



AGENDA

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

REGULAR BOARD MEETING
Wednesday, March 17, 2021
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/83828238122>

Meeting ID: 838 2823 8122

(Teleconference/Electronic Meeting Protocols are attached)

Board Members

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

CALL TO ORDER

1. Roll Call
 2. Pledge of Allegiance
-

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

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda
-

RECOGNITIONS AND PRESENTATIONS

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

- *Recreation Department Report – Recreation Programs and Services (Whitney Kahn and Kimberly Vickers, Recreation Team)*
-

OPEN FORUM FOR NON-AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA

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

4. Conformed Agenda – Board of Directors Meeting February 17, 2021
 5. Conformed Agenda – Board Of Directors Strategic Plan Workshop February 24, 2021
 6. **Receive and File** General Manager's Report
 7. **APPROVE** Resolution No. 2021-07 Directing Preparation of the Annual Engineers Report for Landscaping and Lighting Districts for the Fiscal Year 2020/21
 8. **APPROVE** Resolution No. 2021-08 Directing Auditor of El Dorado County to Levy and Collect Assessments for the Fiscal Year 2020/21
-

AGENDA

GENERAL BUSINESS

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

9. Items removed from the Consent Agenda for discussion
 10. **APPROVE** Proclamation March is American Red Cross Month (M. Mohr)
 11. **APPROVE** Resolution 2021-09 Agreement between ARC Alternatives and Cameron Park Community Services District, and Budget Allocation of \$36,000 for Fiscal Year 2020-2021
 12. **APPROVE** Resolution 2021-10 Authorize General Manager to Sign Construction Related Documents for Installation of Solar Project
 13. **APPROVE** Nomination of Monique Scobey for El Dorado Local Area Formation Commission Special District Director
-

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.

14. General Matters to/from Board Members and Staff
 - Upcoming Trainings & Community Meetings
 - CSDA Gold Country Chapter Workshop, April 21, 2021 (Virtual)
 - Solar Project Update (J. Ritzman)
 15. Committee Reports
 - a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. Parks & Recreation
-

PUBLIC COMMENT

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

ADJOURNMENT

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



Teleconference/Electronic Meeting Protocols

Cameron Park Community Services District

(Effective April 2, 2020)

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

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

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

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

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

BOARD AND COMMITTEE MEMBERS:

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

PUBLIC PARTICIPATION:

- **Attendance.** The District’s office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District’s website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:
 - **How to Observe the Meeting:**
 - **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248 7799. Enter the Meeting ID# listed at the top of the applicable Board or Committee agenda followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://us04web.zoom.us/j/911111111111> if the line is busy.
 - **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link listed at the top of the applicable Board or Committee agenda using a computer with internet access that meets Zoom’s system requirements (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
 - **Mobile:** Log in through the Zoom mobile app on a smartphone and enter the Meeting ID# listed at the top of the applicable Board or Committee agenda.
 - **How to Submit Public Comments:**
 - **Before the Meeting:** Please email your comments to admin@cameronpark.org, with “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed 3 minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. Emails running longer than the time limit will not be finished. All comments received at least 2 hours prior to the meeting on the day the meeting will be held, will be included as an agenda supplement on the District’s website

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

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

FOR ALL PARTICIPANTS:

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

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



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, February 17, 2021
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/85346256061>

Meeting ID: 853 4625 6061

(Teleconference/Electronic Meeting Protocols are attached)

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

Board Members

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

CONFORMED AGENDA

CALL TO ORDER – 6:30pm

1. Roll Call – EA/FC/SB/MS/EW
 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 with the addition of the Presentation as stated by Jill*

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

RECOGNITIONS AND PRESENTATIONS

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

- Presentation by Concerned Citizens of Cameron Park – Hope Leja
 - Introduce the New Cal Fire Amador-El Dorado Unit Chief Mike Blankenheim – Sherry Moranz
-

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.

CONFORMED AGENDA

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #11 to be discussed and acted upon individually.

4. Conformed Agenda – Board of Directors Meeting January 20, 2021
5. **Receive and File** General Manager’s Report
6. **APPROVE** Policy 4061 Architectural Review Committee
7. **APPROVE** Resolution 2021-01 Budget Allocation for Agreement between DTA and Cameron Park Community Services District for a User Fee Study
8. **APPROVE** Resolution 2021-02 Agreement between Twin Rivers Architects and Cameron Park Community Services District for Architect Services for Fire Station 88 Remodel
9. **APPROVE** Resolution 2021-03 Budget Allocation for Repairs to Pool Heater & Pool Lights; and **APPROVE** Lincoln Aquatics as Vendor for Pool Heater
10. **APPROVE** Resolution 2021-04 Authorizing State Park Program (Proposition 68 Competitive) Grant Application

Motion to Approve Consent Calendar with the following correction:

- *Move Item 10 to Item 11 (General Business) to provide more information and Approval at the request of General Manager*

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

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CONFORMED AGENDA

GENERAL BUSINESS

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

11. Items removed from the Consent Agenda for discussion

- *Motion to Approve Item 10 – Resolution 2021-04 Authorizing State Park Program (Proposition 68 Competitive) Grant Application*

FC/SB – Motion Approved

Ayes – EA/FC/SB/MS/EW

Noes – None

Absent – None

Abstain – None

12. **APPROVE** Resolution 2021-05 Power Purchase Agreement between Brighton Energies and Cameron Park Community Services District

- *Motion to Re-Open Public Comment to read a Q&A message*

MS/FC – Motion Approved

Ayes – EA/FC/SB/MS/EW

Noes – None

Absent – None

Abstain – None

- *Motion to Approve Resolution 2021-05 to enter into a Power Purchase Agreement (PPA) between Brighton Energy and Cameron Park Community Services District*

MS/EW – Motion Approved

Ayes – EA/FC/SB/MS/EW

Noes – None

Absent – None

Abstain – None

13. **RECEIVE** and **FILE** Year End FY19-20 Fiscal Report (Pre-Audit) for General Fund, Fund 01.

CONFORMED AGENDA

14. **APPROVE** Cameron Park Community Services District 2021 Work Plan

- *Motion to Approve the 2021 Cameron Park Community Services District Work Plan*

SB/EW – Motion Approved

Ayes – EA/FC/SB/MS/EW

Noes – None

Absent – None

Abstain – None

BOARD INFORMATION ITEMS

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

15. General Matters to/from Board Members and Staff

- Upcoming Trainings & Community Meetings
 - How to Complete Your Form 700 (Webinar) – February 22, 2021

***FC** – Meet with Supervisors Turnboo and Parlin and discussed matters of interests to our residents; talked/learned about the Concerned Citizen of Cameron Park; discussed the Park Improvement Plan, the Solar Energy Project, Weed Abatement and COVID*

***EW** – Meet with Sheriff D’Agostini regarding the local homeless and will give the District and Board updates as they come in*

***SB** – Was looking at Nextdoor and saw people asking about CC&Rs; got to tour Station 88 excited for the upcoming improvements and updates to that building*

***EA** – Appreciate the feedback on SDRMA Webinars from other Board Members and Staff; Had a great experience with the ARC Committee*

***MS** – Discussed Environmental Sustainability being part of the Strategic Plan; had the chance to walk Royal Park and Gateway Park and would love to see these promoted more; Thank you to*

***JR** – Would like to remind everyone about the final Strategic Plan Workshop next Wednesday, February 24th from 5:30pm – 7:30pm*

16. Committee Reports

- Budget & Administration
 - Covenants, Conditions & Restrictions (CC&R)
-

CONFORMED AGENDA

- c. Fire & Emergency Services
 - d. Parks & Recreation
-

PUBLIC COMMENT

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

- *Took a 5 minute Recess before going into Closed Session at*
-

CONVENE TO CLOSED SESSION

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

- *Conference with Labor Negotiator, General Manager Jill Ritzman, pursuant to Government Code section 54957.6, all units.*
-

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

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

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

ADJOURNMENT – 9:58pm

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Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Alyssa Kimball
Board Clerk

Director Eric Aiston, President
Board of Directors



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

**Board of Directors
Strategic Plan Workshop
Wednesday, February 24, 2021
5:30 p.m.**

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/82766037464>

Meeting ID: 827 6603 7464

(Teleconference/Electronic Meeting Protocols are attached)

Board Members

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

CONFORMED AGENDA

CALL TO ORDER – 5:35pm

1. Roll Call – *FC/MS/EW/SB & EA were late*
 - *SB entered meeting just after Roll Call accrued*
 - *EA entered meeting at 5:45pm; during Item 4 discussion*
 2. Pledge of Allegiance
-

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ADOPTION OF THE AGENDA

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

3. Adopt the Agenda
 - *Motion to adopt the Agenda*

MS/EW – Motion Passed

Ayes – FC/SB/MS/EW

Noes – None

Absent – EA

Abstain – None

OPEN FORUM FOR NON-AGENDA ITEMS

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CONFORMED AGENDA

GENERAL BUSINESS

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

4. **APPROVE** Resolution 2021-06 Categorical Exemption for the Sports Field Renovation Project at Christa McAuliffe

- *Motion to Approve Resolution 2021-06 Categorical Exemption for the Sports Field Renovation Project at Christa McAuliffe*

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

- *FC having technical issues; logged off to reset computer at 5:49pm*

5. Workshop – Five Year Strategic Plan

- *FC logged back on at 5:52pm, and continued with the rest of the workshop*
- *A member of the public went over the 3 min allotted time to speak; he requested additional time*
 - o *EA asked the Board to allow an additional 3 minutes; Board Approved the additional time*
- *A member of the public went over the 3 min allotted time to speak; additional time was requested*
 - o *EA asked the Board to allow an additional minute; Board Approved the additional time*

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.

6. General Matters to/from Board Members and Staff

***FC** – Reading a book that was recommended to her to which she is highly recommending to the rest of the Board – “Boards That Make a Difference”*

***JR** – Thanked all of the District Staff for taking the time out to attend the Workshops*

ADJOURNMENT –

CONFORMED AGENDA

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Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Alyssa Kimball
Board Clerk

Director Eric Aiston, President
Board of Directors



Agenda Transmittal

DATE: March 17, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #6: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive and File.

I attended the routine Commission on Aging and El Dorado Solid Waste Advisory Committee meetings in February and March. Chief Moranz and I met again with consultants from LAFCO regarding the Municipal Services Review for the District's fire protection services; a final plan for public dissemination is scheduled for this summer.

Several staff attended SDRMA's Safety Education Day, earning credits for discounts on the District's liability and worker's compensation premiums. Increases in liability insurance premiums is expected, while worker compensation will remain flat.

A draft Strategic Plan has been received from Brent Ives. Staff's next steps is to outline action steps to achieve the Board's strategic objectives. Staff is hopeful to have a draft Strategic Plan for the Board's review in April.

Most of my time has been spent support the efforts of Department managers and supervisors, as outlined below.

Administration Department

Fiscal Year 2019-2020 is now in the hands of the Auditor. The Auditor will conduct his 'field work' (via Zoom and emails) in the next two weeks. A draft audit report will be available for review in the later part of April.

Department budgets are drafted and under review, in preparation for the Budget and Administration Committee meeting in April.

Project Accounting is a module within Abila that assist with accounting of revenues and expenditures for larger capital projects, such as the Fire Training Tower or park improvements at Cameron Park Lake. This accounting would be especially helpful with projects with grant-funded projects and projects that cross multiple fiscal years.

CC&R Office

The Silver Springs CC&R, written by District staff, has been returned to the developer for review. This will mark the first time the District has been paid to write a CC&Rs.

The Architecture Review Committee has reviewed 45 applications since January 2021, a slight increase over same time period in 2020.

District staff is closely following the County's efforts to address county code violations on a residence in Royal Park Court. Staff will begin briefing the CC&R Committee regarding the County's efforts at their monthly meetings.

Fire Department

BLM will begin burning piles on the Pine Hill Preserve starting March 1, 2021, which will eliminate all piles by this spring. Staff is preparing for the Weed Abatement Ordinance program implementation for 2021.

Fire Marshal has been busy with inspections: State Mandated Inspections – 4, Business Inspections- 7, New Construction / TI submittals- 3, and New Construction / TI Inspections – 2. Fire Marshal and General Manager are working together to address a property which is unassigned to a local fire protection agency and within the District's Sphere of Influence. The current scenario is that the District is being asked to provide comments and approve a building permit, but is not collecting tax revenues and unable to charge fees for those services since the property has not been annexed into the District's boundaries. Staff is working with County Planning Department staff to resolve the issue.

Parks & Facilities Department

Staff is preparing for the sports field renovation at Christa McAuliffe Park in April. El Dorado is providing dumpsters for the old sod at a discounted costs. CALA continues work on the Splash & Spray Playground project, and the geotechnical report will be completed soon. Pool heater was replaced successfully.

Staff is finalizing agreements with Prospector Soccer and Ponderosa Little League. Agreements with each group includes 1) 20% match for the sports field renovation project; and 2) annual Maintenance Agreement that outlines costs, tasks and fees associated with maintaining the newly improved fields. This Maintenance Agreement and associated fees are in addition to the traditional annual user fee.

Recreation Department

Recreation staff will be presenting plans for spring and summer programming at tonight's Board meeting. The District's recent mailer has been well received by the community, and staff plans to continue this format instead of the traditional Activity Guide (a cost saving measure for the District). On-line Annual Pass sales are going well. As of the writing of this report, staff is finalizing our Cameron Park Lake grant application for the State Park Program, competitive Proposition 68 grant.



Agenda Transmittal

DATE: March 17, 2021

FROM: Jill Ritzman, General Manager

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

RECOMMENDED ACTION: APPROVE RESOLUTION NO. 2021-07 WITH BOARD POLL VOTE

RECOMMENDATION

The Landscaping and Lighting Act of 1972 requires that an annual Engineer's Report be prepared by a licensed professional engineer and establishes other requirements for the continuation of the assessments. This Resolution directs SCI Consulting Group to prepare the Engineer's Report for the Cameron Park Community Services District (District) Landscaping and Lighting Assessment Districts (LLADs) as the first step in a three-step process to continue assessments for fiscal year 2021-2022.

DISUCSSION

Each year, an updated Engineer's Report, including updated budgets, scope of services, current legal justifications, and rate adjustments should be prepared by a California registered civil engineer. SCI Consulting Group will provide professional assessment engineering and administration services to justify the continued collection of the District's LLADs for Fiscal Year 2021-2022. The services provided by SCI will include the preparation of the Engineer's Report and preliminary assessment roll with the specific

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

To continue to levy the assessments, staff is recommending that the Board approve the proposed Resolution to direct SCI Consulting Group, the assessment engineer, to prepare an Engineer's Report for Fiscal Year 2021-2022. This Engineer's Report will include:

- Proposed budgets for the assessments for Fiscal Year 2021-2020,
- Special and general benefit findings to support the assessments, the updated proposed assessments for each parcel within each of the landscaping and lighting districts,
- Proposed assessments per single family equivalent benefit unit for Fiscal Year 2021-2020.

After the Engineer's Report and assessment roll is completed, the reports will be brought back to the Board for review and consideration. If the Board preliminarily approves the Report, a noticed Public Hearing will be subsequently held to allow the public to provide input on the proposed budgets, services and continued assessments, and to allow the Board to make a final decision on the continuation of these important assessments. The Preliminary Engineer's Report is scheduled to be presented to the Board on June 16, 2021.

CONCLUSION

It is recommended that the Board approve Resolution No. 2021-07, which directs SCI Consulting Group to prepare the annual Engineer's Report for the District LLADs for Fiscal Year 2021-2022.

Attachment:

7A – Resolution No. 2020-07

RESOLUTION NO. 2021-07
of the Board of Directors
of the Cameron Park Community Services District
March 17, 2021

**A RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT
FOR THE CONTINUATION OF THE LANDSCAPING AND LIGHTING
ASSESSMENT DISTRICTS UNIT NUMBERS**

30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48 and 50
(Streets and Highways Code Section 22622)

WHEREAS, the Board of Directors of the Cameron Park Community Services District proposes to continue the annual assessments from July 1, 2021 to June 30, 2022 for Landscaping and Lighting Assessment District (LLADs) Units 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48 and 50; which were previously formed in accordance with the Landscaping and Lighting Act of 1972 (Streets and Highways Code Section 22500, et seq.); and

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

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

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

Unit 30	Airpark Estates	Unit 40	Bar J #15B Merrychase
Unit 31	Formerly Unit 6	Unit 41	Creekside
Unit 32	Formerly Unit 7	Unit 42	Eastwood Park
Unit 33	Formerly Unit 8	Unit 43	David West Park
Unit 34	Viewpointe	Unit 44	Cambridge Oaks
Unit 35	Goldorado	Unit 45	Northview
Unit 36	Formerly Unit 11	Unit 46	Cameron Valley Estates
Unit 37	Formerly Unit 12	Unit 47	Cameron Woods 8
Unit 38	Cameron Woods #1-4	Unit 48	Silver Springs
Unit 39	Bar J #15A Country Club	Unit 50	Bar J #15A No. 2

Section 2: Any new improvements and/or substantial changes in existing improvements that are proposed to be paid for from the Fiscal Year 2021-2022 annual assessments will be specified in the Engineer's Reports.

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

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 17th day of March 2021, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Eric Aiston, President
 Board of Directors

General Manager Jill Ritzman
 Secretary to the Board



Agenda Transmittal

DATE: March 17, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #8: **RESOLUTION No. 2021-08 DIRECTING AUDITOR OF EL DORADO COUNTY TO LEVY AND COLLECT ASSESSMENTS FOR THE FISCAL YEAR 2021-22**

RECOMMENDED ACTION: Receive, Discuss and Adopt Resolution No. 2021-08 with Board Poll Vote

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

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

Attachment

8A – Resolution No. 2021-08

**RESOLUTION NO. 2021-08
of the Board of Directors
of the Cameron Park Community Services District
March 17, 2021**

**DIRECTING AUDITOR OF EL DORADO COUNTY TO LEVY AND COLLECT
ASSESSMENTS FOR FISCAL YEAR 2021-22**

**RESOLUTION AUTHORIZING COVENANTS, CONDITIONS AND RESTRICTIONS
ASSESSMENT DISTRICT FOR 2021-2022**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Cameron Park Community Services District does hereby establish a twelve-dollar (\$12) assessment per parcel, with designated exemptions, herewith for Fiscal Year 2021-2022; and

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

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 17TH day of March 2021, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Eric Aiston President
Board of Directors

General Manager Jill Ritzman
Secretary to the Board

PROCLAMATION
of the Board of Directors
of the Cameron Park Community Services District
March 17, 2021

MARCH IS AMERICAN RED CROSS MONTH

WHEREAS, March is American Red Cross Month, a special time to honor the kindness of our neighbors who aid families in need every day in our community, across the United States and around the world; and

WHEREAS, Cameron Park Community Services District maintains a relationship with El Dorado County and PG&E to serve as a community resource or evacuation center for families displaced by a local disaster such as a wildfire; and

WHEREAS, In the past year especially, Red Cross volunteers helped others in many, many ways - responding to record-breaking disasters, rolling up their sleeves to give blood and rendering aid to individuals and families suffering from the effects of COVID-19; and

WHEREAS, Since January 2020, local volunteers supported families affected by 500 home fires; helped 1,983 individuals address urgent needs like food, lodging and recovery support; hosted more than 300 regional blood drives collecting 5,785 units of lifesaving blood; provided emergency services for 2,118 individuals through our Service to the Armed Forces Program and enrolled 16,329 individuals in first aid/CPR/AED training.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Cameron Park Community Services District proclaim March is Red Cross Month.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 17th day of March 2021, by the following vote of said Board:

Resolution No. _____
Cameron Park Community Services District
Page 2

AYES:

NOES:

ABSENT:

ATTEST:

Director Eric Aiston, President
Board of Directors

General Manager Jill Ritzman
Secretary to the Board



Agenda Transmittal

DATE: March 17, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #11: **ARC ALTERNATIVES AGREEMENT FOR ASSISTANCE WITH IMPLEMENTING SOLAR PROJECT FOR THE CAMERON PARK COMMUNITY SERVICES DISTRICT, TOTAL AGREEMENT COSTS \$59,710; BUDGET ADJUSTMENT OF \$36,000 IN FISCAL YEAR 2020-2021 TO FUND AGREEMENT**

RECOMMENDED ACTION: APPROVE Resolution 2021-09

Background

On February 17, 2021, the Board of Directors approved Resolution 2021-05 to execute an Agreement with Brighton Energy and enter into Energy Service Contract, Power Purchase Agreement. The District's expected savings in utility costs over a twenty-five year period is \$1.7 million dollars.

Budget and Administration Committee

The Budget and Administration Committee recommended forwarding the Agreement and Budget Adjustment to the Board of Directors for consideration, and identified a funding source for the Agreement in Fiscal Year 2020-2021.

Discussion

Brighton Energy is planning to construct the solar system this summer 2021. Staff is recommending an agreement between ARC Alternatives and Cameron Park Community Services District (District) for assistance with implementing the Solar Project at the Community Center and Fire Station 89. Total agreement costs are \$59,710.

Specific consultation services include:

- Management of the design review process,
- Engineering review of system design submittals,
- Oversight of technical issues during the construction period,
- Verification of system performance and energy savings,
- Assistance with project close-out.

Fiscal Impact

Based on the project construction timeline for this summer, ARC Alternatives estimates that expenditures for the agreement will total \$36,000 in the current Fiscal Year and the remaining balance of \$23,710 spent in Fiscal Year 2021-2022. Staff is expecting, but did not budget, additional property tax revenues in the current Fiscal Year. Budget and Administration Committee identified the expected increase in property taxes as a source of funding for the Agreement.

Staff is recommending the addition of \$36,000 in appropriations to the FY 2020-21 General Fund (01), Administration Department 1000, and Professional Services Account 5420 with offsetting revenues in Property Tax Account 4110 (same department). Remaining balance of \$23,710 will be included in the FY 2021-2022 budget development process. There may be additional incidental costs for specialized services during construction, which will also be budgeted in Fiscal Year 2021-2022.

Conclusion

The ARC Alternatives agreement will be a one-time cost to ensure successful, timely construction and implementation of the District's solar project.

Attachment

11A - ARC Alternatives Scope of Services and Cost

11B - Resolution 2021-09



February 24, 2021

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

Dear Jill:

Thank you for the opportunity to submit this proposal for assistance with the implementation of the District's solar project. ARC Alternatives brings an unmatched combination of solar expertise, energy engineering experience, and program management capabilities to this engagement.

We are committed to efficiently and effectively using our resources, as well those of our clients. Our goal is to help build robust energy solutions focused on achieving cost effective lasting energy savings.

This proposal includes the following services:

- Management of the design review process
- Engineering review of system design submittals
- Oversight of technical issues during the construction period
- Verification of system performance and energy savings
- Assistance with project close-out

Background

The District has finalized contract negotiations to install approximately 252 kW of solar power at the Community Center and Fire Station 89. The District is utilizing a Power Purchase Agreement (PPA) for the project that is modeled on successful solar projects at other Cities. The District needs assistance with the technical aspects of the project to ensure it is delivered in compliance with local, State, and Federal codes; industry best practices; and contract specifications. Key personnel from ARC Alternatives have direct experience supporting solar projects at other Districts and public agencies, as well as earlier phases of this project, and are uniquely positioned to provide the technical and engineering expertise required to ensure the project's success.

Approach

ARC Alternatives proposes the following tasks to support the District's solar project. Our proposal assumes close-out for the project is wrapped up in the fourth quarter of 2021. The staffing approach includes ARC resources that are currently working on the District's solar project.

The task descriptions below provide an overview of our approach, with more detail provided in the attached scope table.

Task 1 – Design Review

The design phase is key to the ultimate success of a solar project. In this phase, final layouts will be determined, system sizing will be finalized, all elements of the proposed systems will be developed in detail, and documentation will be finalized for District approval. The design process defined in the PPA or design build contract identifies several phases of design submittal, review and approval. Solar provider submittals will cover the full scope and functionality of the proposed systems, including module and inverter manufacturers, mounting and racking details, structural and foundation designs, electrical designs, proposed monitoring systems, testing and commissioning plans, and approaches to training District personnel.

Our team will leverage in-house professional engineering resources, consisting of staff from both ARC Alternatives and subcontractors, to review the full scope of the project and ensure the District's interests are comprehensively represented throughout the project. We will document all comments on solar provider submittals, track their status, and provide recommendations to the District on whether to approve them.

We anticipate regular project meetings during the design phase of the project and we will attend them remotely, and in-person for the anticipated "page turn" at the conclusion of each design phase.

Task 2 – Construction Support Services

While we are not proposing to provide construction management services, there will be a need to provide technical oversight both before and during construction. We will work together with District staff in the coordination of the construction effort. In addition, there are several points during system construction at which specific solar engineering knowledge is necessary to ensure a quality build. We will provide resources in the field at critical milestones to review the solar provider's work, our budget includes in person site visits to accomplish this task.

Our engineering efforts during the construction process will cover all elements of the project but focus on the build quality and electrical elements of the solar systems, including:

- Equipment placement and finishes
- DC wire management
- Conduit and trenching
- Grounding
- Proper fuse sizing
- DC connections, particularly in combiner boxes
- Ancillary systems such as fencing, lighting, and security

We will provide reports documenting conditions in the field, technical issues, and their proposed resolution.

Task 3 – Commissioning and Performance Testing

The system specifications that are distributed with the RFP are typically incorporated into the final contract define a robust testing program to assure the system being installed is working properly and will continue to do so into the future. ARC Alternatives will provide oversight during system testing, beginning in the design phase when the contractor is required to submit their test plans. We will review and provide input to their test plans prior to District approval, as well as after the tests have been performed. These plans will serve as the set of detailed requirements for the multiple phases of testing and commissioning to be done in the lead up to system energization and utility issuance of Permission to Operate (PTO).

We will also consider system performance over a 30-day “proving period” at each site to capture intermittent failures as well as the effects of weather on system performance. In addition, ARC Alternatives will analyze system performance data collected over a longer period of time to assess whether systems are performing as expected - this will also help the District to manage any Performance Guarantees with their selected contractor.

Task 4 – Project Close Out and On Call Solar Engineering Services

We recognize that unanticipated issues may arise over the course of the solar project and we recommend the District establish a modest budget to use for additional support, as needed. Once the systems are constructed, the contractor will provide several pieces of documentation related to the project for the District’s records. The contractor is also responsible for providing system training and related training manuals and material. ARC Alternatives will work with the selected solar vendor to obtain and review all contractually required closeout documentation and provide the District with recommendations for approval.

Project Team

Russell Driver will continue to act as the Principal in Charge and engagement manager for the effort. Niko Kalinic will be the Project Lead and day-to-day point of contact for the District. Additional ARC resources identified below will also be used.

Statement of Qualifications

Mr. Russell Driver, Principal and Co-Founder of ARC Alternatives, will be the Principal-In-Charge and overall project manager for this engagement, and will have primary responsibility for continuity with the client. Mr. Driver has over 20 years of experience managing large-scale technology programs in complex institutional settings. Mr. Driver specializes in the development and implementation of solar programs in the public sector, with an emphasis on procurement and construction support. Mr. Driver is currently leading solar projects at the City of West Sacramento, the City of Antioch, the City of Red Bluff, Kern County, and several school Districts in California. In the last three years, Mr. Driver's solar consulting efforts represent over 70 MW of generating capacity at over 350 sites. Mr. Driver's expertise includes solar technology, utility rate analysis, energy economics, public sector procurement, design-build contracting, system design review, construction oversight, project management, and data management. Mr. Driver has a Bachelor of Arts from Stanford University and a Master's Degree from UCLA. He is an active volunteer in the community and was recently a member of the Contra Costa Transportation Authority's Citizens Advisory Committee. He previously chaired the Town of Moraga Planning Commission and Climate Action Plan Task Force.

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

Kim Courtney, Senior Project Manager, will provide project coordination. Ms. Courtney currently provides project management support to local governments and K-12 school clients in California, including the development of project plans, submittal tracking and review, management of expenditure plans and budgets, and development other client-facing reports. Ms. Courtney previously worked as a project manager for EDAW/AECOM Inc., Kimley-Horn and

Associates, and the Metropolitan Transportation Commission. She holds a Master's Degree from University of Illinois and a BA from University of Utah.

Christine Clinton, Project Manager, provides programmatic support for the University of California/ California State University/ Utility Energy Efficiency Partnership (UC/CSU/Utility Partnership) and for solar implementation projects. Ms. Clinton plays a key role in the project management, evaluation and monitoring of projects being implemented by ARC clients, with an emphasis on project tracking and reporting. Through her work, she supports effective plans, processes, and procedures, managing public and internal facing program websites, and updating relevant program timelines and process flows, amongst other tasks. Ms. Clinton also coordinates various teams and facilitates meetings and communications amongst various stakeholders across the state of California.

Justification for Third-Party Oversight

In our experience it is critical to have a third-party reviewing the Contractor's work. Reasons include:

- The most important functional aspects of solar and storage systems are typically not reviewed in detail by permitting agencies. ARC Alternatives (with a licensed electrical engineering subcontractor) will review the AC and DC electrical components of the system, as well as the operational and functional aspects of the system. These include the monitoring system proposed, the training program (including District staff responsibilities), expected system output, and associated guarantees. Without this oversight, the District runs the risk of these system elements having no rigorous review and no guarantee that they are meeting or exceeding contract requirements and industry standards.
- ARC Alternatives will also be reviewing designs and in-field construction activities to ensure build-quality meets the highest standards. The District's inspector of record will ensure typical elements of any construction project, such as concrete pouring/curing, have sufficient oversight. ARC Alternatives, with our track record of assisting clients install over 41 MW of solar, will examine the solar-specific elements of the project such as wire management, inverter placement, system monitoring, and ancillary systems are meeting District requirements. Not all of these will be adequately covered in the drawing set, so it is critical for a party with deep solar experience to represent the District on these issues throughout the process.
- In each of the projects we helped deliver, ARC has provided oversight of the testing and commissioning process. This role does not involve independent third-party commissioning. The Contractor is responsible for this function and this is appropriate as they are also responsible for the long-term functioning of the system through the PPA and associated

performance guarantee. However, we have found it to be incredibly valuable to make it clear that a knowledgeable third-party will be providing oversight of the testing. The role we are proposing begins with review of the testing and commissioning plan during the design review phase. This ensures the testing procedures are documented, comprehensive, and agreed to well in advance of the testing phase. That positions us, acting on behalf of the District, to ensure the Contractor is following the agreed-upon procedures and documents the results of the testing. Without this oversight, Contractors can sometimes be less than formal with the testing and commissioning program and may not supply the documentation of completed and passed tests that they should. Even though the Contractor is responsible for ongoing performance of the system, investing in this phase of the project will ensure a quality build, which is the best strategy for the long-term performance of the system. While most contractors have the best of intentions, they sometimes have resource and budget issues and have to prioritize one project over another. By making it clear that their work will be overseen by an experienced third-party, the District effectively manages the risk that their project will end up at the bottom of the Contractor's priority list.

Detailed Scope and Cost Estimate

Our estimate for the number of hours, billing rates, and cost for accomplishing this scope of work is presented in the tables below. The estimate includes all resources need to perform the work, including Electrical Engineering support during the design review and construction phases of the work. ARC Alternatives can begin the work upon receiving Notice to Proceed (NTP) from the District. Our activities will be driven by Brighton's schedule and we will work to ensure the District, its consultants, and representatives do not impact the project schedule during the project.

**Proposed Scope and
Cost Estimate**

Task	Hours	Cost
1. Design Review		
a. Manage process & facilitate meetings	80	\$ 15,150
b. Design development package review	26	\$ 4,944
c. Construction documents review	19	\$ 3,513
d. Document findings	21	\$ 4,053
Task 1 Labor Subtotal	146	\$ 27,660
2. Technical Oversight During Construction		
a. Review and management of technical issues	27	\$ 5,255
b. Perform site inspections & document findings	37	\$ 7,215
c. Review scope issues, changes and substitutions	20	\$ 3,916
d. Site coordination	17	\$ 3,375
Task 2 Labor Subtotal	101	\$ 19,761
3. System Testing and Performance Management		
c. Review test reports	8	\$ 1,456
d. System production assessment report	24	\$ 4,324
Task 3 Labor Subtotal	32	\$ 5,780
4. Project Close Out and On Call Engineering		
Task 4 Labor Subtotal	27	\$ 5,087
Total - Labor	306	\$ 58,288
Direct Expenses (travel, 8 trips)*		\$ 1,422
Grand Total	306	\$ 59,710

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

ARC Alternatives Billing Rates

Classification	\$/hour
Principal	\$215
Senior Program Manager	\$195
Senior Engineer/ Program Manager	\$189
Engineer/Senior Project Manager	\$169
Associate Engineer/Project Manager	\$145
Project Coordinator	\$115

Our cost estimate includes the entire scope described above and is built-up using our standard rates. We propose to be reimbursed on a time-and-materials basis with direct expenses passed through without markup.

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

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

Sincerely,

A handwritten signature in blue ink that reads "Russell Driver". The signature is fluid and cursive, with the first name "Russell" and the last name "Driver" clearly legible.

Russell Driver,
Principal, ARC Alternatives

RESOLUTION NO. 2021-09
of the Board of Directors
of the Cameron Park Community Services District
March 17, 2021

RESOLUTION TO APPROVE AGREEMENT WITH ARC ALTERNATIVES FOR SOLAR
PROJECT CONSULTING SERVICES AND
ADOPT A BUDGET ADJUSTMENT OF \$36,000 TO FUND THE AGREEMENT

WHEREAS, On February 17, 2021, the Cameron Park Community Services District (District) Board of Directors approved Resolution 2021-05 to execute an Agreement with Brighton Energy, entering into an Energy Service Contract/Power Purchase Agreement; and

WHEREAS, The District's expected savings in utility costs over a twenty-five year period is \$1.7 million dollars; and

WHEREAS, An agreement for expert advice and consulting services to ensure timely project construction and implementation is essential to the success of the solar project.

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

- Approves a Budget Adjustment to increase the FY 2020-21 General Fund (01), Administration Department 1000, and Professional Services Account 5420 with offsetting revenues in Property Tax Account 4110 (same department).
- Approves Agreement between ARC Alternatives and Cameron Park Community Services District.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 17th day of March 2021, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director Eric Aiston, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board



Agenda Transmittal

DATE: March 17, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #12: **RESOLUTION AUTHORIZING GENERAL MANAGER TO SIGN DOCUMENTS REQUIRED FOR PLANNING, IMPLEMENTING AND COMPLETING THE SOLAR PROJECT**

RECOMMENDED ACTION: APPROVE RESOLUTION 2021-10

Introduction

This report recommends that the Board of Directors approve Resolution 2021-10 (Attachment A) to authorize the General Manager to sign documents required for planning, implementing and completing the solar project; and outlines planning efforts for a Solar Project including:

- Timeline for construction this summer,
- Additional information regarding current design and placement of solar panels,
- Anticipated impacts to the Community center parking lot and facility use.

Discussion

Brighton Energy, ARC Alternatives and District staff (including Fire Dept.) are meeting weekly to discuss planning and implementation of the Solar Project at Fire Station 89 and Community Center. The design schematic and placement remains the same at Station 89 (Attachment B) and Community Center, except for one change to the placement of the Solar Panels at the Community Center (Attachment C). The block of panels at the Community Center will be moved from over the handicap parking stalls to across the parking lot. The rationale for location change is to conform to National Fire Prevention Association (NFPA) clearance requirements for the drive path and access to fire hydrant.

Due to this location change, staff plans to remove landscaping on this side of the parking lot, cap the irrigation and spread wood chips in the area. This alternative would be cost efficient for the operations of the community center. The van accessible handicap parking stall (stall closest to the Community Center) will be re-located across the parking lot and a path of travel identified.

Construction is planned for this summer 2021, duration to be 30-60 days. As a safety measure, the Community Center parking lot will be completely closed for three to four days at the start of the project for placement of the stanchions. Partial closure will occur during construction. The team is working to address participant and employee safe access to the Community Center and Fire Station 89. Staff plans to continue limited District programming at the Community Center, but not open to external user groups until after Labor Day weekend, to keep the number of people down during construction. Staff have conducted outreach to user groups, and will continue to do so during this project.

At Fire Station 89, staff are working to avoid having the Fire Training Tower and Solar Project in construction at the same time. There appears to be enough room for both projects to occur at the same time, but preferable if that scenario could be avoided.

Conclusion

Staff will provide routine oral and written updates regarding the Solar Project to the Board of Directors at Regular monthly meeting; and keep the residents, District's user groups, program participants, surrounding businesses and schools informed as well. Construction is messy and disruptive, even with the best of planning. Staff, Brighton Energy and ARC Alternatives are working to minimize these impacts. Once implemented, the District will start saving on utility bills immediately.

Attachments

12A – Resolution 2021-10

12B – Station 89 Design Schematic

12C – Community Center Design Schematic

RESOLUTION NO. 2021-10
of the Board of Directors
of the Cameron Park Community Services District
March 17, 2021

**RESOLUTION TO AUTHORIZE THE GENERAL MANAGER TO SIGN ALL
CONSTRUCTION RELATED DOCUMENTS FOR THE SOLAR PROJECT**

WHEREAS, On February 17, 2021, the Cameron Park Community Services District (District) Board of Directors approved Resolution 2021-05 to execute an Agreement with Brighton Energy, entering into an Energy Service Contract/Power Purchase Agreement; and

WHEREAS, The District's expected savings in utility costs over a twenty-five year period is \$1.7 million dollars; and

WHEREAS, The project will require close and timely coordination between Brighton Energy, El Dorado County and PG&E to successfully implement the project.

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

- Authorizes the General Manager to sign any and all documents required for planning, implementing and completing the project, such as authorizations to PG&E and County permits.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 17th day of March 2021, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

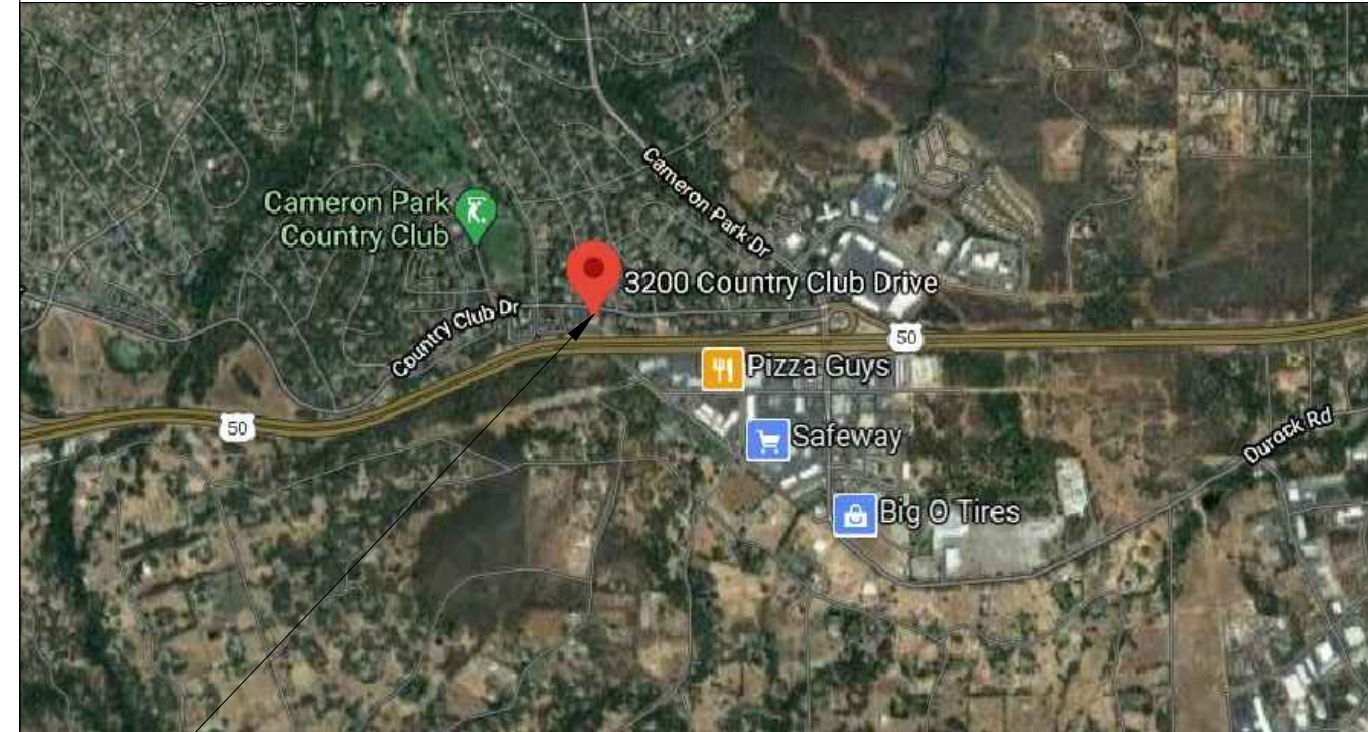
Director Eric Aiston, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

AERIAL VIEW



VICINITY VIEW



PROJECT LOCATION

ITEM	PARTICULARS
SOLAR MODULE MFG. & MODEL	PANASONIC TESLA SOLARCITY SC330
NO. OF SOLAR MODULES	168
MOUNTING SYSTEM TYPE	S-5! SOLAR FOOT AND ECO FASTEN ECO65 WITH IRON RIDGE XR10 RAIL MOUNTING SYSTEM AND BAJA SSS FULL OR PARTIAL CANTILEVER FOR CARPORT.
SOLAR ARRAY AZIMUTH	188°
SOLAR MODULE TILT ANGLE	10° (CARPORT)
SOLAR INVERTER MFG.	SOLECTRIA PVI-25TL (208V)
NO. AND MODEL OF INVERTERS	(2) 25kW

SHEET INDEX

#PAGE	DESCRIPTION
PV-1	SITE PLAN/COVER PAGE
PV-2	ARRAY LAYOUT / ATTACHMENT PLAN
PV-2.1	ROOF ARRAY LAYOUT
PV-3	SINGLE LINE DIAGRAM
PV-9	MODULE DATASHEET
PV-10	INVERTER DATASHEET
PV-14	STRUCTURE DETAILS

PROJECT DEVELOPER



BRIGHTON ENERGY
2701 COTTAGE WAY ST 35.
SACRAMENTO, CA 95825
CSLB CA #1055369

PROJECT NAME

CAMERON PARK FIRE STATION 89

SITE NAME AND ADDRESS

3200 COUNTRY CLUB DRIVE,
CAMERON PARK, CA 95682

DRAWING TITLE

SITE PLAN/COVER PAGE

DESIGNER:		DATE:	
DRAFTER:		DATE:	
CHECKER:		DATE:	

REVISION HISTORY				
REV	DESCRIPTION	DRW	CHK	DATE
0	DRAFTER REVIEW	MG		09/11/20
1				
2				
3				
4				
7				
8				
9				

PROJECT NUMBER	PAGE SIZE
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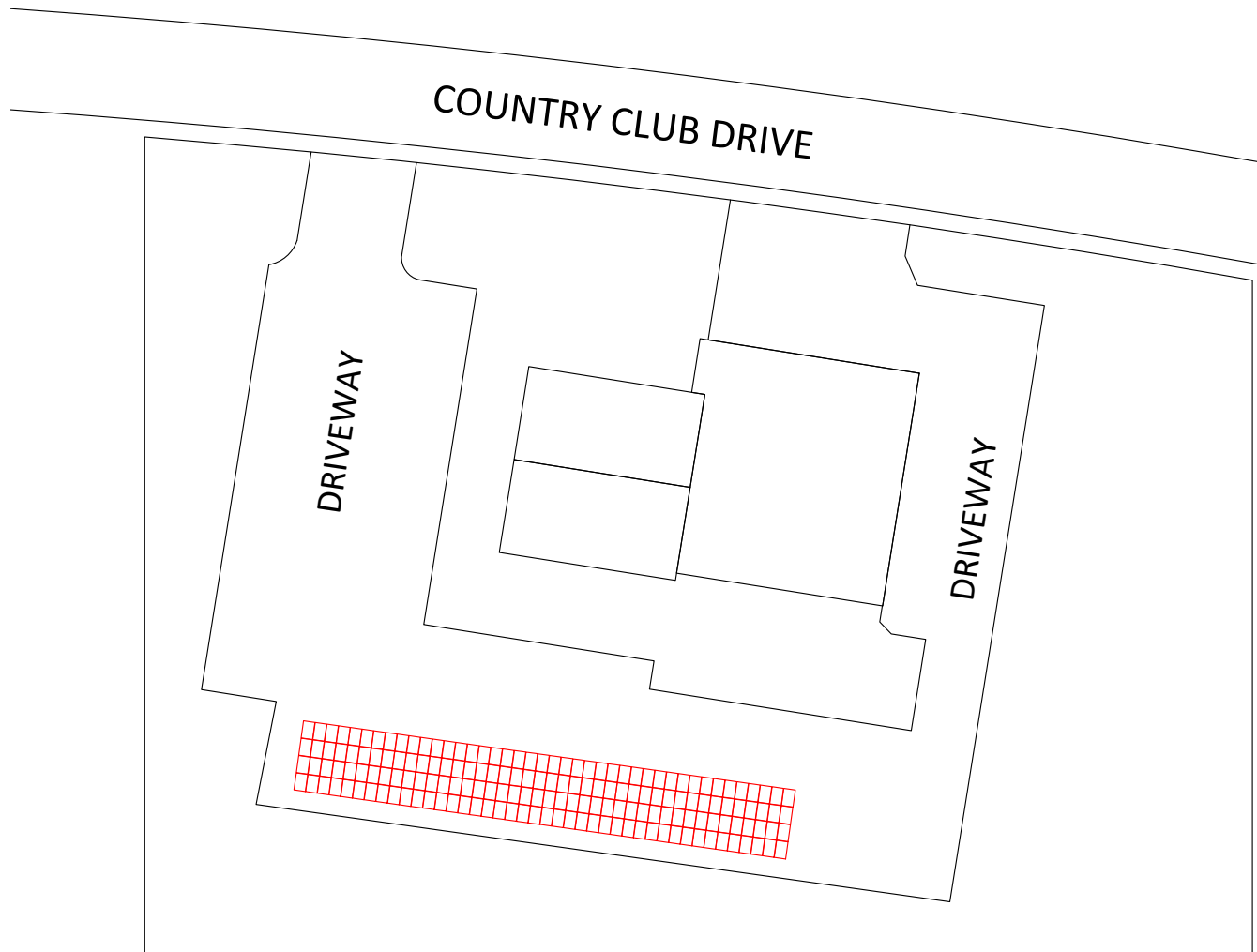
SITE NUMBER	SCALE
	NTS

DRAWING NUMBER

Engineer

Sheet No.

PV-1.0

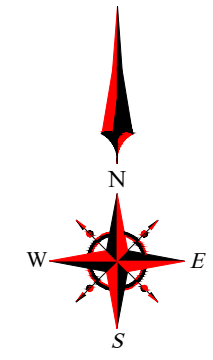


- CONDUIT NOTE:**
- CONDUIT TO BE RUN FROM ARRAYS TO POINTS OF CONNECTION IN EMT, FMC, NMC OR FNMIC.
 - ALL CONDUIT ROUTES TO BE DETERMINED BY CREW LEAD AT TIME OF INSTALL.
 - SUGGESTED CONDUIT RUNS TO BE INSTALLED ALONG PARAPET WALL AND SHORTEST DISTANCE TO THE POINT OF INTERCONNECTION.

- SIGNAGE AND LOCATIONS:**
- ALL CODE REQUIRED SIGNAGE TO BE PRESENT
 - SOLAR BREAKER TO BE LABELED AT SUB-PANEL AND MAIN PANEL
 - "WARNING DUAL SOURCES OF POWER, SECOND SOURCE IS A PV SYSTEM" OR SIMILAR LOCATED AT MAIN PANEL WITH RATINGS SIGN INCLUDING MAX WATT OUTPUT, RATED OUTPUT CURRENT, AND OPERATING VOLTAGE.
 - CONDUIT TO BE LABELED TO INDICATE SOLAR CIRCUIT

INSTALLATION SHALL BE IN ACCORDANCE WITH

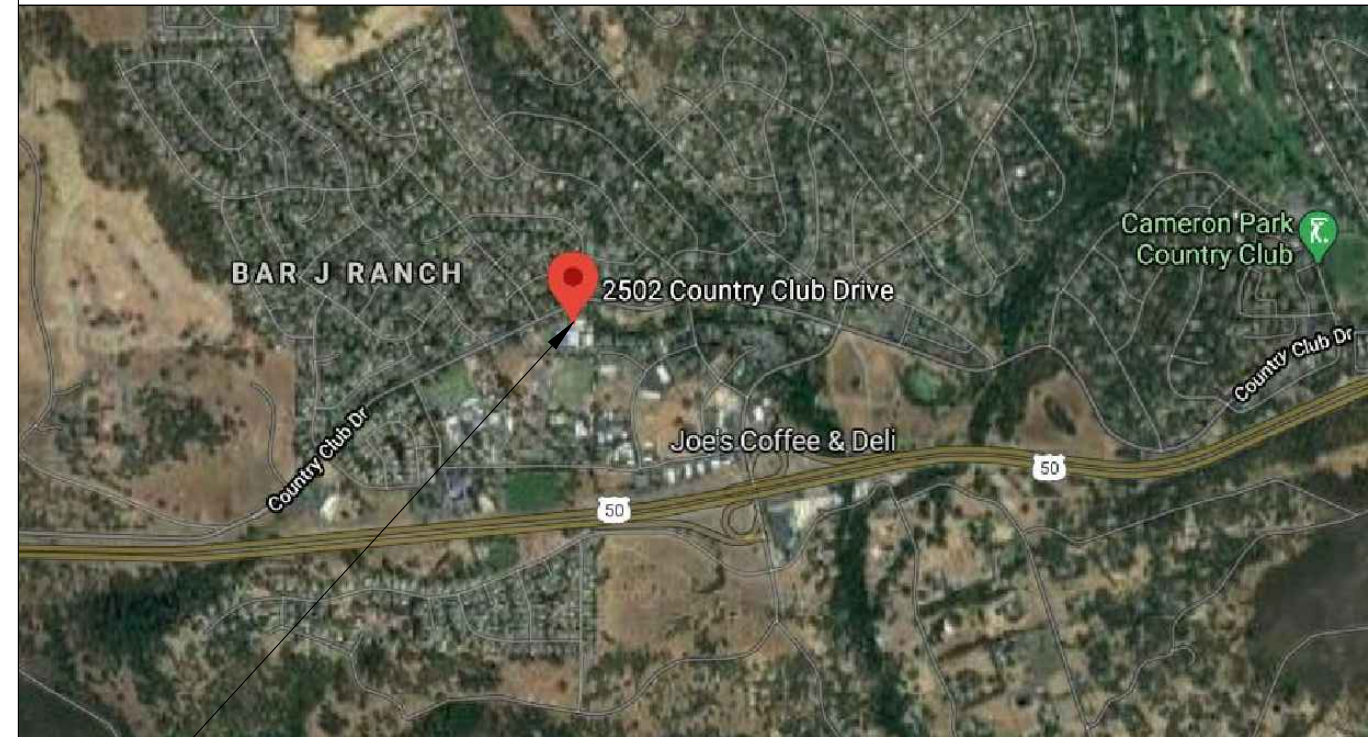
- 2019 CALIFORNIA BUILDING STANDARDS
- 2019 CALIFORNIA BUILDING CODE
- 2019 CALIFORNIA ELECTRICAL CODE
- 2019 CALIFORNIA MECHANICAL CODE
- 2019 CALIFORNIA PLUMBING CODE
- 2019 CALIFORNIA ENERGY CODE
- 2019 CALIFORNIA FIRE CODE
- 2019 GREEN BUILDING CODE



AERIAL VIEW



VICINITY VIEW



PROJECT DEVELOPER

Attachment 12C



BRIGHTON ENERGY
2701 COTTAGE WAY ST 35.
SACRAMENTO, CA 95825
CSLB CA #1055369

PROJECT NAME

CAMERON PARK
COMMUNITY CENTER

SITE NAME AND ADDRESS

2502 COUNTRY CLUB DRIVE,
CAMERON PARK, CA 95682

DRAWING TITLE

SITE PLAN/COVER PAGE

DESIGNER:		DATE:	
DRAFTER:	VISHAL VERMA	DATE:	09/11/20
CHECKER:		DATE:	

REVISION HISTORY

REV	DESCRIPTION	DRW/CHK	DATE
0	DRAFTER REVIEW	MG	09/11/20
1	COMMENTS INCORPORATED	DG	03/10/21
2			
3			
4			
7			
8			
9			

PROJECT NUMBER

PAGE SIZE

B

SITE NUMBER

SCALE

NTS

DRAWING NUMBER

Engineer

Sheet No.

PV-1.0

SYSTEM PROPERTIES

ITEM	PARTICULARS
SOLAR MODULE MFG. & MODEL	PANASONIC TESLA SOLARCITY SC330
NO. OF SOLAR MODULES	595
MOUNTING SYSTEM TYPE	S-5! SOLAR FOOT AND ECO FASTEN ECO65 WITH IRON RIDGE XR10 RAIL MOUNTING SYSTEM AND BAJA SSS FULL OR PARTIAL CANTILEVER FOR CARPORT.
SOLAR ARRAY AZIMUTH	153°, 270°, 180°
SOLAR MODULE TILT ANGLE	10° (CARPORT)
SOLAR INVERTER MFG.	FRONIUS SYMO 12.0-3 208-240 (208V) (FRONIUS USA)
NO. AND MODEL OF INVERTERS	(14) 12kW

CONDUIT NOTE:

- CONDUIT TO BE RUN FROM ARRAYS TO POINTS OF CONNECTION IN EMT, FMC, NMC OR FMMC.
- ALL CONDUIT ROUTES TO BE DETERMINED BY CREW LEAD AT TIME OF INSTALL.
- SUGGESTED CONDUIT RUNS TO BE INSTALLED ALONG PARAPET WALL AND SHORTEST DISTANCE TO THE POINT OF INTERCONNECTION.

SIGNAGE AND LOCATIONS:

- ALL CODE REQUIRED SIGNAGE TO BE PRESENT
- SOLAR BREAKER TO BE LABELED AT SUB-PANEL AND MAIN PANEL
- "WARNING DUAL SOURCES OF POWER, SECOND SOURCE IS A PV SYSTEM" OR SIMILAR LOCATED AT MAIN PANEL WITH RATINGS SIGN INCLUDING MAX WATT OUTPUT, RATED OUTPUT CURRENT, AND OPERATING VOLTAGE.
- CONDUIT TO BE LABELED TO INDICATE SOLAR CIRCUIT

INSTALLATION SHALL BE IN ACCORDANCE WITH

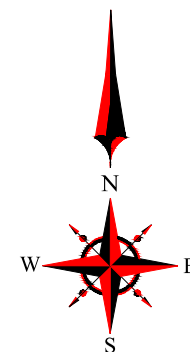
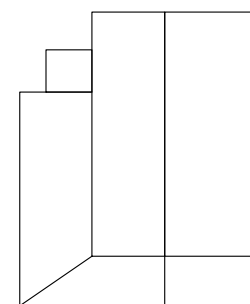
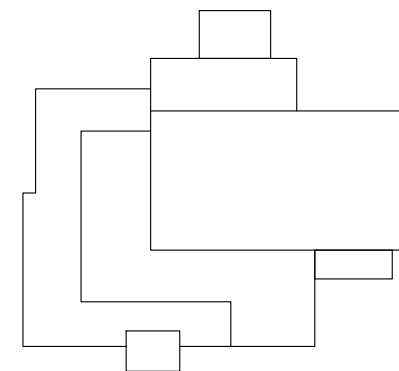
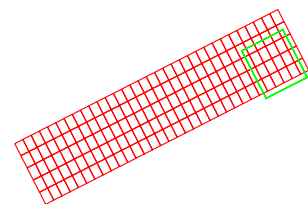
2019 CALIFORNIA BUILDING STANDARDS
2019 CALIFORNIA BUILDING CODE
2019 CALIFORNIA ELECTRICAL CODE
2019 CALIFORNIA MECHANICAL CODE
2019 CALIFORNIA PLUMBING CODE
2019 CALIFORNIA ENERGY CODE
2019 CALIFORNIA FIRE CODE
2019 GREEN BUILDING CODE

PROJECT LOCATION

COUNTRY CLUB DRIVE

SHEET INDEX

#PAGE	DESCRIPTION
PV-1	SITE PLAN/COVER PAGE
PV-2	ARRAY LAYOUT / ATTACHMENT PLAN
PV-3	SINGLE LINE DIAGRAM
PV-9	MODULE DATASHEET
PV-10	INVERTER DATASHEET
PV-12	STRUCTURE DETAILS



*Cameron Park
Community Services District*



Agenda Transmittal

DATE: March 17, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #13: **NOMINATION OF DIRECTOR SCOBEEY FOR LOCAL AREA FORMATION COMMISSION**

RECOMMENDED ACTION: APPROVE

Director Monique Scobey is interested in the serving on the Local Area Formation Commission (LAFCO). The nomination form and Director Scobey's Statement of Qualifications is attached for the Board's consideration. Once nominated by Cameron Park Community Services District, she and other candidates will considered by special districts within El Dorado County and voted into either a four year or two year term.

Attachments

13A – Nomination Form

13B – Statement of Qualifications



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

SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCO

Position	Nominee's Name	Originating District
Board Member	Monique Scobey	Cameron Park CSD

SIGNATURE OF PRESIDING OFFICER: _____
(Original Signature Required)

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

PRINTED NAME OF PRESIDING OFFICER: _____
(Required)

NAME OF NOMINATING DISTRICT: Cameron Park CSD

MINUTES ATTACHED (Optional): Yes No

Nominations must be received by LAFCO before
5:00 p.m. on February 15, 2021

Return to:

LAFCO
550 Main Street, Suite E
Placerville, CA 95667

COMMISSIONERS

Public Member: Michael Powell • Alternate Public Member: Holly Morrison
City Members: Cody Bass, Michael Saragosa • Alternate City Member: Kara Taylor
County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Turnboo
Special District Members: Tim Palmer, Vacant • Alternate Special District Member: Michael Saunders

STAFF

José C. Henríquez, Executive Officer • Erica Sanchez, Assistant Executive Officer
Malathy Subramanian, Commission Counsel

Statement of Qualifications
MONIQUE SCOBNEY
El Dorado LAFCO
March 2021

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

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

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

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

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

Budget and Administration Committee
Tuesday, March 9, 2021
6:30 p.m.



TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/84460033022>

Meeting ID: 844 6003 3022

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

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

Alternate Director Monique Scobey (MS)

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

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

DEPARTMENT MATTERS

- 1. Review Special Fund, Fund Balances** (V. Neibauer)
 - Fire & Emergency Services Capital Asset Reserves
 - Facilities & Parks Capital Asset Reserves
 - Fire Development Impact Fees
 - Parks Development Impact Fees
- 2. Fire Apparatus Lease Information** (V. Neibauer)
- 3. ARC Alternatives Contract Extension; Budget Allocation** (J. Ritzman)
- 4. Pool Vacuum Purchase** (M. Grassle)
- 5. El Dorado Disposal Performance Report** (written report)
- 6. Staff Updates**
 - a. Finance Office Monthly Report
 - b. December Check Register Review (V. Neibauer)
 - c. CC&R and LLAD Resolutions to initiate Engineers Report on March Board of Directors Meeting.
No major changes (V. Neibauer)
 - d. Legislative Updates
- 7. Items for April & Future Committee Meetings**
 - Budget Development & Review starts in April: General Fund, LLADs and CC&Rs.
- 8. Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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



Covenants, Conditions & Restrictions (CC&R) Committee
Monday, March 1, 2021
5:30 p.m.

TELECONFERENCE ZOOM MEETING

<https://us02web.zoom.us/j/84246337731>

Meeting ID: 842 4633 7731

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

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

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

1. CALL TO ORDER

2. ROLL CALL

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

3. APPROVAL OF AGENDA

4. APPROVAL OF CONFORMED AGENDA

5. OPEN FORUM

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

DEPARTMENT MATTERS

6. Review and Support Items (J. Mog)

7. MONTHLY STAFF REPORT

7a. Open Violations, CC&R Violation Manager Case Detail Report – February 1/26 – 2/24 (includes Dec & Jan)

- Initial Notices - 1
- Final Notices - 0
- Pre-Legal Notices – 0
- Pending – 0
- Courtesy Notices Sent – 2
- Verbal Warning Given - 3
- Ticketed Violations - 0
- Cleared Cases - 3
- 70 cases total Open

7b. Architectural Review Projects – February 1/26 – 2/24

- Projects Reviewed – 16
- Approved – 14
- Denied – 0
- Held Over – 2

7c. Staff Updates

- Report Back – District’s Next Door Account (Jill)

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

- Revenue Enhancements

9. Items to take to the Board of Directors

10. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

11. ADJOURNMENT



Fire and Emergency Services Committee
Tuesday, March 2, 2021
5:30 p.m.

Amended Agenda

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

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

Meeting has been cancelled

(See attached Fire Department
report for updates)



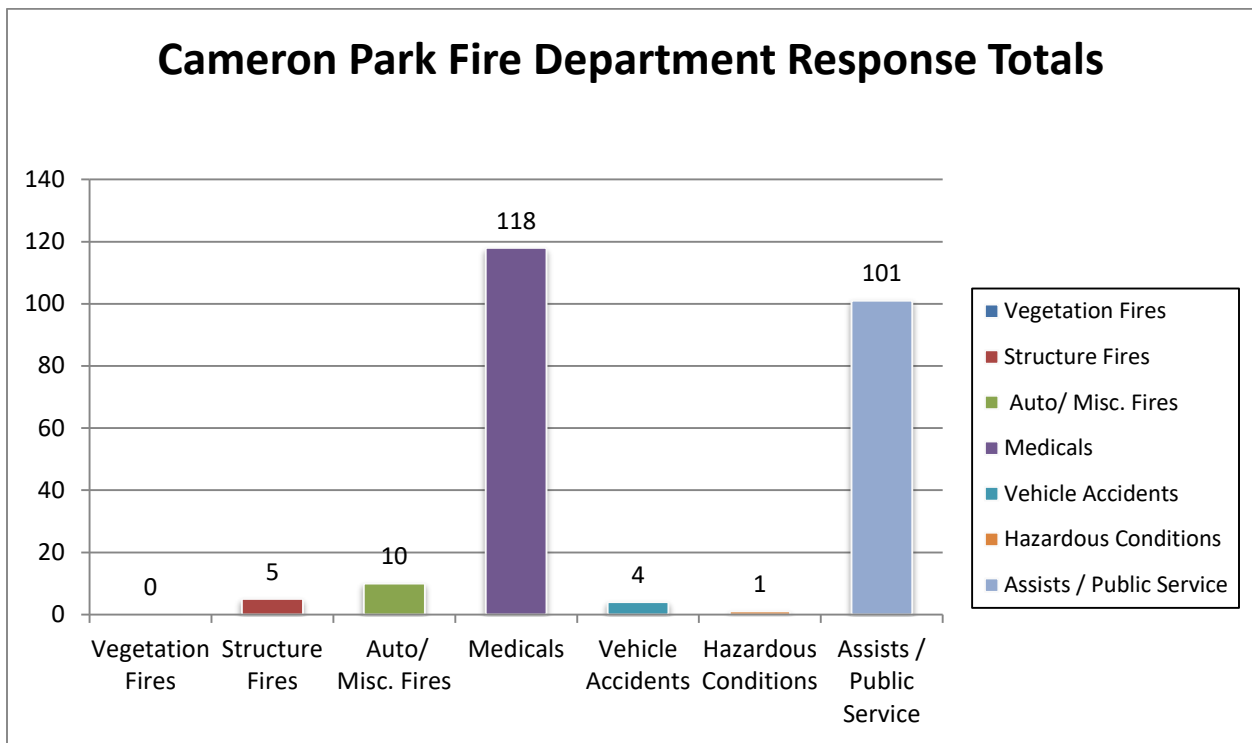
Cameron Park
Community Services District



Agenda Transmittal

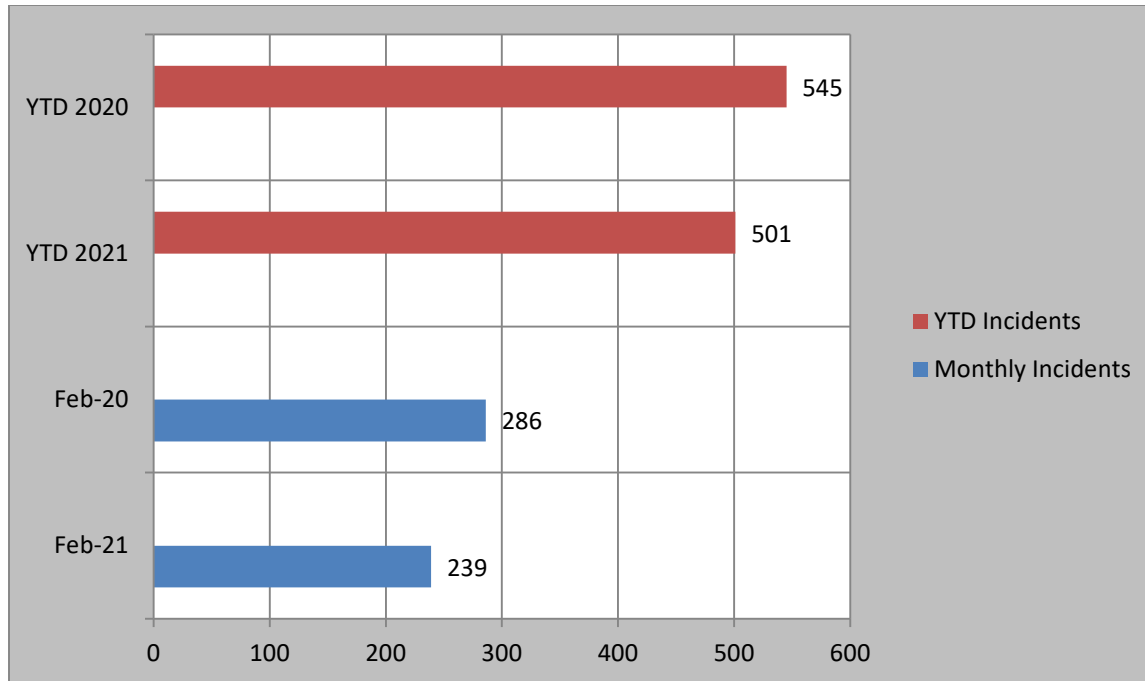
DATE: March 2, 2021
FROM: Jed Gaines, Battalion Chief
AGENDA ITEM: FIRE DEPARTMENT REPORT
RECOMMENDED ACTION: RECEIVE AND FILE

Incidents form January 26, 2021 - February 24, 2021



Incidents have decreased by 16% for the month of February compared to February of 2020.

Total incidents have decreased by 8% for the calendar year of 2021 compared to 2020.



FIRE DEPARTMENT OPERATIONS AND ADMINISTRATION

BLM will begin burning piles on the Pine Hill Preserve starting March 1, 2021.

Contract has been signed with Two Rivers Architects to begin the Station 88 remodel.

Crews responded to a structure fire on Rustic Rd during the early morning hours of February 7.

FIRE PREVENTION WEED ABATEMENT SUMMARY

Fire Prevention Report Feb 2021

State Mandated Inspections - 4

Business Inspections- 7

New Construction / TI submittals- 3

New Construction / TI Inspections - 2



Parks & Recreation Committee
Monday, March 1, 2021
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/88934261800>
Meeting ID: 889 3426 1800

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

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

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

CALL TO ORDER

ROLL CALL

- *Director Bazett will be Absent; Alt. Director Wooten will be filling in*

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

APPROVAL OF AGENDA

APPROVAL OF CONFORMED AGENDAS

OPEN FORUM

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

DEPARTMENT MATTERS

- 1. WORKSHOP - Design Discussions for Improvements at Cameron Park Lake (CALA)**
- 2. Staff Oral & Written Updates**
 - a. Parks & Facilities Oral Report (M. Grassle)
 - b. Recreation Report (W. Kahn)
- 3. Items for April & Future Committee Agendas**
- 4. Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT