

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



Budget and Administration Committee
Tuesday, January 9, 2024
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 Dawn Wolfson (DW),
Alternate Director Tim Israel (TI)

Staff: Alan Gardner, General Manager; Christina Greek, Finance/HR Officer

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

1. APPROVAL OF CONFORMED AGENDA

Conformed Agenda- November 7, 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

- 2. Nomination of Committee Chair and Vice Chair**
- 3. Surplus 1999 & 2002 Ford Expeditions (M. Grassle)**

4. Recreation Department Part-time/Seasonal Minimum Wage Adjustment (K. Vickers)

5. STAFF REPORTS

- a. Check Register Review (C. Greek)
 - i. November 2023
 - ii. December 2023
- b. Finance Office Monthly Report (C. Greek)

6. ITEMS FOR FUTURE COMMITTEE MEETINGS

- a. EDSWAC Report out from Mike Churchill
- b. FY 2021-2022 Audit
- c. Mid-Year Budget Review. February of 2024
- d. Update Credit Card Policy
- e. RFP for Auditor

7. ITEMS TO FORWARD TO THE BOARD OF DIRECTORS

- a. Surplus 1999 & 2002 Ford Expeditions
- b. Recreation Department Part-time/Seasonal Minimum Wage Adjustment

8. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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

Conformed 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 6:45pm

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 MS/SB

APPROVAL OF CONFORMED AGENDA MS/SB

Conformed Agenda- October 3, 2023

OPEN FORUM None

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)

-Moved to BOD with funding source identified

2. **Preliminary Year-End FY 2022-2023 Budget to Actuals** (C. Greek)
-Moved to BOD under New Business
3. **First Quarter FY2023-2024 Budget to Actuals** (C. Greek)
-Receive and File
4. **Accountability Act Report** (C. Greek)
-Moved to BOD on Consent
5. **2024 Fee Schedule for Copies/CDs and Encroachment Permits** (J. Ritzman)
-Moved to BOD in December 2023 on Consent
6. **Amendment to Municipal Service Group Agreement Scope of Services** (J. Ritzman)
-Resolution and Amendment to be added and moved to BOD in December 2023
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
 - c. Credit Card Purchasing Policy
9. **ITEMS TO FORWARD TO THE BOARD OF DIRECTORS**
FY 22/23 Accountability Act Report (consent)
Preliminary Year-End FY 2022-23 Budget to Actuals (New Business)
Wage and Compensation Study (New Business)

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF *None*

ADJOURNMENT *MS/SB 7:45pm*



Agenda Transmittal

DATE: January 9th, 2023

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM # 3: SURPLUS THE 1999 & 2002 FORD EXPEDITIONS

RECOMMENDED ACTION: Move to the Board of Directors for approval

Introduction and Discussion

The Expeditions are used sparingly by the Parks and Facilities Department. Ford Expeditions are closed cab vehicles and don't allow staff to haul chemicals, solvents, or gas-powered equipment safely. One of the Ford Expeditions has already been replaced by a 2010 Ford F-150 provided by Cameron Park Fire/Cal Fire. The district is working with a local government agency to purchase a pick-up truck to replace the second Ford Expedition.

Fiscal Impact

Both vehicles will be auctioned off on GovDeals. The Low Kelly Blue Book for each of the Expeditions is between \$1,500 and \$2,000. Funds will be used to purchase an additional Pick-up truck when ones becomes available.

District Surplus Policy

Vehicle will be auctioned per District policy 3085.1 Disposal of Surplus Personal Property

- (1) Property in Excess of \$5,000.00 in Value. The Board of Directors may sell at public auction any personal property or equipment with a value in excess of \$5,000.00 to the highest bidder for cash if it is surplus personal property belonging to the District and not required for public use. Such sale shall require a majority vote by the Board of Directors. Notice of the sale shall be given for five (5) days prior to the date of sale by publication in a newspaper published within the jurisdiction of the District. Proceeds of the sale shall be paid into the District depository for the use by the District.

Recommendation

Staff recommends the Board of Director's approve the surplus of the 1999 and 2002 Ford Expeditions per policy 3085.1



*Cameron Park
Community Services District*

Agenda Transmittal

DATE: January 9, 2024

FROM: Alan Gardner, General Manager
Kimberly Vickers, Recreation Supervisor

AGENDA ITEM #4: **Recreation Department Part-time/Seasonal Minimum Wage Adjustment**

RECOMMENDED ACTION: Review and Forward to the Board of Directors

Recommendation

Review and forward to the Board of Directors minimum wage adjustment for Recreation Leader I and II, Lifeguard I and II, and Recreation Specialist.

Introduction

Job descriptions and wage scales are policy documents approved by the Board of Directors for implementation by the General Manager. In October 2023, staff brought forward job descriptions, and a new condensed wage scale for Recreation seasonal/part time positions that was approved by the Board of Directors.

Discussion

Staff is bringing the wage scale forward again due to the mandatory January 1, 2024 increase in minimum wage and to align the level 2 positions appropriately. These wages will be updated based on minimum wage and any new applicable laws in the future.

October 2023 BOD approved wage scale:

Recreation Leader I	\$15.50	\$15.88	\$16.28
Recreation Leader II	\$16.69	\$17.11	\$17.54
Recreation Specialist	\$17.98	\$18.43	\$18.89
Lifeguard I	\$15.88	\$16.28	\$16.69
Lifeguard II	\$17.11	\$17.54	\$17.98

FY 2024 Proposed Wage scale for minimum wage increase and adjustment to higher level staff:

Recreation Leader I	\$16.00	\$16.40	\$16.81
Recreation Leader II	\$17.23	\$17.66	\$18.10
Recreation Specialist	\$18.10	\$18.55	\$19.01
Lifeguard I	\$16.40	\$16.81	\$17.23
Lifeguard II	\$17.66	\$18.10	\$18.55

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 11/1/2023 Through 11/30/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
	Payroll GL 11/10/23 PP23	40,408.81	11/9/2023	Payroll GL 11/10/23
		40,408.81	11/9/2023	Total Payroll GL 11/10/23
	Payroll GL 11/24/23 PP23	39,262.82	11/24/2023	Payroll GL 11/24/23
		39,262.82	11/24/2023	Total Payroll GL 11/24/23
49er Communications, Inc.	Growlersburg In-Kind Radio Supplies 11/03/23	274.02	11/16/2023	38160
		274.02	11/16/2023	Total 38160
Abila	Accounting Software - January 2023	876.79	11/23/2023	38183
		876.79	11/23/2023	Total 38183
Abila	Accounting Software - December 2023	876.79	11/2/2023	38090
		876.79	11/2/2023	Total 38090
Aborn Powers Inc.	Company Open/Close Park October 2023	4,000.00	11/16/2023	38161
		4,000.00	11/16/2023	Total 38161
Acer PB Inc.	CC Bark 11/9/23	94.38	11/16/2023	38162
		94.38	11/16/2023	Total 38162
ADM Screening	Pre-emp Screening/Testing FD & Rec 11/01-11/03/23	100.00	11/16/2023	38163
		100.00	11/16/2023	Total 38163
AFSCME District Council 57	Union Dues for Payroll PP23 10/22-11/04/23	116.47	11/9/2023	38134
		116.47	11/9/2023	Total 38134
AFSCME District Council 57	Union Dues for Payroll PP24 11/05-11/18/23	116.77	11/30/2023	38200
		116.77	11/30/2023	Total 38200
Airespring Inc.	Internet Broadband Com Cntr/Lake - November 2023	566.15	11/2/2023	38091

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 11/1/2023 Through 11/30/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		566.15	11/2/2023	Total 38091
Airgas National Carbonation	CO2 Fill, Pool 10/18/23	290.96	11/2/2023	38092
		290.96	11/2/2023	Total 38092
Airgas National Carbonation	CO2 Fill, Pool 10/27/23	372.54	11/16/2023	38165
		372.54	11/16/2023	Total 38165
Airgas National Carbonation	Co2 Fill, Pool 11/03/23	404.66	11/16/2023	38166
		404.66	11/16/2023	Total 38166
Airgas National Carbonation	CO2 Tank Rental 10/31/23	106.37	11/16/2023	38164
		106.37	11/16/2023	Total 38164
Alexanderia Conner	Social Room Rental Refund Family got COVID 11/13/23	212.80	11/16/2023	38169
		212.80	11/16/2023	Total 38169
Alhambra	Water & Cooler Rental 11/03/23	65.01	11/23/2023	38184
		65.01	11/23/2023	Total 38184
Alison S. Lloyd	Inst Pay, All Ballets 06/01-07/15/22 (FY 22-23)	679.25	11/23/2023	38193
		679.25	11/23/2023	Total 38193
AT&T Calnet 3	CSD Phone Lines BAN#9391035823 10/24-11/23/23	493.72	11/30/2023	38201
		493.72	11/30/2023	Total 38201
AT&T Calnet 3	CSD Phone Lines BAN9391035823 9/24-10/23/23	465.32	11/2/2023	38093
		465.32	11/2/2023	Total 38093

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 11/1/2023 Through 11/30/2023

Vendor Name	Description	Check Amount	Check Date	Check #
AT&T Calnet 3	FD 89 Phone Lines BAN 9391035822 9/24-10/23/23	191.87	11/2/2023	38094
		191.87	11/2/2023	Total 38094
AT&T Calnet 3	FD89 Fax Line 10/10-11/09/23	29.06	11/16/2023	38167
		29.06	11/16/2023	Total 38167
Bauer Compressors, Inc.	FD 89 Compressor Repairs & Annual Service 10/24/23	1,610.79	11/9/2023	38136
		1,610.79	11/9/2023	Total 38136
Beverli Marshall	Reimb for B. Marshall for Travel to CP for GM Cand. inter.	905.33	11/9/2023	38146
		905.33	11/9/2023	Total 38146
Brighton Energy	CC Solar 10/01-10/31/23	4,481.03	11/9/2023	38138
		4,481.03	11/9/2023	Total 38138
Brighton Energy	FD 89 Solar 10/01-10/31/23	1,195.36	11/9/2023	38139
		1,195.36	11/9/2023	Total 38139
Britni Johnson	Futsal Refund Child didn't want to do it anymore 10/26/23	85.00	11/2/2023	38116
		85.00	11/2/2023	Total 38116
Burton's Fire, Inc.	FD E388 Scene Light Replacement 10/23/23	1,605.64	11/2/2023	38096
		1,605.64	11/2/2023	Total 38096
C & H Motor Parts, Inc	FD E388 Throttle Replacement 10/09/23	1,773.62	11/2/2023	38097
		1,773.62	11/2/2023	Total 38097
Ca District 54 Little League Baseball	Classroom Deposit Refund 11/06/23	40.00	11/9/2023	38140
		40.00	11/9/2023	Total 38140

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 11/1/2023 Through 11/30/2023

Vendor Name	Description	Check Amount	Check Date	Check #
Ca District 54 Little League Baseball	Reservation Refund Assem. Hall Deposit 11/04/23	300.00	11/2/2023	38098
		300.00	11/2/2023	Total 38098
California Public Employee's Retirement System	CalPERS 457 for Payroll 11/10/23 PP23	375.00	11/8/2023	1002489665
California Public Employee's Retirement System	CalPERS 457 for Payroll 11/10/23 PP23	0.00	11/10/2023	
		375.00	11/8/2023	Total 1002489665
California Public Employee's Retirement System	CalPERS 457 for Payroll 11/24/23 PP24	375.00	11/24/2023	1002499449
		375.00	11/24/2023	Total 1002499449
California Public Employee's Retirement System	CalPERS Health - November 2023 (Admin)	3,486.58	11/8/2023	1002476511
California Public Employee's Retirement System	CalPERS Health - November 2023 (CC&R)	916.66	11/8/2023	
California Public Employee's Retirement System	CalPERS Health - November 2023 (CC)	1,833.33	11/8/2023	
California Public Employee's Retirement System	CalPERS Health - November 2023 (EE w/h)	2,254.74	11/8/2023	
California Public Employee's Retirement System	CalPERS Health - November 2023 (Parks)	6,301.08	11/8/2023	
California Public Employee's Retirement System	CalPERS Health - November 2023 (Rec)	916.66	11/8/2023	
California Public Employee's Retirement System	CalPERS Health - November 2023 (Ret. Admin 1000)	1,890.94	11/8/2023	
California Public Employee's Retirement System	CalPERS Health - November 2023 (Ret. Fire 3000)	1,696.58	11/8/2023	

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
California Public Employee's Retirement System	CalPERS Health - November 2023 (Ret. Parks 4000)	1,042.88	11/8/2023	
California Public Employee's Retirement System	CalPERS Health - November 2023 (Ret. Rec 5000)	2,746.26	11/8/2023	
		23,085.71	11/8/2023	Total 1002476511
California Public Employee's Retirement System	CalPERS Retirement - Classic PP23 11-10-23	645.41	11/8/2023	1002489663
		645.41	11/8/2023	Total 1002489663
California Public Employee's Retirement System	CalPERS Retirement - Classic PP24 11-24-23	645.41	11/24/2023	1002499444
		645.41	11/24/2023	Total 1002499444
California Public Employee's Retirement System	CalPERS Retirement - Pepra PP23 11-10-23	4,460.04	11/8/2023	1002489661
		4,460.04	11/8/2023	Total 1002489661
California Public Employee's Retirement System	CalPERS Retirement - Pepra PP24 11-24-23	4,629.36	11/24/2023	1002499441
		4,629.36	11/24/2023	Total 1002499441
Carbon Copy, Inc.	Copier Count CC&R, Rec, Admin % October 2023	42.75	11/2/2023	38099
Carbon Copy, Inc.	FD89 Copier Count 10/01-10/31/23	5.63	11/2/2023	
		48.38	11/2/2023	Total 38099
CardConnect	Front Desk CC Devices Rental Monthly 10/01-10/31/23	50.00	11/2/2023	38100
		50.00	11/2/2023	Total 38100
Carter's Carpet Restoration, Inc.	CC Main Hall Partitions Steam Cleaned 11/22/23	2,140.00	11/30/2023	38203
		2,140.00	11/30/2023	Total 38203

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 11/1/2023 Through 11/30/2023

Vendor Name	Description	Check Amount	Check Date	Check #
Christina Greek	Cell Allowance November 2023	100.00	11/2/2023	38112
Christina Greek	Home Printer/Supplies Allowance November 2023	50.00	11/2/2023	
		<hr/>		
		150.00	11/2/2023	Total 38112
Churchill's Hardware, Inc.	FD89 Hardware Supplies, Misc 11/01/23	35.38	11/2/2023	38102
		<hr/>		
		35.38	11/2/2023	Total 38102
Churchill's Hardware, Inc.	Parks/CC Hardware Supplies 11/01/23	264.50	11/2/2023	38103
		<hr/>		
		264.50	11/2/2023	Total 38103
Cintas Corporation #622	CC Janitorial Supplies 10/31/23	310.69	11/2/2023	38104
Cintas Corporation #622	CC Janitorial Supplies 10/24/23	329.90	11/2/2023	
		<hr/>		
		640.59	11/2/2023	Total 38104
Cintas Corporation #622	CC Janitorial Supplies 11/07/23	181.81	11/16/2023	38168
Cintas Corporation #622	CC Janitorial Supplies 11/14/23	231.55	11/16/2023	
		<hr/>		
		413.36	11/16/2023	Total 38168
Cintas Corporation #622	CC Janitorial Supplies 11/21/23	355.23	11/30/2023	38205
		<hr/>		
		355.23	11/30/2023	Total 38205
Comcast	FD 89 Internet 11/11-12/10/23	163.30	11/23/2023	38185
		<hr/>		
		163.30	11/23/2023	Total 38185
Comcast	FD88 Internet 11/14-12/13/23	95.00	11/23/2023	38186
		<hr/>		
		95.00	11/23/2023	Total 38186
CSG Consultants, Inc.	FD Fire Marshall Services (Cambridge Townhomes) 11/1/23	270.00	11/23/2023	38187
		<hr/>		
		270.00	11/23/2023	Total 38187

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 11/1/2023 Through 11/30/2023

Vendor Name	Description	Check Amount	Check Date	Check #
CSG Consultants, Inc.	Fire Marshall Professional Services 08/26-09/29/23	540.00	11/2/2023	38105
		540.00	11/2/2023	Total 38105
Dawn Avalon	Inst. Pay Tai Chi for Health Classes 10/03-10/31/23	132.60	11/2/2023	38095
		132.60	11/2/2023	Total 38095
Dawn Avalon	Inst. Pay Tai Chi for Health Classes 11/07-11/28/23	159.00	11/30/2023	38202
		159.00	11/30/2023	Total 38202
De Lage Landen Financial Services, Inc.	CC Copier Lease 11/15-12/14/23	235.95	11/30/2023	38206
		235.95	11/30/2023	Total 38206
De Lage Landen Financial Services, Inc.	FD88 Copier Count Site #5541891 10/15-11/14/23	64.35	11/2/2023	38107
		64.35	11/2/2023	Total 38107
De Lage Landen Financial Services, Inc.	FD88 Copier Lease 11/15-12/14/23	64.35	11/30/2023	38208
		64.35	11/30/2023	Total 38208
De Lage Landen Financial Services, Inc.	FD89 Copier Count Lease #:5164727 10/15-11/14/23	196.82	11/2/2023	38106
		196.82	11/2/2023	Total 38106
De Lage Landen Financial Services, Inc.	FD89 Copier Lease 11/15-12/14/23	176.96	11/30/2023	38207
		176.96	11/30/2023	Total 38207
Delta Dental of California	Dental - December 2023	1,377.27	11/30/2023	38209
		1,377.27	11/30/2023	Total 38209

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 11/1/2023 Through 11/30/2023

Vendor Name	Description	Check Amount	Check Date	Check #
Eide Bailly LLP	Accounting Services - October 2023	530.00	11/2/2023	38108
		530.00	11/2/2023	Total 38108
El Dorado County Environmental Mgmt.	Craft Fair County Permit 11/18/23	223.00	11/9/2023	38141
		223.00	11/9/2023	Total 38141
El Dorado Irrigation 11/15/23	Rental Deposit Hall Refund 11/15/23	300.00	11/16/2023	38170
		300.00	11/16/2023	Total 38170
El Dorado Irrigation District	Cam Val Water/Landscape 9/16-11/15/23	170.09	11/30/2023	38210
		170.09	11/30/2023	Total 38210
El Dorado Irrigation District	Eastwood Water 9/16-11/15/23	297.51	11/30/2023	38212
		297.51	11/30/2023	Total 38212
El Dorado Irrigation District	Eastwood Water 9/17-11/15/23	198.10	11/30/2023	38211
		198.10	11/30/2023	Total 38211
El Dorado Irrigation District	Eastwood Water/Landscape 9/16-11/15/23	78.50	11/30/2023	38213
		78.50	11/30/2023	Total 38213
El Dorado Irrigation District	Northview Water 9/16-11/15/23	173.52	11/30/2023	38214
		173.52	11/30/2023	Total 38214
Eric William Blodgett Aiston	DIR Comp Meetings 10/2,3,4,9,12,18/23	600.00	11/9/2023	38135
		600.00	11/9/2023	Total 38135
Ewing Irrigation Products, Inc.	Christa Park Irrigation Supplies 11/14/23	316.19	11/30/2023	38215
Ewing Irrigation Products, Inc.	Christa Park Irrigation Supplies 11/16/23	77.36	11/30/2023	

Cameron Park Community Services District

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From 11/1/2023 Through 11/30/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		393.55	11/30/2023	Total 38215
Ewing Irrigation Products, Inc.	Rasm. Irrigation Repair 10/24/23	227.13	11/2/2023	38109
		227.13	11/2/2023	Total 38109
Executech	FD89 Cisco Support Renewal 10/23/23	103.72	11/9/2023	38142
Executech	MSA Billing for November 2023	3,146.06	11/9/2023	
		3,249.78	11/9/2023	Total 38142
Fine Line Trim & Upholstery	Reupholster Chairs in Social Room 10/31/23	3,351.19	11/9/2023	38143
		3,351.19	11/9/2023	Total 38143
Gary Nagle	FAE/EMS Training Reimb 8/19,23/23	905.00	11/16/2023	38174
		905.00	11/16/2023	Total 38174
Hailey Marshall	Mileage Reimb September & October 2023	24.76	11/2/2023	38117
		24.76	11/2/2023	Total 38117
Hangtown Fire Control, Inc.	CC Annual Service of Fire Exting./ Service 11/01/23	91.09	11/9/2023	38144
		91.09	11/9/2023	Total 38144
Heartwood Professional Tree Management Inc.	CP Lake Redwood Tree disposal + Clean up 11/15/23	790.00	11/23/2023	38188
		790.00	11/23/2023	Total 38188
Heartwood Professional Tree Management Inc.	Eastwood Park Removal of dead branches 10/24/23	19,550.00	11/2/2023	38113
		19,550.00	11/2/2023	Total 38113
Herc Rentals Inc.	CP Park DL Rops/Bucket Trench 11/17/23	592.28	11/30/2023	38216
		592.28	11/30/2023	Total 38216

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 11/1/2023 Through 11/30/2023

Vendor Name	Description	Check Amount	Check Date	Check #
Highlander Termite & Pest Control	FD88 Pest Control 10/31/23	85.00	11/2/2023	38114
		85.00	11/2/2023	Total 38114
Highlander Termite & Pest Control	FD89 Pest Control 11/15/23	75.00	11/23/2023	38190
		75.00	11/23/2023	Total 38190
Highlander Termite & Pest Control	Pest Control Inspection CP Lake 11/14/23	160.00	11/23/2023	38189
		160.00	11/23/2023	Total 38189
Home Depot Credit Services	Parks Misc Hardware Supplies 10/12 & 10/13/23	499.42	11/9/2023	38145
		499.42	11/9/2023	Total 38145
Hunt & Sons	FD Bulk Fuel 10/30/23	1,497.46	11/2/2023	38115
		1,497.46	11/2/2023	Total 38115
Hunt & Sons	FD Bulk Fuel 11/10/23	1,450.48	11/23/2023	38191
		1,450.48	11/23/2023	Total 38191
Interwest Consulting Group, Inc.	Fire Marshall Services Sierra Oaks Fire Sprinklers 11/6/23	317.75	11/23/2023	38192
		317.75	11/23/2023	Total 38192
Jill Ritzman	Cell Allowance November 2023	100.00	11/2/2023	38124
		100.00	11/2/2023	Total 38124
Jorgensen Company	FD88 Extinguisher Annual Maint. 10/12/23	95.52	11/16/2023	38171
Jorgensen Company	FD89 Extinguisher Annual Maint. 10/12/23	368.59	11/16/2023	
		464.11	11/16/2023	Total 38171
Joseph Munizich	Inst. Pay Bird Watching as a Hobby 11/04/23	15.60	11/9/2023	38147

Cameron Park Community Services District

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From 11/1/2023 Through 11/30/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		15.60	11/9/2023	Total 38147
JS West Propane Gas	Propane Fill, Pool & CC October 2023	4,627.83	11/16/2023	38172
		4,627.83	11/16/2023	Total 38172
Kimberly Vickers	Cell Allowance November 2023	100.00	11/2/2023	38132
		100.00	11/2/2023	Total 38132
Kimberly Vickers	Reimb Teen Group Items for Tasting 11/21/23	40.05	11/30/2023	38226
		40.05	11/30/2023	Total 38226
Larry McBride	In Lieu Med Benefits - Retired - November 2023	600.00	11/2/2023	38118
		600.00	11/2/2023	Total 38118
Laura Sanders-Ito	Cell Allowance November 2023	50.00	11/2/2023	38126
		50.00	11/2/2023	Total 38126
Lewis E. Johnson	Inst. Pay Into Guitar & Let's Uke 11/07-11/28/23	138.00	11/30/2023	38217
		138.00	11/30/2023	Total 38217
Lincoln Aquatics (SCP Distributors LLC)	Chlorine Fill, Pool 11/06/23	1,471.95	11/16/2023	38173
		1,471.95	11/16/2023	Total 38173
Michael Grassle	Cell Allowance November 2023	100.00	11/2/2023	38111
		100.00	11/2/2023	Total 38111
Mountain Democrat	FD MTN. Democrat Outstanding Balance 10/2/23	5.94	11/2/2023	38119
		5.94	11/2/2023	Total 38119
Municipal Resource Group LLC	D. Ashton Prof Services 08/01-08/24/23	4,437.50	11/2/2023	38120

Cameron Park Community Services District

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From 11/1/2023 Through 11/30/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Municipal Resource Group LLC	D. Ashton Prof Svcs 07/24-07/31/23	875.00	11/2/2023	
Municipal Resource Group LLC	D. Ashton Prof Svcs 09/01-09/30/23	1,500.00	11/2/2023	
		<hr/> 6,812.50	11/2/2023	Total 38120
Myung Chong	Inst. Pay Modified Zumba 11/02-11/30/23	151.50	11/30/2023	38204
		<hr/> 151.50	11/30/2023	Total 38204
Myung Chong	Inst. Pay Modified Zumba Classes 10/02-10/30/23	147.00	11/2/2023	38101
		<hr/> 147.00	11/2/2023	Total 38101
Napa Auto Parts	Lawn Mower Hydraulic Coupling 11/01/23	16.81	11/9/2023	38148
		<hr/> 16.81	11/9/2023	Total 38148
Pathian Administrators	Vision Benefits - December 2023	188.91	11/16/2023	38175
		<hr/> 188.91	11/16/2023	Total 38175
Paychex	Paychex Flex/Mobile fees for October 2023	201.65	11/20/2023	4260797
		<hr/> 201.65	11/20/2023	Total 4260797
Paychex	Paychex Payroll Fees for 11-06-23 PP23	278.75	11/10/2023	2023110601
		<hr/> 278.75	11/10/2023	Total 2023110601
Paychex	Paychex Payroll Fees for 11-24-23 PP24	282.40	11/24/2023	2023112001
		<hr/> 282.40	11/24/2023	Total 2023112001
PG&E	CP Lake New Crn Bar J B 09/25-10/24/23	1,716.95	11/9/2023	38150
		<hr/> 1,716.95	11/9/2023	Total 38150
PG&E	Elec. 09/25-10/24/23 LLADs	13,241.00	11/9/2023	38149

Cameron Park Community Services District

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From 11/1/2023 Through 11/30/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		13,241.00	11/9/2023	Total 38149
PG&E	Elec. 11 Lamps 10/17-11/14/23	187.14	11/30/2023	38219
		187.14	11/30/2023	Total 38219
PG&E	Elec. 11 Lamps 9/15-10/16/23	219.91	11/2/2023	38122
		219.91	11/2/2023	Total 38122
PG&E	Elec. 8 Lamps 10/17-11/14/23	136.10	11/30/2023	38218
		136.10	11/30/2023	Total 38218
PG&E	Elec. 8 Lamps 9/15-10/16/23	159.93	11/2/2023	38121
		159.93	11/2/2023	Total 38121
PG&E	Elec. CC & LP#36 09/19-10/18/23	3,071.84	11/2/2023	38123
		3,071.84	11/2/2023	Total 38123
PG&E	Elec. FD's 88 & 89 Tower, Carousel 09/25-10/24/23	1,272.46	11/9/2023	38151
		1,272.46	11/9/2023	Total 38151
Ponderosa Auto Express, Inc.	FD U-289 Smog Certificate 11/14/23	38.25	11/23/2023	38194
		38.25	11/23/2023	Total 38194
Ponderosa Auto Express, Inc.	FD U289 Smog 2010 Ford 11/10/23	49.95	11/16/2023	38176
		49.95	11/16/2023	Total 38176
ProPet Distributors, Inc.	Parks - Dog waste bags 11/01/23	1,450.00	11/9/2023	38152
		1,450.00	11/9/2023	Total 38152
Regional Government Services Authority	Contract Services for GM Recruit - October 2023	3,056.95	11/23/2023	38195
Regional Government Services Authority	Contract Services for GM Recruit - September 2023	6,034.10	11/23/2023	

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		9,091.05	11/23/2023	Total 38195
Restored Church of God	Classroom Deposit Refund 11/21/23	40.00	11/30/2023	38220
		40.00	11/30/2023	Total 38220
Riverview International Trucks, Inc.	FD E-388 Parts 10/11/23	1,730.94	11/2/2023	38125
Riverview International Trucks, Inc.	FD E-388 Parts for C Service 10/26/23	4,197.24	11/2/2023	
		5,928.18	11/2/2023	Total 38125
Robert A. Godwin	Men's Basketball Officiating & Score Keep. 10/3,10,17,24/23	900.00	11/2/2023	38110
		900.00	11/2/2023	Total 38110
Rotary International Cameron Park	Rotary Meeting MG 10/31/23	25.00	11/9/2023	38153
		25.00	11/9/2023	Total 38153
Rotary International Cameron Park	Rotary Meeting October JM 10/31/23	55.00	11/30/2023	38221
		55.00	11/30/2023	Total 38221
Rotary International Cameron Park	Rotary Meetings JR 8/30/23, 10/31/23	85.00	11/9/2023	38153
		85.00	11/9/2023	Total 38153
Sidney Arthur Bazett	DIR Comp Meetings 10/3,18/23	200.00	11/9/2023	38137
		200.00	11/9/2023	Total 38137
Sierra Office Systems and Products	FD88 Office Chair Mats 11/17/23	307.81	11/23/2023	38196
		307.81	11/23/2023	Total 38196

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From 11/1/2023 Through 11/30/2023

Vendor Name	Description	Check Amount	Check Date	Check #
Sierra Security & Fire	CC 3rd Qrt CY2023 Alarm July-Sept 2023	150.00	11/16/2023	38177
Sierra Security & Fire	CP Lake 3rd Qrt CY 2023 Alarm July-Sept 2023	99.00	11/16/2023	
Sierra Security & Fire	FD89 3rd Qrt CY2023 Alarm July-Sept 2023	90.00	11/16/2023	
		<hr/> 339.00	11/16/2023	Total 38177
Sierra Symphony	Gym Rental Refund (25% Discount) 11/22/23	86.00	11/30/2023	38222
		<hr/> 86.00	11/30/2023	Total 38222
Sierra Tractor, Inc.	HYD Hose for Tractor 11/13/23	63.37	11/16/2023	38178
		<hr/> 63.37	11/16/2023	Total 38178
SiteOne Landscape Supply	CC Pre-Emergent Herbicide (W/Discount) 10/30/23	260.89	11/2/2023	38127
SiteOne Landscape Supply	Rassm. Irrigation Supplies (W/Discount) 10/25/23	49.66	11/2/2023	
		<hr/> 310.55	11/2/2023	Total 38127
Solitude Lake Management LLC	CP Lake Annual Maint. 11/01-11/30/23	208.00	11/9/2023	38154
		<hr/> 208.00	11/9/2023	Total 38154
Stephen A. Twitchell	Inst. Pay Modified Zumba 11/02-11/30/23	151.50	11/30/2023	38224
		<hr/> 151.50	11/30/2023	Total 38224
Stephen A. Twitchell	Inst. Pay Modified Zumba Classes 10/02-10/30/23	147.00	11/2/2023	38129
		<hr/> 147.00	11/2/2023	Total 38129
Stretch Fab Works	FD B2705 Truck "C" Service 10/25/23	4,176.42	11/2/2023	38128
		<hr/> 4,176.42	11/2/2023	Total 38128
T&M Electric	FD88 Exterior Lighting Repairs 11/10/23	817.50	11/16/2023	38179

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Check/Voucher Register - Check Register
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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
T&M Electric	FD88 Front Porch Can Light Repair 11/07/23	261.00	11/16/2023	
		1,078.50	11/16/2023	Total 38179
T&M Electric	Quimby - Replaced Electrical Breaks for Pool Lights 10/31/23	1,885.00	11/9/2023	38155
		1,885.00	11/9/2023	Total 38155
The Paint Spot, Inc.	Paint for back fence behind the gym 11/02/23	328.58	11/9/2023	38156
		328.58	11/9/2023	Total 38156
The UPS Store # 1726	Shipping & Handeling Charges for Plumbing Parts 11/13/23	29.23	11/16/2023	38180
		29.23	11/16/2023	Total 38180
TPX Communications	Com Center Phones/Network November 2023	1,056.07	11/9/2023	38157
		1,056.07	11/9/2023	Total 38157
Trout Unlimited	Social Room Deposit Refund 11/21/23	40.00	11/30/2023	38223
		40.00	11/30/2023	Total 38223
Umpqua Bank	Banking Maint Fees for October 2023	79.18	11/21/2023	Bank Maint Fee
		79.18	11/21/2023	Total Bank Maint Fee
Umpqua Bank	Credit Card Merch Fees-Vantiv/Ump October 2023 (ARC 6.40%)	46.65	11/9/2023	Merch Fees
Umpqua Bank	Credit Card Merch Fees-Vantiv/Ump October 2023 (CC 18.9%)	137.79	11/9/2023	
Umpqua Bank	Credit Card Merch Fees-Vantiv/Ump October 2023 (Parks 0.2%)	1.45	11/9/2023	
Umpqua Bank	Credit Card Merch Fees-Vantiv/Ump October 2023 (Rec 41.30%)	301.05	11/9/2023	

Cameron Park Community Services District

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Umpqua Bank	Credit Card Merch Fees- Vantiv/Ump October 2023(FD IN 33.2%)	242.01	11/9/2023	
		<hr/>		
		728.95	11/9/2023	Total Merch Fees
Umpqua Bank Commercial Card OPS	Special Check Umpqua CC's - October 2023	12,472.74	11/9/2023	38159
		<hr/>		
		12,472.74	11/9/2023	Total 38159
USDA Forest Service Law Enforcement	Rental Deposit Hall Refund 11/15/23	300.00	11/16/2023	38181
		<hr/>		
		300.00	11/16/2023	Total 38181
Verizon Business	FD Business Lines October 2023	5.61	11/23/2023	38197
		<hr/>		
		5.61	11/23/2023	Total 38197
Verizon Wireless	FD Wireless 09/16-10/15/23	669.07	11/2/2023	38130
		<hr/>		
		669.07	11/2/2023	Total 38130
Verizon Wireless	FD Wireless 09/16-10/15/23	114.03	11/2/2023	38131
		<hr/>		
		114.03	11/2/2023	Total 38131
Verizon Wireless	Parks Wireless Ipads/Hotspots 10/11-11/10/23	320.89	11/30/2023	38225
		<hr/>		
		320.89	11/30/2023	Total 38225
Verizon Wireless	Wireless Phones CC, Rec, Parks, CCR 10/11-11/10/23	616.65	11/23/2023	38198
		<hr/>		
		616.65	11/23/2023	Total 38198
Walker's Office Supplies, Inc.	Copier Paper (5) 11/22/23	251.98	11/30/2023	38227
		<hr/>		
		251.98	11/30/2023	Total 38227
Wayne's Locksmith	CC New Box & Lockset 10/31/23	771.95	11/9/2023	38158
		<hr/>		
		771.95	11/9/2023	Total 38158

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 11/1/2023 Through 11/30/2023

Vendor Name	Description	Check Amount	Check Date	Check #
Wayne's Locksmith	CC/Parks Locks, Key rings 11/15/23	192.69	11/23/2023	38199
		192.69	11/23/2023	Total 38199
Wilkinson Portables, Inc.	D. West Porta Potty Rental ID:28615 10/15-11/12/23	184.33	11/16/2023	38182
		184.33	11/16/2023	Total 38182
Wittman Enterprises, LLC	First Responder Fees Billing Services 09/27-10/30/23	2,394.00	11/2/2023	38133
		2,394.00	11/2/2023	Total 38133
Report Total		262,590.77		

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
	Payroll GL 12/08/23 PP25	38,345.56	12/7/2023	Payroll GL 12/08/23
		38,345.56	12/7/2023	Total Payroll GL 12/08/23
	Payroll GL 12/22/23 PP26	38,205.18	12/22/2023	Payroll GL 12/22/23
		38,205.18	12/22/2023	Total Payroll GL 12/22/23
Abhav Tomar	Refund Registered for different Program 12/05/23	10.00	12/21/2023	38347
		10.00	12/21/2023	Total 38347
Aborn Powers Inc.	Contracted Closing Parks Gates- November 2023	4,000.00	12/14/2023	38272
		4,000.00	12/14/2023	Total 38272
Acer PB Inc.	CC Bark 11/9/23	94.38	12/21/2023	38316
Acer PB Inc.	CP Lake DG Rock, Drain Line 12/14/23	420.42	12/21/2023	
Acer PB Inc.	CP Lake Rip-Rap, Drain Project 12/13/23	189.83	12/21/2023	
		704.63	12/21/2023	Total 38316
Acer PB Inc.	Lake - RIP RAP 1 Yard 12/07/23	506.22	12/14/2023	38273
		506.22	12/14/2023	Total 38273
Acer PB Inc.	Lake DG Rock 12/12/23	420.42	12/21/2023	38316
		420.42	12/21/2023	Total 38316
ADM Screening	Pre-emp Screening Board Clerk 12/11/23	50.00	12/21/2023	38317
		50.00	12/21/2023	Total 38317
Affordable Blind Solutions	Blinds for the Social Room Door, Window, & Side Win. 10/26/23	2,353.75	12/7/2023	38228
		2,353.75	12/7/2023	Total 38228
AFSCME District Council 57	Union Dues for Payroll PP25 11/19-12/02/23	120.02	12/7/2023	38229
		120.02	12/7/2023	Total 38229

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Check/Voucher Register - Check Register
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Vendor Name	Description	Check Amount	Check Date	Check #
AFSCME District Council 57	Union Dues for PP26 12/03-12/16/23	117.34	12/21/2023	38318
		117.34	12/21/2023	Total 38318
Airespring Inc.	Internet Broadband Com Cntr/Lake - December 2023	566.15	12/7/2023	38230
		566.15	12/7/2023	Total 38230
Airgas National Carbonation	CO2 Fill, Pool 12/04/23	537.61	12/21/2023	38320
		537.61	12/21/2023	Total 38320
Airgas National Carbonation	CO2 Fill, Pool 12/06/23	480.56	12/21/2023	38321
		480.56	12/21/2023	Total 38321
Airgas National Carbonation	CO2 Fill, Pool 12/09/23	280.04	12/21/2023	38322
		280.04	12/21/2023	Total 38322
Airgas National Carbonation	CO2 Fill, Pool Chemical 11/28/23	327.68	12/14/2023	38274
		327.68	12/14/2023	Total 38274
Airgas National Carbonation	CO2 Pool Chemicals 11/13/23	496.07	12/7/2023	38231
		496.07	12/7/2023	Total 38231
Airgas National Carbonation	CO2 Pool Chemicals 11/21/23	456.06	12/7/2023	38232
		456.06	12/7/2023	Total 38232
Airgas National Carbonation	Tank Rental, Pool 12/01/23	106.37	12/21/2023	38319
		106.37	12/21/2023	Total 38319
Alhambra	Water & Cooler Rental 11/27 & 12/3/23	89.99	12/21/2023	38323
		89.99	12/21/2023	Total 38323

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Vendor Name	Description	Check Amount	Check Date	Check #
Allstar Fire Equipment, Inc.	SCBA Maint. 11/14/23	807.58	12/7/2023	38234
		807.58	12/7/2023	Total 38234
Arnolds for Awards, Inc.	FD Training JRLT Notebooks 10/23/23	913.28	12/7/2023	38235
		913.28	12/7/2023	Total 38235
AT&T Calnet 3	FD89 Fax Line Ban#9391035819 11/10-12/09/23	31.02	12/21/2023	38324
		31.02	12/21/2023	Total 38324
AT&T Calnet 3	FD89 Phone Lines BAN9391035822 10/24-11/23/23	212.05	12/7/2023	38236
		212.05	12/7/2023	Total 38236
Big O Tires #100	2000 Ford Exped. Swap Tires to 2002 F-250 12/26/23	280.00	12/28/2023	38352
		280.00	12/28/2023	Total 38352
Blackwell Services Inc	Special Check FD89 Heater 12/11/23	49,886.63	12/14/2023	38315
		49,886.63	12/14/2023	Total 38315
Bliss Power Lawn Equipment Co.	Parks - Lawn Mower Parts 10/04/23	103.45	12/7/2023	38238
Bliss Power Lawn Equipment Co.	Parks - Parts to rebuild Lwan Mower Deck 8/16/23	889.26	12/7/2023	
Bliss Power Lawn Equipment Co.	Parks - Rebuilt Lawn Mower Ignition 07/14/23	253.46	12/7/2023	
		1,246.17	12/7/2023	Total 38238
Bradley Carroll	Work Boot Reimb 12/04/23	132.55	12/7/2023	38244
		132.55	12/7/2023	Total 38244
Brighton Energy	CC Solar 11/01-11/30/23	2,634.90	12/7/2023	38240
		2,634.90	12/7/2023	Total 38240
Brighton Energy	FD89 Solar 11/01-11/30/23	750.54	12/7/2023	38241

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		750.54	12/7/2023	Total 38241
California Department of Tax and Fee Administration	Water Rights Fee 06/01-07/30/23 APP ID:A013794	647.96	12/7/2023	38245
		647.96	12/7/2023	Total 38245
California Public Employee's Retirement System	CalPERS 457 for Payroll 12/08/23 PP25	375.00	12/8/2023	1002516493
		375.00	12/8/2023	Total 1002516493
California Public Employee's Retirement System	CalPERS 457 for Payroll 12/22/23 PP26	375.00	12/22/2023	1002528458
		375.00	12/22/2023	Total 1002528458
California Public Employee's Retirement System	CalPERS Health - December 2023 (EE w/h)	2,254.74	12/5/2023	1002496044
California Public Employee's Retirement System	CalPERS Health - December 2023 (Ret. Admin 1000)	1,890.94	12/5/2023	
California Public Employee's Retirement System	CalPERS Health - December 2023 (Ret. Fire 3000)	1,696.58	12/5/2023	
California Public Employee's Retirement System	CalPERS Health - December 2023 (Ret. Parks 4000)	1,042.88	12/5/2023	
California Public Employee's Retirement System	CalPERS Health - December 2023 (Ret. Rec 5000)	2,746.26	12/5/2023	
California Public Employee's Retirement System	CalPERS Health - December 2023 (Admin)	3,486.58	12/5/2023	
California Public Employee's Retirement System	CalPERS Health - December 2023 (CC&R)	916.66	12/5/2023	
California Public Employee's Retirement System	CalPERS Health - December 2023 (CC)	1,833.33	12/5/2023	

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
California Public Employee's Retirement System	CalPERS Health - December 2023 (Parks)	6,301.08	12/5/2023	
California Public Employee's Retirement System	CalPERS Health - December 2023 (Rec)	916.66	12/5/2023	
		<hr/> 23,085.71	12/5/2023	Total 1002496044
California Public Employee's Retirement System	CalPERS Retirement - Classic PP25 12-08-23	645.41	12/8/2023	1002516487
		<hr/> 645.41	12/8/2023	Total 1002516487
California Public Employee's Retirement System	CalPERS Retirement - Classic PP26 12-22-23	645.41	12/22/2023	1002528460
		<hr/> 645.41	12/22/2023	Total 1002528460
California Public Employee's Retirement System	CalPERS Retirement - Pepra PP25 12-08-23	4,636.64	12/8/2023	1002516484
California Public Employee's Retirement System	CalPERS Retirement - Pepra PP25 12-08-23 (B. Carroll adj)	0.11	12/8/2023	
		<hr/> 4,636.75	12/8/2023	Total 1002516484
California Public Employee's Retirement System	CalPERS Retirement - Pepra PP26 12-22-23	4,574.12	12/22/2023	1002528464
		<hr/> 4,574.12	12/22/2023	Total 1002528464
Capital Live Scan	Pre-emp Fingerprinting 11/30/23	42.00	12/14/2023	38275
		<hr/> 42.00	12/14/2023	Total 38275
Capitol Clutch & Brake, Inc.	FD E-388 Repairs 12/05/23	1,302.57	12/14/2023	38276
		<hr/> 1,302.57	12/14/2023	Total 38276
Carbon Copy, Inc.	Copier Count CCR, REC, Admin % November 2023	46.65	12/7/2023	38242

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 12/1/2023 Through 12/31/2023

Vendor Name	Description	Check Amount	Check Date	Check #
Carbon Copy, Inc.	FD89 Copier Count Model:CS2553ci 11/01-11/30/23	10.43	12/7/2023	
		57.08	12/7/2023	Total 38242
CardConnect	Front Desk CC Devices Rental Mthly 11/01-11/30/23	50.00	12/7/2023	38243
		50.00	12/7/2023	Total 38243
Christie Posey	Hall/Kitchen Reservation Deposit Refunds 12/09/23	600.00	12/28/2023	38365
		600.00	12/28/2023	Total 38365
Christina Greek	Cell Allowance December 2023	100.00	12/7/2023	38254
Christina Greek	Home Printer/Supplies Allowance December 2023	50.00	12/7/2023	
		150.00	12/7/2023	Total 38254
Churchill's Hardware, Inc.	FD 89 Hardware Supplies 12/01/23	477.74	12/7/2023	38246
		477.74	12/7/2023	Total 38246
Churchill's Hardware, Inc.	Parks/CC Hardware Supplies 12/01/23	418.33	12/7/2023	38247
		418.33	12/7/2023	Total 38247
Cintas Corporation #622	CC Janitorial Supplies 11/28/23	310.69	12/7/2023	38248
		310.69	12/7/2023	Total 38248
Cintas Corporation #622	CC Janitorial Supplies 12/05/23	211.05	12/14/2023	38278
Cintas Corporation #622	CC Janitorial Supplies 12/12/23	231.55	12/14/2023	
		442.60	12/14/2023	Total 38278
Cintas Corporation #622	CC Janitorial Supplies 12/19/23	329.90	12/21/2023	38326
		329.90	12/21/2023	Total 38326

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 12/1/2023 Through 12/31/2023

Vendor Name	Description	Check Amount	Check Date	Check #
Cintas Corporation #622	CC Janitorial Supplies 12/27/23	310.69	12/28/2023	38353
		310.69	12/28/2023	Total 38353
Columbia Communications, Inc	FD89 Radio Alarm Repair 12/07/23	1,969.42	12/14/2023	38279
		1,969.42	12/14/2023	Total 38279
CSG Consultants, Inc.	FD Fire Marshall Services 9/30-10/27/23	540.00	12/21/2023	38327
CSG Consultants, Inc.	Fire Marshall Services 10/28-11/24/23	1,755.00	12/21/2023	
		2,295.00	12/21/2023	Total 38327
Dawn Elizabeth Wolfson	DIR Comp Meetings 10/2,3,4,18/23	400.00	12/7/2023	38271
Dawn Elizabeth Wolfson	DIR Comp Meetings 11,6,7,15,22/23	400.00	12/7/2023	
		800.00	12/7/2023	Total 38271
Dawn Elizabeth Wolfson	DIR Comp Meetings 12/4,5,7,20/23	400.00	12/28/2023	38370
		400.00	12/28/2023	Total 38370
De Lage Landen Financial Services, Inc.	CSD Copier Lease 12/15/23-1/14/24	235.95	12/28/2023	38354
		235.95	12/28/2023	Total 38354
Delta Dental of California	Dental - January 2023	1,201.88	12/28/2023	38355
		1,201.88	12/28/2023	Total 38355
Department of Justice	CC/Rec Pre-emp Fingerprint November 2023	64.00	12/21/2023	38328
		64.00	12/21/2023	Total 38328
Eide Bailly LLP	Accounting Services - November 2023	397.50	12/7/2023	38249

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 12/1/2023 Through 12/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		397.50	12/7/2023	Total 38249
El Dorado County Air Quality Mgmt Dist.	Community Center Boiler Perm# 06-1748 #FA0006535 2023-2024	1,027.20	12/21/2023	38329
El Dorado County Air Quality Mgmt Dist.	CP Lake Generator Perm#15-1747 #FA0006534 2023-2024	1,076.24	12/21/2023	
		2,103.44	12/21/2023	Total 38329
El Dorado County Environmental Mgmt.	CP CSD Food/Pool Permits #FA0004953 2023/2024	1,080.00	12/21/2023	38330
		1,080.00	12/21/2023	Total 38330
El Dorado Irrigation District	Bar J 15A Water/Landscape 09/21-11/27/23	428.22	12/14/2023	38287
		428.22	12/14/2023	Total 38287
El Dorado Irrigation District	Bar J B Water 09/26-11/22/23	378.39	12/14/2023	38288
		378.39	12/14/2023	Total 38288
El Dorado Irrigation District	CC Bldgs Water/Sewer 09/21-11/30/23	1,780.57	12/14/2023	38292
		1,780.57	12/14/2023	Total 38292
El Dorado Irrigation District	CC Pool & Grounds Recycle/Water/Sewer 09/21-11/30/23	613.79	12/14/2023	38293
		613.79	12/14/2023	Total 38293
El Dorado Irrigation District	Chardi Corner Water/Landscape 09/21-11/17/23	169.27	12/14/2023	38291
		169.27	12/14/2023	Total 38291
El Dorado Irrigation District	Christa Water 09/23-11/22/23	2,208.62	12/14/2023	38286
		2,208.62	12/14/2023	Total 38286

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 12/1/2023 Through 12/31/2023

Vendor Name	Description	Check Amount	Check Date	Check #
El Dorado Irrigation District	CM RR's Water/Sewer 09/22-11/30/23	197.02	12/14/2023	38282
		197.02	12/14/2023	Total 38282
El Dorado Irrigation District	CP Lake Water/Sewer 09/27-11/30/23	776.64	12/14/2023	38290
		776.64	12/14/2023	Total 38290
El Dorado Irrigation District	D. West Water 09/22-11/20/23	649.54	12/14/2023	38289
		649.54	12/14/2023	Total 38289
El Dorado Irrigation District	Dog Park Water 09/21-11/20/23	157.82	12/14/2023	38284
		157.82	12/14/2023	Total 38284
El Dorado Irrigation District	FD88 Water/Sewer 09/23-11/30/23	451.02	12/14/2023	38283
		451.02	12/14/2023	Total 38283
El Dorado Irrigation District	FD89 Water/Sewer 09/26-11/30/23	2,368.71	12/14/2023	38281
		2,368.71	12/14/2023	Total 38281
El Dorado Irrigation District	Rasmussen Water/Sewer 09/26-11/30/23	313.13	12/14/2023	38285
		313.13	12/14/2023	Total 38285
Elsie, Jones	Refund for Rec Activity 12/21/23	85.00	12/28/2023	38360
		85.00	12/28/2023	Total 38360
Epperson Law Group, PC	Legal, Srvs, Calls, Emails, Mtgs 11/01-11/30/23	1,134.00	12/14/2023	38294
		1,134.00	12/14/2023	Total 38294
Eric William Blodgett Aiston	DIR Comp Meetings 11/2,3,6,7,9,15/23	600.00	12/7/2023	38233
		600.00	12/7/2023	Total 38233

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 12/1/2023 Through 12/31/2023

Vendor Name	Description	Check Amount	Check Date	Check #
Eric William Blodgett Aiston	DIR Comp Meetings 12/5,7,20/23	300.00	12/28/2023	38350
		300.00	12/28/2023	Total 38350
Executech	Fianace Officer Laptop (CG's Laptop to GM) 12/23/23	2,617.00	12/28/2023	38356
		2,617.00	12/28/2023	Total 38356
Executech	MSA, IT Srvcs, December 2023	3,146.06	12/7/2023	38250
		3,146.06	12/7/2023	Total 38250
Executech	Sonic Wall 1yr Renewals (Network Security) 12/17/23	2,658.98	12/21/2023	38331
		2,658.98	12/21/2023	Total 38331
Failsafe Testing LLC	FD E89 Ladder Repair 11/25/23	405.00	12/14/2023	38295
		405.00	12/14/2023	Total 38295
Fire Apparatus Solutions	FD E89 Fender Replacement Part 12/14/23	959.87	12/21/2023	38332
		959.87	12/21/2023	Total 38332
Government Finance Officer's Assoc.	C. Greek Membership Renewal 01/01/24-12/31/24	160.00	12/7/2023	38252
		160.00	12/7/2023	Total 38252
GS Smog, Inc.	Smog Inspect. 2000 Doge-Cab & Chassis R3500 11/27/23	40.00	12/7/2023	38255
GS Smog, Inc.	Smog Inspect. 2001 Ford Pickup F250 11/27/23	40.00	12/7/2023	
		80.00	12/7/2023	Total 38255
HFW Enterprises, LLC	FD E-288 Repairs 12/04/23	6,798.20	12/14/2023	38297
		6,798.20	12/14/2023	Total 38297

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 12/1/2023 Through 12/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Highlander Termite & Pest Control	CC Pest Control 12/12/23	75.00	12/21/2023	38333
		<hr/> 75.00	12/21/2023	Total 38333
Highlander Termite & Pest Control	FD88 Pest Control 12/13/23	65.00	12/28/2023	38358
		<hr/> 65.00	12/28/2023	Total 38358
Highlander Termite & Pest Control	FD89 Pest Control 12/15/23 #17757	75.00	12/21/2023	38334
		<hr/> 75.00	12/21/2023	Total 38334
Hunt & Sons	FD Bulk Fuel 11/24/23	1,304.38	12/7/2023	38256
		<hr/> 1,304.38	12/7/2023	Total 38256
Hunt & Sons	FD Bulk Fuel 12/08/23	1,897.32	12/21/2023	38335
		<hr/> 1,897.32	12/21/2023	Total 38335
Interwest Consulting Group, Inc.	FD Fire Marshall Nina's Taqueria hood & Duct System 11/13/23	317.75	12/14/2023	38298
		<hr/> 317.75	12/14/2023	Total 38298
Interwest Consulting Group, Inc.	Fire Marshall AT&T CVL02483 08/01-09/30/23	222.50	12/7/2023	38257
Interwest Consulting Group, Inc.	Fire Marshall AT&T CVL02483 10/01-11/15/23	95.00	12/7/2023	
		<hr/> 317.50	12/7/2023	Total 38257
James Mog	Pre-Legal Postage Reimb	76.29	12/7/2023	38258
		<hr/> 76.29	12/7/2023	Total 38258
Jeffrey David Hedgepeth	FD88 App Bay Heater Repair 12/03/23	593.00	12/14/2023	38296
		<hr/> 593.00	12/14/2023	Total 38296

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 12/1/2023 Through 12/31/2023

Vendor Name	Description	Check Amount	Check Date	Check #
Jill Ritzman	Cell Allowance December 2023	100.00	12/7/2023	38263
		100.00	12/7/2023	Total 38263
JS West Propane Gas	CC Bldgs & Pool Propane 11/02-11/27/23	10,350.79	12/21/2023	38336
		10,350.79	12/21/2023	Total 38336
JS West Propane Gas	FD88 Propane Fill 11/27/23	459.91	12/28/2023	38361
		459.91	12/28/2023	Total 38361
Kimberly Vickers	Cell Allowance December 2023	100.00	12/7/2023	38269
		100.00	12/7/2023	Total 38269
Larry McBride	In Lieu Med Benefits - December 2023	600.00	12/14/2023	38301
		600.00	12/14/2023	Total 38301
Laura Sanders-Ito	Cell Allowance December 2023	50.00	12/7/2023	38265
		50.00	12/7/2023	Total 38265
Laura Sanders-Ito	Mileage Reimb Oct, NOV, Dec 2023	28.62	12/28/2023	38366
		28.62	12/28/2023	Total 38366
Leahe Daby	D. West field Deposit Refund 12/11/23	100.00	12/14/2023	38280
		100.00	12/14/2023	Total 38280
Lincoln Aquatics (SCP Distributors LLC)	Igniter for Pool Heater 12/04/23	88.77	12/14/2023	38299
		88.77	12/14/2023	Total 38299
Lincoln Aquatics (SCP Distributors LLC)	Muriatic Acid for Pool 11/29/23	1,046.20	12/14/2023	38300
		1,046.20	12/14/2023	Total 38300

Cameron Park Community Services District

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From 12/1/2023 Through 12/31/2023

Vendor Name	Description	Check Amount	Check Date	Check #
Lincoln Aquatics (SCP Distributors LLC)	New Control Valve, Pool 12/18/23	4,682.13	12/21/2023	38337
		4,682.13	12/21/2023	Total 38337
Marquee Fire Protection	CC Annual Sprinkler Inspection 12/13/23	1,765.00	12/21/2023	38338
		1,765.00	12/21/2023	Total 38338
Marquee Fire Protection	FD 89 Annual Sprinkler Inspection 12/13/23	765.00	12/21/2023	38339
		765.00	12/21/2023	Total 38339
Matt Bustabade	Work Boots Reimb 11/26/23	150.00	12/21/2023	38325
		150.00	12/21/2023	Total 38325
Michael Grassle	Cell Allowance December 2023	100.00	12/7/2023	38253
Michael Grassle	Mileage Reimb - November 2023	81.87	12/7/2023	
Michael Grassle	Mileage Reimb October 2023	167.71	12/7/2023	
		349.58	12/7/2023	Total 38253
Michael T Bradburn	FD89 Staircase Repair 10/31/23	5,086.00	12/7/2023	38239
		5,086.00	12/7/2023	Total 38239
Monique Scobey	DIR Comp Meetings 12/7,20/23	200.00	12/28/2023	38367
		200.00	12/28/2023	Total 38367
Monique Scobey	DIR Comp Meetings 8/1,1,2,8,16/23	500.00	12/14/2023	38309
		500.00	12/14/2023	Total 38309
Moore Recreation Therapy & Consulting Inc.	Project High Five Final Consultant Pymt/Concludes grant 23'	21,050.00	12/21/2023	38341
		21,050.00	12/21/2023	Total 38341

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 12/1/2023 Through 12/31/2023

Vendor Name	Description	Check Amount	Check Date	Check #
Municipal Resource Group LLC	D. Ashton Prof Services 10/03-10/30/23	3,500.00	12/21/2023	38342
Municipal Resource Group LLC	D. Ashton Prof Services 11/02-11-30/23	5,125.00	12/21/2023	
		<hr/> 8,625.00	12/21/2023	Total 38342
Napa Auto Parts	CC Zamboni Batteries 12/15/23	852.34	12/21/2023	38343
		<hr/> 852.34	12/21/2023	Total 38343
Napa Auto Parts	CP Lake - Exmark Oil Change Materials 12/06/23	124.23	12/14/2023	38302
Napa Auto Parts	CP Lake - Oil Filter 12/05/23	46.03	12/14/2023	
		<hr/> 170.26	12/14/2023	Total 38302
Napa Auto Parts	Lake - Air Filter, Exactfitblade 12/18/23	439.02	12/28/2023	38362
		<hr/> 439.02	12/28/2023	Total 38362
Napa Auto Parts	Parks - Equip Supplies (w/Credit \$18 5397-601091) 11/28/23	228.50	12/7/2023	38259
Napa Auto Parts	Parks - Equipment Supplies 11/29/23	75.45	12/7/2023	
		<hr/> 303.95	12/7/2023	Total 38259
O'Connor & Company	CP CSD 21/22 Audit Services 9/19-11/30/23	2,587.50	12/7/2023	38260
		<hr/> 2,587.50	12/7/2023	Total 38260
Pathian Administrators	Vision Benefits - January 2024	172.39	12/14/2023	38303
		<hr/> 172.39	12/14/2023	Total 38303
Paul Monaco	FD FAE/P Monaco DMV Reimb 12/14/23	90.00	12/21/2023	38340
		<hr/> 90.00	12/21/2023	Total 38340

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 12/1/2023 Through 12/31/2023

Vendor Name	Description	Check Amount	Check Date	Check #
Paychex	Paychex Flex/Mobile fees for November 2023	212.55	12/20/2023	4407046
		212.55	12/20/2023	Total 4407046
Paychex	Paychex Payroll Fees for 12-08-23 PP25	293.35	12/8/2023	2023120401
		293.35	12/8/2023	Total 2023120401
PG&E	Elec. 10/25-11/26/23 LLADs	13,376.37	12/14/2023	38304
		13,376.37	12/14/2023	Total 38304
PG&E	Elec. 11 Lamps 11/15-12/14/23	186.86	12/28/2023	38364
		186.86	12/28/2023	Total 38364
PG&E	Elec. 8 Lamps 11/15-12/14/23	135.92	12/28/2023	38363
		135.92	12/28/2023	Total 38363
PG&E	Elec. CC & LP #37 10/19-11/16/23	3,784.80	12/7/2023	38261
		3,784.80	12/7/2023	Total 38261
PG&E	Elec. CP Lake & New Crn 10/25-11/26/23	1,755.32	12/14/2023	38305
		1,755.32	12/14/2023	Total 38305
PG&E	FD's 88,89 & Tower, Carousel 10/25-11/26/23	1,259.28	12/14/2023	38306
		1,259.28	12/14/2023	Total 38306
ProPet Distributors, Inc.	Parks/LLAD's - Dog Waste Bags 12/12/23	610.50	12/21/2023	38344
		610.50	12/21/2023	Total 38344
Regional Government Services Authority	Contract Services for GM Recruit - November 2023	2,563.75	12/21/2023	38345
		2,563.75	12/21/2023	Total 38345

Cameron Park Community Services District

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From 12/1/2023 Through 12/31/2023

Vendor Name	Description	Check Amount	Check Date	Check #
Regional Government Services Authority	Reimb Expenses for Randolph Pollard (\$119.49+135.47)10/31/23	254.96	12/7/2023	38262
		254.96	12/7/2023	Total 38262
Ringger Studios	1/2 Half Reservation Deposit Refund 12/09/23	300.00	12/28/2023	38368
		300.00	12/28/2023	Total 38368
Riverview International Trucks, Inc.	FD E-388 Repairs 12/05/23	598.84	12/14/2023	38307
		598.84	12/14/2023	Total 38307
Riverview International Trucks, Inc.	FD E-388 Transmission Filter 11/22/23	102.85	12/7/2023	38264
		102.85	12/7/2023	Total 38264
Riverview International Trucks, Inc.	FD E388 Maint Part 12/07/23	6.25	12/21/2023	38346
Riverview International Trucks, Inc.	FD E388 Maint. Part 12/07/23	188.01	12/21/2023	
Riverview International Trucks, Inc.	FD E388 Maint. Parts 12/07/23	65.90	12/21/2023	
Riverview International Trucks, Inc.	FD E388 Maint. Parts 12/12/23	1,036.69	12/21/2023	
		1,296.85	12/21/2023	Total 38346
Robert A. Godwin	Men's Basketball Officiating 11/7,14,28/23	540.00	12/7/2023	38251
		540.00	12/7/2023	Total 38251
Robert A. Godwin	Men's Basketball Officiating 12/5,12,19/23	540.00	12/28/2023	38357
		540.00	12/28/2023	Total 38357

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Vendor Name	Description	Check Amount	Check Date	Check #
Safelite Auto Glass	FD E-388 Windshield Replacement 11/30/23	715.50	12/14/2023	38308
		715.50	12/14/2023	Total 38308
Sharon L Caputo	Inst. Pay Speaking Spanish Classes 10/11-12/06/23	504.00	12/14/2023	38277
		504.00	12/14/2023	Total 38277
Sidney Arthur Bazett	DIR Comp Meetings 11/7,15/23	200.00	12/7/2023	38237
		200.00	12/7/2023	Total 38237
Sidney Arthur Bazett	DIR Comp Meetings 12/7,20/23	200.00	12/28/2023	38351
		200.00	12/28/2023	Total 38351
SiteOne Landscape Supply	CP lake Drain Line Material 12/05/23	345.36	12/14/2023	38310
		345.36	12/14/2023	Total 38310
State Industrial Products	Parks Chemicals 12/05/23	568.27	12/14/2023	38311
		568.27	12/14/2023	Total 38311
Timothy Israel	DIR Comp Meetings 10/4,18/23	200.00	12/28/2023	38359
Timothy Israel	DIR Comp Meetings 11/2,6,15/23	300.00	12/28/2023	
Timothy Israel	DIR Comp Meetings 12/7,20/23	200.00	12/28/2023	
Timothy Israel	DIR Comp Meetings 7/10,19/23	200.00	12/28/2023	
Timothy Israel	DIR Comp Meetings 8/7,16/23	200.00	12/28/2023	
Timothy Israel	DIR Comp Meetings 9/11,11,13,20,28/23	500.00	12/28/2023	
		1,600.00	12/28/2023	Total 38359
Todd Upton	Reissue Classroom Depsoit Refund 11/21/23	40.00	12/7/2023	38266
		40.00	12/7/2023	Total 38266

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<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
TPX Communications	Com Center Phones/Internet December 2023	1,055.84	12/14/2023	38312
		<hr/>		
		1,055.84	12/14/2023	Total 38312
Umpqua Bank	Credit Card Merch Fees- Vantiv/Ump November 2023 (CC 14%)	183.65	12/11/2023	Merch Fees
Umpqua Bank	Credit Card Merch Fees- Vantiv/Ump November 2023(Parks 0.5%)	743.64	12/11/2023	
Umpqua Bank	Credit Card Merch Fees- Vantiv/Ump November 2023(Rec 56.69%)	6.55	12/11/2023	
Umpqua Bank	Credit Card Merch Fees- Vantiv/Ump November2023(ARC 5.51%)	72.28	12/11/2023	
Umpqua Bank	Credit Card Merch Fees- Vantiv/Ump November2023(FD IN 23.3%)	305.64	12/11/2023	
		<hr/>		
		1,311.76	12/11/2023	Total Merch Fees
Umpqua Bank	First Responder Fee - NSF check & bank fee 12/01/23	443.00	12/1/2023	FRF account NSF
Umpqua Bank	First Responder Fee - NSF check & bank fee 12/05/23	229.00	12/5/2023	
		<hr/>		
		672.00	12/1/2023	Total FRF account NSF
Umpqua Bank	Umpqua Bank Maint. Fees - November 2023	84.68	12/20/2023	Bank Maint Fee
		<hr/>		
		84.68	12/20/2023	Total Bank Maint Fee
Umpqua Bank Commercial Card OPS	Umpqua CC's - November 2023	8,355.66	12/14/2023	38313
		<hr/>		
		8,355.66	12/14/2023	Total 38313
Verizon Wireless	FD Wireless 10/16-11/15/23	668.83	12/7/2023	38267
		<hr/>		
		668.83	12/7/2023	Total 38267
Verizon Wireless	FD Wireless 10/16-11/15/23	114.03	12/7/2023	38268
		<hr/>		
		114.03	12/7/2023	Total 38268

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 12/1/2023 Through 12/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Verizon Wireless	Parks Wireless Ipads/Hotspots 11/11-12/10/23	320.89	12/28/2023	38369
		320.89	12/28/2023	Total 38369
Verizon Wireless	Wireless Phones CC, Rec, Parks, CCR 11/11-12/10/23	599.06	12/21/2023	38348
		599.06	12/21/2023	Total 38348
Vermont Systems LLC	Fac Res/Mob Rectrac - Training 11/08/23	175.00	12/14/2023	38314
Vermont Systems LLC	RecTrac Update W/ Executech11/29/23	350.00	12/14/2023	
		525.00	12/14/2023	Total 38314
Wilkinson Portables, Inc.	D. West Porta Potty ID:28615 11/13-12/10/23	184.33	12/21/2023	38349
		184.33	12/21/2023	Total 38349
Wittman Enterprises, LLC	First Responder Fees Billing Service 10/30-11/29/23	1,806.00	12/7/2023	38270
		1,806.00	12/7/2023	Total 38270
Report Total		337,646.48		

Cameron Park
Community Services District



Agenda Transmittal

DATE: January 9, 2024

FROM: Christina Greek, Finance Officer

AGENDA ITEM #5B: FINANCE & ADMINISTRATION REPORT

RECOMMENDED ACTION: Receive and File

Administration and Finance

The following is a list of the Finance Department's activities during December 2023 and the focus for January 2024.

Monthly Department Financial Reporting

Tasks the accounting office staff has been working on during the month of December and will continue into January:

- Bank Interest calculations
- Credit Card reconciliation & fee allocations
- Copier fee allocations
- Payroll changes - rehires, new hires, separations.
- Minimum Wage adjustments to wage scale & employees under min wage.
- Benefits with Health Premium Adjustments for 2024
- Reviewing new California Laws for 2024 HR.
- Ongoing Audit requests
- Reviewing daily positive pay files in banking to avoid fraud.
- VOID lost checks/invoices & reissues (lost in mail, etc.)
- Ongoing Vendor/W9 updates to Abila, preparing for Vendor 1099 processing & filing.
- Ongoing IT issues, computer inventory, server room review, budget, contract, tickets, on site visits
- Vehicle titles, licenses, department changes, updates, etc. ongoing
- Employment Verifications
- First responder fee account updates/refunds
- Update Benefits Spreadsheet, SSA1945 Forms, I-9's, etc.
- EOM and EOY reports for Payroll, close 2023 Payroll & archive for next audit.
- Cash at the county monthly reconciliation

- Bank reconciliations
- Monthly revenue and expenditure reporting to department heads
- Staff reports and agenda review for Budget and Administration Committee
- Staff reports for BOD meeting.
- Continued Analysis of FY22/23
- Continuing Audit preparation FY22/23
- Additional Year-end Journal entry preparation FY 22/23

In January we will be reviewing our FY 21/22 financial statements and bring them to the B&A in February. We will continue submitting information to our auditor to complete the FY 22/23 audit of our financials. The Finance Officer and General Manager will be working with department managers to review their current fiscal year 23/24 budget to identify the need for mid-year adjustments and that will be brought forward in February. The Finance Officer and the General Manager will be working with department managers to start building the FY 24/25 budget.