a framework, guidelines, and recommendations for the legislative changes to enact the Water Conservation Bill. I continue to be an advocate for our Rural and Mountain Counties to the State. I bring my skills in the interaction needed between governance, local agencies, and the public.

I have served on the El Dorado LAFCO Commission since 2019. My committee work includes Ad hoc Budget Committee, Small Water District MSR Review Committee, Executive Officer Recruitment Committee. If elected, I look forward to continuing to serve the County by evaluating and promoting the efficient provision of services within the County and to help protect and maintain agricultural and open space lands.

I bring my commitment to share my experiences of Special Districts and governance and will remain to be a resource to our Special District members, the community, and the public if chosen to be a Special District Commissioner.

Thank you,

Michael Saunders, MD
President, Board of Directors
Georgetown Divide Public Utility District

Alternate Commissioner, Special District Member
El Dorado LAFCO



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SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCO

Position	Nominee's Name	Originating District
Member Board of Directors	Monique Scobey	Cameron Park Community Services District

SIGNATURE OF PRESIDING OFFICER: _____

Eric Aston
 (Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: _____

ERIC ASTON, President
 (Required)

NAME OF NOMINATING DISTRICT: _____

Cameron Park CSD

MINUTES ATTACHED (Optional):

Yes

No

approved minutes available October 20, 2021

Nominations must be received by LAFCO before

5:00 p.m. on October 1, 2021

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COMMISSIONERS

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STAFF

Erica Sanchez, Interim Executive Officer
 Malathy Subramanian, Commission Counsel

Statement of Qualifications
MONIQUE SCOBNEY
El Dorado LAFCO
March 2021

My name is Monique Scobey and I am currently serving on the Board of Directors for the Cameron Park Community Services District. Our District provides several public services: fire and emergency response, parks, recreation, CC&R compliance, waste collection/recycling, and lighting/landscape districts. Overseeing these services has provided me with an understanding of the variety of requirements and responsibilities of our communities, as well as how Special Districts and local government function. I have served on all four of the District's Standing Committees and have completed my 18 month term for President of the Board in Dec 2020. The Board of Supervisors recently appointed me as an Alternate to the County El Dorado Solid Waste Advisory Committee.

In 2019, with the support of the Board of Directors, the District achieved our Transparency Certificate. In 2020, I completed the Special District Leadership Foundation – Leadership Academy that provides the knowledge base to perform essential governance responsibilities. This mixture of experiences will assist me in serving as knowledgeable LAFCO member.

I have lived in El Dorado County for over 25 years, raising our three children in Cameron Park and operating a small software consulting business. I served on sport club boards and as an ambassador at the Shingle Springs/Cameron Park Chamber of Commerce. I currently work part-time in real estate and am recently retired, and my husband and I plan on remaining here, in our community, so I am personally invested in how our County evolves.

I enjoy engaging with others, hearing and incorporating others views, finding common ground and collaborating on a clear path forward. Agencies work better when all stakeholders are involved to help define solutions. I look forward to working on this committee and keeping our county and communities a desirable place to live, work and visit.

My education includes a Master's Degree in Aerospace Engineering from USC and a Bachelor of Science Degree in Mechanical and Aeronautical Engineering from UC Davis.



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SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCO

Position	Nominee's Name	Originating District
EDHFD BOARD PRESIDENT	Timothy White	El Dorado Hills County Water District

SIGNATURE OF PRESIDING OFFICER:
(Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: Timothy White
(Required)

NAME OF NOMINATING DISTRICT: El Dorado Hills County Water District

MINUTES ATTACHED (Optional): Yes No
Draft Minutes

Nominations must be received by LAFCO before
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SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCO

Position	Nominee's Name	Originating District
EDHFD Board President	Tim White	El Dorado Hills Fire Department

SIGNATURE OF PRESIDING OFFICER: _____

(Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

PRINTED NAME OF PRESIDING OFFICER: _____

MATTHEW B. KOHL

(Required)

NAME OF NOMINATING DISTRICT: _____

Rescue Fire Protection District

MINUTES ATTACHED (Optional):

Yes

No

Draft Minutes

Nominations must be received by LAFCO before

5:00 p.m. on October 1, 2021

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COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Holly Morrison

City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia "Patty" Borelli

County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Tumboo

Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

STAFF

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Malathy Subramanian, Commission Counsel



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SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCO

Position	Nominee's Name	Originating District
Seat 2	Tim White	EDH Fire

SIGNATURE OF PRESIDING OFFICER:


 (Original Signature Required)

Note: *Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

PRINTED NAME OF PRESIDING OFFICER:

Noelle Matlock, Board President
 (Required)

NAME OF NOMINATING DISTRICT:

El Dorado Hills CSD

MINUTES ATTACHED (Optional):

Yes

No

Nominations must be received by LAFCO before

5:00 p.m. on October 1, 2021

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COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Holly Morrison
 City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia "Patty" Borelli
 County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Tumboo
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 Malathy Subramanian, Commission Counsel

Timothy J. White

Nominee, El Dorado County Special District Representative

El Dorado County LAFCO

Statement of Qualifications

I am currently the Board President of the El Dorado Hills County Water District, commonly known as the El Dorado Hills Fire Department (EDHFD), and have been nominated by my fellow directors at EDHFD, as well as the Board of Directors of the Rescue Fire Protection District and the El Dorado Hills Community Services District, to run for the open Special District seat on LAFCO.

My qualifications and background information are as follows:

- EDHFD Board of Directors- December 2018-present. President 2021, Vice-president 2020. Have served, or are serving on, the following Board Committees - Finance, Strategic Planning, and Joint Powers Authority. In addition, I am one of the Fire Board directors on the El Dorado Hills Incorporation Executive Working Group organized by the El Dorado Hills Community Services District.
- El Dorado Hills Area Planning Advisory Committee (“APAC”) - voting member- 2015-present. Vice Chair-2018-present. Chair-2016 and 2017. APAC is a volunteer group of residents that review proposed residential and commercial developments in the El Dorado Hills area, and provides comments and written reports addressing resident concerns on the proposed projects to the El Dorado County Planning Commission and the El Dorado County Board of Supervisors.
- El Dorado County Master Gardener since 2016.
- I am a native Californian, a graduate of the University of San Francisco and of the University of Los Angeles School of Law, and practiced law for 30 years concentrating in business-financial law, with an emphasis in international transactions.

I have the time, interest, and ability to serve as an effective LAFCO Commissioner. I listen to others, respect differing opinions and will work collaboratively with everyone to ensure our common goal of El Dorado County being a desirable place to live.

I will represent the Special Districts in El Dorado County by making sure that they have a voice in the LAFCO process- that their various unique and specific interests are heard.



LOCAL AGENCY FORMATION COMMISSION
 550 Main Street, Suite E. Placerville, CA 95667
 (530) 295-2707 • lafco@edlafco.us • www.edlafco.us

ELECTION BALLOT

Cameron Park CSD

Special District Representative to LAFCO Regular Seats

**The election ends on November 30, 2021 at 5:00 p.m. or until a quorum
of Special District ballots is received, whichever occurs later.**

Rank the nominees in preferential order, "1" being the first preference, "2" being the second, and so on.

Name, District	Ranking
Michael Saunders, Georgetown Divide Public Utility District	1 2 3 4 5
Monique Scobey, Cameron Park Community Services District	1 2 3 4 5
Tim White, El Dorado Hills County Water District (EDH Fire)	1 2 3 4 5
District has decided not to vote in this election (please circle →)	NO VOTE

SIGNATURE OF PRESIDING OFFICER (Original Signature Required):

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot.

PRINTED NAME OF PRESIDING OFFICER (Required):

Email to: lafco@edlafco.us

OR

Mail to: **El Dorado LAFCO**
550 Main Street, Suite E
Placerville, CA 95667

AGENDA ATTACHED (Optional): Yes _____ No _____

IMPORTANT

**Please return this ballot with or without a vote.
If you choose not to vote, the presiding officer's signature is still required.**

COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Vacant
 City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia "Patty" Borelli
 County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Turnbo
 Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

STAFF

Erica Sanchez, Assistant Executive Officer • Malathy Subramanian, Commission Counsel

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



Budget and Administration Committee
Tuesday, October 5, 2021
6:30 p.m.

Cameron Park Community Center
2502 Country Club Drive, Cameron Park

Agenda

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

Alternate Director Monique Scobey (MS)

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

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

DEPARTMENT MATTERS

- 1. Implementation of Assembly Bill 361 Open Meetings and Hybrid Meetings (J. Ritzman)**
- 2. First Quarter Fiscal Year 2021-2022 Budget & Actuals (C. Greek)**
- 3. Annual Report and Five-Year Findings Reports, Fire & Parks Impact Fees (J. Ritzman)**
- 4. Staff Updates**
 - a. Check Register Review (C. Greek)
 - b. Finance Office Monthly Report (C. Greek)

- c. Legislative Updates (J. Ritzman, oral)
- d. El Dorado Disposal Implementing SB 1383 Food Waste Recycling (J. Ritzman)

5. Items for Sept & Future Committee Meetings

- El Dorado Disposal & Food Waste Recycling

6. Items to take to the Board of Directors

- Dodge Dakota recommendation surplus

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, October 4, 2021
5:30 p.m.

Cameron Park Community Center
2502 Country Club Drive, Cameron Park, CA 95682

Agenda

Members: Vice Chair Bob Dutta (BD), Patricia Rivera (PR), Kelly Kantola (KK)
Chair Director Monique Scobey (MS), Director Ellie Wooten (EW)
Alternate Director Sid Bazett (SB)

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

Director Scobey has a planned absence; therefore, Director Bazett will attend as the alternate

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.

DEPARTMENT MATTERS

6. Presentation – Revenue Enhancements (J. Ritzman; power point presentation will be provided)

7. Review and Support Items (J. Mog)

- Proposed 2022 Fee Schedule

8. MONTHLY STAFF REPORT

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

- Referred to Legal - 1
- Pre-Legal Notices – 0
- Final Notices - 3
- Initial Notices – 19
- Variance – 1
- 8/26/21 - 9/23/21 New Cases - 11
- 8/26/21 - 9/23/21 Cleared Cases - 9
- Total Cases Open = 73

7b. Architectural Review Projects – Period – 8/26/21 – 9/23/21

- Projects Reviewed – 23
- Approved – 23
- Held Over – 0

9. Staff Updates

- Annual Committee Member appointments - deadline for submitting interest is December 15, 2021 for a 2022 appointment.

10. Items for Future CC&R Committee Agendas

- CC&R Handbook Update (November)

11. Items to take to the Board of Directors

12. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

13. ADJOURNMENT



**Fire and Emergency Services Committee
Tuesday, October 5, 2021
5:30 p.m.**

**Cameron Park Community Center
2502 Country Club Drive, Cameron Park**

Agenda

Members: Chair Director Sidney Bazett (SB), Vice Chair Director Monique Scobey (MS)
Alternate Director Eric Aiston (EA)

Staff: General Manager Jill Ritzman, Chief Sherry Moranz

Director Scobey has a planned absence; therefore, Director Aiston will be attending as the alternate

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. Report Back Rural Fire Capacity Grant (K. Richards)**
- 2. Additional Funding Request – Training Tower (K. Richards)**
- 3. Staff Updates**
 - a. Fire Department Report (K. Richards)
 - b. Status – First Responder Fee Nexus Study (J. Ritzman)

4. Items for September and Future Committee Agendas

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



Parks & Recreation Committee
Monday, October 4, 2021
6:30 p.m.

Cameron Park Community Center
2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Felicity Carlson (FC), Vice Chair Director Sidney Bazett (SB)
Alternate Director Ellie Wooten (EW)

Staff: General Manager Jill Ritzman, Recreation Supervisor Kimberly Vickers,
Parks & Facilities Superintendent Mike Grassle

CALL TO ORDER

ROLL CALL

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

APPROVAL OF AGENDA

APPROVAL OF CONFORMED AGENDAS

- July 12, 2021 Conformed Agenda
- August 30, 2021 Conformed Agenda for Community Park Meeting

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. **Agreement with Callander Associates Landscape Architects for Eastwood Park Improvement Design Services (M. Grassle)**

2. **Presentation – Cameron Park Lake Splash & Spray Playground 75% Completed Plans** (M. Grassle, B. Woodside, I. Anwar)
3. **Splash & Spray Playground Funding Strategy** (J. Ritzman)
4. **Staff Oral & Written Updates**
 - a. Recreation Report (K. Vickers)
 - b. Parks & Facilities Report (M. Grassle; oral report)
5. **Items for November & Future Committee Agendas**
 - 2022 Facility Use Fees (November)
6. **Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT