



**CAMERON PARK COMMUNITY SERVICES DISTRICT**

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

# **AGENDA**

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

**REGULAR BOARD MEETING**  
**Wednesday, April 15, 2020**  
**6:30 p.m.**

**TELECONFERENCE ZOOM MEETING**  
**<https://us04web.zoom.us/j/616702587>**

**Meeting ID: 616 702 587**

(Teleconference/Electronic Meeting Protocols are attached)

**Board Members**

|                  |                |
|------------------|----------------|
| Monique Scobey   | President      |
| Eric Aiston      | Vice President |
| Felicity Carlson | Board Member   |
| Ellie Wooten     | Board Member   |
| Holly Morrison   | Board Member   |

# AGENDA

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## **CALL TO ORDER**

1. Roll Call
  2. Pledge of Allegiance
- 

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

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## **ADOPTION OF THE AGENDA**

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

3. Adopt the Agenda
- 

## **RECOGNITIONS AND PRESENTATIONS**

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

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## **OPEN FORUM FOR NON-AGENDA ITEMS**

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

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## **APPROVAL OF CONSENT AGENDA**

*The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #7 to be discussed and acted upon individually.*

4. Conformed Agenda – Board of Directors Meeting March 18, 2020
  5. General Manager's Report
  6. **APPROVE** Resolution 2020-10 Election Services from the El Dorado County Registrar of Voters to Fill Two Four Year Term Seats (N. Garrison)
-

# AGENDA

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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.*

7. Items removed from the Consent Agenda for discussion
  8. **APPROVE** Updated Fiscal Year 2020-21 Budget Timeline (J. Ritzman, V. Neibauer)
  9. **APPROVE** Authorization for a Request for Proposal for a Solar Energy Project (J. Ritzman)
- 

## 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. General Matters to/from Board Members and Staff
    - Upcoming Trainings & Community Meetings
      - CSDA Special Districts Legislative Days – Mon, May 19<sup>th</sup> & Tues, May 20<sup>th</sup> (virtual event)
  11. Local Area Formation Commission (LAFCO)
  12. Committee Reports
    - a. Budget & Administration
    - b. Covenants, Conditions & Restrictions (CC&R)
    - c. Fire & Emergency Services
    - d. Parks & Recreation
    - e. Solar Energy Ad Hoc
    - f. Landscaping & Lighting Assessments Districts (LLAD) Ad Hoc
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## ADJOURNMENT

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



# 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.



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# **CONFORMED AGENDA**

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

**REGULAR BOARD MEETING**  
**Wednesday, March 18, 2020**  
**6:30 p.m.**

**Cameron Park Community Center**  
**2502 Country Club Drive, Cameron Park**

## **Board Members**

|                  |                |
|------------------|----------------|
| Monique Scobey   | President      |
| Eric Aiston      | Vice President |
| Felicity Carlson | Board Member   |
| Ellie Wooten     | Board Member   |
| Holly Morrison   | Board Member   |

# CONFORMED AGENDA

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## **CALL TO ORDER – 6:55pm**

1. Roll Call – MS/EA/FC/EW/HM
  2. Pledge of Allegiance
- 

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

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## **ADOPTION OF THE AGENDA**

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

3. Adopt the Agenda

*Motion to adopt the Agenda removing the presentation by EID.*

*EA/HM – Motion Passed  
Ayes – MS, EA, FC, EW, HM  
Noes – None  
Absent – None  
Abstain – None*

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## **RECOGNITIONS AND PRESENTATIONS**

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

~~**El Dorado Irrigation District** (Dan Corcoran, EID Operations Director)  
- *PG&E PSPS Impacts to El Dorado Irrigation District*~~

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## **OPEN FORUM FOR NON-AGENDA ITEMS**

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# CONFORMED AGENDA

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## APPROVAL OF CONSENT AGENDA

*The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #10 to be discussed and acted upon individually.*

4. Conformed Agenda – Board of Directors Meeting February 19, 2020
5. Conformed Agenda – Board of Directors Special Meeting February 25, 2020
6. General Manager’s Report
7. **APPROVE** Resolution No. 2020-06 Directing Preparation of the Annual Engineers Report for Landscaping and Lighting Districts for the Fiscal Year 2020/21
8. **APPROVE** Resolution No. 2020-07 Directing Auditor of El Dorado County to Levy and Collect Assessments for the Fiscal Year 2020/21
9. **APPROVE** Resolution No. 2020-08 Adopting a Budget Adjustment of \$10,000 for California Environmental Quality Act (CEQA) Review

*Motion to adopt the Consent Agenda with the following correction:*

- *Pull Item #7*

*HM/MS – Motion Passed*

*Ayes – MS, EA, EW, HM, FC*

*Noes – None*

*Absent – None*

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## GENERAL BUSINESS

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

10. Items removed from the Consent Agenda for discussion
  - *Item #7 Resolution No. 2020.06 Directing Preparation of the Annual Engineers Report for Landscaping and Lighting Districts for the Fiscal Year 2020/21*

*Motion to approve Item #7.*

*MA/EA – Motion Passed*

*Ayes – MS, EA, FC, EW, HM*

*Noes – None*

*Absent – None*

# CONFORMED AGENDA

11. **PUBLIC HEARING - SECOND READING** and **APPROVAL** of Ordinance No. 2020.03.18 Weed & Rubbish Abatement (S. Moranz)

*Motion to Approve Ordinance No. 2020.03.13 Weed & Rubbish Abatement.*

*HM/FC – Motion Passed  
Ayes – MS, EA, FC, EW, HM  
Noes – None  
Absent – None*

12. **APPROVE** Resolution No. 2020-09 to Approve Constructing a Fire and Rescue Facility/Tower

*Motion to Approve Resolution No. 2020-09 to Approve Constructing a Fire and Rescue Facility/Tower with the following additional language:*

- *Whereas, any fees collected during training at the tower will go toward any maintenance fees of said tower.*

*HM/MS – Motion Passed  
Ayes – MS, EA, FC, EW, HM  
Noes – None  
Absent – None*

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## **BOARD INFORMATION ITEMS**

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

13. General Matters to/from Board Members and Staff

- Upcoming Trainings & Community Meetings
  - SDRMA Spring Education Day – Tuesday, March 24<sup>th</sup> (Sacramento) - *CANCELLED*
  - CSDA Special Districts Legislative Days – Tues, May 19<sup>th</sup> & Wed, May 20<sup>th</sup> (Sacramento)

*MS – Attended Disc Golf Course ribbon cutting; attended the Fire Dept Crab Feed; thanked staff for paying attention to the Coronavirus health directive.*

*EA – Attended the Fire Dept Crab Feed and thought it was well done; attended Paul J Ryan Park dedication schools have closed and proud of the community response.*

# CONFORMED AGENDA

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*HM – Fire Dept Crab Feed was great; new Paul J Ryan Park sign looks great and the dedication was nice; Joe Harn gave \$500 check to El Dorado High School for making the new park sign; thanked staff for their hard work this week.*

*FC – Son’s school has closed due the Coronavirus; attended CDA to support the West Coast Housing Plan; someone at work tested positive for the Coronavirus; thanks staff, board members, and volunteers for keeping the community safe.*

## 14. Local Area Formation Commission (LAFCO)

- *LAFCO directed the Executive Director to hire out to complete reporting; there have been staffing changes.*

## 15. Committee Reports

- Budget & Administration
- Covenants, Conditions & Restrictions (CC&R)
- Fire & Emergency Services
- Parks & Recreation
- Solar Energy Ad Hoc
- Landscaping & Lighting Assessments Districts (LLAD) Ad Hoc

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## **ADJOURNMENT – 8:31pm**

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## Agenda Transmittal

**DATE:** April 15, 2020

**FROM:** Jill Ritzman, General Manager

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

**RECOMMENDED ACTION: RECEIVE AND FILE**

District staff is entrenched in responding to the COVID pandemic to keep residents and employees safe, distribute information about County measures and district operations, and to lower costs at the District in light of expected revenue shortfalls. Revenues from fees and services comprise 15% of the total District revenues. Future impacts to property taxes is unknown. Staff are cutting employee, service, and supply expenses to provide essential services only. I am currently working from home with reduced work hours to 32 hours per week. An overview of each department's efforts is later in this report.

The County developed a Community Work Group to have a coordinated response to the COVID pandemic. The Work Group is comprised of local governments, County Departments, County and local chambers of commerce, County Office of Education, El Dorado Community Foundation, Marshall Medical Center, and others. District staff are serving on two task forces related to the Work Group.

New meeting protocols have been established to meet the state's shelter in place order, and coordinated with the District's legal counsel. Kudos to Niki Garrison, Board Clerk, for developing this new process in just a few days. Zoom is the format used, and instructions about connecting are included with each agenda packet. Architectural Review Committee meets every two weeks, or as needed. Solar Energy and LLAD Ad Hoc Committees are suspended. Standing Committees will be held if an agenda item is essential and to be scheduled for consideration by the Board of Directors. If the Standing Committee is cancelled, staff will provide a written update to the Committee regarding operations.

California Special Districts Association (CSDA) and California Park and Recreation

Society (CPRS) have platforms for providing information about the COVID pandemic and resources to assist local agencies in making informed, appropriate decisions regarding operational changes. This information has been invaluable to staff.

The Division of Safety of Dams provided comments about the Cameron Park Dam Emergency Action Plan (EAP). Staff worked with the Fire Department and engineering consultant to make edits and the EAP was re-submitted.

I participated in a County Technical Advisory Committee meeting (conference call) regarding a small development project within the District's Sphere of Influence (SOI). The parcel is 12 acres (proposed four lots) and is located on the south side of Starbuck Road, west of Hastings Drive. Both LAFCO and the District are advocating that the new development be annexed into the District's Limited Services boundary. Rescue Fire District will provide fire and emergency services.

El Dorado Disposal (EDD) staff and I met regarding proposed changes to the District/EDD Solid Waste Agreement and fee adjustments. This item will be presented to the Budget and Administration Committee soon.

I attended a CSDA hosted webinar about FEMA funding. The District is eligible for reimbursement of costs related to responding to COVID pandemic, including: training, disinfection of eligible public facilities, communications of general health and safety information to the public, and costs for personal protective equipment. The federal government will cost share 75% and local government will pay 25%. There is currently no compensation for loss of revenues, but CSDA is involved in advocacy on this issue. The District is tracking these expenditures for a future FEMA request, and also tracking loss of revenues.

### Administration

In my absence, Vicky Neibauer led the District during the first weeks of the COVID pandemic, making critical decisions regarding District operations. Kudos to Vicky on a job well done.

Finance Department staff is serving on the El Dorado County Workforce Protection Task Force, which meets weekly. The purpose of the work group is to share information about changes to employee leave regulations, unemployment benefits, work from home protocols, employee safety measures if exposed to COVID, information regarding

Families First Coronavirus Response Act, and an array of other current human resource topics.

The Finance Department completed the process for moving the District's credit cards to Umpqua Bank's Commercial Card program. Staff expects program implementation in late spring or early summer, when capacity exists for training and implementation.

Staff is catching up on FY20-21 budget development (to be rolled out one month late, in May), assisting employees applying for unemployment benefits, supporting full-time staff with questions regarding furloughs, and tracking cost savings. Two Finance office staff, along with the receptionist, remain working in the office. Office hours are reduced proportionately to the reduced work hours.

#### CC&R and ARC

CC&R complaints have reduced during the shelter in place order, and staff is limiting face to face interactions with the public and other staff. The CC&R office phone has been forwarded to the CC&R cell phone. Staff is working from home, 32 hours per week, is able to remotely access many of the needed tools in order to remain productive and accessible. The Architectural Review Committee reviewed 6 applications this past week, which is significantly lower than last year.

#### Fire Department

Cameron Park Fire Department is taking extra precautions related to COVID-19, and adjusting business practices to keep all of our employees and their families safe. Both fire stations are closed to the public. All Fire Marshal and public administrative concerns are being handled via phone or email. The training tower permit application has been submitted to the County Building Department.

The Weed Abatement Ordinance Program and Fire Education Programs, supported by the California Climate Investment Grant, are in full swing at the Fire Department. A new seasonal Weed Abatement Specialist was hired to work April-June assisting with inspections, enforcement and education efforts. Staff prepared fire safe educational materials, including 7,500 mailers with an accompanying magnet, and started a Cameron Park Fire Department Facebook page to inform residents about upcoming events, information, and weed abatement helpful guidelines. Five custom fire prevention signs were received and will soon be placed in strategic locations within Cameron Park.

Crews from Growlersburg and the BLM continue work on a 200-foot fuel break in the Pine Hill Preserve off Meder Road. Crews have been cutting, piling, and burning as they go.

### Parks, Facilities and LLADs

The Parks Superintendent met with Callander Associates, landscape architect firm, on contract to develop a park improvement plan for funding either by grants or Park Impact Fees. They toured the District's parks, each in their own vehicle to meet the social distancing measures. A report will be provided to the Parks and Recreation Committee.

The Paul J. Ryan Memorial sign was installed and dedicated on Saturday, March 12<sup>th</sup>. There were approximately 40-50 friends and family members in attendance at the dedication.

The sod will be removed at Bar J B LLAD and replaced with bark. This is an outcome of the LLAD Ad Hoc Committee work.

Park amenities including restrooms, dog park, tennis/pickle ball courts, skate park, and playgrounds are closed. The parks remain an important community asset for physical fitness and a mental health break from the shelter in place order. Staff and park users report that most park users are courteous and practice social distancing.

Parks Department's ability to meet deadlines for the weed abatement requirements on District properties is constrained due to Growlersburg crews not being available, and the limited District staff resources. Parks is working closely with the Fire Department about this issue.

The part-time staff at the Community Center were terminated or reduced to near zero work hours. One full-time staff, who voluntarily furloughed one day per pay period, remains to keep the pool maintained and provide basic maintenance, repair, cleaning, and sanitizing duties. Parks staff have also voluntarily furloughed one day per pay period. The Parks Superintendent is working in the field and at the Lake Parks office.

### Recreation

The Recreation Supervisor is assigned as the Communications Coordinator to represent the District on El Dorado County's Community Partners Communications Group. There are 15 agencies represented that have a standing conference call every Monday,

Wednesday, and Friday. The purpose of the group is to maintain consistency in communications between all local governments, and to disseminate important news regarding COVID-19 and the County's response. The information is disseminated internally to staff and externally to residents and user groups. Website and social media updates are updated routinely; a special E-Newsletter was distributed at the first of April highlighting information about the COVID pandemic, the District and County's response. Printing and distribution of the Summer Activity Guide has been cancelled.

Staff have plans in place for an abbreviated summer season, should regulations be lifted for the District to provide some level of programming. Planning a bit now allows Recreation to be ready at a moment's notice, should the notice be given. Priority is being placed on aquatics, day camp, and Lake kiosk operations. Plans for Summer Spectacular and Trucks & Tunes is suspended, but will be re-evaluated if shelter in place restrictions are lifted.

Staff is developing ways to maintain a sense of community with residents. The first initiative is encouraging residents to join us in Chalking Up Cameron Park! In the E-Newsletter and on social media, staff encourages residents to leave cheerful notes on their driveways and in their neighborhoods, and use the #ChalkItUpCP to post their messages.

Recreation staff are working from home. Part-time staff has very limited hours to be ready for summer operations, and updating website and social media outlets. The Recreation Supervisor has been reduced to 32 hours per week due to furlough.



## Agenda Transmittal

**DATE:** April 15, 2020

**FROM:** Niki Garrison, Board Clerk

**AGENDA ITEM #6:** **REQUESTING ELECTION SERVICES FROM THE EL DORADO COUNTY REGISTRAR OF VOTERS TO FILL TWO FULL FOUR YEAR TERM SEATS ON THE BOARD OF DIRECTORS ON NOVEMBER 3, 2020**

**RECOMMENDED ACTION:** **APPROVE RESOLUTION NO. 2020-10**

### **Discussion**

The term on two full four year term seats on the Cameron Park Community Services District Board of Directors will expire in December, 2020. These seats are currently held by Director Morrison and Director Aiston. The election will be held by the El Dorado County Registrar of Voters on November 3, 2020. The estimated cost to the District is \$15,000.

Per the attached resolution, the Cameron Park Community Services District is requesting the Registrar of Voters to:

- Consolidate said election with the election conducted on November 3, 2020; and
- Provide all necessary services, at District expense, including:
  - Publications, issue nomination documents, ballots, sample ballots, election offers, polling places and canvass.

### Attachment:

6A – Resolution 2020-10 Declaring an Election be Held in its Jurisdiction

RESOLUTION NO. 2020-10  
of the Board of Directors  
of the Cameron Park Community Services District  
April 15, 2020

DECLARING AN ELECTION BE HELD IN ITS JURISDICTION  
CONSOLIDATION WITH OTHER DISTRICTS  
REQUESTING ELECTION SERVICES

WHEREAS, it is the determination of the above-named District that an election be held on November 3, 2020, at which election the issue to be presented to the voters shall be:

NOMINATION OF CANDIDATES

|                      |   |
|----------------------|---|
| No. of Members       |   |
| <u>To be Elected</u> | <u>Term</u>                               |
| 2                    | Full four year terms to expire 12/06/2024 |

NOW, THEREFORE, BE IT RESOLVED, that the Elections Department of El Dorado County is hereby requested to:

1. Consolidate said election with any other election conducted on the same day.
2. Authorize and direct the Registrar of Voters, at District expense, to provide all necessary services, which shall include, **but not be limited to:**

Publications, issue nomination documents, ballots, sample ballots, election officers, polling places and canvass.

3. In the event of a tie vote, the winning candidate shall be decided by lot.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 15<sup>th</sup> day of April 2020, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
Monique Scobey, President  
Board of Directors

\_\_\_\_\_  
Jill Ritzman, General Manager  
Secretary to the Board



## Agenda Transmittal

**DATE:** April 15, 2020

**FROM:** Jill Ritzman, General Manager  
Vicky Neibauer, Finance/HR Officer

**AGENDA ITEM #8:** **REVISED BUDGET TIMELINE AND METHODOLOGY**

**RECOMMENDED ACTION:** APPROVE

### BACKGROUND

In January 2020, the Board of Directors approved a Fiscal Year 2020-21 (FY20-21) Budget Timeline. The approved timeline advanced the review process by the Budget and Administration Committee and Board of Directors by one month beginning in April, instead of May as in the previous year.

### DISCUSSION

Staff did not meet the April timeline due to the outbreak of COVID-19 and the necessary District response. Since early March, staff have been unable to work on the Budget. Thankfully, most department managers had completed their budget development. The Finance Office is now compiling department budgets into the District budget.

The following page reflects the revised budget timeline.

The revised FY20-21 Budget Timeline is as follows:

|             |  |
|-------------|--|
| May 5       | Budget –Administration Committee<br><ul style="list-style-type: none"> <li>○ 1<sup>st</sup> review of Preliminary FY20-21 Budget</li> <li>○ General Fund, Special Funds, Capital Asset Reserves</li> <li>○ <i>Budget Binders will also be provided to all Board members</i></li> </ul> |
| June 2      | Budget – Administration Committee<br><ul style="list-style-type: none"> <li>○ 2<sup>nd</sup> Review of Preliminary FY20-21 Budget</li> <li>○ General Fund, Special Funds, Capital Asset Reserves</li> </ul>  |
| June 17     | Board of Directors<br>FY 20-21 Preliminary District Budget Hearings  |
| June 30     | <i><u>Preliminary</u> FY20-21 Budget due to County</i>   |
| August 4    | Budget and Administration Committee<br><ul style="list-style-type: none"> <li>○ Review of Final FY20-21 Budget</li> </ul>  |
| August 19   | Board of Directors<br>Final FY 20-21 District Budget Hearings  |
| September 1 | <i><u>Final</u> FY20-21 Budget due to County</i>   |

### Methodology

The outbreak of COVID-19 is impacting District revenues from fees and services, and possibly property tax revenues. Affected departments include Fire, Parks & Facilities, CC&R/ARC, and Recreation. All departments are reducing expenditures on services, supplies, and staff to respond to the unknown loss of revenues. Staff expects COVID 19 impacts to continue into early next fiscal year. All departments may be eligible for FEMA reimbursement for costs related to COVID.

Staff’s strategy for FY20-21 Budget is to develop a budget that does not consider impacts from COVID-19, because the extent of the revenue impacts and the success of the District’s response will not be known for several months. For the past two fiscal years, staff has been working to better align District revenues and expenditures to create a balanced, sustainable budget. The FY20-21 Budget will be a base budget to continue District services and attain sustainability. Once COVID-19 impacts are known, staff will work with the Board to determine an appropriate financial response to apply to this base budget.

## LLAD Budget Development and Engineers Report

When developing the LLAD Budgets, staff considered the work of the LLAD Ad Hoc Committee. The Committee carefully reviewed the LLAD budgets, identified the LLADs that were operating at or close to a deficit, and discussed strategies to address the deficit. Staff applied those Committee strategies to the applicable LLADs budgets, which will be reflected in both the Engineer's Report and District Budgets. The LLAD Ad Hoc Committee's work was applied by staff to the FY20-21 Budgets.

The Engineers Report is an annual Board-approved report that identifies LLAD budgets for the purpose of a tax assessment; the Engineer's Report is required by state law. Due to its timing to meet tax assessment deadlines, the Engineer's Report is completed prior to the District finalizing its annual budget and before annual fund balances have been reconciled. The budget in the Engineer's Report should be considered an *estimate* for tax assessment purposes.

## **CONCLUSION**

The FY20-21 Budget will have the same format as the previous two budgets. There will be a Budget Binder with chapters for each department with a description of services, revenue and expenditures budget, staff chart and description of expenditures. Budgets for the District's Special Funds and Capital Asset Reserves will be a new addition this year.

Staff's goal is to provide for the Board's consideration a FY20-21 budget that sustains the District into future years. Once the impacts of COVID 19 are known, staff will return to the Board to make appropriate budget adjustments. Staff is currently responding by:

- Reducing the current work force; full-time staff are taking 1-2 days per pay period off without pay and part-time staff are working 0 to near 0 hours;
- Reducing expenditures to essential business only, HVAC systems at community center and pool in unoccupied mode;
- Tracking COVID response costs for reimbursement by FEMA;
- Tracking reduced revenues for possible future funding source from federal or state COVID relief grants;
- Moving Parks and Facilities staff to working on incomplete projects in LLADs, removing salaries from the General Fund;
- Not backfilling full-time staff out on state disability.

Fees from services and programs generates approximately 15% of the total District revenues. Staff have taken, and continue to take, immediate steps to reduce the District's costs in salaries, services, and supplies to compensate for this loss of revenues. FEMA provides an additional source of funding to offset District costs. Staff anticipates having a greater understanding of the COVID impacts to the District's revenues and expenditures in the early part of Fiscal Year 20-21.



## Agenda Transmittal

**DATE:** April 15, 2020

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #9:** SOLAR ENERGY PROJECT REQUEST FOR PROPOSAL

**RECOMMENDED ACTION:** APPROVE AUTHORIZATION FOR A REQUEST FOR PROPOSAL FOR A SOLAR ENERGY PROJECT

### Overview

Staff is recommending that the Board of Directors authorize ARC Alternatives to develop and release a competitive, public Request for Proposal (RFP) to select a builder for a solar energy project. ARC Alternatives determined that the District would benefit from a solar project in terms of energy cost savings. The RFP would request builders develop a design-build proposal, allowing builders to make recommendations they feel are best suited for the District in order to maximize the benefit of the project.

### Introduction

On November 20, 2019, the Board of Directors approved an agreement with ARC Alternatives to assist the District in determining an appropriate Solar Energy Project. Their project scope includes:

- Identify appropriate solar energy projects in size, scope, and design;
- Assist with a competitive request for proposal process to select a builder for a solar project;
- Assess the project's economics and funding options.

### Discussion

Since November, ARC Alternatives gathered information about the District's facilities and energy consumption. In January, ARC staff conducted site visits to potential solar locations including the Community Center, Fire Stations 89 and 88, Cameron Park Lake, Rasmussen Park, Christa McAuliffe Park, and the undeveloped Sandpiper Park on Bass Lake Road. Meter data for two years was collected.

In February, ARC staff met with the Solar Energy Ad Hoc Committee to review their findings, possible options, and recommendations. The size of the District's project falls in the spectrum of smaller commercial projects, which may limit the breadth of builders interested in the project. Discussions centered on an option that would construct solar panels at Fire Station 89 and at the Community Center, which is where most of the District energy costs are generated. Follow-up information was provided in March and the Community Center and Fire Station 89 option was finalized. This option provides latitude for alternatives proposed vendors during the procurement phase.

### **Solar Energy Ad Hoc Committee**

The Solar Energy Ad Hoc Committee, which includes three community members, diligently studied and evaluated information provided by ARC. The February meeting included reviewing utility data analysis, possible project site locations, and interconnection methods to generate savings. The Fire Department attended this meeting to be briefed on the project and provide input. The Solar Energy Ad Hoc Committee supports staff's recommendation.

### **Next Steps**

ARC staff will develop and release a design-build RFP. They will actively engage and solicit builders to generate proposals and increase competition. ARC staff will evaluate funding alternatives for the specific, preferred project(s). The Solar Energy Ad Hoc Committee will be involved in the selection of a builder and funding strategy. A recommendation for a project and funding strategy will be provided to the Board of Directors for consideration.

### **Background**

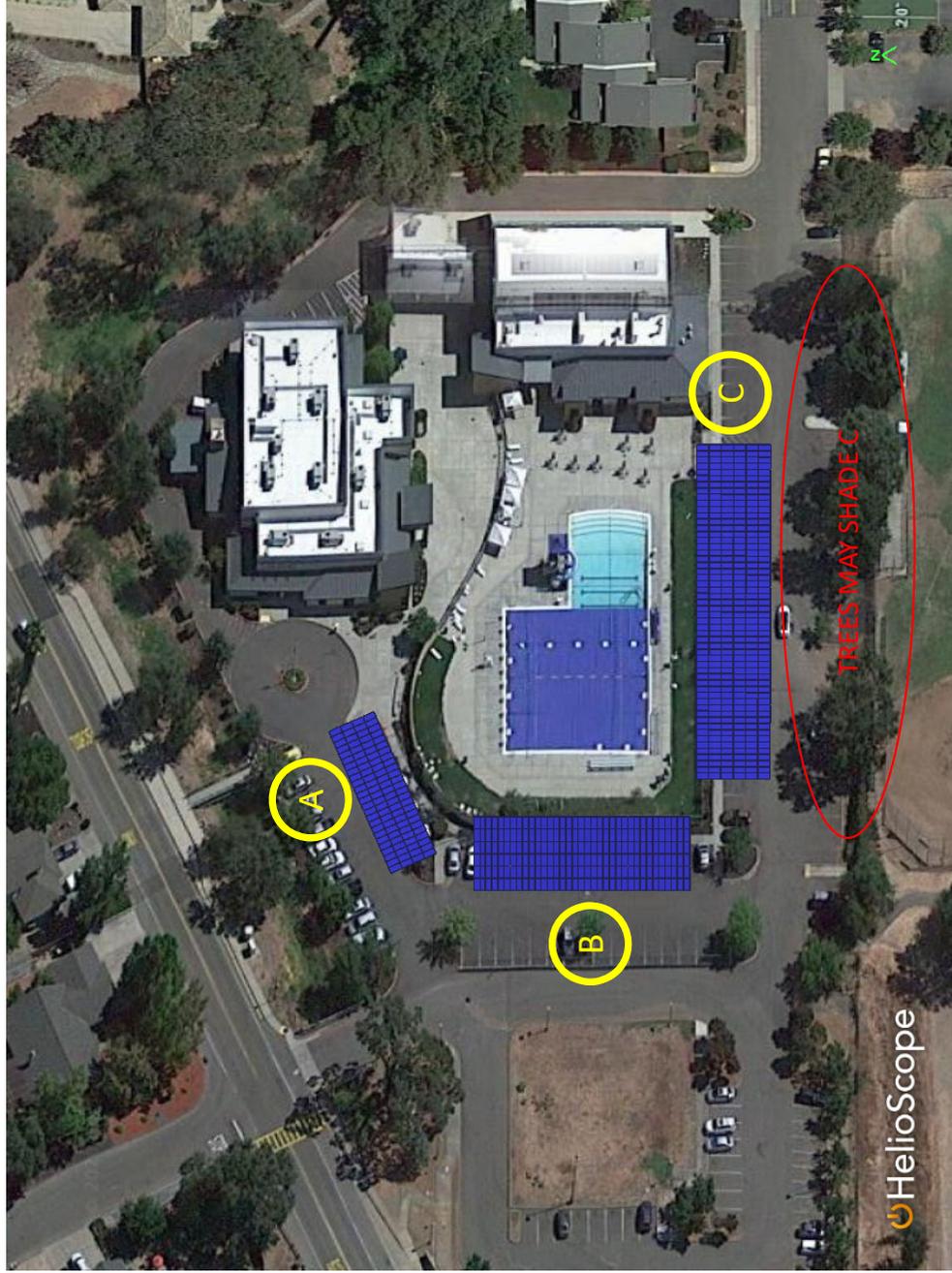
In October 2018, the Cameron Park Community Services District (District) Board of Directors formed and appointed a Solar Energy Ad Hoc Committee (Committee). The Committee began meeting in January 2019. On July 17, 2019, based upon Solar Energy Ad Hoc Committee recommendations, the Board approved the release of a Request for Qualifications (RFQ) for a Solar Energy Expert. On November 20, 2019, the Board of Directors approved an agreement with ARC Alternatives.

### Attachments:

9A – Community Center Possible Solar Locations

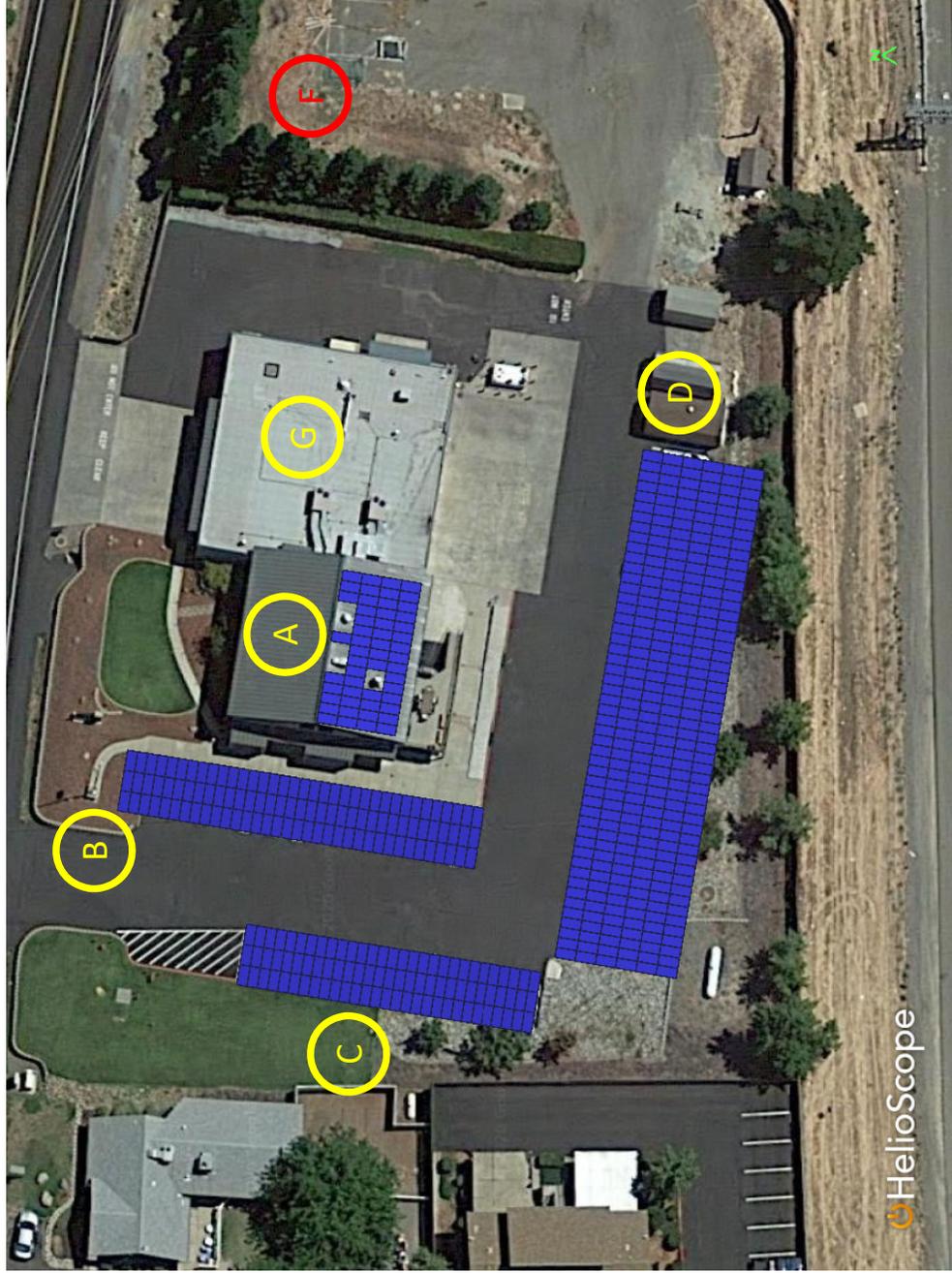
9B – Fire Station 89 Possible Solar Locations

## Community Center Possible Solar Locations



- The Community Center presents clearest opportunity for a larger NEM system.
- All three locations would be shade structures
- Location A would be required to comply with ADA requirements.
- Locations B and C would be used in combination to provide the remaining necessary capacity. Either could be shortened as necessary
- The trees south of C may need to be trimmed or removed.

## Fire Station 89 Possible Solar Locations



- Location A would be roof mounted. Locations B, C, and D would be shade structures
- The flat roof location G was not considered at this time due to roof condition but could be included based on vendor feedback
- A combination of A and a portion of B, or a portion of D would likely make the most sense for an NEM project.
- Location F has been deemed un-useable for solar

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



**Budget and Administration Committee**  
**Tuesday, April 7, 2020**  
**6:30 p.m.**

**TELECONFERENCE ZOOM MEETING**  
<https://us04web.zoom.us/j/585708379>

**Meeting ID: 585 708 379**

(Teleconference/Electronic Meeting Protocols are attached)

**Agenda**

Members: Chair Director Eric Aiston (EA), Vice Chair Director Monique Scobey (MS),  
and Alternate Director Felicity Wood Carlson (FC)

Staff: Jill Ritzman, General Manager  
and Vicky Neibauer, Finance/Human Resources 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** – 3/3/20 Conformed Agenda will be included on the next agenda for approval

**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. **Presentation – California Special District Association Activities** (oral report; D. Wadle)
2. **Updated Budget Timeline** (J. Ritzman, V. Neibauer)

**3. Election Services from the El Dorado County Registrar of Voters to Fill Two Four Year Term Seats  
(N. Garrison)**

**4. Staff Updates**

- a. Admin & Finance Dept Report (V. Neibauer)
- b. 3<sup>rd</sup> Quarter District Financials (V. Neibauer)
- c. Update & Next Steps - El Dorado Disposal Amendment to the Agreement (J. Ritzman)
- d. March Check Register Review (V. Neibauer)

**5. Items for May & Future Committee Meetings**

**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



**Covenants, Conditions & Restrictions (CC&R) Committee**  
**Monday, April 6, 2020**  
**5:30 p.m.**

**Cameron Park Community Services District**  
**2502 Country Club Drive, Cameron Park**

### **Agenda**

Members: Chair Sidney Bazett (SB), Vice Chair Gerald Lillpop (GL), Bob Dutta (BD)  
Director Felicity Wood Carlson (FC), Director Holly Morrison (HM)  
Alternate Director Ellie Wooten

Staff: General Manager Jill Ritzman, CC&R Compliance Officer Kate Magoolaghan

**Meeting has  
been cancelled**  
(See attached reports for CC&R  
department updates)

*Cameron Park  
Community Services District*



## Agenda Transmittal

**DATE:** April 6, 2020

**FROM:** Kate Magoolaghan, CC&R Compliance Officer

**SUBJECT:** Operational Update during COVID-19 Crisis

We find ourselves in the midst of extraordinary times. As each of us has experienced some degree of disruption in our daily lives, the District is committed to continuing to serve the residents of Cameron Park to the greatest extent possible while following the guidance of State and Local authorities. It is paramount that the District work within its authority to ensure the safety of staff, their families, and residents, including Directors and volunteer committee members. This report is intended to keep the CC&R Committee and residents apprised of the current status of CC&R and ARC operations.

### **OPERATIONAL CHANGES**

At the direction of the General Manager, the CC&R Department is evaluating the impact of the COVID-19 crisis on CC&R/ARC operations. Staff has been tasked with assessing current work demand, expected loss of revenue due to a sharp decline in ARC applications and the need to provide essential services. Staff has made the following operational changes.

#### **CC&R Committee**

- CC&R Meetings will be temporarily suspended.
  - Staff will provide a monthly report to the CC&R Committee
  - In the event that a matter involving legal action or any other time sensitive matter requiring Committee action arises, the next regularly scheduled meeting will be held via Zoom Meeting

At the current time, the only matter requiring Committee action would be the Temporary Variance renewal for the commercial vehicle at 3248 Chasen Drive which will expire in

April. The process involves providing an opportunity for neighbors to provide comment. Following discussion with legal counsel, it was determined that a 30 day administrative extension of the variance would be appropriate at this time.

Staff continues to work on procedural amendments as noted in the 2020 District Work Plan. The presentation of these procedures will recommence when regular meetings resume.

### **Enforcement Activity**

- Staff is working remotely from home.
  - Staff is limiting face to face interactions with the public and other staff
  - The CC&R office phone has been forwarded to the CC&R cell phone
  - Staff is able to remotely access many of the needed tools in order to remain productive and accessible
  - Staff has reduced paid work hours by 20% to 32hrs per week
- Staff is communicating with the General Manager to address ongoing CC&R enforcement activities.

Staff has been in contact with El Dorado County Code Enforcement. At the current time, they are responding to immediate health, life and safety concerns. While CC&Rs are not designed to ensure health and safety, it is typical for enforcement staff to become aware of these types of situations and routinely helps facilitate response from the appropriate agency. It is common for residents to contact CC&R enforcement staff when they do not know who to call. Staff is committed to remaining available to help residents during this crisis.

Staff will continue to respond to complaints that are considered “High Priority” according to the Board approved priority list.

- Situations where non-compliance to applicable CC&Rs may pose a risk to public safety.
- Active or imminent dangers would be referred to the appropriate authority (i.e. Sheriff, Fire Department, Code Enforcement, Child Protective Services, Adult Protective Services, etc.).

Response for all other complaints will be evaluated on a case by case basis. Staff will continue to monitor current violations.

### **Architectural Review**

- ARC Meetings will be modified
  - Meetings will be held bi-weekly on an as-need basis
  - Staff is working with ARC members to conduct meetings by Zoom
  - ARC forms will not be signed by ARC members. Votes will be conducted verbally
  - All submissions are required to be submitted electronically
  - Decision Notices will be sent electronically to the email on the submission form

Architectural Review Application submissions have drastically slowed but do continue to trickle in. Spring is typically a busy time for ARC with many of the larger projects (i.e. new home construction, additions, and pools) going through the process. Fees collected for these projects account for a significant portion of the projected ARC revenue for the current fiscal year. It is too soon to speculate what effect the economic impact of the COVID-19 crisis will have on ARC revenues going forward. ARC revenues make up approximately 20% of the annual budget for the CC&R department.

### **CONCLUSION**

Staff continues to monitor the current COVID-19 crisis and will adapt accordingly as the situation evolves. Staff will continue to provide essential services to residents while protecting the safety and well-being of everyone affected.

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



**Fire and Emergency Services Committee**  
**Tuesday, April 7, 2020**  
**5:30 p.m.**

**Cameron Park Community Center**  
**2502 Country Club Drive, Cameron Park**

**Agenda**

Members: Chair Director Ellie Wooten (EW), Vice Chair Director Monique Scobey (MS)  
Alternate Director Eric Aiston (EA)

Staff: General Manager Jill Ritzman, Chief Sherry Moranz, Chief Jed Gaines

# Meeting has been cancelled

(See attached Fire Department  
report for updates)

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## Cameron Park Fire Department

In Cooperation with

***CAL FIRE***



3200 COUNTRY CLUB DRIVE  
CAMERON PARK, CA 95682  
Business (530) 677-6190  
Prevention (530) 672-7336  
FAX (530) 672-2248

Item #12C

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### Fire and Emergency Services Committee April 7, 2020

- Cameron Park Fire Department is taking extra precautions related to COVID-19. We are also adjusting some business practices to keep all of our employees and their families safe during these trying times.
- Both Fire Stations are closed to the public. All Fire Marshal and public administrative concerns are being handled via phone or email.
- Training Tower permit application has been submitted to the County Building Department. We are anticipating some delays in the process due to the COVID-19 pandemic.

### Weed Abatement and Grant summary

- Received 57 calls about vacant lots from Cameron park residents and provided most of them with vendor information.
- Hired Chris part time/ Seasonal to help enforce weed abatement for April- June to help with inspections on vacant lots and some improved lots as needed.
- Prepared educational material to be mailed out to Cameron Park residents for improved lot owners.
- Started a Cameron Park Fire Department Facebook Page to keep our community up to date on upcoming events, information, and weed abatement helpful guidelines.
- Submitted for CEQA review for 64 acres of fuels reduction work to be done on Cameron Park CSD owned property. This review is paid for from CCI Grant funds.
- Ordered 5 custom metal frames for fire prevention signs that we recently received. Construction of frames is being delayed because of COVID-19 pandemic. This project has been paid for from CCI Grant funds.
- Crews from Growlersburg Camp along with BLM have been working on a 200-foot fuel break on the Pine Hill Preserve off Meder Road. Crews have been cutting, piling and burning as they go. This project is supported with funds from the CCI Grant.
- 7,500 Educational Mailers have been ordered and will be mailed out to all Cameron Park Community Service District residence. Each post card will also have an educational magnet attached. Residence should expect these post cards in early April. This project has been paid for from CCI Grant funds.

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



**Parks & Recreation Committee**  
**Monday, April 6, 2020**  
**6:30 p.m.**

**Cameron Park Community Services District**  
**2502 Country Club Drive, Cameron Park**

### **Agenda**

Members: Chair Director Ellie Wooten (EW), Vice Chair Director Felicity Carlson (FC)  
Alternate Director Holly Morrison (HM)

Staff: General Manager Jill Ritzman, Recreation Supervisor Whitney Kahn,  
Parks Superintendent Mike Grassle

# **Meeting has been cancelled**

(See attached reports for  
Parks & Recreation  
Department updates)

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** April 6, 2020

**FROM:** Whitney Kahn, Recreation Supervisor  
Recreation Department Report

**RECOMMENDED ACTION: RECEIVE AND FILE**

The Recreation Department has made many changes to programming and upcoming summer plans due to the COVID-19 pandemic. In this report, staff will outline the current plan based on information at the time of preparation of this report.

- While staffing has downsized and is working less hours, the Recreation Department is keeping busy maintaining essential functions such as:
  - ✓ Issuing credits and refunds to participants effected by the cancellation of classes and facility closures
  - ✓ Communicating with instructors, user groups, and summer staff about operational impacts from COVID-19
  - ✓ Putting plans together for an abbreviated summer season, should regulations be lifted for us to be able to provide some level of programming. Planning a bit now allows us to be ready at a moment's notice, should the notice be given. Priority is being placed on aquatics, day camp, and Lake kiosk operations.
  - ✓ Updating the website and social media outlets with news about the District's operations.
- The Recreation Supervisor was appointed by the General Manager as the Communications Coordinator to represent the District on El Dorado County's Community Partners Communications Group. There are 15 agencies represented that have a standing conference call every Monday, Wednesday, and Friday, as well as regular group emails and text messages. The purpose of the group is to maintain consistency in communications between all local governments, and to disseminate important news regarding COVID-19 and the County's response. The

Recreation Supervisor disseminates this information internally to staff and externally to residents and user groups.

- At this time, the Recreation Department has made the following reductions in order to better offset the current loss of revenue due to the closures and cancellation of programming:
  - ✓ Cancellation of all activities, events, and programs occurring March 13 through at least the end of April, including the Family Sock Hop and Easter Egg Hunt
  - ✓ Staffing reductions:
    - Recreation Supervisor has reduced paid hours to approximately 30 hours per week
    - The Recreation Coordinator working 30 hour per week has scaled back to 5 hours per week
    - One part-time Recreation Coordinator assigned to Aquatics that was regularly working 20-25 hours per week has been reduced to a maximum of 10 hours per week to prepare for aquatics season if restrictions are lifted
    - The other PT Recreation Coordinator assigned to sports, day camp and events has already scaled back hours and will maintain 4-7 hours per week
- Printing and distribution of the Summer Activity Guide has been cancelled. With so many unknowns, it does not make sense to have a guide produced with activities and programs that may not occur. With staff focusing only on essential services, there is not enough manpower to even go into production mode for the Guide, and the savings for not printing and mailing the Guide will be significant (around \$10,000).

We are making plans for a one-page mailer to connect with our residents to let them know there will not be a physical copy of the Guide mailed, but we encourage them to subscribe to our e-newsletter that will make them aware of any summer offerings we are able to put together.

- Planning of summer special events including the Trucks & Tunes series and the Summer Spectacular has been suspended. Similarly to the other points, there are too many unknowns at this time, and with the reduction of staff hours to essential functions, we could not justify prioritizing planning of an event that may not be able to occur. Should the regulations surrounding large gathering change significantly over the next couple of weeks, we may make a plan to have very

scaled back version of Summer Spectacular or Trucks & Tunes. We are in communication with a fireworks vendor who would be interested in coming on to work with us, in the event that we can host a highly populated event.

- Additional information worth noting:
  - Staff is in the process of developing ways to maintain a sense of community with our residents while we cannot serve them in our typical ways. The first attempt is encouraging residents to join us in Chalking Up Cameron Park! In our newsletter and on social media, we are encouraging residents to leave cheerful notes on their driveways and in their neighborhoods, and use the #ChalkItUpCP. We hope this is the first in multiple steps in finding new innovative ways to connect with our residents.
  - Our next social media campaign will be urging our residents to **Stay Home** and provide resources and tips for things to do while they are at home.
  - Staff will soon begin the RFP Process for a new website host as originally planned.

With the significant reduction in staff hours, we want to thank the Board of Directors and our community in advance for being patient with Recreation as we try to create the best path forward, as the new world we are all living in continues to develop. We appreciate all of you and hope that you and yours are staying healthy and safe in these uncertain times.



*Cameron Park  
Community Services District*

## **Agenda Transmittal**

**DATE:** April 6, 2020

**FROM:** Michael Grassle, Parks and Facilities Superintendent  
Parks & Facilities Department Report

**RECOMMENDED ACTION:** RECEIVE AND FILE

### **COVID-19 Update**

The Department has made the following changes due to the Coronavirus:

- Closure of the Community Center
- Full time Parks staff have agreed to furlough two days a month to help reduce costs.
- Seasonal employees have had a reduction in hours.
- All public park restrooms have been closed until further notice.
- The District is unable to utilize the Tribe, Growlersburg, or volunteers until the Shelter in Place is lifted.

The most significant concern is the Park Department's ability to meet deadlines for the weed abatement requirements on District properties due to Growlersburg crews not being available, and the limited District staff resources. Parks is working closely with the Fire Department about this issue and concern.

Parks staff is closely monitoring park use and the social distancing requirements. The skate park was closed beginning April 2<sup>nd</sup> due to social distancing requirements not being met. Cameron Park and El Dorado Hills have both chosen to keep parks open, but are forewarning park users that the social distancing requirements must be met. Both agencies will remain in touch about future operational decisions. Signs, regarding COVID requirements, based upon a County template, are being placed in District parks.

## Sports Fields and Parks

- El Dorado Weed Control finished applying all of the herbicides to the District's open space lots. District staff applied herbicides to all of the park locations.
- Staff added 12 additional yards of baseball infield mix to Rasmussen Park (prior to the coronavirus outbreak).
- The Paul J. Ryan Memorial sign was installed and dedicated on Saturday, March 12<sup>th</sup>. There were approximately 40-50 friends and family members in attendance at the dedication.
- Staff has been working on replacing old barring and belts and changing oil on District equipment as it had not been done in some time.
- Parks staff installed the spillway boards at Cameron Park Lake on Wednesday, April 1<sup>st</sup>.

## LLADs

Staff will began working on various projects throughout the LLADs, including:

- Install 10 yards of black bark around the tree wells at Eastwood Park
- Install a new drip system for the perimeter trees at David West
- Locate the missing irrigation valves along Meder Rd.
- Remove the existing sod and add bark at Bar J B
- Burn debris piles at Northview Park

## Community Center

Staff spent the first week of the Community Center closure steam cleaning chairs, sanding tables, detailing the kitchen, and working on the lights. At this point there is only one staff member assigned to the Community Center. During the closure, the staff's main responsibilities are: cycle the pool, disinfect the offices and main restroom, assist Senior Lunch, and take care of the existing landscaping.

## Cancelled Events

- Skate Park Appreciation Day – scheduled for Monday, April 6<sup>th</sup>
- Community Volunteer Day – scheduled for Saturday, April 25<sup>th</sup>