



# AGENDA

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

**REGULAR BOARD MEETING**  
**Wednesday, May 19, 2021**  
**6:30 p.m.**

**TELECONFERENCE ZOOM MEETING**  
**<https://us02web.zoom.us/j/89297521190>**

**Meeting ID: 892 9752 1190**

(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.*

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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
- 

## **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.*

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## **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.*

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## **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 April 21, 2021
  5. **RECEIVE AND FILE** General Manager’s Report
  6. **APPROVE** Resolution 2021-11 to Approve the First Amendment to the Attorney Services Agreement Between the Cameron Park Community Services District and Epperson Law Group
  7. **APPROVE** Resolution 2021-12 to Acknowledge the Value of Collaboration with Bureau of Land Management to Enhance Cameron Park’s Resiliency To Wildfire
  8. **APPROVE** Resolution 2021-14 to Approve the Agreement Between the Cameron Park Community Services District and Municipal Resource Group LLP (MRG) for Executive Search Services
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## GENERAL BUSINESS

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

9. Items removed from the Consent Agenda for discussion
10. **PUBLIC HEARING – APPROVE** Resolution 2021-13 Establishing Rates for the Collection of Solid Waste Within the Cameron Park Community Services District
11. **REVIEW, DISCUSS AND APPROVE** 2021-2026 Strategic Plan for Cameron Park Community Services District

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## 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.*

12. Committee Chair Report-Outs
  - a. Budget & Administration
  - b. Covenants, Conditions & Restrictions (CC&R)
  - c. Fire & Emergency Services
  - d. Parks & Recreation
13. Appointment of Ad Hoc Committee for General Manager Recruitment (President Aiston)
14. General Matters to/from Board Members and Staff
  - Upcoming Trainings & Community Meetings
  - Solar Project Update (oral, J. Ritzman)

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## ADJOURNMENT

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Please contact the District office at (530) 677-2231 or [admin@cameronpark.org](mailto: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](mailto:admin@cameronpark.org) for future notification of Cameron Park Community Services District meetings.

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# 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/9101760822> 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](mailto: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, April 21, 2021**  
**6:30 p.m.**

**TELECONFERENCE ZOOM MEETING**  
**<https://us02web.zoom.us/j/87165147515>**

**Meeting ID: 871 6514 7515**

(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

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## **CALL TO ORDER – 6:37pm**

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.*

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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/FC – Motion passed*

*Ayes – EA/FC/SB/MS/EW*

*Noes – None*

*Absent – None*

*Abstain – None*

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## **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.*

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## **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.*

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# CONFORMED AGENDA

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## 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 March 17, 2021
5. **RECEIVE AND FILE** General Manager’s Report
6. **APPROVE** Amendment to the Agreement between the Cameron Park Community Services District and Epperson Law Group
7. **APPROVE** Settlement Agreements with Luppen & Hawley, R&R Maher, EJ Masonry, Doug Veerkamp, J. Lussier, and ProWest
8. **RECEIVE AND FILE** Third Quarter Fiscal Year 2020-21 Budget to Actuals Report

- *Motion to Approve the Conformed Agenda with the following correction:*

*Pull item #7 and move to item #9*

*FC/EW – Motion passed*

*Ayes – EA/FC/SB/MS/EW*

*Noes – None*

*Absent – None*

*Abstain – None*

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## GENERAL BUSINESS

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

9. Items removed from the Consent Agenda for discussion
  - *Item #7. Settlement Agreements with Luppen & Hawley, R&R Maher, EJ Masonry, Doug Veerkamp, J. Lussier, and ProWest*

- *Motion to Approve Item #7*

*SB/EW – Motion passed*

*Ayes – EA/FC/SB/MS/EW*

*Noes – None*

*Absent – None*

*Abstain – None*

# CONFORMED AGENDA

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10. **REVIEW, DISCUSS AND APPROVE** 2021-2026 Strategic Plan for Cameron Park Community Services District

- *Board members discussed elements of the Strategic Plan, provided feedback and edits to staff. The 2<sup>nd</sup> draft will be presented at the May Board of Directors meeting.*

11. **SELECT AND APPROVE** Local Area Formation Commission Election Ballot

- *Motion to Nominate Monique Scobey for Local Area Formation Commission Election Ballot*

*EW/SB - Motion passed*

*Ayes – EA/FC/SB/MS/EW*

*Noes – None*

*Absent – None*

*Abstain – None*

- *Motion to Nominate Michael Sanders for Local Area Formation Commission Election Ballot*

*FC/SB - Motion passed*

*Ayes – FC/SB/MS*

*Noes – EA/EW*

*Absent – None*

*Abstain – None*

- *Motion to Nominate for Tim White Local Area Formation Commission Election Ballot*

*MS/SB - Motion passed*

*Ayes – SB/MS/EW*

*Noes – EA*

*Absent – FC*

*Abstain – None*

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## **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.*

12. General Matters to/from Board Members and Staff

- Upcoming Trainings & Community Meetings
- Solar Project Update (oral, J. Ritzman)

# CONFORMED AGENDA

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*JR – Signed on to support CSDA’s Coalition who advocating that the State allocate funding directly to special districts, and also contacted Parlin and Turnboo’s office for support from El Dorado County. Solar construction start date is July 5, with drilling starting on July 12*

*MS – Recycle Center tour was fun; walked Gateway Park and observed fire fuel reduction completed by District; hear complaints about purchasing passes on line was clunky; spoke with disc golf plays; and enjoyed being the Easter Bunny. Fishing line is piling up again.*

*EA – Recycle Center tour was fun; received emails from Prospector Soccer who is starting programs again.*

*EW – CC&R Door hangers well received.*

*SB – Learning about fire certifications at other local fire agencies; working with volunteer group to have a work day at a District park site.*

*FC – Played disc golf with friends at Cameron Park Lake course and all loved the course.*

13. Committee Chair Report-Outs (this month’s Committee Agendas)
  - a. Budget & Administration
  - b. Covenants, Conditions & Restrictions (CC&R)
  - c. Fire & Emergency Services
  - d. Parks & Recreation - Cancelled

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## **PUBLIC COMMENT**

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

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## **CONVENE TO CLOSED SESSION**

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

- Pubic Employment pursuant to Government Code section 54957 – General Manager Recruitment
  - Conference with legal counsel – Anticipated Litigation pursuant to Government Code section 54956.9 – one potential case.
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# CONFORMED AGENDA

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## **RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION**

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

- *Board discussed items in closed session, specifically Pubic Employment pursuant to Government Code section 54957 – General Manager Recruitment; and Anticipated Litigation pursuant to Government Code section 54956.9 – one potential case.*
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## **ADJOURNMENT - 10:03pm**

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## **Agenda Transmittal**

**DATE:** May 19, 2021

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #5:** **GENERAL MANAGER'S REPORT**

**RECOMMENDED ACTION:**

Welcome Kayla Thayer, new Recreation Coordinator, to the Cameron Park Community Services District. Kayla is planning fun activities for summer camp, which is already full with waiting lists.

The Solar Project is on track for the July 5, 2021 construction start date. Alternate ingress/egress routes are established for pool patrons and summer camp participants. Brighton secured primary construction materials, and the project is under review at the County and PG&E. Conduit is being installed for electric vehicle charging stations at both the Community Center and Fire Station 89; Brighton is seeking a grant to fund the actual charging station.

I met with representatives from El Dorado Community Foundation and Concern Citizens of Cameron Park about items of mutual interest. I attended a meeting hosted by the County and State regarding capacity planning for organic food waste disposal.

Chief Moranz and I reviewed and provided staff-level comments on the draft Municipal Service Review of the Cameron Park Fire Department, which was written by LAFCO consultants. LAFCO is providing Municipal Service Reviews for all the local fire agencies in the County. These reports are scheduled to be released publicly later this summer.

359 people have purchased a new Annual Pass – 99 families, 46 individuals and 214 seniors. 37% of the passes were purchased online.

### **Administration Department**

Fiscal Year 2019-2020 Audit is almost complete, undergoing a staff level review. Hiring and payroll paperwork is being completed for kiosk workers, summer camp counselors, and lifeguards. Staff and the Budget and Administration Committee are working to finalize draft budgets for LLADs, CC&R, and General Fund for the Board's consideration in June.

### **Fire Department**

The Training Tower is under construction, and completion is expected in June. Fire Dept received Fire Station 88's new fire engine, after more than two years since the Board approved its purchase. COVID caused much of the delay. A formal ceremony received the new engine and retired the old engine on Saturday, May 9<sup>th</sup>.

### **Parks & Facilities Department**

The new turf at Christa McAuliffe Park received its first "hair cut" this week. The sports fields are looking great. Staff received 35% completed plans and specifications for the Splash and Spray Playground at Cameron Park Lake, and documents are under review. A very large oak fell at Paul J. Ryan Park, and was removed by staff.

### **Recreation Department**

Sierra Sharks swim team starts May 26<sup>th</sup>, swimming Monday – Friday. Staff adjusted team times for AquaSol and Sierra Sharks to allow time for both teams to use the pool. AllNet Basketball provides programming in the gym during evening hours. Little League plays at Christa McAuliffe T-ball field, Rasmussen baseball fields, and Dave West baseball field seven days a week.



## Agenda Transmittal

**DATE:** May 19, 2021

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #6:** **FIRST AMENDMENT TO THE AGREEMENT BETWEEN CAMERON PARK COMMUNITY SERVICES DISTRICT AND EPPERSON LAW GROUP**

**RECOMMENDED ACTION: APPROVE RESOLUTION 2021-11**

*NOTE: This item was placed on the April Agenda incorrectly; therefore, is included in the May Agenda for the Board of Directors' consideration.*

Due to expected changes on the District's leadership team, staff is recommending that the agreement between the Cameron Park Community Services District and the Epperson Law Group be extended by one year under the same terms and conditions. Jason Epperson is agreeable to this extension. Having an attorney familiar with the District's operations and policies will be of great assistance to new leadership in the first months of their tenure.

Attachments:

6A – Resolution 2021-11

6B – First Amendment to the Agreement with Epperson Law Group

6C – Agreement with Epperson Law Group, 2019

**RESOLUTION NO. 2021-11  
of the Board of Directors  
of the Cameron Park Community Services District  
May 19, 2021**

**RESOLUTION TO APPROVE THE FIRST AMENDMENT TO THE ATTORNEY  
SERVICES AGREEMENT BETWEEN THE CAMERON PARK COMMUNITY  
SERVICES DISTRICT AND EPPERSON LAW GROUP**

*WHEREAS*, Cameron Park Community Services District (District) and Epperson Law Group (Firm) entered into an Attorney Services Agreement on May 15, 2019; and

*WHEREAS*, the District and Firm desire to continue services for one year with the same terms and conditions to May 15, 2022.

*NOW, THEREFORE, BE IT RESOLVED*, the Board of Directors of the Cameron Park Community Services District approves an Amendment to the Agreement between Cameron Park Community Services District and Epperson Law Group to extend services by one year under the same terms and conditions, and authorize the General Manager to execute the Agreement.

*PASSED AND ADOPTED* by the Board of Directors of the Cameron Park Community Services District, at a regular scheduled meeting, held on the 19<sup>th</sup> day of May, 2021, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Eric Aiston, President  
Board of Directors

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Jill Ritzman, General Manager  
Secretary to the Board



**FIRST AMENDMENT  
TO  
CAMERON PARK ATTORNEY SERVICES AGREEMENT  
BETWEEN CAMERON PARK COMMUNITY SERVICES DISTRICT  
AND EPPERSON LAW GROUP**

The First Amendment to the Cameron Park Attorney Services Agreement between Cameron Park Community Services District (District) and Epperson Law Group PC (Firm) entered as of May 19, 2021 to discharge duties of the General Counsel.

**RECITALS**

WHEREAS, the District and Firm entered into an Attorney Services Agreement on May 15, 2019;

WHEREAS, the District and Firm desire to continue services for one year with the same terms and conditions to May 15, 2022; and

WHEREAS, District's Board of Directors approved this First Amendment to the Attorney Services Agreement on April 13, 2021 and authorized the General Manager to execute the agreement.

NOW THEREFORE, District and Firm do hereby adopt this First Amendment to said legal services agreement, extending the date of performance described in section 3 of said legal services agreement to May 15, 2022.

Further, District and Firm agree that "Section 5. Notices" of said legal services agreement is hereby revised to list Firm's mailing address for all purposes as follows:

Epperson Law Group, PC  
Jason S. Epperson  
114 E. Shaw Avenue, Suite 102  
Fresno, California 93710

Firm and District agree that said legal services agreement shall remain the same in all other terms and conditions.

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Jason Epperson,  
Epperson Law Firm

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Jill Ritzman, General Manager  
General Manager

**CAMERON PARK  
ATTORNEY SERVICES AGREEMENT**

This Agreement is effective by and between the Cameron Park Community Services District (“Cameron Park”), and the law firm of Epperson Law Group, PC (“Firm”) as General Counsel.

**RECITALS**

1. Cameron Park Desires to engage the services of Firm to discharge the duties of the General Counsel.
2. Cameron Park and Firm desire to set forth in this Agreement the terms, conditions, and benefits of such engagement.
3. Firm desires to accept the engagement as General Counsel as set forth herein.
4. This Agreement is subject to the Firm Billing Policies attached here to as Exhibit 1 and incorporated herein. The Billing Policies are applicable and in effect unless otherwise changed by the terms of this Agreement.
5. Cameron Park and Firm agree that the Effective Date of this Agreement shall be May 15, 2019, notwithstanding that this Agreement is executed below at a later date.
6. This Agreement replaces in their entirety any and all prior agreements for legal services executed by the parties hereto.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

**SECTION 1. DUTIES AND FIRM STATUS**

A. Cameron Park hereby retains Firm as General Counsel to perform such functions and duties and to provide legal advice and perform legal services for Cameron Park consistent with the role of General Counsel and as Cameron Park shall from time to time assign. Jason S. Epperson shall serve as the General Counsel. Other members of the Firm may be called upon to provide legal services to the Cameron Park under the supervision and direction of General Counsel, as necessary.

B. Firm agrees that it shall itemize its monthly billing. Such itemization shall be broken into the following categories:

- General Manager
- Staff Contacts
- Board Member Contacts
- Lights and Landscaping District

Parks  
Labor Relations / Personnel  
Recreation  
Litigation (separated by each different matter)

Cameron Park and Firm agree that the above list is subject to revision at the direction of the Cameron Park Board of Directors or the General Manager. Revision may be memorialized in an email but will not require an amendment to this Agreement.

Firm agrees that at least quarterly the General Counsel shall report to the Board of Directors a breakdown of costs and fees billed during the prior quarter in each of the above categories.

Firm shall itemize all bills in detail so that they are transparent and convey the subject matter and the duties of the work performed. Firm shall bill in segments tenths of an hour.

C. Firm agrees that at least twice per year the General Counsel shall report to the Board of Directors a summary of work performed, including without limitation, a recommendation to mitigate future legal costs.

D. Contact by Cameron Park to General Counsel shall be limited to the Cameron Park General Manager or President of the Board of Directors. Individual members of the Board of Directors may contact the General Counsel if approved by the President of the Board or a majority of the Board of Directors.

E. In the event of litigation or potential litigation, Cameron Park will articulate the background and questions surrounding the legal matter to the General Counsel. The General Counsel shall provide to the Board of Directors options for proceeding, potential policy implications of verdicts, and legally defensible defenses. The General Counsel shall also report to the Board of Directors non-binding estimates for costs and fees for each likely phase of litigation, as well as provide a risk assessment. Cameron Park and the General Counsel shall be proactive to attempt to avoid litigation and will be transparent in disclosing exposure and costs.

## **SECTION 2. COMPENSATION**

### **A. Hourly Rate**

At the end of each month Firm will invoice Cameron Park for all legal services performed by Firm, which invoice is payable on receipt. The billable rate is One Hundred Eighty Dollars (\$180) per hour.

The scope of those services includes attendance at one regular monthly Cameron Park meeting per month, staff meetings as required, occasional special meetings of the Cameron Park

Board, and all related transactional and advisory legal service. Cameron Park and Firm agree no charge will be billed by Firm for travel time to or from Cameron Park.

B. Confidentiality and Absence of Conflicts

An attorney-client relationship requires mutual trust between the client and the attorney. It is understood that communications exclusively between counsel and the client are confidential and protected by the attorney-client privilege.

To also assure mutuality of trust, Firm maintains a conflict of interest index. The California Rules of Professional Conduct defines whether a past or present relationship with any party prevents Firm from representing Cameron Park. Similarly, Cameron Park will be included in Firm's list of clients to ensure it complies with the Rules of Professional Conduct.

Firm warrants that no conflict exists with its current representation of other public entities and private clients. Based on that check, Firm has determined that it can provide legal services as General Counsel to Cameron Park.

**SECTION 3. TERMINATION AND SEVERANCE**

- A. This Agreement shall be for a period of (2) Two years and shall expire on May 15, 2021.
- B. In the event Cameron Park terminates this Agreement and discharges Firm from its engagement hereunder, for no reason or for any reason, Cameron Park shall pay to Firm the sum due for services provided to the date of termination
- C. Cameron Park may discharge Firm at any time subject to a 30-day written notice. If at the time of withdrawal or discharge Firm is representing Cameron Park in any proceeding, then Cameron Park will sign a Substitution of Attorney form immediately upon receipt of such a form from Firm
- D. Notwithstanding the above, Firm may withdraw from representation at any time as permitted under Rules of Professional Conduct of the State Bar of California with 30-day written notice to Cameron Park.
- E. Within six months prior to the initial termination of this Agreement, Cameron Park and Firm may negotiate to adopt a new contract or to continue this existing Agreement.

**SECTION 4. OTHER TERMS AND CONDITIONS OF AGREEMENT**

- A. The Cameron Park, with mutual consent of the General Counsel, may amend or add any such other terms and conditions of engagement as it may determine from time to time relating to the performance of Firm.
- B. Notwithstanding the withdrawal or discharge of Firm, Cameron Park will remain obligated to pay at the agreed rate for all services already provided and to reimburse Firm for all

costs advanced before the withdrawal or discharge related to work performed in litigation matters under Section 2B above.

- C. Cameron Park agrees that Firm shall have a lien on any and all sums recovered or received by Firm on Cameron Park's behalf, for payment of any fees owing and/or any unreimbursed costs advanced for Cameron Park.
- D. Cameron Park and Firm agree that in the event of a dispute between the parties concerning this Agreement, the prevailing party in arbitration or other legal proceeding will be entitled to recovery of reasonable attorney's fees and costs from the other party.
- E. Cameron Park and Firm also agree that the General Manager is the responsible person for providing daily contact and direction to Firm on behalf of Cameron Park. Firm agrees to coordinate the services to be provided with Cameron Park to the extent required by the Cameron Park and the General Manager.

**SECTION 5. NOTICES**

Notices pursuant to this Agreement shall be given by deposit in the United States Postal Service, postage prepaid, as follows:

CAMERON PARK: Cameron Park Community Services District  
Attn: President of the Board or General Manager  
2502 Country Club Drive  
Cameron Park, California 95682

FIRM: Epperson Law Group  
Jason S. Epperson  
5424 N. Palm Ave., Ste. 108  
Fresno, CA 93704

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as applicable to civil judicial process. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States Postal Service.

**SECTION 7. INSURANCE**

Firm carries errors and omissions insurance that provides aggregate coverage in excess of \$1,000,000.00. Firm maintains Workers' Compensation insurance in accordance with the requirements of California law.

Firm agrees to notify Cameron Park in the event the limits of its errors and omissions insurance should fall below the coverage stated in this Section or if the insurance should lapse and substitute coverage is not obtained.

**SECTION 8. GENERAL PROVISIONS**

- A. The text herein shall constitute the entire agreement between the parties. There are no oral agreements or understandings or any other written agreements which directly or indirectly affect the terms and conditions of this Agreement.
- B. If any provision, or any position thereof, contained in this Agreement is held unconstitutional, in valid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- C. No addition, modification, amendment, or deletion to this Agreement shall be valid unless it is in writing and executed by the parties to this Agreement.
- D. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Cameron Park.
- E. Cameron Park and Firm agree that the construction and interpretation of this Agreement and the rights and duties of Cameron Park and Firm hereunder shall be governed by the laws of the State of California.
- F. Firm shall act as an independent contractor in providing the services described in this Agreement. Firm shall be solely responsible for the supervision, payment, and protection of its agents, employees, experts or consultants, if any, and furnish the services in Firm's own manner and method. In no respect shall Firm, its agents, employees, experts or consultants, if any, be considered employees of Cameron Park.
- G. Firm agrees to scrupulously avoid performing services for any party or entering into any contractual or other relationship with any party which might create a conflict with the rendering of services under this Agreement. Firm shall immediately inform Cameron Park of any conflict of interest or potential conflict of interest which may arise during the term of this Agreement by virtue of any past, present, or prospective act or omission of Firm.
- H. Firm agrees to comply with all federal, state and local laws, rules, and regulations, now or hereafter in force, pertaining to the services performed pursuant to this Agreement. Any dispute between Firm and Cameron Park as to the services provided pursuant to this Agreement or payment thereon shall be submitted to arbitration for resolution, with the prevailing party to recover the costs and attorneys' fees of such proceedings.
- I. Venue for any proceeding under this Agreement shall be in the County of El Dorado.
- J. Firm agrees to comply with all applicable fair employment and equal opportunity practices and not to discriminate against any applicants or employees of Firm because of their membership in a protected class.
- K. This Agreement contemplates Firm shall provide professional services described herein, without assignment to outside individuals or entities. This Agreement, or any portion

thereof, shall not be assigned or delegated without the prior written consent of Cameron Park. Delegation to attorneys outside Firm shall be limited to those situations in which Firm is disqualified due to a conflict of interest or where Firm does not possess the expertise to competently perform services in a particular practice area. Firm shall supervise delegated work except when precluded from doing so by virtue of a conflict of interest.

- L. All legal files pertaining to Cameron Park shall be and will remain the property of Cameron Park. Firm will control the physical location of such files during the term of this Agreement.

IN WITNESS WHEREOF, Cameron Park has caused this Agreement to be signed and executed on its behalf by its Board President and duly attested by its Cameron Park President of the Board of Directors, and Firms representative has signed and executed this Agreement the date and year written below.

CAMERON PARK

By: Margaret Mohr  
Margaret Mohr, President of the Board

Dated: 5/15/19

EPPERSON LAW GROUP, PC

By: J. S. Epperson  
Jason S. Epperson, Partner

Dated: MAY 30, 2019

ATTEST:

[Signature]  
Cameron Park General Manager

**EXHIBIT 1**  
**COMPENSATION SCHEDULE AND REIMBURSABLE EXPENSES**

**REIMBURSABLE EXPENSES:**

In-house duplication costs (50 copies or more)	\$0.10/page
Reproduction/duplication costs performed by an outside service	Actual Cost
Extraordinary postage or overnight delivery charges (e.g., FedEx, OnTrac, UPS)	Actual Cost
Fax transmissions (incoming and outgoing)	\$.50 per page
Court filing fees	Actual Cost
Attorney services (includes service of process fees, arbitrators, and mediators)	Actual Cost
Messenger services	Actual Cost
Online legal research outside of our prepaid service Fee	Prorated so Client pays its proportionate share
Data analysis subscription fees associated with legal office or related software	Prorated so Client pays its proportionate share
Parking and toll fees	Actual Cost
Any other expense not listed above that becomes necessary for the successful resolution of a client matter	Actual Cost





## Agenda Transmittal

**DATE:** May 19, 2021

**FROM:** Jill Ritzman, General Manager  
Sherry Moranz, Fire Chief

**AGENDA ITEM #7:** **RESOLUTION TO ACKNOWLEDGE THE VALUE OF  
COLLABORATION WITH BUREAU OF LAND MANAGEMENT TO  
ENHANCE CAMERON PARK'S RESILIENCY TO WILDFIRE**

**RECOMMENDED ACTION: APPROVE RESOLUTION 2021-12**

### BACKGROUND

In April, the Fire Safe Council requested the Cameron Park Community Services District consider a Resolution to support the Fire Safe Council's Resolution 2021-01 (Attachment 7A).

### FIRE & EMERGENCY SERVICES COMMITTEE

The Fire Committee reviewed and discussed the Greater Cameron Park Area Fire Safe Council Resolution 2021-01 and asked staff to return with a proposed Cameron Park Community Services District Resolution (Attachment 7B). The Committee is forwarding Resolution 2021-12 to the Board of Directors with support, and as a consent item.

### DISCUSSION

The General Manager and Fire Chief met with Bureau of Land Management (BLM) representatives to write a Resolution that would support BLM's efforts to manage the Pine Hill Preserve. The following key elements are highlighted in the proposed Resolution:

1. Pine Hill Preserve contributes to the Quality of Life in Cameron Park.
2. The Preserve's guiding management policy is embedded in a recently approved Environmental Assessment, which dictates land management protocols to protect the endangered plants and their habitats.

3. Funding for the Preserve's operations is limited by the federal government on an annual basis.

Staff feels that this Resolution strikes a balance between a fire safe community and protecting the Preserve's conservation contributions.

Attachments:

7A – Greater Cameron Park Area Fire Safe Council forwarded Resolution 2021-01

7B – Resolution 2021-12 to Acknowledge the Value of Collaboration with Bureau of Land Management to Enhance Cameron Park's Resiliency to Wildfire

BOARD RESOLUTION No. 2021-01

OF THE

GREATER CAMERON PARK AREA FIRE SAFE COUNCIL

A RECOMMENDATION

THAT THE **BUREAU OF LAND MANAGEMENT** MOTHER LOAD FIELD OFFICE PERFORM *ANNUAL* WILDFIRE VEGETATION MANAGEMENT IN THE PINE HILL PRESERVE CAMERON PARK UNIT AND INCLUDE THIS REQUIREMENT IN THE ENVIRONMENTAL ASSESSMENT.

A resolution from the Greater Cameron Park Area Fire Safe Council that the Bureau of Land Management amend EA number DOI-BLM-CA-C080-2020-001 to include performing **annual** vegetation management and fuel reduction mitigation in and around the Pine Hill Preserve Cameron Park Unit.

*The Governing Board of the Greater Cameron Park Area Fire Safe Council finds and resolves as follows:*

*Whereas* Federal, State & Local policies associated with land management have allowed unnecessary and massive fuel loads to accumulate over decades which constitute a public hazard;

*Whereas* these massive fuel loads present unprecedented risk to life, limb and property to the point that private insurance carriers are no longer able to accept or manage the risks, cancelling or refusing to renew fire insurance policies due to the threat such massive fuel loads present;

*Whereas* California is further experiencing unprecedented wildfire risk to life, limb and property due to catastrophic wild fire from wildland urban interface like the Pine Hill Preserve Cameron Park Unit, where massive fuel loads have also been allowed to accumulate;

*Whereas* performing **annual** vegetation management and mitigation is a best practice and reduces wildfire risk to the tens of thousands of citizens and residents living within a one-mile radius and beyond from the Pine Hill Preserve Cameron Park Unit boundaries;

*Whereas* the area surrounding the Pine Hill Preserve Cameron Park Unit presents a very unique wildfire urban interface unlike any other such area in the State, best practices in vegetation and fuels load management must occur on an annual basis, and all levels of government must follow the same statutory rules government places on its residents and citizens.

*Whereas* the people living in Pine Hill Preserve area expect all levels of government to adhere to the same ordinances and laws placed upon the people by government agencies;

Now Therefore, It Is Resolved that the Board of Directors of the Greater Cameron Park Area Fire Safe Council hereby requests and recommends that the United States Department of Interior, Bureau of Land Management, Mother Load Office, 1) adopt the **Fire Safe Council’s resolution 2021 – 01** as part of the Environment Assessment associated with managing the Pine Hill Preserve, and 2) adopt, incorporate, embrace, and follow **EL Dorado County Ordinance No. 5101 – Vegetation Management and Defensible Space**, into its Environmental Assessment for the Pine Hill Preserve and to all other units within the Pine Hill Preserve, thus obviating ,or at least reducing, the risk to loss of life, limb and property through *annual wildfire vegetation management*.

**CERTIFICATION**

**INTRODUCED** at the regular meeting of the Board of Directors of the Greater Cameron Park Area Fire Safe Council on December 8, 2020.

**UNANIMOUSLY PASSED AND ADOPTED** at the February 2021 session of the Board of Directors of the Greater Cameron Park Area Fire Safe Council, by the following roll call vote:

PAUL GILCHREST	AYE
GARY CAMPBELL	AYE
LAURA LYONS	AYE
GARY KLOPFENSTEIN	ABSENT
WILLIAM ROBY	AYE
TOM ROMERO	AYE
GARY ANDERSON	AYE

Ayes        6  
Nays        0  
Abstain     0  
Absent      1

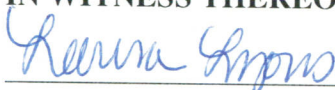
Chairman

  
\_\_\_\_\_  
Paul Gilchrest

I, LAURA LYONS, the undersigned, do hereby certify:

1. That I am the duly elected Secretary of The Greater Cameron Park Area Fire Safe Council; and
2. That the foregoing constitutes a Resolution of the Board of said Greater Cameron Park Area Fire Safe Council, as duly adopted by the Board of Directors thereof.

IN WITNESS THEREOF, I have hereunto subscribed my name this 26<sup>th</sup> day of February, 2021.

  
\_\_\_\_\_

LAURA LYONS, Board Secretary

RESOLUTION NO. 2021-12  
of the Board of Directors  
of the Cameron Park Community Services District  
May 19, 2021

RESOLUTION TO ACKNOWLEDGE THE VALUE OF COLLABORATION WITH  
BUREAU OF LAND MANAGEMENT TO  
ENHANCE CAMERON PARK'S RESILIENCY TO WILDFIRE

*WHEREAS*, The Cameron Park Community Services District (District) values making improvements in our community to be resilient to wildfires; and

*WHEREAS*, the District secured funding from the California Climate Investment program, a state grant managed by CAL FIRE, to educate, outreach and implement projects to enhance our communities awareness and resiliency to wildfires; and

*WHEREAS*, the District collaborated with Bureau of Land Management (BLM) to implement projects at the Pine Hill Preserve to protect both Cameron Park and the Pine Hill Preserve because the location is considered a High Fire Hazard Severity Zone; and

*WHEREAS*, the District respects BLM's efforts to find balance between fire fuel reduction projects and protecting federally protected species; and

*WHEREAS*, the Pine Hill Preserve is home to unique soils and several rare plants that exist nowhere else in the world. The plant diversity in this area accounts for 10% of California's native flora diversity; and

*WHEREAS*, the Pine Hill Preserve with its open space and unique native species contributes to the Quality of Life in Cameron Park by providing low impact recreation opportunities such as hiking and wildlife viewing.

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

- Commits to collaborate with BLM to identify, prioritize and respond to fuels reduction in critical wildfire risk areas within the Pine Hill Preserve.

- Requests BLM to continue seeking and securing sustained funding sources, such as grants and revenue allocations, to maintain fuels reduction projects according to the 2019 Environmental Assessment for fuels management at Pine Hill Preserve.
- Commits to working collaboratively with BLM, CAL FIRE and other local, state and federal agencies to maintain fuels reduction projects finding balance between protecting Pine Hill Preserve’s unique habitat values while maintaining fire resiliency in Cameron Park.

***PASSED AND ADOPTED*** by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 19<sup>th</sup> day of May 2021, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Director Eric Aiston, President  
Board of Directors

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Jill Ritzman, General Manager  
Secretary to the Board



## Agenda Transmittal

**DATE:** May 19, 2021

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #8:** **AGREEMENT WITH MUNICIPAL RESOURCE GROUP LLP FOR EXECUTIVE RECRUITMENT SERVICES**

**RECOMMENDED ACTION:** **APPROVE RESOLUTION 2021-14**

### BACKGROUND

The Cameron Park Community Services District agreement with the current General Manager's ends on November 30, 2021.

### DISCUSSION

The District's legal counsel and staff sought proposals from executive search firms and recommend that the Board of Directors execute an agreement with Municipal Resource Group LLP (MRG). MRG is currently under contract for the recruitment and selection of a new Finance/HR Officer, and to begin the recruitment and selection of a new General Manager. In 2017, this firm provided executive search services for the General Manager. The Board's approval is needed because MRG's proposed agreement will exceed the General Manager's authority.

### Attachments:

8A – Resolution 2021-14 to Approve Agreement

8B – Agreement with MRG, LLC

**RESOLUTION NO. 2021-14  
of the Board of Directors  
of the Cameron Park Community Services District  
May 19, 2021**

**RESOLUTION TO APPROVE THE AGREEMENT BETWEEN THE CAMERON  
PARK COMMUNITY SERVICES DISTRICT AND MUNICIPAL RESOURCE  
GROUP LLP FOR EXECUTIVE SEARCH SERVICES**

*WHEREAS*, Cameron Park Community Services District (District) agreement with the current General Manager ends on November 30, 2021; and

*WHEREAS*, the District's legal counsel and staff sought proposals and recommend Municipal Resource Group LLP (MRG) to provide executive search services; and

*WHEREAS*, MRG provided executive search services to the District in 2017 for recruitment and selection of a General Manager.

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

- Approves the Agreement between Cameron Park Community Services District and MRG for executive search services, and
- Authorizes the General Manager to execute the Agreement.

*PASSED AND ADOPTED* by the Board of Directors of the Cameron Park Community Services District, at a regular scheduled meeting, held on the 19<sup>th</sup> day of May, 2021, by the following vote of said Board:



AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Eric Aiston, President  
Board of Directors

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Jill Ritzman, General Manager  
Secretary to the Board



April 26, 2021

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

Dear Ms. Ritzman:

Thank you for engaging Municipal Resource Group LLC (“MRG”) to provide executive recruitment services for Cameron Park Community Services District (“District”) for the position of General Manger. Phase 2 of the recruitment process for the position is provided in this summary workplan to find the best candidate. Included are the final project steps, timeline, and costs for the remaining steps of this process for interviews and selection.

We anticipate the full selection process may take up to 3 months to find a qualified candidate for the interview with the District. We anticipate that the steps of this process to take up 4-5 weeks. That should work well with your planned departure date. MRG Consultant Patty Francisco will provide the recruitment services with the full support of the MRG Team. Please sign below to approve the scope and fees and return a copy for our records. Thank you!

Respectfully,

Mary Egan  
Managing Partner, MRG, LLC  
916-261-7547  
[egan@solutions-mrg.com](mailto:egan@solutions-mrg.com)

I am authorized to sign this Agreement. I have read and understand the terms of this Agreement. I hereby confirm the engagement of MRG to provide Recruitment consulting services in accordance with its terms.

---

Ms. Jill Ritzman  
General Manager

---

Date



## I. EXECUTIVE SUMMARY

Municipal Resource Group, LLC is an experienced, full-service consulting firm dedicated to assisting local government clients in attaining their strategic goals. MRG was founded in 2009 by highly skilled and broadly experienced professionals. Our consultants have hundreds of years of combined experience working to address local government challenges. MRG consultants are independent contractors, most of whom have held executive and upper management positions in public agencies.

Managing Partner:	Mary Egan
Telephone Number:	(916) 261-7547
E-Mail:	<a href="mailto:egan@solutions-mrg.com">egan@solutions-mrg.com</a>
Contact Person:	Mary Egan
Contact Telephone:	(916) 261-7547
Contact E-Mail:	<a href="mailto:egan@solutions-mrg.com">egan@solutions-mrg.com</a>
Mailing Address:	PO Box 561, Wilton CA 95693
Website:	<a href="http://www.Solutions-MRG.com">www.Solutions-MRG.com</a>

## II. EXPERIENCE

MRG is a great partnering resource for Cameron Park CSD. MRG seeks to provide its clients with professional transformational Human Resources services. Many of our public-sector clients rely on us to review their historical processes and make practical recommendations to streamline practices and enrich services. As you will hear from our client references, we deliver modern, thoughtful, and strategic recommendations that reflect our clients' values and priorities.

In addition to conducting the recruitment of the incumbent General Management and consulting relationship with the District, MRG has over ten years' experience providing recruiting and human resources services in agencies and understands that each organization is unique. MRG strives to understand its clients' expectations, organization, and practices. Our consultant team for this project also has extensive recruitment and recreation experience in positions prior to working with MRG.

In order to complete the project successfully, MRG expects that District staff will be required to furnish all reasonable requests for information. To complete the scope of work, the District will, within reason, make project stakeholders available for interviews and other necessary project activities.



### III. FIRM BACKGROUND

MRG is a full-service consulting firm assisting public and private agencies. We have over 50 consultants engaged in technical, leadership and organizational support for public and private agencies throughout California.

Name of Organization:	<b>Municipal Resource Group, LLC (“MRG”)</b>
Managing Partner	Mary Egan
Telephone Number:	(916) 261-7547
E-Mail:	<a href="mailto:egan@solutions-mrg.com">egan@solutions-mrg.com</a>
Mailing Address:	PO Box 561, Wilton CA 95693
Website:	<a href="http://www.Solutions-MRG.com">www.Solutions-MRG.com</a>
Year Established:	2009
Type of Organization:	Limited Liability Company (Partnership)
Capacity:	MRG is an experienced, full-service consulting firm dedicated to assisting public agency and private sector clients in Recruiting, Leadership & Organizational Development, Coaching, Training, Human Resource Services, Investigations, Fiscal Sustainability, and Public Safety. Providing recruitment services for nine years.

The following is a partial list of MRG clients provided with similar services:

- Cameron Park Community Services District
  - City of Elk Grove – specialized positions for the new Animal Shelter, plus Public Works
  - City of Los Altos
  - City of Redwood City – several management-level positions
  - City of Vallejo
  - City of Yuba
  - California Future Farmers of America Foundation
  - Colusa Reclamation District
  - Community Resource Project
  - Lincoln Avenue Water District
  - Oakland Housing Authority (several executive positions)
  - Putah Creek Council
  - San Ramon Fire Protection District
  - UC Davis Health System – over a dozen specialized positions
  - Yuba County Water District (Yuba Water Agency)
- \*MRG has also assisted many agencies in outreach services to support the agency recruitment goals.



#### IV. PROJECT STAFFING

Municipal Resource Group, LLC (MRG) was founded by broadly experienced public sector professionals. Our principal consultants have over three hundred years of combined experience working as public sector executives, managers, and consultants. MRG prides itself in providing consulting services based on our hands-on experience in managing local, regional, and state governments as well as our experience in delivering products that meet and exceed our clients' expectations. A listing of our full services and our experienced consultants can be found on our website at [www.Solutions-MRG.com](http://www.Solutions-MRG.com).

Biographies for each of our experienced project members are included in our proposal as **Attachment A**. Mary Egan is the partner overseeing this entire practice and provides high level leadership over every engagement including this project for Cameron Park CSD.

- **Mary Egan** (Managing Partner) - Mary provides advice and coaching in the areas of human resources and organizational effectiveness. Mary's specialties include assisting leaders to identify practical methods to address and remediate interpersonal and conduct related challenges impacting the organizational culture. She was a lead recruitment specialist for ten years with Shannon and Associates Executive Search firm. Key clients include international Fortune 500 firms, worldwide construction companies and major health providers as well as elected officials and public agencies. As a certified professional Executive Coach, Mary helps managers and executives maximize opportunities to enhance their leadership. Her primary role in this project and similar completed projects is client relationship and project finalization as the Partner in charge. She reviews final project deliverables and provides oversight for the client engagement. Mary is readily available to oversee the project team and meet project deadlines.
- **Patty Francisco** (Lead Consultant and Project Manager) - Patty has over 30 years of public sector human resources experience and is primarily responsible for the consulting practice in the Southern California region. She is a dynamic recruiter and her recent experience at Metrolink equips her with the experience and the outreach opportunities for locating the best candidates.

As an MRG consultant, Patty focuses on strategic human resources advice and counsel to help organizations achieve successful results. She provides expert counsel and guidance on various HR functions including organizational strategy and staffing design, employee and labor relations and MOU administration, employee benefits, classification, and compensation, organizational development, and employee engagement. Through collaboration and partnership with clients, Patty works well in identifying issues and offering meaningful recommendations to ensure sustainable outcomes. Based on the foundation of developing strong relationships and reliance on expert knowledge, Patty thrives in maintaining the balance in advocating for both employee and management to



ensure that the overall best interest of the organization serves as its cornerstone. Patty received her bachelor’s degree in Public Administration from the University of Southern California, and then went on to earn her Master’s degree in Human Resources Design from Claremont Graduate University. Patty earned her Ph.D. in Organizational Leadership from The Chicago School of Professional Psychology. Currently, Patty is teaching a graduate course on *Individual Interviewing and Assessment* at the Chicago School of Professional Psychology.

While at Metrolink, Patty completed executive recruitments for the following positions:

<ul style="list-style-type: none"> <li>• Metrolink, Chief Executive Officer (2 recruitments)</li> <li>• Chief Operating Officer (2 recruitments)</li> <li>• Chief, Program Delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Strategy Officer</li> <li>• Chief Marketing and Communications Officer</li> </ul>
--	--

- The entire team of MRG affiliated consultants can be found at [www.Solutions-MRG.com](http://www.Solutions-MRG.com). We have a wide range of professional subject matter experts in addition to Human Resources, Parks and Recreation and others, should the need arise for subject matter expertise. Patty will utilize the expertise of the Parks and Recreation consultants as well as the recruitment analysts to drive the success of this process.

**V. RECRUITMENT PLAN**

MRG is a professional, qualified fit for Cameron Park CSD. The goal of the MRG recruiting process is to assist employers achieve organizational success by hiring the right people. During our recruiting relationship we will deliver our best advice and an expert point of view with both our clients and candidates. Our recruitment strategy is based on integrity, respect, collaboration, commitment, and communication.

- **Integrity:** We embrace and uphold the highest standards of personal and professional ethics, honesty, and trust.
- **Respect:** We treat everyone with uncompromising respect, civility, and fairness.
- **Collaboration:** We work as a team with our clients and candidates to promote the best outcome for all stakeholders.
- **Commitment:** We are committed to assisting our clients in identifying their recruitment goals while providing a consistent methodology to obtain those goals.



- **Communication:** We believe that providing periodic updates to both client and candidate during the recruitment process reduces the loss of qualified candidates and allows for timely adjustments requested by the client.

### Recruitment Steps

During the first Phase, we will have completed the initial outreach, which includes Client Interview/Ideal Candidate Profile, Advertising/Tracking, Outreach. Once the first phase of the outreach process has completed, we will work with the District on the next steps which will include:

- **Resume Review and Ranking**

As candidates resume packages are received, they are reviewed and ranked by the recruiter according to preliminary qualifications to determine best matches. The candidate is notified that their package has been received given information regarding “next steps” in the process.

Status is provided periodically to the client during the open advertisement and review period.

- **Preliminary Interview with Candidates (Recruiter)**

Based on the established criteria and organization goals the recruiter will conduct a preliminary interview with the highest ranked candidates. Supplemental questions and/or writing exercises may be requested for candidates recommended for interviews. After the preliminary interviews are completed, a summary is provided to the client along with a copy of the candidate resume package. This information is delivered in a bookmarked easy to navigate PDF document. A preliminary google search is completed for candidates recommended for panel interviews.

- **Interview with Candidates/Ranking (Interview Panel)**

Zoom interviews are scheduled with the top 5-10 recommended candidates dependent on the Client’s preference. This panel interview is typically focused on determining a good “fit” as the qualifications have been vetted in the preliminary interview with the recruiter. Consistent questions are developed and asked by the interview panel during each candidate interview with facilitation by the recruiter. A simple ranking sheet is recommended which will illustrate any need for a second interview for the top candidates.

- **Second Interview (To Be Determined)**

A second interview of the top candidates is sometimes preferred with a different interview panel if the candidates have similar qualifications.

- **Interview Panel Discussion-Selection**



The recruiter will then facilitate discussion regarding the qualification and organizational fit of the top candidates with the interview panel based on the direction of the client.

- **Candidate Background/Offer** (Client or Recruiter)

Based on the Client desire, the recruiter may assist in the completion of the background check and delivery of the job offer.

- **Handoff to Organizational Human Resources**

After the successful candidate is selected, the recruiter will provide the client a complete recruitment package for the recruited position:

- Advertisement
  - Outreach list
  - Ranking of resumes
  - Preliminary Interview Summary
  - Candidate Resumes
  - Interview Panel Ranking
  - Google Search Information on successful candidate
  - Background check information (if provided by recruiter)
  - Offer
- **Follow-up with Client/Candidate**

The recruiter will follow up with both the successful candidate and the client within 30 to 60 days after placement, and if appropriate, may check in again after a few months.





### Proposed High Level Timeline

Steps	Major Selection Steps	Completion
Step 4	Conduct candidate screening process to include in-depth evaluation of candidate credentials and preliminary interviews and reference checks for candidates who most closely match the Ideal Candidate	Weeks 8-9
Step 5	Candidates and all candidate credentials are presented to the District for selection of finalist to invite to interview. MRG will set up interviews.	Week 10
Step 6	Interviews with top 2-4 candidates	Week 11
Step 7	Notify all candidates of selection decision.	After employment offer is accepted.

## VI. FEES

The amount for the recruitment Phase 2 as provided above will be up to \$9,750 plus expenses. MRG will invoice for up to 45 hours of professional consulting hours incurred during the recruitment process at \$215 per hour. Expenses include, but are not limited to, advertising, document production, mileage (at current IRS rates), printing, postage, parking, tolls, and travel. Additional work not contemplated in this proposal will be billed at \$215 per hour and will begin only after agreed upon between the District and MRG.



## Agenda Transmittal

**DATE:** May 19, 2021

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #10:** **PUBLIC HEARING - EL DORADO DISPOSAL RATE ADJUSTMENT**

**RECOMMENDED ACTION:** **APPROVE RESOLUTION 2021-13**

### BACKGROUND

The Solid Waste Services Agreement between El Dorado Disposal (EDD) and Cameron Park Community Services District (District), Section 18 – Compensation outlines the timeline, procedure and triggers for rate adjustments. Rates may be adjusted for Inflation/Deflation and Fuel Surcharge, as long as performance standards have been met.

### BUDGET AND ADMINISTRATION COMMITTEE

The Budget and Administration Committee reviewed the proposed rate adjustment with El Dorado Disposal staff. The Committee is forwarding to the Board of Directors for consideration with support.

### DISCUSSION

EDD is requesting adjustments under Section 18C – Inflation/Deflation and Fuel Surcharge. The Consumer Price Index – All Items – for the State of California increased by 1.667% (Attachment 10B). The fuel component experienced an increase of .34% increase (Attachment 10C). EDD is requesting a rate increase to capture both percentage changes. Percentage increase will be applied the same to all customers, including seniors and commercial. The percentage is not being applied to the 2020 MRF Rebuild adjustment, as was requested by the Board of Directors when rates were approved in 2020.

No additional rate adjustments are being requested. Rates will be effective July 1, 2021. If approved, new rates will be as follows:

2021 PRICE INCREASE - COMMON MONTHLY RATES				
	Current	New Rate	Total Change	% Change
35G CAN WEEKLY	29.08	29.66	0.58	1.99%
35G CAN WEEKLY SR	21.21	21.63	0.42	1.99%
64G CAN WEEKLY	32.48	33.13	0.65	1.99%
96G CAN WEEKLY	41.02	41.84	0.82	1.99%
3yd FEL 1x/wk	328.94	335.49	6.56	1.99%
20yd RO	565.50	576.77	11.27	1.99%

EDD met and exceeded all customer service goals and performance standards. In 2020, education and outreach activities were added to the performance standards, to enhance recycling of the correct materials and assist in lowering recycling costs. New Residential Oops Cart Tagging Program provided immediate, direct feedback to residents.

Attachments:

10A – Resolution 2021-13

10B – State of California, Consumer Price Index Calculator

10C – Fuel Surcharge Calculation

10D – 2021 Diversion Plan

**RESOLUTION No. 2021-13**  
**of the Board of Directors**  
**of the Cameron Park Community Services District**  
**May 19, 2021**

**RESOLUTION ESTABLISHING RATES FOR THE COLLECTION OF SOLID WASTE WITHIN THE CAMERON PARK COMMUNITY SERVICES DISTRICT**

*WHEREAS*, the Cameron Park Community Services District (District) and Waste Connections of California, Inc., doing business as El Dorado Disposal Services (EDD), have entered into a Franchise Agreement for the collection of solid waste within the Cameron Park Community Services District; and

*WHEREAS* EDD is entitled to request certain rate increases for CPI and fuel as outlined in the Agreement; and

*WHEREAS*, EDD has met or exceed Performance Standards, a qualifying condition for a rate adjustment; and

*WHEREAS*, EDD is requesting a Rate Adjustment as depicted below;

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

- A Rate Adjustment for CPI and fuel component effective July 1, 2021 for both commercial and residential accounts.

2021 PRICE INCREASE - COMMON MONTHLY RATES				
	Current	New Rate	Total Change	% Change
35G CAN WEEKLY	29.08	29.66	0.58	1.99%
35G CAN WEEKLY SR	21.21	21.63	0.42	1.99%
64G CAN WEEKLY	32.48	33.13	0.65	1.99%
96G CAN WEEKLY	41.02	41.84	0.82	1.99%
3yd FEL 1x/wk	328.94	335.49	6.56	1.99%
20yd RO	565.50	576.77	11.27	1.99%

**Attachment 10A**

*PASSED AND ADOPTED* by the Board of Directors of the Cameron Park Community Services District, at a regular scheduled meeting, held on the 19<sup>th</sup> day of May 2021, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

---

Director Eric Aiston, President  
Board of Directors

---

Jill Ritzman, General Manager  
Secretary to the Board

STATE OF CALIFORNIA  
OFFICE OF THE DIRECTOR - RESEARCH UNIT  
CONSUMER PRICE INDEX CALCULATOR

Attachment 10B

1)	Select an Index	California CPI	
2)	Select index type	All Urban Consumers	
3)	Select beginning month	Annual Average	Beginning Index value
4)	Select beginning year	2019	280.638
5)	Select ending month	Annual Average	Ending Index Value
6)	Select ending year	2020	285.315

Based upon the Index, index type, and the time period you have specified, the percent change in the Consumer Price Index is equal to:

1.7%

El Dorado Disposal  
 Fuel Component Calculation  
 For the Period January 2006 through January 2021

Item	Data Source	Beginning Period (Jan 06)	Current Period (Jan 21)	Index Change	% Increase	Beginning Fuel Component	Ending Fuel Component	Fuel Surcharge applied in 2020	Change for 2021
Diesel Fuel	PPI Commodity, #2 Diesel Series ID:wpu057303	197.1	234.2	37.1	18.82%	3.57%	4.24%	3.91%	0.34%

[http://data.bls.gov/timeseries/WPU057303?data\\_tool=XGtable](http://data.bls.gov/timeseries/WPU057303?data_tool=XGtable)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2010	229.4	206.9	225.5	240	235.8	221.8	218.5	231.1	227.7	243.7	255.3	259.2
2011	270	289.3	321.8	339.8	328.4	333.7	327.8	307.3	317.8	310.6	337.1	311
2012	322	329.2	344.3	339.4	325.8	295.4	298.7	324.1	342.4	351	323.8	317.4
2013	318.9	342.4	321	318.3	307.7	304.8	311.6	319.3	328	318.4	307	314.7
2014	308.5	322	318.1	318.7	316.5	308.8	307.8	306.9	302.3	283.4	272.3	229.9
2015	182.6	191.5	193.1	183.8	202.6	198.7	194	189.2	169.4	173.5	167.4	130.8
2016	119.2	113.4	119.4	123.6	144.4	155.4	157.6	149.8	163.1	159.7	157	158.8
2017	161.1	163.5	161.3	162.9	173.6	171.5	179.6	188.9	204.2	213.5	223.7	223.8
2018	229.4	226.5	224.8	231.8	251.1	261.4	256.9	254.3	262.5	271.7	264.8	232.7
2019	201.1	218.3	239.3	237.7	235	204.4	220	207.2	218.4	220.5	223.1	231.1
2020	214.5	193.3	169.7	123.6	108.3	137.8	179.2	191	177.5	187.3	200.8(P)	224.7(P)
2021	234.2(P)	263.9(P)										

P : Preliminary. All indexes are subject to revision four months after original publication.



**El Dorado Disposal**  
A Waste Connections Company



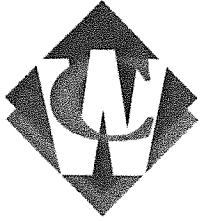
# 2021 Diversion Plan



WCNX

Waste Connections Inc.





## Waste Connections of California, Inc, dba El Dorado Disposal

According to the agreement between El Dorado County and Waste Connections of California, Inc, dba El Dorado Disposal, Section 19 A (5), "Contractor will provide the County with a strategic plan with specific program goals and objectives to increase Diversion rates consistent with the El Dorado County Solid Waste Management Plan. The plan should be based on the results of the prior year's activities and include a discussion of that year's programs, including strengths and weaknesses." This diversion plan outlines the progress made in 2020 and programs implemented as well as new programs to be instituted in 2021 and continued emphasis on established programs in order to maximize diversion tons and activities.

**GOAL** – *Our overall goal is to continue to focus on new and existing recycling programs, to comply with the Solid Waste Management Plan, and to explore new opportunities to divert more tons away from the landfill in partnership with El Dorado County. As we review this plan each year we will need to explore and research new material types, commodities and programs that will help aid us in continuing to fulfill this goal year-after-year.*

### **PROCESSING & DIVERSION – MRF (Material Recovery Facility)**

The following describes the current processes in place to sort and divert different commodities from the self-haul customer and the proposed changes:

#### **Program Updates and 2021 Proposed Projects**

- A. **Current Self Haul Operations** All self-haul customers are directed to the self-haul area to unload their unwanted materials. Our employees direct the customer where to unload and assess what kind of material they are disposing. The self-haul area attendant directs the customer where to unload yard waste/wood waste, plastics, glass, aluminum, cardboard, paper, metal, batteries, appliances, concrete, tile, asphalt, tires, commingled recycling, C&D, used oil, carpet and electronic wastes.
- B. **Diversion Program Updates** All diversion programs have continued with limited disruption during the reconstruction of the Material Recovery Facility which began in 2019 and the COVID-19 pandemic which began in March 2020.
  1. New Material Recovery Facility – Construction started in the spring of 2019 with remediation of the lime and grading of the facility. In 2020 contractor Doug Veerkamp finished the lime remediation and completed asphalt, gravel, and drainage.
  2. Cease Commercial MSW Sorting – El Dorado Disposal stopped sorting garbage to prepare for construction. It was deemed that less than 5% of the commercial stream contained recycle content (by weight).
  3. Move C&D and Green Waste Processing to Wetsel Oviatt – In order to be fully operational during construction, El Dorado Disposal moved C&D and Green Waste processing to Wetsel Oviatt, an off-site location on Latrobe Road. This site is not be open to the public. C&D material and Green Waste from customers is received at the Throwita Way site and

transferred to Wetsel Oviatt for processing. Larger C&D loads and Green Waste collected by El Dorado Disposal are taken directly to Wetsel Oviatt for processing.

4. C&D - The mobile shredder arrive late in 2017 and was fully operational in 2018. After shredding sorters remove small prohibited items from the C&D. This process has increased the C&D Diversion. The shredder is now located at Wetsel Oviatt where shredding is in full swing with material delivered to Potrero Hills Landfill to be used as alternative daily cover.
5. Recycle Encouragement Fee – This fee was implemented in 2018 and behavior is changing as a result, as customers want to avoid the fee and therefor recycle their material. A watchful eye is kept on the free recycling containers located on site in an effort to reduce contamination.
6. Mixed Recycling Drop Off –In 2019 and 2020 recycling areas signs were updated and improved to clarify recyclables items accepted. Material Recovery Facility staff has also been trained to identify contamination in the recycling bin and help customers shake out recyclables from bags.
7. Appliances - All appliances are staged for refrigerant evacuation and mercury switch removal. After evacuation these appliances are stockpiled with other metals to be loaded once a full load is ready.
8. Glass - Glass is stockpiled in debris boxes, and shipped to a recycling facility regularly.
9. Carpet - El Dorado Disposal partners with CARE Carpet Recycling to deliver a carpet recycling program to residents at a substantially reduced cost. Staff here meets with CARE representatives to discuss best practices on loading container and check in regularly on how the program is going.
10. Mattresses – El Dorado Disposal Partners with the California Mattress Stewardship Council to provide mattress collection and recycling for free for residents. Staff regularly meets with the Mattress Stewardship Council to discuss how the program is going. In 2020 El Dorado Disposal was selected and participated in the filming of a California Mattress Stewardship best practices video for storing and loading mattresses.
11. Textiles (clothing) – After several years looking for textile recycling partners, El Dorado Disposal postponed looking for partners in 2018 due to the recycling market downturn. It has been more productive to shift to sharing information about textile donation to local thrift stores through social media channels.
12. Tire Amnesty – There is large participation and enthusiasm for this program and El Dorado Disposal would like to continue this program when grants are available. Staff would like to determine a way to sustainably promote this program without causing a large volume of customers dropping off tires at the MRF at one time.

### C. 2021 Proposed Projects

1. New Material Recovery Facility – This year Unger Construction will be completing underground work along with erecting a new transfer station building. The new scale has been installed and once the transfer building is standing, electrical will be run from that new building to the new commercial scale system allowing for bypass of transfer trucks and El Dorado Disposal hauling trucks, reducing safety exposure for the public and increasing throughput for the public. The new transfer station building is expected to be

completed in October 2021. Once this project is complete, El Dorado Disposal will be preparing for the next phase of construction to include the administration building, break and changing rooms for employees and the public education center. In addition it will allow for the demolition of the existing administration building, paving the way for the new free drop off area, the new pay station and the new household hazardous waste building. Administration building is expected in 2022 and the demolition and other elements listed above are expected to commence in 2022/2023.

2. Complete Cameron Park Buyback Center – The Cameron Park Buyback Center has been a topic of discussion for many years. El Dorado Disposal invested in a new location in order to provide a secured area for residents to drop off recycling in addition to allowing for free overflow green waste drop off by residents of the Cameron Park Community Services District. Expected completion for this project is April 2021.

## **COLLECTION AND HAULING**

The following describes the current and proposed recycling programs offered to County residents and businesses:

### **Program Updates and 2021 Proposed Projects**

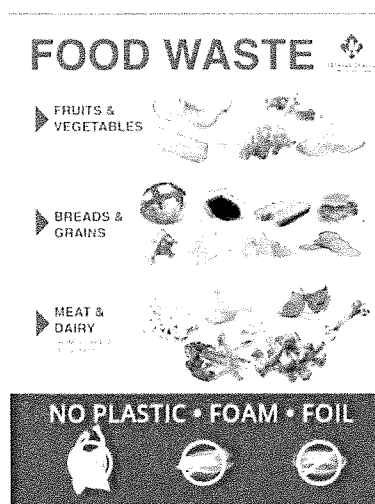
#### **A. Current Collection Diversion Programs:**

1. Area C Curbside Variable Cart Rate Program – Completed and ongoing since 2016
2. Area C Residential Cart Program (Trash and Recycling) – Completed and ongoing since 2016
3. Area C all Vouchers as in Area A – Completed and ongoing since 2016
4. Area C Spring/Fall curbside green waste special pick up program – Completed and ongoing since 2016

5. Commercial Food Waste Program (Assembly Bill 1826) – Between 2016 and 2018 the compliance thresholds continued to drop, and El Dorado Disposal grew our program from a pilot to a full commercial food waste route. 2019 was a notable year in that the threshold for compliance dropped to four yards of solid waste service which covers most businesses in El Dorado County. El Dorado County currently had a compliance rate of 82% for AB 1826 which according to Cal Recycle is one of the highest compliance rates in region.

In 2019 El Dorado Disposal began partnering with the UC Davis Anaerobic Digester to process this food waste and turn it into energy that powers research labs on the UC Davis campus. The Anaerobic Digester has limited volume and accepts only the highest quality feedstock, which means that contamination in the collected food waste must be kept to a minimum.

El Dorado Disposal provides hands on training and outreach to business owners, restaurant and property managers on how to properly participate in this program. El Dorado Disposal's



commercial food waste driver also provides feedback about contamination levels to the Sustainability Coordinator who will call the customer.

The 2020 COVID-19 pandemic caused a major disruption to food waste collection as businesses closed and re-opened due to stay at home orders. Despite setbacks, El Dorado Disposal has continued to work closely with customers to adjust service levels and continue food waste collection at lower volumes.

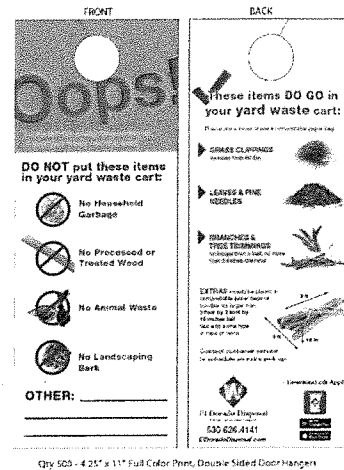
6. Commercial Green Waste Program (Assembly Bill 1826) -- AB 1826 also requires multi-family complexes that have five or more units and at least four yards of trash serviced per week to also recycle their green waste. In partnership with El Dorado County, property managers were contacted first via a mailed survey in 2018 and again with outreach phone calls in 2019 to verify that green waste is either being composted on site or being brought to El Dorado Disposal's Material Recovery Facility.
7. Curbside green waste program changes– Due to collection operational challenges and increasingly strict contamination requirements from Lopez Agriculture, El Dorado Disposal began phasing in optional green waste program changes. To participate in the twice a year unlimited green waste program El Dorado Disposal began strongly encouraging customers to call ahead to schedule a curbside green waste pick up and to use compostable paper bags.
8. Commercial Recycling Outreach (Assembly Bill AB 341) – Sustainability coordinator continues to meet with businesses and multi-family properties to verify compliance with AB 341 and start programs with business and multi-family properties that are not recycling. Sustainability Coordinator developed new image based collateral in English and Spanish for commercial businesses. These three flyers show what goes in the trash, recycling, and food waste bin (if applicable).
9. School Recycling Outreach – At the beginning of 2020, the Sustainability Coordinator was working closely with Marina Village to develop a recycling and food waste education and recycling program. However, with the COVID-19 pandemic related school closures this program is indefinitely postponed
10. Expand Large Venue Recycling Programs – Sustainability Coordinator meets with event managers on request to discuss strategies for waste diversion at events. At the beginning of 2020, Sustainability Coordinator met with event managers for Gold Hill Music Festival and Motherlode to implement recycling and waste reduction strategies. With COVID-19 pandemic related event limitations, large-scale events were canceled.
11. Residential Recycling Outreach -- Late in 2019 El Dorado Disposal rolled out the “Oops” cart tagging program which provides direct feedback to residents on contamination items in their container. This program is customer education focused and is designed to update and educate the resident to put the right items in the cart. After a driver spots contamination and leaves a tag on a customer's cart, El Dorado Disposal's customer service representatives makes an educational phone call and mails a recycling informational packet.
12. C&D Recycling – All contractors receive a 6 yard roll off box for trash only with every C&D roll off box that they order. El Dorado Disposal dispatch instructs contractor what material can be recycled in the C&D bin. Operations Supervisors also meet with contractors to discuss C&D recycling and address contamination issues as they arise. El Dorado Disposal also updated contractor signage to be included on roll off boxes and updated roll off agreement to include more complete information about accepted and non-accepted materials for C&D recycling

13. New Education and Outreach Coordinator – El Dorado Disposal hired an additional staff member that will focus on delivering sustainability related education and outreach programs to the community.

**B. 2021 Proposed Projects:**

1. Vouchers – El Dorado Disposal is continuing all voucher programs.
2. Commercial Food Waste Program (Assembly Bill 1826) – AB 1826 mandatory thresholds dropped in 2020 to include all businesses that produce more than 2 yards of trash per week. At the request of Cal Recycle, El Dorado Disposal, El Dorado County and the City of Placerville will be updating the AB 1826 informational plans. The change in threshold has created a massive outreach campaign and all elements of compliance are outlined, described and calendared in the EDC-EDD AB 1826 Compliance Report.
3. Curbside green waste program changes– Beginning in 2021, El Dorado County and Cameron Park residents will receive two yearly vouchers, one for spring and another for fall to set out up to 30 compostable paper bags no larger than 40 gallons not weighing more than 50 lbs each. The complimentary vouchers will not apply to green waste in plastic bags. Any green waste in plastic bags will be charged as trash. This green waste program change offers more flexibility to clear green waste on the customer's schedule and supports community wide vegetation management and fire safe efforts. El Dorado Disposal will also pursue these franchise agreement changes in the City of Placerville and El Dorado Hills. This change greatly reduces contamination allowing for significantly more diversion.
4. SB 1383 Implementation Planning – El Dorado Disposal will work in partnership with El Dorado County, City of Placerville, Cameron Park, and El Dorado Hills to prepare for a large scale residential implementation of SB 1383 in 2022. This includes a 2021 pilot program for residential food waste collection which will start no later than July 2021.
5. Evaluate green waste service expansion – El Dorado Disposal will begin to look at expanding green waste service to commercial customers to meet the need for AB 1826 and increase fire safety. El Dorado Disposal will also work with County staff on a program for residential green waste service in County Areas B and C.
6. Evaluate Residential Horse Manure Recycling Program (Auburn Lake Trails) – As part of El Dorado Disposal's green waste service expansion, options will be reviewed for collecting horse manure, which would be diverted through the compost solution identified for SB 1383.
7. Residential Recycling Outreach – El Dorado Disposal will focus on recycling education with community and local government groups to bring awareness to the changes in recycling markets and accepted material. The Sustainability Coordinator and managers will be available to present the "State of Recycling," "Recycling 101", and other Recycling workshops to educate the community about these changes that impact how residents recycle. El Dorado Disposal will be supporting this effort with more recycling education on social media. With the ongoing COVID-19 pandemic these presentations will be available on request in an online format.

8. Contamination Reduction Programs – With the continued need for increased residential and commercial customer education, El Dorado Disposal will expand its residential recycling “Oops” program to the commercial recycling and residential yard waste streams. A more concerted effort will be made on identifying contamination through the use of “hopper” cameras where the driver can identify contamination and notify the customer and customer service for follow up. Where necessary, a contamination charge will be implemented.
9. Commercial Recycling Outreach (Assembly Bill AB 341) – El Dorado Disposal will continue to evaluate compliance and help businesses start recycling programs as needed. Follow up site visits and waste characterizations will be completed.
10. C&D Recycling – El Dorado Disposal will make an effort to improve outreach to contractors around C&D recycling and placing only recyclables materials in the C&D Bins.
11. Event Recycling – El Dorado Disposal will support the community’s efforts to divert waste from events if they occur pending the COVID-19 pandemic limitations.







## Agenda Transmittal

**DATE:** May 19, 2021

**FROM:** Jill Ritzman, General Manger

**AGENDA ITEM #11:** 2<sup>ND</sup> DRAFT STRATEGIC PLAN

**RECOMMENDED ACTION:** REVIEW AND APPROVE

Staff is pleased to provide to the Board of Directors and community the 2<sup>nd</sup> draft of the 2021-2026 Strategic Plan for the Cameron Park Community Services District. This Plan is representative of resident, stakeholder, Board of Directors and employee input, and reflects the values and vision of the District.

Staff's recommendation is:

- Review and provide edits.
- In January 2022, when the new Board officers and Standing Committee membership is in place, use the Strategic Plan as guidance to create the 2022 District Work Plan.
- In Januarys hereafter, review the District's progress in achieving the Strategic Plan and set the following year's Work Plan.
- In 2025, allocate resources to review the existing Plan and develop a new Strategic Plan.

If the Board is ready, the 2021-2026 Strategic Plan can be approved.

Attachments:

11A – 2<sup>nd</sup> Draft Strategic Plan 2021-2026 – Clean Version

11B – 2<sup>nd</sup> Draft Strategic Plan 2021-2026 – Track Changes





# Cameron Park Community Services District (DRAFT #2) Strategic Plan

2021 – 2026

## Our Services

Fire Protection and Advanced Live Support Services  
Community and Neighborhood Parks, Trails & Open Space  
Cameron Park Community Center  
Recreation Programs  
Conditions, Covenants and Restrictions Compliance  
Waste Collection and Recycling  
Landscaping and Lighting Districts

## Board of Directors

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

## Staff Team

Jill Ritzman, General Manager  
Mike Grassle, Park and Facilities Superintendent  
Whitney Kahn, Recreation Supervisor  
Jim Mog, CC&R Compliance Manager

## Consultant

Brent H. Ives, BHI Management Consulting



## Contributors

- ✓ CAL FIRE
- ✓ El Dorado Disposal
- ✓ Rescue Unified School District
- ✓ Commission on Aging
- ✓ Cameron Park Community Foundation
- ✓ District employees (all levels)
- ✓ Cameron Park Fire Safe Council
- ✓ Ponderosa Little League
- ✓ Individual Community Leaders and Residents
- ✓ Prospector Soccer
- ✓ Cameron Park-Shingle Springs Rotary
- ✓ Architecture Review Committee members
- ✓ CC&R Committee community members
- ✓ Cameron Park Library
- ✓ Sierra Sharks Swim Team
- ✓ AquaSol Swim Team
- ✓ Former Board Members
- ✓ Cameron Park-Shingle Springs Chamber of Commerce

An on-line community survey was conducted soliciting input from community members; a total of 228 people responded.

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C.2 Core Values

### D. Vision

- Be Financially Stable and Adaptable
- Become a Firewise Community
- Enhance the Sense of Community
- Govern Effectively
- Take Steps for Environmental Sustainability

### E. Strategic Focus Areas

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E.2 Firewise Community

E.3 Create Community

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E.6 Environmental Sustainability

#### Table 1

Overview Strategy & Timeline

Supporting Documents

- Summary of Stakeholder Input; February 4, 2021
- Strategic Plan Community Survey Report, January 14, 2021 and February 18, 2021

DRAFT

## A. Introduction

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A Strategic Plan (Plan) is a top-level planning document for an organization to set clear direction over focused areas in support of its mission. The Cameron Park Community Service District has a strong planning culture that looks ahead for opportunities and mitigates risks allowing comprehensive planning for the future. Planning for the best possible future outcome is the intention of this 5-year Strategic Plan.

This Plan is a disciplined effort to outline fundamental decisions and direction that shapes what a District plans to accomplish by selecting a rational course of action. This Plan has incorporated an assessment of the present state of District operations; gathered perspectives from residents and community organizations; and includes the specific inputs and directions for setting goals from the Board of Directors. Time has been taken to establish a Vision for the District and the implementation that will be necessary to support that Vision. The Plan seeks to strengthen and build upon opportunities while addressing areas of concern with preparedness.

This update identifies actions, activities, initiatives and planning efforts that are currently active and needed for continued success in operations and management of the District, and provides for periodic reviews and updates.

### A.1 Plan Development, Maintenance and Management

In late 2020, the District asked BHI to assist with a strategic planning effort. BHI met with senior employees and the Board President, integrated inputs from the community and important groups, and then conducted a series of public Board workshops in early 2021 on January 13, January 20 and February 24. Senior District staff members were specifically invited to attend the workshops as well. The following plan elements outline the workshop activities:

- ✓ Consider refresh the District Mission statement
- ✓ Review the state of the District in early 2021 and what that status may have on the future
- ✓ Discuss and endorse Board Values

- ✓ Complete Strategic Focus Areas and develop goals to support each for the 5-year planning term

After the workshops, the General Manager and senior staff worked with BHI to complete the list of goals organized by Strategic Focus Areas and establish a plan for implementation. This Plan was refined through the staff and Board process over the next weeks to reach final Board approval.

The Plan was developed during the COVID pandemic of 2020 and 2021, to provide a solid foundation for the District to successfully emerge from the pandemic. Annual review, update and maintenance will occur, to review the District's progress and refine the objectives and work tasks outlined in Section E and on Table 1. Reviews will be documented and followed up with either a plan supplement or an updated plan. A 5-year planning horizon should be maintained. This Plan serves this purpose for the Fiscal Year 2021-2022 timeframe and will be revisited prior to District budgeting process each year thereafter.

## B. Methodology

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### B.1 Planning Considerations

The planning effort focused on a number of existing conditions as identified by the Board of Directors and staff:

- Place high value on the work of all District employees, recognizing that capable employees are the District's greatest assets.
- Collaborative clarity in fire safety with our partner agencies is imminent and critical.
- Long-term financial stability is critical for continuing operations into the future, recognizing and working within the limited available resources.
- The Board dynamics and performance has a great effect on the District's ability to properly serve the community and govern the District.
- Based on community survey results, many residents did not feel a strong sense of community.
- Proactive preventative maintenance and healthy reserves are important to maintaining District assets.
- The challenge of deliberately adding back employees and programs as the region and community emerge from the COVID-19 pandemic conditions.
- We will consider District impacts on the environment with practical actions.

### B.2 Definitions

Mission Statement: A declaration of an organization's purpose. Ideally, all activities, decisions regarding facilities and finances of the District are in alignment with the Mission Statement. A District's Mission rarely changes.

Core Values: These are the Board of Directors value terms which they are fiercely dedicated. They are anchored in their understanding and representation of the community values. Values are used by the Directors as decision filters for the myriad of decisions in the future.

Vision Statement: Vision outlines the high aspirations of the Board that will be achieved by the Plan. The Vision creates and drives strategy, tactics, actions and goals to achieve results within the five-year timeframe. The Vision Statement may be reviewed often may change as time goes by depending on leadership of the District.

Strategic Focus Areas: These are the broad, primary areas of District operations, programs, planning, and management that may to be addressed and supported by Strategic Goals to ensure optimum progress.

Strategic Goals: Strategic Goals outline specific actions over the five-years that achieve each Vision and particular Focus Area.



## C. Mission Statement and Core Values

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### C.1 Mission (1/2021 draft)

Our Mission Statement defines why we exist as a public agency. It is the foundational statement for the District and all that we do connects in some way with this statement.

*Enrich our community's quality of life for the  
the health, safety and wellbeing of Cameron Park residents.*

### C.2 Core Values (1/2021 draft)

Values are words that reflect the Board of Directors dedication. Board members use these as decision filters for each decision before them. These Values were endorsed at the 2021 Board planning workshop, presented below in no particular order.

#### We Value

*Stable and sustainable finances  
Responsible stewardship of District assets  
Creating community identity and pride  
Environmental sustainability  
Respectful and collaborative leadership  
Serving the diverse makeup of our community  
Professional, skilled employees  
Engagement with community members, service organizations and our partners*

## D. Vision (1/2021 draft)

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This Vision outlines our focus and establishes focused strategic priorities for the next five years. The Vision statements are present in no particular order.

- **Be Financially Stable and Adaptable**
  - Annual budgets are operationally balanced
  - Reserves are funded to sustain assets
  - Maximize revenue enhancement opportunities
  
- **Become a Firewise Community**
  - Reduce the risk of wildfire through community involvement
  - Build community and citizen pride as results are achieved
  - Provide high quality fire protection and advanced life support services
  
- **Enhance the Sense of Community**
  - Community feedback and ideas are valued
  - Reach under-served areas of the community
  - Provide caring service delivery, effective communications, engaging recreation programs, a robust park system and well-maintained community center
  - Active education and engagement to achieve residential compliance with Conditions, Covenants and Restrictions (CC&Rs)
  
- **Govern Effectively**
  - Nurture unity of purpose
  - Be accountable for actions and decisions
  - Maintain a high level of ethics and integrity
  - Have personal resiliency and development
  - Demonstrate strategic leadership and sense of team
  - Have respect for varied opinions
  - Plan for staff succession and professional development

- **Take Steps for Environmental Sustainability**
  - Impacts to the environment are considered when making strategic and operational decisions
  - Create opportunities for re-use and recycling
  - Meet new waste collection and recycling mandates

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## E. Strategic Focus Areas

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Strategic Focus Areas represent the identified areas of strategic action over the next five years. The Focus Areas are derived from the Board of Directors' work regarding the District's Vision. Each Focus Area is intended to meet a specific objective within the next five years. That objective is supported with a strategy and an implementation plan that is proposed by District staff and endorsed by the Board of Directors. The Strategic Goals, along with action dates within the planning period, are also presented in tabular form in Table 1 below.

### E.1 Financial Stability

Element Objective and Strategy: Our objective in the area of finance is to ensure the long-term fiscal health of the District. To do this, our strategy is to utilize best accounting practices and tools, conduct practical and realistic financial forecasting, seek optimal revenue sources, and acknowledge available financial resources to support the District vision and services.

**E.1.a** Develop and implement an annual budget that is operationally balanced and allocates appropriate funds to preserve and improve the District's assets.

**E.1.b** Annually update a 5-year budget projection.

**E.1.c** Develop a funding plan for capital asset reserves and long term obligations.

**E.1.d** Seek new revenue enhancement opportunities, such as expanded service fees and grants, for all District functions.

**E.1.e** Implement a Solar Energy project to save utility costs.

**E.1.f/g** Pursue annexation of properties within the Sphere of Influence

**E.1.h** Actively manage Lighting and Landscape District budgets and fund balances to address excessive or insufficient fund balances; engage residents of LLADs for transparency.

## E.2 Firewise Community

Our objective is to create a Firewise Community and to provide a high level of fire protection and advanced live support services to the residents. Our strategy is to educate property owners, seek community involvement, and actively implement the District's Weed and Rubbish Abatement Ordinance to reduce fire fuels in the community.

**E.2.a** Complete the education and fuels reduction projects funded by the California Climate Investment Grant, which includes working with the El Dorado County Department of Transportation, to establish clearance along major roadways.

**E.2.b** Complete construction of a Fire Training Tower at Station 89. This training facility will enable firefighters to continue to provide safe and effective fire and emergency response to the community.

**E.2.c** Work on the expansion and improvement of Fire Station 88, for the wellbeing of fire station personnel.

**E.2.d** Achieve national recognition as a Firewise Community which enables benefits to residents with homeowner insurance policies

**E.2.e** Seek grants that will support fire protection and advanced life support services, and fuels reduction efforts.

**E.2.f** Continue to implement the District's Weed and Rubbish Abatement Ordinance to reduce the wildfire risk in the community.

### E.3 Create Community

Our objective is to provide positive, memorable experiences and establish strong relationships with residents. Our strategy is to create a feeling of community through caring service delivery and programs that meet the changing needs of the community.

**E.3.a** Secure funding and implement priority projects outlined in the 2020 Park Improvement Plan and a park sign program.

**E.3.b** Enhance communications to community organizations and residents regarding the District's services, including print, in-person, website and social media; explore opportunities to more actively engage on Next Door platform.

**E.3.c** Seek feedback, especially reaching out to under-served areas of the community, to assess effectiveness of District services and plan for improvements. Look for process efficiencies with technology.

**E.3.d** Build strong relationships with service clubs and community organizations expanding the District's ability to provide programs and services.

**E.3.e** Examine benefits/constraints of charging entry fees at Cameron Park Lake

**E.3.f** The CC&R office will update processes and services of the department to keep with industry standards, and focus on education and engagement with residents to achieve residential compliance.

**E.3.g** Staff to present a study of the pros/cons and process of consolidating CC&Rs into one or fewer documents to CC&R Committee

## E.4 Good Governance

Our objective is for the Board of Directors to be a model for other governing boards. Our strategy is to engage in continued special district education, adhere to District Board policies, follow good governance practices, and strengthen the workforce to achieve the District's Vision

**E.4.a** Maintain Special District Leadership Foundation's Transparency Certificate

**E.4.b** Achieve Special District Leadership Foundation's District of Distinction certificate.

**E.4.c** Provide education opportunities for board members, appointed community members, residents and management staff regarding the value and role of special districts, services provided by the District, functions of the Board of Directors and good governance practices.

**E.4.d** Provide professional development opportunities for all employees.

**E.7.e** Review and initiate appropriate changes in the staff organizational chart to provide advancement within organization.

## E.6 Environmental Sustainability

Our objective is to contribute to the overall environmental health of our community. Our strategy is to consider environmental impacts when making decisions regarding the District's services and operations.

**E.6.a** Approve a policy to guide the Board and staff in making environmentally sustainable decisions.

**E.6.b** Educate residents about benefits and opportunities for re-use and recycling.

**E.6.c** Implement water conservation strategies in parks and facilities.

**E.6.d** Effectively implement new waste collection and recycling mandates.

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**Table 1 – Strategy Overview**

Strategic Focus Area	Strategic Goal	Timeframe
E.1 Financial Stability	a. Balanced Annual Budget	August 2021 and thereafter
	b. 5 Year Budget Projection	Update Dec 2021/Jan 2022
	c. Funding Plan for Capital Assets & long term obligations	August 2021 and thereafter
	d. Explore Revenue Enhancements, including First Responder Fee evaluation	November 2021
	e. Solar Project Implemented	August 2021
	f. Pursue Annexation of Properties within Sphere of Influence (all services)	Early 2022
	g. Pursue Annexation of Properties within Sphere of Influence (limited srvc)	2023
	h. Implement Plan to address insufficient LLAD fund balances	2022
E.2 Firewise Community	a. Implement CA Climate Investment Grant	Completion April 2022
	b. Fire Training Tower	June 2021
	c. Expansion Fire Station 88	2022
	d. Create Firewise Community	Initiate 2022
	e. Seek grants operations & fuel reduction	Continuous
	f. Implement Weed Abatement Ordinance	Continuous
E.3 Create Community	a. Park Improvement Plan and park sign plan	Splash & Spray playground construction early 2022; signs 2023
	b. Enhance Communications	Summer/Fall 2021, continuing
	c. Community Feedback	Continuously seeking feedback
	d. Partner with Community Organizations	Continuously seeking partnerships
	e. Examine benefits/constraints of charging entry fees at Cameron Park Lake	2022
	f. Update CC&R and Architectural Review Committee's hand-book	Fall 2021
	g. Consolidation of CC&Rs	White Paper Fall 2021
E.4 Good Governance	a. Transparency Certificate	September 2021 renewal
	b. District of Distinction	Early 2022
	c. Governance Training	Resume community workshops 2022
	d. Staff professional development	Continuously
	e. Review Organizational Chart	Summer/Fall 2021
E.7 Environmental Sustainability	a. Approve a policy to guide the Board with environmentally sustainable decisions.	Early 2022
	b. Educate about Recycling, Re-use	Continuously
	c. Implement water conservation strategies	Continuously
	c. Waste Collection, Recycling Mandates	SB1383 2022 Implementation

**Attachment 11B**

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## **TRACK CHANGES**

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# Cameron Park Community Services District (DRAFT #2) Strategic Plan 2021 – 2026

## Our Services

Fire Protection and Advanced Live Support Services  
Community and Neighborhood Parks, Trails & Open Space  
Cameron Park Community Center  
Recreation Programs  
Conditions, Covenants and Restrictions Compliance  
Waste Collection and Recycling  
Lighting and Landscape Districts

## Board of Directors

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

### Staff Team

Jill Ritzman, General Manager  
Mike Grassle, Park and Facilities Superintendent  
Whitney Kahn, Recreation Supervisor  
Jim Mog, CC&R Compliance Manager

### Consultant

Brent H. Ives, BHI Management Consulting



### Contributors

- ✓ CAL FIRE
- ✓ El Dorado Disposal
- ✓ Rescue Unified School District
- ✓ Commission on Aging
- ✓ Cameron Park Community Foundation
- ✓ District employees (all levels)
- ✓ Cameron Park Fire Safe Council
- ✓ Ponderosa Little League
- ✓ Individual Community Leaders and Residents
- ✓ Prospector Soccer
- ✓ Cameron Park-Shingle Springs Rotary
- ✓ Architecture Review Committee members
- ✓ CC&R Committee community members
- ✓ Cameron Park Library
- ✓ Sierra Sharks Swim Team
- ✓ AquaSol Swim Team
- ✓ Former Board Members
- ✓ Cameron Park-Shingle Springs Chamber of Commerce

An on-line community survey was conducted soliciting input from community members; a total of 228 people responded.

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### A. Introduction

A.1 Plan Development, Maintenance and Management

### B. Methodology

B.1 Planning Considerations

B.2 Definitions

### C. Mission and Core Values

C.1 Mission

C.2 Core Values

### D. Vision

- Be Financially Stable ~~and Adaptable~~ ~~—ready for anything!~~
- ~~Become~~ Create a Firewise Community
- Enhance the Sense of Community
- Govern Effectively
- ~~Provide the Right Set of Services to the Most People~~
- Take Steps for Environmental Sustainability
- ~~Plan for Staff Succession~~

### E. Strategic Focus Areas

E.1 Financially Stable

E.2 Firewise Community

E.3 Create Community

E.4 Good Governance

~~E.5 Exemplary Service Delivery~~

E.6 Environmental Sustainability

~~E.7 Staff Succession Plan~~

Table 1

Overview Strategy & Timeline

Supporting Documents

- Summary of Stakeholder Input; February 4, 2021
- Strategic Plan Community Survey Report, January 14, 2021 and February 18, 2021

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## A. Introduction

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A Strategic Plan (Plan) is a top-level planning document for an organization to set clear direction over focused areas in support of its mission. The Cameron Park Community Service District has a strong planning culture that looks ahead for opportunities and mitigates risks allowing comprehensive planning for the future. Planning for the best possible future outcome is the intention of this 5-year Strategic Plan.

This Plan is a disciplined effort to outline fundamental decisions and direction that shapes what a District plans to accomplish by selecting a rational course of action. This Plan has incorporated an assessment of the present state of District operations; gathered perspectives from residents and community organizations; and includes the specific inputs and directions for setting goals from the Board of Directors. Time has been taken to establish a Vision for the District and the implementation that will be necessary to support that Vision. The Plan seeks to strengthen and build upon opportunities while addressing areas of concern with preparedness.

This update identifies actions, activities, initiatives and planning efforts that are currently active and needed for continued success in operations and management of the District, and provides for periodic reviews and updates.

### A.1 Plan Development, Maintenance and Management

In late 2020, the District asked BHI to assist with a strategic planning effort. BHI met with senior employees and the Board President, integrated inputs from the community and important groups, and then conducted a series of public Board workshops in early 2021 on January 13, January 20 and February 24. Senior District staff members were specifically invited to attend the workshops as well. The following plan elements outline the workshop activities:

- ✓ Consider refresh the District Mission statement
- ✓ Review the state of the District in early 2021 and what that status may have on the future
- ✓ Discuss and endorse Board Values

- ✓ Complete Strategic Focus Areas and develop goals to support each for the 5-year planning term

After the workshops, the General Manager and senior staff worked with BHI to complete the list of goals organized by Strategic Focus Areas and establish a plan for implementation. This Plan was refined through the staff and Board process over the next weeks to reach final Board approval.

The Plan was developed during the COVID pandemic of 2020 and 2021, to provide a solid foundation for the District to successfully emerge from the pandemic. Annual review, update and maintenance will occur, to review the District's progress and refine the objectives and work tasks outlined in Section E and on Table 1. Reviews will be documented and followed up with either a plan supplement or an updated plan. A 5-year planning horizon should be maintained. This Plan serves this purpose for the Fiscal Year 2021-2022 timeframe and will be revisited prior to District budgeting process each year thereafter.

## B. Methodology

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### B.1 Planning Considerations

The planning effort focused on a number of existing conditions as identified by the Board of Directors and staff:

- Place high value on the work of all District employees, recognizing that capable employees are the District's greatest assets.
- Collaborative clarity in fire safety with our partner agencies is imminent and critical.
- Long-term financial stability is critical for continuing operations into the future, recognizing and working within the limited available resources.
- The Board dynamics and performance has a great effect on the District's ability to properly serve the community and govern the District.
- Based on community survey results, many residents did not feel a strong sense of community.
- ~~There is a gap in proactive community culture activities in Cameron Park.~~
- Proactive preventative maintenance and healthy reserves are important to maintaining District assets.
- The challenge of deliberately adding back employees and programs as the region and community emerge from the COVID-19 pandemic conditions.
- We will consider District impacts on the environment with practical actions.

### B.2 Definitions

Mission Statement: A declaration of an organization's purpose. Ideally, all activities, decisions regarding facilities and finances of the District are in alignment with the Mission Statement. A District's Mission rarely changes.

Core Values: These are the Board of Directors value terms which they are fiercely dedicated. They are anchored in their understanding and representation of the community values. Values are used by the Directors as decision filters for the myriad of decisions in the future.



Vision Statement: Vision outlines the high aspirations of the Board that will be achieved by the Plan. The Vision creates and drives strategy, tactics, actions and goals to achieve results within the five-year timeframe. The Vision Statement may be reviewed often may change as time goes by depending on leadership of the District.

Strategic Focus Areas: These are the broad, primary areas of District operations, programs, planning, and management that may to be addressed and supported by Strategic Goals to ensure optimum progress.

Strategic Goals: Strategic Goals outline specific actions over the five-years that achieve each Vision and particular Focus Area.

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## C. Mission Statement and Core Values

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### C.1 Mission (1/2021 draft)

Our Mission Statement defines why we exist as a public agency. It is the foundational statement for the District and all that we do connects in some way with this statement.

~~Preserve~~ Enrich our community's quality of life ~~for the including~~  
the health, safety and wellbeing of Cameron Park residents.

### C.2 Core Values (1/2021 draft)

Values are words that reflect the Board of Directors dedication. Board members use these as decision filters for each decision before them. These Values were endorsed at the 2021 Board planning workshop, presented below in no particular order.

#### We Value

*Stable and sustainable finances*

*Responsible stewardship of District assets*

*Creating community identity and pride*

*Environmental sustainability*

*Respectful and collaborative leadership*

*Serving the diverse makeup of our community*

~~*Constantly improving the District workplace*~~

*Professional, skilled employees*

*Engagement with community members, service organizations and our partners*

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## D. Vision (1/2021 draft)

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This Vision outlines our focus and establishes focused strategic priorities for the next five years. The Vision statements are present in no particular order.

- ~~Be Financially Stable and Adaptable —ready for anything!~~
  - Annual budgets are operationally balanced
  - Reserves are funded to sustain assets
  - Maximize revenue enhancement opportunities
  
- Become a Firewise Community
  - Reduce the risk of wildfire through community involvement
  - Build community and citizen pride as results are achieved
  - ~~Access to insurance discounts~~
  - Provide high quality fire protection and advanced life support services
  
- Enhance the Sense of Community
  - Community feedback and ideas are valued
  - Reach under-served areas of the community
  - ~~Provide~~ Create a feeling of community through exemplary caring service delivery, effective communications, engaging recreation programs, a robust park system and well-maintained community center
  - ~~Continue to assess community needs to ensure all services provided by the District are administered effectively~~
  - Active education and engagement to achieve residential compliance with Conditions, Covenants and Restrictions (CC&Rs)
  
- Govern Effectively
  - ~~Maintain Special District Leadership Foundation's Certifications~~
  - ~~Provide education opportunities for board members, appointed community members, residents and management staff regarding the value and role of special~~

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~~districts, services provided by the District, functions of the Board of Directors and good governance practices.~~

- ~~o Professional development opportunities and advancement within organization provided for all employees~~
- o Nurture unity of purpose
- o Be accountable for actions and decisions
- o Maintain a high level of ethics and integrity
- o Have personal resiliency and development
- o Demonstrate strategic leadership and sense of team
- o Have respect for varied opinions
- o Plan for staff succession and professional development

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- Provide the Right Set of Services to the Most People

- ~~o Continue to assess community needs to ensure all services provided by the District are administered effectively~~
- ~~o Proactive management of parks and recreation facilities~~
- ~~o Active education and engagement to achieve residential compliance with Conditions, Covenants and Restrictions (CC&Rs)~~

- Take Steps for Environmental Sustainability

- o Impacts to the environment are considered when making strategic and operational decisions
- o Create opportunities for re-use and recycling
- o Meet new waste collection and recycling mandates

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- Plan for Staff Succession

- ~~o Professional development opportunities and advancement within organization provided for all employees~~

## E. Strategic Focus Areas

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Strategic Focus Areas represent the identified areas of strategic action over the next five years. The Focus Areas are derived from the Board of Directors' work regarding the District's Vision. Each Focus Area is intended to meet a specific objective within the next five years. That objective is supported with a strategy and an implementation plan that is proposed by District staff and endorsed by the Board of Directors. The Strategic Goals, along with action dates within the planning period, are also presented in tabular form in Table 1 below.

### E.1 Financial Stability

Element Objective and Strategy: Our objective in the area of finance is to ensure the long-term fiscal health of the District. To do this, our strategy is to utilize best accounting practices and tools, conduct practical and realistic financial forecasting, seek optimal revenue sources, and acknowledge available financial resources to support the District vision and services.

**E.1.a** Develop and implement an annual budget that is operationally balanced and allocates appropriate funds to preserve and improve the District's assets.

**E.1.b** Annually update a 5 Year Budget Projection.

**E.1.c** Develop a Funding Plan for Capital Asset Reserves and long term obligations.

**E.1.d** Seek new revenue enhancement opportunities, such as expanded service fees and grants, for all District functions.

**E.1.e** Implement a Solar Energy project to save utility costs.

E.1.f/g Pursue annexation of properties within Sphere of Influence

E.1.h Actively manage Lighting and Landscape District budgets and fund balances to address excessive or insufficient fund balances; engage residents of LLADs for transparency.

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E.2 Firewise Community

Our objective is to create a Firewise Community and to provide a high level of fire protection and advanced live support services to the residents. Our strategy is to educate property owners, seek community involvement, and actively implement the District's Weed and Rubbish Abatement Ordinance to reduce fire fuels in the community.

E.2.a Complete the education and fuels reduction projects funded by the California Climate Investment Grant, which includes working with the El Dorado County Department of Transportation, to establish clearance along major roadways.

E.2.b Complete construction of a Fire Training Tower at Station 89. This training facility will enable firefighters to continue to provide safe and effective fire and emergency response to the community.

E.2.c Work on the expansion and improvement of Fire Station 88, for the wellbeing of fire station personnel.

E.2.d ~~Achieve~~ ~~Begin the process to create a nationally~~ recognition as a ~~zed~~ Firewise Community ~~which enables benefits to residents with homeowner insurance policies-~~

**E.2.e** Seek grants that will support fire protection and advanced life support services, and fuels reduction efforts.

**E.2.f** Continue to implement the District's Weed and Rubbish Abatement Ordinance to reduce the wildfire risk in the community.

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### E.3 Create Community

Our objective is to provide positively memorable experience and establish strong relationships with residents. Our objective is to strengthen the sense of community for residents.—Our strategy is to create a feeling of community through exemplary service delivery and programs that meet the changing needs of the community.

E.3.a Secure funding and implement priority projects outlined in the 2020 Park Improvement Plan and a park entry sign program.

E.3.b Enhance communications to community organizations and residents regarding the District’s services, including print, in-person, website and social media; explore opportunities to more actively engage on Next Door platform.

E.3.c Seek community feedback, especially reaching out to under-served areas of the community, to assess effectiveness of District services and plan for improvements. and ideas for engagement activities, especially reaching out to under-served areas of the community and implement activities based on the feedback. Look for process efficiencies with technology.

E.3.d Build strong relationships with service clubs and community organizations expanding the District’s ability to provide programs and services.

E.3.e Examine benefits/constraints of charging entry fees at Cameron Park Lake

E.3.f The CC&R office will update processes and services to keep with industry standards, and focus on education and engagement with residents to achieve residential compliance.

E.3.g Staff to present a study of the pros/cons and process for consolidating CC&R into one or fewer documents.

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## E.4 Good Governance

Our objective is for the Board of Directors to be a model for other governing boards. govern the District effectively. Our strategy is to engage in continued special district education, adhere to District Board policies, ~~and~~ follow good governance practices, and strengthen the workforce to achieve the District's Vision.

**E.4.a** Maintain Special District Leadership Foundation's Transparency Certificate, and achieve Special District Leadership Foundation's District of Distinction certificate.

**E.4.b** ~~Achieve and maintain Special District Leadership Foundation's District of Distinction certificate.~~

**E.4.be** ~~Provide training for board members, appointed community members and residents regarding the role of the Board, Standing and Ad Hoc Committees, Board officers, and committee work. Provide education opportunities for board members, appointed community members, residents and management staff regarding the value and role of special districts, services provided by the District, functions of the Board of Directors and good governance practices.~~

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E.7.a Provide professional development opportunities for all employees.

E.7.a Review and initiate appropriate changes in the staff organizational chart to provide advancement within organization.

## ~~E.5 Exemplary Service Delivery~~

~~Our objective is to provide positively memorable experiences and establish strong relationships with residents. Our strategy is to continually assess and respond to the community needs for all services provided by the District.~~

~~E.5.a Seek feedback regarding service delivery for all District services, and look for process efficiencies with technology. Use feedback and technology to continuously improve service delivery.~~

~~E.5.b The CC&R office will update processes and services of the department keep with industry standards, and focus on education and engagement with residents to achieve residential compliance.~~

~~E.5.c Provide information to residents about the services their property taxes and fees support.~~

## E.6 Environmental Sustainability

Our objective is to contribute to the overall environmental health of our community. Our strategy is to consider environmental impacts when making decisions regarding the District's services and operations.

E.6.a Approve a policy to guide the Board and staff in making environmentally sustainable decisions.

E.6.b Educate residents about benefits and opportunities for re-use and recycling.

E.6.c Implement effectively new waste collection and recycling mandates.

E.6.d Implement water conservation strategies in parks and facilities.

~~E.7 Staff Succession Plan~~

~~Our objective is to have a professional, stable workforce. Our strategy is to provide professional development and promotional opportunities.~~

~~E.7.a Provide professional development opportunities for all employees.~~

~~E.7.a Review and initiate appropriate changes in the staff organizational chart to provide advancement within organization.~~

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Table 1 – Strategy Overview

Strategic Focus Area	Strategic Goal	Timeframe
E.1 Financial Stability	a. Balanced Annual Budget	August 2021 and thereafter
	b. 5 Year Budget Projection	Update Dec 2021/Jan 2022
	c. Funding Plan for Capital Assets <u>&amp; long term obligations</u>	August 2021 <u>and thereafter</u>
	d. Explore Revenue Enhancements, including First Responder Fee evaluation	November 2021
	e. Solar Project Implemented	August 2021
	f. Pursue Annexation of Properties within Sphere of Influence (All Services)	<del>Fall-2021</del> /Early 2022
	g. <u>Pursue Annexation of Properties within Sphere of Influence (Limited Services)</u>	<u>2023</u>
	h. <u>Implement Plan to address insufficient LLAD fund balancesg. Pursue Annexation of Properties within Sphere of Influence (Limited Services)</u>	<u>2022</u> 2023
E.2 Firewise Community	a. Implement CA Climate Investment Grant	Completion April 2022
	b. Fire Training Tower	June 2021
	c. Expansion Fire Station 88	2022
	d. Create Firewise Community	<u>Initiate</u> 2022
	e. Seek grants operations & fuel reduction	Continuous
	f. Implement Weed Abatement <u>Ordinance</u> <del>Re</del>	Continuous
E.3 Create Community	a. Park Improvement Plan and park <u>entry sign plans</u>	Splash & Spray playground construction tentative early 2022; <u>park signs 2023</u>
	b. Enhance Communications	Summer/Fall 2021, continuing
	c. Community Feedback	Continuously seeking feedback
	d. Partnerships with Service Community Organizations	Continuously seeking partnerships
	e. <u>Examine benefits/constraints of charging entry fees at Cameron Park Lake</u>	<u>2022</u>
	f. <u>Update CC&amp;R and Architectural Review Committee's hand-book</u>	<u>Fall 2021</u>
	g. <u>Consolidation of CC&amp;Rs</u>	<u>White Paper Fall 2021</u>
E.4 Good Governance	a. Transparency Certificate	<u>September 2021</u> <u>Spring 2022</u> renewal
	b. District of Distinction	Early 2022
	c. <u>Governance Training</u>	<u>Resume community workshops 2022</u>
	d. <u>Staff professional development</u>	<u>continuously</u>
	e. <u>Governance Training d. Review Organizational Chart</u>	<u>Resume community workshops 2022 Summer / Fall 2021</u>

Cameron Park Community Services District  
Strategic Plan 2021-2026

E.5 Exemplary Service Delivery	a. <u>Seek Improvement with Feedback and Technology</u>	Continuously
	b. <u>Education about CC&amp;Rs.</u>	Continuously
	c. <u>CC&amp;R and Architectural Review Committee's hand-book</u>	Continuously
	d. <u>Consolidation of CC&amp;R</u>	White Paper Summer 2021
E.7 Environmental Sustainability	a. Approve a policy to guide the Board with environmentally sustainable decisions.	<u>Early 2022 Summer 2021</u>
	b. Educate about Recycling, Re-use	Continuously
	c. <u>Implement water conservation strategies</u>	<u>Continuously</u>
E.8 Staff Succession Plan	c. Waste Collection, Recycling Mandates	SB1383 2022 Implementation
	a. <u>Professional Development</u>	<u>Late 2021 and 2022</u>

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



**Budget and Administration Committee**  
**Tuesday, May 4, 2021**  
**6:30 p.m.**

**TELECONFERENCE ZOOM MEETING**

<https://us02web.zoom.us/j/82074156093>

**Meeting ID: 820 7415 6093**

(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

**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. El Dorado Disposal Proposed Rate Adjustment (J. England)
2. Fiscal Year 2021-2022 Budget Review – General Fund 01, Fund 01 (District staff)

**3. Fiscal Year 2021-2022 Landscaping and Lighting Budget, Funds 30-50** (J. Ritzman, M. Grassle)

**4. Fire Apparatus Lease Pay-down** (oral report, S. Moranz)

**5. Staff Updates**

- a. Check Register Review (L. Sanders-Ito)
- b. Finance Office Monthly Report (oral)
- c. Status of filling Finance/HR Officer vacancy; office work tasks and priorities
- d. Legislative Updates (J. Ritzman)

**6. Items for June & Future Committee Meetings**

- Special Funds/Reserves

**7. Items to take to the Board of Directors**

- El Dorado Disposal Proposed Rate Adjustment
- Fiscal Year 2021-2022 Landscaping and Lighting District Budgets, Funds 30-50

**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, May 3, 2021**  
**5:30 p.m.**

**TELECONFERENCE ZOOM MEETING**

<https://us02web.zoom.us/j/85318549168>

**Meeting ID: 853 1854 9168**

(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)**

- a. CCR21-1012 - 2843 Knollwood Dr. – Final Notice on Fence Violation and Homeowner Appeal for Variance
- b. CCR20-1049 - 3808 Archwood Rd. – Follow up letter sent after ARC Application was denied. If no movement to compliance, move to pre-legal
- c. CCR20-1035 – 3451 La Canada Dr. – Moving to Pre-Legal Notice

### **7. MONTHLY STAFF REPORT**

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

- Refer to Legal – 1
- Pre-Legal Notices – 0
- Final Notices - 5
- Initial Notices – 13
- Variance – 1
- Court Decision – 1
- 2/24/21 - 3/31/21 New Cases = 4
- 2/24/21 - 3/31/21 Cleared Cases - 5
- Personal Field Engagements – 9 (7 were cleared for compliance)
- Door Hangers – 2 (Both Complied)
- Total Cases Open = 52

#### **7b. Architectural Review Projects – Period – 2/24/21 – 3/31/21**

- Projects Reviewed – 27
- Approved – 27

### **8. Staff Updates**

- 2967 Royal Park Ct.

### **9. Items for June and Future CC&R Committee Agendas**

### **10. Items to take to the Board of Directors**

### **11. MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

### **12. ADJOURNMENT**

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



**Fire and Emergency Services Committee**  
**Tuesday, May 4, 2021**  
**5:30 p.m.**

**TELECONFERENCE ZOOM MEETING**

<https://us02web.zoom.us/j/82778641112>

**Meeting ID: 827 7864 1112**

(Teleconference/Electronic Meeting Protocols are attached)

**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

**CALL TO ORDER**

**ROLL CALL**

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

**ADOPTION OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

**OPEN FORUM**

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

**DEPARTMENT MATTERS**

- 1. Report Back – Draft Resolution To Acknowledge The Value Of Collaboration With Bureau Of Land Management To Enhance Cameron Park’s Resiliency To Wildfire (J. Ritzman, S. Moranz)**

2. **CCI Grant Presentation** – (J. Gaines)
  
3. **Staff Updates**
  - a. Fire Department Report – (J. Gaines – oral report)
  
4. **Items for June and Future Committee Agendas**
  
5. **Items to take to the Board of Directors**
  - Resolution regarding collaboration with BLM

**MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

**ADJOURNMENT**

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



**Parks & Recreation Committee**  
**Monday, May 3, 2021**  
**6:30 p.m.**  
**Location: CHRISTA McAULIFFE PARK**

**Agenda**

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

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

**CALL TO ORDER**

**ROLL CALL**

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

**APPROVAL OF AGENDA**

**APPROVAL OF CONFORMED 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. Tour & Discussion Christa McAuliffe Park Sports Field Renovation Project (M. Grassle)**
- 2. Amendment to the Agreement between CALA and Cameron Park Community Services District (M. Grassle)**
- 3. Staff Oral & Written Updates**
  - a. Parks & Facilities Report (M. Grassle)
  - b. Recreation Report (K. Vickers)

**4. Items for June & Future Committee Agendas**

**5. Items to take to the Board of Directors**

- Amendment to the Agreement with CALA

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT**