



**CAMERON PARK COMMUNITY SERVICES DISTRICT**

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[www.cameronpark.org](http://www.cameronpark.org)

# **AGENDA**

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

**Board of Directors  
Strategic Plan Workshop  
Wednesday, January 13, 2021  
6:30 p.m.**

**TELECONFERENCE ZOOM MEETING**  
<https://us02web.zoom.us/j/84536523106>

**Meeting ID: 845 3652 3106**

(Teleconference/Electronic Meeting Protocols are attached)

## **Board Members**

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

## **CALL TO ORDER**

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

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## **ADOPTION OF THE AGENDA**

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

3. Adopt the Agenda
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## **OPEN FORUM FOR NON-AGENDA ITEMS**

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

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## **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. Workshop – Five Year Strategic Plan
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## **BOARD INFORMATION ITEMS**

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

5. General Matters to/from Board Members and Staff
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## **ADJOURNMENT –**

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

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# Teleconference/Electronic Meeting Protocols

## Cameron Park Community Services District

(Effective April 2, 2020)

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

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

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

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

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

### **BOARD AND COMMITTEE MEMBERS:**

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

## **PUBLIC PARTICIPATION:**

- **Attendance.** The District’s office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District’s website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:
  - **How to Observe the Meeting:**
    - **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248 7799. Enter the Meeting ID# listed at the top of the applicable Board or Committee agenda followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://us04web.zoom.us/j/91011220960> if the line is busy.
    - **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link listed at the top of the applicable Board or Committee agenda using a computer with internet access that meets Zoom’s system requirements (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
    - **Mobile:** Log in through the Zoom mobile app on a smartphone and enter the Meeting ID# listed at the top of the applicable Board or Committee agenda.
  - **How to Submit Public Comments:**
    - **Before the Meeting:** Please email your comments to [admin@cameronpark.org](mailto:admin@cameronpark.org), with “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed 3 minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. Emails running longer than the time limit will not be finished. All comments received at least 2 hours prior to the meeting on the day the meeting will be held, will be included as an agenda supplement on the District’s website

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

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

#### **FOR ALL PARTICIPANTS:**

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

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



## Agenda Transmittal

**DATE:** January 13, 2021

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #4:** **WORKSHOP – FIVE YEAR STRATEGIC PLAN**

**RECOMMENDED ACTION:** **DISCUSS AND PROVIDE INPUT**

### **Introduction**

In the Fiscal Year 2020-21 Budget, the Board of Directors allocated \$10,000 for a new District Strategic Plan. The current Strategic Plan was reviewed by all standing committees and an update provided to the Board of Directors in 2019. The current Plan's timeframe is 2016 to 2021, and the District met most of the Plan's objectives.

### **Discussion**

A Strategic Plan serves as the District's "Big Picture" Road Map, providing clear direction and ensuring efficiency in the delivery services. All other internal plans, including annual budgets, master plans, and capital improvement plans, are subservient to the Strategic Plan. Now more than ever, a Strategic Plan is needed to guide the District as COVID impacts are fully realized and as leadership on the Board and amongst staff transitions.

### Workshop Topics

Tonight is the first of more Workshops dedicated to the development of a Five Year Strategic Plan. Topics will start with reviewing the current Mission Statement, and developing an accompanying Vision and Values statement which communicates.

- Mission – Purpose, what we do
- Vision Statement – Aspirations for the future, what we want to become
- Values – Core principals, how we will achieve the purpose and aspirations

### Work Completed to Date

Staff and consultant, Brent Ives, have completed several tasks to prepare for the first workshop. The consultant received input from Board members regarding their thoughts for strategic issues. Staff posted a community survey to gather resident feedback about strengths and weaknesses in the community, and thoughts about the

future strategic issues. Staff supervisors and managers provided input to consultant, and began meetings with partners and stakeholders. Community engagement will occur throughout the Strategic Plan development.

**Conclusion**

Staff will continue meeting with community partners and stakeholders to gather input. Future Board Workshops will be scheduled, the next workshop dedicated to outlining important strategic issues and challenges to address in the next five years.