

Budget and Administration Committee



Monday, August 11, 2025
5:30pm

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

Agenda

Members: Chair Director Katie Gilchrest (KG), Vice Chair Director Dawn Wolfson (DW)
Alternate Director Tim Israel (TI)

Staff: Maurice Johnson, General Manager; Christina Greek, 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 MINUTES

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. Annual Disclosure of Board of Directors and Employee Reimbursement FY 2024-25 (L. Sanders-Ito)

2. Lifeguard Job Description (M. Johnson)
3. Wildlife Mitigation Coordinator Job Description (M. Johnson)
4. Volunteers in Support Program (M. Johnson)
5. FY 2025/26 Final Budget (M. Johnson)
6. Bylaws Legal Review (M. Johnson – verbal)
7. District Revenue Options (M. Johnson - verbal)
8. Sale of Surplus Fire Apparatus - Engine 288 (M. Johnson)
9. 52 Ways to be a Better Board (M. Johnson - verbal)
10. Staff Updates
 - a. July Check Register (L. Sanders-Ito)
 - b. Annual Comprehensive Financial Report (M. Johnson)
11. Items for Future Committee Meetings
 - a. Cost Recovery Policy (bounced check, etc.)
 - b. Recreation Leader Job Description Update
 - c. Cash Handling Policy

12. Items to Take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

Budget and Administration Committee

Tuesday, July 8, 2025
5:30pm



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

Minutes

Members: Chair Director Katie Gilchrest (KG), Vice Chair Director Dawn Wolfson (DW)
Alternate Director Tim Israel (TI)

Staff: Maurice Johnson, General Manager; Christina Greek, Finance/Human Resources Officer

CALL TO ORDER – 5:30pm

ROLL CALL – KG/DW

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 - Approved

APPROVAL OF MINUTES - Approved

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. ActiveNet Software (M. Johnson)

- Discussed ActiveNet Software and Agreement. Move to the Board with Support.

2. District Revenue Options (M. Johnson)

- *Discussed District Revenue Options.*

3. Stating the Purposes and Fixing the Amount of Money to be Raised by Taxation to the District to Pay Voter Approved Debt for the FY 2025-26 and Setting the Tax Rate (C. Greek)

- *Discussed Stating the Purposes and Fixing the Amount of Money to be Raised by Taxation to the District to Pay Voter Approved Debt for the FY 2025-26 and Setting the Tax Rate. Move to the Board with support.*

4. Staff Updates

- June Check Register (C. Greek)
- FY 23/24 Audit (C. Greek)
- Annual Comprehensive Financial Report (M. Johnson)
- Summer Spectacular (M. Johnson)

5. Items for Future Committee Meetings

- a. Cost Recovery Policy (bounced check, etc.)
- b. RFP for Auditor
- c. Cash Handling Policy

6. Items to Take to the Board of Directors

- *ActiveNet Software Agreement*
- *FY 23/24 Audit*
- *Summer Spectacular Report*
- *Stating the Purposes and Fixing the Amount of Money to be Raised by Taxation to the District to Pay Voter Approved Debt for the FY 2025-26 and Setting the Tax Rate*
- *Legal Presentation - Board Member Responsibilities/Duties*

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT – 6:21pm

Cameron Park Community Services District



Staff Report

DATE: August 11, 2025

FROM: Laura Sanders-Ito, Acting Finance/HR Officer

AGENDA ITEM #1: **ANNUAL DISCLOSURE OF BOARD OF DIRECTORS AND EMPLOYEE REIMBURSEMENT FY 2024-25**

RECOMMENDED ACTION: **FORWARD TO THE BOARD OF DIRECTORS**

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

The attached report includes individual charges for services or products received of at least \$100 for the Fiscal Year 2024-25. The report will be posted on the District webpage as well as the District Information Board to fulfill the “publishing and availability for public inspection” requirement. Posting to the District website also meets a requirement for the District Transparency Certificate of Excellence from the California Special District Association.

With the Budget and Administration Committee’s support, this item will be scheduled for approval by the Board of Directors on August 20, 2025 as a consent item.

Attachments:

- 1A - Board Member Reimbursement Report
- 1B - Employee Reimbursement Report

Cameron Park Community Services District
 Vendor Activity
 From 7/1/2024 Through 6/30/2025

<u>Vendor Name</u>	<u>Expenses</u>	<u>Check/Voucher Date</u>	<u>Document Description</u>
Eric William Blodgett Ais...			
Eric William Blodgett Ais...	0.00	7/4/2024	System Generated Check/Voucher
Eric William Blodgett Ais...	100.00	8/1/2024	DIR Comp Meetings July 2024
Eric William Blodgett Ais...	0.00	8/1/2024	System Generated Check/Voucher
Eric William Blodgett Ais...	600.00	9/12/2024	DIR Comp Meetings 8/9,12,14,19,21,26/2...
Eric William Blodgett Ais...	0.00	9/12/2024	System Generated Check/Voucher
Eric William Blodgett Ais...	600.00	10/3/2024	DIR Comp Meetings 9/3,10,13,16,18,30/24
Eric William Blodgett Ais...	0.00	10/3/2024	System Generated Check/Voucher
Eric William Blodgett Ais...	600.00	11/7/2024	DIR Comp Meetings 10/7,10,10,16,21,31/24
Eric William Blodgett Ais...	0.00	11/7/2024	System Generated Check/Voucher
Eric William Blodgett Ais...	600.00	12/12/2024	DIR Comp Meetings 11/4,5,7,20,22,26/24
Eric William Blodgett Ais...	300.00	12/12/2024	DIR Comp Meetings 12/3,3,4/24
Eric William Blodgett Ais...	0.00	12/12/2024	System Generated Check/Voucher
	<u>2,800.00</u>		Transaction Total
Total Eric William Blodg...	2,800.00		
L. Kathleen Gilchrest	300.00	2/6/2025	DIR Comp meetings 12/18/24, 1/22,1/28/25
L. Kathleen Gilchrest	0.00	2/6/2025	System Generated Check/Voucher
L. Kathleen Gilchrest	400.00	3/13/2025	DIR Comp Meetings 2/3,2/3,2/12,2/19/25
L. Kathleen Gilchrest	0.00	3/13/2025	System Generated Check/Voucher
L. Kathleen Gilchrest	300.00	4/10/2025	DIR Comp Meetings 3/3,3/10,3/19/25
L. Kathleen Gilchrest	0.00	4/10/2025	System Generated Check/Voucher
L. Kathleen Gilchrest	300.00	5/15/2025	DIR Comp Meetings 4/7,4/8,4/16/25
L. Kathleen Gilchrest	0.00	5/15/2025	System Generated Check/Voucher
L. Kathleen Gilchrest	300.00	6/5/2025	DIR Comp Meetings 5/4,5/12,5/21/25
L. Kathleen Gilchrest	0.00	6/5/2025	System Generated Check/Voucher
L. Kathleen Gilchrest	300.00	6/26/2025	DIR Comp Meetings 6/10,6/10,6/18/25

Cameron Park Community Services District
 Vendor Activity
 From 7/1/2024 Through 6/30/2025

Vendor Name	Expenses	Check/Voucher Date	Document Description	
L. Kathleen Gilchrest	0.00	6/26/2025	System Generated Check/Voucher	
	<u>1,900.00</u>			Transaction Total
Total L. Kathleen Gilchrest	1,900.00			
Monique Scobey	200.00		DIR Comp Meetings 6/10,6/18/25	
Monique Scobey	0.00	7/25/2024	System Generated Check/Voucher	
Monique Scobey	500.00	11/28/2024	DIR Comp Meetings 10/8,10,10,11,16/24	
Monique Scobey	400.00	11/28/2024	DIR Comp Meetings 11/5,7,20,22/24	
Monique Scobey	200.00	11/28/2024	DIR Comp Meetings 7/17/24 & 7/19/24	
Monique Scobey	500.00	11/28/2024	DIR Comp Meetings 8/9,13,19,21,28/24	
Monique Scobey	300.00	11/28/2024	DIR Comp Meetings 9/10,16,30/24	
Monique Scobey	0.00	11/28/2024	System Generated Check/Voucher	
Monique Scobey	600.00	5/1/2025	DIR Comp Meetings January - April 2025	
Monique Scobey	0.00	5/1/2025	System Generated Check/Voucher	
Monique Scobey	200.00	5/29/2025	DIR Comp Meetings 5/6,5/21/25	
Monique Scobey	0.00	5/29/2025	System Generated Check/Voucher	
	<u>2,900.00</u>			Transaction Total
Total Monique Scobey	2,900.00			
Sidney Arthur Bazett	100.00		DIC Comp Meeting 6/18/25	
Sidney Arthur Bazett	0.00	7/4/2024	System Generated Check/Voucher	
Sidney Arthur Bazett	300.00	7/25/2024	DIR Comp Meetings 7/1,17, 19/24	
Sidney Arthur Bazett	0.00	7/25/2024	System Generated Check/Voucher	
Sidney Arthur Bazett	400.00	9/5/2024	DIR Comp Meetings August 2024	
Sidney Arthur Bazett	0.00	9/5/2024	System Generated Check/Voucher	
Sidney Arthur Bazett	200.00	10/10/2024	DIR Comp Meetings 9/9,18/24	

Cameron Park Community Services District
 Vendor Activity
 From 7/1/2024 Through 6/30/2025

<u>Vendor Name</u>	<u>Expenses</u>	<u>Check/Voucher Date</u>	<u>Document Description</u>	
Sidney Arthur Bazett	0.00	10/10/2024	System Generated Check/Voucher	
Sidney Arthur Bazett	200.00	1/9/2025	DIR Comp Meetings 12/2,12/18/24	
Sidney Arthur Bazett	0.00	1/9/2025	System Generated Check/Voucher	
Sidney Arthur Bazett	300.00	2/13/2025	Dir Comp Mtgs 01/06,22,28 2025	
Sidney Arthur Bazett	0.00	2/13/2025	System Generated Check/Voucher	
Sidney Arthur Bazett	200.00	3/27/2025	DIR Comp Meetings 3/7, 3/19/25	
Sidney Arthur Bazett	0.00	3/27/2025	System Generated Check/Voucher	
Sidney Arthur Bazett	200.00	4/24/2025	DIR Comp Meetings 4/1, 4/16/25	
Sidney Arthur Bazett	0.00	4/24/2025	System Generated Check/Voucher	
	<u>1,900.00</u>			Transaction Total
Total Sidney Arthur Bazett	1,900.00			
Report Opening/Current Balance				
Report Transaction Totals	9,500.00			
Report Current Balances				

Cameron Park Community Services District
 Vendor Activity
 From 7/1/2024 Through 6/30/2025

<u>Vendor Name</u>	<u>Expenses</u>	<u>Check/Voucher Date</u>	<u>Document Description</u>	
Christina Greek	100.00	7/4/2024	Cell Allowance - July 2024	
Christina Greek	50.00	7/4/2024	Home Printer/Supplies Allowance - July 2024	
Christina Greek	0.00	7/4/2024	System Generated Check/Voucher	
Christina Greek	0.00	5/1/2025	System Generated Check/Voucher	
Christina Greek	257.00	5/1/2025	Tuition Reimb Bus Admin-Accounting Program 1/7/25	
	<hr/>			
	407.00			Transaction Total
Total Christina Greek	407.00			
Hailey Marshall				
Hailey Marshall	50.00	7/4/2024	Cell Allowance - July 2024	
Hailey Marshall	0.00	7/4/2024	System Generated Check/Voucher	
Hailey Marshall	25.33	9/5/2024	Mileage Reimb July & August 2024	
Hailey Marshall	0.00	9/5/2024	System Generated Check/Voucher	
Hailey Marshall	21.71	11/14/2024	Mileage Reimb. September & October 2024	
Hailey Marshall	0.00	11/14/2024	System Generated Check/Voucher	
Hailey Marshall	25.33	2/6/2025	Mileage Reimb Banking Deposit's Nov,Dec,Jan	
Hailey Marshall	84.45	2/6/2025	Staff Food reimb approved by Alan G. 1/31/25	
Hailey Marshall	0.00	2/6/2025	System Generated Check/Voucher	
Hailey Marshall	18.90	4/17/2025	Mileage Reimb February & March 2025	
Hailey Marshall	0.00	4/17/2025	System Generated Check/Voucher	
Hailey Marshall	22.68	6/12/2025	Mileage Reimb. April & May 2025	
Hailey Marshall	0.00	6/12/2025	System Generated Check/Voucher	
	<hr/>			
	248.40			Transaction Total
Total Hailey Marshall	248.40			
Jose Cortes	150.00	12/5/2024	Boot Allowance Reimb CY Cap 2025	

Cameron Park Community Services District
 Vendor Activity
 From 7/1/2024 Through 6/30/2025

<u>Vendor Name</u>	<u>Expenses</u>	<u>Check/Voucher Date</u>	<u>Document Description</u>	
Jose Cortes	0.00	12/5/2024	System Generated Check/Voucher	
	<u>150.00</u>			Transaction Total
Total Jose Cortes	150.00			
Mark Hornstra	603.23	5/22/2025	6' Banquet Tables for Hall Reimb 5/13	
Mark Hornstra	0.00	5/22/2025	System Generated Check/Voucher	
	<u>603.23</u>			Transaction Total
Total Mark Hornstra	603.23			
Maurice Johnson	100.00	2/27/2025	Cell Allowance - February 2025	
Maurice Johnson	0.00	2/27/2025	System Generated Check/Voucher	
Maurice Johnson	100.00	3/6/2025	Cell Phone Allowance - March 2025	
Maurice Johnson	0.00	3/6/2025	System Generated Check/Voucher	
Maurice Johnson	100.00	4/3/2025	Cell Allowance - April 2025	
Maurice Johnson	0.00	4/3/2025	System Generated Check/Voucher	
Maurice Johnson	100.00	5/1/2025	Cell Allowance - May 2025	
Maurice Johnson	0.00	5/1/2025	System Generated Check/Voucher	
Maurice Johnson	100.00	6/5/2025	Cell Allowance - June 2025	
Maurice Johnson	0.00	6/5/2025	System Generated Check/Voucher	
Maurice Johnson	541.83	6/12/2025	Reimb - New Tires for Parks Truck Refund to MJ	
Maurice Johnson	0.00	6/12/2025	System Generated Check/Voucher	
	<u>1,041.83</u>			Transaction Total
Total Maurice Johnson	1,041.83			
Reef Willard	150.00	10/3/2024	Booy Reimb Allowance (Per Policy) 10/3/24	
Reef Willard	0.00	10/3/2024	System Generated Check/Voucher	
	<u>150.00</u>			Transaction Total
Total Reef Willard	150.00			

Cameron Park Community Services District
Vendor Activity
From 7/1/2024 Through 6/30/2025

<u>Vendor Name</u>	<u>Expenses</u>	<u>Check/Voucher Date</u>	<u>Document Description</u>
Report Opening/Current Balance			
Report Transaction Totals	2,600.46		
Report Current Balances			



Cameron Park Community Services District

Staff Report

DATE: August 20, 2025

FROM: MAURICE JOHNSON, INTERIM GENERAL MANAGER

AGENDA ITEM #2: UPDATE AND CONSOLIDATION OF LIFEGUARD I AND II JOB DESCRIPTIONS

RECOMMENDED ACTION: APPROVE THE REVISED 2025 LIFEGUARD I AND II COMBINED JOB CLASSIFICATION

BACKGROUND

Cameron Park Community Services District (District) employs seasonal lifeguards to supervise and ensure the safety of patrons using the District's aquatic facilities. The District has historically maintained two classifications: Lifeguard I and Lifeguard II, which were last updated and approved by the Board on October 18, 2023.

To improve clarity, alignment with operational needs and legal compliance, staff initiated a review of the existing classifications. A consolidated draft classification for Lifeguard I and II was developed, combining both roles into a single, tiered job description. This draft was subsequently reviewed by the District's HR Consultant, who provided recommended changes based on current employment law, HR best practices, and the seasonal nature of the roles.

DISCUSSION

The proposed Lifeguard I and II Combined 2025 Job Description reflects a modernization of the District's aquatic staffing structure, clearer distinction between experience levels, and best-practice standards for seasonal employment. The HR Consultant's input included recommendations to:

- Strengthen and clarify language around duties and scope of responsibility.
- Include language required under state and federal employment law, such as at-will and conditional employment provisions.
- Clearly identify certification requirements and physical expectations aligned with industry and Cal/OSHA standards.
- Define distinctions between entry-level (Lifeguard I) and lead-level (Lifeguard II) roles to ensure fairness in compensation and promotional opportunity.

- Improve inclusivity and ADA-related phrasing in the work environment and physical demands section.
- Ensure consistency with District policy and seasonal employee status.

This streamlined approach improves recruitment and onboarding efficiency, better supports return staff advancement, and provides consistent performance and training expectations.

KEY FEATURES OF THE UPDATED CLASSIFICATION

Component	Update
Format	Unified job description outlining both Lifeguard I and II roles.
Duties	Standardized across both roles with enhanced safety, reporting, and facility care responsibilities.
Role Distinctions	Lifeguard II identified as a seasonal lead role requiring prior experience.
Certifications	Lifeguarding, CPR/AED, and Title 22 certifications required for all staff.
Wage Structure	Lifeguard I: \$17.36 to \$18.16; Lifeguard II: \$18.61 to \$19.55 per hour.
Legal Compliance	Language revised per HR Consultant review for at-will, seasonal, and conditional employment.
ADA and Safety Language	Physical and environmental demands clarified per Cal/OSHA and ADA standards.

FISCAL IMPACT

No immediate fiscal impact is anticipated. The updated wage structure is consistent with the current FY25 seasonal staffing budget approved by the Board.

RECOMMENDATION

Staff recommends the Board of Directors approve the revised 2025 Lifeguard I and II Combined Job Description incorporating feedback from the District’s HR Consultant. This action supports legally compliant seasonal hiring practices, enhances clarity of job expectations, and strengthens the District’s ability to recruit, retain, and manage a qualified seasonal lifeguard team

Attachments:

- 2A – Revised Lifeguard I and II Combined 2025 Job Description (Final)
- 2B – Lifeguard I Job Description (retiring)
- 2C – Lifeguard II Job Description (retiring)



CAMERON PARK COMMUNITY SERVICES DISTRICT
LIFEGUARD I AND II
RECREATION DEPARTMENT
SEASONAL/PART-TIME/NON-EXEMPT EMPLOYMENT
Hourly Salary: \$17.36 - \$19.55 (No Benefits Included)
Lifeguard I: \$17.36 – \$18.16
Lifeguard II: \$18.61 – \$19.55

JOB DESCRIPTION:

Under the supervision of the Recreation Supervisor or designated lead staff, Lifeguards are responsible for ensuring the safety of all aquatic facility patrons by supervising pool activities, enforcing rules and regulations, preventing accidents, responding to emergencies, and providing high-quality customer service. Lifeguards play a key role in maintaining a safe, clean, and welcoming environment for all users of the District's aquatic programs and facilities.

ESSENTIAL JOB DUTIES (MAY INCLUDE BUT NOT LIMITED TO):

- Actively monitor and patrol assigned pool and deck areas to prevent accidents and respond to unsafe behavior.
- Enforce all facility rules, safety regulations, and patron conduct policies consistently and professionally.
- Maintain constant surveillance of swimmers and facility surroundings, staying alert to detect signs of distress or unsafe conditions.
- Perform rescues and administer appropriate emergency care including CPR, AED, first aid, or oxygen administration as certified and required.
- Complete and maintain accurate records, including incident reports, daily activity logs, chemical checks, and attendance sheets.
- Assist with the general cleanliness and daily maintenance of the pool facility, including setup, takedown, and equipment storage.
- Support swim instruction and aquatic programming under supervision of lead staff or instructors.
- Maintain positive and respectful interactions with coworkers, supervisors, and the public.
- Attend and actively participate in all required staff trainings, safety drills, and team meetings.
- Arrive on time for assigned shifts and properly clock in/out at the start and end of each work period.
- Follow all District policies and procedures, including timely submission of availability or time-off requests.
- Perform other duties as assigned to ensure the safe and effective operation of the aquatic facility.

MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Must be at least 16 years of age.
- Currently enrolled in or graduated from high school or equivalent.
- Possess and maintain valid certifications in the following:
 - Lifeguard Training (American Red Cross or equivalent)
 - CPR/AED for the Professional Rescuer
 - First Aid for Public Safety Personnel (Title 22/EMSA)
- Strong swimming ability and physical capability to perform rescues and emergency response tasks.
- Ability to remain calm and take appropriate action in stressful situations.
- Ability to work flexible hours, including evenings, weekends, holidays, and varying shifts.
- Prior experience as a Junior Lifeguard or volunteer/intern is preferred but not required.

DISTINCTION BETWEEN LIFEGUARD I AND II:

Lifeguard I is an entry-level position for individuals who meet the minimum qualifications and have little or no prior lifeguarding experience. This position is ideal for first-time or seasonal lifeguards who are building skills and gaining experience in aquatic safety and recreation operations.

Lifeguard II is a more advanced seasonal position intended for returning lifeguards or those with prior experience. In addition to standard lifeguard duties, Lifeguard II employees may be expected to:

- Serve as a lead lifeguard during assigned shifts.
- Assist in mentoring and guiding Lifeguard I staff and Junior Lifeguards.
- Help facilitate in-service training and support safety drills.
- Take on additional operational responsibilities such as monitoring equipment or reporting maintenance issues.
- Demonstrate leadership, maturity, and strong decision-making skills.

ADDITIONAL MINIMUM REQUIREMENTS FOR LIFEGUARD II:

- At least one season (or equivalent) of lifeguarding experience at a public or government-run aquatic facility.
- Strong knowledge of rescue techniques, safety procedures, and pool operations.
- Preferred but not required: Water Safety Instructor (WSI) or Lifeguard Instructor certification.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

This position requires prolonged exposure to sun, pool chemicals, and outdoor weather conditions. Must be able to lift up to 50 pounds, climb in and out of the pool, perform rescues, and remain standing or sitting for long periods. Hearing and visual acuity sufficient to detect signs of distress and respond promptly.

Conditional Offer Procedures - Candidates selected from the interview process will receive a conditional offer of employment contingent upon the successful completion of the following:

- **Background Check**: A State of California, Department of Justice criminal background check.
- **Medical Clearance**: A clear tuberculosis screening and a clear drug screening will be required.
- **Work Eligibility**: In accordance with federal law, all employees must be legally authorized to work in the United States. Documentation of eligibility will be required as part of the hiring process.

Please note: Employment in this position is at-will and seasonal. Nothing in this job description is intended to create a contract of employment or guarantee continued employment for any specific period of time.

EQUAL OPPORTUNITY EMPLOYER:

Cameron Park Community Services District is an Equal Opportunity Employer and provides employment opportunities to qualified individuals without discrimination on the basis of race, color, religious creed, national origin, gender, gender identity or gender expression, sex, sexual orientation, age, disability, medical condition, genetic information, covered veteran/military status, marital status or any other status protected by federal or state law.

Attachment #2B

Job Title:	Lifeguard I	Department/Group:	Recreation Department
Location:	Cameron Park CSD Pools	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$	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 16 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. <p>EQUAL OPPORTUNITY EMPLOYER</p> <p>Cameron Park Community Services District is an Equal Opportunity Employer.</p>			
Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Attachment #2C

Job Title:	Lifeguard II	Department/Group:	Recreation Department
Location:	Cameron Park CSD Pools	Will Train Applicant(s):	Specific to assigned duties
Level/Salary Range:	\$	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 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> <p>ESSENTIAL JOB DUTIES</p> <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. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <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. <p>EQUAL OPPORTUNITY EMPLOYER</p>			

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



Cameron Park Community Services District

Staff Report

DATE: August 11, 2025

FROM: MAURICE JOHNSON, INTERIM GENERAL MANAGER

AGENDA ITEM #3: APPROVAL OF JOB DESCRIPTION AND SALARY SCHEDULE UPDATE – WILDFIRE MITIGATION COORDINATOR

RECOMMENDED ACTION: APPROVE THE WILDFIRE MITIGATION COORDINATOR JOB DESCRIPTION AND ADOPT THE UPDATED PUBLIC SALARY SCHEDULE REFLECTING THE ADDITION OF THIS NEW POSITION

BACKGROUND

The Board of Directors previously approved funding for a new Wildfire Mitigation Coordinator position as part of the adopted Fiscal Year 2025–26 Final Budget. This position is a key element in the District’s implementation of *Ordinance No. 2025.05.21 (Weed and Rubbish Abatement)* and overall wildfire resilience strategy. It supports vegetation management inspections, defensible space enforcement, parks data analysis, and community education.

To formalize this position within the District’s staffing structure, the job description must be approved and the Public Salary Schedule updated accordingly.

DISCUSSION

The Wildfire Mitigation Coordinator is a full-time, non-exempt position reporting to the General Manager or designee. Primary responsibilities include:

- Coordinating the District’s Vegetation Management Program
- Conducting property inspections for compliance with PRC §4291, Title 14 CCR §1299, CA Fire Code Chapter 49, El Dorado County Chapter 8.09, and District Ordinance No. 2025.05.21
- Maintaining GIS-based inspection records and vegetation data
- Supporting data collection for Parks and Recreation operations
- Assisting with CC&R enforcement related to defensible space
- Participating in community engagement and education activities
- Supporting grant reporting and special projects

The proposed salary range for this position is **\$27.78 to \$35.45 per hour**, which is consistent with similar classifications in the District and reflects the specialized knowledge and fieldwork duties required. The updated Public Salary Schedule includes this range and will be published in accordance with CalPERS transparency requirements.

FISCAL IMPACT

Funding for the Wildfire Mitigation Coordinator position was included in the FY2025–26 Final Budget, with an estimated salary & benefits cost of approximately \$94,000. No additional budget action is required. The revised salary schedule will not impact the adopted General Fund or Fire Fund allocations.

RECOMMENDATION

Staff recommends the Board of Directors Approve the Wildfire Mitigation Coordinator job description and adopt the updated Public Salary Schedule reflecting the addition of this new position

Attachments:

3A – Wildfire Mitigation Coordinator Job Description

3B – Updated Public Salary Schedule – FY2025–26



Maurice Johnson
Interim General Manager



CAMERON PARK COMMUNITY SERVICES DISTRICT
WILDFIRE MITIGATION COORDINATOR
ADMINISTRATION DEPARTMENT
FULL-TIME/NON-EXEMPT EMPLOYMENT
Hourly Salary: \$27.78 - \$35.45 W/BENEFITS

JOB DESCRIPTION:

Under general supervision, the Wildfire Mitigation Coordinator is responsible for coordinating the Vegetation Management Program, conducting vegetation management inspections, and supporting Parks and Recreation data analysis. The position also offers limited assistance for Covenants, Conditions, and Restrictions (CC&R) compliance and community engagement while contributing to special projects and providing administrative support to enhance community resilience and public safety. This position reports to the General Manager or designee.

ESSENTIAL JOB DUTIES (MAY INCLUDE BUT NOT LIMITED TO):

Vegetation Management Program Coordination & Inspections

- Plan and implement vegetation management activities to reduce wildfire risk.
- Conduct property inspections to verify adherence to local and state defensible space and vegetation management regulations, including:
 - **Public Resources Code (PRC) §4291** – Defensible space requirements.
 - **California Fire Code Chapter 49** – Requirements for the Wildland-Urban Interface (WUI).
 - **Title 14, California Code of Regulations (CCR) §1299** – Fire hazard reduction around buildings.
 - **Cameron Park CSD Weed and Rubish Abatement Ordinance No. 2025.05.21** - Local regulations for vegetation clearance and defensible space enforcement.
 - **El Dorado County Vegetation Management Ordinance (Chapter 8.09)** – Local regulations for vegetation clearance and defensible space enforcement.
- Issue notices of non-compliance and follow up on corrective actions.
- Maintain inspection records and GIS-based vegetation data for tracking and reporting.
- Provide education and outreach to property owners on best practices for fire mitigation.
- Collaborate with fire agencies, contractors, and community partners to enhance wildfire resilience efforts.
- Ensure enforcement actions are carried out in accordance with applicable laws and district procedures.

Parks & Recreation Data Collection & Analysis

- Collect and analyze data related to Parks and Recreation program participation and facility usage.
- Assist in mapping and tracking park assets, open spaces, and vegetation health.
- Support planning efforts by providing data-driven recommendations for park management and land conservation.
- Maintain confidentiality and neutrality in enforcement of CC&R regulations and property inspections.

CC&R Compliance & Community Engagement

- Assist the CC&R Compliance Officer with property inspections related to vegetation management and defensible space requirements.
- Respond to basic community inquiries regarding CC&R regulations, fire safety, and property maintenance expectations.
- Document minor violations and refer more complex compliance issues to the appropriate personnel.
- Support public outreach efforts, including workshops and educational materials on defensible space and property upkeep.

Special Projects & Administrative Support

- Assist the General Manager with community resilience initiatives and strategic planning efforts.
- Support grant writing, reporting, and budgeting for vegetation management and park projects.
- Conduct research and data analysis to support district-wide planning and operational improvements.
- Prepare presentations and reports for internal and external stakeholders.
- Participate in interdepartmental projects and community resilience efforts as needed.

QUALIFICATIONS

Knowledge of:

- Vegetation management principles, wildfire prevention strategies, and defensible space requirements.
- Basic principles of fire behavior, fuel loads, slope effects, and ember casting as they relate to wildfire spread and mitigation.
- California regulations and El Dorado County codes, including:
 - PRC §4291, California Fire Code Chapter 49, Title 14 CCR §1299, and El Dorado County Vegetation Management Ordinance (Chapter 8.09).

- Principles of forestry, ecology, and land-use planning as it relates to wildfire risk mitigation.
- GIS mapping, spatial analysis, and data visualization techniques to support vegetation management and land planning efforts.
- Modern technologies and software applications utilized in field inspections and reporting, and compliance tracking (e.g., GIS software, asset management databases, mobile inspection tools).
- Public engagement and customer service strategies for communicating technical information to community members and stakeholders.
- Best practices in data analysis, including the interpretation of usage statistics, facility assessments, and environmental impact considerations.
- Emergency planning and incident response coordination related to vegetation hazards and public safety.
- Technical report writing and data management principles to ensure accuracy and compliance in documentation and regulatory reporting.

Ability to:

- Conduct vegetation inspections and enforce compliance with California PRC §4291, Fire Code Chapter 49, Title 14 CCR §1299, and El Dorado County Chapter 8.09.
- Address community inquiries effectively and inform property owners about CPCSD Ordinances, County Ordinances, CC&R regulations and wildfire safety.
- Collaborate with various agencies, landowners, and the public to enhance wildfire resilience.
- Utilize GIS and data visualization tools for land analysis and evaluation reporting.
- Comply with CalOSHA regulations and district safety protocols related to field work, wildfire hazard mitigation, and environmental hazards.
- Manage special projects and provide support for administrative initiatives as directed.
- Interpret technical codes, policies, and scientific data for practical field applications.
- Use analytical skills to assess trends, identify risks, and develop data-driven recommendations.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12th) grade, supplemented by 60 units of college level coursework in recreation, early education, leisure studies, physical education or a closely related field from an accredited college or university preferred.

- **Two (2) years of experience** in vegetation management, fire prevention, land use planning, code enforcement, GIS analysis, CC&R compliance, or a related field.
- **Preferred:** Associate's degree or Bachelor's degree in **Fire Science, Forestry, Environmental Science, Geography, GIS, or a related field.**
- Preferred: Experience working with or for a public agency is highly desirable.

PREFERRED SKILLS AND/OR CERTIFICATIONS

Required:

- Possession of a **valid California Class C Driver's License** and a satisfactory driving record or the ability to obtain one by the time of appointment.

Preferred (or must be obtained within one year of employment):

- California Department of Forestry and Fire Protection (CAL FIRE) – Defensible Space Inspector Training Certificate.
- National Fire Protection Association (NFPA) – Assessing Wildfire Hazards in the Home Ignition Zone Certificate.
- Tahoe Regional Planning Authority – Defensible Space Assessor Training.
- FEMA Incident Command System (ICS) 100 & 200 Certifications.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Work is performed in both an office and outdoor environment, including exposure to inclement weather, smoke, dust, and vegetation.
- May require walking long distances, standing for extended periods, bending, stooping, and lifting up to 50 pounds.
- Use of personal protective equipment (PPE) may be required.
- Must be able to safely drive and operate a motor vehicle on unimproved roads and in remote areas.

Conditional Offer Procedures - Candidates selected from the interview process will receive a conditional offer of employment contingent upon the successful completion of the following:

- **Background Check:** A State of California, Department of Justice criminal background check.
- **Medical Clearance:** A clear tuberculosis screening and a clear drug screening will be required.
- **Work Eligibility:** In accordance with federal law, all employees must be legally authorized to work in the United States. Documentation of eligibility will be required as part of the hiring process.

Attachment #3A

Please note: Employment in this position is at-will and seasonal. Nothing in this job description is intended to create a contract of employment or guarantee continued employment for any specific period of time.

EQUAL OPPORTUNITY EMPLOYER:

Cameron Park Community Services District is an Equal Opportunity Employer and provides employment opportunities to qualified individuals without discrimination on the basis of race, color, religious creed, national origin, gender, gender identity or gender expression, sex, sexual orientation, age, disability, medical condition, genetic information, covered veteran/military status, marital status or any other status protected by federal or state law.



CAMERON PARK COMMUNITY SERVICES DISTRICT

Public Salary Schedule

8/21/2025

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%							
ANNUAL RATE	FY 25/26												
General Manager	NEGOTIATED = \$154,500												
Finance/Human Resources Officer	\$68,085.47	\$69,777.97	\$71,513.31	\$73,291.50	\$75,133.97	\$77,019.28	\$78,947.44	\$80,918.45	\$82,932.30	\$85,010.43	\$87,131.41	\$89,380.93	\$91,609.02
Accounting Specialist II	\$65,131.52	\$68,389.16	\$71,839.06	\$75,577.34	\$79,358.34	\$83,326.26							
Accounting Specialist I	\$45,585.65	\$47,871.35	\$50,263.84	\$52,784.51	\$55,433.35	\$58,210.36							
Receptionist	\$37,852.76	\$39,745.39	\$41,740.57	\$43,834.00	\$46,034.25	\$48,319.94							
CC&R Officer	\$57,783.13	\$60,666.94	\$63,700.29	\$66,883.17	\$70,236.94	\$73,740.24							
Wildfire Mitigation Coordinator	\$57,783.13	\$60,666.94	\$63,700.29	\$66,883.17	\$70,236.94	\$73,740.24							
Parks and Facilities Supervisor	\$64,106.16	\$67,310.40	\$70,685.53	\$74,210.20	\$77,927.12	\$81,823.47							
Maintenance Worker II	\$46,504.20	\$48,832.62	\$51,267.84	\$53,831.23	\$56,522.79	\$59,342.52							
Maintenance Worker I	\$39,924.83	\$41,911.46	\$44,004.90	\$46,205.14	\$48,512.19	\$50,947.42							
Recreation Supervisor	\$68,378.48	\$71,796.34	\$75,385.09	\$79,166.09	\$83,117.99	\$87,283.50							
Recreation Coordinator	\$49,024.87	\$51,481.46	\$54,066.21	\$56,779.13	\$59,620.23	\$62,610.85							
Recreation Specialist	\$37,745.95	\$39,647.13	\$41,612.40	\$43,705.83	\$45,884.72	\$48,170.41							
Note: Finance/Human Resources Officer is 2.5% between steps													

	FY 25/26												
General Manager	NEGOTIATED = \$154,500												
Finance/Human Resources Officer	\$32.73	\$33.55	\$34.38	\$35.24	\$36.12	\$37.03	\$37.96	\$38.90	\$39.87	\$40.87	\$41.89	\$42.97	\$44.04
Accounting Specialist II	\$ 31.31	\$ 32.88	\$ 34.54	\$ 36.34	\$ 38.15	\$ 40.06							
Accounting Specialist I	\$ 21.92	\$ 23.02	\$ 24.17	\$ 25.38	\$ 26.65	\$ 27.99							
Receptionist	\$ 18.20	\$ 19.11	\$ 20.07	\$ 21.07	\$ 22.13	\$ 23.23							
CC&R Officer	\$ 27.78	\$ 29.17	\$ 30.63	\$ 32.16	\$ 33.77	\$ 35.45							
Wildfire Mitigation Coordinator	\$ 27.78	\$ 29.17	\$ 30.63	\$ 32.16	\$ 33.77	\$ 35.45							
Parks and Facilities Supervisor	\$ 30.82	\$ 32.36	\$ 33.98	\$ 35.68	\$ 37.46	\$ 39.34							
Maintenance Worker II	\$ 22.36	\$ 23.48	\$ 24.65	\$ 25.88	\$ 27.17	\$ 28.53							
Maintenance Worker I	\$ 19.19	\$ 20.15	\$ 21.16	\$ 22.21	\$ 23.32	\$ 24.49							
Recreation Supervisor	\$ 32.87	\$ 34.52	\$ 36.24	\$ 38.06	\$ 39.96	\$ 41.96							
Recreation Coordinator	\$ 23.57	\$ 24.75	\$ 25.99	\$ 27.30	\$ 28.66	\$ 30.10							
Recreation Specialist	\$ 18.15	\$ 19.06	\$ 20.01	\$ 21.01	\$ 22.06	\$ 23.16							

PART TIME POSITIONS @ 5%	(Generally less than 30 hrs per week)	CY 2025					
Admin Assist I (clerical)		\$18.56	\$19.49	\$20.46	\$21.51	\$22.59	\$23.72
Admin Assist II		\$19.96	\$20.96	\$22.01	\$23.11	\$24.27	\$25.48
Board Clerk		\$24.31	\$25.53	\$26.81	\$28.15	\$29.56	\$31.04

SEASONAL POSITIONS @ 2.5%	(Summer and/or year round periodically)	CY 2025		
Recreation Leader I		\$16.50	\$16.90	\$17.32
Recreation Leader II		\$17.67	\$18.11	\$18.56
Lifeguard I		\$16.90	\$17.34	\$17.81
Lifeguard II		\$18.12	\$18.58	\$19.04

BOARD APPROVED 11-20-24, EFF DATE 1-1-2025

NOTE: Seasonal & Part time wage scale to be adjusted as minimum wage changes Prior to January each calendar year



Cameron Park Community Services District

Staff Report

DATE: August 11, 2025

FROM: MAURICE JOHNSON, INTERIM GENERAL MANAGER

AGENDA ITEM #4: ESTABLISHMENT OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT VOLUNTEERS IN SUPPORT PROGRAM

RECOMMENDED ACTION: STAFF RECOMMENDS THAT THE BOARD OF DIRECTORS APPROVE THE ESTABLISHMENT OF THE VOLUNTEERS IN SUPPORT PROGRAM AND DIRECT STAFF TO IMPLEMENT THE PROGRAM IN ALIGNMENT WITH THE DISTRICT'S MISSION, OPERATIONAL PRIORITIES, AND COMMUNITY ENGAGEMENT GOALS

BACKGROUND

Volunteerism is a valuable resource that strengthens public services, fosters civic pride, and builds community connection. In recent years, the District has observed increased community interest in contributing time and talent to support CPCSD operations. However, until now, the District has lacked a formal structure to recruit, manage, and recognize volunteers consistently and safely.

DISCUSSION

The **Volunteers in Support Program** creates a structured, District-wide volunteer framework with the following objectives:

- Expand CPCSD's service capacity through meaningful community involvement
- Promote strategic partnerships between volunteers and staff
- Offer clear guidance on the recruitment, onboarding, and supervision of volunteers
- Ensure proper risk management practices are followed, including screening and insurance coverage

Volunteers will support a wide range of functions including recreation programs, community events, park maintenance, administrative assistance, and emerging programs such as the Park Host initiative, CERT, and the Reserve Firefighter Program.

A **Volunteer Policy & Procedures Manual** has been developed to guide staff implementation and ensure compliance with applicable laws and best practices.

FISCAL IMPACT

Staff recommends an **initial budget of \$5,000** to cover early implementation costs, including but not limited to:

- Volunteer uniforms or apparel (e.g., shirts or vests)
- Background investigations and Live Scan fingerprinting
- Volunteer ID cards and name badges
- Orientation materials and supplies
- Promotional materials for recruitment

Ongoing program costs will be incorporated into future department budgets as needed, with anticipated cost savings through reduced staffing pressure and increased in-kind community support.

In-kind labor contributions by volunteers are anticipated to yield long-term cost savings and service enhancements.

CONCLUSION

Staff believes this program will significantly benefit the District by enhancing public services, strengthening community trust, and cultivating future civic leaders. Board approval will authorize the formal launch and staff coordination of the program.

Staff recommends that the Board of Directors approve the establishment of the **Volunteers in Support Program associated policy** and direct staff to implement the program in alignment with the District's mission, operational priorities, and community engagement goals.

Attachments:

4A – VIP Policy

4B – VIP Manual



Maurice Johnson
Interim General Manager

POLICY HANDBOOK

POLICY TITLE: Volunteers In Support Program
NUMBER: XXX

PURPOSE

Establishes the **Cameron Park Community Services District (CPCSD) Volunteers in Support Program**, which encourages community members to volunteer their time and talents in support of District services and programs.

Encourages CPCSD departments and staff to develop, support, and promote volunteerism and volunteer-based initiatives as a strategic partnership that enhances service delivery, builds community connection, and strengthens civic engagement.

Supports and advocates for recognition, training, and program structures that encourage volunteer participation and create a rewarding and meaningful experience for all involved.

Establishes a framework and supporting materials, including a Volunteer Policy & Procedures Manual, to guide staff in the recruitment, training, deployment, recognition, and risk management of volunteers in accordance with applicable laws and best practices.



VOLUNTEERING



I. Basic Program Elements

Introduction

The Cameron Park Community Services District (CPCSD) Volunteer in Support Program is a vital part of the District's commitment to community involvement, public service, and stewardship of local resources. The program provides structured opportunities for individuals to contribute their time, skills, and passion to a wide range of District functions, enhancing the delivery of services while fostering civic pride and connection.

Volunteers serve in a variety of capacities, including supporting park maintenance efforts, assisting with community events, participating in public safety preparedness, providing administrative support, and helping to enrich recreation programming. In all roles, volunteers supplement the work of CPCSD staff, extending the reach and impact of the District without replacing regular employees.

This policy manual outlines the framework for volunteer engagement, including recruitment, training, assignment, supervision, and recognition. It ensures that volunteer service is well-coordinated, aligned with the District's strategic priorities, and delivered in a manner that is safe, respectful, and rewarding for all involved.

CPCSD believes that when the community works together in partnership, great things happen. The Volunteer in Support Program offers a meaningful way for residents of all ages to give back, build relationships, and make a lasting impact in their own neighborhoods.

Mission

The mission of the Cameron Park Community Services District Volunteer in Support Program is:

To engage residents, retirees, students, and community partners in meaningful volunteer service that strengthens public services, supports District operations, and fosters a more connected, resilient, and vibrant Cameron Park.

Guiding Principles

This mission is grounded in the following core values:

- **Service:** Encouraging a culture of public service by providing opportunities for individuals to contribute to the betterment of the community.
- **Partnership:** Fostering strong relationships between volunteers, District staff, and community organizations to achieve shared goals.
- **Stewardship:** Promoting responsible care for public spaces, resources, and facilities through active community participation.
- **Equity and Inclusion:** Ensuring volunteer opportunities are welcoming and accessible to individuals of all backgrounds, abilities, and experiences.
- **Recognition:** Valuing and celebrating the contributions of volunteers as essential partners in delivering high-quality community services.

Objectives

The objectives of the CPCSD Volunteer in Support Program are to:

- Provide meaningful and rewarding opportunities for volunteer service.
- Align volunteer efforts with District goals, operations, and community priorities.
- Support District programs by supplementing, not replacing, staff efforts.
- Build community pride and ownership of public spaces and services.
- Foster leadership, skill development, and civic engagement among volunteers.
- Ensure consistent procedures for recruitment, training, supervision, and recognition.

Goals

To fulfill these objectives, the program will pursue the following goals:

- **Recruitment:** Attract volunteers through outreach, partnerships, and accessible application processes.
- **Placement:** Match volunteers with assignments that suit their interests, skills, and availability.
- **Training:** Provide orientation and training to prepare volunteers for success.
- **Support and Supervision:** Offer ongoing support and feedback to encourage positive volunteer experiences.
- **Recordkeeping:** Maintain accurate documentation of volunteer assignments, hours, and compliance.

- **Recognition:** Acknowledge and celebrate the contributions of volunteers through formal and informal means.

These goals serve as the foundation for program planning, evaluation, and continuous improvement.

II. Definition of a Volunteer

A volunteer is an individual who freely offers their time, effort, and expertise to support the operations and mission of the Cameron Park Community Services District without expectation of compensation. Volunteers enhance, but do not replace, the work of paid staff.

Volunteer Categories

- **General Volunteer:** Individuals 18 and older who provide services in any CPCSD department or program.
- **Youth Volunteer:** Individuals ages 14–17 who participate in District activities with written consent from a parent or guardian. Youth volunteers are subject to supervision and may be limited in the types of duties assigned.
- **Group or Project-Based Volunteers:** Individuals or organized groups participating in a one-time event or specific project (e.g., park clean-up days, events, Eagle Scout projects).
- **Court-Referred Volunteers:** Individuals who volunteer as part of a court-mandated community service requirement. Eligibility and placement will be determined on a case-by-case basis.
- **Retirees and Seniors:** Individuals who are retired and wish to remain active in their community by contributing their time, skills, and experience.
- **Park Host Volunteer:** Individuals (or couples) who reside on-site in a self-contained RV at Cameron Park Lake for a minimum of 30 days, providing customer service, light maintenance support, and a visible public presence. Park Hosts commit to at least 20 hours per week of volunteer service and must comply with specific program guidelines (see Appendix H: Park Host Program Manual). Selection is subject to background checks, RV condition verification, and space availability.
- **Community Emergency Response Team (CERT) Volunteer:** Community members trained under the FEMA-certified CERT curriculum to assist with disaster preparedness, response, and recovery. CERT volunteers support CPCSD and emergency personnel by providing basic disaster medical aid, light search and rescue, evacuation support, shelter operations, and public safety outreach. Volunteers must complete CERT Basic Training and participate in periodic drills and refresher training. Activation is coordinated

through District staff based on emergency needs and preparedness initiatives.

- **Reserve Firefighters:** Trained individuals who serve in an unpaid, auxiliary capacity with the Cameron Park Fire Department. Reserve Firefighters assist with emergency responses, participate in drills and ongoing training, support fire prevention and public education efforts, and contribute to operational readiness. Volunteers must meet minimum qualifications, including completion of required fire service training, background clearance, and medical screening. Participation is subject to availability, Department need, and compliance with Reserve Program policies and standards.

Note: Specialized volunteers such as Reserve Firefighters and CERT members must meet additional training, certification, and screening requirements based on their assignment and level of responsibility.

Volunteer Status

- All volunteers must complete a CPCSD Volunteer Application and sign a Volunteer Assignment Agreement.
- Volunteers may not perform duties they are otherwise paid to perform for CPCSD (i.e., no "dual status").
- Volunteers are not employees of the District and are not entitled to wages or benefits.
- Volunteers may be subject to a background check, Live Scan, or health clearance depending on the nature of their assignment.

III. Recruitment

Recruitment is a critical component of the Volunteer in Support Program and is designed to attract individuals with a desire to serve their community while aligning with the District's operational needs.

Recruitment Strategies

- **Community Outreach:** Engage local schools, businesses, service clubs, and community organizations through presentations, events, and social media campaigns.
- **Public Communications:** Post opportunities on the CPCSD website, newsletters, social media channels, and community bulletin boards.
- **Targeted Recruitment:** For specialized roles (e.g., administrative support, trail work, fire preparedness), identify candidates based on specific skill sets or interests.
- **Volunteer Fairs and Events:** Participate in or host volunteer expos and informational sessions.

Eligibility and Requirements

- Volunteers must be at least 14 years of age (parental/guardian consent required for minors).
- Volunteers must complete the application process and agree to the program policies.
- Volunteers may be required to undergo a background check, including Live Scan, based on assignment type and duration.
- Volunteers must commit to the minimum service duration as outlined in the volunteer role description.

Note: Specialized volunteers such as Reserve Firefighters and CERT members must meet additional eligibility requirements. These requirements are described in their respective Program Manuals.

Inclusivity and Equal Opportunity

CPCSD welcomes volunteers from all backgrounds and does not discriminate on the basis of age, race, religion, national origin, gender, disability, or sexual orientation. All recruitment and placement decisions will be made in accordance with District policy and applicable laws.

IV. Processing and Placement

Once a volunteer has expressed interest and completed the application, CPCSD staff will ensure that proper processing and placement procedures are followed to support a successful onboarding experience.

Application Review and Interview

- Applications will be reviewed by the designated staff coordinator.
- Applicants may be invited to participate in an interview to assess interests, availability, and suitability for available assignments.
- Interviews also provide an opportunity for the applicant to learn more about CPCSD's mission and expectations.

Background Checks and Clearances

- Volunteers may be required to complete a Live Scan fingerprint background check, particularly if the assignment involves interaction with vulnerable populations, access to sensitive information, or ongoing duties.
- Health screenings or proof of immunizations may be required depending on the assignment.

Placement and Assignment

- Volunteers will be placed into assignments that align with their skills, interests, and availability.
- A written Volunteer Assignment Agreement will outline the scope of work, schedule, supervision, and expectations.
- Volunteers may request reassignment or withdrawal at any time with appropriate notice.

Identification and Recordkeeping

- Volunteers will be issued a name badge or other form of District identification while serving.
 - Time logs must be maintained for all active volunteers to document hours of service.
 - Records will be kept on file in accordance with District retention schedules.
-

V. Orientation and Training

A clear orientation and thorough training process help ensure that volunteers are set up for success and are confident in their roles.

Orientation

- All volunteers will participate in an orientation session prior to beginning service.
- Orientation will include an overview of CPCSD's mission, policies, procedures, and expectations.
- Volunteers will receive a tour of the facility, an introduction to staff, and a review of safety protocols.
- Volunteers will be asked to review and acknowledge the Volunteer Handbook and applicable District policies.

Training

- Volunteers will receive position-specific training from their assigned supervisor or department coordinator.
- Training will cover duties, safety procedures, communication protocols, equipment usage, and reporting requirements.
- Ongoing training may be provided as assignments change or expand.
- Refresher training will be offered annually or as deemed necessary by the department.

Note: Certain volunteer roles, such as Reserve Firefighters and CERT Volunteers, require formal certification and regular participation in drills or refresher training as determined by the program coordinator.

Mentoring and Support

- New volunteers may be paired with experienced team members when appropriate.
 - Supervisors will provide guidance, answer questions, and ensure ongoing support.
-

VI. Insurance

To protect volunteers and the District, CPCSD maintains insurance coverage for officially registered and assigned volunteers.

General Liability and Accident Coverage

- Volunteers who have completed the registration and assignment process are covered under the District's general liability and volunteer accident insurance policies while performing authorized duties.
- Coverage includes medical expense reimbursement for injuries sustained during volunteer service, subject to policy terms and limits.
- Insurance coverage is secondary to the volunteer's personal insurance and applies only when acting within the scope of their assigned duties.

Exclusions and Limitations

- Volunteers under the age of 14 are not eligible for insurance coverage and may not be assigned volunteer duties.
- Volunteers may not operate District vehicles unless explicitly authorized, trained, and listed as a designated driver under District policy.
- Unauthorized or unapproved activities are not covered under CPCSD insurance.

Reporting Incidents

- All injuries or incidents must be reported to a supervisor immediately and documented using the District's incident report form.
 - Claims will be processed through the District's risk management and insurance carrier.
-

VII. Security

CPCSD is committed to providing a safe and secure environment for volunteers, staff, and the public.

Site Access and Safety

- Volunteers must check in and out at their assigned location during each shift.
- Volunteers must wear CPCSD-issued identification badges while on duty.
- Only authorized volunteers are allowed in restricted areas.
- Volunteers should not bring friends, family members, or pets to their work site without prior approval.

Confidentiality

- Volunteers may have access to sensitive or confidential information. They are required to maintain confidentiality and may be asked to sign a confidentiality agreement.
- Breaches of confidentiality may result in dismissal from the volunteer program.

Code of Conduct

- Volunteers are expected to maintain professional behavior, including respectful communication, reliability, and adherence to District policies.
- Disruptive, unsafe, or inappropriate behavior will not be tolerated and may result in disciplinary action or termination of service.

Emergency Procedures

- Volunteers will be briefed on emergency protocols for their assigned sites.
 - In the event of an emergency, volunteers must follow staff instructions and respond as trained.
 - Any safety concern should be reported immediately to a supervisor.
-

VIII. Recognition and Awards

CPCSD recognizes that volunteers are vital to the success of the District and seeks to celebrate and honor their service in meaningful ways.

Ongoing Appreciation

- Supervisors are encouraged to thank volunteers regularly and provide positive feedback.
- Volunteer milestones (e.g., hours served, years of service) will be tracked and acknowledged.
- Volunteers may be highlighted in newsletters, social media, or District events.

Annual Recognition Event

- The District will host an annual Volunteer Recognition Event to celebrate the collective impact of its volunteers.
- Awards may include certificates, plaques, letters of appreciation, or small tokens of gratitude.
- Volunteers and their families may be invited to participate.

Special Awards

- Special recognitions (e.g., Volunteer of the Year, Lifetime Achievement) may be given to individuals who demonstrate exceptional commitment, leadership, or innovation.
- Nominations may be submitted by staff, fellow volunteers, or community members.

Letters of Reference and Service Verification

- Upon request, the District will provide letters of reference or confirmation of service for use in employment, education, or community service documentation.
-

IX. Appendices

The following appendices support the policies and procedures outlined in this manual:

- **Appendix A:** Volunteer Application Packet
- **Appendix B:** Volunteer Assignment Agreement Template
- **Appendix C:** Volunteer Handbook Acknowledgment Form
- **Appendix D:** Incident Report Form
- **Appendix E:** Confidentiality Agreement Form
- **Appendix F:** Recognition Event Planning Checklist
- **Appendix G:** Volunteer Time Entry Instructions
- **Appendix H:** Park Host Volunteer Program Manual

- **Appendix I:** Reserve Firefighter Program Overview
- **Appendix J:** CERT Program Overview
- **Appendix K:** Volunteer Program Policy

These forms and templates may be updated periodically to reflect changes in District policy or best practices. Volunteers will be provided with the most current versions upon onboarding or request.

End of Policy Manual

DRAFT

Appendix A: Volunteer Application Packet

Appendix B: Volunteer Assignment Agreement Template

Appendix C: Volunteer Handbook Acknowledgment Form

Appendix D: Incident Report Form

Appendix E: Confidentiality Agreement Form

Appendix F: Recognition Event Planning Check List

Appendix G: Volunteer Time Entry Instructions

Appendix H: Park Host Volunteer Program Manual

The Cameron Park Community Services District (CPCSD) Park Host Volunteer Program is designed to enhance customer service, increase public safety presence, and support park maintenance efforts at Cameron Park Lake. This program engages qualified residents who are willing to volunteer their time while residing on-site in their own recreational vehicle (RV).

Objectives

- Enhance visitor experience with a consistent, welcoming host presence.
- Improve responsiveness to minor maintenance issues and public inquiries.
- Provide light-duty support to CPCSD Parks staff.
- Reduce operational costs through volunteerism.

Program Structure

- Hosts reside on-site at a designated RV site within Cameron Park Lake.
- Volunteer service commitment is a minimum of 30 consecutive days, preferably 2 to 6 months.
- Each host must serve a minimum of 20 hours per week; shared hours are permitted for co-hosting partners.

Staffing and Supervision

- The program is administered by the CPCSD Parks & Facilities Supervisor.
- Hosts will receive onboarding, site orientation, and ongoing supervision.
- Monthly program evaluations and check-ins will be conducted.

Budget Considerations

- One-time site prep and signage: \$4,000 (site leveling, electrical/water/sewer hookups, "Host On Duty" signage).
- Ongoing cost: Utilities (water, sewer, electric): Estimated \$150/month per host site.

Program Purpose To provide a visible and friendly presence at Cameron Park Lake, enhance the visitor experience, support light-duty maintenance, and act as a liaison between park visitors and CPCSD staff.

Qualifications

- Must be 18 years of age or older.
- Pass a background and reference check.
- Own a self-contained, operational RV or trailer in good condition.
- Commit to a minimum 30-day term (extensions encouraged).

Duties and Responsibilities

- Greet and assist visitors with park information and rules.
- Monitor park conditions and report maintenance or safety issues.
- Open/close park gates or facilities (as assigned).
- Restock restroom supplies and pick up litter.
- Assist with events and educational programming (optional).
- Staff concession/Check-in Stand
- Assist individuals with the District watercraft launching and retrieval
- Promote water safety and boating safety

Time Commitment

- 20 hours per week minimum.
- Work hours will be determined in collaboration with CPCSD staff.
- Hosts may be "on call" during evenings/weekends.

Conduct and Expectations

- Hosts are ambassadors of CPCSD and should conduct themselves with professionalism.
- No alcohol, smoking, or drug use while on duty.
- No enforcement responsibilities—report incidents to staff or authorities.
- Maintain clean and organized host site.

RV Site Amenities

- Full hookups (water, sewer, electric, internet).
- "Host On Duty" signage.
- Pets allowed in compliance with park rules (max 2).

Termination and Removal CPCSD reserves the right to terminate host participation at any time for violations of policy, conduct, or failure to perform assigned duties. Written notice will be provided unless immediate removal is necessary due to safety or legal violations.

How to Apply Interested individuals should complete the Park Host Application Packet and submit it to the CPCSD Parks & Facilities Office. Applications are accepted year-round.

Appendix I: Reserve Firefighter Program Overview

Appendix J: CERT Program Overview

Appendix K: Volunteer Program Policy

POLICY HANDBOOK

POLICY TITLE: Volunteers In Support Program
NUMBER: XXX

PURPOSE

Establishes the **Cameron Park Community Services District (CPCSD) Volunteers in Support Program**, which encourages community members, CPCSD staff, and retirees to volunteer their time and talents in support of District services and programs.

Encourages CPCSD departments and staff to develop, support, and promote volunteerism and volunteer-based initiatives as a strategic partnership that enhances service delivery, builds community connection, and strengthens civic engagement.

Supports and advocates for recognition, training, and program structures that encourage volunteer participation and create a rewarding and meaningful experience for all involved.

Establishes a framework and supporting materials, including a Volunteer Policy & Procedures Manual, to guide staff in the recruitment, training, deployment, recognition, and risk management of volunteers in accordance with applicable laws and best practices.



Cameron Park Community Services District

Staff Report

DATE: August 11, 2025

FROM: MAURICE JOHNSON, INTERIM GENERAL MANAGER

AGENDA ITEM #8: APPROVAL OF SALE OF SURPLUS FIRE APPARATUS – ENGINE 288

RECOMMENDED ACTION: ADOPT RESOLUTION No. 2025-15 AUTHORIZING THE SALE OF SURPLUS FIRE APPARATUS ENGINE 288 AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY TO COMPLETE THE TRANSACTION.

BACKGROUND

The Cameron Park Community Services District (CPCSD), operating as the Cameron Park Fire Department, declared Engine 288 - a 2006 Smeal Type I Fire Engine - as surplus property pursuant to District Policy No. 3085 – *Disposal of Surplus Personal Property*.

To ensure equitable and transparent disposition, the District issued a formal sealed bid invitation to eligible fire and public safety agencies within the Regional Operational Area, which includes El Dorado, Sacramento, Amador, and Alpine Counties. The minimum fair market value was set at \$45,000.

To mitigate potential confusion regarding the bid opening date, the original submission deadline of July 16, 2025 was formally extended to July 25, 2025, allowing additional time for agency participation. Bids were submitted directly to the District's General Counsel to ensure procedural integrity and confidentiality.

BID RESULTS

One qualifying sealed bid was received:

- Bidder: Shingle Springs Band of Miwok Indians – Tribal Fire
- Bid Amount: \$50,000
- Eligibility: Meets geographic and procedural requirements
- Bid Value: Exceeds the District's fair market minimum of \$45,000

APPARATUS DESCRIPTION

- **Unit:** Engine 288
- **Year/Make/Model:** 2006 Smeal Type I
- **VIN:** 497CT2D9X6C054260
- **License Plate:** 1206288
- **Mileage:** Approx. 127,457
- **Motor:** Cummins ISL 370
- **Transmission:** Allison 3000 EVP
- **Pump:** Waterous CSU 2000 GPM
- **Tank:** 500-gallon
- **Foam System:** FoamPro with Class A and Class B tanks
- **Condition:** Recently inspected and serviced; sold *as-is, where-is*

FISCAL IMPACT

The sale of Engine 288 will result in one-time revenue of **\$50,000**. Proceeds will be deposited into the Fire Department Capital Replacement Fund to support future capital equipment needs.

RECOMMENDATION

Staff recommends that the Board of Directors:

- Adopt Resolution No. 2025-XX authorizing the sale of surplus fire apparatus Engine 288; and
- Authorize the General Manager to execute all documents necessary to complete the transaction.

Attachments:

8A – Resolution No. 2025-15

8B – Sealed Bid Package

8C – Sealed Bid Submission – Shingle Springs Band of Miwok Indians

8D – Invoice to Buyer



Maurice Johnson
Interim General Manager

**RESOLUTION NO. 2025-15
of the Board of Directors
of the Cameron Park Community Services District
August 20, 2025**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMERON PARK
COMMUNITY SERVICES DISTRICT AUTHORIZING THE SALE OF SURPLUS FIRE
APPARATUS ENGINE 288 AND AUTHORIZING THE GENERAL MANAGER TO
EXECUTE ALL DOCUMENTS NECESSARY TO COMPLETE THE TRANSACTION**

WHEREAS, staff recommends the sale of Engine 288 to the Shingle Springs Band of Miwok Indians – Tribal Fire, and the Board finds such sale to be in the best interest of the District.

WHEREAS, the Cameron Park Community Services District ("District") owns a 2006 Smeal Type I Fire Engine, designated as Engine 288, bearing Vehicle Identification Number (VIN) 497CT2D9X6C054260 and California License Plate 1206288; and

WHEREAS, Engine 288, a 2006 Smeal Type I Fire Engine, currently serves as one of two reserve Type I engines operated by the District; and

WHEREAS, the District determined that Engine 288 is no longer required for public use and, in accordance with District Policy No. 3085 – *Disposal of Surplus Personal Property*, declared the apparatus surplus; and

WHEREAS, the District issued a formal invitation to submit sealed bids for the purchase of Engine 288, limited to fire departments and public safety agencies within the Regional Operational Area, including El Dorado, Sacramento, Amador, and Alpine Counties; and

WHEREAS, to increase participation and clarify the bid process, the District extended the sealed bid submission deadline from July 16, 2025, to July 25, 2025; and

WHEREAS, one qualifying sealed bid was received from the Shingle Springs Band of Miwok Indians – Tribal Fire in the amount of Fifty Thousand Dollars (\$50,000), which exceeds the minimum fair market value established by the District; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cameron Park Community Services District as follows:

Attachment #8A

1. The Board hereby approves the sale of Engine 288, a 2006 Smeal Type I Fire Engine, to the Shingle Springs Band of Miwok Indians – Tribal Fire for the amount of \$50,000, in *as-is, where-is* condition, with no warranties expressed or implied.
2. The Board authorizes the General Manager to execute any and all documents necessary to complete the sale and transfer of ownership of Engine 288.

BE IT FURTHER RESOLVED that the General Manager is authorized to offer Engine 288 for sale to local public safety agencies or mutual aid partners in accordance with Policy 3085.1.1, providing a minimum 14-calendar-day response period; and

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regular meeting held on the 20th day of August 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT

ATTEST:

Dawn Wolfson, President
Board of Directors

Maurice Johnson
Interim General Manager



CAMERON PARK COMMUNITY SERVICES DISTRICT

Formal Invitation to Submit Sealed Bid – Surplus Engine 288

Chief,

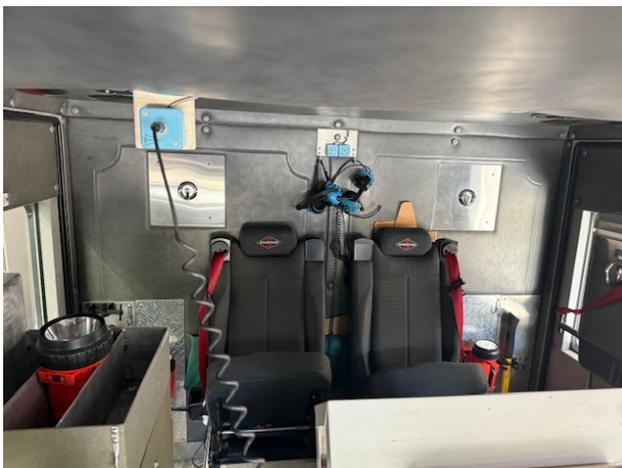
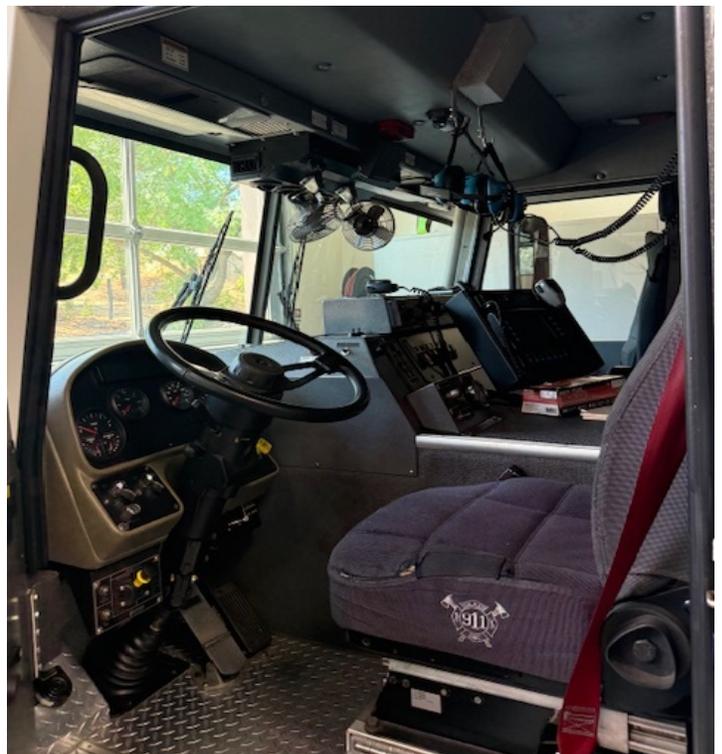
The Cameron Park Community Services District (CPCSD), dba Cameron Park Fire Department, invites your department, as a regional mutual aid partner, to submit a sealed bid for the purchase of a surplus fire apparatus:

Surplus Unit:

- **Unit:** Engine 288
- **Year/Make/Model:** 2006 Smeal Type I Fire Engine
- **VIN:** 497CT2D9X6C054260
- **License Plate:** 1206288
- **Mileage:** Approx. 127,457 miles
- **Motor:** Cummins ISL 370 Motor
- **Transmission:** Allison 3000 EVP Transmission
- **Pump:** Waterous CSU 2000 GPM
- **Tank:** 500-gallon water tank
- **Foam System:** FoamPro with Class A & Class B tanks
- **Powertrain:** Cummins Diesel Engine / Allison Automatic Transmission
- **Condition:** Recently inspected and serviced; offered **as-is, where-is**

The engine has recently undergone a full inspection and service. It is being sold as-is, where-is, and presents a strong operational value for agencies seeking a well-maintained reserve or frontline apparatus within the mutual aid system.

Photos



Eligibility and Conditions:

Participation in this sealed bid process is limited to fire departments and public safety agencies operating within our Regional Operational Area, specifically those located in El Dorado, Sacramento, Amador, and Alpine Counties.

Please note: If no sealed bids are received that meet or exceed the minimum Fair Market Value of \$45,000, the District reserves the right to dispose of the engine through public auction, in accordance with District Policy No. 3085 – Disposal of Surplus Personal Property.

Only agencies within our Regional Operational area, including those operating in El Dorado, Sacramento, Amador, and Alpine Counties, are eligible to participate in this initial sealed bid process.

If no bids are received or the Fair Market Value Minimum is not met, CPCSD reserves the right to sell this unit at Public Auction.

Inspection Appointments:

Inspections are available by appointment only and must be arranged in advance through:

Mark Hornstra

Cameron Park Community Services District

530-350-0218

mhornstra@cameronpark.org

🚫 *Please do not visit the fire station without a scheduled appointment.*

Bid Submission Deadline:

- **Date: Friday, July 25, 2025**
- **Time: 5:00 PM**
- **Email Only (brian.hughes@bbklaw.com)**

Instructions:

All bid submissions must be:

- Emailed to General Counsel Brian Hughes at brian.hughes@bbklaw.com
Subject: “**CPCSD Engine 288 Sealed Bid**”
- Accompanied by a completed **Bid Submission Form** and **Statement of Understanding**

For additional questions, please contact:

Maurice Johnson at 916-790-4990 or generalmanager@cameronpark.org

Interim General Manager
Cameron Park Community Services District
www.cameronpark.org
2502 Country Club Drive
Cameron Park, CA 95682
Direct Phone: (530) 350-4651
Mobile Phone: (916) 790-4990



CAMERON PARK COMMUNITY SERVICES DISTRICT

BID SUBMISSION FORM

INTER-AGENCY SEALED BID SALE – ENGINE 288

Deadline for Submission: Friday, July 25, 2025

BIDDER INFORMATION

Agency Name:

Authorized Representative:

Title:

Mailing Address:

Phone:

Email:

BID DETAILS

Vehicle:

Engine 288 – 2006 Smeal Type I Fire Engine

- Cummins ISL 370 Motor
- Allison 3000 EVP Transmission
- 2000gpm Waterous CSU-2000 Pump
- 500-gallon tank
- FoamPro system with Class A and Class B tanks
- Auxiliary pump

- Mileage: 127,457
- Recent full inspection and service
- Offered in *as-is, where-is* condition
- VIN: 497CT2D9X6C054260
- License Plate: 1206288

Bid Amount (in U.S. Dollars):

\$ _____

Minimum bid is Fair Market Value of \$45,000. If no bid meets this threshold, the District reserves the right to sell the vehicle at public auction.

BIDDER CERTIFICATIONS

1. I am authorized to submit this bid on behalf of the above-named agency.
2. I have read and understood the terms of the sealed bid sale.
3. I acknowledge the vehicle is being sold as-is, where-is with no warranties.
4. I agree to complete full payment within 14 calendar days if selected as the winning bidder.
5. I understand that failure to complete the purchase may result in forfeiture of the award.

Authorized Signature:

Date:



CAMERON PARK COMMUNITY SERVICES DISTRICT

STATEMENT OF UNDERSTANDING

INTER-AGENCY SEALED BID SALE – ENGINE 288

I, the undersigned, hereby acknowledge and understand the following regarding the bid for the purchase of:

Engine 288 – 2006 Smeal Type I Fire Engine

- **VIN:** 497CT2D9X6C054260
- **License Plate:** 1206288
- **Mileage:** 127,457
- **Motor:** Cummins ISL 370 Motor
- **Transmission:** Allison 3000 EVP Transmission
- **Pump:** Watrous CSU-2000 GPM Pump
- **Tank:** 500-gallon tank
- **Foam System:** FoamPro system with Class A and Class B tanks
- Auxiliary pump
- Recent full inspection and service

By signing below, I certify the following:

- The vehicle is being sold *as-is, where-is* with no warranties expressed or implied.
- The vehicle has undergone a recent inspection and service, but may require further maintenance or repairs.
- I have been provided the opportunity to schedule a pre-bid inspection.
- If awarded, I agree to remit full payment within 14 calendar days of notification.
- Failure to complete the purchase may result in forfeiture of the award and selection of an alternate bidder.
- The minimum bid value is \$45,000. If no qualifying bids are received, the vehicle may be sold at public auction.

- My agency is an eligible fire departments or public safety agency within El Dorado, Sacramento, Amador, and Alpine Counties.

Authorized Representative Name:

Title:

Agency:

Signature:

Date:



CAMERON PARK COMMUNITY SERVICES DISTRICT

Formal Invitation to Submit Sealed Bid – Surplus Engine 288

Chief,

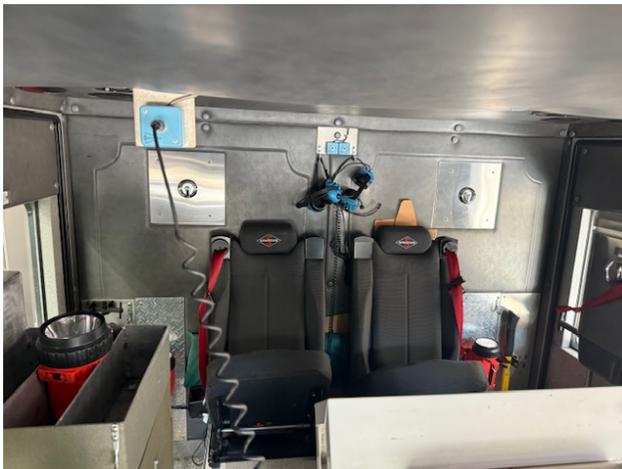
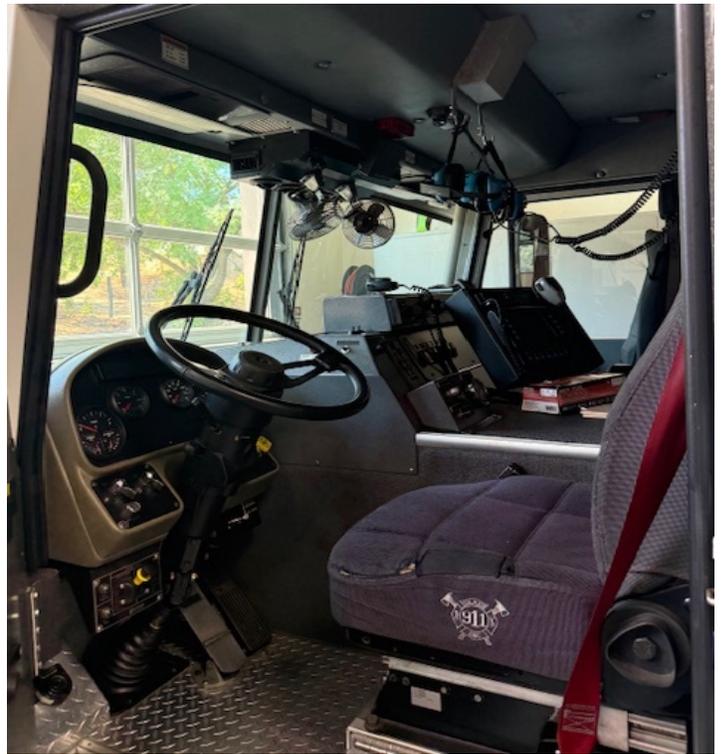
The Cameron Park Community Services District (CPCSD), dba Cameron Park Fire Department, invites your department, as a regional mutual aid partner, to submit a sealed bid for the purchase of a surplus fire apparatus:

Surplus Unit:

- **Unit:** Engine 288
- **Year/Make/Model:** 2006 Smeal Type I Fire Engine
- **VIN:** 497CT2D9X6C054260
- **License Plate:** 1206288
- **Mileage:** Approx. 127,457 miles
- **Motor:** Cummins ISL 370 Motor
- **Transmission:** Allison 3000 EVP Transmission
- **Pump:** Waterous CSU 2000 GPM
- **Tank:** 500-gallon water tank
- **Foam System:** FoamPro with Class A & Class B tanks
- **Powertrain:** Cummins Diesel Engine / Allison Automatic Transmission
- **Condition:** Recently inspected and serviced; offered **as-is, where-is**

The engine has recently undergone a full inspection and service. It is being sold as-is, where-is, and presents a strong operational value for agencies seeking a well-maintained reserve or frontline apparatus within the mutual aid system.

Photos



Eligibility and Conditions:

Participation in this sealed bid process is limited to fire departments and public safety agencies operating within our Regional Operational Area, specifically those located in El Dorado, Sacramento, Amador, and Alpine Counties.

Please note: If no sealed bids are received that meet or exceed the minimum Fair Market Value of \$45,000, the District reserves the right to dispose of the engine through public auction, in accordance with District Policy No. 3085 – Disposal of Surplus Personal Property.

Only agencies within our Regional Operational area, including those operating in El Dorado, Sacramento, Amador, and Alpine Counties, are eligible to participate in this initial sealed bid process.

If no bids are received or the Fair Market Value Minimum is not met, CPCSD reserves the right to sell this unit at Public Auction.

Inspection Appointments:

Inspections are available by appointment only and must be arranged in advance through:

Mark Hornstra

Cameron Park Community Services District

530-350-0218

mhornstra@cameronpark.org

 *Please do not visit the fire station without a scheduled appointment.*

Bid Submission Deadline:

- **Date:** Tuesday, July 16, 2025
- **Time:** 1:00 PM
- **Email Only** (brian.hughes@bbklaw.com)

Bid Opening:

- **Date:** Tuesday, July 16, 2025
- **Time:** 2:00 PM

Location: Cameron Park Community Services District

2502 Country Club Drive

Cameron Park, CA 95682

Instructions:

All bid submissions must be:

- Emailed to General Counsel Brian Hughes at brian.hughes@bbklaw.com
Subject: “**CPCSD Engine 288 Sealed Bid**”
- Accompanied by a completed **Bid Submission Form** and **Statement of Understanding**

For additional questions, please contact:

Maurice Johnson at 916-790-4990 or generalmanager@cameronpark.org

Interim General Manager
Cameron Park Community Services District
www.cameronpark.org
2502 Country Club Drive
Cameron Park, CA 95682
Direct Phone: (530) 350-4651
Mobile Phone: (916) 790-4990



CAMERON PARK COMMUNITY SERVICES DISTRICT

BID SUBMISSION FORM

INTER-AGENCY SEALED BID SALE – ENGINE 288

Deadline for Submission: Tuesday, July 16, 2025

BIDDER INFORMATION

Agency Name:

Authorized Representative:

Title:

Mailing Address:

Phone:

Email:

BID DETAILS

Vehicle:

Engine 288 – 2006 Smeal Type I Fire Engine

- Cummins ISL 370 Motor
- Allison 3000 EVP Transmission
- 2000gpm Waterous CSU-2000 Pump
- 500-gallon tank
- FoamPro system with Class A and Class B tanks
- Auxiliary pump

- Mileage: 127,457
- Recent full inspection and service
- Offered in *as-is, where-is* condition
- VIN: 497CT2D9X6C054260
- License Plate: 1206288

Bid Amount (in U.S. Dollars):

\$ _____

Minimum bid is Fair Market Value of \$45,000. If no bid meets this threshold, the District reserves the right to sell the vehicle at public auction.

BIDDER CERTIFICATIONS

1. I am authorized to submit this bid on behalf of the above-named agency.
2. I have read and understood the terms of the sealed bid sale.
3. I acknowledge the vehicle is being sold as-is, where-is with no warranties.
4. I agree to complete full payment within 14 calendar days if selected as the winning bidder.
5. I understand that failure to complete the purchase may result in forfeiture of the award.

Authorized Signature:

Date:



CAMERON PARK COMMUNITY SERVICES DISTRICT

STATEMENT OF UNDERSTANDING

INTER-AGENCY SEALED BID SALE – ENGINE 288

I, the undersigned, hereby acknowledge and understand the following regarding the bid for the purchase of:

Engine 288 – 2006 Smeal Type I Fire Engine

- **VIN:** 497CT2D9X6C054260
- **License Plate:** 1206288
- **Mileage:** 127,457
- **Motor:** Cummins ISL 370 Motor
- **Transmission:** Allison 3000 EVP Transmission
- **Pump:** Watrous CSU-2000 GPM Pump
- **Tank:** 500-gallon tank
- **Foam System:** FoamPro system with Class A and Class B tanks
- Auxiliary pump
- Recent full inspection and service

By signing below, I certify the following:

- The vehicle is being sold *as-is, where-is* with no warranties expressed or implied.
- The vehicle has undergone a recent inspection and service, but may require further maintenance or repairs.
- I have been provided the opportunity to schedule a pre-bid inspection.
- If awarded, I agree to remit full payment within 14 calendar days of notification.
- Failure to complete the purchase may result in forfeiture of the award and selection of an alternate bidder.
- The minimum bid value is \$45,000. If no qualifying bids are received, the vehicle may be sold at public auction.

- My agency is an eligible fire departments or public safety agency within El Dorado, Sacramento, Amador, and Alpine Counties.

Authorized Representative Name:

Title:

Agency:

Signature:

Date:

INVOICE
**Cameron Park
Community Services
District**

2502 Country Club Drive
Cameron Park, CA 95682
Phone 530-677-2231

INVOICE # 07282025-E288

DATE: AUGUST 7, 2025

TO:

John Tayaba – Fire Chief
Shingle Springs Band of Miwok Indians
Tribal Fire – Red Hawk Crew 42
5281 Honpie Road
Placerville, CA 95667

FOR:

Cameron Park Community Services District
Db a Cameron Park Fire Department's
Engine E288 (as outlined in below
description)

DESCRIPTION	AMOUNT
<p>Year/Make/Model: 2006 Smeal Type I Fire Engine VIN: 497CT2D9X6C054260 License Plate: 1206288 Mileage: Approx. 127,457 miles Motor: Cummins ISL 370 Motor Transmission: Allison 3000 EVP Transmission Pump: Waterous CSU 2000 GPM Tank: 500-gallon water tank Foam System: FoamPro - Class A & Class B Tanks Powertrain: Cummins Diesel Engine / Allison Automatic Transmission Condition: Recently inspected and serviced; offered as-is, where-is</p>	

\$50,000.00

Please remit check to Cameron Park CSD
Thank you,
Maurice Johnson
General Manager

**Cameron Park Community Services District
Check/Voucher Register - Check Register**

Item #10A

From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
	ISVPay - Account Mgmt Fee - June 2025 (non-op, no sales)	94.95	7/3/2025	ISVPay ACM fee
		94.95	7/3/2025	Total ISVPay ACM fee
	ISVPay - Merch CC fees Parking Boxx May 2025 (test cc sales)	12.58	7/1/2025	ISVPay-Merch fees
		12.58	7/1/2025	Total ISVPay-Merch fees
	Payroll GL 07/04/25 PP14	58,459.02	7/2/2025	Payroll GL 07/04/25
		58,459.02	7/2/2025	Total Payroll GL 07/04/25
	Payroll GL 07/18/25 PP15	48,736.53	7/17/2025	Payroll GL 07/18/25
		48,736.53	7/17/2025	Total Payroll GL 07/18/25
	Payroll GL 08/01/25 PP16	50,213.74	7/31/2025	Payroll GL 08/01/25
		50,213.74	7/31/2025	Total Payroll GL 08/01/25
	Q2 CY 2025 Paychex OT Tax Lib Debit from Bank	0.06	7/21/2025	Q2 CY2025 Paychex
		0.06	7/21/2025	Total Q2 CY2025 Paychex
49er Communications, Inc.	CalFire/Growlsburg In-Kind New Radios 6/18/25	9,190.52	7/3/2025	40872
		9,190.52	7/3/2025	Total 40872
Aaron Johnson	Refund for Household Credit from NAofA Sports Camp 7/23/25	374.00	7/31/2025	41037
		374.00	7/31/2025	Total 41037
Abila	Accounting Software - July 2025	966.58	7/10/2025	40902
		966.58	7/10/2025	Total 40902
ADM Screening	FD 9 FF Intern Drug & Medical Screening FY24/25	1,530.00	7/10/2025	40903
		1,530.00	7/10/2025	Total 40903

**Cameron Park Community Services District
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Item #10A

From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
ADM Screening	FF Intern Drug & Medical Screening 7/16/25	170.00	7/24/2025	40988
		170.00	7/24/2025	Total 40988
AFSCME District Council 57	Union Dues for Payroll PP14 6/15/25-6/28/25	109.16	7/3/2025	40873
		109.16	7/3/2025	Total 40873
AFSCME District Council 57	Union Dues for Payroll PP15 6/29/25-7/12/25	104.35	7/17/2025	40959
		104.35	7/17/2025	Total 40959
AIM Consulting	CC Social Room Deposit Refund 6/17/25	300.00	7/10/2025	40904
		300.00	7/10/2025	Total 40904
Airespring Inc.	Internet Broadband Com Cntr/Lake - July 2025	692.09	7/10/2025	40905
		692.09	7/10/2025	Total 40905
Airgas National Carbonation	CO2 Fill, Pool 6/30/25	245.58	7/17/2025	40961
		245.58	7/17/2025	Total 40961
Airgas National Carbonation	CO2 Fill, Pool 7/10/25	196.68	7/24/2025	40989
		196.68	7/24/2025	Total 40989
Airgas National Carbonation	CO2 Fill, Pool 7/22/25	134.93	7/31/2025	41018
		134.93	7/31/2025	Total 41018
Airgas National Carbonation	CO2 Fill, Pool 7/7/25	174.67	7/17/2025	40962
		174.67	7/17/2025	Total 40962
Airgas National Carbonation	CO2 Tank Rental June 2025	112.30	7/17/2025	40960
		112.30	7/17/2025	Total 40960

**Cameron Park Community Services District
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Item #10A

From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
Allstar Fire Equipment, Inc.	FD SCBA Flow Testing & Repairs 6/11/25	1,759.56	7/3/2025	40874
		1,759.56	7/3/2025	Total 40874
Allstar Fire Equipment, Inc.	FD89 Fire Hose Replacement FY24/25 6/26/25	2,091.38	7/10/2025	40907
		2,091.38	7/10/2025	Total 40907
AT&T Calnet 3	CSD Phone Lines #BAN9391035823 6/24/25-7/23/25	498.46	7/31/2025	41019
		498.46	7/31/2025	Total 41019
AT&T Calnet 3	CSD Phone Lines BAN#9391035823 5/24/25-6/23/25	498.48	7/3/2025	40875
		498.48	7/3/2025	Total 40875
AT&T Calnet 3	FD89 Fax Line BAN#9391035819 6/10/25-7/9/25 FYsplits	31.58	7/17/2025	40963
		31.58	7/17/2025	Total 40963
AT&T Calnet 3	FD89 Phone Lines #BAN9391035822 6/24/25-7/23/25	196.56	7/31/2025	41020
		196.56	7/31/2025	Total 41020
AT&T Calnet 3	FD89 Phone Lines BAN#9391035822 5/24/25-6/23/25	195.25	7/3/2025	40876
		195.25	7/3/2025	Total 40876
Benz Air Engineering Co. Inc.	FD89 Nederman Anchor Plate Part 7/21/25	256.77	7/24/2025	40991
		256.77	7/24/2025	Total 40991
Best Best & Krieger LLP	Legal Professional Services (General) 6/5/25	422.50	7/24/2025	40992

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Item #10A

From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
Best Best & Krieger LLP	Legal Professional Services (Labor) 6/9 & 6/12/25	798.00	7/24/2025	
		1,220.50	7/24/2025	Total 40992
Brighton Energy	CC Solar 5/1/25-5/31/25	7,803.79	7/10/2025	40911
		7,803.79	7/10/2025	Total 40911
Brighton Energy	CC Solar June 2025	7,718.43	7/17/2025	40964
		7,718.43	7/17/2025	Total 40964
Brighton Energy	FD89 Solar 5/1/25-5/31/25	2,278.87	7/10/2025	40912
		2,278.87	7/10/2025	Total 40912
Brighton Energy	FD89 Solar 6/30/25	2,240.90	7/17/2025	40965
		2,240.90	7/17/2025	Total 40965
Brittany Akinaka	CP Cooking with kids Classes Refund (they cancelled) 5/1/25	100.00	7/10/2025	40906
		100.00	7/10/2025	Total 40906
Bryan Wild	Inst. Pay Arsty Squirrel Summer Camp 7/7/25-7/11/25	2,436.00	7/17/2025	40986
		2,436.00	7/17/2025	Total 40986
Bryan Wild	Inst. Pay Artsy Squirrel - Summer Camp 6/23/25-6/27/25	2,100.00	7/10/2025	40955
		2,100.00	7/10/2025	Total 40955
Bryan Wild	Inst. Pay Artsy Squirrel SC 7/14/25-7/18/25	2,184.00	7/24/2025	41016
		2,184.00	7/24/2025	Total 41016
Bryan Wild	Inst. Pay Artsy Squirrel SC 7/21/25-7/25/25	2,100.00	7/31/2025	41049
		2,100.00	7/31/2025	Total 41049
California Montessori Project Shingle Springs	CC Pool Party Deposit Refund 7/29/25	250.00	7/31/2025	41022

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Item #10A

From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
		250.00	7/31/2025	Total 41022
California Public Employee's Retirement System	CalPERS 457 for Payroll PP14 07-04-25	350.00	7/3/2025	1002941268
		350.00	7/3/2025	Total 1002941268
California Public Employee's Retirement System	CalPERS 457 for Payroll PP15 07-18-25	350.00	7/18/2025	1002953904
		350.00	7/18/2025	Total 1002953904
California Public Employee's Retirement System	CalPERS Health - July 2025 (EE Withholding)	2,324.38	7/8/2025	1002932362
California Public Employee's Retirement System	CalPERS Health - July 2025 ADMIN	4,142.72	7/8/2025	
California Public Employee's Retirement System	CalPERS Health - July 2025 LLAD (Cortes @ 12%)	243.88	7/8/2025	
California Public Employee's Retirement System	CalPERS Health - July 2025 LLAD (Cortes @ 13%)	132.10	7/8/2025	
California Public Employee's Retirement System	CalPERS Health - July 2025 LLAD (Cortes @ 17%)	172.74	7/8/2025	
California Public Employee's Retirement System	CalPERS Health - July 2025 LLAD (Cortes @ 20%)	203.23	7/8/2025	
California Public Employee's Retirement System	CalPERS Health - July 2025 LLAD (Cortes @ 6%)	60.97	7/8/2025	
California Public Employee's Retirement System	CalPERS Health - July 2025 LLAD (Cortes @ 7%)	71.13	7/8/2025	
California Public Employee's Retirement System	CalPERS Health - July 2025 PK (w/ Hornstra @ 50%)	1,981.69	7/8/2025	
California Public Employee's Retirement System	CalPERS Health - July 2025 PK(Hornstra @ 50%, Cortes @ 13%)	3,390.14	7/8/2025	

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From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
California Public Employee's Retirement System	CalPERS Health - July 2025 REC	1,115.57	7/8/2025	
California Public Employee's Retirement System	CalPERS Health - July 2025 Retiree Admin	1,446.27	7/8/2025	
California Public Employee's Retirement System	CalPERS Health - July 2025 Retiree Fire	2,223.23	7/8/2025	
California Public Employee's Retirement System	CalPERS Health - July 2025 Retiree Parks	4,130.42	7/8/2025	
California Public Employee's Retirement System	CalPERS Health - July 2025 Retiree Rec	1,948.81	7/8/2025	
		23,587.28	7/8/2025	Total 1002932362
California Public Employee's Retirement System	CalPERS Retirement - Pepra PP14 07/04/25	4,921.09	7/3/2025	1002941265
		4,921.09	7/3/2025	Total 1002941265
California Public Employee's Retirement System	CalPERS Retirement - Pepra PP15 07/18/25	4,699.48	7/18/2025	1002953909
		4,699.48	7/18/2025	Total 1002953909
California Public Employee's Retirement System	FY 25/26 CalPERS unfunded liability Classic 1428 (Ret)	100,874.00	7/23/2025	1002960617
		100,874.00	7/23/2025	Total 1002960617
California Public Employee's Retirement System	FY 25/26 CalPERS unfunded liability Classic 1429 Retired	214,111.00	7/23/2025	1002960631
		214,111.00	7/23/2025	Total 1002960631
California Public Employee's Retirement System	FY 25/26 CalPERS unfunded liability Pepra 26978 Active	6,174.00	7/23/2025	1002960608
		6,174.00	7/23/2025	Total 1002960608

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Vendor Name	Description	Check Amount	Check Date	Check #
CardConnect	Front Desk CC Devices Rental Mthly 6/01-6/30/25	50.00	7/3/2025	40878
		50.00	7/3/2025	Total 40878
Chloe Dahae Johnston	Inst. Pay Pre Ballet & Baby Ballet Classes 6/6/25-6/27/25	273.00	7/10/2025	40933
		273.00	7/10/2025	Total 40933
Churchill's Hardware, Inc.	CC/Parks Hardware Supplies 6/24/25-7/8/25 FYSplits	275.80	7/17/2025	40966
		275.80	7/17/2025	Total 40966
Cintas Corporation #622	CC Janitorial Services - Logo Mat's 7/1/25	35.00	7/3/2025	40879
		35.00	7/3/2025	Total 40879
Cintas Corporation #622	CC Maint. Bldg - Logo Mat 7/15/25	35.00	7/17/2025	40967
		35.00	7/17/2025	Total 40967
Cintas Corporation #622	CC Maint. Bldg - Logo Mat's 7/22/25	35.00	7/24/2025	40993
		35.00	7/24/2025	Total 40993
Cintas Corporation #622	CC Maint. Bldg - Logo Mat's 7/8/25	35.00	7/17/2025	40967
		35.00	7/17/2025	Total 40967
Cintas Corporation #622	CC Maint. Bldg - Logo Mats 7/29/25	35.00	7/31/2025	41023
		35.00	7/31/2025	Total 41023
City Wide Facility Solutions Sacramento	CC Cleaner, Disinfectant, Glass Cleaner 7/23/25	325.21	7/31/2025	41024
City Wide Facility Solutions Sacramento	CC Janitorial Supplies Paper Towels,TP,Soap,Sanitiz 7/23/25	1,797.70	7/31/2025	
		2,122.91	7/31/2025	Total 41024

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From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
City Wide Facility Solutions Sacramento	CC Janitorial Supplies Tissue,Seat Covers,Liners,Etc.6/22/25	360.37	7/17/2025	40968
		360.37	7/17/2025	Total 40968
City Wide Facility Solutions Sacramento	CC Janitorial Supplies Tissue,Towels,Jumbo Tissue 7/23/25	191.23	7/31/2025	41024
		191.23	7/31/2025	Total 41024
City Wide Facility Solutions Sacramento	CC Janitorial Supplies Towels,Liners,etc. 6/30/25	368.13	7/17/2025	40968
		368.13	7/17/2025	Total 40968
City Wide Facility Solutions Sacramento	CC July 2025 Managed Janitorial Srvcs JS 5x Per week 7/1/25	5,845.21	7/10/2025	40916
		5,845.21	7/10/2025	Total 40916
City Wide Facility Solutions Sacramento	CP Lake SS Hand Soap,Bath Tissue, & Towel Rolls 6/28/25	169.06	7/17/2025	40968
		169.06	7/17/2025	Total 40968
City Wide Facility Solutions Sacramento	SS Special Services Labor for Restrooms/Security 6/28/25	4,170.00	7/3/2025	40880
		4,170.00	7/3/2025	Total 40880
Clarissa Lowe	SS 2025 Health Permit Event Reimb 6/6/25	171.00	7/3/2025	40889
		171.00	7/3/2025	Total 40889
Comcast	FD88 Internet 6/14/25-7/13/25 FY24/25 & FY25/26	114.00	7/3/2025	40882
		114.00	7/3/2025	Total 40882
Comcast	FD88 Internet 7/14/25-8/13/25	114.00	7/24/2025	40995

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From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
		114.00	7/24/2025	Total 40995
Comcast	FD89 Internet 6/11/25-7/10/25 FY24/25 & FY25/26	251.74	7/3/2025	40881
		251.74	7/3/2025	Total 40881
Comcast	FD89 Internet 7/11/25-8/10/25	251.74	7/24/2025	40994
		251.74	7/24/2025	Total 40994
Conforti Plumbing, Inc	Christa Parks - Srvc's Calls & Irrig Rep FY24/25 6/12-7/3/25	3,968.58	7/10/2025	40917
		3,968.58	7/10/2025	Total 40917
Conforti Plumbing, Inc	CP Lake - Srvc's Call Request Leaks in Womens RR 7/14/25	204.45	7/24/2025	40996
Conforti Plumbing, Inc	CP Lake - Emergency After Hour Call Srvc's RR Back up 7/20/25	500.00	7/24/2025	
		704.45	7/24/2025	Total 40996
Dawn Avalon	Imst. Pay Tai Chi for Health Classes 6/3/25-6/24/25	240.00	7/10/2025	40909
		240.00	7/10/2025	Total 40909
Dawn Elizabeth Wolfson	DIR Comp Meetings July 2025	200.00	7/24/2025	41017
		200.00	7/24/2025	Total 41017
De Lage Landen Financial Services, Inc.	CSD & FD88 Copier Lease 7/15/25-8/14/25	300.30	7/24/2025	40997
		300.30	7/24/2025	Total 40997
De Lage Landen Financial Services, Inc.	FD89 Copier Lease 7/15/25-8/14/25	196.82	7/24/2025	40998
		196.82	7/24/2025	Total 40998

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From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
Delta Dental of California	Dental - August 2025	951.72	7/24/2025	41000
		951.72	7/24/2025	Total 41000
Department of Justice	Rec Fingerprinting - June 2025	128.00	7/17/2025	40969
		128.00	7/17/2025	Total 40969
Dian Hoel	Inst. Pay Musical Theater Tap Classes 6/5/25-6/26/25	63.00	7/10/2025	40929
		63.00	7/10/2025	Total 40929
Donald Weihs	Senior Pass Refund (live in TX wrong CP) 4/22/25	80.00	7/17/2025	40985
		80.00	7/17/2025	Total 40985
ECO-CHEK Compliance, Inc	FD89 Fuel Vault AQMD Vapor Test FY24/25 6/30/25	1,073.96	7/10/2025	40919
		1,073.96	7/10/2025	Total 40919
EDCAR	CC East Half Hall Deposit Refund 6/25/25	300.00	7/10/2025	40921
		300.00	7/10/2025	Total 40921
El Dorado County Air Quality Mgmt Dist.	FD 89 AQMD Annual Fees FY25/26	1,134.86	7/10/2025	40920
		1,134.86	7/10/2025	Total 40920
El Dorado Fitness	FD88 Annual Gym Membership FY25/26 7/8/25	400.00	7/10/2025	40922
		400.00	7/10/2025	Total 40922
El Dorado Irrigation District	Cameron Valley Water/Landscape 5/14/25-7/16/25	474.47	7/31/2025	41025
		474.47	7/31/2025	Total 41025
El Dorado Irrigation District	Eastwood Water 5/14/25-7/16/25	1,144.87	7/31/2025	41027

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From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
		1,144.87	7/31/2025	Total 41027
El Dorado Irrigation District	Eastwood Water 5/16/25-7/15/25	395.20	7/31/2025	41026
		395.20	7/31/2025	Total 41026
El Dorado Irrigation District	Eastwood Water/Landscaping 5/14/25-7/16/25	94.14	7/31/2025	41028
		94.14	7/31/2025	Total 41028
El Dorado Irrigation District	Northview Park Water 5/14/25-7/16/25	442.75	7/31/2025	41029
		442.75	7/31/2025	Total 41029
Evan Jefferson (Character Builders)	Inst. Pay DND Camp 7/21/25-7/25/25	990.00	7/31/2025	41035
		990.00	7/31/2025	Total 41035
Evan Jefferson (Character Builders)	Inst. Pay DND Camp 7/7/25-7/11/25	1,170.00	7/17/2025	40974
		1,170.00	7/17/2025	Total 40974
Evan Jefferson (Character Builders)	Inst. Pay DND Summr Camp Week 2 6/23/25-6/27/25	900.00	7/10/2025	40932
		900.00	7/10/2025	Total 40932
Executech	MSA Part 1 Monthly Billing - July 2025	2,345.00	7/3/2025	40884
		2,345.00	7/3/2025	Total 40884
Executech	MSA Part 2 (Cloud,365, etc.) June 2025	813.56	7/17/2025	40970
		813.56	7/17/2025	Total 40970
Greg F Dean	FD E288 Vehicle Maintenance 6/16/25	561.00	7/3/2025	40883
		561.00	7/3/2025	Total 40883

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From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
Greg F Dean	FD E289 Vehicle Maint. 7/15/25	998.50	7/24/2025	40999
		998.50	7/24/2025	Total 40999
Herc Rentals Inc.	CP Lake - Light Towers 6/28/25	388.28	7/3/2025	40885
Herc Rentals Inc.	CP Lake - Light Towers, Generators 6/28/25	1,657.67	7/3/2025	
		2,045.95	7/3/2025	Total 40885
Herc Rentals Inc.	Lake SS Generator Trailer/Dieseld Fuel FY24/25	289.78	7/10/2025	40928
Herc Rentals Inc.	Parks - Lawn Mower Rental 7/3/25	1,426.89	7/10/2025	
		1,716.67	7/10/2025	Total 40928
Herc Rentals Inc.	SS 2025 Light Tower Rentals 6/28/25	1,131.54	7/3/2025	40885
		1,131.54	7/3/2025	Total 40885
Highlander Termite & Pest Control	CC Granulation Pest Control 7/28/25	85.00	7/31/2025	41033
		85.00	7/31/2025	Total 41033
Highlander Termite & Pest Control	FD88 Pest Control 7/21/25	65.00	7/24/2025	41003
		65.00	7/24/2025	Total 41003
Highlander Termite & Pest Control	FD89 Pest Control 7/15/25	75.00	7/24/2025	41002
		75.00	7/24/2025	Total 41002
Highlander Termite & Pest Control	Rasmussen Park - Pest Control Wasps 7/25/25	85.00	7/31/2025	41032
		85.00	7/31/2025	Total 41032
Hunt & Sons	FD Bulk Fuel 7/18/25	2,397.06	7/24/2025	41004

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Vendor Name	Description	Check Amount	Check Date	Check #
		2,397.06	7/24/2025	Total 41004
Hunt & Sons	FD Bulk Fuel FY25/26 7/3/25	2,179.80	7/10/2025	40930
		2,179.80	7/10/2025	Total 40930
Interwest Consulting Group, Inc.	FD Inpsect. Srvc 8 Units-Apartments 1/31/25	272.75	7/3/2025	40886
Interwest Consulting Group, Inc.	FD Inpsect. Srvc Adam's Meat Shop 6/19/25	256.38	7/3/2025	
Interwest Consulting Group, Inc.	FD Inpsect. Srvc Bite Me Donuts 1/21/25	136.38	7/3/2025	
		665.51	7/3/2025	Total 40886
Interwest Consulting Group, Inc.	FD Inpsect. Srvc Camerado Springs -Head Start 3/13/25	272.75	7/10/2025	40931
		272.75	7/10/2025	Total 40931
Interwest Consulting Group, Inc.	FD Inpsect. Srvc Camerado Springs Middle School 2/7/25	376.38	7/17/2025	40973
		376.38	7/17/2025	Total 40973
Interwest Consulting Group, Inc.	FD Inpsect. Srvc Dr. Lauren Anderson 3/10/25	253.10	7/10/2025	40931
Interwest Consulting Group, Inc.	FD Inpsect. Srvc Dr. Lauren Anderson 3/17/25	212.75	7/10/2025	
Interwest Consulting Group, Inc.	FD Inpsect. Srvc Glenview Apartments 4/3/25	392.75	7/10/2025	
		858.60	7/10/2025	Total 40931
Interwest Consulting Group, Inc.	FD Inpsect. Srvc Glittery 1/16/25	272.75	7/3/2025	40886

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From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
Interwest Consulting Group, Inc.	FD Inpsect. Srvc's Gloss n' Glow Sasha's Beauty Studio6/19/25	256.38	7/3/2025	
		529.13	7/3/2025	Total 40886
Interwest Consulting Group, Inc.	FD Inpsect. Srvc's Into the North #A4 3/10/25	133.10	7/10/2025	40931
Interwest Consulting Group, Inc.	FD Inpsect. Srvc's On Point Barbershop 3/19/25	272.75	7/10/2025	
Interwest Consulting Group, Inc.	FD Inpsect. Srvc's Rolling Hills Bookkeeping,LLC 2/6/25	253.10	7/10/2025	
		658.95	7/10/2025	Total 40931
Interwest Consulting Group, Inc.	FD Inpsect. Srvc's Shingle Springs CP Chamber of Comm 6/19/25	256.38	7/3/2025	40886
		256.38	7/3/2025	Total 40886
Interwest Consulting Group, Inc.	FD Inpsect. Srvc's 4 Plex 6/26/25	253.10	7/17/2025	40973
		253.10	7/17/2025	Total 40973
Interwest Consulting Group, Inc.	FD Inpsect. Srvc's 5 Units 7/2/25	253.10	7/24/2025	41005
		253.10	7/24/2025	Total 41005
Interwest Consulting Group, Inc.	FD Inpsect. Srvc's 6 Units 7/2/25	253.10	7/17/2025	40973
Interwest Consulting Group, Inc.	FD Inpsect. Srvc's Accurate Tx TI 6/26/25	253.10	7/17/2025	
		506.20	7/17/2025	Total 40973
Interwest Consulting Group, Inc.	FD Inpsect. Srvc's Astute Wealth Management 7/10/25	256.38	7/31/2025	41034

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From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
		256.38	7/31/2025	Total 41034
Interwest Consulting Group, Inc.	FD Inspect. Srvc ATH Fuentes-Schroeder Resid. ADU 2/13/25	253.10	7/3/2025	40886
		253.10	7/3/2025	Total 40886
Interwest Consulting Group, Inc.	FD Inspect. Srvc Blue Oak Elementary 2/20/25	392.75	7/17/2025	40973
Interwest Consulting Group, Inc.	FD Inspect. Srvc Blue Oak Manor 2/21/25	376.38	7/17/2025	
		769.13	7/17/2025	Total 40973
Interwest Consulting Group, Inc.	FD Inspect. Srvc Cambridge Woods 2/13/25	506.20	7/3/2025	40886
		506.20	7/3/2025	Total 40886
Interwest Consulting Group, Inc.	FD Inspect. Srvc Cameron Park Apartments 2/6/25	253.10	7/10/2025	40931
		253.10	7/10/2025	Total 40931
Interwest Consulting Group, Inc.	FD Inspect. Srvc Dollar Tree 6/26/25	253.10	7/17/2025	40973
		253.10	7/17/2025	Total 40973
Interwest Consulting Group, Inc.	FD Inspect. Srvc Dollar Tree 7/15/25	316.38	7/31/2025	41034
Interwest Consulting Group, Inc.	FD Inspect. Srvc Dollar Tree 7/18/25	256.38	7/31/2025	
Interwest Consulting Group, Inc.	FD Inspect. Srvc Enjoy Massage Therapy 7/10/25	256.38	7/31/2025	
Interwest Consulting Group, Inc.	FD Inspect. Srvc Forest Massage 7/10/25	256.38	7/31/2025	

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From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
		1,085.52	7/31/2025	Total 41034
Interwest Consulting Group, Inc.	FD Inspect. Srvc Green Valley Apartments 7/3/25	309.83	7/24/2025	41005
Interwest Consulting Group, Inc.	FD Inspect. Srvc Highland Apartments 7/2/25	256.38	7/24/2025	
		566.21	7/24/2025	Total 41005
Interwest Consulting Group, Inc.	FD Inspect. Srvc Into the North 2/28/25	256.38	7/10/2025	40931
		256.38	7/10/2025	Total 40931
Interwest Consulting Group, Inc.	FD Inspect. Srvc Loving Start Learning Center 6/27/25	253.10	7/17/2025	40973
		253.10	7/17/2025	Total 40973
Interwest Consulting Group, Inc.	FD Inspect. Srvc Marshall Medical-Mobile MRI Unit 7/3/25	249.83	7/24/2025	41005
		249.83	7/24/2025	Total 41005
Interwest Consulting Group, Inc.	FD Inspect. Srvc NSF 2/19/25	272.75	7/17/2025	40973
Interwest Consulting Group, Inc.	FD Inspect. Srvc Rosebud Apartment 2/21/25	256.38	7/17/2025	
Interwest Consulting Group, Inc.	FD Inspect. Srvc Ross Court 7 Units 2/7/25	256.38	7/17/2025	
		785.51	7/17/2025	Total 40973
Interwest Consulting Group, Inc.	FD Inspect. Srvc Sutter Radiation Oncology 7/3/25	249.83	7/24/2025	41005
		249.83	7/24/2025	Total 41005

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From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
Interwest Consulting Group, Inc.	FD Inspect. Srvc's Team Cycle & T's Espresso Bar 2/13/25	253.10	7/3/2025	40886
Interwest Consulting Group, Inc.	FD Inspect. Srvc's The Habit Burger 6/18/25	392.75	7/3/2025	
		645.85	7/3/2025	Total 40886
Interwest Consulting Group, Inc.	FD Inspect. Srvc's Victra-AKA Wireless 7/3/25	129.83	7/24/2025	41005
		129.83	7/24/2025	Total 41005
Interwest Consulting Group, Inc.	FD Inspect. Srvc's White Indust. Corp. 3/10/25	133.10	7/10/2025	40931
		133.10	7/10/2025	Total 40931
Interwest Consulting Group, Inc.	FD Inspect. Srvc's White Industrial Corp. 2/27/25	272.75	7/3/2025	40886
		272.75	7/3/2025	Total 40886
Interwest Consulting Group, Inc.	FD Plan Review Cameron Park Liquor-TI 2/1/25-3/31/25	452.50	7/10/2025	40931
		452.50	7/10/2025	Total 40931
Interwest Consulting Group, Inc.	FD Plan Review Country Club Fire Alarm 2/1/25-2/21/25	272.50	7/3/2025	40886
		272.50	7/3/2025	Total 40886
Interwest Consulting Group, Inc.	FD Plan Review Dollar Tree-TI 2/1/25-3/24/25	662.50	7/10/2025	40931
Interwest Consulting Group, Inc.	FD Plan Review Oxford Drive SFR 2/1/25-4/4/25	392.50	7/10/2025	
		1,055.00	7/10/2025	Total 40931

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Vendor Name	Description	Check Amount	Check Date	Check #
Interwest Consulting Group, Inc.	FD Plan Review Site Plan Tuff Shed 5/21/25-6/04/25	392.50	7/24/2025	41005
Interwest Consulting Group, Inc.	Fire Plan Review Dollar Tree Sprinklers 6/1/25-7/14/25	392.50	7/24/2025	
		785.00	7/24/2025	Total 41005
Interwest Consulting Group, Inc.	Fire Plan Review Knollwood Resid.Remodel 4/1-4/23/25	302.50	7/17/2025	40973
Interwest Consulting Group, Inc.	Fire Plan Review Temp. Mobile MRI Unit 3/1-4/28/25	152.50	7/17/2025	
		455.00	7/17/2025	Total 40973
Jamie Christine Hall	Inst. Pay Kaiut Yoga Classes 6/3/25-6/24/25	231.00	7/10/2025	40926
		231.00	7/10/2025	Total 40926
Jamie Christine Hall	Inst. Replace Pay Kaiut Yoga Class(Lost Check)3/4/25-3/27/25	300.00	7/17/2025	40972
		300.00	7/17/2025	Total 40972
Jason R Hichborn	CC Full Hall Rental Deposit Refund 7/13/25	600.00	7/31/2025	41031
		600.00	7/31/2025	Total 41031
Jeffrey Robert Fales	Pre-emp Fingerprinting FF Intern 7/10/25	50.00	7/17/2025	40958
Jeffrey Robert Fales	Pre-emp Fingerprinting Rec Dept. Mod Zumba Inst. 7/10/25	25.00	7/17/2025	
		75.00	7/17/2025	Total 40958
Johnson Controls	CC Inpsect HVAC for Classroom A&B 7/28/25	1,590.50	7/31/2025	41036
		1,590.50	7/31/2025	Total 41036

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From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
Kalan Richards	B2715 Instructor Application Fee Reimb 6/3, 6/4/24	325.00	7/17/2025	40980
		325.00	7/17/2025	Total 40980
Kenneth R. Campo	Financial Consulting Srvcs - June 2025	1,050.00	7/3/2025	40877
		1,050.00	7/3/2025	Total 40877
Kim McGeever	Swim Lessons Cancelled for Pool Maint. Refund 7/16/25	11.00	7/24/2025	41008
		11.00	7/24/2025	Total 41008
Kronick, Moskowitz, Tiedemann & Girard	CC&R Retainer for Legal Services 5/12-5/31/25 FY24/25	2,283.48	7/10/2025	40935
		2,283.48	7/10/2025	Total 40935
Kyleigh Francis	CP Swim Lessons Refund (Lives in diff state) 6/16/25	88.00	7/10/2025	40924
		88.00	7/10/2025	Total 40924
L. Kathleen Gilcrest	DIR Comp Meetings 7/7,7/8/25	200.00	7/17/2025	40971
		200.00	7/17/2025	Total 40971
Larry McBride	In Lieu Medical Benefits - Retiree - July 2025	600.00	7/3/2025	40890
		600.00	7/3/2025	Total 40890
Lee Jillian Toomey	CP Summer Kids Camp Refund 4/25/25	390.00	7/10/2025	40951
		390.00	7/10/2025	Total 40951
Lee Jillian Toomey	NaofA Cheer/Dance Camp Cancelled Refund 7/9/25	374.00	7/24/2025	41013
		374.00	7/24/2025	Total 41013
Life-Assist, Inc.	FD Medical Supplies (Vails,Tubes,Gloves) FY25/26 7/1/25	2,701.44	7/3/2025	40888

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Vendor Name	Description	Check Amount	Check Date	Check #
		2,701.44	7/3/2025	Total 40888
Life-Assist, Inc.	FD Medical Supplies FY25/26 (Ambu Elect.,Robert. airway)	847.51	7/10/2025	40936
		847.51	7/10/2025	Total 40936
Life-Assist, Inc.	FD Medical Supplies Syringe,Cloth Tape,Splints, Etc. 7/21/25	213.14	7/24/2025	41006
		213.14	7/24/2025	Total 41006
Lincoln Aquatics (SCP Distributors LLC)	Chlorine Fill, Pool (w/Credit NS525180) 7/22/25	2,064.65	7/31/2025	41040
		2,064.65	7/31/2025	Total 41040
Lincoln Aquatics (SCP Distributors LLC)	Chlorine Fill, Pool 7/22/25	447.07	7/31/2025	41039
		447.07	7/31/2025	Total 41039
Lincoln Aquatics (SCP Distributors LLC)	Muriatic Acid & Drums 7/24/25	1,902.47	7/31/2025	41038
		1,902.47	7/31/2025	Total 41038
Lois Deatherage	CP Swim Classes Refund 6/13/25	66.00	7/10/2025	40918
		66.00	7/10/2025	Total 40918
Lucas Wolfe	Reserve FF Shifts Stipend 7/12,19/26/25	240.00	7/31/2025	41052
		240.00	7/31/2025	Total 41052
Luckscheider Enterprise Inc.	2004 Ford Taurus Repair/Labor Per J. Mog Request 7/10/25	326.14	7/24/2025	41007
		326.14	7/24/2025	Total 41007
Lynda D Seymour	Inst. Pay Aquarobics Classes 6/2/25-6/30/25	648.00	7/10/2025	40948

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Vendor Name	Description	Check Amount	Check Date	Check #
		648.00	7/10/2025	Total 40948
Lynnette Falls	Inst. Pay Line Dancing Class 6/12/25	186.00	7/10/2025	40923
		186.00	7/10/2025	Total 40923
Madison Kakavas	Inst. Pay Cooking with Kids - Summer Class 6/3/25-6/24/25	312.00	7/10/2025	40934
		312.00	7/10/2025	Total 40934
Maurice Johnson	Cell Allowance - July 2025	100.00	7/3/2025	40887
		100.00	7/3/2025	Total 40887
Megan Lohmann	NAofA Jr. Academy of Soccer Camp Refund 4/30/25	187.00	7/17/2025	40975
		187.00	7/17/2025	Total 40975
Megan Proctor	Encroachment Permit Refund (was not in CSD Area) 7/11/25	75.00	7/17/2025	40979
		75.00	7/17/2025	Total 40979
Melissa O'Meara Simpkin	CC Kids Camp Staff Shirts 7/8/25	242.81	7/31/2025	41045
		242.81	7/31/2025	Total 41045
Michael Bradley Burgess	FF Intern Shifts Stipend FY24/25 6/4,5,10,11,17,18,23,24/25	640.00	7/10/2025	40913
		640.00	7/10/2025	Total 40913
Michael Bradley Burgess	Reserve FF Shifts Stipend 7/5,14,19,26/25	320.00	7/31/2025	41021
		320.00	7/31/2025	Total 41021
Mike Yates	Inst. Pay Prec. Sand Volleyball - Train. Classes 6/2-6/30/25	1,155.00	7/10/2025	40957
		1,155.00	7/10/2025	Total 40957
Mike Yates	Inst. Pay Prec. Sand Volleyball SC 7/21-7/25/25	1,323.00	7/31/2025	41053

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Vendor Name	Description	Check Amount	Check Date	Check #
		1,323.00	7/31/2025	Total 41053
Mike Yates	Inst. Pay Precision Sand Volleyball - Sum Camp 6/23-6/27/25	1,155.00	7/10/2025	40957
		1,155.00	7/10/2025	Total 40957
Mike Yates	Inst. Pay Precision Sand Volleyball Summer Camp 7/7-7/11/25	735.00	7/17/2025	40987
		735.00	7/17/2025	Total 40987
Monique Scobey	DIR Comp Meetings 6/10,6/18/25	200.00	7/17/2025	40981
		200.00	7/17/2025	Total 40981
Monique Scobey	DIR Comp Meetings July 2025	200.00	7/24/2025	41011
		200.00	7/24/2025	Total 41011
Mountain Democrat	MD Public Notice - District Assessment for FY25/26 7/2/25	157.28	7/10/2025	40937
Mountain Democrat	MD Public Notice - Taxation and Voter Approved Debt 7/2/25	38.75	7/10/2025	
		196.03	7/10/2025	Total 40937
Myung Chong	Inst. Pay Modified Zumba Classes 6/2/25-6/30/25	235.20	7/10/2025	40914
		235.20	7/10/2025	Total 40914
Nancie Chopp	Inst. Pay Art of Home Class 6/5/25	48.00	7/10/2025	40915
		48.00	7/10/2025	Total 40915
Napa Auto Parts	FD Def Vehicle Maint. 6/19/25	268.02	7/3/2025	40891
		268.02	7/3/2025	Total 40891
Napa Auto Parts	FD E388 Oil 6/9/25	112.61	7/10/2025	40938
		112.61	7/10/2025	Total 40938

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From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
Napa Auto Parts	FD E388 Oil FY25/26 7/1/25	37.52	7/3/2025	40891
		37.52	7/3/2025	Total 40891
Napa Auto Parts	FD E388 Vehicle Miant. Motor Oil FY24/25	112.61	7/24/2025	41009
		112.61	7/24/2025	Total 41009
National Academy of Athletics	Inst. Pay NAofA All Sports 7/21/25-7/25/25	942.60	7/31/2025	41041
		942.60	7/31/2025	Total 41041
National Academy of Athletics	Inst. Pay NAofA Fall Sports & JR. All Sports 6/23/25-6/27/25	1,458.60	7/10/2025	40939
		1,458.60	7/10/2025	Total 40939
National Academy of Athletics	Inst. Pay NAofA Football Camp 7/7/25-7/11/25	1,122.00	7/17/2025	40976
		1,122.00	7/17/2025	Total 40976
National Academy of Athletics	Inst. Pay NAofA Jr. Academy of Soccer Camp 7/14-7/18/25	2,131.80	7/31/2025	41041
		2,131.80	7/31/2025	Total 41041
Nicole Alvarez	CC Social Room Deposit Refund 6/21/25	300.00	7/10/2025	40908
		300.00	7/10/2025	Total 40908
Niki Garrison	SS 6 Bags of ice for Concessions Reimb 6/28/25	44.98	7/10/2025	40925
		44.98	7/10/2025	Total 40925
O'Connor & Company	CP CSD FY23/24 Audit Services 6/2/25-6/30/25	7,622.50	7/10/2025	40940
		7,622.50	7/10/2025	Total 40940
Pathian Administrators	Vision Benefits - August 2025	139.81	7/17/2025	40977
		139.81	7/17/2025	Total 40977

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Vendor Name	Description	Check Amount	Check Date	Check #
Paychex	Paychex Flex/Mobile fees for June 2025	261.80	7/21/2025	10370446
		261.80	7/21/2025	Total 10370446
Paychex	Paychex Payroll Fees for 07-18-25 PP15	348.75	7/18/2025	2025071401
		348.75	7/18/2025	Total 2025071401
Paychex	Paychex Payroll Fees for 07-4-25 PP14	343.37	7/3/2025	2025063001
		343.37	7/3/2025	Total 2025063001
PG&E	CP Lake Aerators 6/17/25-7/16/25	557.21	7/31/2025	41042
		557.21	7/31/2025	Total 41042
PG&E	Elec. 11 Lamps 6/13/25-7/15/25	225.37	7/31/2025	41044
		225.37	7/31/2025	Total 41044
PG&E	Elec. 5/22/25-6/23/25 LLAD's	12,776.23	7/17/2025	40978
		12,776.23	7/17/2025	Total 40978
PG&E	Elec. 8 Lamps 6/13/25-7/15/25	150.25	7/31/2025	41043
		150.25	7/31/2025	Total 41043
PG&E	Elec. CP Lake & New Crn Bar J B 5/22/25-6/23/25	2,330.99	7/10/2025	40941
		2,330.99	7/10/2025	Total 40941
PG&E	Elec. CP Lake Aerators 5/15/25-6/16/25	590.80	7/3/2025	40892
		590.80	7/3/2025	Total 40892
PG&E	Elec. CSD LP#56 FY24/25 5/16/25-6/17/25	3,064.09	7/10/2025	40943
		3,064.09	7/10/2025	Total 40943
PG&E	Elec. FD88&89 Tower/Ca Val Carousel 5/22/25-6/23/25	1,158.26	7/10/2025	40942

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Vendor Name	Description	Check Amount	Check Date	Check #
		1,158.26	7/10/2025	Total 40942
Pitney Bowes Global Financial Services	Mailstation Rental 7/30/25-10/29/25 FY25/26	86.57	7/10/2025	40944
		86.57	7/10/2025	Total 40944
Primo Brands	CC Water & Container Rental (2) 6/1/25-6/30/25	53.97	7/10/2025	40945
		53.97	7/10/2025	Total 40945
Prospector Soccer Club	CC Full Hall Deposit Refund 5/30/25	600.00	7/10/2025	40946
		600.00	7/10/2025	Total 40946
Razaul Haque	CC Full Hall & Kitchen Deposits Refund 6/22/25	700.00	7/10/2025	40927
		700.00	7/10/2025	Total 40927
Riverview International Trucks, Inc.	FD E-388 Repair Parts FY25/26 (w/credit CM182781) 7/2/25	3,071.07	7/10/2025	40947
		3,071.07	7/10/2025	Total 40947
Riverview International Trucks, Inc.	FD E89 Vehicle Maint. 7/9/25	2,216.11	7/24/2025	41010
		2,216.11	7/24/2025	Total 41010
Robert R. Westphal	Inst. Pay Taekwondo Classes 4/28/25-6/23/25	787.85	7/10/2025	40954
		787.85	7/10/2025	Total 40954
SDRMA	Property/Liability Insurance FY25/26	328,475.35	7/3/2025	40893
		328,475.35	7/3/2025	Total 40893
SDRMA	SS 2025 Additional Insured Certs FY24/25	142.50	7/24/2025	41012
		142.50	7/24/2025	Total 41012

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Vendor Name	Description	Check Amount	Check Date	Check #
SDRMA	Worker's Compensation Program FY25/26	21,646.80	7/3/2025	40894
		21,646.80	7/3/2025	Total 40894
Sidney Arthur Bazett	DIC Comp Meeting 6/18/25	100.00	7/10/2025	40910
		100.00	7/10/2025	Total 40910
Sidney Arthur Bazett	DIR Comp Meetings July 2025	200.00	7/24/2025	40990
		200.00	7/24/2025	Total 40990
Sierra Mountain Tree Service Inc.	Tree Service (Trim Valley Oak Tree, Tree Removal) 6/27/25	1,500.00	7/3/2025	40895
		1,500.00	7/3/2025	Total 40895
SiteOne Landscape Supply	Parks - Bubbler Flow, PVC Cap, seal, etc. 7/22/25	214.32	7/31/2025	41046
		214.32	7/31/2025	Total 41046
SiteOne Landscape Supply	Parks - Controller Station/9v Battery 7/12/25	162.77	7/17/2025	40982
		162.77	7/17/2025	Total 40982
Solitude Lake Management LLC	CP Lake - Annual Maintenance July Billing 7/1/25-7/31/25	224.97	7/10/2025	40949
		224.97	7/10/2025	Total 40949
State Water Resources Control Board	CP Lake Splash Pad Annual Permit fee (Final) 10/1/23-9/30/24	600.00	7/17/2025	40983
		600.00	7/17/2025	Total 40983
Stephanie Heaton	NAofA Cheer/Dand Camp Refund 4/11/25	47.00	7/24/2025	41001
		47.00	7/24/2025	Total 41001
Streamline	Streamline Web/Engage FY25/26 7/1/25-7/1/26	7,200.00	7/10/2025	40950
		7,200.00	7/10/2025	Total 40950

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Vendor Name	Description	Check Amount	Check Date	Check #
TimeClock Plus LLC	Humanity Annual Emp License/Implementation 7/14/25	1,440.00	7/17/2025	40984
		1,440.00	7/17/2025	Total 40984
Timothy Engle	CC/Parks Indivi Passes Refund Due to Parking Boxx 7/29/25	200.00	7/31/2025	41030
		200.00	7/31/2025	Total 41030
TPX Communications	Com Center Phones/Internet July 2025	1,168.45	7/10/2025	40952
		1,168.45	7/10/2025	Total 40952
Umpqua Bank	Banking Maint Fee for June 2025	314.24	7/22/2025	Bank Maint Fee
		314.24	7/22/2025	Total Bank Maint Fee
Umpqua Bank	Credit Card Merch Fees- IQ June 2025 (ARC 1.65%)	41.62	7/9/2025	Merch Fees
Umpqua Bank	Credit Card Merch Fees- IQ June 2025 (FD IN 10.57%)	266.59	7/9/2025	
Umpqua Bank	Credit Card Merch Fees- IQ June 2025 (Parks 5.36%)	135.19	7/9/2025	
Umpqua Bank	Credit Card Merch Fees- IQ June 2025 (Rec/CC 67.90%)	1,712.56	7/9/2025	
Umpqua Bank	Credit Card Merch Fees- IQ June 2025 (SS 14.52%)	366.22	7/9/2025	
		2,522.18	7/9/2025	Total Merch Fees
Umpqua Bank Commercial Card OPS	Umpqua CC's - June 2025	14,740.48	7/10/2025	40953
		14,740.48	7/10/2025	Total 40953
Verizon Business	FD Business Plan 7/10/25	5.72	7/24/2025	41014
		5.72	7/24/2025	Total 41014
Verizon Wireless	FD Wireless 5/16/25-6/15/25	428.18	7/3/2025	40896
		428.18	7/3/2025	Total 40896
Verizon Wireless	FD Wireless 6/16/25-7/15/25	428.20	7/31/2025	41048

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Vendor Name	Description	Check Amount	Check Date	Check #
		428.20	7/31/2025	Total 41048
Verizon Wireless	Parks Wireless - Wifi's, Hot Spots, PB Router, 6/11-7/10/25	360.90	7/31/2025	41047
		360.90	7/31/2025	Total 41047
Verizon Wireless	Wireless Phones CC,Rec,Parks,CC&R,Admin 6/11/25-7/10/25	772.05	7/24/2025	41015
		772.05	7/24/2025	Total 41015
Wex Bank	FD Wex Fuel OOA FY24/25 6/30/25	52.64	7/3/2025	40897
		52.64	7/3/2025	Total 40897
Wilkinson Portables, Inc.	D. West Porta Potty 6/23/25-7/20/25	184.33	7/31/2025	41050
Wilkinson Portables, Inc.	D. West Porta Potty Rental Srvcs 5/26/25-6/22/25	184.33	7/31/2025	
		368.66	7/31/2025	Total 41050
Wittman Enterprises, LLC	First Responder Fee Billing Srvcs 5/30/25-6/26/25	2,070.00	7/3/2025	40898
		2,070.00	7/3/2025	Total 40898
WiZiX Technology Group, Inc	CSD Copier Count 6/1/25-6/30/25	121.71	7/10/2025	40956
		121.71	7/10/2025	Total 40956
WiZiX Technology Group, Inc	CSD Copier Toners 7/25/25	668.52	7/31/2025	41051
		668.52	7/31/2025	Total 41051
Zuri Alliance LLC	June - Pool Chemicals (Chlorine,Muriatic Acid,Tests) 6/27/25	311.11	7/3/2025	40901
		311.11	7/3/2025	Total 40901
Zuri Alliance LLC	June - Pool Services 6/27/25	3,536.00	7/3/2025	40899
		3,536.00	7/3/2025	Total 40899

**Cameron Park Community Services District
Check/Voucher Register - Check Register**

Item #10A

From 7/1/2025 Through 7/31/2025

Vendor Name	Description	Check Amount	Check Date	Check #
Zuri Alliance LLC	June - Service Pool Call 6/27/25	446.30	7/3/2025	40900
		446.30	7/3/2025	Total 40900
Report Total		1,081,138.76		