



AGENDA

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

BOARD MEETING

Wednesday, November 16, 2022

6:30 p.m.

TEAMS Meeting Hyperlink

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTZjMGRmZDMtZDViNS00ZDhlLWE1NWYtM2YzZmMxZDg1OTMx%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d)

[join/19%3ameeting_MTZjMGRmZDMtZDViNS00ZDhlLWE1NWYtM2YzZmMxZDg1OTMx%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTZjMGRmZDMtZDViNS00ZDhlLWE1NWYtM2YzZmMxZDg1OTMx%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d)

Board Members

Felicity Carlson	President
Sidney Bazett	Vice President
Eric Aiston	Board Member
Monique Scobey	Board Member
Vacant	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. The principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the 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.

All demonstrations, including cheering, yelling, whistling, handclapping, and foot stomping which disrupts, disturbs or otherwise impedes the orderly conduct of the Board meeting are prohibited.

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. The Board of Directors is prohibited from discussing issues not on the agenda brought to them at this time. According to State Law (the Brown Act), items must first be noticed on the agenda before any discussion or action.

OPEN FORUM FOR NON-AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #12 to be discussed and acted upon individually.

4. **APPROVE** Conformed Agenda – Board of Directors Regular Meeting October 19, 2022
5. **APPROVE** Conformed Agenda – Board of Directors Special Meeting November 2, 2022
6. **APPROVE Resolution No. 2022-36** Hybrid Meetings
7. **RECEIVE AND FILE** General Manager’s Report
8. **APPROVE** Accountability Act Report for FY 2021-22

AGENDA

9. **RECEIVE AND FILE** Annual Disclosure of Board and Staff Reimbursements
 10. **RECEIVE AND FILE** Fiscal Year 2021-2022 Preliminary Year-End Report (pre-audit)
 11. **RECEIVE AND FILE** Fiscal Year 2022-2023 First Quarter Financial Report
-

GENERAL BUSINESS

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

12. Items removed from the Consent Agenda for discussion
 13. **APPROVE RESOLUTION No. 2022-35** Repair of the Front Entrance of the Community Center (M. Grassle)
-

BOARD INFORMATION ITEMS

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

14. Committee Chair Report-Outs
 - a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. Parks & Recreation
 15. General Matters to/from Board Members and Staff
 - Upcoming training and community meetings
 - CSDA: Special Legislative Days, May 16 & 17, 2023, Sheraton Grande Sacramento
-

PUBLIC COMMENT

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

CONVENE TO CLOSED SESSION

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

- Public Employee Annual Performance Evaluation pursuant to Government Code Section 54957.
Position: General Manager
-

ADJOURNMENT

AGENDA

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



CONFORMED AGENDA

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

BOARD MEETING
Wednesday, October 19, 2022
6:30 p.m.

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

HYBRID TEAMS MEETING

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDgxMDJiNWMtZGMtYi00NDQzLTk2ODYtMmI2M2FkZTg2Nzkw%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d)

[join/19%3ameeting_ZDgxMDJiNWMtZGMtYi00NDQzLTk2ODYtMmI2M2FkZTg2Nzkw%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDgxMDJiNWMtZGMtYi00NDQzLTk2ODYtMmI2M2FkZTg2Nzkw%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d)

Board Members

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

CALL TO ORDER 6:34 pm

1. Roll Call – FWC/SB/EA/MS/EW
 2. Pledge of Allegiance
-

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

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

Motion – FWC / 2nd – SB

Ayes – FWC/SB/EA/MS/EW – Motion passed

Noes – None

Absent- None

Abstain - None

RECOGNITIONS AND PRESENTATIONS

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

OPEN FORUM FOR NON-AGENDA ITEMS

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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 #7 to be discussed and acted upon individually.

4. **APPROVE** Conformed Agenda – Board of Directors Special Meeting September 28, 2022
5. **APPROVE Resolution No. 2022-32** Hybrid Meetings
6. **RECEIVE AND FILE** General Manager’s Report

EA requested that item #6 be pulled for discussion

Motion – EA / 2nd – MS

Ayes – FWC/ SB/EA/MS/EW – Motion passed

Noes – None

Absent- None

Abstain - None

GENERAL BUSINESS

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

7. Items removed from the Consent Agenda for discussion

Item # 6 Receive and file approving GM report from Consent Agenda.

Motion to receive and file GM report by EA / 2nd – MS

Ayes – FWC/SB/EA/MS/EW – Motion passed

Noes – None

Absent- None

Abstain - None

8. **PUBLIC HEARING – Second Reading and APPROVE Fire Code Ordinance 2022-02 and Resolution 2022-30** (D. Martin, K. Richards) - Action Item

Public hearing opened and closed by FWC.

Motion approve Fire Code Ordinance 2022-02 and Resolution 2022-30 by SB / 2nd – FWC

Ayes – FWC/SB/EA/MS/EW – Motion passed

Noes – None

Absent- None

Abstain – None

9. **APPROVE Resolution 2022-34** First Responder User Fee policy, procedures, hardship waiver program, and contract with Wittman Enterprises, LLC (A. Pichly, C. Greek) – Action Item

Discussion

- EA asked for further explanation on the rationale on one time hardship versus multiple. Is there a limit? Is there any comparison? GM response: Logic behind it was needing to start somewhere. Could have said up to 3 a year or 1 up to every 2 years. Just went with the 1 time. This is something the Board could discuss if they want it to be a one 1 time. GM recommends to just start with the 1 time and see how it goes.
- GM stated he and C. Greek looked into other agencies and what they were using, turned out they were using PG&E care program.
- SB asked if you have an individual who is unable (mentally ill, incapacitated, etc.) to list certain information, does the GM feel confident to some discretion to waive it? GM said in response: Yes, thinks there's going to come a point where CSD doesn't want to be spending any more time chasing after payments and at some point, we might decide to write off the fee.

AGENDA

- MS asked C. Greek to address the impacts on the finance office for having to manage this. C. Greek said in response: They are not the ones managing it. Wittman will be managing payments and everything else. The only thing finance department will be handling is the hardship waiver. Until is it up and going she cannot say what kind of impact will be made.
- MS asked about a new bank account for this and will be receiving payments from Wittman that would need to be reconciled along with reporting billing? C. Greek response: There shouldn't be any new bank accounts it would go into the first responder fee and the general one. A new GL was made to which it would go into. They would handle paperwork, finance would just double check.
- MS wants to know if they could manage it instead of the Board. Could add them in contract is an idea and could save the district. GM response: There wasn't a conversation about this but can have a conversation for it.
- FWC asked who the provider is. GM response: Cameron Park Fire Department, consultant is Wittman Enterprises.
- MS and FWC talk about potentially bringing the policy back. GM asked if Board would like this to go back to the Budget and Administration Committee to be reviewed before it comes back to the Board in November. FWC Response: She would be ok with that.

Motion to approve the agreement for Professional First Responder billing between the CSD and Wittman Enterprises by MS / 2nd – EA

Ayes – FWC/SB/EA/MS/EW – Motion passed

Noes – None

Absent- None

Abstain - None

10. **DISCUSSION** Splash Pad at Cameron Park Lake (A. Pichly) – Not an action item

Director Wooten excused herself from meeting at 9:00 pm

11. **APPROVE Resolution 2022-33** approving Eastwood Park Design and Construction (A. Pichly, M. Grassle) – Action Item

Motion approve Resolution 2022-23 approving Eastwood Park Design and Construction by MS / 2nd – EA

Ayes – FWC/SB/EA/MS/ – Motion passed

Noes – None

Absent- None

Abstain - EW

BOARD INFORMATION ITEMS

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12. Committee Chair Report-Outs

- a. Budget & Administration
- b. Covenants, Conditions & Restrictions (CC&R)
- c. Fire & Emergency Services
- d. Parks & Recreation

13. General Matters to/from Board Members and Staff

- Upcoming Trainings & Community Meetings
CSDA: Special Legislative Days, May 16 and 17, 2023, Sheraton Grand Sacramento
-

PUBLIC COMMENT

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CONVENE TO CLOSED SESSION 10:16 pm

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

- Public Employee Annual Performance Evaluation pursuant to Government Code Section 54957.
Position: General Manager
-

ADJOURNMENT

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CONFORMED AGENDA

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

SPECIAL BOARD MEETING
Wednesday, November 2, 2022
5:30 p.m.

Cameron Park Community Center - Social Room
2502 Country Club Lane, Cameron Park, CA 95682

HYBRID TEAMS MEETING

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGM5ZWY4NzktMWVlZS00YmM1LTgxZGZEtYjE5YzFmODczYzJj%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d

Board Members

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

AGENDA

CALL TO ORDER 5:35 pm

1. Roll Call - FWC/EA/MS – present; – SB Absent
 2. Pledge of Allegiance
-

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ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

Motion – EA / 2nd - MS

Ayes – EA/MS/FWC – Motion passed

Noes – None

Absent – SB

Abstain - None

OPEN FORUM FOR NON-AGENDA ITEMS

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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.

CONVENE TO CLOSED SESSION

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

- Public Employee Annual Performance Evaluation pursuant to Government Code Section 54957.
Position: General Manager
The Board met in closed session to discuss the item aqenized for closed session discussion and direction was given to staff. The Board took no other reportable action and adjourned at 7:31 PM.
-

ADJOURNMENT – 7:31pm

AGENDA

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



Agenda Transmittal

DATE: November 16, 2022

FROM: André Pichly, General Manager

AGENDA ITEM #6: Resolution 2022-36 – Consideration authorizing open meetings via teleconference for Cameron Park Board of Director and Committee meetings per AB 361

RECOMMENDED ACTION: **APPROVE RESOLUTION NO. 2022-36**

Background

Assembly Bill 361, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

The District Board of Directors have passed resolutions since January that permitted the Board and Committees to hold virtual meetings. While the reasons for holding these virtual meetings was due to minimizing the risk of exposure to COVID-19 to all attendees, the current status of positive cases and hospitalizations in El Dorado County is very low, according to the [El Dorado County Health and Human Services COVID-19 interactive dashboard](#).

Continuing the state's phased rollback of executive orders implemented in response to the pandemic, Governor Gavin Newsom took action to lift all but 5 percent of COVID-19 related executive order provisions, while maintaining critical measures that support the state's ongoing response and recovery efforts. In short, the mask mandate for all California citizens has been rolled back and masks are no longer required.

Throughout the pandemic, public agencies had to adapt to continue holding public meetings while maintaining transparency and complying with the Brown Act. This was done using virtual meetings. After almost 2-years of using technology that permitted virtual meetings, public agencies became more proficient at facilitating meetings that allowed policymakers, staff, and the public to participate without being physically present. Despite some of the minor challenges that remain, the use of virtual meeting software has shown that public agencies can still conduct business and remain transparent.

Another benefit of the virtual meetings is its convenience for most users. Whether a Board Member, staff, or a member of the public, participation is relatively easy, and can be done just about anywhere, as long as the participant has a reliable Wi-Fi signal. Whether a panel member or an attendee, virtual meetings have made it easier for most citizens to participate. That said, nothing can replace the experience of meeting face-to-face, but that may not be convenient for most individuals. Allowing a hybrid virtual format for some people may increase participation and engagement.

Discussion

By adopting Resolution 2022-36, the Board of Directors would be able to implement hybrid meetings using virtual technology for meetings of the Board, as well as standing and ad hoc committees, as warranted, while remaining compliant with the State's Brown Act, for a 30-day period beginning November 28, 2022, to December 27, 2022. Adopting this resolution would permit the Board of Directors the option of all Cameron Park Community Services District public meetings to be held virtually while allowing members of the public to join during all open and public proceedings. A hybrid model would be the use of teleconferencing for meeting participants who would not be present for the meetings held at the Community Center while the meeting was taking place in-person. Members of the public and staff could opt to join in-person or virtually. The District would post the meeting agenda with the necessary information for joining the meeting online or by phone. A new resolution will need to be adopted by the Board of Directors at least every 30-days to have the option of having public meetings held virtually.

Attachment: 6.a – Resolution 2022-36

**RESOLUTION NO. 2022-36
of the Board of Directors
of the Cameron Park Community Services District
November 16, 2022**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMERON PARK
COMMUNITY SERVICES DISTRICT AUTHORIZING REMOTE TELECONFERENCE
MEETINGS OF THE LEGISLATIVE BODIES OF CAMERON PARK COMMUNITY
SERVICES DISTRICT FOR THE PERIOD NOVEMBER 28, 2022, TO DECEMBER 27, 2022,
PURSUANT TO BROWN ACT PROVISIONS.**

WHEREAS, the Cameron Park Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

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

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

WHEREAS, the Board of Directors does hereby find that the legislative bodies of Cameron Park Community Services District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF Cameron Park Community Services District DOES HEREBY RESOLVE AS FOLLOWS:

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

Section 2. Remote Teleconference Meetings. The General Manager and legislative bodies of Cameron Park Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 3. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 27, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code

section 54953(e)(3) to extend the time during which the legislative bodies of Cameron Park Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Cameron Park Community Services District, this 16th day of November 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Felicity Wood Carlson, President
Board of Directors

André Pichly
General Manager



Agenda Transmittal

DATE: November 16, 2022

FROM: André Pichly, General Manager

AGENDA ITEM #7: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

Budget and Administration

Bailey Meyer continues to develop as our Board Clerk, which has become a huge lift for me. Bailey is now writing up the conformed agendas, reviewing the agenda packets for accuracy and making sure all content is there. She's also putting together packets for committees and posting agendas online and on bulletin boards on campus. We are looking into training to increase her knowledge, improve her and competency.

Finance Officer Christina Greek and I met virtually with a representative from a company that provides HR Consulting Services.

Christina and I have concluded demonstrations from meeting management software firms and will be looking to select a company that can provide a product that meets our needs and provides a useful tool for staff.

We have extended the deadline for IT Services RFP submittals to November 28th. On November 4th one interested company did a site inspection of our IT closet and other campus spaces.

CC&R

CC&R Officer Jim Mog and his assistant, Tim Reimer, have stayed busy this fall as residents with RV's and watercraft look to store these items for the winter. Jim says this is typical for this time of year.

Jim continues to play a lead role in the Multi Agency Abatement Team (MAAT) as he works with representatives from the County and Fire Department to address issues of mutual concern.

I discussed the development of some helpful videos that Jim's office could create that could be shared on the District webpage and our social media feeds that would help educate the community about their CC&Rs and architectural review. These videos would be short and upbeat. The challenge for the CC&R office at this time is work load, but Jim indicates a narrated slideshow is doable if he can make time in his schedule to work on it.

We have also discussed the creation of some higher quality videos for the spring of 2023 and connecting with high school or college students in need of a project. I will be reaching out to Ponderosa High School, Folsom Lake College, and Sacramento State to see if there are students in need of a project that would be beneficial to us and the student.



Jim and Fire Prevention Specialist Meg Edlund (above) met during a recent GM/Fire Department meeting. Jim took the time to explain current campaigns and projects. The two talked about how they can coordinate efforts and share information that is relevant to both operations, including her participation in MAAT meetings.

Parks and Facilities

After the request for proposals period ended, Parks & Facilities Superintendent Mike Grassle was able to select a contractor for the Community Center main building entry way repair. Mike met with the lone contractor that submitted a bid to discuss the scope of work to help minimize the cost for the project.

Mike has extended the deadline for contractors to submit a bid for the automated gate entry feature for Cameron Park Lake through November 28th.

Parks & Facilities Supervisor Matt Bustabade and Facilities Worker Ashton Mellon cleaned-up the main entry way display cases and were able to get the lights working again so they could be used to display some items and information of visual interest

from our service areas and partners. The first to take advantage of the space was El Dorado Disposal. We hope to see items displayed from the Cameron Park Fire Department, Recreation, and Parks before the end of the calendar year.



At left, El Dorado Disposal staff discuss how they want to display their items. Middle and right is the result.



Matt installs the Boo Bash banner at the Community Center entrance off of Country Club Drive.

Recreation

Recreation Supervisor Kim Vickers held a successful Boo Bash and Trunk or Treat event on October 21st. The well attended event took place at the Community Center with Boo Bash in the gymnasium and Trunk or Treat in the parking lot. I attended in costume and was very impressed by the turn-out and loved visiting with some of the sponsors of this year's event.



Upcoming events:

- Old Fashioned Christmas Craft Fair, Saturday, November 19th, 10 am – 4pm at the Community Center
- 6th Annual Tree Lighting, December 2nd, 4:30 pm (tree lighting at around 6:15 pm) at Christa McAuliffe Park

Fire and Emergency Services



I am meeting weekly with the Fire Chiefs and Fire Prevention Specialist Meg Edlund. The intent of the meetings is to maintain open communications between the Fire Department leadership, Fire Prevention and Inspection activities, and myself.

Other

I asked a few District staff to form a fun and games committee to plan and organize some staff functions. They didn't disappoint as they planned a Halloween luncheon for October 28th. Thanks to Laura, Hailey, Bailey, and (a.k.a "Shenanigans Team") for hosting a fun staff event.



On October 25th I met with our two soon-to-be-sworn-in Board Members, Tim and Dawn, to talk about Board activity and to share my perspective on District achievements and challenges. Our Board Clerk is working on updating the Orientation Handbook for both of them and hope to have them ready by the first week in December.

On November 3rd, Kim and I attended the CPRS Region 1 Fall Forum in Elk Grove. This half-day training included a key note speaker and some educational session (one taught by Kim on inclusive recreation). The highlight for me was the session on Bike Parks.

On November 9th I was the featured presenter for a webinar hosted by the Illinois Park & Recreation Association. My 1-hour session was titled The Flexible Professional and it was attended virtually by over 45 different agencies throughout the country. I have been part of this program from over 10 years and will present the same session again on November 17th to a different group of agencies.

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ABOUT US MEMBERSHIP LEARN CONNECT INSPIRE CAREER CENTER IPRF FOUNDATION

skills development
webinar series

November
The Flexible Professional
Speaker: André Pichly



Agenda Transmittal

DATE: November 16, 2022

FROM: Christina Greek, Finance and Human Resources Officer

AGENDA ITEM #8: ACCOUNTABILITY ACT REPORT FOR FISCAL YEAR 2021-22

RECOMMENDED ACTION: Approve Accountability Act Report for Fiscal Year 2021-22

BACKGROUND

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

Budget and Administration Committee

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

DISCUSSION

The annual Accountability Act report is required for Covenants, Conditions and Restrictions only and is a FY 2021-22 Revenue and Expenditures report providing information to contain the following:

- The amount of money collected specifically for the special tax (not commingled with other revenue sources).
- The amount of money expended specifically for the special tax (not commingled with expenditures from other revenue sources).
- The status of any project required or authorized to be funded with the special tax

proceeds (not commingled with projects using other revenue sources).

The following pages provide the information required by the Accountability Act for the applicable District activities for Fiscal Year 2021-22 (Attachment 8A).

Attachment:

8A – Accountability Act Report 2021-22

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2021 Through 6/30/2022

		Current Period Actual
		<u> </u>
Operating Revenue		
Property Taxes	4110	398.97
Special Assessments	4135	78,671.71
Arc Review Fees	4140	30,175.00
Settlements	4450	0.00
Interest Income	4505	716.57
Total Operating Revenue		<u>109,962.25</u>
Expenditures		
Salaries - Perm.	5000	65,851.67
Overtime	5020	357.07
Health Benefit	5130	10,049.14
Dental Insurance	5140	750.00
Vision Insurance	5150	130.32
CalPERS Employer Retirement	5160	4,537.34
Worker's Compensation	5170	1,162.70
FICA/Medicare Employer Contribution	5180	1,258.20
UI/TT Contribution	5190	286.68
Advertising/Marketing	5209	0.00
Agency Administration Fee	5210	0.00
Bank Charge	5221	4,749.81
Clothing/Uniforms	5230	102.80
Computer Software	5231	4,338.49
Computer Hardware	5232	94.86
Contract Services - Other	5240	6,298.64
Food	5300	233.87
Fuel	5305	182.80
Legal Services	5335	6,733.19
Maint. - Buildings	5345	338.44
Maint. - Equipment	5350	134.18
Maint. - Vehicle	5370	408.34
Memberships/Subscriptions	5380	0.00
Office Supplies/Expense	5400	310.82
Postage	5410	89.69

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2021 Through 6/30/2022

		Current Period Actual
Printing	5415	0.00
Professional Services	5420	98.00
Publications & Legal Notices	5425	0.00
Rent/Lease - Equipment	5440	199.94
Staff Development	5455	0.00
Phones/internet	5470	4,693.44
Total Expenditures		<u>113,390.43</u>
Net Revenue Over Expenditures		<u><u>(3,428.18)</u></u>

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: November 16, 2022

FROM: Christina Greek, Finance/HR Officer

AGENDA ITEM #9: **ANNUAL DISCLOSURE OF BOARD OF DIRECTORS AND EMPLOYEE REIMBURSEMENT FY 2021-22**

RECOMMENDED ACTION: RECEIVE AND FILE

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

The attached report includes individual charges for services or products received of at least \$100 for the Fiscal Year 2021-22. The report will be posted on the District webpage as well as the District Information Board to fulfill the “publishing and availability for public inspection” requirement. Posting to the District website also meets a requirement for the District Transparency Certificate of Excellence from the California Special District Association.

Budget and Administration Committee

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

Attachments:

9A - Board Member Reimbursement Report

9B - Employee Reimbursement Report

Cameron Park Community Services District
Vendor Activity
From 7/1/2021 Through 6/30/2022

<u>Effective Date</u>	<u>Payee</u>	<u>Document Description</u>	<u>Expenses</u>	
7/29/2021	Ellamae J. Wooten	Dir Comp Mtgs 07/12 & 07/21/21	200.00	
8/31/2021	Ellamae J. Wooten	Dir Comp Mtgs 08/02,18,24	300.00	
9/20/2021	Ellamae J. Wooten	Dir Comp Mtgs 09/15, 16	200.00	
11/4/2021	Ellamae J. Wooten	Dir Comp Mtgs 10/04,04,06,20	400.00	
11/18/2021	Ellamae J. Wooten	Dir comp Mtg 11/07/21	100.00	
12/20/2021	Ellamae J. Wooten	Dir Comp Mtgs 12/03, 16 2021	200.00	
1/31/2022	Ellamae J. Wooten	Dir Comp Mtgs 01/06,10,10,13,19	500.00	
2/28/2022	Ellamae J. Wooten	Dir comp mtgs 2/7, 2/7, 2/10, 2/16	400.00	
			2,300.00	Transaction Total
	Total Ellamae J. Wooten		2,300.00	
7/31/2021	Eric William Blodgett Aiston	Dir Comp Mtgs 07/13, 21 & GM Rec 07/22,27,28	500.00	
10/20/2021	Eric William Blodgett Aiston	Dir Comp for mtgs 08/0,06,18,24	400.00	
10/20/2021	Eric William Blodgett Aiston	Dir Comp for Mtgs 09/15,16,22,28	400.00	
11/4/2021	Eric William Blodgett Aiston	Dir Comp Mtgs 10/05,05,06,12,20	500.00	
11/29/2021	Eric William Blodgett Aiston	Dir Comp Mtgs 11/02,03,17	300.00	
12/20/2021	Eric William Blodgett Aiston	Dir Comp Mtgs 12/04, 16 2021	200.00	
2/10/2022	Eric William Blodgett Aiston	Dir. Comp. Mtgs 1/4, 1/6, 1/13, 1/19	400.00	
3/12/2022	Eric William Blodgett Aiston	Dir Comp Feb 2022 - 2/1, 2/7, 2/10, 2/16	400.00	
4/5/2022	Eric William Blodgett Aiston	Dir Comp Mtgs 03/07, 08, 16 2022	300.00	
5/20/2022	Eric William Blodgett Aiston	Dir Comp mtgs 04/04,04/20 & 05/10/22	300.00	

Cameron Park Community Services District
Vendor Activity
From 7/1/2021 Through 6/30/2022

<u>Effective Date</u>	<u>Payee</u>	<u>Document Description</u>	<u>Expenses</u>	
5/31/2022	Eric William Blodgett Aiston	Dir Comp Mtgs 05/02,18,25,2022	300.00	
6/23/2022	Eric William Blodgett Aiston	Dir Comp Mtgs 06/06,07,14,15,22	500.00	
			4,500.00	Transaction Total
	Total Eric William Blodgett Aiston		4,500.00	
7/31/2021	Felicity Wood Carlson	Dir Comp 07/19,21 & GM Rec 07/08,22,27,28	600.00	
9/20/2021	Felicity Wood Carlson	Dir Comp Mtgs 09/15, 16	200.00	
10/20/2021	Felicity Wood Carlson	Dir Comp for mtgs 08/02,03, 06,18,24	500.00	
10/20/2021	Felicity Wood Carlson	Dir Comp for mtgs 09/22 & 9/28	200.00	
11/4/2021	Felicity Wood Carlson	Dir Comp Mtgs 10/04, 05,06,12,20	500.00	
11/18/2021	Felicity Wood Carlson	Dir Comp Mtgs 11/02,03,08,17	400.00	
12/20/2021	Felicity Wood Carlson	Dir Comp Mtgs 12/03,04,16 2021	300.00	
1/31/2022	Felicity Wood Carlson	Dir Comp Mtgs 01/04,06,13,19	400.00	
2/28/2022	Felicity Wood Carlson	Dir Comp Mtgs 2/1, 2/10, 2/16	300.00	
3/29/2022	Felicity Wood Carlson	Dir Comp Mtgs 03/08 & 03/16/22	200.00	
5/4/2022	Felicity Wood Carlson	Dir Comp mtgs 04/05 & 20 2022	200.00	
5/31/2022	Felicity Wood Carlson	Dir Comp Mtgs 5/10,18,25/2022	300.00	
			4,100.00	Transaction Total
	Total Felicity Wood Carlson		4,100.00	

Cameron Park Community Services District
 Vendor Activity
 From 7/1/2021 Through 6/30/2022

Effective Date	Payee	Document Description	Expenses	
7/31/2021	Sidney Arthur Bazett	Dir Comp Mtgs 07/19, 21	200.00	
9/8/2021	Sidney Arthur Bazett	Dir Comp Mtgs 08/03, 18, 24	300.00	
9/20/2021	Sidney Arthur Bazett	Dir Comp Mtgs 08/30 & 09/15, 16	300.00	
11/18/2021	Sidney Arthur Bazett	Dir Comp Mtgs 10/04, 05, 06, 20	400.00	
11/18/2021	Sidney Arthur Bazett	Dir Comp Mtgs 11/08, 17	200.00	
12/20/2021	Sidney Arthur Bazett	Dir Comp mtgs 12/03, 04, 16 2021	300.00	
1/1/2022	Sidney Arthur Bazett	Dir Comp mtg CC&R 12/21/21	100.00	
2/3/2022	Sidney Arthur Bazett	Dir. Comp Mtgs. 1/6, 1/10, 1/11, 1/11, 1/13, 1/19	600.00	
3/1/2022	Sidney Arthur Bazett	Director Comp. Mtgs 2/10, 2/10, 2/16	300.00	
4/5/2022	Sidney Arthur Bazett	Dir Comp Mtgs 03/08, 03/08, 03/16/22	300.00	
4/30/2022	Sidney Arthur Bazett	Dir Comp mtgs 04/04, 05, 05, 20, 2022	400.00	
6/23/2022	Sidney Arthur Bazett	Dir Comp Mtgs 06/06, 06, 14, 15, 22	500.00	
			<u>3,900.00</u>	Transaction Total
	Total Sidney Arthur Bazett		<u>3,900.00</u>	
	Report Opening/Current Balance		<u> </u>	
	Report Transaction Totals		14,800.00	
	Report Current Balances		<u> </u>	

Cameron Park Community Services District
Vendor Activity
From 7/1/2021 Through 6/30/2022

Attachment 9B

Effective Date	Payee	Document Description	Expenses
12/1/2021	Andre L. Pichly III	Monthly Cell & Mileage - December 2021	200.00
1/1/2022	Andre L. Pichly III	Cell & Mileage Allowances - January 2022	200.00
2/3/2022	Andre L. Pichly III	Cell & Mileage Allowances - Feb 2022	200.00
3/1/2022	Andre L. Pichly III	Cell & Mileage Allowances March 2022	200.00
3/23/2022	Andre L. Pichly III	CPRS Conference prkg/entry reimb 03/22/22	80.00
3/23/2022	Andre L. Pichly III	Mileage CPRS Conference 03/09 & 10 2022	96.32
3/24/2022	Andre L. Pichly III	Staff Dev/retreat supplies - reimb 03/24/22	162.42
4/5/2022	Andre L. Pichly III	Cell Allowance - April 2022	100.00
4/5/2022	Andre L. Pichly III	Mileage Allowance - April 2022	100.00
4/27/2022	Andre L. Pichly III	lunch mtg reimb 04/27/22	34.80
5/1/2022	Andre L. Pichly III	Cell Allowance - May 2022	100.00
5/1/2022	Andre L. Pichly III	Mileage Allowance - May 2022	100.00
5/4/2022	Andre L. Pichly III	Chamber luncheon - reimb 05/05/22	25.00
6/1/2022	Andre L. Pichly III	Cell & Mileage Allowance June 2022	200.00
6/8/2022	Andre L. Pichly III	Reimb to AP for NRPA membership 06/08/22	675.00
			<u>2,473.54</u> Transaction Total
Total Andre L. Pichly III			2,473.54
7/1/2021	Christina Greek	Cell Allowance - July 2021	100.00
7/6/2021	Christina Greek	FP for DOJ reimb - C. Greek 07/06/21	21.00
8/1/2021	Christina Greek	Cell Allowance - August 2021	100.00
9/1/2021	Christina Greek	Cell Allowance - September 2021	100.00
10/1/2021	Christina Greek	Cell allowance - Oct. 2021	100.00
11/1/2021	Christina Greek	Cell Allowance - November 2021	100.00
12/1/2021	Christina Greek	Cell Allowance - December 2021	100.00
1/1/2022	Christina Greek	Cell Allowance - January 2022	100.00
2/3/2022	Christina Greek	Cell Allowance - Feb 2022	100.00
3/1/2022	Christina Greek	Cell Allowances March 2022	100.00
4/1/2022	Christina Greek	Cell Allowance - April 2022	100.00
5/1/2022	Christina Greek	Cell Allowance - May 2022	100.00
6/1/2022	Christina Greek	Cell Allowance - June 2022	100.00
			<u>1,221.00</u> Transaction Total
Total Christina Greek			1,221.00
12/29/2021	Greg Dalbeck	Boot Allowance - reimb	150.00
			<u>150.00</u> Transaction Total
Total Greg Dalbeck			150.00
4/5/2022	Jessica Garrison	Cell Allowance - April 2022	50.00
5/1/2022	Jessica Garrison	Cell Allowance - May 2022	50.00
6/1/2022	Jessica Garrison	Cell Allowance - June 2022	50.00
6/23/2022	Jessica Garrison	Sum Spect 2022 groceries/staff food - reimb	237.98
			<u>387.98</u> Transaction Total
Total Jessica Garrison			387.98

Cameron Park Community Services District
Vendor Activity
From 7/1/2021 Through 6/30/2022

Attachment 9B

Effective Date	Payee	Document Description	Expenses
7/1/2021	Jill Ritzman	Cell Allowance - July 2021	100.00
8/1/2021	Jill Ritzman	Cell Allowance - August 2021	100.00
8/16/2021	Jill Ritzman	EP mailers - stamps reimbursement 8/16/21	100.65
8/19/2021	Jill Ritzman	Rotary lunch - Reimb	80.00
9/1/2021	Jill Ritzman	Cell Allowance - September 2021	100.00
9/9/2021	Jill Ritzman	Staff donuts, Reimb to J. Ritzman	36.44
10/14/2021	Jill Ritzman	Cell Allowance - October 2021	100.00
11/4/2021	Jill Ritzman	Cell Allowance - November 2021	100.00
12/1/2021	Jill Ritzman	Cell Allowance - December 2021	100.00
12/16/2021	Jill Ritzman	Flowers to Joes/TY for Chamber event- reimb	53.63
12/21/2021	Jill Ritzman	Notary for CEQA - reimb 12/21/21	30.00
12/22/2021	Jill Ritzman	EDC deed record - reimb 12/21/21	8.00
2/12/2022	Jill Ritzman	Land & Water Conserv. Grant app 2/1/22	640.00
			<u>1,548.72</u> Transaction Total
Total Jill Ritzman			1,548.72
11/14/2021	Jose Cortes	Boot reimbursement - JC 11/14/21	150.00
			<u>150.00</u> Transaction Total
Total Jose Cortes			150.00
7/12/2021	Kayla Thayer	Summer camp supplies- reimb 07/12/21	18.57
8/1/2021	Kayla Thayer	Cell Allowance - August 2021 (1st)	50.00
8/5/2021	Kayla Thayer	Camp/Aquatics party beverages - reimb 08/05/21	17.59
9/1/2021	Kayla Thayer	Cell Allowance - September 2021	50.00
10/1/2021	Kayla Thayer	Cell Allowance - Oct 2021	50.00
11/1/2021	Kayla Thayer	Cell Allowance - November 2021	50.00
11/5/2021	Kayla Thayer	Xmas Craft Fair permit - reimb	171.00
12/2/2021	Kayla Thayer	Cell Allowance - December 2021	50.00
12/27/2021	Kayla Thayer	kids camp supplies, games, etc. Dec. 2021	173.40
12/30/2021	Kayla Thayer	Mileage reimb - Nov/Dec 2021	55.44
1/1/2022	Kayla Thayer	Cell Allowance - January 2022	50.00
2/3/2022	Kayla Thayer	Cell Allowance - Feb 2022	50.00
2/17/2022	Kayla Thayer	Event special food - reimb 02/11/22	4.99
2/28/2022	Kayla Thayer	Mileage Reimbursement Jan/Feb 2022	53.20
3/1/2022	Kayla Thayer	Cell Allowances March 2022	50.00
3/23/2022	Kayla Thayer	Parking CPRS Conference 03/07-03/12/22	27.00
3/25/2022	Kayla Thayer	staff dev/ retreat bkfst food - reimb 03/24/22	48.45
4/5/2022	Kayla Thayer	Cell Allowance - April 2022	50.00
4/14/2022	Kayla Thayer	Spring break camp supplies - reimb 04/14/22	21.63
5/1/2022	Kayla Thayer	Cell Allowance - May 2022	50.00
5/31/2022	Kayla Thayer	Mileage Reimb March-May 2022	54.88
6/1/2022	Kayla Thayer	Cell Allowance - June 2022	50.00
6/28/2022	Kayla Thayer	Summer Camp Staff treat - donuts - reimb	17.38
6/30/2022	Kayla Thayer	Mileage Reimb - June 2022	27.26
			<u>1,240.79</u> Transaction Total

Cameron Park Community Services District
Vendor Activity
From 7/1/2021 Through 6/30/2022

Attachment 9B

Effective Date	Payee	Document Description	Expenses
Total Kayla Thayer			1,240.79
7/1/2021	Kimberly Vickers	Cell Allowance - July 2021	100.00
8/1/2021	Kimberly Vickers	Cell Allowance - August 2021	100.00
9/1/2021	Kimberly Vickers	Cell Allowance - September 2021	100.00
10/1/2021	Kimberly Vickers	Cell Allowance - Oct 2021	100.00
11/1/2021	Kimberly Vickers	Cell Allowance - November 2021	100.00
12/1/2021	Kimberly Vickers	Cell Allowance - December 2021	100.00
1/1/2022	Kimberly Vickers	Cell Allowance - January 2022	100.00
2/3/2022	Kimberly Vickers	Cell Allowance - Feb 2022	100.00
3/1/2022	Kimberly Vickers	Cell Allowances March 2022	100.00
4/5/2022	Kimberly Vickers	Cell Allowance - April 2022	100.00
5/1/2022	Kimberly Vickers	Cell Allowance - May 2022	100.00
6/1/2022	Kimberly Vickers	Cell Allowance - June 2022	100.00
			<u>1,200.00</u> Transaction Total
Total Kimberly Vickers			1,200.00
9/30/2021	Laura Sanders-Ito	CY 2021 Q1 Mileage reimb. (bank/po) July-Sept.	64.79
12/1/2021	Laura Sanders-Ito	Cell Allowance - December 2021	50.00
12/31/2021	Laura Sanders-Ito	Mileage Q2 FY 21/22 - reimb	43.51
1/1/2022	Laura Sanders-Ito	Cell Allowance - January 2022	50.00
2/3/2022	Laura Sanders-Ito	Cell Allowance - Feb 2022	50.00
3/1/2022	Laura Sanders-Ito	Cell Allowances March 2022	50.00
3/31/2022	Laura Sanders-Ito	Mileage reimb- CY 2022 Q1	36.68
4/5/2022	Laura Sanders-Ito	Cell Allowance - April 2022	50.00
5/1/2022	Laura Sanders-Ito	Cell Allowance - May 2022	50.00
6/1/2022	Laura Sanders-Ito	Cell Allowance - June 2022	50.00
6/28/2022	Laura Sanders-Ito	Mileage Reimb April/May/June 2022	46.14
			<u>541.12</u> Transaction Total
Total Laura Sanders-Ito			541.12
7/1/2021	Michael Grassle	Cell Allowance July 2021	100.00
8/1/2021	Michael Grassle	Cell Allowance - August 2021	100.00
9/1/2021	Michael Grassle	Cell Allowance - September 2021	100.00
10/1/2021	Michael Grassle	Cell Allowance - Oct 2021	100.00
10/19/2021	Michael Grassle	Mileage Reimb Sept. 2021	116.48
11/1/2021	Michael Grassle	Cell Allowance - November 2021	100.00
11/30/2021	Michael Grassle	Mileage Reimbursement - November 2021	49.84
12/1/2021	Michael Grassle	Cell Allowance - December 2021	100.00
12/14/2021	Michael Grassle	parking at conference 12/13/21 - reimb	72.00
12/21/2021	Michael Grassle	reimb for cash to Matt to clean tablecloths	50.00
12/31/2021	Michael Grassle	Mileage Reimbursement Dec 2021	113.46
1/1/2022	Michael Grassle	Cell Allowance - January 2022	100.00
1/31/2022	Michael Grassle	Mileage Reimbursement Jan 2022	68.88
2/3/2022	Michael Grassle	Cell Allowance - Feb 2022	100.00

Cameron Park Community Services District
Vendor Activity
From 7/1/2021 Through 6/30/2022

Attachment 9B

Effective Date	Payee	Document Description	Expenses
2/28/2022	Michael Grassle	Mileage Reimbursement Feb 2022	63.84
3/1/2022	Michael Grassle	Cell Allowances March 2022	100.00
3/31/2022	Michael Grassle	mileage reimbursement - March 2022	98.00
4/5/2022	Michael Grassle	Cell Allowance - April 2022	100.00
5/1/2022	Michael Grassle	Cell Allowance - May 2022	100.00
5/31/2022	Michael Grassle	Mileage Reimb - May 2022	134.40
6/1/2022	Michael Grassle	Cell Allowance - June 2022	100.00
6/30/2022	Michael Grassle	Mileage reimb June 2022	<u>103.82</u>
			<u>2,070.72</u> Transaction Total
Total Michael Grassle			2,070.72
5/17/2022	Ramon Soto	Boot reimbursement 05/16/22	150.00
6/1/2022	Ramon Soto	Cell Allowance - June 2022	50.00
			<u>200.00</u> Transaction Total
Total Ramon Soto			200.00
Report Opening/Current Balance			
Report Transaction Totals			<u>11,183.87</u>
Report Current Balances			



Agenda Transmittal

DATE: November 16, 2022

FROM: Christina Greek, Finance/HR Manager

AGENDA ITEM #10 PRELIMINARY YEAR-END FISCAL YEAR 2021-2022

RECOMMENDED ACTION: REVIEW AND FILE

Introduction

Staff is preparing for Fiscal Year 2021-2022 Audit and have completed enough tasks to share with the Budget and Administration Committee a preliminary year-end report. At this time, the District has ended with a negative number of \$56,891.67. This includes the budgeted transfer to reserve fund 80 in the amount of \$27,639.66.

Discussion

Significant budget adjustments were made to respond to current inflation at mid-year. Revenues ended at 101% and expenditures a little higher at 103%. In many areas, the District was at or lower than estimated. In a few areas, expenses were much higher.

- Salaries due to an overlap of the previous General Manager and New GM.
- Overtime due to vacancies;
- Electricity due to an increase in rates and solar savings not recognized yet
- Bank fees - fees charged to the District for customers using credit cards.
- Propane - propane tank issues causing increase of propane use
- Building maintenance - for the propane tank vaporizer installation as well as new tarps for the pool

Budget and Administration Committee

The Budget and Administration Committee received the report and discussed some of the line item variations. Expenses that belonged to the splash pad were moved over to Fund 80.

Attachments:

- 10A. Fund 01 Preliminary Year-End Fiscal Year 2021-2022
- 10B. Fund 02 Preliminary Year-End Fiscal Year 2021-2022

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2021 Through 6/30/2022

		Prior Budget 2021	Prior Year Current Period Actual	Total Budget - Revised Final	Current Period Actual	Percent Exp to Date
Operating Revenue						
Property Taxes	4110	4,363,061.00	4,419,679.40	4,582,358.00	4,602,534.44	100.44%
Franchise Fees	4113	200,000.00	206,526.21	206,780.00	218,982.46	105.90%
Fire Marshall Plan Review	4132	40,000.00	33,139.30	105,000.00	59,818.95	56.97%
Tuition Fees/Revenue	4142	0.00	1,350.00	0.00	3,261.82	0.00%
Youth Classes	4145	0.00	(30.00)	0.00	0.00	0.00%
Adult Classes	4146	0.00	0.00	0.00	0.00	0.00%
Youth Sports	4147	0.00	0.00	0.00	0.00	0.00%
Adult Sports	4148	0.00	0.00	0.00	0.00	0.00%
Senior Programs	4153	0.00	0.00	0.00	0.00	0.00%
Recreation Program Revenue	4154	116,918.38	56,967.80	142,639.00	201,840.12	141.50%
Transfer In	4165	24,570.00	22,146.00	39,598.85	39,598.85	100.00%
Special Events	4170	0.00	(47.50)	0.00	31,859.00	0.00%
Lake Entries - Daily (Kiosk)	4180	0.00	2,807.00	35,660.00	41,578.78	116.59%
Annual Passes (Lake/Pool Combo)	4181	66,782.00	70,571.25	75,000.00	60,180.94	80.24%
Picnic Site Rentals	4182	0.00	580.00	1,500.00	1,674.50	111.63%
Assembly Hall & Classroom Rentals	4185	15,304.00	13,665.00	35,139.00	20,262.80	57.66%
Gym Rentals	4186	27,810.00	20,702.40	26,000.00	6,828.34	26.26%
Pool Rental Fees	4187	87,215.00	86,987.94	98,000.00	87,467.50	89.25%
Sports Field Rentals	4190	27,070.00	10,992.96	19,580.00	19,794.00	101.09%
Brochure Ads	4209	0.00	0.00	0.00	0.00	0.00%
Donations	4250	0.00	1,200.00	0.00	3,669.00	0.00%
Sponsorships	4255	14,500.00	29,000.00	20,000.00	19,921.20	99.60%
JPA Reimbursable	4260	1,150,000.00	1,127,797.03	1,150,000.00	1,149,999.96	99.99%
Fire Apparatus Equip Rental	4262	20,000.00	19,656.46	10,000.00	10,000.00	100.00%
Reimbursement/Refund	4400	6,776.00	75,858.25	1,800.00	30,376.18	1,687.56%
Weed Abatement	4410	4,020.00	15,731.73	15,750.00	6,029.96	38.28%
Settlements	4450	0.00	0.00	0.00	0.00	0.00%
Interest Income	4505	25,000.00	4,265.76	19,000.00	1,608.92	8.46%
Other Income/Refunds	4600	12,000.00	2,802.90	8,000.00	1,198.22	14.97%
Relief Funds	4601	0.00	0.00	193,788.00	193,788.00	100.00%
Grant - CCI	4605	153,794.00	113,830.59	113,120.00	165,071.95	145.92%
Grants	4610	0.00	999.90	0.00	0.00	0.00%
Gain/Loss of Assets	4615	0.00	0.00	0.00	3,015.31	0.00%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2021 Through 6/30/2022

		Prior Budget 2021	Prior Year Current Period Actual	Total Budget - Revised Final	Current Period Actual	Percent Exp to Date
Total Operating Revenue		<u>6,354,820.38</u>	<u>6,337,180.38</u>	<u>6,898,712.85</u>	<u>6,980,361.20</u>	<u>101.18%</u>
Expenditures						
Salaries - Perm.	5000	668,160.00	707,063.36	777,784.00	858,669.21	110.39%
Salaries - Seasonal	5010	90,540.00	107,591.86	141,975.00	160,481.78	113.03%
Overtime	5020	7,050.00	17,378.95	13,750.00	26,007.08	189.14%
In Lieu Benefits Stipend	5120	0.00	0.00	6,000.00	6,583.32	109.72%
Health Benefit	5130	118,523.00	124,254.05	127,540.00	130,618.48	102.41%
Retiree Health Benefit	5135	78,016.00	95,996.15	112,025.00	104,611.39	93.38%
Dental Insurance	5140	9,663.00	10,605.45	9,721.00	12,107.44	124.54%
Vision Insurance	5150	1,396.00	1,732.98	1,513.00	1,798.14	118.84%
CalPERS Employer Retirement	5160	207,664.00	206,709.53	248,154.00	253,688.87	102.23%
Worker's Compensation	5170	57,914.00	54,114.92	31,622.93	36,508.99	115.45%
FICA/Medicare Employer Contribution	5180	23,999.00	21,593.21	24,516.00	29,306.75	119.54%
UI/TT Contribution	5190	10,689.00	10,578.67	10,682.00	9,382.41	87.83%
Advertising/Marketing	5209	7,810.00	8,824.16	15,200.00	15,500.01	101.97%
Agriculture	5215	14,816.00	12,959.83	14,400.00	16,992.00	118.00%
Audit/Accounting	5220	30,000.00	46,775.22	36,000.00	40,829.84	113.41%
Bank Charge	5221	10,000.00	8,002.41	6,800.00	13,750.22	202.20%
Clothing/Uniforms	5230	4,285.00	2,473.78	6,350.00	3,970.20	62.52%
Computer Software	5231	27,200.00	29,981.64	30,721.00	34,998.38	113.92%
Computer Hardware	5232	5,500.00	4,514.06	7,250.00	7,818.50	107.84%
Contractual Services	5235	10,000.00	13,874.60	10,000.00	4,730.07	47.30%
Contractual - Provider Services - FIRE	5236	4,059,061.00	3,331,787.48	4,160,537.26	3,940,462.91	94.71%
Contract Under Utilization	5237	(250,000.00)	0.00	(300,000.00)	0.00	0.00%
Contract Services - Other	5240	163,438.00	270,115.30	176,290.00	110,176.17	62.49%
Director Compensation	5250	18,000.00	11,400.00	16,800.00	14,800.00	88.09%
EDC Department Agency	5260	4,300.00	4,252.73	4,300.00	4,418.54	102.75%
Educational Materials	5265	12,500.00	19,172.88	11,000.00	2,721.37	24.73%
Elections	5270	0.00	45.00	0.00	0.00	0.00%
Equipment-Minor/Small Tools	5275	9,340.00	5,704.30	8,500.00	10,441.99	122.84%
Fire & Safety Supplies	5285	3,913.04	5,007.70	3,450.00	4,075.41	118.12%
Fire Prevention & Inspection	5290	1,200.00	2,250.65	1,100.00	1,785.00	162.27%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2021 Through 6/30/2022

		Prior Budget 2021	Prior Year Current Period Actual	Total Budget - Revised Final	Current Period Actual	Percent Exp to Date
Fire Turnout Gear	5295	31,000.00	30,208.18	31,000.00	30,408.06	98.09%
Fire- Intern paid	5296	14,200.00	16,360.00	20,200.00	11,320.00	56.03%
Food	5300	2,750.00	1,927.05	2,500.00	2,772.46	110.89%
Fuel	5305	38,200.00	39,611.39	34,000.00	56,911.43	167.38%
Government Fees/Permits	5310	25,382.00	24,771.68	25,400.00	23,369.84	92.00%
Janitorial / HH Supplies	5315	26,700.00	31,508.77	35,000.00	37,963.38	108.46%
Instructors	5316	1,000.00	1,365.00	26,500.00	29,514.80	111.37%
Insurance	5320	130,000.00	129,411.74	175,886.00	172,385.49	98.00%
Legal Services	5335	15,000.00	13,933.50	15,000.00	10,733.00	71.55%
Maint. - Vehicle Supplies	5340	1,700.00	1,085.04	2,200.00	0.00	0.00%
Maint. - Buildings	5345	27,900.00	25,662.94	23,000.00	38,228.21	166.20%
Maint. - Equipment	5350	42,225.00	38,703.98	43,040.00	35,009.63	81.34%
Maint. - Grounds	5355	50,026.00	44,453.48	42,500.00	41,772.94	98.28%
Maint. - Radio/Phones	5360	2,000.00	1,453.05	2,000.00	4,301.91	215.09%
Maint. - Tires & Tubes	5365	14,800.00	8,111.34	13,200.00	13,273.27	100.55%
Maint. - Vehicle	5370	33,750.00	29,170.32	31,500.00	34,455.14	109.38%
Medical Supplies	5375	700.00	0.00	0.00	0.00	0.00%
Memberships/Subscriptions	5380	10,160.00	9,879.25	10,660.00	10,909.09	102.33%
Mileage Reimbursement	5385	1,250.00	228.09	1,600.00	1,995.82	124.73%
Miscellaneous	5395	100.00	0.00	0.00	500.00	0.00%
Office Supplies/Expense	5400	10,200.00	9,377.95	9,700.00	8,169.46	84.22%
Pool Chemicals	5405	26,827.00	32,788.86	25,000.00	29,694.15	118.77%
Postage	5410	10,300.00	5,166.83	7,800.00	8,018.77	102.80%
Printing	5415	1,100.00	156.56	850.00	320.13	37.66%
Professional Services	5420	129,587.00	112,749.83	89,110.00	82,855.48	92.98%
Program Supplies	5421	2,579.00	4,604.08	13,730.00	27,900.55	203.20%
Publications & Legal Notices	5425	600.00	298.88	600.00	407.39	67.89%
Radios	5430	3,000.00	11,749.80	3,000.00	24.61	0.82%
Rent/Lease - Bldgs, Fields, etc.	5435	0.00	490.15	3,060.00	0.00	0.00%
Rent/Lease - Equipment	5440	4,200.00	2,550.17	3,400.00	10,174.62	299.25%
Staff Development	5455	19,300.00	18,187.40	24,250.00	14,916.62	61.51%
Special Events	5465	500.00	530.72	0.00	23,844.50	0.00%
Phones/internet	5470	41,600.00	42,333.70	42,100.00	47,551.14	112.94%
Utilities - Water	5490	38,500.00	52,711.46	46,000.00	58,525.12	127.22%
Utilities - Gas	5491	0.00	0.00	80,000.00	93,131.82	116.41%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2021 Through 6/30/2022

		Prior Budget 2021	Prior Year Current Period Actual	Total Budget - Revised Final	Current Period Actual	Percent Exp to Date
Utilities - Electric/Solar	5492	147,860.00	199,860.51	100,798.00	148,290.77	147.11%
Utilites - Water - LLAD's	5495	350.00	864.37	0.00	0.00	0.00%
Vandalism	5500	2,200.00	985.10	0.00	186.66	0.00%
Cal Fire In Kind Purchases	5501	12,400.00	7,167.67	4,500.00	2,124.32	47.20%
Capital Equipment Expense	5625	0.00	4,520.88	45,000.00	31,398.16	69.77%
Transfer Out	7000	9,020.00	9,020.00	9,020.00	9,020.00	100.00%
Transfer to Reserve	7001	0.00	0.00	27,639.66	27,639.66	100.00%
Reconciliation Discrepancy Account	9999	0.00	0.00	0.00	0.00	0.00%
Total Expenditures		<u>6,333,943.04</u>	<u>6,098,720.59</u>	<u>6,784,724.85</u>	<u>7,037,252.87</u>	<u>103.72%</u>
Net Revenue Over Expenditures		<u>20,877.34</u>	<u>238,459.79</u>	<u>113,988.00</u>	<u>(56,891.67)</u>	<u>(49.91)%</u>

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2021 Through 6/30/2022

		Prior Budget 2021	Prior Year Current Period Actual	Total Budget - Revised Final	Current Period Actual	Percent Exp to Date
Operating Revenue						
Property Taxes	4110	0.00	285.90	0.00	398.97	0.00%
Special Assessments	4135	81,600.00	78,658.16	81,600.00	78,671.71	96.41%
Arc Review Fees	4140	19,500.00	26,605.00	30,000.00	30,175.00	100.58%
Settlements	4450	0.00	0.00	0.00	0.00	0.00%
Interest Income	4505	4,000.00	987.70	2,500.00	716.57	28.66%
Other Income/Refunds	4600	0.00	3,056.50	0.00	0.00	0.00%
Total Operating Revenue		<u>105,100.00</u>	<u>109,593.26</u>	<u>114,100.00</u>	<u>109,962.25</u>	<u>96.37%</u>
Expenditures						
Salaries - Perm.	5000	60,694.00	62,302.36	73,338.00	65,851.67	89.79%
Overtime	5020	0.00	1,465.53	500.00	357.07	71.41%
Health Benefit	5130	9,222.00	10,286.10	9,787.00	10,049.14	102.67%
Dental Insurance	5140	735.00	750.00	735.00	750.00	102.04%
Vision Insurance	5150	130.00	141.18	130.00	130.32	100.24%
CalPERS Employer Retirement	5160	4,240.00	4,712.91	4,607.00	4,537.34	98.48%
Worker's Compensation	5170	3,702.00	0.00	1,238.79	1,162.70	93.85%
FICA/Medicare Employer Contribution	5180	880.00	863.27	1,847.00	1,258.20	68.12%
UI/TT Contribution	5190	217.00	532.01	269.00	286.68	106.57%
Advertising/Marketing	5209	0.00	202.70	550.00	0.00	0.00%
Agency Administration Fee	5210	2,000.00	0.00	2,000.00	0.00	0.00%
Bank Charge	5221	200.00	0.00	5,000.00	4,749.81	94.99%
Clothing/Uniforms	5230	150.00	345.35	325.00	102.80	31.63%
Computer Software	5231	4,101.00	3,890.68	4,250.00	4,338.49	102.08%
Computer Hardware	5232	0.00	32.16	0.00	94.86	0.00%
Contract Services - Other	5240	3,000.00	6,250.55	6,000.00	6,298.64	104.97%
EDC Department Agency	5260	0.00	0.00	0.00	0.00	0.00%
Food	5300	200.00	67.81	200.00	233.87	116.93%
Fuel	5305	950.00	62.83	600.00	182.80	30.46%
Insurance	5320	3,017.00	0.00	0.00	0.00	0.00%
Legal Services	5335	12,000.00	3,246.36	6,600.00	6,733.19	102.01%
Maint. - Buildings	5345	0.00	0.00	0.00	338.44	0.00%
Maint. - Equipment	5350	200.00	23.50	200.00	134.18	67.09%
Maint. - Grounds	5355	0.00	(177.50)	0.00	0.00	0.00%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2021 Through 6/30/2022

		Prior Budget 2021	Prior Year Current Period Actual	Total Budget - Revised Final	Current Period Actual	Percent Exp to Date
Maint. - Vehicle	5370	500.00	558.69	525.00	408.34	77.77%
Memberships/Subscriptions	5380	30.00	0.00	30.00	0.00	0.00%
Office Supplies/Expense	5400	500.00	91.06	300.00	310.82	103.60%
Postage	5410	300.00	162.54	300.00	89.69	29.89%
Printing	5415	500.00	228.98	500.00	0.00	0.00%
Professional Services	5420	0.00	98.00	98.00	98.00	100.00%
Publications & Legal Notices	5425	300.00	0.00	300.00	0.00	0.00%
Rent/Lease - Equipment	5440	0.00	0.00	200.00	199.94	99.97%
Staff Development	5455	500.00	0.00	500.00	0.00	0.00%
Phones/internet	5470	4,500.00	4,365.59	4,500.00	4,693.44	104.29%
Transfer Out	7000	0.00	17,146.00	0.00	0.00	0.00%
Total Expenditures		<u>112,768.00</u>	<u>117,648.66</u>	<u>125,429.79</u>	<u>113,390.43</u>	<u>90.40%</u>
Net Revenue Over Expenditures		<u>(7,668.00)</u>	<u>(8,055.40)</u>	<u>(11,329.79)</u>	<u>(3,428.18)</u>	<u>30.25%</u>



Agenda Transmittal

DATE: November 16, 2022

FROM: Christina Greek, Finance and Human Resources Officer

AGENDA ITEM #11: FISCAL YEAR 2022-23 FIRST QUARTER FINANCIAL REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

INTRODUCTION

The Fiscal Year 2022-23 First Quarter Financial Report for the General Fund is attached (Attachment 11A). The report period is 7/1/22 through 9/30/22 which represents 25% of the Fiscal Year.

BUDGET AND ADMINISTRATION COMMITTEE

The Budget and Administration Committee received the report and discussed

DISCUSSION

The District's First Quarter financial results reflect the efforts of District staff to adapt and accommodate the public with regulations in place. While meeting the COVID-19 State and County guidelines, staff is working diligently to take advantage of any District programming opportunities that arise. The Cameron Park Community Center being used as an evacuation center during the Mosquito Fire did have a slight impact on gym rentals as well as added expenses that we are submitting for reimbursement from the Red Cross. The success of current activities such as Recreation program, Lake season passes, and pool use fees reflect these efforts.

Generally, financial variances in the first quarter are common due to one-time payments at the beginning of a fiscal year, seasonality of services and programs, and the lack of a tax revenue allocation from the County. When comparing the First Quarter FY 2022-2023 to last year's First Quarter FY 2021-2022, the reports expenditures have similarities despite the pandemic/fire. However, our revenues seem to be slightly lower.

The recovery from the impacts of the COVID-19 to the District can be seen in the under collection of recreation program revenues which include youth and adult classes, senior activities, youth and adult sports, and summer camps.

Although the totality of the continued effect of the COVID-19 crisis and inflation along with wildfires is unknown at this time, it appears the District's financial status to date is within budget expectations and somewhat aligns with FY 2021-22 first quarter financial results. During the first quarter of FY 2021-22, revenues were 7.28% collected while the current period revenues are down to 3.44% collected; this however is not the case with total expenditures. FY 2021-22 expenditures for this same period were 15.08% expended while the current period expenditures are at 14.94% expended. This is largely due to the District's revenues are generated in the latter half of the fiscal year with the sale of annual passes and enrollment in summer programs.

Staff continues to work towards containment of the COVID-19 crisis financial impact to the District as well as added expenses hosting an evacuation center for the Mosquito Fire. Staff continues to monitor these mitigation steps and the District's financial health closely as the COVID-19 crisis continues.

Attachment:

11A – Fiscal Year 2022-23 First Quarter Financial Status Report Fund 01

11B- Fiscal Year 2022-23 First Quarter Financial Status Report Fund 02

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2022 Through 9/30/2022

		Prior Budget 2122	Prior Year Current Period Actual	Total Budget - Final	Current Period Actual	Percent Exp to Date
Operating Revenue						
Property Taxes	4110	4,582,358.00	87,467.16	4,788,564.00	102,356.78	2.13%
Franchise Fees	4113	206,780.00	0.00	220,000.00	0.00	0.00%
Fire Marshall Plan Review	4132	105,000.00	26,970.45	77,000.00	7,872.50	10.22%
Arc Review Fees	4140	0.00	0.00	0.00	369.00	0.00%
Tuition Fees/Revenue	4142	0.00	0.00	0.00	0.00	0.00%
Youth Classes	4145	0.00	0.00	0.00	0.00	0.00%
Recreation Program Revenue	4154	142,639.00	21,919.81	150,000.00	33,348.50	22.23%
Instructor Program Revenue	4155	0.00	0.00	50,000.00	2,319.00	4.63%
Transfer In	4165	39,598.85	0.00	73,837.00	0.00	0.00%
Special Events	4170	0.00	0.00	2,000.00	0.00	0.00%
Lake Entries - Daily (Kiosk)	4180	35,660.00	15,578.75	40,000.00	14,519.90	36.29%
Annual Passes (Lake/Pool Combo)	4181	75,000.00	5,765.50	65,500.00	5,190.00	7.92%
Picnic Site Rentals	4182	1,500.00	(170.00)	6,000.00	949.00	15.81%
Assembly Hall & Classroom Rentals	4185	35,139.00	2,157.80	30,000.00	10,429.37	34.76%
Gym Rentals	4186	26,000.00	284.40	23,000.00	0.00	0.00%
Pool Rental Fees	4187	98,000.00	25,275.41	101,500.00	37,993.49	37.43%
Sports Field Rentals	4190	19,580.00	4,535.00	21,000.00	11,220.00	53.42%
Donations	4250	0.00	0.00	0.00	100.00	0.00%
Sponsorships	4255	20,000.00	0.00	2,500.00	0.00	0.00%
JPA Reimbursable	4260	1,150,000.00	287,499.99	1,212,000.00	0.00	0.00%
Fire Apparatus Equip Rental	4262	10,000.00	0.00	15,000.00	0.00	0.00%
Reimbursement/Refund	4400	1,800.00	0.00	47,700.00	3,500.00	7.33%
Weed Abatement	4410	15,750.00	4,455.06	14,300.00	11,138.10	77.88%
Settlements	4450	0.00	0.00	0.00	0.00	0.00%
Interest Income	4505	19,000.00	152.26	1,000.00	391.38	39.13%
Other Income/Refunds	4600	8,000.00	147.58	2,000.00	344.61	17.23%
Relief Funds	4601	193,788.00	0.00	0.00	0.00	0.00%
First Responder Fee	4602	0.00	0.00	100,000.00	0.00	0.00%
Grant - CCI	4605	113,120.00	0.00	0.00	0.00	0.00%
Gain/Loss of Assets	4615	0.00	0.00	0.00	0.00	0.00%
Total Operating Revenue		<u>6,898,712.85</u>	<u>482,039.17</u>	<u>7,042,901.00</u>	<u>242,041.63</u>	<u>3.44%</u>

Expenditures

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2022 Through 9/30/2022

		Prior Budget 2122	Prior Year Current Period Actual	Total Budget - Final	Current Period Actual	Percent Exp to Date
Salaries - Perm.	5000	777,784.00	140,775.15	923,694.00	209,222.98	22.65%
Salaries - Seasonal	5010	141,975.00	65,632.43	109,068.00	81,583.63	74.80%
Overtime	5020	13,750.00	4,619.41	11,966.00	7,375.91	61.64%
In Lieu Benefits Stipend	5120	6,000.00	0.00	10,000.00	1,750.00	17.50%
Health Benefit	5130	127,540.00	31,777.78	145,861.00	31,132.27	21.34%
Retiree Health Benefit	5135	112,025.00	25,188.82	111,317.00	26,518.53	23.82%
Dental Insurance	5140	9,721.00	3,026.86	13,262.00	2,839.36	21.40%
Vision Insurance	5150	1,513.00	446.82	2,003.00	548.70	27.39%
CalPERS Employer Retirement	5160	248,154.00	198,718.21	295,567.00	240,560.04	81.38%
CalPERS 457	5161	0.00	0.00	0.00	500.00	0.00%
Worker's Compensation	5170	31,622.93	31,996.85	42,262.00	42,251.93	99.97%
FICA/Medicare Employer Contribution	5180	24,516.00	7,648.50	29,061.00	10,779.16	37.09%
UI/TT Contribution	5190	10,682.00	2,458.34	10,603.00	2,491.67	23.49%
Advertising/Marketing	5209	15,200.00	588.97	16,000.00	7,951.34	49.69%
Agency Administration Fee	5210	0.00	0.00	0.00	0.00	0.00%
Agriculture	5215	14,400.00	7,199.87	20,400.00	6,737.81	33.02%
Audit/Accounting	5220	36,000.00	2,185.00	36,000.00	825.00	2.29%
Bank Charge	5221	6,800.00	1,809.10	14,400.00	2,150.17	14.93%
Clothing/Uniforms	5230	6,350.00	1,332.01	6,250.00	1,204.22	19.26%
Computer Software	5231	30,721.00	11,997.57	36,622.00	11,208.06	30.60%
Computer Hardware	5232	7,250.00	6,664.46	6,750.00	711.88	10.54%
Contractual Services	5235	10,000.00	1,909.41	5,000.00	1,887.50	37.75%
Contractual - Provider Services - FIRE	5236	4,160,537.26	878,711.84	4,264,550.00	0.00	0.00%
Contract Under Utilization	5237	(300,000.00)	0.00	(250,000.00)	0.00	0.00%
Contract Services - Other	5240	176,290.00	9,753.82	111,202.00	11,808.14	10.61%
Director Compensation	5250	16,800.00	2,800.00	16,800.00	2,700.00	16.07%
EDC Department Agency	5260	4,300.00	4,418.54	4,500.00	4,798.29	106.62%
Educational Materials	5265	11,000.00	188.14	3,450.00	0.00	0.00%
Elections	5270	0.00	0.00	0.00	0.00	0.00%
Equipment-Minor/Small Tools	5275	8,500.00	1,623.99	15,500.00	7,452.54	48.08%
Fire & Safety Supplies	5285	3,450.00	1,599.20	4,850.00	663.26	13.67%
Fire Prevention & Inspection	5290	1,100.00	0.00	1,800.00	221.86	12.32%
Fire Turnout Gear	5295	31,000.00	14,024.90	30,000.00	5,293.91	17.64%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2022 Through 9/30/2022

		Prior Budget 2122	Prior Year Current Period Actual	Total Budget - Final	Current Period Actual	Percent Exp to Date
Fire- Intern paid	5296	20,200.00	1,120.00	11,800.00	2,000.00	16.94%
Food	5300	2,500.00	511.39	2,950.00	441.52	14.96%
Fuel	5305	34,000.00	11,308.58	53,500.00	17,686.18	33.05%
Government Fees/Permits	5310	25,400.00	9,432.63	29,900.00	13,331.57	44.58%
Janitorial / HH Supplies	5315	35,000.00	10,645.36	33,200.00	9,296.96	28.00%
Instructors	5316	26,500.00	0.00	30,000.00	6,183.40	20.61%
Insurance	5320	175,886.00	172,717.20	206,710.00	206,709.90	99.99%
Legal Services	5335	15,000.00	1,558.00	10,000.00	1,412.01	14.12%
Maint. - Vehicle Supplies	5340	2,200.00	0.00	500.00	37.51	7.50%
Maint. - Buildings	5345	23,000.00	5,467.47	24,400.00	13,145.98	53.87%
Maint. - Equipment	5350	43,040.00	7,329.62	33,800.00	15,022.11	44.44%
Maint. - Grounds	5355	42,500.00	19,788.33	46,150.00	4,090.12	8.86%
Maint. - Radio/Phones	5360	2,000.00	0.00	2,000.00	29.46	1.47%
Maint. - Tires & Tubes	5365	13,200.00	4,845.26	12,600.00	6,125.57	48.61%
Maint. - Vehicle	5370	31,500.00	19,361.03	32,700.00	9,473.91	28.97%
Memberships/Subscriptions	5380	10,660.00	284.54	12,200.00	700.00	5.73%
Mileage Reimbursement	5385	1,600.00	64.79	3,900.00	684.22	17.54%
Miscellaneous	5395	0.00	0.00	500.00	0.00	0.00%
Office Supplies/Expense	5400	9,700.00	1,715.24	8,450.00	1,346.43	15.93%
Pool Chemicals	5405	25,000.00	6,635.38	31,500.00	10,964.35	34.80%
Postage	5410	7,800.00	390.00	4,000.00	612.87	15.32%
Printing	5415	850.00	320.13	550.00	43.00	7.81%
Professional Services	5420	89,110.00	38,648.39	20,683.00	4,249.51	20.54%
Program Supplies	5421	13,730.00	2,252.86	13,000.00	3,280.49	25.23%
Publications & Legal Notices	5425	600.00	230.01	450.00	671.59	149.24%
Radios	5430	3,000.00	24.61	1,000.00	0.00	0.00%
Rent/Lease - Bldgs, Fields, etc.	5435	3,060.00	0.00	0.00	0.00	0.00%
Rent/Lease - Equipment	5440	3,400.00	993.23	2,100.00	243.70	11.60%
Staff Development	5455	24,250.00	5,556.16	25,500.00	1,325.00	5.19%
Special Events	5465	0.00	0.00	0.00	0.00	0.00%
Phones/internet	5470	42,100.00	11,848.25	46,900.00	12,344.45	26.32%
Utilities - Water	5490	46,000.00	20,520.48	50,500.00	19,942.39	39.48%
Utilities - Gas	5491	80,000.00	4,990.37	93,500.00	4,123.00	4.40%
Utilities - Electric/Solar	5492	100,798.00	35,149.78	136,200.00	32,645.85	23.96%
Vandalism	5500	0.00	0.00	0.00	0.00	0.00%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2022 Through 9/30/2022

		<u>Prior Budget 2122</u>	<u>Prior Year Current Period Actual</u>	<u>Total Budget - Final</u>	<u>Current Period Actual</u>	<u>Percent Exp to Date</u>
Cal Fire In Kind Purchases	5501	4,500.00	0.00	4,000.00	4,644.89	116.12%
Capital Equipment Expense	5625	45,000.00	4,450.17	0.00	1,000.00	0.00%
Transfer Out	7000	9,020.00	0.00	9,020.00	0.00	0.00%
Transfer to Reserve	7001	<u>27,639.66</u>	<u>0.00</u>	<u>500,000.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenditures		<u>6,784,724.85</u>	<u>1,857,255.25</u>	<u>7,542,901.00</u>	<u>1,126,976.10</u>	<u>14.94%</u>
Net Revenue Over Expenditures		<u>113,988.00</u>	<u>(1,375,216.08)</u>	<u>(500,000.00)</u>	<u>(884,934.47)</u>	<u>176.98%</u>

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2022 Through 9/30/2022

		Prior Budget 2122	Prior Year Current Period Actual	Total Budget - Final	Current Period Actual	Percent Exp to Date
Operating Revenue						
Property Taxes	4110	0.00	29.76	250.00	11.13	4.45%
Special Assessments	4135	81,600.00	324.00	81,600.00	102.00	0.12%
Arc Review Fees	4140	30,000.00	8,350.00	30,000.00	6,632.00	22.10%
Settlements	4450	0.00	0.00	0.00	0.00	0.00%
Interest Income	4505	2,500.00	71.71	500.00	314.54	62.90%
Total Operating Revenue		<u>114,100.00</u>	<u>8,775.47</u>	<u>112,350.00</u>	<u>7,059.67</u>	<u>6.28%</u>
Expenditures						
Salaries - Perm.	5000	73,338.00	11,520.62	75,177.00	16,835.41	22.39%
Overtime	5020	500.00	0.00	0.00	5.71	0.00%
Health Benefit	5130	9,787.00	2,446.93	10,310.00	2,578.98	25.01%
Dental Insurance	5140	735.00	187.50	750.00	187.50	25.00%
Vision Insurance	5150	130.00	32.58	137.00	43.44	31.70%
CalPERS Employer Retirement	5160	4,607.00	879.25	4,768.00	1,106.54	23.20%
Worker's Compensation	5170	1,238.79	0.00	494.00	493.68	99.93%
FICA/Medicare Employer Contribution	5180	1,847.00	155.78	1,847.00	365.36	19.78%
UI/TT Contribution	5190	269.00	0.00	320.00	48.61	15.19%
Advertising/Marketing	5209	550.00	0.00	300.00	0.00	0.00%
Agency Administration Fee	5210	2,000.00	0.00	0.00	0.00	0.00%
Bank Charge	5221	5,000.00	581.20	5,000.00	249.43	4.98%
Clothing/Uniforms	5230	325.00	0.00	200.00	0.00	0.00%
Computer Software	5231	4,250.00	185.01	5,000.00	185.01	3.70%
Computer Hardware	5232	0.00	0.00	0.00	0.00	0.00%
Contract Services - Other	5240	6,000.00	1,473.51	6,500.00	1,524.78	23.45%
Food	5300	200.00	51.20	200.00	51.72	25.86%
Fuel	5305	600.00	14.84	1,000.00	0.00	0.00%
Legal Services	5335	6,600.00	1,490.01	10,000.00	0.00	0.00%
Maint. - Buildings	5345	0.00	0.00	0.00	0.00	0.00%
Maint. - Equipment	5350	200.00	8.20	200.00	163.27	81.63%
Maint. - Vehicle	5370	525.00	0.00	450.00	0.00	0.00%
Memberships/Subscriptions	5380	30.00	0.00	0.00	0.00	0.00%
Office Supplies/Expense	5400	300.00	122.78	300.00	18.23	6.07%
Postage	5410	300.00	12.00	200.00	56.80	28.40%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2022 Through 9/30/2022

		Prior Budget 2122	Prior Year Current Period Actual	Total Budget - Final	Current Period Actual	Percent Exp to Date
Printing	5415	500.00	0.00	250.00	0.00	0.00%
Professional Services	5420	98.00	0.00	98.00	0.00	0.00%
Publications & Legal Notices	5425	300.00	0.00	300.00	0.00	0.00%
Rent/Lease - Equipment	5440	200.00	49.99	200.00	49.99	24.99%
Staff Development	5455	500.00	0.00	0.00	0.00	0.00%
Phones/internet	5470	4,500.00	1,331.27	5,000.00	1,696.22	33.92%
Total Expenditures		<u>125,429.79</u>	<u>20,542.67</u>	<u>129,001.00</u>	<u>25,660.68</u>	<u>19.89%</u>
Net Revenue Over Expenditures		<u>(11,329.79)</u>	<u>(11,767.20)</u>	<u>(16,651.00)</u>	<u>(18,601.01)</u>	<u>111.71%</u>



Agenda Transmittal

DATE: November 16, 2022

FROM: Michael Grassle, Parks & Facilities Superintendent

AGENDA ITEM #13: **REPAIR THE FRONT ENTRANCE OF THE COMMUNITY CENTER**

RECOMMENDED ACTION: **APPROVE RESOLUTION 2022-35 AND CONTRACT WITH LAWTON CONSTRUCTION TO REPAIR WATER DAMAGE TO THE MAIN ENTRANCE OF THE COMMUNITY CENTER**

Introduction

The district released an RFB (Request for Bids) to have the main front entrance repaired at the Community Center. The West front entrance exterior has severe water damage and dry rot. The construction flaws were called out during the lawsuit that was put together by Angus and Terry law firm. Angus and Terry provided a document explaining the construction flaws with recommendations to repair the flaws. The district used the recommendations by Angus and Terry as specifications for contractors to bid on. See specifications on page 2 and 3.

The district released an RFB on September 2, 2022, with a closing date of September 30, 2022. The district received three bids to perform the repair work. Lawton Construction came in with the lowest of the three bids at \$100,490. Lawton Construction has worked with the district in the past. They are the contractor who repaired the water damage to the fire riser room. Staff is recommending Lawton Construction to perform the repair work on the front entry. If approved by the Board, staff will meet with Lawton Construction prior to signing any contract to review the scope of work in detail and discuss and negotiate with the contractor to identify any kind of cost savings if possible.

Budget and Administration Committee

The Budget and Administration Committee received the report and agreed to move item forward to the full Board of Directors.

Scope of Work

The stone veneer pillar located at the entrance of the building shows signs of water damage. Water has made its way behind the stone veneer from the edge of the gutter. Water has rotted out the OSB sheathing, fascia trim boards and structural wooden beams. Gutter needs to be repaired to divert water down the appropriate down spout. An additional down spout may need to be installed to allow water to drain properly. Stone veneer will have to be removed to repair/replace all the dry rot located underneath the pillar. Once dry rot is repaired the weather barrier will need to be replaced along with the stone veneer to match the original design.

Below is a summary of the damage found by a 3rd party inspection company:

Unintended water has passed beyond / around / through the veneer clad stucco system at the stucco clad soffits / gutter ends and is consistent with corroded lath fasteners, corroded expanded metal lath, deteriorated weather-resistive barriers and decayed ends of the wood fascia boards. Unintended water exists between the successive layers of the weather-resistive barriers at the stucco clad wall, the embedded gutter termination and the stucco clad enclosed soffit. This is consistent with the corroded staples / fasteners in the weather-resistive barriers. The weather-resistive barriers behind the stucco on the wall surface are continuous and have been wrapped on the underside of the stucco.

The current condition does not provide a means for water on the face of the weather-resistive barrier to discharge to the exterior. The underlying OSB sheathing, and the wood framing is saturated with bulk water and is decayed. Contractor will need to:

- Remove the gutters and shorten to create clearance between the gutters and the completed exterior finishes.
- Etch, prime and paint gutter with new end cap, and store for re-installation after repairs listed below.
- Remove stone veneer at the entire wall surface above the enclosed soffits.
- Remove stucco, lath, and weather-resistive barriers on the enclosed soffits and along the wall surface above to expose all wood framing.
- At gutter terminations into non-soffit locations, remove a 36-inch by 36-inch section of stucco, lath, control joints and weather-resistive barriers at the gutter ends and expose all OSB sheathing.
- Remove and replace decayed fascia boards and maintain clearance from completed exterior finishes.
- Install new diverter flashings at gutter end terminations with adequate discharge ends to drain into the gutters.

Repair will entail removal and re-installation of metal roof panel and trim accessories to integrate new diverter flashings. Contractor will need to:

- Remove all OSB sheathing at soffit locations and replace with new CDX plywood sheathing.
- Include an allowance to treat / remove and replace decayed portions of the wood structural beams at soffit locations pursuant to recommendations of a licensed structural engineer.
- Replace all water affected OSB sheathing at gutter ends as necessary (at non-soffit locations).
- Install new drip accessories with weep provisions at soffit locations and integrate with new self-adhering flashings at the underside of soffits and beams.
- Install new weather-resistive barriers and corrosion resistant lath and integrate with new drip accessories.
- Install stucco with uniform approved thickness, compliant lath embedment and coverage.
- Install stucco and new weather resistive barriers and flashings in compliance with an approved design that provides and maintains the drainage of incidental moisture from behind the new stucco. New system to be designed by a licensed Architect.
- Install new stone veneer to match where removed.
- Re-install repaired fascia gutter and fully integrate with metal roofing.
- Paint all repair locations to match existing to architectural limits.

Fiscal Impact

The district currently has approximately \$151,559 in fund 82 to repair the construction flaws at the Community Center. With a total cost of \$100,490, the balance left in the fund will be \$51,069, which can be used for any remaining roofing repairs that may be needed.

Recommendation

Staff recommends that the Board of Directors approve Resolution 2022-35 for staff's plan for contracting with Lawton Construction to make repairs to the front entry way to the Main Building of the Community Center.

Attachment:

13A – Lawton Construction Contract

13B- Resolution 2022-35



Lawton Constructon and Restoration

PO BOX 1966
Lincoln, CA 95648

Client: Cameron Park CSD
Property: 2502 country club Dr.
Shingle Springs, CA 95682

Home: (530) 683-7091
Cellular: (530) 683-7091

Operator: CHRIS

Estimator: Chris Rafanan
Business: 130 Flocchini Cir #200
Lincoln, CA 95648

Business: (279) 888-0202
E-mail: chris@lawtoncr.com

Type of Estimate: Water Damage

Date Entered: 7/27/2022

Date Assigned:

Price List: CASA8X_JUL22

Labor Efficiency: Restoration/Service/Remodel

Estimate: CSD_CAMERON_PARK

We have previously done work for this facility and I have personally done several RFP's for Yuba Community College the City of Marysville and Yuba County Office of Education. From remodeling new bathrooms at the college to handling the complete renovation of one of their machine shop.

Professional References :

David Willis

District Director of Facilities Planning, Maintenance
& Operations Yuba Community College
Cell# 916-747-4262

Pat Thomas

Yuba County
Facilities Maintenance
Phone:# (530) 749-7880

John Mejia

Coordinator of Maintenance & Operations
at Yuba County office of Education
(530) 749-4900

Thank You!

Chris Rafanan

Estimator Large Loss
Lawton Construction & Restoration
chris@lawtoncr-com



Lawton Constructon and Restoration

PO BOX 1966
Lincoln, CA 95648

**CSD_CAMERON_PARK
Building A**

General Conditions

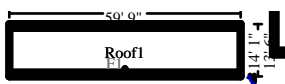
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Dumpster load - Approx. 40 yards, 7-8 tons of debris	1.00 EA	770.00	0.00	0.00	192.50	962.50
2. Architectural/Drafting fees (Bid Item)	1.00 EA	0.00	2,500.00	0.00	625.00	3,125.00
3. Taxes, insurance, permits & fees (Bid Item)	1.00 EA	0.00	1,200.00	0.00	300.00	1,500.00
4. Commercial Supervision / Project Management - per hour	38.00 HR	0.00	84.37	0.00	801.52	4,007.58
5. Barricade and warning device - setup and takedown	6.00 HR	0.00	87.65	0.00	131.48	657.38
6. Caution tape	500.00 LF	0.00	0.13	0.42	16.36	81.78
7. Warning sign, 4' x 4' on a 6' post (per day)	60.00 DA	0.00	3.50	0.00	52.50	262.50
Totals: General Conditions				0.42	2,119.36	10,596.74

Demo

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
8. General Demolition - per hour demolition of roofing flashings, rock, and any other materials to get to the source of the issue	128.00 HR	62.44	0.00	0.00	1,998.08	9,990.40
9. Scissor lift - 20' platform height (per day)	5.00 DA	0.00	155.75	0.00	194.68	973.43
10. Telehandler/forklift and operator	32.00 HR	0.00	130.10	0.00	1,040.80	5,204.00
11. Erosion control - wattle	150.00 LF	0.00	5.40	23.12	208.28	1,041.40
Totals: Demo				23.12	3,441.84	17,209.23

roofs

Roof1



841.29 Surface Area
147.66 Total Perimeter Length

8.41 Number of Squares

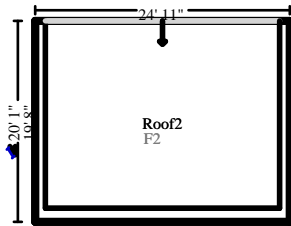


Lawton Constructon and Restoration

PO BOX 1966
Lincoln, CA 95648

CONTINUED - Roof1

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
12. Rigid foam insulation board - 1 1/2"	841.29 SF	0.00	1.53	77.50	341.18	1,705.85
13. Prime & paint exterior fascia - wood, 6"- 8" wide	43.00 LF	0.00	2.19	0.79	23.74	118.70
14. Cap flashing - large	20.00 LF	0.00	33.79	28.58	176.10	880.48
15. Ice & water barrier	841.29 SF	0.00	2.85	42.27	609.98	3,049.93
16. Metal roofing - corrugated - 24 gauge - galv.	841.29 SF	0.00	11.66	228.28	2,509.44	12,547.16
17. Sheathing - plywood - 5/8" CDX	841.29 SF	0.00	4.49	119.07	974.10	4,870.56
18. Fascia - 2" x 8" - softwood - re-sawn	43.00 LF	0.00	13.16	19.73	146.42	732.03
19. Gutter / downspout - box - galvanized - 7" to 8"	43.00 LF	0.00	19.64	41.77	221.58	1,107.87
Totals: Roof1				557.99	5,002.54	25,012.58



Roof2

500.06 Surface Area
89.97 Total Perimeter Length

5.00 Number of Squares

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
20. Rigid foam insulation board - 1 1/2"	500.06 SF	0.00	1.53	46.07	202.80	1,013.96
21. Prime & paint exterior fascia - wood, 6"- 8" wide	89.97 LF	0.00	2.19	1.66	49.68	248.37
22. Cap flashing - large	20.00 LF	0.00	33.79	28.58	176.10	880.48
23. Ice & water barrier	500.06 SF	0.00	2.85	25.13	362.58	1,812.88
24. Metal roofing - corrugated - 24 gauge - galv.	500.06 SF	0.00	11.66	135.69	1,491.60	7,457.99
25. Sheathing - plywood - 5/8" CDX	500.06 SF	0.00	4.49	70.78	579.02	2,895.07
26. Fascia - 2" x 8" - softwood - re-sawn	89.97 LF	0.00	13.16	41.29	306.32	1,531.62
27. Gutter / downspout - box - galvanized - 7" to 8"	89.97 LF	0.00	19.64	87.41	463.62	2,318.04
Totals: Roof2				436.61	3,631.72	18,158.41
Total: roofs				994.60	8,634.26	43,170.99



Lawton Constructon and Restoration

PO BOX 1966
Lincoln, CA 95648

Additional Charges	Charge
Additional Charges Total	\$33.44

Grand Total Areas:

741.06 SF Walls	716.25 SF Ceiling	1,457.31 SF Walls and Ceiling
716.25 SF Floor	79.58 SY Flooring	226.00 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	226.00 LF Ceil. Perimeter
716.25 Floor Area	745.53 Total Area	741.06 Interior Wall Area
1,358.93 Exterior Wall Area	215.95 Exterior Perimeter of Walls	
1,341.35 Surface Area	13.41 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



Lawton Constructon and Restoration

PO BOX 1966
Lincoln, CA 95648

Summary

Line Item Total	78,895.49
California Lumber Assessment Fee	33.44
Material Sales Tax	1,462.60
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Subtotal	80,391.53
Overhead	10,048.99
Profit	10,048.99
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Replacement Cost Value	\$100,489.51
Net Claim	\$100,489.51
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Chris Rafanan



Lawton Constructon and Restoration

PO BOX 1966
Lincoln, CA 95648

Recap of Taxes, Overhead and Profit

	Overhead (12.5%)	Profit (12.5%)	Material Sales Tax (8.375%)	Storage Rental Tax (8.375%)
Line Items	10,044.81	10,044.81	1,462.60	0.00
Additional Charges	4.18	4.18	0.00	0.00
Total	10,048.99	10,048.99	1,462.60	0.00



Lawton Constructon and Restoration

PO BOX 1966
Lincoln, CA 95648

Recap by Room

Estimate: CSD_CAMERON_PARK

Area: Building A

General Conditions	8,476.96	10.74%
Demo	13,744.27	17.42%

Area: roofs

Roof1	19,452.05	24.66%
Roof2	14,090.08	17.86%

Area Subtotal: roofs	33,542.13	42.51%
Front Elevation	14,069.56	17.83%
Entrance Rock fasade	9,062.57	11.49%

Area Subtotal: Building A	78,895.49	100.00%
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Subtotal of Areas

78,895.49	100.00%
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Total	78,895.49	100.00%
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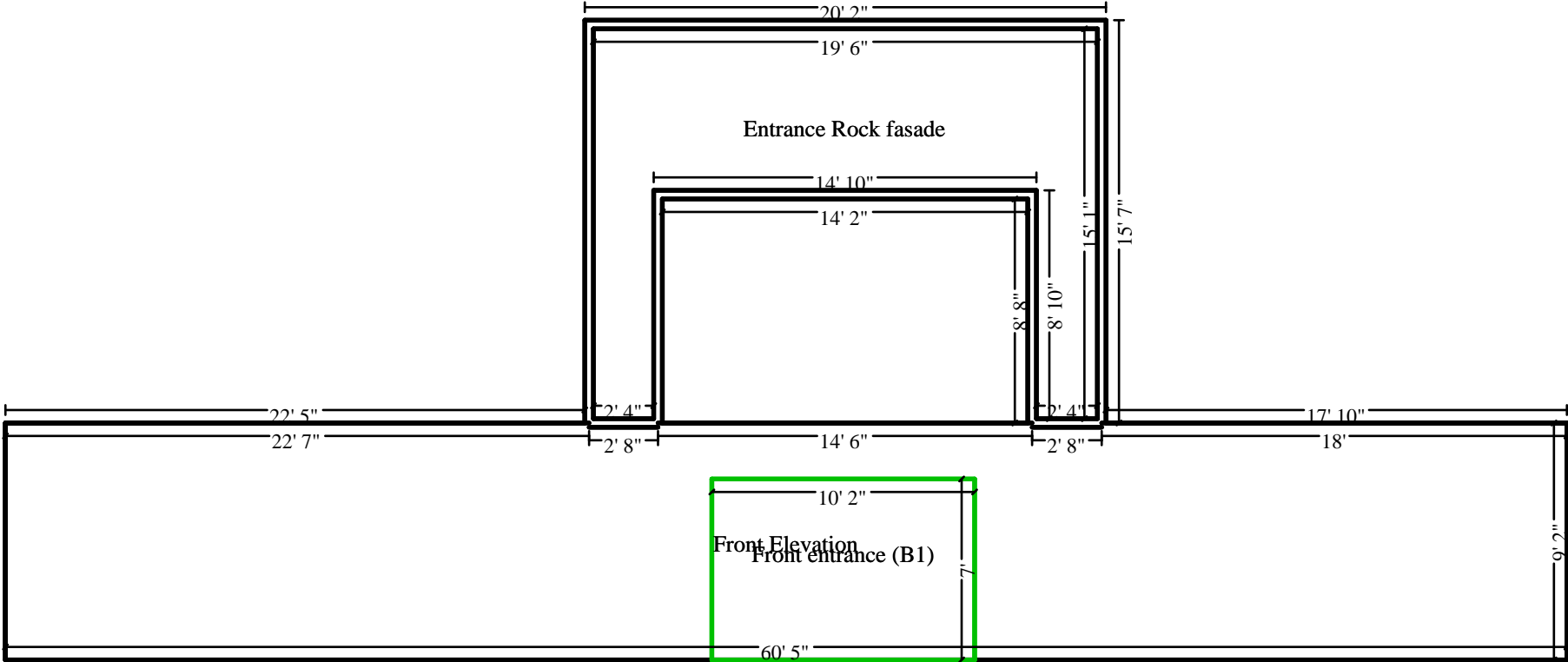


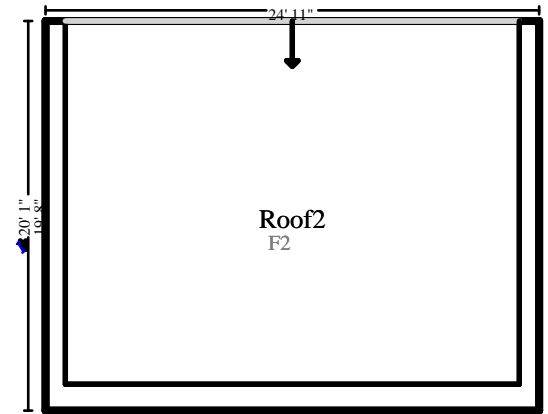
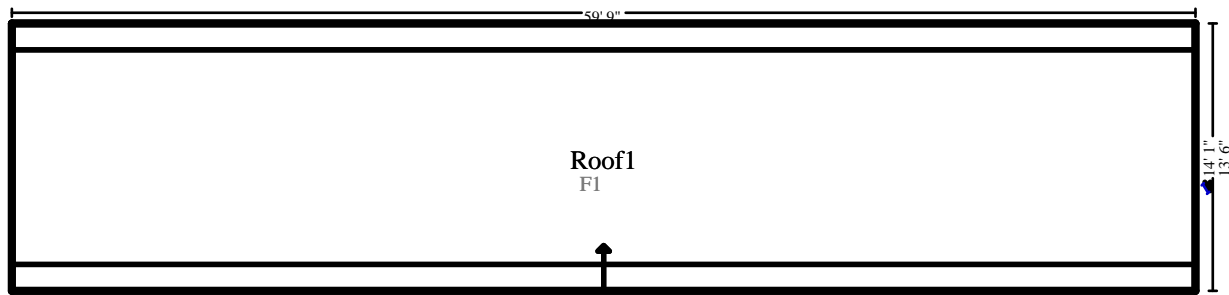
Lawton Constructon and Restoration

PO BOX 1966
Lincoln, CA 95648

Recap by Category

O&P Items	Total	%
GENERAL DEMOLITION	8,762.32	8.72%
HEAVY EQUIPMENT	4,941.95	4.92%
EXCAVATION	810.00	0.81%
PERMITS AND FEES	3,700.00	3.68%
FRAMING & ROUGH CARPENTRY	693.87	0.69%
INSULATION	2,052.26	2.04%
LABOR ONLY	3,206.06	3.19%
LIGHT FIXTURES	503.48	0.50%
MASONRY	7,865.22	7.83%
PAINTING	2,360.76	2.35%
ROOFING	26,837.25	26.71%
SOFFIT, FASCIA, & GUTTER	4,361.42	4.34%
STUCCO & EXTERIOR PLASTER	12,000.00	11.94%
TEMPORARY REPAIRS	800.90	0.80%
O&P Items Subtotal	78,895.49	78.51%
Permits and Fees	33.44	0.03%
Material Sales Tax	1,462.60	1.46%
Overhead	10,048.99	10.00%
Profit	10,048.99	10.00%
Total	100,489.51	100.00%





RESOLUTION NO. 2022-35
Board of Directors
Cameron Park Community Services District
November 16, 2022

**RESOLUTION TO APPROVE CONTRACT WITH LAWTON CONSTRUCTION TO REPAIR
WATER DAMAGE TO THE MAIN ENTRANCE OF THE COMMUNITY CENTER**

WHEREAS, Cameron Park Community Services District provides quality parks, recreation services to the citizens of Cameron Park; and

WHEREAS, the District utilized the services of a law firm to assess the construction flaws during the original construction of the Community Center; and

WHEREAS, through that law firm the District reached a settlement agreement to compensate the District for the repair of the those identified construction flaws; and

WHEREAS, the District released a Request for Bids seeking responsible bids to have the front entrance repaired; and

WHEREAS, of the three quotes obtained, Lawton Construction provided the lowest responsible bid to perform the repair work; and

WHEREAS, the Budget and Administration Committee reviewed and endorsed the contract provided by Lawton Construction.

NOW THEREFORE, the Board of Directors of the Cameron Park Community Services District resolves as follows:

Approved bid proposal by Lawton Construction to repair dry rot damage to
the main entrance of the Community Center.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a meeting on the 16th day of November 2022, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Director Felicity Wood Carlson, President
Board of Directors

André Pichly, General Manager
Secretary to the Board



Budget and Administration Committee
Tuesday, November 1, 2022
6:45 p.m.

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

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmQ4NDRIN2MtNzc3Ni00ZmU1LTlkNzktMDg1Yjg1ODJlMTA0%40thread.v2/0?content=%7b%22id%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d

Agenda

Members: Chair, Felicity Wood Carlson (FC), Vice-Chair, Director Sidney Bazett (SB)
Alternate Director Eric Aiston (EA)

Staff: André Pichly, General Manager; Christina Greek, Finance/HR Officer

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

1. Conformed Agenda – Budget & Administration Committee Meeting – September 6, 2022

OPEN FORUM

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

DEPARTMENT MATTERS

- 2. Pay to Park Options for Cameron Park Lake – review and discuss (A. Pichly)**
- 3. Preliminary Year End Fiscal Year 2021-2022 Budget & Actuals (C. Greek)**
- 4. First Quarter Fiscal Year 2022-2023 Budget & Actuals (C. Greek)**
- 5. Accountability Act Report for FY 2021-22 (C. Greek)**
- 6. Annual Disclosure of Board and Staff Reimbursements FY 2021-22 (C. Greek)**
- 7. Repair of the Front Entrance of the Community Center (M. Grassle)**
- 8. Staff Updates**
 - a. Check Register Review September 2022 (C. Greek)
 - b. Check Register Review October 2022 (C. Greek)
 - c. Finance & Admin Staff Report (C. Greek, oral)
- 9. Items for Future Committee Meetings**
- 10. Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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

Item 14b



**Covenants, Conditions & Restrictions (CC&R) Committee
Meeting
Monday, November 7, 2022
5:30 p.m.**

Cameron Park Community Center – Social Room

**2502 Country Club Drive
Cameron Park, CA 95682**

HYBRID TELECONFERENCE TEAMS MEETING LINK

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTY4Y2EzMzctNDYxNS00OGJiLTlhOWItNzdlYjgwY2JlM2Ex%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%224f4c82c7-da83-408c-81ac-1e0e85add9b4%22%7d

Agenda

Members: Chair, Kelly Kantola (KK) V. Chair, Director Ellie Wooten (EW) Candace Hill-Calvert (CHC),
Tim Israel (TI), Director Eric Aiston (EA),
Alternate: Monique Scobey (MS), Bob Dutta (BD)

Staff: General Manager André Pichly, CC&R Compliance Officer Jim Mog, CC&R Compliance Officer
Assistant Tim Reimer

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

1. APPROVAL OF CONFORMED AGENDA

- a. Conformed Agenda – CC&R Meeting – October 3rd, 2022

OPEN FORUM

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

DEPARTMENT MATTERS

2. Monthly Staff Report

- a. Open Violations, CC&R Violation Manager Case Detail Report (written report)
- Total Cases Open = 40
 - Initial Notices – 9
 - Referred to Legal – 1
 - Pre-Legal Notices – 0
 - Final Notices – 10
 - Referred to Outside Agency – 1
 - Courtesy Notices – 7
 - Prior Month's Cleared Cases – 15
 - Prior Month's New Cases - 6
- b. Architectural Review Projects – Period – October 2022
- Projects Reviewed – 22
 - Approved – 22

Summary of ARC Projects:

- Roofs – 12
- Solar – 3
- Tree Removals – 2
- Fences – 0
- New Home Const. – 0
- ADU/JADU – 0
- Swimming Pool – 2
- Exterior House Paint – 1
- Landscape – 0
- Deck – 1
- Exterior Renovation – 1
- Siding Replacement – 0
- Detached Garage - 0

3. Review and Provide Decision

- a. Pre-Legal request for:

3875 Hillsborough Rd. – Cameron Park #2 Section 4g. – Improperly Stored Dump Truck. (Attachment 3a.)

- b. Pre-Legal request for:
4049 Lochaber Dr. – Cameron Valley Estates #1 Section 2.2 Nature of building – 4.2.1 Architectural Review Required by committee. (Attachment 3b.)

4. Staff Updates

- a. Neighborhood Campaign Update (oral, Tim Reimer)
Campaign for Highlands 1 & 3 Begins.
- b. Staff has begun a regular review of Cambridge Rd. This review will be completed in sections and cycle continuously. Section 1 – Country Club Dr to Oxford Rd. Section 2 – Oxford to Royal Park Dr. Section 3 Royal Park to Green Valley Rd.
- c. Update on Legal Notices: - CCR21-1055 3710 Sudbury Rd. Legal notice was sent to abate an improperly stored recreational trailer. Trailer has been abated and case is closed.
CCR21-1041, 2133 Carrillo Ct. Legal notice was sent for improperly stored boat. Owner contacted Legal to discuss. Legal contacted staff to review and will be contacting homeowner to confirm that violation still exists, and abatement is necessary for the boat.
- d. Vacation Home rentals – Review of El Dorado County Code 5.56 (Attachment 4d-1)
- e. TAC Notices – Review of TAC notices and CPCSD role. (Attachment 4e.)

5. Items for Future CC&R Committee Agendas

6. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Fire and Emergency Services Committee
Tuesday, November 1, 2022
5:30 p.m.

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

HYBRID TELECONFERENCE TEAMS MEETING LINK

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjQ2NGI5NWMtYWQ4NS00NDk3LWFkNGUtOTk4NTBmNTgxNjdl%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d

Agenda

Members: Chair, Director Eric Aiston (EA) & Vice Chair, Director Sidney Bazett (SB)
Alternate, Director Felicity Wood Carlson (FC)

Staff: General Manager André Pichly, Chief Dusty Martin

CALL TO ORDER

ROLL CALL

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ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

1. Conformed Agenda – Fire & Emergency Services Committee Meeting – September 6, 2022

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: GENERAL BUSINESS

2. **Station 88 facility relocation** (D. Martin) – Review and discuss / not an action item
3. **Equipment Replacement** (D. Martin) – discussion only / not an action
4. **Weed Abatement and Fuels Reduction update** (K. Richards) information only / not an action item

STAFF UPDATES

5.
 - a. **Fire Department Report** – October 2022 (C. Siebert) – Information only / Not an action item
 - b. **Fire Department Report** – November 2022 (C. Siebert) – Information only / Not an action item

ITEMS FOR FUTURE COMMITTEE AGENDAS

ITEMS TO TAKE TO THE BOARD OF DIRECTORS

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Parks & Recreation Committee
Monday, November 14, 2022
6:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

HYBRID TELECONFERENCE TEAMS MEETING LINK

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjZmYmVhNGEtMjY2MS00OGY2LWJmNGMtMjZjODQwMjcxNzU1%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22cd95757a-7d61-4242-8a02-987ab1636810%22%7d

Agenda

Members: Chair, Director Monique Scobey (MS), Vice-Chair, Director Sidney Bazett (SB)

Staff: General Manager André Pichly, Parks & Facilities Superintendent Mike Grassle,
Recreation Supervisor Kimberly Vickers

CALL TO ORDER

ROLL CALL

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APPROVAL OF AGENDA

APPROVAL OF CONFORMED AGENDAS

1. Conformed Agenda – Parks & Recreation Committee Meeting – October, 7, 2022

OPEN FORUM

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

DEPARTMENT MATTERS

2. Pickleball update (A. Pichly/M. Grassle) Information only / Not an Action Item
3. Donated Park Amenities Program discussion (A. Pichly)
4. Registration software Update (K. Vickers) Information only / Not an Action Item
5. **Staff Oral & Written Updates**
 - a. Recreation Report (K. Vickers) Information only / Not an Action Item
 - b. Parks & Facilities Report (M. Grassle) Information only / Not an Action Item
6. **Items for December & Future Committee Agendas**
 - a. Review of Park Improvement Plan (Dec or Jan)
 - b. Conduct in the Parks (Dec)
7. **Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT