



AGENDA

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

REGULAR BOARD MEETING

Wednesday, November 15, 2023

6:30 pm

Cameron Park Community Center – Assembly Hall

Board Members

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

AGENDA

CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

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

ADOPTION OF THE AGENDA

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

1. Adopt the Agenda
-

RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

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

Report-out Regarding Special District Leadership Academy Directors Israel, Wolfson and Scobey

OPEN FORUM FOR NON-AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA

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

1. **APPROVE** Conformed Agenda –September 28, 2023 Special Board of Directors Meeting
2. **APPROVE** Conformed Agenda – October 4, 2023 Special Board of Directors Meeting
3. **APPROVE** Conformed Agenda – October 18, 2023 Regular Board of Directors Meeting
4. **APPROVE** Conformed Agenda – November 2, 2023 Special Board of Directors Meeting
5. **RECEIVE AND FILE** Annual Disclosure of Board of Directors and Employee Reimbursement FY 2022-23

AGENDA

6. **APPROVE** Accountability Act Report, CC&R Fund 02, for Fiscal Year 2022-2023
7. **APPROVE** Resolution 2023-39 Air Quality Management District Grant Application – Summer Spectacular Shuttle
8. **APPROVE** Resolution 2023-40 Air Quality Management District Grant Application – New Sound/AV System for Community Center Assembly Hall
9. **APPROVE** Proposition 68 Grant Application – Sports Fields Improvements David West Park
10. **APPROVE** Proposition 68 Grant Application – Sports Fields Improvements Rasmussen Park
11. **APPROVE** Proposed Revision Policy 1061 Naming of District Parks and Facilities and New Policy 1062 Donations of Amenities to Parks and Recreation Facilities

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.

12. Items removed from the Consent Agenda for discussion
13. **APPROVE** Resolution 2023-41 - Amendment to the Agreement between Cameron Park CSD and Regional Government Services for Executive Search Consulting Services
14. **RECEIVE AND FILE** Fiscal Year 2022-2023 Preliminary Year-end Financial Report (C. Greek)
15. **APPROVE** Proposed Conditions for Pickleball Conditional Use Permit Application (J. Ritzman)
16. **APPROVE** Wage and Compensation Study (J. Ritzman; C. Greek)
17. **APPROVE** Surplus Fire Engine 389 (D. Martin, K. Richards)

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.

18. Committee Chair Report-Outs
 - Budget & Administration
 - Covenants, Conditions & Restrictions (CC&R)
 - Fire & Emergency Services
 - Parks & Recreation
 - General Manager Recruitment Ad Hoc Committee
 - Fire Annexation Ad Hoc Committee
19. General Matters to/from Board Members and Staff

AGENDA

PUBLIC COMMENT

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

CONVENE TO CLOSED SESSION

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

- 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.



CONFORMED AGENDA

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

SPECIAL BOARD MEETING
Wednesday, September 28, 2023
11:30AM

Cameron Park Community Center
Classroom B
2502 Country Club Drive, Cameron Park

The Board will convene into Closed Session shortly after the adoption of the Agenda.

Board Members

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

CALL TO ORDER 11:40

1. Roll Call SB/MS/EA/TI/DW
 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

- *Motion to Adopt the Agenda*
DW/MS – Motion passed
Ayes – SB/MS/EA/TI/DW
Noes – None
Absent – None
Abstain – None
-

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.

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):

- Public Employment Pursuant to Government Code section 54957 – General Manager Recruitment
 - *Adjourned to Closed Session at 11:41*
-

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 of Directors took no action; provided direction to staff regarding the agenda item per Government Code §54957.1 .*

ADJOURNMENT 4:35

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.



CONFORMED AGENDA

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

SPECIAL BOARD MEETING
Wednesday, October 4, 2023
6:00PM

Cameron Park Community Center
Classroom B
2502 Country Club Drive, Cameron Park

The Board will convene into Closed Session shortly after the adoption of the Agenda.

Board Members

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

CALL TO ORDER 6:40

1. Roll Call SB/MS/EA/TI/DW
 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

- *Motion to Adopt the Agenda*
MS/DW – Motion passed
Ayes – SB/MS/EA/TI/DW
Noes – None
Absent – None
Abstain – None
-

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.

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):

- Public Employment Pursuant to Government Code section 54957 – General Manager Recruitment
 - *Board convened into Closed Session at 6:01*
-

AGENDA

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 of Directors took no action; provided direction to staff regarding the agenda item per Government Code §54957.1 .*
-

ADJOURNMENT 7:40

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



CAMERON PARK COMMUNITY SERVICES DISTRICT

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

CONFORMED AGENDA

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

REGULAR BOARD MEETING

Wednesday, October 18, 2023

6:30 pm

Cameron Park Community Center – Assembly Hall

2502 Country Club Drive, Cameron Park, CA 95682

Board Members

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

AGENDA

CALL TO ORDER 6:30PM

- A. Roll Call SB/MS/EA/TI/DW
- B. Pledge of Allegiance

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

ADOPTION OF THE AGENDA

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

1. Adopt the Agenda

- *Motion to Adopt the Agenda*

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

RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

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

OPEN FORUM FOR NON-AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA

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

- 2. **APPROVE** Conformed Agenda – Special Board of Directors Meeting September 13, 2023
- 3. **APPROVE** Conformed Agenda – Regular Board of Directors Meeting September 20, 2023

AGENDA

4. **APPROVE** Conformed Agenda – Special Board of Directors Meeting September 28, 2023
5. **APPROVE** Conformed Agenda – Special Board of Directors Meeting October 4, 2023
6. **APPROVE** Job Descriptions for Recreation Department Seasonal and Part-time Positions

- *Motion to Approve Consent Agenda pulling items #4 and #5 from the agenda; and editing item #3 to add a descriptor under item #5 Motion to Approve Continuing the Fire Engine Purchase Agreement between Cameron Park Community Services District and Golden State Fire Apparatus, Inc.*

EA/MS – Motion Passed

Ayes – SB/MS/EA/TI/DW

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.

7. Items removed from the Consent Agenda for discussion
8. **APPROVE** Allocation of Per Capital Grant Funds from California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018 (Proposition 68) towards Improving Rasmussen and David West Parks Sports Fields

- *Motion to APPROVE Allocation of Per Capital Grant Funds from California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018 (Proposition 68) towards Improving Rasmussen and David West Parks Sports Fields*

MS/TI – Motion Passed

Ayes – SB/MS/EA/TI/DW

Noes – None

Absent – None

Abstain – None

9. **APPROVE** Allocation of Quimby Funds for Improvement Projects at Cameron Park Community Center

- *Motion to APPROVE Allocation of Quimby Funds for Improvement Projects at Cameron Park Community Center*

EA/DW – Motion Passed

Ayes – SB/MS/EA/TI/DW

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.

10. Committee Chair Report-Outs

- Budget & Administration
- Covenants, Conditions & Restrictions (CC&R)
- Fire & Emergency Services
- Parks & Recreation
- General Manager Recruitment Ad Hoc Committee
- Fire Annexation Ad Hoc Committee

11. General Matters to/from Board Members and Staff

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 7:30PM Board took a 10 minute break then convened into closed session

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

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

AGENDA

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION 8:50PM

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 of Directors took no action; provided direction to staff regarding the agendized item per Government Code §54957.1 .*
-

ADJOURNMENT 8:50PM

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.



CONFORMED AGENDA

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

SPECIAL BOARD MEETING
Thursday, November 2, 2023
4:00PM

Cameron Park Community Center
Classroom B
2502 Country Club Drive, Cameron Park

The Board will convene into Closed Session shortly after the adoption of the Agenda.

Board Members

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

*Director Israel will be attending remotely from the following location –
Salinas Valley Solid Waste Authority, 126 Sun Street, Salina, CA 93901*

CALL TO ORDER 4:13

1. Roll Call *MS/SB/TI/EA*
 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

- *Motion to Adopt the Agenda*
EA/MS – Motion passed
Ayes – SB/MS/EA/TI
Noes – None
Absent –DW
Abstain – None
-

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.

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 4:16

NOTE: Director Wolfson arrives at 4:20

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

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

AGENDA

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION 5:39

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 of Directors took no action; provided direction to staff regarding the agenda item per Government Code §54957.1 .*

ADJOURNMENT 5:39

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



*Cameron Park
Community Services District*

Agenda Transmittal

DATE: November 15, 2023

FROM: Christina Greek, Finance/HR Officer

AGENDA ITEM #5: **ANNUAL DISCLOSURE OF BOARD OF DIRECTORS AND EMPLOYEE REIMBURSEMENT FY 2022-23**

RECOMMENDED ACTION: RECEIVE AND FILE

BACKGROUND

Section 53065.5 of the California Government Code requires special districts to disclose any reimbursement paid to Board Members and employees by Cameron Park Community Services District (District) in the preceding Fiscal Year of at least \$100 for each individual charge for services or products received. The disclosure requirement is fulfilled by including the reimbursement information in a document published and made available for public inspection at least annually.

Budget and Administration Committee

The Budget and Administration Committee reviewed the report and forwarded it to the Board of Directors as a consent item.

DISCUSSION

The attached report includes individual charges for services or products received of at least \$100 for the Fiscal Year 2022-23. The report will be posted on the District webpage as well as the District Information Board to fulfill the “publishing and availability for public inspection” requirement. Posting to the District website also meets a requirement for the District Transparency Certificate of Excellence from the California Special District Association.

Attachments:

5A - Board Member Reimbursement Report

5B - Employee Reimbursement Report

Cameron Park Community Services District
Vendor Activity
From 7/1/2022 Through 6/30/2023

Effective Date	Payee	Document Description	Expenses
12/19/2022	Dawn Elizabeth Wolfson	Spec Brd Meeting 12/19/22	100.00
2/3/2023	Dawn Elizabeth Wolfson	DIR Comp Meetings January 2023	300.00
2/27/2023	Dawn Elizabeth Wolfson	DIR Comp Meetings 02/6,7,15/23	300.00
4/21/2023	Dawn Elizabeth Wolfson	DIR Comp Meetings 3/7,3/15,3/28,3/29/23	500.00
4/21/2023	Dawn Elizabeth Wolfson	DIR Comp Meetings 4/3,4/11,4/19/23	300.00
6/30/2023	Dawn Elizabeth Wolfson	DIR Comp Meetings 5/1,2,4,17/23	400.00
6/30/2023	Dawn Elizabeth Wolfson	DIR Comp Meetings 6/6,5,13,21,28/23	<u>500.00</u>
Total Dawn Elizabeth Wolfson			<u>2,400.00</u> Transaction Total
7/20/2022	Ellamae J. Wooten	Dir Comp Mtg 07/20/22	<u>100.00</u>
Total Ellamae J. Wooten			<u>100.00</u> Transaction Total
7/28/2022	Eric William Blodgett Aiston	Dir Comp Mtgs 07/06,11,12,20 2022	400.00
8/17/2022	Eric William Blodgett Aiston	DIR Comp Meetings 08/01,02,03,08,17 2022	500.00
10/6/2022	Eric William Blodgett Aiston	DIR Comp Meetings 09/06,09/12,09/19,09/28	400.00
11/4/2022	Eric William Blodgett Aiston	DIR Comp Meetings 10/03,10/19,10/20/22	300.00
11/18/2022	Eric William Blodgett Aiston	DIR Comp Meetings Nov 2022	500.00
12/19/2022	Eric William Blodgett Aiston	DIR Comp Meetings December 2022	400.00
1/26/2023	Eric William Blodgett Aiston	DIR Comp Meetings January 2023	500.00

Cameron Park Community Services District
Vendor Activity
From 7/1/2022 Through 6/30/2023

Effective Date	Payee	Document Description	Expenses
2/28/2023	Eric William Blodgett Aiston	DIR Comp Meetings 2/6,9,15,15/23	400.00
4/5/2023	Eric William Blodgett Aiston	DIR Comp Meetings March 3/6,7,15,28,29/23	500.00
4/24/2023	Eric William Blodgett Aiston	DIR Comp Meeting 4/03,11,19/23	300.00
5/25/2023	Eric William Blodgett Aiston	DIR Comp Meetings 5,1,2,4,17,17/23	500.00
6/30/2023	Eric William Blodgett Aiston	DIR Comp Meetings 6/5,6,13,21/23	<u>400.00</u>
Total Eric William Blodgett Aiston			<u>5,100.00</u> Transaction Total
7/28/2022	Felicity Wood Carlson	DC mtgs 07/06,12,20 2022	300.00
8/19/2022	Felicity Wood Carlson	DIR Comp meetings 08/02,03,08,17 2022	400.00
9/28/2022	Felicity Wood Carlson	Dir Comp Meetings 09/06/22, 09/28/22	200.00
10/19/2022	Felicity Wood Carlson	Dir Comp Mtgs 10/19/22	100.00
11/17/2022	Felicity Wood Carlson	DIR Comp Meeting Nov 2022	300.00
12/19/2022	Felicity Wood Carlson	Dir Comp Meeting 12/19/22	<u>100.00</u>
Total Felicity Wood Carlson			<u>1,400.00</u> Transaction Total
1/26/2023	Monique Scobey	DIR Comp Meetings January 2023	400.00
3/29/2023	Monique Scobey	DIR Comp Meetings 02/06,08,15,15,11/23	500.00
5/8/2023	Monique Scobey	DIR Comp Meetings April 2023	300.00
5/8/2023	Monique Scobey	DIR Comp Meetings March 2023	500.00
6/23/2023	Monique Scobey	DIR Comp Meetings 5/1,2/23	200.00

Cameron Park Community Services District
Vendor Activity
From 7/1/2022 Through 6/30/2023

Effective Date	Payee	Document Description	Expenses
6/30/2023	Monique Scobey	DIR Comp Meetings 6/5,6,13,21,28/23	<u>500.00</u>
Total Monique Scobey			<u>2,400.00</u> Transaction Total
8/18/2022	Sidney Arthur Bazett	DIR Comp Meetings 08/02,02,03,08,17 2022	500.00
9/28/2022	Sidney Arthur Bazett	DIR Comp Meetings 09/09,09/09/09/28/22	300.00
10/25/2022	Sidney Arthur Bazett	Dir Comp Mtgs 10/03, 10/04, 10/19/22	300.00
11/17/2022	Sidney Arthur Bazett	DIR Comp Meetings Nov 2022	200.00
1/4/2023	Sidney Arthur Bazett	DIR Comp Meetings 12/5,6,19/22	300.00
1/10/2023	Sidney Arthur Bazett	DIR Comp Meetings January 2023	100.00
2/16/2023	Sidney Arthur Bazett	DIR Comp Meetings 02/07,11,15/23	300.00
3/31/2023	Sidney Arthur Bazett	DIR Comp Meetings 03/07,15,21,22/23	400.00
4/24/2023	Sidney Arthur Bazett	DIR Comp Meetings 04/11,04/19/23	200.00
5/22/2023	Sidney Arthur Bazett	DIR Comp Meetings 5/1,2,4,17/23	400.00
6/29/2023	Sidney Arthur Bazett	DIR Comp Meetings 6/6,13,21,28/23	<u>400.00</u>
Total Sidney Arthur Bazett			<u>3,400.00</u> Transaction Total
12/30/2022	Timothy Israel	DIR Comp Meeting December 12/19/22	100.00
1/31/2023	Timothy Israel	DIR Comp Meetings January 1/09,18/23	200.00

Cameron Park Community Services District
Vendor Activity
From 7/1/2022 Through 6/30/2023

Effective Date	Payee	Document Description	Expenses
2/28/2023	Timothy Israel	DIR Comp Meetings February 2/6,11,15/23	300.00
3/31/2023	Timothy Israel	DIR Comp Meetings March 3/6,15,28,29/23	400.00
4/30/2023	Timothy Israel	DIR Comp Meetings April 4/10,19/23	200.00
5/31/2023	Timothy Israel	DIR Comp meetings May 5/1,4,17/23	300.00
6/30/2023	Timothy Israel	DIR Comp Meetings June 6/5,13,21,28/23	<u>400.00</u>
Total Timothy Israel			<u>1,900.00</u> Transaction Total
Report Opening/Current Balance			
Report Transaction Totals			<u>16,700.00</u>

Cameron Park Community Services District
 Vendor Activity
 From 7/1/2022 Through 6/30/2023

Effective Date	Payee	Document Description	Expenses
1/4/2023	Adam Domingo	Cell Allowance January 2023	50.00
2/1/2023	Adam Domingo	Cell Allowance February 2023	50.00
3/1/2023	Adam Domingo	Cell Allowance March 2023	50.00
4/5/2023	Adam Domingo	Cell Allowance April 2023	50.00
4/26/2023	Adam Domingo	CPRS Conference in San Diego Meal & Travel Reimb 04/26/23	179.71
5/3/2023	Adam Domingo	Cell Allowance May 2023	50.00
6/1/2023	Adam Domingo	Cell Allowance June 2023	<u>50.00</u>
Total Adam Domingo			<u>479.71</u> Transaction Total
7/1/2022	Andre L. Pichly III	Cell Allowance - July 2022	100.00
7/1/2022	Andre L. Pichly III	Mileage Allowance - July 2022	100.00
8/1/2022	Andre L. Pichly III	Cell Allowance - August 2022	100.00
8/1/2022	Andre L. Pichly III	Mileage Allowance - August 2022	100.00
8/15/2022	Andre L. Pichly III	Reimb for SSCPCOC networking lunch 08/24/2022	30.00
9/1/2022	Andre L. Pichly III	Cell Allowance - September 2022	100.00
9/1/2022	Andre L. Pichly III	Monthly Mileage allowance - September 2022	100.00
10/1/2022	Andre L. Pichly III	Cell Allowance - October 2022	100.00
10/1/2022	Andre L. Pichly III	Monthly Mileage Allowance - October 2022	100.00
11/1/2022	Andre L. Pichly III	Cell Phone Allowance November 2022	100.00
11/1/2022	Andre L. Pichly III	Mileage Allowance November 2022	100.00
12/1/2022	Andre L. Pichly III	Cell Allowance - December 2022	100.00
12/1/2022	Andre L. Pichly III	Mileage Allowance - December 2022	100.00
1/4/2023	Andre L. Pichly III	Cell Allowance January 2023	100.00
1/4/2023	Andre L. Pichly III	Mileage Allowance January 2023	100.00
1/27/2023	Andre L. Pichly III	CSDA Lunch Reimb 01/26/23	22.18
2/1/2023	Andre L. Pichly III	Cell Allowance February 2023	100.00
2/1/2023	Andre L. Pichly III	Monthly Mileage Allowance February 2023	100.00
2/11/2023	Andre L. Pichly III	Food Items for Board Retreat Reimb 02/11/23	48.45
3/1/2023	Andre L. Pichly III	Cell Allowance March 2023	100.00
3/1/2023	Andre L. Pichly III	Mileage Allowance March 2023	100.00
4/4/2023	Andre L. Pichly III	Cell Allowance April 2023	100.00
4/4/2023	Andre L. Pichly III	Mileage Allowance April 2023	100.00

Cameron Park Community Services District
Vendor Activity
From 7/1/2022 Through 6/30/2023

5/2/2023	Andre L. Pichly III	Cell Allowance May 2023	100.00
5/2/2023	Andre L. Pichly III	Mileage Allowance May 2023	100.00
6/1/2023	Andre L. Pichly III	Cell Allowance June 2023 Final	100.00
6/1/2023	Andre L. Pichly III	Mileage Allowance June 2023 (Final)	<u>100.00</u>
	Total Andre L. Pichly III		<u>2,500.63</u> Transaction Total
7/13/2022	Ashton Mellon	Work boots-reimb 07/13/22	110.03
	Total Ashton Mellon		<u>110.03</u> Transaction Total
7/1/2022	Christina Greek	Cell Allowance - July 2022	100.00
8/1/2022	Christina Greek	Cell Allowance - August 2022	100.00
9/1/2022	Christina Greek	Cell Allowance - September 2022	100.00
10/1/2022	Christina Greek	Cell Allowance - October 2022	100.00
11/1/2022	Christina Greek	Cell Allowance November 2022	100.00
11/21/2022	Christina Greek	Printer/Supplies Allowance November 2022	50.00
12/1/2022	Christina Greek	Cell allowance - December 2022	100.00
12/1/2022	Christina Greek	Printer/supplies allowance- December 2022	50.00
1/4/2023	Christina Greek	Cell Allowance January 2023	100.00
1/4/2023	Christina Greek	Printer/Supplies Allowance January 2023	50.00
2/1/2023	Christina Greek	Cell Allowance February 2023	100.00
2/1/2023	Christina Greek	Home Printer/Supplies Allowance February 2023	50.00
3/1/2023	Christina Greek	Cell Allowance March 2023	100.00
3/1/2023	Christina Greek	Home Printer/Supplies Allowance March 2023	50.00
4/5/2023	Christina Greek	Cell Allowance April 2023	100.00
4/5/2023	Christina Greek	Home Printer/Supplies Allowance April 2023	50.00
5/3/2023	Christina Greek	Cell Allowance May 2023	100.00
5/3/2023	Christina Greek	Home Printer/Supplies Allowance May 2023	50.00
6/1/2023	Christina Greek	Cell Allowance June 2023	100.00
6/1/2023	Christina Greek	Home Printer/Supplies Allowance June 2023	<u>50.00</u>
	Total Christina Greek		<u>1,600.00</u> Transaction Total
6/1/2023	Jill Ritzman	Cell Allowance June 2023 (First)	<u>100.00</u>
	Total Jill Ritzman		<u>100.00</u> Transaction Total

Cameron Park Community Services District
 Vendor Activity
 From 7/1/2022 Through 6/30/2023

7/31/2022 Jose Cortes	Boots - JC reimb 07/31/22	150.00
Total Jose Cortes		<u>150.00</u> Transaction Total
7/1/2022 Kayla Thayer	Cell Allowance - July 2022	50.00
8/1/2022 Kayla Thayer	Cell Allowance - August 2022	50.00
9/1/2022 Kayla Thayer	Cell Allowance - September 2022	50.00
9/15/2022 Kayla Thayer	Vehicle usage reimbursement July, August, September 2022	<u>60.00</u>
Total Kayla Thayer		<u>210.00</u> Transaction Total
7/1/2022 Kimberly Vickers	Cell Allowance - July 2022	100.00
8/1/2022 Kimberly Vickers	Cell Allowance - August 2022	100.00
9/1/2022 Kimberly Vickers	Cell Allowance - September 2022	100.00
10/1/2022 Kimberly Vickers	Cell Allowance - October 2022	100.00
11/1/2022 Kimberly Vickers	Cell Allowance November 2022	100.00
12/1/2022 Kimberly Vickers	Cell allowance - December 2022	100.00
1/4/2023 Kimberly Vickers	Cell Allowance January 2023	100.00
2/1/2023 Kimberly Vickers	Cell Allowance February 2023	100.00
3/1/2023 Kimberly Vickers	Cell Allowance March 2023	100.00
4/5/2023 Kimberly Vickers	Cell Allowance April 2023	100.00
5/3/2023 Kimberly Vickers	Cell Allowance May 2023	100.00
6/1/2023 Kimberly Vickers	Cell Allowance June 2023	<u>100.00</u>
Total Kimberly Vickers		<u>1,200.00</u> Transaction Total
7/1/2022 Laura Sanders-Ito	Cell Allowance - July 2022	50.00
8/1/2022 Laura Sanders-Ito	Cell Allowance - August 2022	50.00
9/1/2022 Laura Sanders-Ito	Cell Allowance - September 2022	50.00
9/30/2022 Laura Sanders-Ito	Mileage Reimb July, August, Sept. 2022	49.88
10/1/2022 Laura Sanders-Ito	Cell Allowance - October 2022	50.00
11/1/2022 Laura Sanders-Ito	Cell Allowance November 2022	50.00
12/1/2022 Laura Sanders-Ito	Cell Allowance - December 2022	50.00
1/4/2023 Laura Sanders-Ito	Cell Allowance January 2023	50.00
1/4/2023 Laura Sanders-Ito	Mileage Reimb October-December 2022	72.06
2/1/2023 Laura Sanders-Ito	Cell Allowance February 2023	50.00
3/1/2023 Laura Sanders-Ito	Cell Allowance March 2023	50.00

Cameron Park Community Services District
 Vendor Activity
 From 7/1/2022 Through 6/30/2023

3/30/2023	Laura Sanders-Ito	Mileage Reimb Jan, Feb, & March 2023 Q1	61.18
4/5/2023	Laura Sanders-Ito	Cell Allowance April 2023	50.00
5/3/2023	Laura Sanders-Ito	Cell Allowance May 2023	50.00
6/1/2023	Laura Sanders-Ito	Cell Allowance June 2023	<u>50.00</u>
	Total Laura Sanders-Ito		<u>783.12</u> Transaction Total
2/8/2023	Matt Bustabade	Reimb for Boots 02/08/23	150.00
6/1/2023	Matt Bustabade	Spring Semester Tuition Reimb 2023	359.49
	Total Matt Bustabade		<u>509.49</u> Transaction Total
7/1/2022	Michael Grassle	Cell Allowance - July 2022	100.00
8/1/2022	Michael Grassle	Cell Allowance - August 2022	100.00
8/18/2022	Michael Grassle	Mileage Reim July 2022	131.66
8/31/2022	Michael Grassle	Mileage reimb - August 2022	142.68
9/1/2022	Michael Grassle	Cell Allowance - September 2022	100.00
10/1/2022	Michael Grassle	Cell Allowance - October 2022	100.00
10/11/2022	Michael Grassle	Mileage Reimb September 2022	107.88
11/1/2022	Michael Grassle	Cell Allowance November 2022	100.00
11/7/2022	Michael Grassle	Mileage Reimb October 2022	93.96
12/1/2022	Michael Grassle	Cell Allowance - December 2022	100.00
12/9/2022	Michael Grassle	Mileage Reimb Nov 2022	99.76
1/4/2023	Michael Grassle	Cell Allowance January 2023	100.00
1/5/2023	Michael Grassle	Mileage Reimb December 2022	135.72
2/1/2023	Michael Grassle	Cell Allowance February 2023	100.00
2/2/2023	Michael Grassle	Mileage Reimb January 2023	108.08
3/1/2023	Michael Grassle	Cell Allowance March 2023	100.00
4/5/2023	Michael Grassle	Cell Allowance April 2023	100.00
4/6/2023	Michael Grassle	Mileage Reimb Feb 2023	42.57
4/6/2023	Michael Grassle	Mileage Reimb March 2023	98.90
5/3/2023	Michael Grassle	Cell Allowance May 2023	100.00
5/8/2023	Michael Grassle	Mileage Reimb April 2023	121.83
5/31/2023	Michael Grassle	Mileage Reimb - May 2023	202.39
6/1/2023	Michael Grassle	Cell Allowance June 2023	100.00
	Total Michael Grassle		<u>2,485.43</u> Transaction Total
7/20/2022	Mike Merritt	MWII Boots Allowance - Reimb 07/14/22	150.00
10/13/2022	Mike Merritt	Disposal of animal Reimb 10/13/22	27.00
	Total Mike Merritt		<u>177.00</u> Transaction Total

Cameron Park Community Services District
 Vendor Activity
 From 7/1/2022 Through 6/30/2023

11/1/2022 Ramon Soto	Cell Allowance November 2022	50.00
12/1/2022 Ramon Soto	Cell Allowance - December 2022	50.00
1/4/2023 Ramon Soto	Cell Allowance January 2023	50.00
2/1/2023 Ramon Soto	Cell Allowance February 2023	50.00
2/23/2023 Ramon Soto	Reissue Lost Checks Cell Allowance July-Oct 2022	200.00
3/1/2023 Ramon Soto	Cell Allowance March 2023	50.00
4/5/2023 Ramon Soto	Cell Allowance April 2023	50.00
5/3/2023 Ramon Soto	Cell Allowance May 2023	50.00
6/1/2023 Ramon Soto	Cell Allowance June 2023	50.00
6/16/2023 Ramon Soto	Reimb Locked wallet in Facil Office needed fuel 6/16/23	10.00

Total Ramon Soto 610.00 Transaction Total

Report
 Opening/Current
 Balance

Report
 Transaction
 Total

10,915.41



Agenda Transmittal

DATE: November 15, 2023

FROM: Christina Greek, Finance and Human Resources Officer

AGENDA ITEM #6: ACCOUNTABILITY ACT REPORT FOR FISCAL YEAR 2022-23

RECOMMENDED ACTION: APPROVE

BACKGROUND

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

Budget and Administration Committee

The Budget and Administration Committee discussed the Accountability Act Report and forwarded to the Board of Directors as a consent item.

DISCUSSION

The annual Accountability Act report is required for Covenants, Conditions and Restrictions only and is a FY 2022-23 Revenue and Expenditures report providing information to contain the following:

- The amount of money collected specifically for the special tax (not commingled with other revenue sources).
- The amount of money expended specifically for the special tax (not commingled with expenditures from other revenue sources).

- The status of any project required or authorized to be funded with the special tax proceeds (not commingled with projects using other revenue sources).

The Statement of Revenues and Expenditures Fund 02 provide the information required by the Accountability Act for the applicable District activities for Fiscal Year 2022-23 (Attachment 6A).

Attachment:

6A – Statement of Revenues and Expenditures Fund 02 Fiscal Year 2022-23

Attachment 6A

Cameron Park Community Services District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 02 - CC&R
 From 7/1/2022 Through 6/30/2023

		<u>Current Year Actual</u>
Operating Revenue		
Property Taxes	4110	351.47
Special Assessments	4135	79,020.08
Arc Review Fees	4140	28,058.00
Interest Income	4505	<u>2,620.71</u>
Total Operating Revenue		<u>110,050.26</u>
Expenditures		
Salaries - Perm.	5000	73,121.25
Overtime	5020	21.89
Health Benefit	5130	10,659.21
Dental Insurance	5140	750.00
Vision Insurance	5150	141.18
CalPERS Employer Retirement	5160	4,572.46
Worker's Compensation	5170	493.68
FICA/Medicare Employer Contribution	5180	1,615.46
UI/TT Contribution	5190	311.51
Advertising/Marketing	5209	0.00
Bank Charge	5221	1,396.40
Clothing/Uniforms	5230	0.00
Computer Software	5231	4,596.15
Contract Services - Other	5240	5,641.10
Food	5300	195.48
Fuel	5305	98.21
Legal Services	5335	9,436.74
Maint. - Vehicle Supplies	5340	40.00
Maint. - Equipment	5350	194.27
Maint. - Vehicle	5370	0.00
Office Supplies/Expense	5400	88.19
Postage	5410	204.76
Printing	5415	0.00
Professional Services	5420	0.00
Publications & Legal Notices	5425	0.00
Rent/Lease - Equipment	5440	199.97
Phones/internet	5470	5,083.83

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2022 Through 6/30/2023

	<u>Current Year Actual</u>
Total Expenditures	<u>118,861.74</u>
Net Revenue Over Expenditures	<u>(8,811.48)</u>



*Cameron Park
Community Services District*

Agenda Transmittal

DATE: November 15, 2023

FROM: Kimberly Vickers, Recreation Supervisor

AGENDA ITEM #7: **Air Quality Management District Grant Application for Summer Spectacular Shuttle**

RECOMMENDED ACTION: APPROVE Resolution 2023-39

Background

In 1990, Assembly Bill 2766 (AB 2766) was adopted into the California Health and Safety Code. AB 2766 authorized the Department of Motor Vehicles to collect a motor vehicle registration clean air surcharge of \$4 per vehicle. Revenues generated from the surcharge are utilized by the Air Quality Management District (AQMD) for Motor Vehicle Emission Reduction Projects that reduce air pollution from motor vehicles.

AB2766 is a competitive grant program with the sole purpose of improving air quality. Grants funds are to subsidize emission reduction projects, not supplant existing normal operating expenses. Since 2015, funds from AB2766 grant has funded the Summer Spectacular shuttle.

Parks and Recreation Committee

Parks and Recreation Committee supports staff recommendation for the grant and is forwarding it to the Board of Directors for approval as a consent item.

Discussion

Staff is recommending that the Cameron Park Community Services District apply for AQMD Motor Vehicle Emission Reduction Projects grant funds to support continuing Summer Spectacular shuttles in 2024 and 2025. An estimated 75 people per bus use this service each hour for a total of 1,050 people (75 people x 7 hours x 2 buses). Based on an

average of three people per car, this reduces 350 cars traveling to Cameron Park Lake and travelling approximately a total of 3,920 miles (350 cars x 11.2 miles).

The grant due date was October 27, 2023. Staff submitted the grant application per the deadline, and the application is considered complete with the approved Board Resolution.

Attachments

7A: Resolution 2023-39

7B: Grant Application

RESOLUTION NO. 2023-39
of the BOARD OF DIRECTORS of the
CAMERON PARK COMMUNITY SERVICES DISTRICT
November 15, 2023

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

WHEREAS, the Summer Spectacular event attracts several thousand people creating air pollution from vehicle traffic; and

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

WHEREAS, the District is eligible for grant funding (AB 2766 Motor Vehicle Emissions Reductions Grant 2024-2025) being offered by the El Dorado County Air Quality Management District.

NOW, THEREFORE, BE IT RESOLVED that District hereby:

1. Authorizes staff to submit a grant proposal to the El Dorado County Air Quality Management District for the AB 2766 Motor Vehicle Emissions Reductions Grant, 2024-2025, in the amount of \$3,750
2. Authorizes a commitment of \$595 as matching funds for the grant proposal, which will be raised through ticket sales.

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

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a meeting on the 15st day of November 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director Sidney Bazett, President
Board of Directors

Jill Ritzman, Interim GM
Secretary to the Board

Attachment 1

PROJECT SUMMARY

Applicant: Cameron Park Community Services District

Contact Person: Kimberly Vickers

Address: 2502 Country Club Drive, Cameron Park, CA 95682

Telephone: 530-677-2231

FAX:

Email: Kvickers@cameronpark.org

Project Description:

Cameron Park Community Services District is requesting funds from the Motor Vehicle Emission Reduction Projects grant to fund a shuttle service to our annual Summer Spectacular Event in June 2024 and 2025 to reduce the number of cars traveling to Cameron Park Lake for the event, thus reducing air pollution.

Estimated Emission Reductions/Cost-Effectiveness	
Useful Life of Project (years)	2
Total Lifetime Emissions Reduced (lbs. of ROG, NO _x , PM-10)	3 LB
Cost-Effectiveness (total project costs)*	\$1242/LB
Cost-Effectiveness (AQMD Funded project costs)*	\$1,035/LB

* See Attachment 3 for instructions

Budget Summary	AB 2766 Funds	Matching Funds	In-Kind Match	Total Project Costs
Materials	\$1458	\$0	\$0	\$1458
Personnel	\$1517	\$595	\$0	\$2112
Other	\$0	\$	\$0	\$0
TOTAL	\$2975	\$595	\$0	\$3,570

BUDGET ITEMIZATION

Expand Table as necessary to itemize all expenditures

Line Item	Title/Classification	No. Of Hours	Salary Rate	Benefit %	Total	Total Costs
Personnel						
Contracts (removal, transportation, disposal)	Transportation contract with Buckeye Union School District for 2 buses and Drivers Time. = \$2,112 - Mileage (7 trips at 11.2 miles at 2 trips per hour)x 2 yrs = \$1,378 - Miscellaneous expense for new signage = \$80					\$3,570
Materials & Supplies						
Equipment Rental						
Other Costs						

PROJECT GRAND TOTAL: \$ 3,570 _____

Attachment 2

CONTENTS CHECKLIST

Applicant:

Cameron Park Community Services District

- Project Summary Sheet (Cover) – page 1 _____
- Request for Proposal Contents Checklist (Second Page) – page 3 _____
- Authorization Letter/Resolution page 4 _____
- Project Description – page 6 _____
- Project Organization/Background – page 7 _____
- Emission Benefits/Cost Effectiveness – page N / A per Rania _____
(Must utilize **December 2022 Emission Factors**)
- Work Statement – page 9 _____
- Funding Request/Cost Breakdown – page 10 _____
- Matching Funds – page 11 _____
- Schedule of Deliveries/Self-Monitoring Program – page 12 _____
- Local TRPA Review (If Applicable) – page _____
- 2 Copies of Proposal – page _____

Project Description

The Annual Summer Spectacular is the Cameron Park Community Services District’s (CSD) largest event. Historically, the event features a world class fireworks display over Cameron Park Lake, music, children’s fun zone, food, beverages, and Community partner booths. The fireworks show is the best in El Dorado County and draws approximately 3,000 people from the local community as well as from the Sacramento Region.

Since parking has been a continuing challenge with this event, we would like to continue the successful shuttle service that has been offered for the past six years. Satellite parking will be available at the following locations:

Green Valley Elementary School	2380 Bass Lake Road, Rescue
Marshall Medical Center	3581 Palmer Drive, Cameron Park
Cameron Park Community Services District	2502 Country Club Drive, Cameron Park

The Cameron Park CSD will contract with Buckeye Union School District for two school buses annually. The Buckeye Union School District adheres to the El Dorado County Office of Education regarding qualifications for buses and drivers. These buses will travel to the satellite parking lots once every hour starting at 4:00 p.m. and ending at 11:00 p.m. to take guests to/from the Cameron Park Lake. The drop-off location for Cameron Park Lake is 3221 Baron Court. Each bus seats up to 84 people. The buses will travel approximately 11.2 miles each hour for 7 hours, totaling approximately 157 miles for the day.

An estimated 75 people per bus use this service each hour for a total of 1,050 people (75 people x 7 hours x 2 buses). Based on an average of three people per car, this reduces 350 cars traveling to Cameron Park Lake and travelling approximately a total of 3,920 miles (350 cars x 11.2 miles).

It is proposed that the Cameron Park CSD continue the shuttle service funded by AB 2766 Motor Vehicle Emissions Reductions Grant 2024-25.

Project Organization/Background

Cameron Park Community Services District has experience working with grants, including receiving the AB 2766 Motor Vehicle Emissions Reductions Grant in past years. Other examples are California State Bond Act Funding for park improvement projects of which the audits were in compliance. Contractors meet state requirements, including all prevailing wage requirements. Services contracts include all requirements including W-9 and certification of background and customer satisfaction. Additionally the Buckeye Union School District, who would be the contractor for the AB 2766 Motor Vehicle Emissions Reductions Grant, requires background checks for bus drivers.

The Annual Summer Spectacular is the Cameron Park Community Services District’s (CSD) largest event. Historically, the event features a world class fireworks display over Cameron Park Lake, music, children’s fun zone, food, beverages, and Community partner booths. The fireworks show is the best in El Dorado County and draws approximately 3,000 people from the local community as well as from the Sacramento Region.

Since parking has been a continuing challenge with this event, we would like to offer shuttle service. Satellite parking will be available at the following locations:

Green Valley Elementary School	2380 Bass Lake Road, Rescue
Marshall Medical Center	3581 Palmer Drive, Cameron Park
Cameron Park Community Services District	2502 Country Club Drive, Cameron Park

The Cameron Park CSD will contract with Buckeye Union School District for two school buses annually. The Buckeye Union School District adheres to the El Dorado County Office of Education regarding qualifications for buses and drivers. In the past, these buses travel to the satellite parking lots once every hour starting at 4:00 pm and ending at 11:00 pm to take guests to/from the Cameron Park Lake. The drop-off location for Cameron Park Lake is 3221 Baron Court. Each bus seats up to 84 people. The buses would travel approximately 11.2 miles each hour for 7 hours, totaling 156.8 miles for the day.

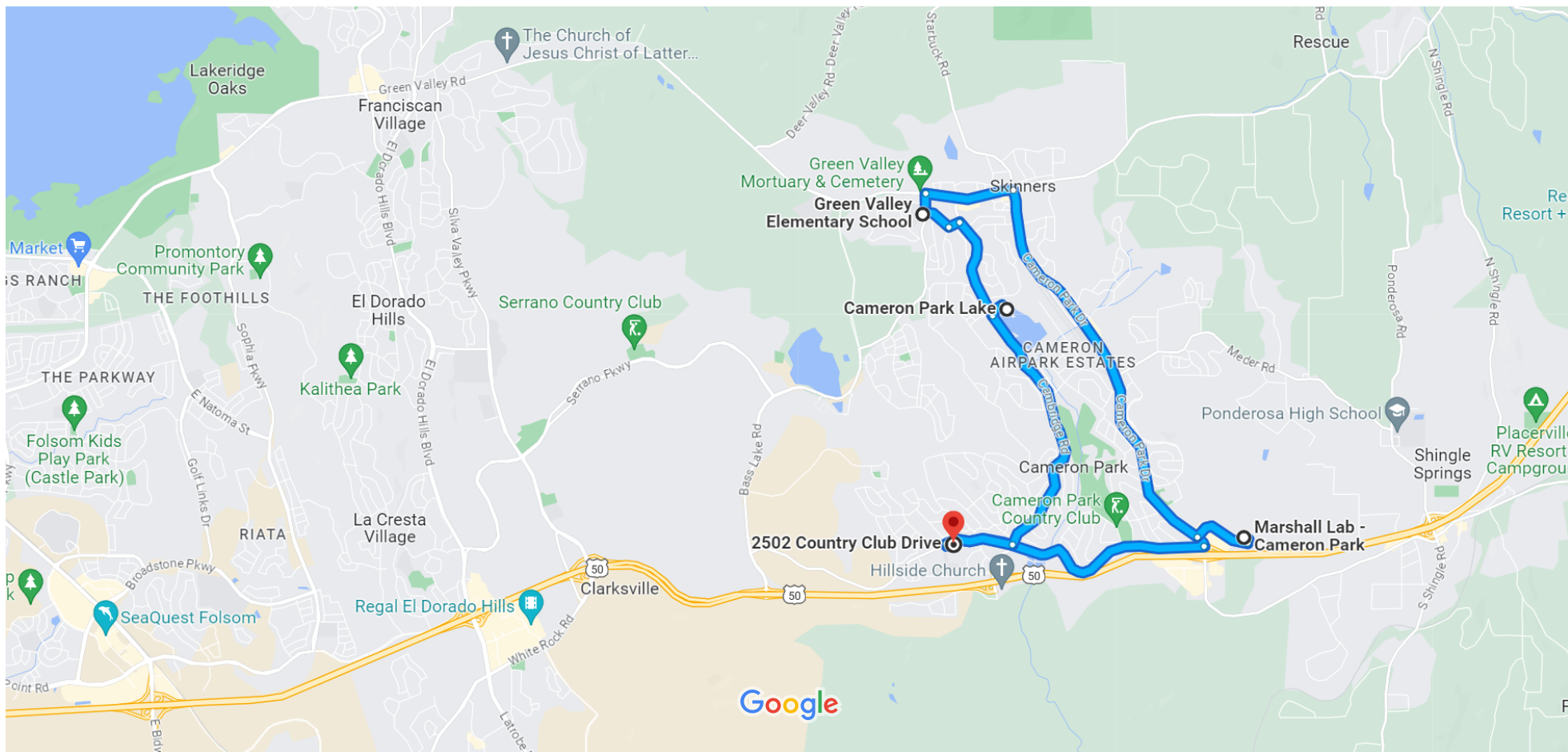
All advertisements regarding the shuttle will include acknowledgement that this project was funded by Air Quality Management District with AB 2766 funds.



2502 Country Club Dr, Cameron Park, CA 95682 to 2502 Country Club Dr, Cameron Park, CA 95682

Drive 11.2 miles, 30 min

Summer Spectacular Shuttle Route Map



Map data ©2023 Google 1 mi

Work Statement

The following are the tasks related to this project.

Prior to the Summer Spectacular

1. Establish contract with Buckeye Union School District for two buses (per year) to provide a shuttle service for the Summer Spectacular.
2. Devise a schedule of pick-up/departure times for the buses.
3. Advertise the shuttle service via newsletter, Activity Guide, articles in local news media, website, flyers, at community meetings, and other venues.
4. All advertisements regarding the shuttle will include acknowledgement that this project was funded by Air Quality Management District with AB 2766 funds.
5. Follow up with the Buckeye Union School District to verify and confirm shuttle route and times.

The Day of the Event

1. Post signs at the satellite parking locations of the schedule of pick-up times.
2. Post a sign at the final destination with a schedule of departure times.
3. Have the bus drivers track the number of people who utilize the shuttle service.

After the Event

1. Obtain from Buckeye Union School District the number of people who utilized the shuttle service.
2. Ask the attendees for feedback on the shuttle service.
3. Calculate the cost effectiveness and emission reductions to those on the grant proposal.
4. Prepare a report of these measures and submit to the El Dorado County Air Quality Management District.

Funding Request/Breakdown of Cost

The funding requested from this grant will be used to contract with Buckeye Union School District for two buses annually for two years. The source of funding will be grant funds with a match from the Cameron Park CSD. The funding will not be attached to specific tasks.

Below is a breakdown of the annual costs:

Drivers' time – 14 hours x \$50/hour (Estimate)	\$1,400
Mileage (160 miles @ \$2.65) (Estimate)	\$424
New Signs for Shuttle Stops	\$80
Total for one year	\$1904
Total Project Budget	\$3808
<i>Amount requested from grant (for two years)</i>	<i>\$3,174</i>
Matching amount from the Cameron Park CSD (16.66%)	\$634

Matching Funds

Funds from this grant will be matched with funding received from ticket sales for the Summer Spectacular. The District generates approximately \$30,000 from ticket sales to approximately 3,000 participants. The match of \$634 will be funded from the Summer Spectacular ticket sales/gate revenue. (See letter of commitment)



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

December 6, 2021

Air Quality Management District
330 Fair Lane
Placerville, CA 95667

To whom it may concern:

The Cameron Park Community Services District is committed to provide a match of \$595 (16.66% of project costs) for the Motor Vehicle Emission Reduction Project grant for calendar years 2022 and 2023. Match funds are generated from ticket sales to approximately 4,000 participants. Ticket sale revenues total approximately \$20,000 per year.

Sincerely,

Jill Ritzman
General Manager

Schedule of Deliveries/Self-Monitoring Program

The Cameron Park CSD will be contracting with the Buckeye Union School District for two of their buses to transport attendees to the annual Summer Spectacular. As part of the contract, the bus drivers will be asked to keep count of the number of riders. The Cameron Park CSD will collect this information from the Buckeye Union School District after the event.

This information will be used to calculate and compare the information in the grant proposal. A report will be created with this information and submitted to the El Dorado County Air Quality Management District.

Timeline

<i>Date</i>	<i>Activity</i>
<i>June 22, 2024</i>	Summer Spectacular
<i>August 5, 2024</i>	Data collected from the Buckeye Union School District
<i>August 12, 2024</i>	Report created with calculations and comparisons
<i>September 19, 2024</i>	Report mailed to the El Dorado County Air Quality Management District



*Cameron Park
Community Services District*

Agenda Transmittal

DATE: November 15, 2023

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #8: **Air Quality Management District Grant Application for Teleconference Audio/Visual System**

RECOMMENDED ACTION: **APPROVE Resolution 2023-40**

Background

In 1990, Assembly Bill 2766 (AB 2766) was adopted into the California Health and Safety Code. AB 2766 authorized the Department of Motor Vehicles to collect a motor vehicle registration clean air surcharge of \$4 per vehicle. Revenues generated from the surcharge are utilized by the Air Quality Management District (AQMD) for Motor Vehicle Emission Reduction Projects that reduce air pollution from motor vehicles.

AB2766 is a competitive grant program with the sole purpose of improving air quality. Grants funds are to subsidize emission reduction projects, not supplant existing normal operating expenses.

Parks and Recreation Committee

Parks and Recreation Committee supports staff recommendation for the grant and is forwarding it to the Board of Directors for approval as a consent item.

Discussion

Staff is recommending that the Cameron Park Community Services District apply for AQMD Motor Vehicle Emission Reduction Projects grant funds to install a teleconference audio/visual system at the Community Center. The system would incorporate the full main hall and social room. The teleconference system would be independent of the system we currently utilize. The grant application includes the funding for the equipment and installation. Adding a teleconference system to the

Community Center could allow the public to attend all public meeting virtually, reducing vehicle emissions and roadway miles driven to and from the Community Center,

The grant due date was October 27, 2023. Staff submitted the grant application per the deadline, and the application will be considered complete with the approved Board Resolution.

Attachments

8A: Resolution 2023-40

8B: Grant Application

RESOLUTION NO. 2023-40
of the BOARD OF DIRECTORS of the
CAMERON PARK COMMUNITY SERVICES DISTRICT
November 15, 2023

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that District hereby:

1. Authorizes staff to submit a grant proposal to the El Dorado County Air Quality Management District for the AB 2766 Motor Vehicle Emissions Reductions Grant, 2024-2025, in the amount of \$40,303.22.
2. Authorizes a commitment of \$8,060.04 as matching funds for the grant proposal.

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

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on November 15, 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director Sidney Bazett, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

Attachment 2

CONTENTS CHECKLIST

Applicant:

Cameron Park Community Services District

- Project Summary Sheet (Cover) – page 1
- Request for Proposal Contents Checklist (Second Page) – page 2
- Authorization Letter/Resolution page 3
- Project Description – page 4
- Project Organization/Background – page 5
- Emission Benefits/Cost Effectiveness – page 6
(Must utilize **December 2022** Emission Factors)
- Work Statement – page 7
- Funding Request/Cost Breakdown – page 8
- Matching Funds – page 9
- Schedule of Deliveries/Self-Monitoring Program – page 10
- Local TRPA Review (If Applicable) – page N/A
- 2 Copies of Proposal – page Email RPP

PROJECT SUMMARY

Remote Teleconference Audio System

Date: October 19th, 2023
Applicant: Cameron Park Community Services District
Contact Person: Michael Grassle, Parks, and Facilities Superintendent
Address: 2502 Country Club Drive, Cameron Park, CA 95682
Telephone: 530-677-2231
Email: mgrassle@cameronpark.org

Project Description:

Cameron Park Community Services District is requesting funds from AB 2766 to install a remote teleconference audio system at the Community Center. The system will allow residents of Cameron Park remote access to all board, committee, and community meetings. The district holds over 100 meetings per year. We are confident that our proposal will achieve ongoing emission reduction for years to come.

*See attachment 8A for product cost breakdown

Estimated Emission Reductions/Cost-Effectiveness

Useful Life of Project (years)	20 Years
Total Lifetime Emissions Reduced (lbs. of ROG, NOx, PM-10)	908
Cost-Effectiveness (total project costs)	\$62.13/lb.
Cost-Effectiveness (AQMD Funded project costs)	\$49.70/lb.

Budget Summary

	AB 2766 Funds	Matching Funds	In-Kind Match	Total Project Costs
Materials	\$24,303.22	\$0	\$0	\$24,303.22
Personnel	\$0	\$0	\$0	\$0
Other	\$16,000	\$0	\$0	\$16000
TOTAL	\$40,303.22	\$0	\$0	\$40,303.22

Project Description

The Cameron Park Community Services District is made up of 5 Board of Director's and 5 committees. The district is responsible for Fire Protection and emergency services, CC&R'S, Parks, Recreation, and solid waste collection. The district hosts monthly Board of Director and Committee meetings along with weekly Architectural Review Committee meetings at the Cameron Park Community Center. The district holds a minimum of 108 meetings yearly, which includes public participation. An average of 12-15 members of the public participates depending on the agenda items. The district has experienced 80-100 members of the public at one time.

Furthermore, the Community Center is utilized by outside agencies and private parties for meetings and large conferences. El Dorado County Association of Realtors utilizes the main hall on a weekly basis. Residents and external renters have shown an increased interest in attending community meetings remotely since the COVID-19 pandemic.

The district estimates that a high-quality teleconference system will reduce the number of vehicle trips residents and participants will need travel to attend community meetings. The district believes many participants who attend public meetings would choose to attend remotely if the option were available. Every Cameron Park resident who attends public meetings travels up to 12 miles round trip. With an average of 12 participants per meeting the roadway mileage reduction could exceed 15,000 miles traveled yearly. This reduction does not consider all the other agencies and external meetings held at the Community Center.

Having smaller in-person meetings would reduce the amount of electricity and propane needed by decreasing the room size needed for public meetings. The Community Center would produce less emission overall.

Project Organization/Background

Cameron Park Community Services District has experience working with grants, including receiving the AB 2766 Motor Vehicle Emissions Reductions Grant in past years. Other examples are California State Bond Act Funding for park improvement projects of which the audits were in compliance. Contractors meet state requirements, including all prevailing wage requirements. Services contracts include all requirements including W-9 and certification of background and customer satisfaction.

The district is working with Pro Acoustics to determine the design layout and equipment needed to achieve a robust teleconference system. The district has reached out to three audio equipment companies to install the products that are purchased by Pro Acoustics.

Pro Acoustics has assisted countless organizations with commercial audio and video installations. AT&T, Hilton Hotels, and Amtrak are a few of the commercial clients Pro Acoustics has worked with. Additional information about Pro Acoustics can be found at proacousticsusa.com

Attachment 8B

Useful Life of Project	20
T: eliminated trips-one way/week	33.75 Trips One way/Week
L: length: miles one direction before using the teleconference /trip	13 mi/TRIP
Weeks: number of operation weeks per year	52 weeks/year
New auto trips (New T)	8.4375
New auto trips Length (New L)	3.25

Total Project Cost	\$40,303.22
AB 2766 AQMD Requested Funding (CMAQ)	\$32,242.58
In-Kind Match	\$8,060.64

Emission Factor Input	Auto trip ends g/trip	Auto VMT g/mile	Emission Reductions (lb/yr)
ROG	0.284	0.058	3.56
NOX	0.16	0.04	2.35
PM2.5	0.001	0.046	2.17
CO	1.991	0.67	37.34
	Total Emission Reductions		45.41

Annual Auto trips Reduced = (W*(T-New T):	1,316.25
Annual VMT reduced= (W*(T*L-New T*New L):	21,389.06
Capital Recovery Factor (CRF)	0.07
CMAQ Funding	\$32,243
Total lifetime Emission Reductions(lb/yr)	908.2414923

Cost Effectivenss (\$/lb)	\$49.70
Total project Cost-Effectiveness	\$62.13

The District holds 9 meetings per month on average, which equals 2.25 meetings per week. The average number of attendees and staff/board per m

Work Statement

The following are tasks related to this project. The district will follow all internal purchasing policies and procedures.

- Work with Pro Acoustics to finalize the equipment order needed to achieve remote teleconference capabilities for all internal and external renters. Depending on the stipulations of AB 2766 the district may purchase the equipment prior to the awarding of the grant.

- Once Equipment is purchased the district will solicit bid proposals to have the equipment installed throughout the Main Hall and Social Room. The district is expecting this process to take three weeks.

- Once a contractor has been selected, we are hoping to have the teleconference system installed within two weeks of signing the contract.

- We are hopeful to implement teleconference capabilities for all internal and external customers in early 2024.

Funding Request/Breakdown of Cost

The funding requested from this grant will be used to implement and install a teleconference system at the Cameron Park Community Center. The source of funding will be grant funds with a match from the Cameron Park CSD. The funding will not be attached to specific tasks.

Below is a breakdown of the annual costs:

Teleconference Equipment	\$24,303.22
Installation Contractor	\$16,000
Total for one year	\$40,303.22
Total Project Budget	\$40,303.22
<i>Amount requested from grant (for two years)</i>	<i>\$32,243.18</i>
Matching amount from the Cameron Park CSD (20%)	\$8,060.04

*See attachment 8A for a breakdown of the equipment to be purchased and installed. Quote provided by Pro Acoustics.

Matching Funds

Funds from this grant will be matched with funding out of the district General Fund or Quimby Fee’s generated.



QUOTATION

Billing Address
PO Box 880
Hewitt, TX 76643
Phone: 888-256-4112
Fax: 254-698-2037

Bill to: Matthew Bustabade 2502 COUNTRY CLUB DRIVE Cameron Park California, 95682 United States T: 530-683-7091	Ship to: Matthew Bustabade 2502 COUNTRY CLUB DRIVE Cameron Park California, 95682 United States T: 530-683-7091	Quote Proposal Date of Proposal Proposal valid until	Q10.95373-1 Oct 18, 2023 Nov 4, 2023 (17 days)
---	---	---	--

Shipping Method

Quote Shipping Proposal

Price Per Item - \$1,211.14

Image	Product name	SKU	QTY	Price	Subtotal
	Listen Tech LS-53-072 iDSP Prime Level I Stationary RF System (72 MHz)	LT-LS-53-072	1	\$1,849.00	\$1,849.00
	Bosch CCSD-CURD CCS 1000 D Control Unit Recorder DAFS	BOSCH-F.01U.298.789	1	\$1,966.05	\$1,966.05
	Bosch CCSD-DL CCS 1000 D Discussion Device with Long Microphone	BOSCH-F.01U.299.031	8	\$526.66	\$4,213.28
	Pure Resonance Audio SD5 SuperDispersion Omnidirectional Drop Tile Ceiling Speaker Array with Built-In 8-Ohm/70-Volt Transformer	PRA-SD5	9	\$519.99	\$4,679.91
	Outdoor Bluetooth Wall Mixer Package with Atlas Sound WTSD-MIX31K 3x1 Analog Mixer and All-Weather Security Cover <i>One wall mixer for each room location</i>	PROA-WTSDMIX31KWMSCOVER	3	\$410.95	\$1,643.80
	Audix AP41 OM2 Wireless Microphone System with R41 Diversity Receiver and H60/OM2 Handheld Transmitter - Band A (522 MHz - 554 MHz)	AUDIX-AP41 OM2-A	1	\$509.00	\$509.00











Image	Product name	SKU	QTY	Price	Subtotal
	CBI MLN-3 Performer Series Male to Female XLR Microphone Cable - 3ft	CBI-MLN-3	1	\$19.52	\$19.52
	Hosa CRA-203 Stereo Interconnect Dual RCA to Dual RCA - 9.8ft	HOSA-CRA-203	1	\$11.95	\$11.95
	West Penn 226 14/2 Non-Plenum Audio Speaker Wire (1000ft) <i>Color</i> <i>Black</i>	WP-226BK1000	1	\$426.38	\$426.38
	Gator GRC-BASE-14 14U Rack Base with Casters	GATOR-GRC-BASE-14	1	\$579.99	\$579.99
	Atlas Sound AP-S15LA 15LA Power Conditioner and Distribution Unit	ATLAS-AP-S15LA	1	\$175.99	\$175.99
	On-Stage Stands RDL3000 3U Locking Rack Drawer	OSS-14224	1	\$121.95	\$121.95
	Bose VideoBar VB1 All-In-One USB Conferencing Device with 4K Ultra-HD Camera	BOSE-842415-1110	1	\$1,199.00	\$1,199.00
	Atlas Sound Atmosphere AZM8 8-Zone Audio Processor with WiFi and DSP	ATLAS-AZM8	1	\$1,844.99	\$1,844.99
	Pure Resonance Audio DA2240 Dual-Impedance 240W Rack Mount Power Amplifier	PRA-DA2240	3	\$699.99	\$2,099.97

Image	Product name	SKU	QTY	Price	Subtotal
	CBI MLN Performer Series XLR Microphone Cable <i>Length (Call for more options)</i> <i>3 ft</i> <i>Connectors</i> <i>Prep to Prep</i>	CBI-MLN	6	\$19.24	\$115.44

Sales Engineer's Notes:

Matthew, here is the quote for the 2 zone combining conference and forum public address system. Let me know how this looks, and if you have any questions.
 Jeff@proacoustics.com
 254-651-6906

Subtotal	\$21,456.22
Shipping & Handling (Excl. Tax)*	\$1,211.14
*Shipping cost are subject to change	
Grand Total (Excl. Tax)	\$22,667.36
Tax	\$1,662.86
Grand Total (Incl. Tax)	\$24,330.22

Thank you for choosing Pro Acoustics. We look forward to working with you.



October 19th, 2023

Air Quality Management District
330 Fair Lane
Placerville Ca, 95667

To whom it may concern:

The Cameron Park Community Services District is committed to providing a match of \$8060.04 (20% Match) for the Motor Vehicles Emission Reduction Project Grant for calendar years 2024-25. Matching funds will be contributed out of the district's General Fund or with Quimby Fee's collect and held at El Dorado County.

Sincerely,

Michael Grassle

Schedule of Deliveries/Self-Monitoring Program

Should the Cameron Park Community Services District be awarded AB 2766 grant funds, the purchase and installation of the teleconference audio/video equipment should be completed in early 2024. The district will provide Air Quality Management with a report, including a list of expenditures and equipment upon completion of the project.



Agenda Transmittal

DATE: November 15, 2023

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM #9: **Prop 68 Grant Application – David West Sports Field Improvements**

RECOMMENDED ACTION: APPROVE

Introduction

On October 18, 2023, the Board of Directors approved the development of a Proposition 68 Grant Application for improvements to the David West sports field, with a secured partnership with Ponderosa Little League who will provide the required 20% match.

Parks and Recreation Committee

Parks and Recreation Committee supports staff recommendation for the grant and is forwarding it to the Board of Directors for approval as a consent item.

Discussion

Staff developed the following improvement project for David West sports field:

- Remove 3 feet of sod from the transition between the infield and outfield (infield lip);
- Re-grade the infield lip and move the sprinkler heads back into the turf grass;
- Once the area is prepped and leveled sod will be installed to create a new infield lip.

Cameron Park Community Services District released a Request for Proposal (RFP) to have the following work done. Project costs reflected in the grant application is estimate that considers a worse-case-scenario for costs.

Attachments

9A. Prop 68 Grant Application – David West Sports Field Improvements

Attachment 9A



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

Application Packet Checklist

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

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



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

Per Capita Project Application Form

PROJECT NAME Cameron Park Community Services District David West Athletic Field Renovation	REQUESTED GRANT AMOUNT \$ 4,400
PROJECT SITE NAME and PHYSICAL ADDRESS where PROJECT is located including zip code (substitute latitude and longitude where no street address is available) David West Park 4220 Crazy Horse Rd. Cameron Park, CA 95682	MATCH AMOUNT (if project is not serving a severely disadvantaged community) \$ 1,100
	LAND TENURE (<input checked="" type="checkbox"/> all that apply) <input checked="" type="checkbox"/> Owned in fee simple by GRANTEE <input type="checkbox"/> Available (or will be available) under a () year lease or easement

NEAREST CROSS STREET Thoreau Dr.

Project Type (Check one) Acquisition <input type="checkbox"/> Development <input checked="" type="checkbox"/>
--


COUNTY OF PROJECT LOCATION El Dorado

GRANTEE NAME AND MAILING ADDRESS 2502 Country Club Dr. Cameron Park, CA 95682

AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION		
Name (typed or printed) and Title	Email address	Phone
Jill Ritzman General Manager	jritzman@cameronpark.org	530.350.4651

GRANT CONTACT-For administration of grant (if different from AUTHORIZED REPRESENTATIVE)		
Name (typed or printed) and Title	Email address	Phone
Christina Greek, Finance/Human Resources Officer	cgreek@cameronpark.org	530-677-2231

GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the items listed in the attached Development PROJECT Scope/Cost Estimate Form or acquisition documentation. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate.

Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution	Date
Print Name:  Jill Ritzman	11/02/2023
Title: General Manager	



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

Development Project Scope/Cost Estimate Form

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

Development project scope (Describe the project in 30 words or less):
Renovating an existing baseball field to bring it up to industry standards. Project will allow various user groups to play on a safe and precise baseball field.

Project Scope Items - all that apply:

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

PRE-CONSTRUCTION (costs incurred prior to ground-breaking, such as design, permits, bid packages, CEQA); up to 25% of total PROJECT cost.	\$
Construction	\$5,500.00
Total PROJECT cost	\$5,500.00
Subtract GRANTEE match if not in severely disadvantaged community (20% of total PROJECT cost, see page 13)	Less match -\$ 1,100.00
Total GRANT amount requested	\$4,400.00

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

	11/02/2023
AUTHORIZED REPRESENTATIVE Signature	Date
Jill Ritzman, General Manager	
Print Name and Title	

Placeholder for Per Capita Match Calculator Report

www.parksforcalifornia.org says

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

OK

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



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

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

Get GIS Data

Find Your Community:

Get Report



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

OR enter an address below and click Go!

cameron park

GO!

Select your agency type to set the reporting radius

Other Agency

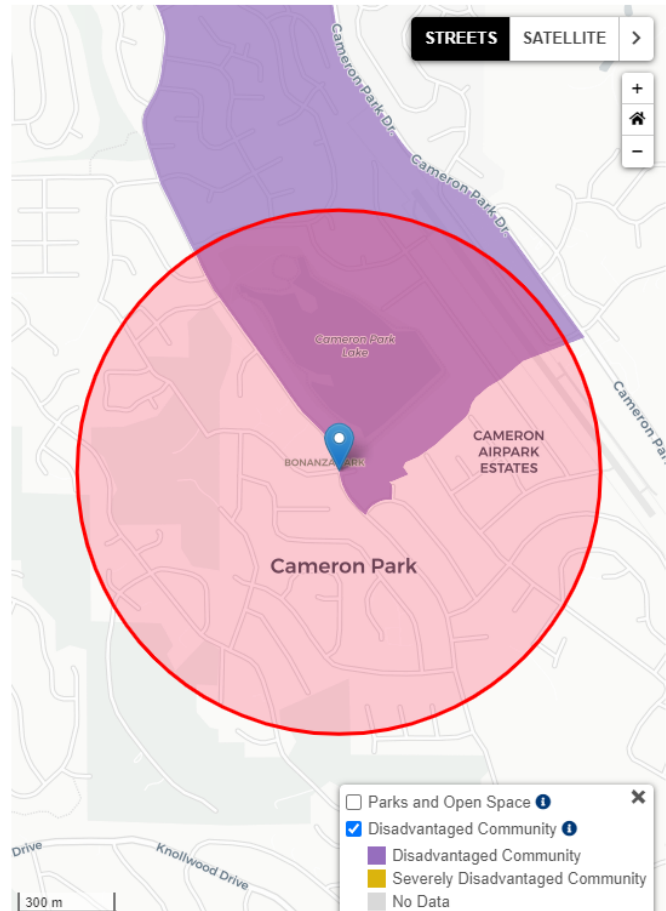
Results for Unincorporated (County: El Dorado)

Latitude, Longitude 38.68074036,-120.99443817

Median Household Income \$82,716

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

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



Placeholder for Recorded Copy of CEQA Notice of Determination

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



David West Park

4220 Crazy Horse Rd, Cameron Park, CA 95682



David West – Infield Lip





Agenda Transmittal

DATE: November 15, 2023

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM #10: **Prop 68 Grant Application – Rasmussen Sports Field Improvements**

RECOMMENDED ACTION: APPROVE

Introduction

On October 18, 2023, the Board of Directors approved the development of a Proposition 68 Grant Application for improvements to the Rasmussen sports field, with a secured partnership with Ponderosa Little League who will provide the required 20% match.

Parks and Recreation Committee

Parks and Recreation Committee supports staff recommendation for the grant and is forwarding it to the Board of Directors for approval as a consent item.

Discussion

Staff developed the following improvement project for Rasmussen sports field:

- Install a 6" PVC drainage system along the 3rd base line of the west field. There will be several 10" catch basins along the drain line capturing stormwater that damages the west infield. The drain will be approximately 600 feet long.
- Remove 3 feet of sod from the infield and outfield transitions (infield lip). Level the infield lip and move the sprinkler heads back into the turf grass. Install new sod to create a new infield lip. This work will be completed on both fields.
- Remove 1.5-2" of infield material and re-install new infield mix and conditioner. Work will be done on both fields.
- Laser level infields to promote proper drainage and realign bases and field dimensions. Work to be done on both fields.

Cameron Park Community Services District released a Request for Proposal (RFP) to have the following work done. Project costs reflected in the grant application is estimate that considers a worse-case-scenario for costs.

Attachments

10A. Prop 68 Grant Application – Rasmussen Sports Field Improvements



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

Application Packet Checklist


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

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



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

Per Capita Project Application Form

PROJECT NAME Cameron Park Community Services District Rasmussen Park Field Renovations	REQUESTED GRANT AMOUNT \$ 62,525							
PROJECT SITE NAME and PHYSICAL ADDRESS where PROJECT is located including zip code (substitute latitude and longitude where no street address is available) 3610 Mira Loma Dr. Cameron Park, CA 95682	MATCH AMOUNT (if project is not serving a severely disadvantaged community) \$ 15,631							
	LAND TENURE (<input checked="" type="checkbox"/> all that apply) <input checked="" type="checkbox"/> Owned in fee simple by GRANTEE <input type="checkbox"/> Available (or will be available) under a () year lease or easement							
NEAREST CROSS STREET Catawba Dr.								
Project Type (Check one) Acquisition <input type="checkbox"/> Development <input checked="" type="checkbox"/>								
COUNTY OF PROJECT LOCATION El Dorado								
GRANTEE NAME AND MAILING ADDRESS Cameron Park Community Services District 2502 Country Club Dr.								
AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION								
<table><thead><tr><th>Name (typed or printed) and Title</th><th>Email address</th><th>Phone</th></tr></thead><tbody><tr><td>Jill Ritzman, General Manager</td><td>jritzman@cameronpark.org</td><td>530-350-4651</td></tr></tbody></table>			Name (typed or printed) and Title	Email address	Phone	Jill Ritzman, General Manager	jritzman@cameronpark.org	530-350-4651
Name (typed or printed) and Title	Email address	Phone						
Jill Ritzman, General Manager	jritzman@cameronpark.org	530-350-4651						
GRANT CONTACT-For administration of grant (if different from AUTHORIZED REPRESENTATIVE)								
<table><thead><tr><th>Name (typed or printed) and Title</th><th>Email address</th><th>Phone</th></tr></thead><tbody><tr><td>Christina Greek, Finance/Human Resources Officer</td><td>cgreek@cameronpark.org</td><td>530-677-2231</td></tr></tbody></table>			Name (typed or printed) and Title	Email address	Phone	Christina Greek, Finance/Human Resources Officer	cgreek@cameronpark.org	530-677-2231
Name (typed or printed) and Title	Email address	Phone						
Christina Greek, Finance/Human Resources Officer	cgreek@cameronpark.org	530-677-2231						
GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the items listed in the attached Development PROJECT Scope/Cost Estimate Form or acquisition documentation. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate.								
Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution		Date						
Print Name:  Jill Ritzman		11/02/2023						
Title: General Manager								



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

Development Project Scope/Cost Estimate Form

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

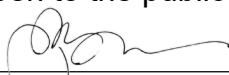
Development project scope (Describe the project in 30 words or less):
Renovating the existing field to bring them up to the industry standard. Project will allow various user groups to play on a safe and precise baseball and soccer fields.

Project Scope Items - all that apply:

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

PRE-CONSTRUCTION (costs incurred prior to ground-breaking, such as design, permits, bid packages, CEQA); up to 25% of total PROJECT cost.	\$
Construction	\$ 78,155.00
Total PROJECT cost	\$ 78,155.00
Subtract GRANTEE match if not in severely disadvantaged community (20% of total PROJECT cost, see page 13)	Less match -\$ 15,631.00
Total GRANT amount requested	\$ 62,525.00

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


 AUTHORIZED REPRESENTATIVE Signature 11/02/2023
Date
Jill Ritzman
 Print Name and Title



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

Funding Sources Form

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

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

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

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

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

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

Larger project cost: \$

Anticipated completion date:

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

Funding Source	Date Committed	Amount
Per Capita/State of California	July 1, 2018	\$ \$62,525
20% Matching Funds by Sports User Groups	November 18, 2020	\$ \$15,631
		\$

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

 11/02/2023

AUTHORIZED REPRESENTATIVE Signature Date

Jill Ritzman, General Manager

Print Name and Title

Placeholder for Per Capita Match Calculator Report

www.parksforcalifornia.org says

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

OK

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



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

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

Get GIS Data

Find Your Community:

Get Report



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

OR enter an address below and click Go!

cameron park

GO!

Select your agency type to set the reporting radius

Other Agency

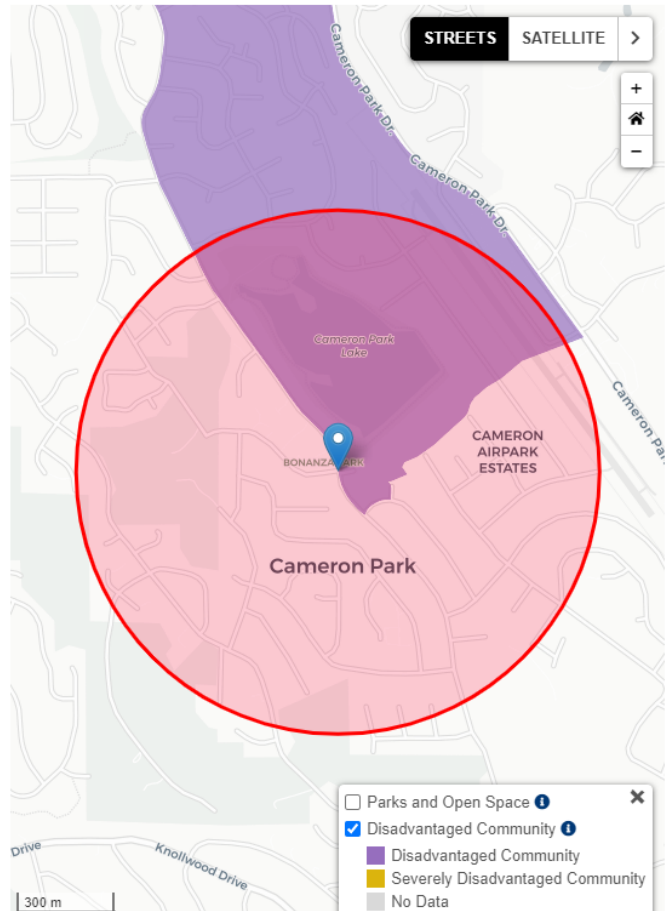
Results for Unincorporated (County: El Dorado)

Latitude, Longitude 38.68074036,-120.99443817

Median Household Income \$82,716

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

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



Placeholder for Recorded Copy of CEQA Notice of Determination

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



Rasmussen Park (Both Fields)

3610 Mira Loma Dr, Cameron Park, CA 95682



Rasmussen East – Infield Lip



Rasmussen West – Infield Lip



Agenda Transmittal

DATE: November 15, 2023

FROM: Jill Ritzman, Interim General Manager

AGENDA ITEM #11: **Revision to Policy 1061 Naming of District Parks and Facilities; and Add New Policy 1062 Donations of Amenities to Parks and Recreation Facilities**

RECOMMENDED ACTION: APPROVE

Introduction

Cameron Park Community Services District (District), Policy 1061 – Naming of District Parks and Facilities, Section D. Criteria outlines stipulations and procedures for creating a memorial in a park. There is an initiative to update the policy and create stronger stipulations for donations in parks and facilities.

Recommendation

Staff recommends:

- Revise Policy 1061 - Naming of District Parks and Facilities by striking Section D, 1, 2, and 3 (Attachment 11A);
- Add a new, broader Policy 1062 – Donations that Add Amenities to Parks and Recreation Facilities (Attachment 11B).

Parks and Recreation Committee

Parks and Recreation Committee supports staff recommendation for the new policy and existing policy revision and is forwarding it to the Board of Directors for approval as a consent item.

Discussion

The language in Policy 1061, Section D is specific to memorials, cites requirements of significant contributions of deceased individual, accepts only non-living amenities (no trees), approval is required by family instead of the CSD and repeats much of the criteria in Policy 1061, Section C.

Staff's recommendation is to strike Section D in Policy 1061 and replace the criteria cited in Section D in a new Policy 1062 - Donations of Amenities to Parks and Recreation Facilities. New Policy 1062 is broader, intended for any donation and adds the following stipulations:

- Applies to donations of amenities such as benches, picnic tables, public art, trees, drinking fountains, and playground equipment.
- District staff determine style, appearance, aesthetics, verbiage and/or images, location, installation and placement that contributes to a user's experience.
- District staff may dispose of any donated item when it reaches the end of its useful life as determined by Parks & Facilities staff, and does not assign the replacement of an aged or damaged amenity to the District.

Attachments

11A. Proposed Revision Policy 1061 – Naming of District Parks and Facilities

11B. Proposed New Policy 1062 – Donations that Add Amenities to Parks and Facilities

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

POLICY TITLE: NAMING OF DISTRICT PARKS AND FACILITIES
POLICY NUMBER: 1061

Purpose:

These guidelines are intended to establish rules and procedures to name facilities such as park and recreation facilities, section of facilities or rooms of facilities, including Parks, park benches other community property as deemed appropriate.

Definitions:

Parks are owned and managed by the CPCSD, used for public recreation purposes and include developed and undeveloped park areas and designated open space areas.

Facilities are owned and managed by the CPCSD to conduct District business.

Specific Facilities are facilities/amenities that could be located within a park or part of a Facility. These include, but are not limited to athletic fields, gymnasiums, meeting rooms, picnic shelters, tennis and basketball courts, aquatic facilities and playground equipment.

During the master-planning phase and/or prior to Board approving final plans and specifications on any park or public building, an open period of approximately two weeks will be announced giving individuals, staff and the Board an opportunity to suggest names for the facility.

If using a community naming process, a press release will be sent out notifying the public, and interested individuals could submit the appropriate form giving staff some information regarding the suggested name. Names should be submitted to the General Manager.

Provisions of plaques and/or other physical commemorative items relating to facility naming, if not donated, are subject to normal budgeting and purchasing processes of the District.

Attachment 11A

Staff, along with an established committee or selection committee, will review all names and prioritize and recommend a name for finalization by the Board of Directors. The Board will receive all names submitted along with the staff/committee evaluation.

Land or gifts with deed restrictions may not follow these guidelines. Names must be in accordance to District policy as noted.

Policy:

A. Parks:

1. Name to reflect geographical location, historical references or feature of park, or significant or unusual natural features known throughout the community.
2. Named after a significant individual(s).
3. The intent of naming is for permanent recognition. Therefore any request of CPCSD to rename an existing park, facility or specific facility will be subject to examination so as to not diminish the original justification for the name.

B. Buildings:

1. Name to reflect the services provided in facility.
2. Name to reflect geographical location.
3. Named after significant individual(s).

C. Criteria for naming a facility after an individual:

1. Individual must have made a significant contribution to the facility by:
 - a. Donation of land or large financial contribution to the facility.
 - b. Contributed substantially and improved the quality of life in the Cameron Park Community Service District. This could relate to involvement with parks and recreation or other community involvement.
 - c. The person being memorialized died in the line of duty serving CPCSD or the United States of America.
2. Each public facility or place within parks, such as ball fields, groves, walkways, trails and buildings or special rooms in a building could be named after selected individuals in their honor as desired and appropriate.

D. ~~Criteria for creating memorials in an individual's name:~~

1. ~~Individual must have made a significant contribution to the facility by:~~
 - a. ~~Donation of land or large financial contribution to the facility.~~
 - b. ~~Contributed significantly and improved the quality of life in the Cameron Park Community Services District. This could relate to involvement with parks and recreation or other public agency.~~
2. ~~The memorial should be a non-living, low maintenance improvement, which should serve a purpose to the District, for example, a bench with a plaque. All costs of the improvement shall be the responsibility of the donor. The donor may submit information and recommendation to the General Manager regarding~~

Attachment 11A

~~relevant history of the person to be memorialized, type of improvement desired and verbiage requested. Final decisions regarding the improvement, including, but not limited to, materials, equipment, location and labor will be made by the District.~~

- ~~3. The District must get approval from the individual or family (if available).~~

Procedures:

The following procedures for naming a park, CPCSD facility & specific facility will be used by the CPCSD Board:

- A. The CPCSD Board will evaluate the merit of each suggested park, CPCSD facility and specific facility name according to criteria outlined in this policy. The General Manager or designated staff shall make recommendations to the CPCSD Board for approval subject to the Board of Directors final approval.
- B. When appropriate CPCSD will solicit help/suggestions from historical societies or other groups having a specific knowledge, when considering a name to highlight an area's geographic or historic significance.
- C. To stimulate public interest and to obtain additional suggestions, a part of the selection process to name a park, facility or specific facility may include a contest or competition involving the public. Only suggestions which meet these policy guidelines will be considered.
- D. The naming of parks, facilities and specific facilities should begin prior to the first phase of development when possible.
- E. Groups or individuals may submit nominations for naming a new park, facility or specific facility in writing on a form provided by CPCSD, or in a letter that contains all pertinent information.

CAMERON PARK COMMUNITY SERVICES DISTRICT
POLICY GUIDE SERIES – 1000

POLICY TITLE: DONATIONS OF AMENITIES TO PARKS AND RECREATION FACILITIES

POLICY NUMBER: 1062

- 1062.1** These guidelines intend to establish rules for donations of amenities that improve park and recreation facilities, including donations as memorials.
- 1062.2** Parks and recreation facilities, including undeveloped sites, are owned and operated by the Cameron Park Community Services District for the benefit of public. These sites are designed and intended for public recreation purposes.
- 1062.3** Donated amenities include (but not limited to) benches, trees, picnic tables, public art, drinking fountains and playground equipment.
- 1062.3** District staff determine style, appearance, aesthetics, verbiage and/or images, location, installation and placement in accordance with the specific park or recreation facility master plan.
- 1062.3a** If a specific park or recreation facility master plan does not exist, District staff will determine an amenity with a design, location and function that to contributes to the park or recreation facility's overall aesthetics, theme and public benefit.
- 1062.3b** Naming plates will be minimalistic and simple to not detract from the nature of the park and/or recreation facility setting.
- 1062.4** District staff may dispose of any donated item when it reaches the end of its useful life as determined by District staff, which includes stolen, moved, broken, aged or vandalized items rendered unfit or unsafe for continued use or exhibition. Staff will make every effort to notify the donor before the disposition of the item, allow no more than sixty days for donor to replace the item in accordance to the above Policy stipulations, and/or have any images on the amenity returned to them.
- 1062.5** Trinkets, flowers, balloons or other items shall not be left on park property and shall be removed and disposed of by District staff.

1062.6 A Letter of Agreement will be provided by District staff and executed by the donor and District General Manager that outlines the monetary donation to cover all costs of amenity and installation; park amenity style, color, type, size that will be ordered by District staff; location of amenity; installation specifics; verbiage to be included in the project; and anticipated timeline for completion.



Agenda Transmittal

DATE: November 15, 2023

FROM: Jill Ritzman, General Manager

AGENDA ITEM #13: **Amendment to Agreement with Regional Government Services for Executive Search Consulting Services**

RECOMMENDED ACTION: **APPROVE Resolution 2023-41**

Background

On June 21, 2023, the Board of Directors approved an agreement between Cameron Park Community Services District and Regional Government Services (RGS) for executive search consulting services. A General Manager Recruitment Ad Hoc Committee was appointed to support RGS activities.

Discussion

The Board of Directors continues to work with RGS to select the ideal candidate for the General Manager position. Candidate interviews and reference checks continue. Preliminary interviews were held in closed session with numerous candidates. Staff is recommending the continuation of RGS's work until a candidate is selected and approved by the Board of Directors.

An amendment to the Agreement with RGS totaling \$17,000 is recommended for the Board to continue its search for a permanent General Manager. The Agreement is for time and materials, and could be less than the amount cited. The scope of work remains the same as in the initial agreement. Board approval of the amendment provides additional funding for RGS to continue with the existing scope of services.

Attachment

13A: Resolution 2023-41

13B: Amendment to the Agreement

13C: Executed Agreement for Management and Administrative Service

RESOLUTION No. 2023-41
OF THE BOARD OF DIRECTORS
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
November 15, 2023

**RESOLUTION TO APPROVE AN AMENDMENT TO THE AGREEMENT
BETWEEN CAMERON PARK COMMUNITY SERVICES DISTRICT AND
REGIONAL GOVERNMENT SERVICES FOR EXECUTIVE SEARCH SERVICES**

WHEREAS, Cameron Park Community Services District (District) is hiring a General Manager to fill the current vacancy; and

WHEREAS, the District has an existing agreement with Regional Government Services to provide professional services for recruitment and selection of a General Manager; and

WHEREAS, an Amendment to the Agreement with RGS totaling \$17,000 is recommended to continue the search for a permanent General Manager.

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

- Approves the amendment to the agreement between Regional Government Services and Cameron Park Community Services District;
- Authorizes the General Manager to sign the amendment to the agreement;
- Directs staff to allocate \$17,000 during Fiscal Year 2023-2024 Mid-Year Budget Review.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 15th day of November 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Sidney Bazett, President
Board of Directors

Jill Ritzman, Interim General Manager
Secretary to the Board

FIRST AMENDMENT TO THE AGREEMENT BETWEEN
CAMERON PARK COMMUNITY SERVICES DISTRICT AND
REGIONAL GOVERNMENT SERVICES FOR
MANAGEMENT AND ADMINISTRATIVE SERVICE

The First Amendment to the Cameron Park Community Services District Agreement between Cameron Park Community Services District (District) and Regional Government Services (Consultant) entered into November 15, 2023.

RECITALS

WHEREAS, the District and Consultant entered into an agreement for executive search services to recruit and secure a new general manager; and

WHEREAS, the District and Consultant desire to continue services until a new general manager is hired.

NOW THEREFORE, the District and Consultant do hereby adopt this First Amendment to the Agreement for \$17,000 extending Consultant's scope of work until a general manager is hired.

District and Consultant agree that the Agreement is for time and materials, and the terms and conditions remain the same.

Sophia Selivanoff, Executive Director

Jill Ritzman, Interim General Manager

Date

Date



RGS Is Committed to Reducing Paper Waste by Use of Electronic Processes

RGS requests your assistance with meeting these waste reduction goals by joining us in the use of digital signature and electronic payment methods during our collaboration to reduce mailing and paper expenses.

As a convenience, RGS offers DocuSign to digitally sign our Agreements, providing a secure and legally binding digital signature process that eliminates the need for printing and distribution of documents.

Preamble: The agreement for services described below is also an agreement to engage in a relationship between organizations – Agency partners. In order to establish a mutually respectful relationship as well as a productive one, RGS has adopted the following values and business methods.

Our Values

- **Expert Services:** RGS serves exclusively public sector agencies with its team of public-sector experts.
- **Innovation:** RGS encourages and develops innovative and sustainable services to help each Agency meet its challenges through new modes of service provision.
- **Customer Driven:** RGS customizes solutions to achieve the right level and right kind of service at the right time for each Agency's unique organizational needs.
- **Perseverance:** Sometimes the best solutions are not immediately apparent. RGS listens, works with you, and sticks with it until a good fit with your needs is found.
- **Open Source Sharing:** RGS tracks emerging best practices and shares them, learning openly from each other's hard-won experience.
- **Commitment:** Government agencies are the public's only choice for many services. Public trust is earned and must be used wisely. And RGS will do its part. Each Agency should and will know how RGS sets its rates. RGS' pledge to you is that we will act with honesty, openness, and full transparency.

How RGS Does Business

When you work with RGS you can expect:

- RGS will strive to be explicit up front and put our understandings in writing. Before making assumptions, we hope to talk directly to prevent any misunderstandings.
- Ongoing interaction throughout our relationship to ensure that your needs are being met, and that projects progress appropriately and agreed-upon timelines are met.
- RGS is committed to honest interaction.
- When RGS employees are on your site, we expect them to treat people respectfully and be treated respectfully. If problems arise, we want to communicate early, accurately, and thoroughly to ensure that we find mutually acceptable solutions.
- As a public Agency, partnering is valued. We look out for each Agency's interests consistent with maintaining the public trust.
- To keep expectations realistic, it is important to understand that RGS is a governmental, joint powers authority evolving to meet changing local government needs. RGS has carefully constructed policies and procedures to allow maximum flexibility to meet your needs.

Agreement for Management and Administrative Services

This Agreement for Management Services (“Agreement”) is made and entered into as of the 1st day of June 2023, by and between the **CAMERON PARK COMMUNITY SERVICES DISTRICT**, a municipal agency (“Agency”), and **Regional Government Services Authority** (RGS), a joint powers authority, (each individually a “Party” and, collectively, the “Parties”).

RECITALS

THIS AGREEMENT is entered into with reference to the following facts and circumstances:

- A. That Agency desires to engage RGS to render certain services to it;
- B. That RGS is a management and administrative services provider and is qualified to provide such services to the Agency; and
- C. That Agency has elected to engage the services of RGS upon the terms and conditions as hereinafter set forth.

TERMS AND CONDITIONS

Section 1. Services. The services to be performed by RGS under this Agreement shall include those services set forth in the attached **Exhibits**, which are incorporated by this reference herein and made a part hereof as though it were fully set forth herein.

Where in conflict, the terms of this Agreement supersede and prevail over any terms set forth in the **Exhibits**.

- 1.1 Standard of Performance.** RGS shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the types of services that RGS agrees to provide in the geographical area in which RGS operates.
- 1.2 Service Advisor.** To ensure quality and consistency for the services provided, RGS also assigns a service advisor to Agency. The service advisor is available to assigned RGS staff and to Agency management and will check in regularly with both to address program/project directives. Typically service advisor time is not billed to Agency, with some exceptions where significant programmatic direction is provided.
- 1.3 Reassignment of Personnel.** Assignment of personnel to provide the services described in the **Exhibits** is at the sole discretion of RGS. In the event that Agency or RGS, at any time during the term of this Agreement, desires the reassignment of personnel, Agency and RGS shall meet and discuss in good faith to address the issue of concern, including but not limited to reassigning such person or persons. For the avoidance of doubt, however, RGS retains sole control as to assignment of its personnel.
- 1.4 Time.** RGS shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance described above and to provide the services described in the **Exhibits**.

Section 2. Term of Agreement and Termination.

- 2.1** Services shall commence on or about June 1, 2023, and this Agreement is anticipated to remain in force to December 1, 2023, at which time services may continue on a month-to-month basis until one party terminates the Agreement or if Section 3 contains a “not to exceed” amount, until RGS charges for services reach the not-to-exceed amount at which point the Agreement will automatically terminate unless amended. Services provided under the month-to-month provision are subject to current RGS staff rates in effect at the time of service. Once this Agreement has converted to a month-to month basis, it shall automatically terminate upon the ninety-first (91st) continuous day with no billable service hours. After the ninety-first (91st) day with no billable service hours, RGS shall provide Agency with written notice of the automatic termination of the Agreement.
- 2.2** This Agreement may be terminated by either Party, with or without cause, upon 30 days’ written notice. Agency has the sole discretion to determine if the services performed by RGS are satisfactory to the Agency which determination shall be made in good faith. If Agency determines that the services performed by RGS are not satisfactory, Agency may terminate this Agreement by giving written notice to RGS. Upon receipt of notice of termination by either Party, RGS shall cease performing duties on behalf of Agency on the termination date specified and the compensation payable to RGS shall include only the period for which services have been performed by RGS.

Section 3. Compensation. Payment for services under this Agreement shall not exceed \$15,000 and shall be as provided in the **Exhibits**.

Section 4. Effective Date. This Agreement shall become effective on the date first herein above written.

Section 5. Relationship of Parties.

- 5.1** It is understood that the relationship of RGS to the Agency is that of an independent contractor and all persons working for or under the direction of RGS are its agents or employees and not agents or employees of Agency. The Agency and RGS shall, at all times, treat all persons working for or under the direction of RGS as agents and employees of RGS, and not as agents or employees of the Agency. Agency shall have the right to control RGS employees only insofar as the results of RGS’ services rendered pursuant to this Agreement. In furtherance of this Section 5.1, the Parties agree as follows:
- 5.1.1** Agency shall not request from RGS or from an RGS employee providing services pursuant to this Agreement an RGS employee’s Social Security Number or other similar personally identifying information.
- 5.1.2** Agency shall not report an RGS employee to a third party as an employee of Agency. For the purposes of this Section 5.1, “third party” means another government agency, private company, or individual.

5.1.3 In the event that a third-party requests information about an RGS employee—including but not limited to personally identifying information, hours or locations worked, tasks performed, or compensation—Agency shall inform RGS of the request prior to responding. If Agency possesses such information about an RGS employee, the Parties shall confer in good faith about an appropriate and legally compliant response to the request.

5.2 RGS shall provide services under this Agreement through one or more employees of RGS qualified to perform services contracted for by Agency. The positions of RGS staff that will coordinate services to the Agency are indicated in the **Exhibits**. The Executive Director or assigned supervising RGS staff will consult with Agency on an as-needed basis to assure that the services to be performed are meeting Agency’s objectives. At any time the RGS employee may be providing services to one or more RGS clients concurrent with the services being provided under this Agreement.

5.3 Agency shall not have the ability to direct how services are to be performed, specify the location where services are to be performed, or establish set hours or days for performance of services, except as set forth in the **Exhibits**. Agency confirms that RGS employees are not assuming and are not expected to assume any Agency staff position(s).

5.4 RGS employees may require access to Agency’s computer systems and networks to complete the assigned services. RGS requires its employees to agree to appropriate system usage policies, which include a pledge not to use partner agency electronic equipment for anything other than partner agency work. (These policies can be provided to Agency upon request.)

5.5 Agency shall not have any right to discharge any employee of RGS from RGS employment.

5.6 RGS shall, at its sole expense, supply for its employees providing services to Agency pursuant to this Agreement any and all benefits, such as worker’s compensation, disability insurance, vacation pay, sick pay, or retirement benefits; obtain and maintain all licenses and permits usual or necessary for performing the services; pay any and all taxes incurred as a result of the employee(s) compensation, including employment or other taxes; and provide Agency with proof of payment of taxes on demand.

Section 6. General Liability Coverage. RGS, pursuant to California Government Code Section 990, may satisfy its contractual liabilities with self-insurance and/or participate in a pooled risk purchasing program. RGS has and will continue to maintain a program of liability coverage against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by RGS and its agents, representatives, employees, and subcontractors.

6.1 Workers’ Compensation Coverage.

6.1.1 General requirements. RGS shall, at its sole cost and expense, maintain Workers’ Compensation coverage and Employer’s Liability coverage with limits of not less than \$1,000,000.00 per occurrence.

6.1.2 Waiver of subrogation. The Workers' Compensation coverage shall be endorsed with or include a waiver of subrogation in favor of Agency for all work performed by RGS, its employees, agents, and subcontractors.

6.2 Commercial General, Automobile, and Professional Liability Coverages.

6.2.1 General requirements. RGS, at its own cost and expense, shall maintain commercial general and automobile liability coverage for the term of this Agreement in an amount not less than \$2,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. RGS shall additionally maintain commercial general liability coverage in an amount not less than \$2,000,000 aggregated for bodily injury, personal injury, and property damage.

6.2.2 Minimum scope of coverage. RGS coverage may not be written on ISO forms but will always provide coverage at least as broad as the latest version of the following: (A) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); and (B) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 001, code 1 (any auto).

6.3 Professional Liability Insurance. RGS, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability coverage for licensed professionals performing work pursuant to this Agreement in an amount not less than \$2,000,000 covering the licensed professionals' errors and omissions.

6.4 All Policies Requirements.

6.4.1 Coverage requirements. Each of the following shall be included in the coverage or added as an endorsement:

- a. Agency and its officers, employees, and agents, shall be covered as additional covered parties with respect to RGS' general commercial, and automobile coverage for claims, demands, and causes of action arising out of or relating to RGS' performance of this Agreement and to the extent caused by RGS' negligent act, error, or omission.
- b. An endorsement to RGS' general commercial and automobile coverages must state that coverage is primary with respect to Agency and its officers, officials, employees and agents.
- c. All coverages shall be on an occurrence or an accident basis, and not on a claims-made basis.

6.4.2 Acceptability of coverage providers. All coverages required by this section shall be acquired through providers with a Bests' rating of no less than A: VII or through sources that provide an equivalent level of reliability.

- 6.4.3 Verification of coverage.** Prior to beginning any work under this Agreement, RGS shall furnish Agency with notifications of coverage and with original endorsements effecting coverage required herein. The notifications and endorsements are to be signed by a person authorized to bind coverage on its behalf. Agency reserves the right to require complete, certified copies coverage at any time.
- 6.4.4 Subcontractors.** RGS shall include all subcontractors as insureds under its coverage or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
- 6.4.5 Variation.** During the term of this Agreement, RGS may change the insurance program in which it participates. RGS will provide reasonable notice of any such change to Agency and replacement copies of Certificates of Coverage and endorsements.
- 6.4.6 Deductibles and Self-Insured Retentions.** RGS shall disclose any self-insured retention if Agency so requests prior to performing services under this Agreement or within a reasonable period of time of a request by Agency during the term of this Agreement.
- 6.4.7 Maintenance of Coverages.** The coverages stated herein shall be maintained throughout the term of this Agreement and proof of coverage shall be available for inspection by Agency upon request.
- 6.4.8 Notice of Cancellation or Reduction in Coverage.** In the event that any coverage required by this section is reduced, limited, or materially affected in any other manner, RGS shall provide written notice to Agency at RGS earliest possible opportunity and in no case later than five business days after RGS is notified of the change in coverage.

Section 7. Legal Requirements.

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 Compliance with Applicable Laws.** RGS and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 Reporting Requirements.** If there is a statutory or other legal requirement for RGS to report information to another government entity, RGS shall be responsible for complying with such requirements.
- 7.4 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, RGS and any subcontractors shall comply with all applicable rules and regulations to which Agency is bound by the terms of such fiscal assistance program.

- 7.5 Licenses and Permits.** RGS represents and warrants to Agency that RGS and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to provide the services contemplated by this Agreement. RGS represents and warrants to Agency that RGS and its employees, agents, and subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions.
- 7.6 Nondiscrimination and Equal Opportunity.** RGS shall not discriminate on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided under this Agreement. RGS shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement.

Section 8. Keeping and Status of Records.

- 8.1 Records Created as Part of RGS' Performance.** All final versions of reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that RGS prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of Agency. RGS hereby agrees to deliver those documents to Agency upon termination of the Agreement, if requested. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for Agency and are not necessarily suitable for any future or other use.
- 8.2 Confidential Information.** RGS shall hold any confidential information received from Agency in the course of performing this Agreement in trust and confidence and will not reveal such confidential information to any person or entity, either during the term of the Agreement or at any time thereafter. Upon expiration of this Agreement, or termination as provided herein, RGS shall return materials which contain any confidential information to Agency. For purposes of this paragraph, confidential information is defined as all information disclosed to RGS which relates to Agency past, present, and future activities, as well as activities under this Agreement, which information is not otherwise of public record under California law. Agency shall notify RGS what information and documents are confidential and thus subject to this section 8.2.
- 8.3 RGS Books and Records.** RGS shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to Agency under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment under this Agreement.

8.4 Inspection and Audit of Records. Any records or documents that Section 8.3 of this Agreement requires RGS to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of Agency. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of Agency or as part of any audit of Agency, for a period of three years after final payment under the Agreement.

Section 9. Non-assignment. This Agreement is not assignable either in whole or in part without the written consent of the other party.

Section 10. Amendments. This Agreement may be amended or modified only by written Agreement signed by both Parties.

Section 11. Validity. The invalidity, in whole or in part, of any provisions of this Agreement shall not void or affect the validity of any other provisions of this Agreement.

Section 12. Disputes. Should any dispute arise out of this Agreement, Agency agrees that it shall only file a legal action against RGS, and shall not file any legal action against any of the public entities that are members of RGS.

Section 13. Venue/Attorneys' Fees. Any suit or action initiated by either party shall be brought in Alameda County, California. In the event of litigation between the Parties hereto to enforce any provision of the Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs of litigation.

Section 14. Mediation. Should any dispute arise out of this Agreement, the Parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither Party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the Parties. If a mediated settlement is reached, neither Party shall be deemed the prevailing party for purposes of the settlement and each Party shall bear its own legal costs.

Section 15. Employment Offers to RGS Staff. Should Agency desire to offer permanent or temporary employment to an RGS employee who is either currently providing RGS services to Agency or has provided RGS services to Agency within the previous six months, said Agency will be charged a fee equal to the full-time cost of the RGS employee for one month, using the most recent RGS bill rate for the RGS employee's services to Agency. This fee is to recover RGS' expenses in recruiting the former and replacement RGS staff.

Section 16. Entire Agreement. This Agreement, including the **Exhibits**, comprises the entire Agreement.

Section 17. Indemnification.

17.1 RGS' indemnity obligations.

RGS shall indemnify, defend, and hold harmless Agency and its legislative body, boards and commissions, officers, and employees ("Indemnitees") from and against all claims, demands, and causes of action by third parties, including but not limited to attorneys' fees, arising out of RGS' performance of this Agreement, to the extent caused by RGS' negligent act, error, or omission. Nothing herein shall be interpreted as obligating RGS to indemnify Agency against its own negligence or willful misconduct.

Training disclaimer

Agency understands and acknowledges that RGS advisors may, as part of the scope of services under this Agreement, provide training on various matters including human resources, accounting, or management practices. The advice and guidance included in such training does not, and is not intended to, constitute legal advice; instead, all information, content, and materials provided are based on industry best practices, but may not be applicable in all situations. Agency staff should not act or refrain from acting on the basis of the information provided as part of a training without first seeking legal advice from counsel in its relevant jurisdiction and/or appropriate Agency approval. RGS' obligation to indemnify, defend, and hold harmless indemnities pursuant to this section 17.1 for professional errors and omissions shall not exceed \$500,000.

17.2 Agency's indemnity obligations. Agency shall indemnify, defend and hold harmless RGS and its officers, directors, employees and agents from any and all claims and lawsuits where such persons are named in the lawsuit solely because of a duty any of them performs in accordance with the services outlined in Exhibit B.

It is the intent of the parties here to define indemnity obligations that are related to or arise out of Agency's actions as a governmental entity. Thus, Agency shall be required to indemnify and defend only under circumstances where a cause of action is stated against RGS, its employees or agents:

- a. which is unrelated to the skill they have used in the performance of the duties delegated to them under this Agreement;
- b. when the allegations in such cause of action do not suggest the active fraud or other misconduct of RGS, its employees, or agents; or
- c. where an Agency employee, if he had been acting in a like capacity, otherwise would be acting within the scope of that employment.

Whenever Agency owes a duty hereunder to indemnify RGS, its employees or agents, Agency further agrees to pay RGS a reasonable fee for all time spent by any RGS employee, or spent by any person who has performed work pursuant to this Agreement, for the purpose of preparing for or testifying in any suit, action, or legal proceeding in connection with the services the assigned employee has provided under this Agreement.

17.3 Obligations and indemnity related to defined benefit retirement plan participation.

- a. RGS and Agency acknowledge and agree that, if Agency participates in a defined benefit plan (such as CalPERS, a pension plan, or Social Security) (“Retirement Program”), it is possible that the Retirement Program may find that RGS employees providing services pursuant to this Agreement are employees of Agency and should be registered with the Retirement Program as employees of Agency, which possibility is the same as if Agency were contracting with a private consulting firm. Pursuant to Section 5.1 of this Agreement, Agency has an obligation to treat all persons working for or under the direction of RGS as agents and employees of RGS, and not as agents or employees of Agency. Agency agrees not to ask RGS employees for personally identifying information.
- b. In the event that the Agency’s Retirement Program initiates an inquiry that includes examination of whether individuals providing services under this Agreement to Agency are Agency’s employees, Agency shall inform RGS within five business days and share all communications and documents from the Retirement Program that it may legally share. In the event that either RGS or Agency files an appeal or court challenge, RGS and Agency each agree to cooperate with each other in responding to the inquiry and any subsequent administrative appeal or court challenge of an adverse determination. Notwithstanding Section 17.1 of this Agreement, RGS and Agency shall each bear their own costs in responding to an inquiry by a Retirement Program, including but not limited to costs of an administrative appeal or court challenge.
- c. In the event that any RGS employee or subconsultant providing services under this Agreement is determined by a court of competent jurisdiction or the Agency’s Retirement Program to be eligible for enrollment in the Retirement Program as an employee of the Agency, to the fullest extent of the law, Agency shall indemnify, defend, and hold harmless RGS for any Retirement Program contribution payment that Agency is required as a result to make to the Retirement Program as well as for the payment of any penalties and interest on such payments, if any.

Section 18. Notices. All notices required by this Agreement shall be given to Agency and RGS in writing, by first class mail, postage prepaid, or by email transmission addressed as follows:

Agency: Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95782

RGS: Regional Government Services Authority
P. O. Box 1350
Carmel Valley, CA 93924
Email: contracts@rgs.ca.gov

Notice by email transmission shall be deemed given upon verification of receipt if received before 5:00p.m. on a regular business day or else on the next business day.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the date first written by their respective officers duly authorized on their behalf.

DATED: 6/22/2023

Agency

DocuSigned by:
By: Jill Ritzman, CPLSD Interim General Manager
Jill Ritzman, Interim General Manager
E: jritzman@cameronpark.org

DATED: 6/16/2023

Regional Government Services Authority

DocuSigned by:
By: Sophia Selivanoff
Sophia Selivanoff, Executive Director

Exhibit A

Compensation.

1. **Fees.** Agency agrees to pay to RGS the hourly rates set forth in the tables below for each RGS employee providing services to Agency, which are based in part on RGS' full cost of compensation and support for the RGS employee(s) providing the services herein described.

RGS and Agency acknowledge and agree that compensation paid by Agency to RGS under this Agreement is based upon RGS' costs of providing the services required hereunder. The Parties further agree adjustments to the hourly bill rate shown below for "RGS Staff" will be made on July 1 of each year, when RGS' hourly bill rates will be adjusted by the percentage change in the Consumer Price Index (Bureau of Labor Statistics, CPI for urban wage earners and clerical workers in the San Francisco-Oakland-San Jose area) ("CPI") for the twelve months through the end of December of the prior year. Irrespective of the movement of the CPI, RGS will not adjust its hourly rates downward; nor will RGS adjust its hourly rates upward in excess of a five percentage (5%) change, excepting instances where there was no increase in the prior year's hourly rates. In that event, RGS will adjust its hourly rates by the full percentage change in the CPI for the twelve months through the end of December of the prior year.

2. **Reimbursement of RGS' Direct Costs.** Agency shall reimburse RGS for direct external costs. Direct external costs, including such expenses as travel or other costs incurred for the exclusive benefit of the Agency are not included in the hourly bill rate and, will be invoiced to Agency when received and without mark-up. These external costs will be due upon receipt.
3. **Terms of Payment.** RGS shall submit invoices monthly for the prior month's services. Invoices shall be sent approximately 10 days after the end of the month for which services were performed and are due and shall be delinquent if not paid within 30 days of receipt. Delinquent payments will be subject to a late payment carrying charge computed at a periodic rate of one-half of one percent per month, which is an annual percentage rate of six percent, which will be applied to any unpaid balance owed commencing 7 days after the payment due date. Additionally, in the event the Agency fails to pay any undisputed amounts due to RGS within 15 days after payment due date, then Agency agrees that RGS shall have the right to consider said default a total breach of this Agreement and the duties of RGS under this Agreement may be terminated by RGS upon 5 working days' advance written notice.

Payment Process/Address. RGS prefers invoices be paid electronically.

RGS will reach out to your invoicing contact to establish and provide electronic payment instructions.

However, should you have questions or need other payment options, please contact:

Lindsay Rice, RGSA Accounting Manager
(650) 587-7300X12 | lrice@rgs.ca.gov

[EXHIBIT A CONTINUES ON FOLLOWING PAGE]

AGENCY CONTACTS

Agency Billing Contact. Invoices are sent electronically only. Please provide the contact person to whom invoices should be sent:

NAME	EMAIL
Christina Greek, Finance / HR Officer	cgreek@cameronpark.org

Agency Insurance Contact. Please provide the contact person to whom the certificate of coverage should be sent:

NAME	EMAIL
Christina Greek, Finance / HR Officer	cgreek@cameronpark.org

RGS STAFF

CLASSIFICATION	HOURLY RATE*
Chief Operating Officer	\$140 to \$230
Deputy Chief Operating Officer	\$135 to \$205
Senior/Lead Advisor	\$130 to \$200
Advisor	\$120 to \$170
Project Advisor	\$110 to \$130
Project Coordinator	\$90 to \$125
Technical Specialist	\$80 to \$120

*The Hourly Rate does not include direct external costs which will be invoiced to Agency with no markup and will fall outside of the not-to-exceed (if established) for services provided.

Exhibit B

Scope of Services. Subject to the terms and conditions of this Agreement, Regional Government Services Authority (RGS) shall perform the functions as described in the attached Executive Recruitment Services proposal dated 5/9/23.



May 9 2023

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

André Pichly, General Manager
APichly@cameronpark.org

RE: EXECUTIVE RECRUITMENT SERVICES

Dear Andre:

Regional Government Services Authority (RGS) is pleased to submit a proposal to the Cameron Park Community Service District (Agency) for executive recruitment services for the position of General Manager. Our Recruitment Team is uniquely qualified to provide executive recruitment services. Our advisors have personal experience as local government leaders and in conducting public sector executive recruitment.

In the proposal provided, an executive recruitment is estimated to cost about \$15,000. This cost estimate is based on a maximum cost to complete a project. Many of our projects come in under budget. In addition, this project would not require an additional contract with the District as it can be completed under the current contract for General Human Resource services the District has with RGS both in scope and budget, the project timeline would occur in the current FY and FY 23/24.

RGS is a unique, fee-supported joint powers authority specializing in public-sector administration and consulting services. RGS exclusively serves public agencies and employs experienced public-sector professionals to assist our partner agencies. Since 2002, RGS has served over 200 public agencies.

I am confident that you will find our proposal to be responsive to your agency's objectives and needs. The plan provides for ample time, tools, and support to meet or exceed the goals provided. RGS has a solid and respected reputation with the public agencies we serve for timely, cost-efficient delivery, and effective implementation. As a public agency ourselves, we fully understand the needs and requirements of other public agencies.

If you have any questions regarding this information, please feel free to contact Kay Randolph-Pollard at krandolphpollard@rgs.ca.gov or 650-587-7314; or Bobbi Bennett at (650) 587-7303 or bbennett@rgs.ca.gov. We look forward to the opportunity to provide you with these services.

Sincerely,

Bobbi Bennett
Human Resources Services Director



REGIONAL GOVERNMENT SERVICES

Recruitment Services

RGS uses a substantive approach, conducting a thorough search, and candidate screening based on the best practices of merit selection including objective assessment of job-related qualifications and competencies. We use a unique process in sourcing candidates who are aligned with the values of the organization.

Here are a few of the tools we use to administer efficient, safe, virtual, and confidential recruiting processes: remote recruiting, applicant tracking platform, remote screening, and remote interviews including proctored oral boards.

We utilize a four-stage process to guide us in developing our deliverable: a pool of qualified candidates.

- I. Recruitment strategy and candidate profile development
- II. Marketing using a proactive and robust search
- III. Merit-based selection
- IV. Hiring support (As needed and requested.)

Step I - Recruitment Strategy and Candidate Profile Development

We meet with the agency's management and staff to familiarize ourselves with your agency's needs and the position's requirements. We take the time to learn about your organization and the position to develop a strategy and a recruitment plan. Then we generate an "Ideal Candidate" profile including a list of competencies and attributes to target our search efforts to the most qualified candidates.

Step II - Marketing Using a Proactive and Robust Search

At RGS, we practice candidate care making it easy for candidates to apply and communicate throughout the process. We steer away from reposting the full job description and use action focused language to engage candidates and market each position and partner agency. In this way, we provide candidates with an understanding of the benefit of working for your agency in the position being recruited. Our marketing plans include targeted advertising and social media promotions that focus on both diversity and work discipline. RGS is committed to reaching a diverse candidate pool. We market through relationships we have with governmentjobs.com and careersingovernment.com; in addition, we recommend targeted professional organization career pages. Our team is experienced in developing a passive candidate search for qualified individuals who are not actively seeking employment.



Step III – Merit Based Selection

The RGS Recruitment Team uses merit principles to guide the recruitment and selection methods that are equitable, efficient, and effective. The selection process is customized for each position – based on competencies and required knowledge, skills, and abilities.

Our exam planning includes a discussion of the best approach for assessing candidates to achieve the desired outcome. The selection process may include an in-depth, behavior-based interview with each candidate and may also include other selection assessments such as skills testing and/or a performance exam.

RGS receives and screens all application materials to determine each candidate's ability to meet minimum qualifications for the position. RGS also conducts remote screening using a behavior-based process, and we personally speak to qualified candidates during a preliminary review. In this process we gain a solid understanding of each candidate's technical competence and interpersonal skills, and we verify minimum qualifications.

We prepare a summarized report with information obtained through the candidate screening process including a list of qualified candidates for further consideration.

We handle all aspects of the selection process. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; scheduling and facilitating the interviews; evaluating the results; and contacting both successful and unsuccessful candidates.

Step IV – Hiring Support

- Conditional Job Offer
- In-Depth Reference Checks
- Background Check Support
- Contract Negotiation

Communication and Reporting

Regular progress reports are provided to critical staff within the partner agency. Periodic remote and/or onsite meetings are scheduled to maintain regular input and communication for the ongoing project. RGS maintains and conducts all needed correspondence and record-keeping throughout the process. We maintain a final record to comply with current legal standards.

The deliverable we produce is a list of qualified candidates and associated candidate information. Based on partner requirements we can compile a final report that documents marketing efforts, a final written summary of work performed, and related EEO candidate data.



SAMPLE TIMELINE

Pending an initial meeting date being set, we lay out a timeline to meet the project objectives. To minimize delays, we work with the Confidential Hiring Committee to pre-set dates when we develop the recruitment plan and get these locked in on members' calendars.

(All activities to occur after contract execution will be adjusted as required.)

Tasks	Target Timeframe/Date	Responsible Party
Initial Recruitment/Position Needs Meeting with Council/Hiring Committee (Closed Session if meeting with full governing body).	Within 10 days of formal executed agreement.	RGS/Agency
Develop Job Description and Review Salary, as needed.	Week 2 - 3	RGS
Recruitment plan and materials drafted and finalized.	Week 4 - 5	RGS/Agency
Open Recruitment (3 to 4 weeks).	Week 5	RGS
Advertising and marketing conducted.	Week 5 - 9	RGS
Hiring Committee meeting - review of draft materials (screening interview questions).	While Accepting Applications	RGS/Agency
Recruitment closes (4-week timeframe).	Week 9	RGS
Remote screening of qualified applicants.	Week 10 - 11	RGS
Hiring Committee meets to review Most Qualified applicant recommendations and finalize next step.	Week 12	RGS/Agency
Hiring Committee Meeting to review and finalize drafts and plan for interviews.	Week 12	RGS/Agency
Closed Session Council Meeting - Hiring interview with RGS support.	Week 13	RGS/Agency
Verbal conditional job offer, and salary negotiation based on Council parameters established.	As Requested	RGS/Agency
Conditional Offer letter to candidate.	As Requested	RGS/Agency
Reference check conducted.	As Requested	RGS/Agency
Background check conducted.	As Requested	RGS/Agency

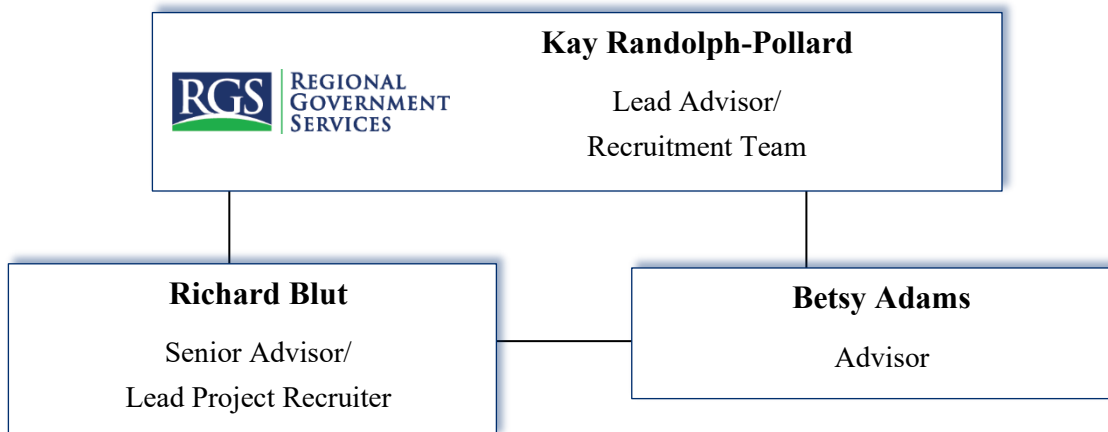


Draft employment contract for review.	As Requested	RGS/Agency
Closed Session Meeting(s) – As needed based on salary negotiation parameters.	As Requested	RGS/Agency
Regularly Scheduled Council Meeting* (Per Brown Act) to approve Manager Contract.	Second Monday of the Month following job offer.	RGS/Agency
Start Date (depending on a 2 to 4-week notice needed to start)	Target Date in July/August 2023	Agency

*Assuming a monthly meeting schedule as communicated on the Agency web site.

STAFF QUALIFICATIONS

The RGS team we are proposing for this project has personal experience as leaders in the public sector and extensive experience and accomplishments in executive recruitment. We work as a team of equals with complementary skill specializations and abilities.



Key Team Members

Our Executive Recruitment team advisors are skilled at identifying applicant pools and crafting selection procedures and skills assessments to identify and document the most-qualified candidates. We have helped many organizations successfully navigate the challenges and opportunities that surface during recruitment processes. An introduction and information about the qualifications and experience of our proposed project team members follows.



Kay Randolph-Pollard, Lead Advisor

Kay Randolph-Pollard joined Regional Government Services as an Advisor in the Human Resources service group in 2016. She currently serves as the Lead Advisor of the Recruitment Team that provides recruiting services both for internal openings in RGS and for job openings in partner agencies.

Ms. Randolph-Pollard has over twenty-eight years of experience in local government and the private sector. Her core skills include human resources operations and management, classification, compensation and benefits, labor relations, employee development and training, project management, conflict resolution, performance management, as well as staff recruitment and retention.

Ms. Randolph-Pollard has a bachelor's degree in business administration, completed the Sonoma County Mediation Program, obtained Senior Professional of Human Resources certification (SPHR) in 2013, and in 2020, completed certification in Race Literacy for Coaches, Diversity, Equity, and Inclusion (DEI), and Human Resources Professionals.

Project Team

Richard Blut, Senior Advisor. Lead Project Recruiter

Richard Blut joined RGS in 2022 as a Senior Advisor for Human Resources and Finance Services groups. As a member of the RGS Recruitment Team, Mr. Blut is spearheading NEOGOV implementation services as well as conducting executive recruitments for partner agencies. As a member of the Finance Team, he assists with planning for system upgrades, updating financial and purchasing policies and procedures, and budget management.

Mr. Blut has over twenty years of leadership experience in large public organizations. He is an expert in all facets of human resources, information technology, and systems automation. He has provided consulting and coaching to business leaders in many aspects of HR including best practices, policies, finances, ERP implementation, organizational design, legal compliance, talent management, and compensation.

Richard has a bachelor's degree and an M.B.A. in business administration.

Betsy Adams, Advisor

Betsy Adams joined Regional Government Services as an Advisor in 2020 and is currently serving our partner agencies by providing large project oversight and management and executive recruitment. Ms. Adams's executive experience in local government is extensive, and she is a skilled administrator.



During her career in local government, which has spanned over thirty years, she has served as City Manager, Assistant City Manager, Parks and Community Services Director, Administrative Services Director, Purchasing Manager, and Interim and Human Resources Director.

Ms. Adams has both an MBA and a bachelor's degree in business administration.

SERVICE COST/BILL RATES

Regional Government Services (RGS) provides services on an hourly basis, plus direct costs. Work is performed as agreed and subsequently billed based on hours worked. RGS Advisors are skilled at prioritizing projects and working within the budget of partner agencies.

Bill rates are as follows:

Title	Hourly Rate
Chief Operating Officer	\$140 to \$230
Deputy Chief Operating Officer	\$135 to \$205
Senior/Lead Advisor	\$130 to \$200
Advisor	\$120 to \$170
Project Advisor	\$110 to \$130
Project Coordinator	\$90 to \$125
Technical Specialist	\$80 to \$120

Executive position recruitments are estimated at up to \$15,000 based on project needs and bill rates for staff in the Advisor, Project Advisor, and Project Coordinator categories. Recruitments will only be conducted based on a specific request from a designated representative in writing.

Depending on the nature of the recruitment services provided, direct external cost for such items as recruitment advertising, test rental, and marketing resources will be invoiced at cost with no markup. Mileage will be calculated and invoiced using the current IRS rate. The partner agency can determine the amount of funds for direct external cost in advance. These direct external costs are separate from staff time estimates provided above.



Recruitment Services Direct Cost Rates

Title	Rate
NeoGov Applicant Tracking includes: <ul style="list-style-type: none"> • Ad posting in Governmentjobs.com • Ad posting in Careers Government social media and diversity platform. 	\$550 per recruitment posting.
Candidate Remote eSkills Online Test	\$25 or less - per candidate per testing session based on volume

RGS works on an approval basis for all direct external costs prior to engaging in the work. We set a marketing plan and will seek approval prior to placing advertising. We seek subject matter expert input and agreement on any multiple choice or skills tests in a selection process and provide an estimate of cost prior to performing and/or engaging in these activities.

Candidate Guarantee

RGS does not guarantee a candidate selection and hire made by our partner client agencies. In the event a recruitment does not produce a viable candidate, or there is a premature dismissal or resignation of the selected candidate, RGS's approach is to charge for the work performed as agreed. It is rare when a deadline needs to be extended or a recruitment needs to be reopened. In the case these steps need to take place, when an agreement is reached to extend or re-recruit, we then make revisions as needed to the plan and proceed based on the revised or new plan. RGS will charge for the additional or new work.



Agenda Transmittal

DATE: November 15, 2023

FROM: Christina Greek, Finance/HR Manager

AGENDA ITEM #14: PRELIMINARY YEAR-END FISCAL YEAR 2022-2023

RECOMMENDED ACTION: RECEIVE AND FILE

Introduction

Staff is preparing for Fiscal Year 2022-2023 Audit and have completed enough tasks to share with the Board of Directors a preliminary year-end report. At this time, the District ended in the negative by \$131,452.18. This deficit does not include the budgeted transfer to reserves of \$500,000.

Budget and Administration Committee

The Budget and Administration Committee reviewed the report and forwarded it to the Board of Directors.

Discussion

No budget adjustments were made at mid-year because the budget seemed to be on target. In the 3rd quarter we had unexpected storms that caused severe damage to our parks and at Cameron Park Lake that created expenditures that by year end sent us over budget. The repairs have been completed and the District is working with FEMA to receive grant revenues to offset most of the cost for these unexpected repairs. Revenues ended at 104% and expenditures at 98.98%. In many areas, the District was at or lower than estimated in expenditures. In a few areas, expenses were much higher.

- (5010) Seasonal staffing due to an increase in summer programming resulting in the need for additional staff offset partially by program fees
- (5020) Overtime due to vacancies
- (5221) Bank charges (merchant fees) due to an increase in credit card payments received
- (5235) Contract services- Fire Prevention Specialist vacancy caused an increase to contract services.

- (5316) Instructor pay was increased due to more classes being offered and was offset by instructor revenue
- (5395) Miscellaneous due to unbudgeted Board of Directors retreat
- (5420) Professional Services due to contract with MRG/Don Ashton and GM recruitment as well as larger than expected volume First Responder Fee billing
- (5491) Propane due to an increase of usage during winter months

Attachments:

14a. Fund 01 Preliminary Year-End Fiscal Year 2022-2023

14b. Fund 02 Preliminary Year-End Fiscal Year 2022-2023

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2022 Through 6/30/2023

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Year to Date Actual	Percent Exp to Date
Operating Revenue						
Property Taxes	4110	4,582,358.00	4,602,534.44	4,788,564.00	5,035,867.25	105.16%
Franchise Fees	4113	206,780.00	218,982.46	220,000.00	244,819.40	111.28%
Fire Marshall Plan Review	4132	105,000.00	59,818.95	77,000.00	57,499.55	74.67%
Tuition Fees/Revenue	4142	0.00	3,261.82	0.00	2,981.50	0.00%
Recreation Program Revenue	4154	142,639.00	201,840.12	150,000.00	167,478.70	111.65%
Instructor Program Revenue	4155	0.00	0.00	50,000.00	93,159.05	186.31%
Transfer In	4165	39,598.85	0.00	73,837.00	29,920.04	40.52%
Special Events	4170	0.00	31,859.00	2,000.00	578.00	28.90%
Lake Entries - Daily (Kiosk)	4180	35,660.00	41,578.78	40,000.00	40,293.25	100.73%
Annual Passes (Lake/Pool Combo)	4181	75,000.00	60,180.94	65,500.00	41,110.26	62.76%
Picnic Site Rentals	4182	1,500.00	1,674.50	6,000.00	1,069.00	17.81%
Assembly Hall & Classroom Rentals	4185	35,139.00	20,262.80	30,000.00	41,685.91	138.95%
Gym Rentals	4186	26,000.00	6,828.34	23,000.00	14,503.06	63.05%
Pool Rental Fees	4187	98,000.00	87,467.50	101,500.00	93,553.09	92.17%
Sports Field Rentals	4190	19,580.00	19,794.00	21,000.00	18,269.80	86.99%
Donations	4250	0.00	3,669.00	0.00	9,600.00	0.00%
Sponsorships	4255	20,000.00	19,921.20	2,500.00	46.00	1.84%
JPA Reimbursable	4260	1,150,000.00	1,149,999.96	1,212,000.00	1,206,845.00	99.57%
Fire Apparatus Equip Rental	4262	10,000.00	28,930.00	15,000.00	25,750.00	171.66%
Reimbursement/Refund	4400	1,800.00	30,376.18	47,700.00	51,200.00	107.33%
Weed Abatement	4410	15,750.00	6,029.96	14,300.00	23,723.16	165.89%
Interest Income	4505	19,000.00	1,608.92	1,000.00	10,151.13	1,015.11%
Other Income/Refunds	4600	8,000.00	1,198.22	2,000.00	1,545.20	77.26%
Relief Funds	4601	193,788.00	193,788.00	0.00	0.00	0.00%
First Responder Fee	4602	0.00	0.00	100,000.00	92,579.68	92.57%
Grant - CCI	4605	113,120.00	165,071.95	0.00	0.00	0.00%
Grants	4610	0.00	0.00	0.00	29,998.50	0.00%
Other Financing Sources	4612	0.00	104,404.03	0.00	0.00	0.00%
Gain/Loss of Assets	4615	0.00	3,015.31	0.00	0.00	0.00%
Total Operating Revenue		<u>6,898,712.85</u>	<u>7,064,096.38</u>	<u>7,042,901.00</u>	<u>7,334,226.53</u>	<u>104.14%</u>
Expenditures						
Salaries - Perm.	5000	777,784.00	858,669.21	923,694.00	905,899.79	98.07%
Salaries - Seasonal	5010	141,975.00	160,481.78	109,068.00	221,551.47	203.13%
Overtime	5020	13,750.00	26,007.08	11,966.00	18,796.81	157.08%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2022 Through 6/30/2023

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Year to Date Actual	Percent Exp to Date
In Lieu Benefits Stipend	5120	6,000.00	6,583.32	10,000.00	9,250.00	92.50%
Health Benefit	5130	127,540.00	130,618.48	145,861.00	134,622.17	92.29%
Retiree Health Benefit	5135	112,025.00	104,611.39	111,317.00	102,745.47	92.29%
Dental Insurance	5140	9,721.00	12,107.44	13,262.00	12,057.93	90.92%
Vision Insurance	5150	1,513.00	1,798.14	2,003.00	1,947.86	97.24%
CalPERS Employer Retirement	5160	248,154.00	253,688.87	295,567.00	293,071.60	99.15%
CalPERS 457	5161	0.00	0.00	0.00	3,725.00	0.00%
Worker's Compensation	5170	31,622.93	36,508.99	42,262.00	42,251.93	99.97%
FICA/Medicare Employer Contribution	5180	24,516.00	29,306.75	29,061.00	39,159.24	134.74%
UI/TT Contribution	5190	10,682.00	9,382.41	10,603.00	8,841.19	83.38%
Advertising/Marketing	5209	15,200.00	15,500.01	16,000.00	8,377.25	52.35%
Agency Administration Fee	5210	0.00	0.00	0.00	(20.00)	0.00%
Agriculture	5215	14,400.00	16,992.00	20,400.00	21,147.59	103.66%
Audit/Accounting	5220	36,000.00	40,829.84	36,000.00	30,825.55	85.62%
Bank Charge	5221	6,800.00	13,750.22	14,400.00	18,382.32	127.65%
Clothing/Uniforms	5230	6,350.00	3,970.20	6,250.00	2,312.00	36.99%
Computer Software	5231	30,721.00	34,998.38	36,622.00	28,987.88	79.15%
Computer Hardware	5232	7,250.00	7,818.50	6,750.00	7,305.52	108.22%
Contractual Services	5235	10,000.00	4,730.07	5,000.00	15,193.00	303.86%
Contractual - Provider Services - FIRE	5236	4,160,537.26	3,940,462.91	4,264,550.00	3,986,731.70	93.48%
Contract Under Utilization	5237	(300,000.00)	0.00	(250,000.00)	0.00	0.00%
Contract Services - Other	5240	176,290.00	110,176.17	111,202.00	127,538.52	114.69%
Director Compensation	5250	16,800.00	14,800.00	16,800.00	16,700.00	99.40%
EDC Department Agency	5260	4,300.00	4,418.54	4,500.00	4,798.29	106.62%
Educational Materials	5265	11,000.00	2,721.37	3,450.00	584.88	16.95%
Equipment-Minor/Small Tools	5275	8,500.00	10,441.99	15,500.00	15,150.36	97.74%
Fire & Safety Supplies	5285	3,450.00	4,075.41	4,850.00	3,191.15	65.79%
Fire Prevention & Inspection	5290	1,100.00	1,785.00	1,800.00	4,122.86	229.04%
Fire Turnout Gear	5295	31,000.00	30,408.06	30,000.00	22,899.72	76.33%
Fire- Intern paid	5296	20,200.00	11,320.00	11,800.00	7,600.00	64.40%
Food	5300	2,500.00	2,772.46	2,950.00	3,491.17	118.34%
Fuel	5305	34,000.00	56,911.43	53,500.00	58,865.28	110.02%
Government Fees/Permits	5310	25,400.00	23,369.84	29,900.00	26,820.83	89.70%
Janitorial / HH Supplies	5315	35,000.00	37,963.38	33,200.00	34,566.79	104.11%
Instructors	5316	26,500.00	29,514.80	30,000.00	54,360.17	181.20%
Insurance	5320	175,886.00	172,385.49	206,710.00	206,047.15	99.67%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2022 Through 6/30/2023

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Year to Date Actual	Percent Exp to Date
Legal Services	5335	15,000.00	10,733.00	10,000.00	16,074.00	160.74%
Maint. - Vehicle Supplies	5340	2,200.00	0.00	500.00	206.42	41.28%
Maint. - Buildings	5345	23,000.00	38,228.21	24,400.00	30,104.82	123.38%
Maint. - Equipment	5350	43,040.00	35,009.63	33,800.00	40,417.88	119.57%
Maint. - Grounds	5355	42,500.00	41,772.94	46,150.00	47,785.55	103.54%
Maint. - Radio/Phones	5360	2,000.00	4,301.91	2,000.00	3,335.96	166.79%
Maint. - Tires & Tubes	5365	13,200.00	13,273.27	12,600.00	16,831.22	133.58%
Maint. - Vehicle	5370	31,500.00	34,455.14	32,700.00	38,673.62	118.26%
Medical Supplies	5375	0.00	0.00	0.00	209.79	0.00%
Memberships/Subscriptions	5380	10,660.00	10,909.09	12,200.00	11,408.05	93.50%
Mileage Reimbursement	5385	1,600.00	1,995.82	3,900.00	2,756.85	70.68%
Miscellaneous	5395	0.00	500.00	500.00	6,685.57	1,337.11%
Office Supplies/Expense	5400	9,700.00	8,169.46	8,450.00	6,593.54	78.03%
Pool Chemicals	5405	25,000.00	29,694.15	31,500.00	38,309.31	121.61%
Postage	5410	7,800.00	8,018.77	4,000.00	1,971.30	49.28%
Printing	5415	850.00	320.13	550.00	566.66	103.02%
Professional Services	5420	89,110.00	82,855.48	20,683.00	47,924.75	231.71%
Program Supplies	5421	13,730.00	27,900.55	13,000.00	15,614.70	120.11%
Publications & Legal Notices	5425	600.00	407.39	450.00	1,347.60	299.46%
Radios	5430	3,000.00	24.61	1,000.00	1,007.90	100.79%
Rent/Lease - Bldgs, Fields, etc.	5435	3,060.00	0.00	0.00	0.00	0.00%
Rent/Lease - Equipment	5440	3,400.00	10,174.62	2,100.00	3,609.47	171.87%
Staff Development	5455	24,250.00	14,916.62	25,500.00	20,225.96	79.31%
Special Events	5465	0.00	23,844.50	0.00	0.00	0.00%
Phones/internet	5470	42,100.00	47,551.14	46,900.00	53,169.55	113.36%
Utilities - Water	5490	46,000.00	58,525.12	50,500.00	56,411.35	111.70%
Utilities - Gas	5491	80,000.00	93,131.82	93,500.00	143,475.80	153.45%
Utilities - Electric/Solar	5492	100,798.00	148,290.77	136,200.00	152,411.57	111.90%
Vandalism	5500	0.00	186.66	0.00	0.00	0.00%
Cal Fire In Kind Purchases	5501	4,500.00	2,124.32	4,000.00	10,624.91	265.62%
Capital Equipment Expense	5625	45,000.00	135,802.19	0.00	189,004.17	0.00%
Transfer Out	7000	9,020.00	9,020.00	9,020.00	9,020.00	100.00%
Transfer to Reserve	7001	27,639.66	27,639.66	500,000.00	0.00	0.00%
Total Expenditures		<u>6,784,724.85</u>	<u>7,141,656.90</u>	<u>7,542,901.00</u>	<u>7,465,678.71</u>	<u>98.98%</u>
Net Revenue Over Expenditures		<u>113,988.00</u>	<u>(77,560.52)</u>	<u>(500,000.00)</u>	<u>(131,452.18)</u>	<u>26.29%</u>

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2022 Through 6/30/2023

		FY 2022 23 Final Budget	FY22 23 Year to Date Actual	Percent Exp to Date
Operating Revenue				
Property Taxes	4110	250.00	351.47	140.58%
Special Assessments	4135	81,600.00	79,020.08	96.83%
Arc Review Fees	4140	30,000.00	28,058.00	93.52%
Interest Income	4505	500.00	2,620.71	524.14%
Total Operating Revenue		<u>112,350.00</u>	<u>110,050.26</u>	<u>97.95%</u>
Expenditures				
Salaries - Perm.	5000	75,177.00	73,121.25	97.26%
Overtime	5020	0.00	21.89	0.00%
Health Benefit	5130	10,310.00	10,659.21	103.38%
Dental Insurance	5140	750.00	750.00	100.00%
Vision Insurance	5150	137.00	141.18	103.05%
CalPERS Employer Retirement	5160	4,768.00	4,572.46	95.89%
Worker's Compensation	5170	494.00	493.68	99.93%
FICA/Medicare Employer Contribution	5180	1,847.00	1,615.46	87.46%
UI/TT Contribution	5190	320.00	311.51	97.34%
Advertising/Marketing	5209	300.00	0.00	0.00%
Bank Charge	5221	5,000.00	1,396.40	27.92%
Clothing/Uniforms	5230	200.00	0.00	0.00%
Computer Software	5231	5,000.00	4,596.15	91.92%
Contract Services - Other	5240	6,500.00	5,641.10	86.78%
Food	5300	200.00	195.48	97.74%
Fuel	5305	1,000.00	98.21	9.82%
Legal Services	5335	10,000.00	9,436.74	94.36%
Maint. - Vehicle Supplies	5340	0.00	40.00	0.00%
Maint. - Equipment	5350	200.00	194.27	97.13%
Maint. - Vehicle	5370	450.00	0.00	0.00%
Office Supplies/Expense	5400	300.00	88.19	29.39%
Postage	5410	200.00	204.76	102.38%
Printing	5415	250.00	0.00	0.00%
Professional Services	5420	98.00	0.00	0.00%
Publications & Legal Notices	5425	300.00	0.00	0.00%
Rent/Lease - Equipment	5440	200.00	199.97	99.98%
Phones/internet	5470	5,000.00	5,083.83	101.67%
Total Expenditures		<u>129,001.00</u>	<u>118,861.74</u>	<u>92.14%</u>

Cameron Park Community Services District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 02 - CC&R
 From 7/1/2022 Through 6/30/2023

	<u>FY 2022 23 Final Budget</u>	<u>FY22 23 Year to Date Actual</u>	<u>Percent Exp to Date</u>
Net Revenue Over Expenditures	<u><u>(16,651.00)</u></u>	<u><u>(8,811.48)</u></u>	<u><u>52.91%</u></u>



*Cameron Park
Community Services District*

Agenda Transmittal

DATE: November 15, 2023

FROM: Jill Ritzman, Interim General Manager

AGENDA ITEM #15: **Proposal for Conditional Use Permit – Pickleball Courts at Cameron Park Lake**

RECOMMENDED ACTION: **APPROVE**

Introduction

On August 24, 2023, El Dorado County Planning Commission (Commission) considered an appeal received from Dave and Liz Gates appealing the Planning and Building Department Director's July 24, 2023 approval of Administrative Permit Application ADM-23-0014/Cameron Park CSD Pickle Ball Courts. The Commission upheld the appeal but felt that a compromise could be reach between parties and a Conditional Use Permit would be an appropriate process to follow.

Parks and Recreation Committee

The Parks and Recreation Committee is forwarding to the Board of Directors for consideration with divided support, one member in support and another opposed.

Discussion

Staff proposes the following stipulations for a Conditional Use Permit application:

- Eliminate multi-use courts.
- Provide striping for 4 dedicated pickleball courts and 3 dedicated tennis courts.
- Re-located one tennis court to the northern fence line and re-located 2 pickleball courts along the southern fence line to meet County's 50' standard set-back requirements; distance between private property line and the pickleball court line is approximately 75' (Attachment A).
- Eight foot cyclone fence constructed around pickleball courts to contain balls.
- All courts open daily, 8:00am to dusk/park closing time
- Only sixteen pickleball players maximum inside fenced pickleball and only twelve tennis players inside the tennis court area at one time; staging/waiting area for courts is outside the fenced areas in the grass.

- Encourage use of quieter pickleball balls and paddles provided by the Cameron Park Community Foundation.
- New signage posted regarding days and times courts are open to the public; and clause to be respectful of park neighbors by using quieter paddles/balls, no foul language or yelling, waiting for courts in the designated staging area, and no Pickleball play on the tennis courts.

If approved, staff will submit a Conditional Use Permit application to the Planning Department for Phase 1 and Phase 1 Projects (Attachments 15B and 15C). Review per the California Environmental Quality Act will be conducted by Planning Department staff. The Conditional Use Permit must be approved by the Planning Commission at a scheduled public hearing and may be appealed to the Board of Supervisors. Estimated costs for the permit is \$2,300.

To resume play as quickly as possible, staff proposes implementation of Phase 1 Project, resuming play on three dedicated pickleball courts and two dedicated tennis courts, abandoning pickleball courts on the north fence line closest to private property. Phase 1 Project would remain in place until a decision was made regarding construction of new courts in an alternate location. Phase 1 is a less expensive project to implement.

Parks and Recreation Committee directed staff to include new pickleball courts, possibly at Christa McAuliffe Park, in the updated Park Improvement Plan expected in early 2024. If the Board decides against constructing new courts in an alternate location, Phase 2 Project is ready to be implemented at an estimated costs of \$25,000 for re-paving, fencing and nets.

Conclusion

Staff is recommending changes to the hard surface sport courts to reduce noise impacts to residents living in close proximity to Cameron Park Lake, and allow residents to continue playing pickleball at Cameron Park Lake. Staff is hopeful that the proposed plan finds balance in meeting all the needs of residents in Cameron Park.

Attachments

15A: Existing Courts

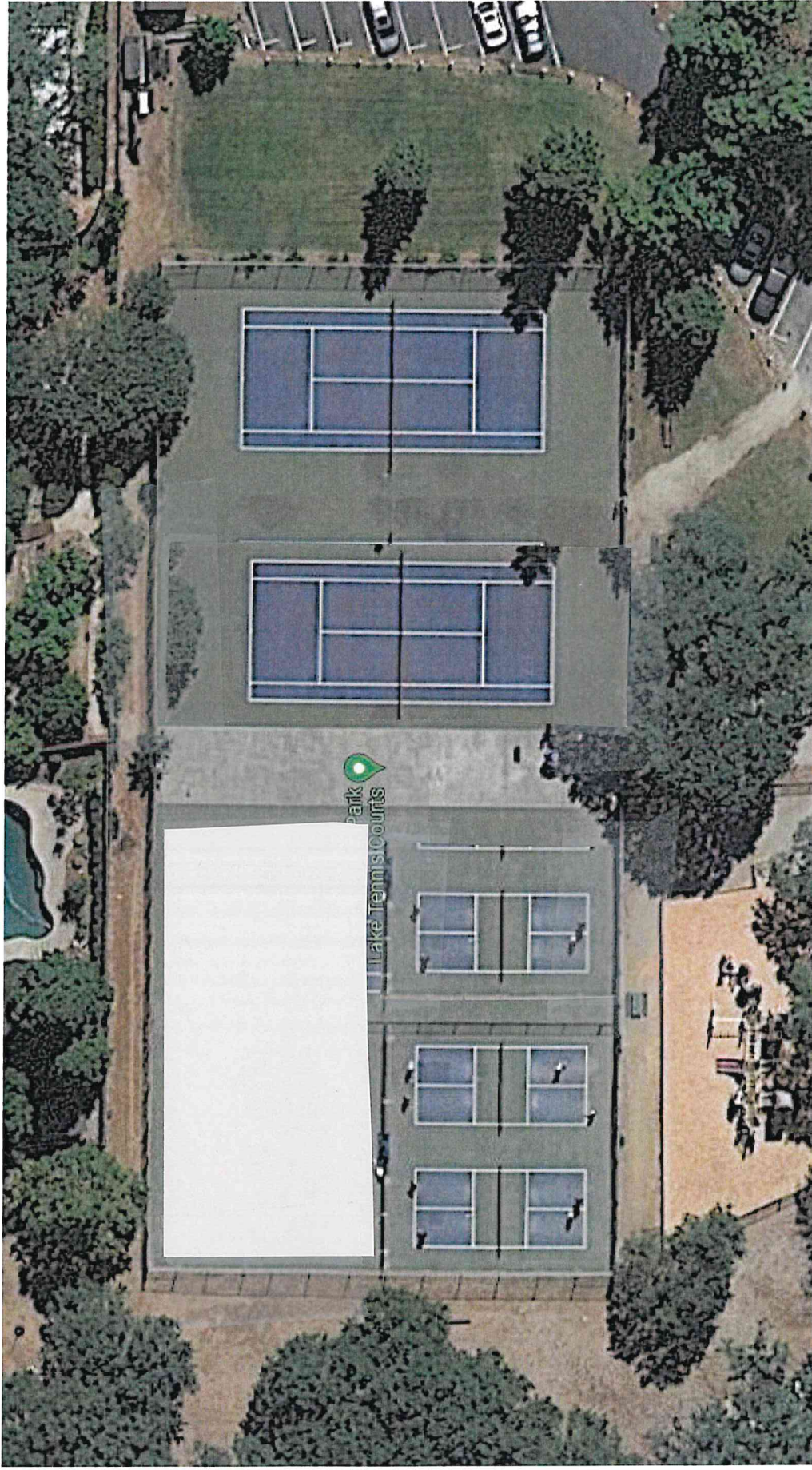
15B: Proposed Changes to Courts, Phase 1

15C: Proposed Changes to Courts, Phase 2

Existing Courts

Attachment 15A









Agenda Transmittal

DATE: November 15, 2023

FROM: Jill Ritzman, Interim General Manager
Christina Greek, Finance/HR Officer

AGENDA ITEM #16: **Employee Compensation Study Proposal**

RECOMMENDED ACTION: APPROVE

Recommendation

Review and support an agreement with Municipal Resource Group to provide an Employee Compensation Study, cost \$15,750 to be allocated to Fund -01 – General Fund, Account 5420-Professional Services. Staff feel we can do an internal budget adjustment from salaries due to salary savings for positions budgeted but not yet hired.

Background

Cameron Park Community Services District (CSD) has not completed a district-wide compensation study in seven or more years.

When the Finance/Human Resources Officer was created in 2018, a salary review for that position was conducted with surrounding agencies. Adjustments have been made to the General Manager wage in recent years, and adjustments were made to entry level positions to keep pace with minimum wage increases.

Key elements in the 2021-2024 Agreement between CSD and Cameron Park Community Services District Employee Association (CPCSDEA) included a one-time stipend of \$500, 3% wage increase per year, matching funds for employee contribution into 457 Plan, and a 5 year vesting requirement for retiree health care for new employees.

The Agreement between CSD and CPCSDEA sunsets on June 30, 2024.

Budget and Administration Committee

The Budget and Administration Committee reviewed the proposal and forwarded it to the Board of Directors requesting staff to identify a funding source.

Discussion

Per direction from the Budget and Administration Committee, staff sought three quotes from consultants to provide an Employee Compensation Study. Staff received the following three quotes:

- Regional Government Services \$21,800
- Municipal Resource Group, cost \$15,750
- Reward Strategy Group \$22,000

State-wide in both the private and public sectors, employee wage and compensation packages have changed significantly, triggered by minimum wage increases, requirement to provide health care insurance, and initiatives to attract employees with signing bonuses. A Compensation Study is timely for the CSD due to upcoming negotiations with CPCSDEA which will begin in January/February 2024, and to determine true costs to operate the CSD.

Recruitment and retention is a challenge, especially for entry level positions such as Maintenance Worker, Recreation Coordinator, Accounting Specialist and Receptionist. A Compensation Study compares the CSD competitiveness in the job market to other agencies in the region. Staff will assist consultant in identifying surrounding agencies for comparison, and will engage CPCSDEA in the selection.

Staff is recommending a total Compensation Study vs. a Base Pay Salary Survey, which would only review salaries. Compensation, such as health insurance and pension, influence a candidate's choice of an employer. For the CSD, health insurance and pension influence an employee's cost. When negotiating labor agreements, both employee benefits and wages are negotiated.

If approved, the General Manager will execute an agreement with MRG under the General Managers authority per policy.

Attachment

16A. Regional Government Services Compensation Study Proposal

16B. Municipal Resource Group Compensation Study Proposal

176. Reward Strategy Group Compensation Study Proposal

September 22, 2023

Jill Ritzman, Interim General Manager
Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, California 95682
jritzman@cameronpark.org

**RE: PROPOSAL FOR A DISTRICT-WIDE COMPENSATION STUDY FOR THE CAMERON PARK
COMMUNITY SERVICES DISTRICT**

Dear Ms. Ritzman,

Regional Government Services Authority (RGS) is pleased to submit this proposal for the Cameron Park Community Services District to conduct a District-wide compensation study. This proposal includes two options for the District to consider: a total compensation study (base pay and benefits) and a salary study (base pay only).

RGS is a unique, fee-supported, joint powers authority specializing in public-sector administration and consulting services. RGS exclusively serves public agencies and employs experienced public-sector professionals to assist our partner agencies. Since 2002, RGS has served over 200 public agencies and has developed a unique network of geographically distributed Advisors who work both onsite at partner agency offices and through various remote access technologies to deliver services to partner agencies, reducing overhead and expanding our ability to provide high-quality services throughout the state. RGS consultants are experienced in classification and compensation studies, working effectively with management, employees, elected officials, and labor representatives to achieve desired results. RGS will provide the resources necessary for projects awarded under contract to fulfill each study's objectives and meet benchmarks and deadlines.

I. OVERVIEW

The Community Services Community Services District (CPCSD) is interested in retaining and attracting highly skilled employees. A compensation study can be one way to evaluate if the District is competitive in the job market.

The goals of the compensation study are to:

- Determine the compensation (base pay or total compensation) for similar classifications in the District's identified comparable agencies.
- Evaluate whether the District's compensation and benefits are competitive with the job market utilizing the data obtained from the District.

II. WORK PLAN

Regional Government Services (RGS) will take the following steps to complete the compensation study. Throughout the project, the RGS Lead Advisor and Project Advisors will be available for phone and email consultation and video conference/phone meetings.

VIRTUAL KICK-OFF MEETING WITH THE DISTRICT MANAGEMENT

RGS will virtually meet with the District's point(s) of contact to explain the methodology, objectives, deliverables, and data collection methods to be used during the study. In addition, the list of comparator agencies, benefit components (if a total compensation study is conducted), and classifications to be included in the study will be discussed with meeting participants.

REQUEST AND REVIEW KEY ORGANIZATIONAL BACKGROUND MATERIAL

Once the contract is executed, RGS will request and review key background material and documents from the District to understand the District's current classification, compensation, and organizational structure, policies, and procedures. Typical materials requested include:

- Organizational Charts.
- Existing classification specifications.
- Current salary schedules.
- Agreements for terms and conditions of employment and employee contracts.
- Applicable policies and procedures.
- Previous compensation studies, both agency-wide and for single classifications.

COMPENSATION STUDY

Comparable Agencies

Establishing the list of comparable agencies is critical to the accuracy and validity of the data collected during the study. RGS will evaluate the list of agencies utilized in any previous compensation studies as well as additional agencies using the following factors:

- **Organizational Type and Services Provided:** Entities will be reviewed regarding the type of organization, types of services provided, and how closely they align with the District.

- **Population Served, Demographics:** This will provide insight into the level and types of services required and the staffing levels and funding that may be needed to provide those services.
- **Industries Employing Citizens and the Labor Market Climate:** RGS will review this in combination with the information gained above to obtain an indication of applicant pools, the proximity of applicants to potential employers, and the likelihood of attracting sufficient qualified applicants from within the immediate market.
- **Personnel, Operational, and Capital Plan Budgets:** RGS will review the size of a potential comparator's budgets and current staffing allocations to gain insight into the current resources available to provide services.
- **Cost of Living:** This factor, which includes the cost of housing, goods, and services, helps to analyze further the available labor market, such as mean housing prices and median household incomes.

Benefit Components (for a total compensation study)

The benefit components utilized in the study should assist the District in determining the total cost of the classifications within the agency and be those that affect the agency's ability to attract and retain qualified individuals. While other elements may be considered, RGS would recommend that the District consider using the following benefit components for the total compensation study.

- Base rate monthly pay (top step, excluding longevity)
- Contributions by both the employer and employee to the following programs:
 - Health insurance premium, family coverage level
 - Dental insurance premium, family coverage level
 - Vision insurance premium, family coverage level
 - Pension system (including Social Security)
- Vacation leave
- Holiday leave
- Management/Administrative leave
- Employer contribution to Deferred Compensation (401A, 457, etc.)
- Other Forms of Compensation

Benchmark Classifications

RGS will analyze the District's current classification plan and recommend benchmark classifications to the District. Benchmark classifications are usually those that are found throughout the comparator agencies. They are most often journey-level classifications either within a specific classification series or those that are single classifications. RGS will develop salary

recommendations for the benchmark classifications from the data collected. RGS will also use the benchmark data to conduct an internal salary alignment analysis to provide the District with salary recommendations for the remaining District classifications.

Collection of Data

Using the comparator agencies, the compensation elements identified (if applicable), and the selected District classifications, RGS will identify comparable classifications within each comparator agency and collect and compile the compensation data. Comparable classifications will be identified on a “whole job” basis, taking duties, reporting structure, and requirements into consideration, and not by title alone.

Compensation Study Report

RGS will compile and incorporate information gathered in the collaborative review process and finalize the report. The final report will include, at a minimum, the following:

- Executive Summary – including process followed and methodology used.
- Compensation Study
 - A list of comparator agencies surveyed as part of the compensation study.
 - A list of classifications surveyed.
 - Statistics for each benchmark classification’s base rate of pay identifying the percentage above or below the average and median of market comparators.
 - If applicable, statistics for each classification’s total compensation identify the percentage above or below the average and median of market comparators.
 - Complete compensation survey data.

III. WORK SCHEDULE

The following is a tentative project timeline for a total compensation study and may be modified by mutual agreement between the District and RGS. If RGS is asked to conduct a base pay salary survey, the timeline may be reduced by 1-2 weeks. In either case, staff availability and responsiveness of the comparable agencies during the data collection process will be critical in meeting the study timeline as presented. Meetings with the District’s point(s) of contact will be scheduled as required. Progress reports will be provided throughout the project. RGS strives to manage the timeline to ensure deadlines are met.

Compensation Study	Tentative Dates	Responsible Party
1. Kick-off meetings with the District point(s) of contact to discuss project parameters.	Week 1	District/RGS
2. Review and analyze all District documents.	Week 1	RGS
3. Recommended list of comparator agencies and benchmark classification provided to the District.	Week 2	District/RGS
4. Receive the approved list of comparable agencies and benchmark classifications from the District.	Week 4	
5. Collect classification salary and benefit data from comparable agencies.	Week 5-7	RGS
6. Review and analysis of compensation survey data.	Week 8	RGS
7. Status meeting to discuss findings	Week 8	District/RGS
8. Draft compensation report sent to the District for review.	Week 9	RGS
9. Feedback from the District regarding draft report.	Week 11	District
10. Final compensation report to the District.	Week 12	RGS

IV. FEE PROPOSAL

At RGS, we bill only actual hours attributable to the project at the rate of the actual Advisor or technician. Work will commence upon notification by the District of the project award. Work is performed as agreed and subsequently billed each month based on hours actually worked. RGS Advisors are skilled at prioritizing projects and working within the budget of partner agencies. Mileage, if applicable, will be calculated/invoiced using the current IRS rate.

As requested, RGS has provided two (2) fee proposals. The first reflects the cost if a total compensation study is conducted. The second reflects the cost if a salary study (base pay only) is conducted.

The total project cost for a total compensation study would not exceed **\$21,800**. Estimated project costs include:

Compensation Study Phases	Estimated Cost
1. Kick-off meeting with District staff; progress reports; emails/phone calls with District staff.	\$1,100
2. Analysis to recommend comparable agencies, benefit components, and benchmark classes; collect, compile, and analyze data collected.	\$16,500
3. Prepare data worksheets and compensation report.	\$2,900
4. Presentation of findings and recommendations, as required	\$1,300
TOTAL ESTIMATED COST NOT TO EXCEED:	\$21,800

The total project cost for a base pay salary survey would not exceed **\$15,300**. Estimated project costs include:

Compensation Study Phases	Estimated Cost
5. Kick-off meeting with District staff; progress reports; emails/phone calls with District staff.	\$900
6. Analysis to recommend comparable agencies and benchmark classes; collect, compile, and analyze data collected.	\$11,500
7. Prepare data worksheets and compensation report.	\$1,900
8. Presentation of findings and recommendations, as required	\$1,000
TOTAL ESTIMATED COST NOT TO EXCEED:	\$15,300

The hourly rate for work performed will be billed at the following hourly rates based on the Advisor(s) assigned to the project.

TITLE	HOURLY RATE
Strategic Services Consultant	\$176
Senior Advisor	\$150
Advisor	\$128
Technical Specialist	\$114
Administrative Specialist	\$102

I am confident that you will find RGS' approach responsive to each District's objectives and needs. RGS has a solid and respected reputation with the public agencies we serve for timely, cost-efficient delivery and effective implementation. As a public agency, we fully understand the needs and requirements of public agencies. This proposal will remain valid for a 60-day period from the date this proposal is received.

The RGS team appreciates the opportunity to be of service to the Cameron Park Community Services District!

Sincerely,

A handwritten signature in cursive script that reads "Patty Howard".

Patty Howard
Team Lead, Classification and Compensation
REGIONAL GOVERNMENT SERVICES

INFORMAL PROPOSAL

October 19, 2023

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

Dear Jill:

Thank you for requesting a quote from Municipal Resource Group (“MRG”) to conduct a total compensation study for Cameron Park Community Services District (“District”).

We are submitting the attached brief scope of work and estimated fees for your review and approval.

We look forward to working with you!

Sincerely,



Mary Egan

CEO

MRG, LLC

916-261-7547

egan@solutions-mrg.com

Cameron Park Community Services District Total Compensation Study

Scope of Work:

Cameron Park Community Services District requested a quote for a total compensation study of 12 classifications at five comparator agencies. The following tasks are expected:

- Meet with the District to discuss the project and methodology and to assist in selecting comparator agencies to survey.
- Collect the following total compensation data for 12 classifications at five comparator agencies:
 - Maximum base salary
 - Employer's maximum contribution to insurance premiums, including medical, dental, and vision
 - The employer's maximum contribution to retirement and deferred compensation
 - Allowances and incentives
 - Vacation, holiday, sick, administrative, and personal leaves
 - Other data as determined by the District and MRG
- Prepare and submit a preliminary draft report to include recommendations about the appropriate salary placement for 12 classifications.
- Prepare and submit a final report as requested by the General Manager.

Project Fees

The estimated amount for the scope of services outlined above is not expected to exceed \$15,750 which will be invoiced at \$225 per hour (approximately 70 hours). Expenses are not anticipated at this time. Additional work not contemplated in this scope of work will be billed at \$225 per hour and will begin only after agreed upon between the District and MRG.

The services of Consultants specifically do not include hiring, firing, evaluating, or supervising of any District personnel. Also, Consultant shall not have contracting or signing authority or act in the position of a Director or represent a management position at commission or Board meetings.



October 31, 2023

Ms. Christina Greek
 Finance/HR Officer
 Cameron Park Community Services District
 2502 Country Club Drive
 Cameron Park, CA 95682

Dear Christina:

This letter responds to our email exchanges regarding Reward Strategy Group's (RSG) availability to conduct a compensation study, including benefits, of the District's full-time positions.

We understand the following classifications will be studied:

General Manager	Parks Foreman
Finance/HR Officer	Parks and Facilities Supervisor
Parks & Facilities Superintendent	Maintenance Worker II (Parks; LLAD; Community Center)
Recreation Supervisor	Maintenance Worker I (Parks; LLAD)
Compliance Officer CC&R Architecture Review	Recreation Coordinator
Accounting Specialist II	
Accounting Specialist I	

STUDY PROCESS

- Conduct a virtual project planning meeting with you and the General Manager
- Provide the District with an information request for all the background material and data we will need to conduct the study. RSG will review all the background information.
- Prepare and gain your agreement on a compensation and benefits survey plan, including agencies to be surveyed and CPCSD benchmark classes.
- Conduct the salary survey, gather data and create a database and survey datasheets. The consultants will gather data and material from each survey agency including organization charts, operating budgets, job descriptions, salary structures, MOUs, etc., that will enable us to determine the comparability of the agencies' classifications to the District's benchmark classifications. These job comparability analyses/decisions will be made among the survey cohort for each classification based on job content duties, responsibilities, knowledge and certification requirements, and other parameters — not simply job titles.
- Conduct the benefits survey. To compare benefit plan information, our consultants will collect MOUs and benefits plans from the comparison agencies. We will document our survey findings and comparisons in appropriate tables.

Ms. Christina Greek
Page 2
October 31, 2023

- Prepare a survey findings report displaying the results and comparisons with CPCSD's salary ranges and employee benefits. The report will include written summaries and qualitative descriptions of our findings. Forward report to the District.
- Conduct a teleconference to review and discuss the survey results report.
- Determine internal job content relationships among all classes and utilize these internal relationship metrics along with the market survey data to recommend allocation of classifications into the current, or newly designed, salary range structure. Forward to District management for review and discussion.

RSG QUALIFICATIONS

RSG was founded in 1987 and has been successfully serving clients for the ensuing 36 years. We serve organizations in all sectors and industries: for-profit, nonprofit and governmental. To date, we have worked with more than 300 organizations. RSG's core practice areas focus on job design, position classification, compensation surveying and pay plan design.

CONSULTANT TEAM

The work will be performed by the two consultants below. Corresponding hourly billing rates are:

Allan Crecelius	\$250
Gina Calderon	\$170

STUDY BUDGET

Salary survey, benefits survey, internal relationship analysis, recommendations and meetings/discussions: **\$22,000.**

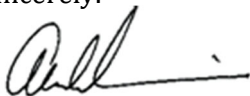
STUDY TIMING

If we initiate this work by November 14, RSG can complete the study by January 31, 2024.

A partial list of RSG clients and consultant bios follows.

Let me know if you have any questions.

Sincerely,



Allan M. Crecelius
President

Ms. Christina Greek

Page 3

October 31, 2023

PARTIAL LIST OF CLIENTS FOR SIMILAR PROJECTS

Alameda Co. Waste Mgmt Authority	City of Los Angeles	Eastern Municipal Water District
Bay Area Comm. College Consortium	City of Lynwood	Encina Wastewater Authority
Chino Valley Fire District	City of Moreno Valley	Helix Water District
Conejo Recreation & Park District	City of Oxnard	Inland Empire Utilities Agency
Desert Recreation District	City of Pasadena	Laguna Beach County Water District
East Bay Regional Park District	City of Pleasanton	Las Vegas Valley Water District
Easter Seals	City of Portland, OR	Leucadia Wastewater District
Huntsville Rehabilitation Foundation	City of Rialto	Monte Vista Water District
Los Angeles County Superior Court	City of Riverside	Olivenhain Municipal Water District
Los Angeles Homeless Services Authority	City of San Bernardino	Orange County Water District
Monterey-Salinas Transit District	City of San Fernando	Otay Water District
Orange County Superior Court	City of San Marino	Ramona Municipal Water District
San Diego Housing Commission	City of Santa Maria	Rancho California Water District
San Diego Regional Airport Authority	City of Thousand Oaks	Rubidoux Comm. Services District
San Diego Unified Port District	City of Victorville	San Antonio Water Company
San Diego Zoo Wildlife Alliance	Town of Atherton	San Diego County Water Authority
San Gabriel Valley Council of Govts	Cabrillo College	Santa Ana Watershed Project Authority
San Joaquin Housing Authority	College of Marin	Santa Fe Irrigation District
San Joaquin Regional Transit District	Contra Costa Com. College Dist.	Santa Margarita Water District
Santa Clara Valley Transportation Auth	Hartnell College	Vallecitos Water District
Southern Nevada Health District	Long Beach City College	Valley County Water District
SunLine Transit	MiraCosta College	West Basin Municipal Water District
City of Anaheim	Monterey Peninsula College	Western Municipal Water District
City of Bakersfield	Palomar College	Veolia North America
City of Barstow	Rio Hondo College	Yucaipa Valley Water District
City of Berkeley	San Diego State University	
City of Burbank	State Center Com. College Dist.	
City of Camarillo	Thomas Jefferson School of Law	
City of Carpinteria		
City of Corona	County of Los Angeles	
City of Culver City	County of Marin	
City of Del Mar	County of Monterey	
City of Glendale	County of San Diego	
City of Hesperia	County of San Joaquin	
City of Imperial Beach	Multnomah County, OR	
City of Lake Forest	Pima County, AZ	
City of La Puente		
City of Long Beach		

CONSULTANT BIOS**ALLAN CRECELIUS, PRESIDENT**

Allan Crecelius has been the President of RSG since the firm's founding in 1987. He has extensive experience in management consulting with a focus on classification and compensation, strategic planning and organization analysis.

His consulting projects have ranged from studies for Fortune 500 companies to engagements with small organizations. He has significant experience across a number of industry sectors, including governmental, utility, financial and not-for-profit. He has worked with executives, managers, governing boards and elected officials in more than 300 organizations. He brings a range of experience and technical expertise to client engagements that lead to customized solutions and dramatic improvement in the organization's programs.

Over the course of his career, Allan has successfully managed very large (seven-figure budgets), multi-disciplinary consulting engagements, down to small projects with clients of modest size. Prior to becoming RSG's President in 1987, he was the Managing Partner – Western Region for Sibson & Co., Inc., a nationally recognized compensation consulting firm. With Sibson, he was responsible for managing staff in three offices and leading the public sector consulting practice firm-wide. Previously, Allan was the Vice President – General Consulting for the Hay Group, an international human resources and compensation consulting firm.

Allan received a Bachelor of Science degree in Engineering from the United States Military Academy at West Point, served as an officer in the U.S. Army for 10 years, and is a decorated combat veteran. He is frequently retained as a speaker in national/regional symposiums on planning, organization and compensation issues. He is the author of a number of articles and the co-author of the book, *Strategic Management — Creating Your Organization's Future*.

GINA CALDERON, SENIOR PRINCIPAL

Gina Calderon has over 25 years of business experience in Southern California. She has significant consulting experience in job analysis/classification, compensation and benefit plan surveying and pay plan design. Prior to joining RSG 13 years ago, Gina held responsible senior management positions in both for-profit and not-for-profit enterprises. She graduated from the University of California, Los Angeles with a Bachelor of Arts degree in Economics and received an MBA from UCLA's Anderson Business School.





Agenda Transmittal

DATE: November 15th, 2023

FROM: Dusty Martin, Fire Chief

AGENDA ITEM #17: De-Commission and Surplus Type III Engine - E389

RECOMMENDED ACTION: APPROVE

Introduction

The Cameron Park Fire Department is dedicated to maintaining a fleet of dependable Fire Engines that are readily available for emergency response within our community and play a vital role in offering regional wildland fire protection. Fire apparatus, by necessity, must surpass the standards set for commercial and private vehicles to guarantee the safety of the public in our district. Currently, Cameron Park operates two Type III engines, one of which has served for 22 years and no longer meets the stringent criteria for optimal response capability and reliability.

Background

Engine 389 (E389), our current Type III Engine, is now celebrating its 22nd year of dedicated service, accompanied by an impressive mileage of 81,400 miles. A notable consideration here is the strong recommendation by the National Fire Protection Agency (NFPA) to retire frontline engines within a 10-15 year timeframe. Embracing these NFPA standards brings forth a host of advantages, encompassing the reduction in downtime for maintenance, the integration of cutting-edge safety features, and an overall improvement in operational efficiency. Sadly, Engine 389 has surpassed the recommended replacement standard, presenting us with several notable challenges. One of these challenges is the increasing difficulty in sourcing replacement parts, which has resulted in frequent periods of unavailability as the engine awaits essential repairs. Just this year, E389 has been out of service due to mechanical issues, with parts requiring custom fabrication. It's imperative to underscore that when the engine is out of service, it cannot be made available under a Rental Agreement, substantially impeding our response capabilities. Furthermore, our unwavering commitment to safety is paramount, and Engine 389 lacks modern safety features, including airbags. For further insights, please refer to Table 1, illustrating the NFPA's proposed replacement schedule.

Table1: proposed replacement schedule per NFPA standards:

Engine	Type	Year purchased	Replacement year (front line)	25-year Replacement Schedule(reserve)	10-year replacement date
E389	III	2001	2016	2026	2011
E289	I	2006	2021	2031	2016
E288	I	2006	2021	2031	2016
E388	III	2011	2026	2036	2021
E89	I	2015	2030	2040	2025
E88	I	2020	2035	2045	2030

Discussion

Useful life Definition

The fire service relies on the National Fire Protection Association (NFPA) standards, specifically NFPA 1901, when it comes to regulations pertaining to fire apparatus. According to the NFPA 1901 Standard (2016 Edition) and its Annex D Guidelines for First Line and Reserve Fire Apparatus, there are clear guidelines for the expected useful life of front-line engines, typically ranging from 10 to 15 years. In contrast, front-line trucks are expected to serve for a minimum of 15 years. Once an apparatus has completed its front-line service, it can be retained in the reserve fleet until it reaches a maximum age of 25 years.

The NFPA underscores the importance of outfitting fire apparatus with the latest safety features and operational capabilities to maximize firefighter effectiveness and minimize the risk of injuries. Over the past decade to 15 years, significant advancements have been made in enhancing the functional capabilities and safety features of fire apparatus. Apparatus that are over 15 years old may lack many of the essential safety upgrades mandated by the latest editions of NFPA fire department apparatus standards. Given the substantial changes, upgrades, and fine-tuning in NFPA 1901, particularly in the realm of safety, fire departments are encouraged to carefully evaluate the benefits and potential risks to firefighters associated with retaining fire apparatus in first-line service for more than 15 years.

It is universally acknowledged that fire apparatus, like all mechanical devices, have a finite lifespan. The duration of this lifespan is contingent on several factors, including vehicle mileage, engine hours, the quality of preventative maintenance programs, the caliber of driver training programs, adherence to rules and guidelines, whether the vehicle was used within its design parameters, whether the fire apparatus was constructed on a custom or commercial chassis, the quality of workmanship by the original manufacturer, the quality of components used, and the availability of replacement parts, among other considerations.

Engine down time

The financial implications of engine maintenance extend beyond the immediate repair costs. While some maintenance expenses are partially alleviated through the use of CAL FIRE Amador - El Dorado Unit mechanics, it's important to acknowledge the complexity of accurately tracking the overall cost of these arrangements. In many cases, CAL FIRE mechanics are compensated based on straight-time wages, which may not fully reflect the complete cost of repairs for the district. Moreover, as the CAL FIRE AEU fleet continues to expand, and the demands for winter maintenance increase, there is a legitimate concern that CAL FIRE may encounter challenges in maintaining the historical level of mechanic support. This could necessitate the engagement of external companies to handle the maintenance and repair of the Cameron Park Fire Department's fleet.

E389 Maintenance Costs	
FY 22/23	FY 23/24
\$1,854.85	\$8,486.69

Conclusion

Staff will follow Cameron Park CSD Policy 3085 Disposal of Personal Property to surplus and sell the engine. Board approval is required to surplus property in excess of \$5,000. Policy states that the sale of property should be at public auction.

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



Budget and Administration Committee
Tuesday, November 7, 2023
6:45 p.m.

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

Agenda

Members: Chair, Sidney Bazett (SB), Vice-Chair, Director Monique Scobey (MS)
Alternate Director Tim Israel (TI)

Staff: Jill Ritzman, Interim 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

Conformed Agenda- October 3, 2023

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. Wage and Compensation Study** (J. Ritzman; C. Greek)
- 2. Preliminary Year-End FY 2022-2023 Budget to Actuals** (C. Greek)

- 3. First Quarter FY2023-2024 Budget to Actuals (C. Greek)**
- 4. Accountability Act Report (C. Greek)**
- 5. 2024 Fee Schedule for Copies/CDs and Encroachment Permits (J. Ritzman)**
- 6. Amendment to Municipal Service Group Agreement Scope of Services (J. Ritzman)**

- 7. STAFF REPORTS**
 - a. Check Register Review (C. Greek)
 - b. Finance Office Monthly Report (C. Greek)
 - c. Update LAFCO's Draft Municipal Service Review for Cameron Park CSD (oral report, J. Ritzman)

- 8. ITEMS FOR FUTURE COMMITTEE MEETINGS**
 - a. Lighting and Landscape District – Plan of Action Underfunded Districts
 - b. SB 1383, Update to Cameron Park CSD Waste Collection Ordinance and amendment to agreement with El Dorado Disposal

- 9. ITEMS TO FORWARD TO THE BOARD OF DIRECTORS**

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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



**Covenants, Conditions & Restrictions (CC&R) Committee
Meeting**

Monday, November 6th, 2023

5:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive

Cameron Park, CA 95682

Agenda

Members: Chair, Eric Aiston (EA) V. Chair, Bob Dutta (BD) Candice Hill Calvert (CHC)
Director Dawn Wolfson (DW), Kristen Wiederhold (KW)
Alternate: Tim Israel (TI)

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

CALL TO ORDER

ROLL CALL

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

APPROVAL OF AGENDA

1. APPROVAL OF CONFORMED AGENDA

- a. Conformed Agenda – CC&R Meeting – October 2nd, 2023

OPEN FORUM

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

- 2. District Update – Oral Report, Power Point Presentation (J. Ritzman)**

DEPARTMENT MATTERS

3. Monthly Staff Report

- a. Open Violations, CC&R Violation Manager Case Detail Report (written report)
 - Total Cases Open = 60
 - Courtesy Notices – 17
 - Initial Notices – 11
 - Final Notices – 8
 - Pre-legal Notices – 4
 - Referred to Legal – 0
 - Outside Agency – 2
 - Prior Month's Cleared Cases – 4
 - Prior Month's New Cases – 14

- b. Architectural Review Projects – Period – October 2023
 - Projects Reviewed – 32
 - Projects Approved – 31

Summary of ARC Projects:

- Roofs – 20
- Solar – 2
- Tree Removals – 1
- Fences – 3
- New Home Const. – 0
- ADU/JADU – 0
- Swimming Pool – 3
- Exterior House Paint – 0
- Carport – 0
- Deck – 0
- Exterior Renovation – 0
- Siding Replacement – 2
- Detached Garage – 0
- Gazebo/Pergola/Patio Cover – 1
- Storage Shed – 0
- Window Replacement - 0

4. Staff Updates – (Not an action item)

- a. Pre-Legal Notices sent:
 - CCR22 - 1099 – 3831 Sheridan Rd.
 - CCR23 – 1047 – 2603 Julie Ct.
 - CCR23 – 1042 – 2614 Julie Ct.
 - CCR23 – 1026 – 2712 Royal Park Dr.

- b. Staff are working on ideas for advertising the ARC review requirements as requested by the CC&R committee.

- c. Website improvements are being made to the CC&R tab of the home page. The intent is to provide a “One Click” action for visitors to find the desired page, documents, and directions. For example, the drop down will have “Neighborhood CC&Rs” to click on taking the visitor straight to the CC&R document page.

- d. The Neighborhood Campaigns continue.
Staff has completed the CPK #3. Staff did complete violation notices on Sheridan Rd. for all trailered items. The response from those that received notices to store the items has been positive with nearly all working toward compliance.
Inspections for CPK #2 are being conducted with violation notices being sent out.
Staff worked on a Neighborhood Campaign in sections of CPK #12. These are now being inspected after the campaign.

5. Items for Future CC&R Committee Agendas

6. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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



Fire & Emergency Services Committee
Tuesday, November 7, 2023
5:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Director Eric Aiston (EA) & Director Dawn Wolfson (DW)
Alternate, Director Tim Israel (TI)

Staff: Interim General Manager Jill Ritzman, Chief Dusty Martin

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

Conformed Agenda- October 3, 2023

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. De-Commission, Surplus Fire Engine 389 (D. Martin, K. Richards)

STAFF REPORTS

2. Department Report for July 2023 (K. Richards)
3. Fire Prevention update for July 2023 (K. Richards)

ITEMS FOR FUTURE COMMITTEE AGENDAS

- 5 Year Facility Maintenance & Repairs
- Fire Marshal Fees (December)

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, November 6, 2023
6:45 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Director Monique Scobey (MS), Director Tim Israel (TI), Alt. Director Sid Bazett (SB)

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

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

Conformed agenda- October 2, 2023

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. Air Quality Management District Grant Application – Summer Spectacular Shuttle (K. Vickers)
2. Air Quality Management District Grant Application - New Sound/AV System for Community Center Assembly Hall (M. Grassle)
3. Proposition 68 Grant Application – Sports Fields Improvements David West Park (M. Grassle)
4. Proposition 68 Grant Application – Sports Fields Improvements Rasmussen Park (M. Grassle)
5. 2024 Facility Use Fees (K. Vickers; M. Grassle)
6. Proposed Revision Policy 1061 Naming of District Parks and Facilities and New Policy 1062 Donations of Amenities to Parks and Recreation Facilities (J. Ritzman)
7. Draft Conditions – Pickleball Conditional Use Permit (J. Ritzman)

STAFF REPORTS

8. Recreation Report (K. Vickers)
9. Parks & Facilities Report (M. Grassle)

ITEMS FOR FUTURE COMMITTEE AGENDAS

- CP Lake daily entry fees
- Facility Use Fees 2024 for community center, sports fields, pool
- CP Lake Automatic Gate Entrance Project
- Park Improvement Plan Project Costs and Priority List
- Rate Study & Policy for assessing facility and program fees
- Pickleball Conditional Use Permit
- Park Ordinance 2nd Hearing
- Road widening near Paul Ryan Park
- Gift Policy proposal

ITEMS TO FORWARD TO THE BOARD OF DIRECTORS

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT