



CAMERON PARK COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING

Wednesday, October 18, 2023

6:30 pm

Cameron Park Community Center – Assembly Hall

2502 Country Club Drive, Cameron Park, CA 95682

Board Members

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

AGENDA

CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

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

ADOPTION OF THE AGENDA

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

1. Adopt the Agenda
-

RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

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

OPEN FORUM FOR NON-AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA

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

2. **APPROVE** Conformed Agenda – Special Board of Directors Meeting September 13, 2023
 3. **APPROVE** Conformed Agenda – Regular Board of Directors Meeting September 20, 2023
 4. **APPROVE** Conformed Agenda – Special Board of Directors Meeting September 28, 2023
 5. **APPROVE** Conformed Agenda – Special Board of Directors Meeting October 4, 2023
 6. **APPROVE** Job Descriptions for Recreation Department Seasonal and Part-time Positions
-

AGENDA

GENERAL BUSINESS

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

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

BOARD INFORMATION ITEMS

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

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

PUBLIC COMMENT

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

CONVENE TO CLOSED SESSION

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

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

ADJOURNMENT

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



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CONFORMED AGENDA

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Third Wednesday of the Month

SPECIAL BOARD MEETING
Wednesday, September 13, 2023
6:30 p.m.

Cameron Park Community Center
Social Room
2502 Country Club Drive, Cameron Park

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

Board Members

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

CALL TO ORDER 6:34

1. Roll Call *SB/MS/EA/TI/DW*
 2. Pledge of Allegiance
-

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ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

- *Motion to Adopt the Agenda*

EA/DW – Motion Passed

Ayes – SB/MS/EA/TI/DW

Noes – None

Absent – None

Abstain – None

OPEN FORUM FOR NON-AGENDA ITEMS

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PUBLIC COMMENT

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CONVENE TO CLOSED SESSION 6:40

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

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

AGENDA

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION 7:55

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

Report out – Direction given to staff on the agendized item pursuant to Govt Code 54957.1

ADJOURNMENT EA/DW motion passed 5/0 adjourned 7:56

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CONFORMED AGENDA

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

REGULAR BOARD MEETING

Wednesday, September 20, 2023

6:30 pm

Cameron Park Community Center – Assembly Hall

2502 Country Club Drive, Cameron Park, CA 95682

Board Members

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

AGENDA

CALL TO ORDER 6:47

- A. Roll Call *SB/MS/EA/TI/DW*
- B. 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.

1. Adopt the Agenda

- *Motion to Adopt the Agenda moving item #7 to first under General Business*

SB/TI – Motion Passed

Ayes – SB/MS/TI/DW

Noes – EA

Absent – None

Abstain – None

RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

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Revenue Enhancements for Special Districts

Blair Aas, Director of Planning Services

SCI Consulting Group

OPEN FORUM FOR NON-AGENDA ITEMS

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APPROVAL OF CONSENT AGENDA

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2. **APPROVE** Conformed Agenda – Board of Directors Regular Meeting August 16, 2023
3. **RECEIVE & FILE** Community Center Warranty Litigation Funds & Status of Repair Projects

- *Motion to Approve Consent Agenda correcting Item #2 Conformed Agenda by striking the following typo under section 6 “Consent Agenda.”*

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

GENERAL BUSINESS

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

4. Items removed from the Consent Agenda for discussion
7. **APPROVE** Fire Capital Reserve Fund 07 Fiscal Year 2023-2024 Budget

- *Motion to Approve Fire Capital Reserve Fund 07 Fiscal Year 2023-2024 Budget*

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

5. **APPROVE** Continuing the Fire Engine Purchase Agreement between Cameron Park Community Services District and Golden State Fire Apparatus, Inc. (Report Back)

- *Motion to Approve Resolution 2023-36 to Cancel the Purchase Agreement*

SB/TI – Motion Failed

Ayes – SB/TI

Noes – MS/EA/DW

Absent – None

Abstain – None

- *Motion to Approve*

EA/DW – Motion

Ayes – MS/EA/DW

Noes – SB/TI

Absent – None

Abstain – None

6. **APPROVE** – Second Amendment to the Agreement between Cameron Park Community Services District and AP Triton to add Rescue Fire Protection District Analysis

- *There was no motion*

7. *Item moved to first under General Business - Fire Capital Reserve Fund 07 Budget*

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.

8. **Committee Chair Report-Outs**

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

AGENDA

9. General Matters to/from Board Members and Staff
-

ADJOURNMENT 9:37PM

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CONFORMED AGENDA

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

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

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

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

Board Members

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

CALL TO ORDER 11:40

1. Roll Call SB/MS/EA/TI/DW
 2. Pledge of Allegiance
-

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ADOPTION OF THE AGENDA

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

OPEN FORUM FOR NON-AGENDA ITEMS

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PUBLIC COMMENT

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CONVENE TO CLOSED SESSION

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

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

AGENDA

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

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

- *The Board of Directors took no action and there is no report out.*
-

ADJOURNMENT 4:35

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CONFORMED AGENDA

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

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

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

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

Board Members

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

CALL TO ORDER 6:40

1. Roll Call SB/MS/EA/TI/DW
 2. Pledge of Allegiance
-

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ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

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

OPEN FORUM FOR NON-AGENDA ITEMS

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PUBLIC COMMENT

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CONVENE TO CLOSED SESSION

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

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

AGENDA

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

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

- *The Board of Directors took no action and there is no report out.*
-

ADJOURNMENT 7:40

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*Cameron Park
Community Services District*

Agenda Transmittal

DATE: October 18, 2023

FROM: Jill Ritzman, Interim General Manager
Kimberly Vickers, Recreation Supervisor

AGENDA ITEM #6: **Recreation Department Part-time/Seasonal Job Descriptions and Wage Scale**

RECOMMENDED ACTION: APPROVE

Recommendation

Approve Recreation Department job descriptions and wage scale for Recreation Leader I and II, Lifeguard I and II, and Recreation Specialist.

Budget and Administration Committee

The Budget and Administration Committee reviewed the job descriptions and wage scales, forwarding with support to the Board of Directors for approval.

Introduction

Job descriptions and wage scales are policy documents approved by the Board of Directors for implementation by the General Manager. Cameron Park CSD's payroll contractor Paychex provides the template for job descriptions as part of their services.

Discussion

Due to changes in Recreation programming and staffing, staff are recommending updates to job descriptions and wage scale for part-time/seasonal Recreation Department staff. Unlike other positions, these positions have a three-step wage scale instead of a 13 step scale, for simplicity reasons and because most young adults filling these positions stay a short time. The wage scale will adjust accordingly as minimum wage increases. These positions will be included in the wage scale approved annually by the Board of Directors during budget hearings.

Attachments

- 6A. Recreation Leader I
- 6B. Recreation Leader II
- 6C. Lifeguard I
- 6D. Lifeguard II
- 6E. Recreation Specialist

Attachment 6A

Job Title:	Recreation Leader I	Department/Group:	Recreation Department
Location:	Community Center and various CSD parks	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$15.50-\$16.28	Position Type:	Seasonal, Part-Time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input checked="" type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under the general direction of the Recreation Supervisor or their designee, the Recreation Leader I is responsible for the direct supervision of participants with District programs. The Recreation Leader I will supervise program participants and implement recreation programs, projects, special events, and activities at various District facilities. Upon hire there will be mandatory staff training and a weekly staff meeting.</p> <p>ESSENTIAL DUTIES; including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Supervise participants and lead activities, manage attendance, enforce program rules • Ensure the safety, security, cleanliness, and orderliness of the program environments. • Promote and enforce safety procedures and render first aid as needed. • Use respectful, positive customer service and interpersonal skills with participants, co-workers and parents. • Assist in maintaining accurate programs records as assigned. • Establish positive working relationships with representatives of community organizations, state/local agencies, co-workers, and the public. • Ability to receive and carry out written and oral instructions. • Be on time, adhere to assigned work schedule, wear uniform, and maintain a clean and neat appearance • Establish and meet timelines, be proactive, and shows strong organizational skills. • Assist with implementing District special events and activities. <p>PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:</p> <p>Position requires:</p> <ul style="list-style-type: none"> • Mobility and dexterity to work in an outdoor park and community center setting. • Strength and agility to lift and carry items weighing up to 25 pounds, and ability to use standard office equipment. • Speech and hearing to communicate in person and by telephone. • Vision to read handwritten and printed materials and a computer screen. • Ability to work outdoors in all types of weather. • Ability to work at various locations District facilities. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Minimum age is 14 years old. • Experience working with children ages 5 – 12 years old is preferred. <p>PREFERRED SKILLS AND/OR CERTIFICATIONS</p> <p>Certificate of completion of Pediatric CPR and First Aid Training.</p>			

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Job Title:	Recreation Leader II	Department/Group:	Recreation Department
Location:	Cameron Park Community Center	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$16.69-\$17.54	Position Type:	Seasonal, Part-Time
OFFICE ADDRESS: Company Name 2502 Country Club Drive Cameron Park, CA 95682		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input checked="" type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION			
<p>Under the general direction of the Recreation Supervisor or their designee, the Recreation Leader II is responsible for the direct supervision of participants with District programs. The Recreation Leader II leads assigned Recreation Leader I's and implements recreation programs, projects, special events, and activities at various District facilities. Upon hire there will be mandatory staff training and a weekly staff meeting.</p>			
ESSENTIAL DUTIES:			
<ul style="list-style-type: none"> • Lead assigned staff and activities, ensure good behavior and safety of program participants, manage attendance, enforce program rules • Ensure the safety, security, cleanliness, and orderliness of the program environments. • Promote and enforce safety procedures and render first aid as needed. • Use respectful, positive customer service and interpersonal skills with participants, co-workers and parents. • Assist in maintaining accurate programs records as requested. • Establish positive working relationships with representatives of community organizations, state/local agencies, co-workers, and the public. • Ability to receive and carry out written and oral instructions. • Be on time, adhere to assigned work schedule, wear uniform, and maintain a clean and neat appearance. • Establish and meet timelines, be proactive, and shows strong organizational skills. • May be responsible for opening and closing facilities, programs, or events. • Assist with implementing District special events and activities. 			
PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:			
<p>Position requires:</p> <ul style="list-style-type: none"> • Mobility and dexterity to work in an outdoor park and community center setting. • Strength and agility to lift and carry items weighing up to 25 pounds, and ability to use standard office equipment. • Speech and hearing to communicate in person and by telephone. • Vision to read handwritten and printed materials and a computer screen. • Ability to work outdoors in all types of weather. • Ability to work at various locations District facilities. 			

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum age is 16 years old.
- Have experience working with children ages 5 – 12 years old is preferred.

PREFERRED SKILLS AND/OR CERTIFICATIONS

Certificate of completion of Pediatric CPR and First Aid Training.

EQUAL OPPORTUNITY EMPLOYER

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Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Job Title:	Lifeguard I	Department/Group:	Recreation Department
Location:	Cameron Park CSD Pools	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$15.88-\$16.69	Position Type:	Seasonal, Part-time
Applications Accepted By:			
MAIL: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input checked="" type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under the general direction of the Recreation Supervisor or their designee, the Lifeguard I assures safe water activities by enforcing water safety rules, performs life-saving actions in emergency situations, and assists in supervising swimmer safety, swim instruction, and special swimming events.</p> <p>ESSENTIAL JOB DUTIES</p> <ul style="list-style-type: none"> • Patrols pool and deck areas to enforce safety rules for the protection of the community. • Enforces regulations governing the conduct of swim area patrons. • Shares responsibility with staff for clean-up and maintenance of swim areas. • Maintains an alert vigil at all times in assigned areas of responsibility. • Enforces ALL swim area policies and regulations to maintain discipline in and around the swim area. • Maintains accurate records of pool activities, injuries, and other assigned forms. • Makes rescues, renders first aid and administers artificial respiration and/or cardiopulmonary resuscitation when necessary. • Maintains a respectful, positive rapport with co-workers and the general public. • Completes records as required. • Clocks in and out at entrance of pool when arriving and leaving work. • Assists in the instruction of swimmers. • Attends all meetings and training sessions as required. • Submits time off requests in a timely manner consistent with policy. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Attending or completed High School education. • Minimum 15 years of age, with visual acuity, color vision and hearing sufficient to perform the assigned duties as well as physical strength, dexterity and agility necessary to perform the duties of the position. • Current Lifeguard Training, CPR /AED, and EMSA (Title 22) certifications. • Knowledge of water safety rules; swimming experience. • Junior Lifeguard experience recommended. 			

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Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Job Title:	Lifeguard II	Department/Group:	Recreation Department
Location:	Cameron Park CSD Pools	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$17.11-\$17.98	Position Type:	Seasonal, Part-time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input checked="" type="checkbox"/> Seasonal with no Benefits	
Job Description			
GENERAL DESCRIPTION OF POSITION			
<p>Under the general direction of the Recreation Supervisor or their designee, the Lifeguard II leads the work of Lifeguard I's responsible for performing lifeguard duties at the District's pool facility; assists with staff training and safety drills; explains and enforces swimming programs and pool policies, regulations, and rules; ensures the safety of pool patrons; performs rescues and administers first aid as necessary; and performs related work as required.</p>			
ESSENTIAL JOB DUTIES			
<ul style="list-style-type: none"> • Responsible for daily inspection of rescue and safety equipment, making repairs if possible, and/or notifying supervisors of safety and equipment problems. • Keep a constant check on all areas of operation to ensure the facility is operating smoothly, and lifeguards are performing their duties as required. • Responsible for cleanliness of facilities, free from harmful debris of all kinds to ensure public safety is maintained. • As necessary, release staff early if ratios are met. • Assists the Recreation Supervisor in evaluating staff. • Make sure that all accident and incident forms, release forms, and other aquatic-related forms are completed in full, initialed by the responding staff and Lifeguard II, and provided to the Recreation Supervisor within 24 hours following the incident. • Report to the Recreation Supervisor or the Aquatics Coordinator on a daily basis with progress and/or problems within the Aquatic's Division. • Instruct all staff members as to their duties and responsibilities. Enforce all rules and policies and report any breach of rules by staff members to the Recreation Supervisor or their designee immediately. • Direct and assist the Recreation Coordinator or Specialist in all special programs delegated to be performed at the pool. • Assists with planning and implementation of swim lessons. • Ensure opening and closing procedures have been carried out. • Perform duties as an assigned lifeguard and/or swim instructor. 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> • High School graduate preferred. • Minimum 17 years of age, with visual acuity, color vision and hearing sufficient to perform the assigned duties as well as physical strength, dexterity, and agility necessary to perform the duties of the position. • Current Lifeguard Training, CPR /AED, and EMSA (Title 22) certifications. • Knowledge of water safety rules; swimming experience. • Two years of lifeguarding experience recommended. 			

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Attachment 6E

Job Title:	Recreation Specialist	Department/Group:	Recreation Department
Location:	Community Center and various parks	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$17.98-\$18.89	Position Type:	Seasonal, Part-time
OFFICE ADDRESS: Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682		BENEFITS: <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input checked="" type="checkbox"/> Seasonal with no Benefits	
Job Description			
<p>GENERAL DESCRIPTION OF POSITION</p> <p>Under the general direction of the Recreation Supervisor or their designee, Recreation Specialist completes assigned tasks that support the functions of the Recreation Department including tasks related to planning and implementing programs, coordinating with community partners, assisting with special events, administrative tasks, and front office support.</p> <p>ESSENTIAL JOB DUTIES</p> <ul style="list-style-type: none"> • Plans and assigns the work of assigned program staff; prepares staff schedules; verifies hours worked by staff; assists in preparation and delivery of performance evaluations. • Plans and coordinates training programs for staff on a weekly or bi-weekly basis; documents content and outcomes of training sessions, and attendance. • Plan and implement age-appropriate curriculum, events, and recreational activities. • Ability to be active and involved in program activities with Recreation Leaders, Lifeguards, and participants during shifts. • Provide direct supervision of participants in CSD programs. • Ensure the safety, security, cleanliness, and orderliness of program environments. • Respond to parent queries relative to program policies, procedures, activities, and fees. • Ability to problem solve in various circumstances. • Establish positive working relationships with representatives of community organizations, state/local agencies, co-workers, and the public. • Lead by example - be on time, adhere to assigned work schedule, wear uniform, maintain a clean and neat appearance, and communicate in a respectful, positive manner. • Establish and meet timelines, be proactive, and show strong organizational skills. • Ability to receive and carry out written and oral instructions. • Proficient in computer software programs. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be at least 18 years of age or older and eligible to work in the United States. • Education equivalent to completion of 12th grade. • At least two years of work experience in Recreation or comparable program. • Candidate must pass a drug screening and Department of Justice (DOJ) background check. • Valid California Driver's License with satisfactory driving record. • Knowledge of water safety rules; swimming experience a plus. • Lifeguard Certification, Title 22, and/or first aid/CPR completed within 6 months of hire as determined by Recreation Supervisor 			

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time



Agenda Transmittal

Date: October 18, 2023

From: Mike Grassle, Parks & Facilities Superintendent

Agenda Item #8: Proposition 68 Project Recommendation – Sports Field Improvements at David West and Rasmussen Parks

Recommended Action: APPROVE

Recommendation

Staff recommend improvements at Rasmussen and David West parks funded by the California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018 (Proposition 68) and Ponderosa Little League.

Background

In 2018, California voters passed Proposition 68. Cameron Park Community Services District (CSD) received \$177,952 in Per Capita grant funds.

In 2020, Christa McAuliffe Park soccer fields were improved funded by Proposition 68 and Prospector Soccer. Staff proposed a similar partnership with Ponderosa Little League for sports fields improvements at Rasmussen and David West parks, but Little League was unable to participate at that time.

Remaining Proposition 68 funding is an estimated \$128,182.

Parks and Recreation Committee

Parks and Recreation Committee supports staff recommendation for the project and is forwarding it to the Board of Directors for approval.

Discussion

In recent months, staff and Ponderosa Little League met again to discuss the sports field improvement project and this time reached agreement. The project is mostly in-field improvements; staff estimates total project costs of \$65,000.

If supported by the Board of Directors, staff will:

- Update past scope of work and project costs with selected vendor Delta Blue Grass,
- Develop the Proposition 68 grant application,
- Reach specific agreement with Ponderosa Little League for the required 20% match.
- Return to the Parks and Recreation Committee for consideration.

If supported by the Parks and Recreation Committee, the Proposition 68 grant application will be presented to the Board of Directors approval and then submitted to the State. Depending upon the timeline for the State's review of the grant application, improvements could be made before Little League's season starts February 1.



Agenda Transmittal

Date: October 18, 2023

From: Mike Grassle, Parks & Facilities Superintendent

Agenda Item #9: Quimby Funds Project Recommendations – Community Center Improvements

Recommended Action: APPROVE

Recommendation

Support staff proceeding with the following projects:

- Replace aged in-pool light fixtures with LED fixtures,
- Upgrade the Audio/Visual system in assembly hall,
- Replace assembly room partitions.

Parks and Recreation Committee

The Parks and Recreation Committee discussed staff recommended projects and is forwarding with support to the Board of Directors for approval.

Introduction

Fund 03 – Quimby Fees total \$75,070.50. These funds are generated by new residential development and stipulated for capital projects to improve park and recreation facilities. Several major maintenance and repair projects are required to improve Community Center facilities.

Discussion

- *Allocate Funding for Replacement of aged in-pool light fixtures with LED fixtures.* Approximately half of the in-pool lights no longer function due to age and water seepage requiring fixture replacements. Instead of replacing like-for-like, staff are replacing with seventeen new LED fixtures to save future operational costs and provide better quality lighting in the pool. Staff completed this project earlier this month. The time change and evening swim team use dictated that the lights be replaced now for safety. The project costs are approximately \$17,000.

- *Upgrade the Audio/Visual system at the Community Center,*

Staff are actively researching options and costs to replace the aged audio/visual system in the assembly hall, talking with churches and local agencies about their systems before seeking bids to replace the current system. This is a high priority project for staff, with estimated completion before the end of the year.

- *Replace assembly room partitions.*

The motorized assembly hall partitions no longer function and replacements parts no longer available. A previous cost estimate to replace with a similar motorized system was approximately \$130,000. Staff will seek more formalized bids and research a non-motorized option to reduce costs. The partitions help expand services and generate revenues because the large assembly hall can be divided into three rooms.

The staff's next steps include finalizing the scope of work, cost estimates and presenting to the General Manager or Parks and Recreation Committee/Board of Directors for approval depending upon project costs. Once completed, staff submits the projects' scope of work and costs to El Dorado County Auditor/Controllers Office for reimbursement. These projects meet the criteria for expenditure of Quimby Funds.

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



Budget and Administration Committee
Tuesday, October 3, 2023
6:45 p.m.

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

Agenda

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

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

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

DEPARTMENT MATTERS

- 1. Wage and Compensation Study (J. Ritzman)**
- 2. Recreation Department Part-time/Seasonal Job Descriptions (J. Ritzman)**
- 3. Annual Disclosure of Board of Directors and Employee Reimbursement FY 2022-23 (C. Greek)**

4. STAFF REPORTS

- a. Check Register Review (C. Greek)
- b. Finance Office Monthly Report (C. Greek)
- c. Lighting and Landscape District – update staff’s progress with PGE and regarding underfunded Districts (oral report, J. Ritzman)
- d. Update SB1383 Implementation Efforts (oral report, J. Ritzman)
- e. Update LAFCO’s Draft Municipal Service Review for Cameron Park CSD (oral report, J. Ritzman)
- f. Special District Risk Management Authority, Worker’s Compensation (correspondence September 21, 2023)

5. ITEMS FOR FUTURE COMMITTEE MEETINGS

- a. FY2023-2024 Budget to Actuals Report (November)
- b. Lighting and Landscape District – Plan of Action Underfunded Districts
- c. SB 1383, Update to Cameron Park CSD Waste Collection Ordinance and amendment to agreement with El Dorado Disposal

6. ITEMS TO FORWARD TO THE BOARD OF DIRECTORS

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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



**Covenants, Conditions & Restrictions (CC&R) Committee
Meeting
Monday, October 2nd, 2023
5:30 p.m.**

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

Agenda

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

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

CALL TO ORDER

ROLL CALL

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APPROVAL OF AGENDA

1. APPROVAL OF CONFORMED AGENDA

- a. Conformed Agenda – CC&R Meeting – September 11th, 2023

OPEN FORUM

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

DEPARTMENT MATTERS

2. Monthly Staff Report

- a. Open Violations, CC&R Violation Manager Case Detail Report (written report)
 - Total Cases Open = 47
 - Courtesy Notices – 14
 - Initial Notices – 11
 - Final Notices – 7
 - Pre-legal Notices – 2
 - Referred to Legal – 0
 - Outside Agency – 2
 - Prior Month's Cleared Cases – 13
 - Prior Month's New Cases – 11

- b. Architectural Review Projects – Period – September 2023
 - Projects Reviewed – 22
 - Projects Approved – 22

Summary of ARC Projects:

- Roofs – 9
- Solar – 3
- Tree Removals – 0
- Fences – 0
- New Home Const. – 0
- ADU/JADU – 0
- Swimming Pool – 1
- Exterior House Paint – 2
- Carport – 0
- Deck – 0
- Exterior Renovation – 0
- Siding Replacement – 5
- Detached Garage – 0
- Gazebo/Pergola/Patio Cover – 0
- Storage Shed – 1
- Window Replacement - 1

3. Review and Approval

Request for pre-legal on the following properties:

- a) ARC23-1193/CCR23 – Shed location review. (Attachment 3a.)

- b) CCR23-1047 – 2603 Julie Ct. – Improperly Stored Vehicle (non-operational Vehicle, Chevrolet Blazer) – Creekside Estates #5– Clause 4.02 Vehicle Storage Requirement. (Notes presented by CC&R Staff).

- c) CCR23-1042 – 2614 Julie Ct. – Improperly Stored Vehicle (Boat parked on street) – Creekside Estates #5 Clause 4.02. Vehicle Storage Requirement. (Notes presented by CC&R Staff).
- d) CCR23-1026 – 2712 Royal Park Dr. – Improperly Stored House Trailer & Commercial Trailer – Cameron Park Unit #11 – Improperly Stored Vehicle. Section 8 Parking Restrictions.
- e) CCR22-1099 – 3831 Sheridan Rd. – Improperly Stored Vehicles (trailer/Non-Op Vehicle) – Cameron Park N. Unit #3 – Clause 4e Garage/Carport or breezeway for non-op vehicles out of sight. Clause 4f – Trailers of any type require storage out of sight.

4. Staff Updates – (Not an action item)

- a) - Neighborhood Campaign Cameron Park N. Unit #3 is complete. Staff have completed violation notices on Sheridan Rd for all trailered items.
 - Neighborhood inspections are underway for Cameron Park N. Unit #2 after Neighborhood Campaign.
 - Staff have completed sections of Cameron Park #12 in areas of concern (Sandpiper Way and Eagle Lane) with Neighborhood Campaign Letters currently out to homeowners.
- b) District Update – Oral presentation

5. Items for Future CC&R Committee Agendas

6. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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



Fire & Emergency Services Committee
Tuesday, October 3, 2023
5:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

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

Staff: Interim General Manager Jill Ritzman, Chief Dusty Martin

CALL TO ORDER

ROLL CALL

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ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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DEPARTMENT MATTERS

1. Apparatus and Vehicle Maintenance (oral report, D. Martin and K. Richards)
2. Facility Maintenance (oral report, D. Martin and K. Richards)

STAFF REPORTS

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

ITEMS FOR FUTURE COMMITTEE AGENDAS

-

ITEMS TO TAKE TO THE BOARD OF DIRECTORS

-

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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



Parks & Recreation Committee
Monday, October 2, 2023
6:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

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

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

CALL TO ORDER

ROLL CALL

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ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

DEPARTMENT MATTERS

1. Social Recreation Grant, Progress Report – Presentation (K. Vickers)
2. Proposition 68 Project Recommendations (J. Ritzman, M. Grassle, K. Vickers)
3. Quimby Funds Project Recommendations (M. Grassle)

STAFF REPORTS

4. Recreation Report (K. Vickers)
5. Parks & Facilities Report (M. Grassle)

ITEMS FOR FUTURE COMMITTEE AGENDAS

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

ITEMS TO FORWARD TO THE BOARD OF DIRECTORS

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT